COUNCIL OF MAYORS
McHenry County

SURFACE TRANSPORTATION PROGRAM GUIDEBOOK AND METHODOLOGY

Adopted: **9/19/2025** Revised: **11/21/2025**

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MCHENRY COUNTY COUNCIL OF MAYORS MEMBERSHIP

The Village of Algonquin

The Village of Barrington Hills

The Village of Bull Valley

The Village of Cary

The City of Crystal Lake

The Village of Fox River Grove

The Village of Greenwood

The City of Harvard

The Village of Hebron

The Village of Holiday Hills

The Village of Huntley

The Village of Johnsburg

The Village of Lake in the Hills

The Village of Lakemoor

The Village of Lakewood

The City of Marengo

The Village of McCullom Lake

The City of McHenry

The Village of Oakwood Hills

The Village of Port Barrington

The Village of Prairie Grove

The Village of Richmond

The Village of Ringwood

The Village of Spring Grove

The Village of Trout Valley

The Village of Union

The Village of Wonder Lake

The City of Woodstock

The County of McHenry

QUICK REFERENCE FACT SHEET

This is a quick reference sheet for the policies located in this guidebook. Not all the information in this guidebook is located on this sheet. All the information here links to its location in the guidebook. **Please review the entire document before submitting an application.**

Call for Projects period: October 13, 2025 – December 12 2025 (submit applications now)

Maximum federal award: $1,800,000 for all construction phases combined; $100,000 for engineering only projects.

Eligible phases	**Federal/local ratio**
Phase I (resurfacing only)	50/50
Phase II	50/50
Construction/CE	80/20
Engineering	50/50
Engineering Target	Federal/local ratio
Phase I (both resurfacing and reconstruction)	80/20
Phase II	80/20

Number of funded projects allowed: 1 construction project per project sponsor, 1 engineering project per project sponsor.

New Engineering-only projects: Communities may be awarded funds for both a construction project and an engineering project. These must be different projects.

Active program: projects with at least one phase with federal funding

Contingency program: projects without federal funding but eligible to receive federal funds if they become available

Active Program Management: policies put forward by CMAP (in conjunction with IDOT and FHWA) that outline the requirements for reporting and programming of STP-L funds.

Obligation deadlines: money must be obligated in the Federal Fiscal Year in which it is programmed - by September 30 - unless an extension is requested and granted.

Quarterly Status Updates: due each quarter (December, March, June, September). Required for project management and tracking.

Applications can be submitted to: planningliaison@mchenrycountyil.gov

Approved: 5/16/2025

IMPLEMENTATION POLICY AND REQUIREMENTS

ELIGIBILITY

Projects must be located on federally eligible roadways. This is determined using the functional classification of a roadway. The route must be federally eligible by the time of application to be considered for STP-L funding. Routes that are eligible are those classified as:

- Principal or Minor Arterials
- Major or Minor Collectors

PROJECT TYPE ELIGIBILITY

Table 1

Eligible Project Types	
Roadway and Intersections	Resurfacing
Intersection Channelization	Local Agency Functional Overlay (LAFO)
Roadway Widening	Local Agency Structural Overlay (LASO)
New Roadway Construction	Resurfacing
Roadway Reconstruction	
Traffic Signals, Modifications, and/or Modernization	
Modern Roundabout (including mini roundabouts)	

STP-L ON STATE ROADS

The primary purpose of the STP program is to improve municipal and County roads. However, a municipality or the County may choose to sponsor and apply for STP funding for an intersection project that includes a State road. Only intersection projects will be considered in this manner.

LOCAL MATCH RATIO

General STP Applications Table 2.1

Phase	Ratio	Notes
Phase I (E1)	50/50	Phase I only eligible for resurfacing projects
Phase II (E2)	50/50	Phase II eligible for all project types
ROW	Not eligible	ROW not eligible for any project types
Construction/CE	80/20	
Engineering	50/50	

Engineering Target Applications Table 2.2

Phase	Ratio	Notes
Phase I (E1)	80/20	Phase I eligible for all project types
Phase II (E2)	80/20	Phase II eligible for all project types

FEDERAL FUNDING CAP

The maximum federal STP funding obligated for any one construction project shall be no more than $1,800,000.00, inclusive of all phases. The maximum federal STP funding obligated for any individual engineering project shall be no more than $100,000.00, inclusive of all phases. An individual project may not be awarded funding for both engineering and construction work in the same cycle.

LIMIT ON THE NUMBER OF STP-FUNDED PROJECTS

During each call for projects, MCCOM members may submit applications for any number of STP-funded projects. Projects spanning across multiple jurisdictions must identify a lead sponsoring agency. This lead sponsor shall consider that project their only project awarded during that call. For this application cycle, the council is targeting programming at maximum $200,000 for engineering-only projects. Each municipal sponsor will be limited to no more than one (1) awarded project of each type, one (1) construction and one (1) engineering, to be included in the active program during each call for projects. An individual project may not be awarded funds for both categories in the same funding cycle.

ASSISTANCE FOR DISADVANTAGED COMMUNITIES

Federal law allows states to accrue Transportation Development Credits for Highways (TDCHs), also known as "Toll Credits," when capital investments are made on federally approved tolled facilities. TDCHs can be used in place of the 20 percent local match. MCCOM

member municipalities within the highest need group (Cohort 4), as defined by CMAP, are permitted to utilize TDCHs to reduce their local match for STP-L to only 10 percent, resulting in 90 percent of said project being federally funded. Eligibility is determined at the time of application for STP funds.

For Cohort 4 communities, all phases are eligible for the use of TDCHs, excluding ROW. Eligibility for TDCHs does not guarantee that the project will be selected for STP-L funding or that IDOT will ultimately approve the use of TDCHs for that project. MCCOM will follow both CMAP's and IDOT's policies. See the Cohort Table on Page 14 for a table of Cohorts and communities.

PROJECT PROPOSALS

The project sponsor must be a member of the McHenry County Council of Mayors to apply for a project. Any member may propose a project, but the following requirements must be met:

- The project is on an STP-eligible route and has logical termini. Eligibility and termini will be determined by MCCOM and concurred by IDOT, in accordance with FHWA requirements.
- The project is an STP-eligible project type as specified in both the MCCOM project list and current federal transportation bill.
- The project sponsor(s) must be able to fund the local match and adopt a resolution or ordinance. Any multi-jurisdictional projects must identify which municipality will be responsible for each component or phase of the project.
- The project sponsor must be a member of MCCOM. Any other agencies that wish to apply for a project must have an MCCOM member as a co-sponsor. This includes Township Road Districts, transit agencies, or other agencies in McHenry County.
- The project sponsor must complete an application and submit for consideration during the Call for Projects period.

PROJECT SUBMITTALS

Submittals for the STP-L program may only be made in response to a specific call for projects announced by the Council. Council calls will be held in odd numbered years beginning in 2023.

PROJECT APPLICATIONS

All applications will be submitted electronically via email to: planningliaison@mchenrycountyil.gov and will be reviewed by the Planning Liaison. Incomplete or late applications will not be accepted.

PROJECT EVALUATION PROCESS

Once the Call for Projects has closed and all applications have been received, the evaluation process will begin. Projects will be ranked by the Planning Liaison using the scoring system on pages 16-17. The recommended program of projects and contingency program will be released for the Council's review and approval. The program will go through a 30-day public comment period, after which it will go to the Council for approval. After approval, the projects will be entered into the Transportation Improvement Program (TIP), where it will be approved by the CMAP Transportation Committee, then the MPO Policy Committee in June 2026.

VARIANCE PROCESS

The project selection methodology is used in the selection of project to be included in the Council's Five-Year Program. However, if a sponsor would like the Council to consider a project for reasons beyond those listed in the ranking system, the Council may consider and approve the project on a case-by-case basis, but the project will be subject to the same project selection methodology as all other projects. This process shall only be used during an active call for projects. This process cannot conflict with CMAP's Active Program Management Policies and STP agreement.

ADOPTION OF PROGRAM

The regularly scheduled Council meetings shall vote on any updates to the Council's 5-Year fiscally constrained STP Program.

CONTINGENCY PROGRAM

Projects that did not rank into the Council's Active Program in the most recent call cycle will be included in a contingency list. Contingency projects will remain in the council's program until the next call for projects in the following cycle. Active projects may also be reprogrammed into the contingency list, either voluntarily or due to missing an obligation or reporting deadline. In such a case, those projects must reapply for funding in the next Call for Projects.

FUNDING AVAILABILITY

Funding for projects is contingent on the federal program being authorized and appropriated.

CMAP ACTIVE PROGRAM MANAGEMENT POLICIES

All sponsors participating in the STP federal funding process through the McHenry County Council of Mayors will be subject to the policies and procedures detailed in the Chicago Metropolitan Agency for Planning's Active Program Management Policies (APM). In the event that updates are made by CMAP to the APM policies which conflict with MCCOM's Surface Transportation Program Guidebook, APM will override MCCOM's STP Guidebook.

TRAINING

Understanding the STP and federal process and requirements leads to successful completion of projects. An understanding of the process and project implementation leads to realistic timelines and expectations. Project sponsors that have projects recommended for inclusion in either the Active or Contingency Programs will be **required** to attend an STP workshop prior to the formal adoption of the program.

DESIGNATED PROJECT MANAGERS

Upon inclusion in either the Active or Contingency Programs, each project sponsor shall designate a Technical Project Manager as well as a Financial Project Manager for communication.

A Technical Project Manager that will be responsible for overseeing the implementation of the project, managing any consultants involved in the project, ensuring that all federal, state, and local requirements are met and, in conjunction with the Financial Project Manager, ensuring that the required agreements between the sponsor agency and IDOT are approved and executed in an appropriate and timely manner.

A Financial Project Manager that will be responsible for ensuring that any required local matching funds are included in the sponsor agency budget in the appropriate fiscal year(s) in which federal obligation and/or project expenditures will occur, and, in conjunction with the Technical Project Manager, that the required agreements between the sponsor agency and IDOT are approved and executed in an appropriate and timely manner.

The Technical Project Manager and Financial Project Manager generally should not be the same person, unless the Technical Project Manager has a direct role in developing the sponsor's budget and/or securing local funding. For each project phase utilizing consulting services, a Consultant Project Manager must also be designated.

The project managers must be reported to the Planning Liaison and should also be documented in the CMAP eTIP database. In the event of staff changes, a new designee(s) shall be assigned as soon as possible. These managers should be familiar with the federally funded project implementation process and are strongly encouraged to take advantage of training opportunities.

Required project status updates described below may only be submitted by one of these managers, and all managers are jointly responsible for the content and timely submittal of updates. Correspondence from the MCCOM and/or CMAP regarding project status, upcoming programming deadlines, or any other information regarding the programming status of projects will be sent to each of these managers. Correspondence from the MCCOM and/or CMAP regarding the technical details of projects may be sent only to the Technical Project Manager and/or Consultant Project Manager, as appropriate.

QUARTERLY STATUS UPDATES

Quarterly status updates must be submitted by one of the designated project managers. These updates are required to be submitted any day within each month of December, March, June, and September. Updates cannot be submitted early or late and still be considered official. Status updates must be sent even if there was no change to the project since the prior update. Consequences for not providing quarterly updates in a timely manner are shown below in Table 3.

Table 3

Projects with any phase programmed in the current FFY	The phase(s) programmed in the current year will be either reprogrammed in an out year of the active program (subject to fiscal constraint) or moved to the contingency program, at the selecting body's discretion. All subsequent phases of the project that are included in the active program will be moved to the contingency program and will not be eligible to be moved back into the active program until the current year phase(s) is authorized/obligated or until the next call for projects, whichever comes first.
Projects with any phase(s) programmed in an out year (years 2-5)	All phases of the project that are included in the active program will be moved to the contingency program. The earliest phase will be eligible to be reinstated into the current year of the active program. Any phase(s) not reinstated into the active program prior to the next call for projects must reapply for funding consideration during that call.
Contingency projects	The project phase, and all subsequent phases, will be removed from the contingency program and must re-apply for funding during the next Call for Projects.

OBLIGATION DEADLINES

Any project phase programmed in the current Federal Fiscal Year (FFY) on or after the first day of that FFY (October 1) is required to fully obligate the programmed federal funds prior to the end of that FFY (September 30). A project phase is considered to be obligated if federal funds have been authorized as "current" or "Advance Construction (AC)" in FHWA's FMIS database. The entire phase must be obligated, up to the programmed amount or the final engineer's estimate, whichever is less, to be considered fully funded. "Staged" construction, or "combined" engineering phases are not considered fully obligated until all stages/phases under a single State Job or Federal Project Number are fully obligated. Table 4 describes the action(s) necessary to obligate each federally funded phase, and the milestone deadlines that should be met to meet the obligation requirement.

Table 4

Federally Funded Phase	Federal Obligation Action	Milestone(s)	Milestone Deadline
Phase I Engineering	Execution of Local Agency Agreement and Engineering Agreement	1. Phase 1 QBS* completed	1. Before submitting draft agreements
		2. Draft agreements submitted to IDOT (12-15 month review)	2. June 30 (approx.)
Phase II Engineering	Execution of Local Agency Agreement and Engineering Agreement	1. Phase II QBS completed	1. Before submitting draft agreements
		2. Phase I Design Approval (DA) received	2. Before submitting draft agreements
		3. Draft agreements submitted to IDOT (9-12 month review)	3. April 30 (approx.)
Construction (state let)	Execution of Local Agency Agreement (Approx. 6 weeks prior to letting)	1. Phase 2 pre-final plans submitted	1. Date specified on the IDOT Region 1 Letting Schedule for the November state letting (typically early-June)

MILESTONE EXTENSIONS

After the March status update, if project milestones are not anticipated to be achieved, the project sponsor may, before July 31st:

1. Request a one-time, six-month extension of the phase obligation deadline.

    - For Phase 1 Engineering, Phase 2 Engineering, the extended deadline will be March 30th of the following calendar year.
    - For Construction/Construction Engineering, the extended deadline will be the federal authorization date for the April state letting in the following calendar year.
    - If the end of the six-month extension has been reached, and the phase remains unobligated solely due to agreement review and the agreement was submitted to IDOT before August 1st of the prior year in a good faith attempt to ensure timely obligation of funds within the programmed FFY, an additional three-month extension will be automatically granted for that phase. An additional extension will be extended to June 30 for engineering and ROW phases, and the federal authorization date for the August state letting for construction/construction engineering phases.

2. Request the current phase and all subsequent phases be immediately removed from the active program and placed in the contingency program to make the phase available for active reprogramming. If not moved back into the active program for the next call for projects, the sponsor must reapply for funding consideration.

3. Proceed at your own risk. If the programmed funds are not obligated as of September 30, the programmed phase and all subsequent phases will be removed from the active program and will not be added to the contingency program. Programmed funds will not be carried over or available for reprogramming and will be permanently removed from the Council's programming mark. The sponsor would then need to reapply during the next call for projects.

Following the March status update, and other requests for extensions, sponsors of project phases included in the contingency program that have indicated potential for current year obligation of funds will be notified of the possible availability of funding and will be encouraged to take necessary actions to prepare for obligation of funds between June and October.

If a project included in the Active Program has not started Phase 1 Engineering (or equivalent) since the prior call for projects, whether that phase is to be federally or locally funded, that project must re-apply in the next call, except if:

- The project is for pavement preservation techniques that were selected and programmed in out years to align with the sponsor/sub-regional/regional pavement management system recommendations; or
- STP funded phase 1 engineering was programmed in an out year during a prior CFP.

ACTIVE REPROGRAMMING

If a project sponsor can demonstrate timely implementation of a project; that project sponsor may request unobligated Council funds below the threshold of fiscal constraint for that Federal Fiscal Year. Active Reprogramming can be used for:

- Cost changes for current FFY phases that are expected to meet the obligation deadline
- Accelerating phases programmed in out years of the active program that are ready to obligate in the current FFY.
- Accelerating phases included in the contingency program that are ready to obligate in the current FFY
- Cost changes for already obligated phases

In the case of moving a project from the contingency list to the active list, a request must be made by the project sponsor to the Planning Liaison. Project moved from the contingency list to the active program must be approved by a simple majority of the Council.

COST INCREASE LIMITATIONS

Projects at the Council's $1,800,000.00 construction cap or at the Council's $100,000 engineering cap are not eligible for a cost increase. Projects below the federal funding cap are eligible for a cost increase of up to ten percent (10%) of the original STP programmed amount, subject to the MCCOM's federal funding cap and the availability of additional STP funds. Any cost increase above 10% of the originally programmed STP amount will be the responsibility of the local sponsor. Cost increases cannot be guaranteed. Project phases on the Contingency lists are eligible for cost increases. For project phases programmed in the first two years of the Council's active program, cost increases can only be granted for project phases in the current fiscal year that are ready for obligation. Projects that are in the last three years of the Council's active program can request cost increases only during a regularly scheduled call for projects.

CURRENT YEAR COST INCREASES

Cost increases in the current federal fiscal year are subject to the availability of funding through active reprogramming and the STP shared fund and cannot be guaranteed. If the Council has the available funding at the time of the request, additional funds will be granted up to the maximum funding limitation. To be eligible for a cost increase for:

- Phase II Engineering in the current federal fiscal year: The project sponsor must submit draft Phase II engineering agreements to Council Staff by April 30th of the current year.
- Construction or Phase III Engineering in the current federal fiscal year: Pre-Final Plans must be submitted to IDOT in accordance with the published Bureau of Local Roads and Streets Letting Schedule to make the September bid letting.

If MCCOM funds are available due to active reprogramming, cost increases will be funded in the order they were received until MCCOM funds are expended or the requests are exhausted. If or when MCCOM funds are exhausted, cost increases will be requested from CMAP through the STP Shared Fund. If additional funds are not available from either the MCCOM Program or the STP Shared Fund to accommodate a cost increase, the project sponsor must notify MCCOM how they wish to proceed by June 1st. The options for sponsors are:

- Delay the project phase; and actively reprogram it to await additional federal funding; or
- Keep the project in the current year and fund the increased project cost with local funds

BUDGET INTEGRITY

The annual and multi-year budgetary constraints shall always be maintained, based on the projected available funding levels provided by CMAP.

MCHENRY COUNTY HIGH NEED COMMUNITIES

For the purpose of this methodology, the 17 McHenry County municipalities in Cohorts 2, 3, and 4 are considered to be “high need communities” (see Table 5 below). High need communities are identified by CMAP on an annual basis and are those with a lower tax base, lower median household income, and lower tax base per capita. For this reason, high need communities will receive Cohort points on STP-L project applications based on the community Cohort to which they belong. If two communities’ partner on single project application their Cohort points will be determined by averaging the Cohort points for each partnering municipality.

Table 5

CMAP Community Cohorts			
Cohort 1	**Cohort 2**	**Cohort 3**	**Cohort 4 (eligible for TDCHs)**
Algonquin	Bull Valley	Greenwood	Harvard
Barrington Hills	Fox River Grove	Hebron	Holiday Hills
Cary	Johnsburg	Marengo	McCullom Lake
Crystal Lake	Lakemoor	Richmond	
Huntley	Oakwood Hills		
Lake in the Hills	Prairie Grove		
Lakewood	Port Barrington		
McHenry	Ringwood		
Spring Grove	Trout Valley		
	Union		
	Wonder Lake		
	Woodstock		

Cohort points will be awarded based on the following scale:

Cohort 1	Population greater than 8,000	0 points
Cohort 1	Population less than 8,000	1 point
Cohort 2	Population greater than 8,000	2 points
Cohort 2	Population less than 8,000	3 points
Cohort 3	Population greater than 8,000	4 points
Cohort 3	Population less than 8,000	5 points
Cohort 4	Population greater than 8,000	6 points
Cohort 4	Population less than 8,000	6 points

ROADWAY AND INTERSECTION SCORING

Scoring Criteria			Points
Traffic Volume	2 lane road: ADT/1000=Points	4 lane road: ADT/2000=Points	15 points maximum
Pavement Condition	Poor	0-45	13
	Fair	46-60	9
	Satisfactory	61-75	5
	Excellent	76-100	0
	New alignment		5
Safety	Percent change of SSA rating for before/after construction	9% or greater	20
		7-8%	16
		5-6%	12
		3-4%	8
		1-2%	4
		0%	0
Project Readiness	Pre-final plans ready to submit to IDOT		15
	Phase II contract executed		12
	Design Approval received		9
	Draft PDR submitted to IDOT		6
	Phase I contract executed		3
	Project scoping		0
Local Needs	Year of last STP-L award	2022-2023	0
		2020-2021	1
		2018-2019	3
		2017 and earlier	5
Planning Measures	Complete Streets	Adding Category A Element	5
		Adding Category B Element	4
		Adding Category C Element	3
		Complete Streets Policy	3
	Green Infrastructure	Adding Green Infrastructure	5
		Maintaining Green Infrastructure	2
Partnership	Municipality, township, transit agency, County or other is a financial partner for this project.		6
CMAP Community Cohorts	Cohort 1	Population more than 8,000	0
	Cohort 1	Population fewer than 8,000	1
	Cohort 2	Population more than 8,000	2
	Cohort 2	Population fewer than 8,000	3
	Cohort 3	Population more than 8,000	4
	Cohort 3	Population fewer than 8,000	5
	Cohort 4	Population more than 8,000	6
	Cohort 4	Population fewer than 8,000	6

RESURFACING SCORING

Scoring Criteria			Points
Traffic Volume	2 lane road: ADT/1000=Points	4 lane road: ADT/2000=Points	15 points maximum
Pavement Condition	Fair	26-55	22
	Good	56-65	17
	Poor	11-25	9
	Excellent	65-100	0
	Ineligible	0-10	0
Safety	Restriping	Adding New Striping	4
		Restriping	2
		Not restriping	0
	Signage	Adding New Signage	4
		Replacing existing signage	2
		No new Signage	0
	Percent change of SSA rating for before/after construction	8% or greater	8
		4-7%	6
		1-3%	4
		0%	0
Project Readiness	Pre-final plans ready to submit to IDOT		10
	Phase II contract executed		8
	Design Approval received		6
	Draft PDR submitted to IDOT		4
	Phase I contract executed		2
	Project scoping		0
Local Needs	Year of last STP-L award	2022-2023	0
		2020-2021	2
		2018-2019	4
		2017 and earlier	6
Planning Measures	Complete Streets	Adding Complete Streets elements	14
		Maintaining Complete Streets elements	7
	Green Infrastructure	Adding Green Infrastructure elements	5
		Maintaining Green Infrastructure elements	2
Partnership	Municipality, township, transit agency, County or other is a financial partner for this project.		6
CMAP Community Cohorts	Cohort 1	Population more than 8,000	0
	Cohort 1	Population fewer than 8,000	1
	Cohort 2	Population more than 8,000	2
	Cohort 2	Population fewer than 8,000	3
	Cohort 3	Population more than 8,000	4
	Cohort 3	Population fewer than 8,000	5
	Cohort 4	Population more than 8,000	6
	Cohort 4	Population fewer than 8,000	6