



STORMWATER MANAGEMENT COMMISSION

**DEPARTMENT OF COMMERCE & ECONOMIC OPPORTUNITY STORMWATER
CAPITAL IMPROVEMENT PROGRAM (DCEO-STOCIP)
FOR REGIONAL STORMWATER INFRASTRUCTURE**

REQUEST FOR PROJECT PROPOSALS

Release date: OCTOBER 13, 2020

Eligible Applicants: Applicants must have the corporate capability to maintain infrastructure in perpetuity and land rights to execute the project. Municipalities shall be a member and in good standing with the National Flood Insurance Program. Eligible applicants may include but are not limited to; local units of municipal, township, and county governments, homeowners’ associations with legal corporate standing, park districts, drainage districts and other land-managing organizations.

Grant/Funding Program Name: Department of Commerce and Economic Opportunity Stormwater Capital Improvement Program (DCEO-STOCIP)

Funding Organization: Illinois Department of Commerce and Economic Opportunity, Countywide Application coordinated and administered by Lake County Stormwater Management Commission (SMC)

Funding Available per Application: Maximum award is \$2,500,000. Minimum award is \$250,000.

Match Requirement: 15% of total project expense, may be reduced or waived based on Environmental Justice criteria.

Eligible Location(s): Projects within Lake County, Illinois

Proposal Submission Deadline: Friday January 8, 2021 at 4:00 pm Central Time

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SECTION I. INTRODUCTION

The Lake County Stormwater Management Commission (SMC) is preparing an application to the Illinois Department of Commerce and Economic Opportunity (DCEO) for Build Illinois grant funds to support the countywide implementation of regional stormwater infrastructure that is **identified as having significant flood damage reduction value**. The Stormwater Capital Improvement Program (DCEO-STOCIP) is intended to provide grant funding to support the implementation of flood damage reduction and stormwater management projects that prevent, eliminate, or reduce flood damages in Lake County.

SMC will develop the funding request that will be submitted to DCEO to support this collaborative, countywide program. Should a project receive grant funding from DCEO, SMC will provide technical assistance to local project sponsors, administer the grant, and take the lead in coordinating with DCEO regarding grant requirements, thereby allowing local project sponsors to focus solely on the successful implementation of their projects.

SMC is now seeking proposals from local project sponsors who would like to have their projects included in the DCEO-STOCIP application. These projects must have a flood damage reduction benefit and **must score at least 1,000 damage points according to the DCEO-STOCIP scoring matrix (Appendix A)**. This Request for Project Proposals contains instructions for the preparation and submittal of a project proposal to SMC for possible inclusion in the Program and the application that will be submitted by SMC to DCEO later this year.

Additional information regarding administration of this program can be found in the DCEO-STOCIP Policies and Procedures ([POLICIES AND PROCEDURES LINK](#)).

SECTION II. IMPORTANT INFORMATION

Pre-Submittal Technical Assistance

SMC staff will be available to meet with local project sponsors through Noon on December 18, 2020 to discuss potential projects and to assist applicants with the preparation of their project proposals. If you would like to take advantage of this valuable technical assistance, please contact one of the program contacts listed below no later than December 4, 2020 to set up a pre-submittal meeting. Please note that a limited number of appointment times are available and that all pre-submittal meetings will be scheduled on a first come, first served basis. **All applicants are encouraged to schedule a pre-submittal call/meeting with SMC staff prior to the submittal of a project proposal.** Prior to the pre-submittal meeting, all applicants will be asked to provide brief preliminary project information and to complete the Project Readiness/Phase Categorization Checklist (Appendix B), which will provide SMC staff with basic information about the applicant's proposed project.

Submittal Deadline

Since the preparation of the funding application to DCEO will require significant coordination with local project sponsors, we are asking all applicants to submit their project proposals to SMC by **no later than 4:00 PM on Friday January 8, 2021**. All project proposals received by this deadline will be reviewed and considered for inclusion in the DCEO-STOCIP Program.

Submittal Information

Please submit project proposals electronically in .PDF format to one of the program contacts via the e-mail address provided below. **All project proposals must be received no later than 4:00 PM on January 8, 2021.**

Program Contacts

Fox River Watershed:

Arnold Donato

P: (847) 377-7712

E: ADonato@lakecountyil.gov

Des Plaines River Watershed:

Brian Frank

P: (847) 377-7704

E: BFrank@lakecountyil.gov

North Branch Chicago River/Lake Michigan Watersheds:

Ashley Strelcheck

P: (847) 377-7710

E: AStrelcheck@lakecountyil.gov

Important Dates

The following table identifies several important dates and deadlines:

Important Program Dates and Deadlines	
Date	Significance
December 4, 2020	Last day to contact SMC staff to schedule pre-submittal meeting
December 18, 2020	Last day to participate in pre-submittal meeting with SMC staff
January 8, 2021	Deadline for submitting project proposals to SMC via the SMC Online Project Portal
January 11-March 4, 2021	SMC completes review of project proposals, obtains additional information from applicants, and selects projects to be included in funding request
March 2021	SMC Board approves final project list for funding application to DCEO
March 2021	SMC staff initiates DCEO project funding request process
TBD – Based on DCEO-STOCIP Pre-Award Process Timeline	Project sponsors execute agreements for projects receiving funding from DCEO; cost-share funding becomes available

SECTION III. SUBMITTAL GUIDELINES

Who Can Submit a Proposal?

DCEO-STOCIP funds are available to any entity that has corporate capability, including legal status, to maintain infrastructure in perpetuity. This can include but is not limited to local units of municipal, township, and county governments, homeowners' associations with legal corporate standing, park districts, drainage districts and other land-managing organizations.

Upon DCEO approval and execution of an Intergovernmental agreement with SMC, applicants may elect to initiate the project, pay expenses, and then request reimbursement from SMC and DCEO. Applicants must also have the authority and ability to develop an operation and maintenance plan and to maintain the project in perpetuity. *Please note that SMC may provide periodic maintenance inspections of all projects funded through DCEO-STOCIP for a period of 25 years following completion of project implementation to ensure that the projects are being properly maintained.*

What Kinds of Projects Are Eligible for DCEO-STOCIP Funding?

DCEO-STOCIP utilizes Build Illinois Grant Program funds for bondable infrastructure projects (see [DCEO Link](#) for more details on bondability guidelines), including flood mitigation, stream restoration/reconstruction, stormwater infrastructure emergency and critical need implementation, and flood-damaged property buyouts. Projects scoring a minimum of 1,000 damage points according to the DCEO-STOCIP scoring matrix (Appendix A) will be considered eligible for DCEO-STOCIP funding. Projects must result in in-the-ground projects with flood damage reduction benefits.

What Kinds of Projects Are More Likely to Receive Grant Funding?

Projects must score a minimum of 1,000 flood damage points according to the DCEO-STOCIP scoring matrix to be considered (see Appendix A). Damage points are assigned based on the number of principle and secondary structures (both residential and business), and primary and secondary roads impacted by flooding that the project proposes to address, as well as nuisance flooding. Overall benefit is the primary consideration, however projects with lower cost per damage point (i.e., greater benefit per dollar) may be prioritized.

Projects will be more favorably reviewed to the extent that they:

- Benefit multiple jurisdictions
- Address tributary area problems greater than 100 acres
- Have beneficial results during flood events at a minimum of the 10-year storm level with higher protection levels being preferred.
- Alleviate flood damages with consideration of the type and quantity of damages occurring.
- Satisfy DCEO bondability and SMC project readiness criteria. Readiness prioritization comes into consideration when ranking projects with a comparable total project damage point score and cost per project damage point. Project A, that checks a larger number of boxes would be ranked higher than Project B with less readiness boxes checked.

Project funds will be allocated across Lake County's four major watersheds: the Fox River, Des Plaines River, North Branch Chicago River, and Lake Michigan One goal of the program is to distribute funding based on the CMAP Principles of Inclusive Growth, Resilience, and Prioritized Investment ([CMAP Link](#)) with regard to distribution to local government and political jurisdictions; and give consideration of the SMC Enhanced Environmental Justice areas described herein.

Are There Any Kinds of Projects that are NOT Eligible for Grant Funding?

Yes. Build Illinois grant funds are intended to support bondable infrastructure projects, and DCEO-STOCIP will only fund projects with a significant flood damage reduction benefit. Therefore, any projects that do not control, prevent, or address flood damage are not eligible for funding under DCEO-STOCIP. This includes projects that principally involve invasive species removal, wildlife habitat protection, or water quality improvement, with no flood damage reduction benefit. DCEO-STOCIP funds must be allocated to design and construction (they cannot be allocated to program administration or recurring operational or maintenance needs).

Additionally, any activity or project implemented to meet the minimum requirements of a federal, state or local regulatory permit are not eligible for DCEO-STOCIP funding, however, project components that expand the original project to achieve higher levels of flood mitigation may be eligible.

Maintenance of stormwater infrastructure will not be considered an eligible project unless the project could upgrade the existing system to alleviate or prevent flood damages to a minimum of the 10-year storm event and achieves an additional project damage point rating of 1000 or more.

How Much Grant Funding is Available?

This grant award is utilizing pass-through funds received from DCEO under the Build Illinois Act. SMC anticipates a total of approximately \$25 million in DCEO-STOCIP funding in this application cycle, however, this amount is subject to a number of influences outside of SMC/County control and may be adjusted, as necessary. The exact amount of funding that SMC will ultimately seek to support DCEO-STOCIP will depend upon the number and quality of the project proposals received by SMC in response to this Request for Project Proposals.

Is There a Maximum or Minimum Funding Request?

Yes. Individual project awards will range from \$250,000 to \$2,500,000. Projects must request at least a minimum of \$250,000 and may request up to a maximum of \$2,500,000 in DCEO-STOCIP funding under this Request for Project Proposals.

What Are the Cost-Sharing or Project Match Requirements?

The minimum required Project Expense Match utilizes a sliding scale based on the project location and applying an Environmental Justice Multiplier (EJ Multiplier) that is multiplied against a maximum required 15% cost share of the total project expense, plus long-term maintenance of the project. Within a defined low-moderate (Community Development Block Grant-eligible) income area or an entitlement community, the calculated Project Expense Match may be reduced or waived by SMC upon application by the local government accompanied by a SMC staff analysis of project funding options and opportunities.

The required Project Expense Match must be in cash.

Upon eligibility authorization and execution of an intergovernmental agreement with SMC, administrative costs incurred by SMC to advance through the DCEO-STOCIP pre-award process shall be divided equally (50/50) between SMC and the project partner. The amount provided by the project partner to reimburse SMC administrative expenses shall be deducted from the overall Project Expense Match requirement upon approval of the project by DCEO.

EXAMPLE: Total project cost is \$1,000,000. Required Project Expense Match is (EJ Multiplier = $0.8 \times 15\% = 12\%$), setting the Project Expense Match at \$120,000. SMC incurs \$10,000 in administrative costs during the DCEO-

STOCIP Pre-Award process. The local partner is responsible for \$5,000 of these costs, and their remaining Project Expense Match requirement is reduced to \$115,000.

Project partners may provide Project Expense Match in addition to the minimum match required which may place the project in more favorable standing depending upon review criteria and overall program financing capabilities.

How Much Time Will I Have to Complete My Project?

It is anticipated that the project grant period will be approximately 2 years from the time DCEO awards funding. Costs incurred prior to the execution of a grant agreement with SMC, or after said grant agreement has expired, are ineligible for reimbursement or for use as match, except pre-award administrative costs applied to match as described above. Local project sponsors should not expect to receive grant reimbursement on any project tasks until approval from DCEO and an agreement with SMC has been executed.

SMC understands that on larger-scale projects that involve multiple components or project areas, it may be difficult to complete all project tasks within the award period. In these situations, applicants may break their projects up into multiple phases that can each be completed within an award period. Where applicable, applicants should indicate, in their proposals, if their proposed project is part of a multi-phase project. If a project is a component of a multi-phase project, the applicant should describe how this phase fits into the overall project.

If a project is phased, each phase is considered a stand-alone project. DCEO-STOCIP funding of a particular project phase does not guarantee funding of future phases.

Are There Other Program Requirements or Considerations that I Should be Aware of?

Yes. Here are a few:

- To account for Environmental Justice area income disparity, the Environmental Justice Multiplier (EJ Multiplier) is determined as the complementary percentage of the Low-Moderate Income Percent (Equals 1 minus the 'Low-Moderate Income Percentage' expressed as a decimal value). The census tract with the highest percent low-moderate income for the area benefitting from the project is chosen to determine the EJ Multiplier. The EJ Multiplier can then be applied to the estimated project cost to increase the project priority and is also multiplied against the Project Expense Match as described in the Cost Share section above. This data component is within the metadata of the SMC Enhanced Environmental Justice Area GIS Application and can be determined at any county location by clicking on the GIS map at the location of the project ([SMC EJ Map](#)).
- Within the intergovernmental agreement with the SMC, each project will have detailed tasks, estimated expenses per task, and initial indication of where the funding for each task is intended, whether DCEO Build Illinois Bond funded or locally funded. **Project expenses that occur prior to approval of the project application by DCEO and intergovernmental agreement with the SMC will not be eligible for reimbursement.** Approved project expenses may be eligible for Build Illinois grant funding, as long as the costs are incurred within the approved project period.
- The applicant will be responsible for the development and implementation of an operation and maintenance plan (O&M Plan) and are required to maintain projects over a 25-year maintenance period in order to satisfy the bondability guidelines of the DCEO-STOCIP and Build Illinois Program. All O&M Plans must be approved by SMC prior to the start of construction.
- Applicants may retain a qualified consultant or contractor to assist with the implementation of particular project tasks. Any costs associated with consultants or contractors hired to provide technical or other services are eligible grant funded expenses as long as the costs are approved by SMC and DCEO prior to the start of the work and the costs are documented and are incurred within the approved project period.

- Municipalities requesting DCEO-STOCIP funds as a project partner shall be a member and in good standing with the National Flood Insurance Program and comply with SMC policies.
- The project shall comply with or be consistent with the Watershed Development Ordinance (WDO), applicable watershed plans, and all regulations, laws, and statutes.
- “Land Rights” - For all properties where in-the-ground construction will or may occur, the project partner shall provide evidence of authority to perform the work allowing the intended use. Work within public road rights-of-way shall not be performed without appropriate permits or authorization from the jurisdictional Road Authority.
- Benefited property owners are expected to provide, at no cost to the project partners, the deed or plat restrictions necessary to construct and maintain the project. Projects receiving DCEO-STOCIP funding must be located on real property in which the project partner has interest evidenced by valid title or easement interest, extending in perpetuity. DCEO-STOCIP funding will not pay for any easements, deed or plat restrictions, necessary to implement the project on property that is benefiting from the project.
- Project Audit: SMC may audit any project for; completeness of DCEO-STOCIP funded work products or deliverables, adherence to agreed schedules or extensions, and appropriateness of DCEO-STOCIP fund expenditures. Incomplete work products or deliverables, delays beyond agreed deadlines and expenditures of funds that do not achieve agreed deliverables may result in forfeiture of grant funding pursuant to the executed project agreement or a determination of ineligibility for the applicant, project manager or project consultant to apply for future grants.

SECTION IV. SUBMITTAL INSTRUCTIONS

Proposal Requirements

To have your project considered for DCEO-STOCIP funding, please submit an Eligibility Authorization Form along with all required documentation and attachments to SMC for review. Please include the following information in your proposal. This information will ultimately need to be included in the grant application that will be submitted to DCEO to support this cooperative, countywide program.

Note: Please contact SMC if you need assistance completing any of these application items. (Find SMC contact information on Page 3 of this Request for Project Proposals.)

1. DCEO-STOCIP Eligibility Authorization Form
2. Project Location Map, including a specific delineation of area benefitted by project (applicants are encouraged to submit GIS data with application file)
3. Detailed Project Description, including the following items:
 - a. Description of the specific project components that will be installed and the problems (i.e., flood damages) that they will help resolve or prevent, in terms of number of structures affected, roads affected, critical facilities affected, etc...
 - b. Scope of Work, outlining and describing the individual tasks that will be completed in order to successfully complete the project, and identifying the entities that will be responsible for completing each task, as well as the products to be completed. The applicant may organize their Scope of Work in tabular format, as illustrated below:

EXAMPLE Scope of Work		
Task	Responsible Entity	Description
Design & Engineering	Project Sponsor/SMC Hired Consultant	Prepare final design plans showing the BMPs in plan, profile, and cross-section view, with adequate detail to allow the plan set to be used for permitting and approval and bidding.
Permitting	Project Sponsor/SMC Hired Consultant	Prepare and submit the applications necessary to obtain the local, state, and federal permits required to implement the project.
Bidding	Project Sponsor/SMC	Prepare construction contract documents for the project including an advertisement for bids, bidder instructions, bid form, and agreement, solicit and evaluate bids, and award the construction contract.
Construction	Project Sponsor/SMC Hired Contractor	Construct the project in accordance with the final plans and specifications.
Construction Administration	Project Sponsor/SMC	Administer the construction contract, observe, in general, if the contractor's work is in conformity with the final design plans, and monitor the contractor's progress.

- c. End results and method for evaluating the effects of the project
- d. Project Schedule, identifying the project start and end dates and when each of the project tasks described in the Scope of Work will take place. In the Project Schedule, please identify whether or not any of the required tasks are underway or have already been completed (e.g., design, permitting).

- e. Property Owner(s) (i.e., name(s) of and contact information for the owner(s) of the property on which the proposed project will be implemented)
 - f. Project Budget Table, identifying the amount of DCEO-STOCIP funding requested, the Project Expense Match (i.e., minimum 15%), and the total project cost. The project budget should be based upon the project components outlined in the Scope of Work. The budget should clearly distinguish between those items for which grant funding is being requested and those expenditures funded from another source. Applicants are reminded to include anticipated design and engineering and permitting costs in their budgets. ***SMC can provide assistance with reviewing the proposed budget.***
 - g. Local Match Breakdown Table, specifying the breakdown and the availability of the local match (i.e., minimum 15%), including:
 - i. Type of Match (i.e., cash)
 - ii. Name of Organization providing the match
 - iii. Match Amount
 - iv. Date the Match will be available to be expended on the project
 - v. Status of the Match (i.e., applied for, not secured/budgeted, secured/budgeted)
 - h. Project Partners, if applicable (i.e., names of and contact information for other organizations that will be assisting with/benefitted from the implementation of the proposed project)
4. Statement of Compliance with SMC Polices, Local Plans and Ordinances
 5. Vendor disclosure statement, if applicable (does not apply to utility companies regulated by the Illinois Commerce Commission or local units of government)
 6. Other comments or supporting documents (e.g., project plans, photos of location demonstrating flood damages, letters of support, etc...)

Submittal Deadline

All applicants must submit their project proposals to SMC by no later than 4:00 PM on Friday, January 8, 2021. Applicants shall be responsible for the actual delivery of proposals by this deadline.

Submittal Format

Please submit your focused, concise project proposal electronically in .PDF format to the 'SMC Online Project Portal' (TBD) provided on page 3 in this Request for Project Proposals.

Questions Regarding this Request for Project Proposals

All questions regarding this Request for Project Proposals should be submitted electronically to one of the project contacts via the e-mail addresses provided on page 3 in this Request for Project Proposals **by no later than 12:00 PM on Monday, December 18, 2020.**

SECTION V. PROPOSAL EVALUATION PROCEDURES

Proposal Review Procedures

Upon receipt, all proposals will be reviewed for completeness, technical merit, and adherence to the proposal requirements outlined in the Request for Project Proposals. Proposals that are found to be significantly complete will undergo a comprehensive review by a selection committee consisting of SMC staff.

Projects and programs that: (1) benefit multiple jurisdictions, (2) address tributary area problems greater than 100 acres, (3) have benefits during flood events at a 10-year or greater magnitude storm, (4) are nearer Phase 2 of the Project Readiness/Phase Categorization table, and/or (5) have lower cost/damage point than projects of comparable cost will rank higher in SMC's review process and will receive more favorable consideration than projects only meeting the minimum eligibility requirements. Projects will be distributed across the 4 major watersheds and political jurisdictions within Lake County. Those projects that receive a favorable recommendation from the selection committee and within the program overall financial capabilities for each project cycle, will be included in the Regional Stormwater Infrastructure Program and grant application that will be submitted to DCEO.

Proposal Review & Grant Application Process

The SMC selection team will review of all significantly complete project proposals and notify all applicants when the selection team has completed its review and has selected the projects that will be recommended for DCEO-STOCIP funding. SMC staff will prepare a recommended project list to present to the Stormwater Management Commission. Upon project approval by the Commission, SMC staff will prepare the funding request that will be submitted to DCEO to support DCEO-STOCIP. SMC staff estimates initiating the DCEO Pre-Award Process in March 2021.

Preparation of the request for funding to DCEO will require significant coordination between SMC staff and local project sponsors. Following completion of the proposal review and project selection process, the sponsors of projects selected for inclusion in the DCEO-STOCIP will be expected to provide additional information and to revise their project proposals to address comments and questions from SMC and DCEO staff.

Please note that DCEO is responsible for making the final decision on all funding requests. DCEO will be reviewing each project selected for inclusion in the DCEO-STOCIP funding request on its own merit and, therefore, the inclusion of a particular project or program in the submittal to DCEO does not guarantee that it will receive funding. Applicants will be notified when DCEO has decided on SMC's funding request and on the individual projects and programs that are included within.

Agreement

All local project sponsors who are selected to receive DCEO-STOCIP funding will be required to enter into an agreement with SMC. Under the terms of this agreement, the local project sponsor and/or the SMC will be expected to meet and provide for all requirements contained in SMC's financial assistance agreement with DCEO.

APPENDIX A

Project Damage Evaluation Matrix

Flood problem areas will be evaluated and assigned Project Damage Points. The flood occurrences for each property or road in the 10 years preceding the evaluation will be used in the calculation and based upon the best available information. Projects must receive a minimum score of 1000 Project Damage Points to qualify for DCEO-STOCIP funding.

Project Name	Project Cost	Environmental Justice Multiplier	Outside Funding Designated	Damage Type	# Affected	Frequency of Occurrence (Previous 10 Years)	Primary Road Multiplication Factor	Weight Factor ¹	Category Score ¹	Cost Per Damage Point Rating (Unadjusted)	Cost Per Damage Point Rating (EJ Adjusted)	Cost/Damage Point Rating (Outside Funding Adjusted)
Example Project	\$1,000,000	0.63	500,000	Primary Property Damage	50	5		10	2500			
				Disruption of Business/Revenue	0	0		5	0			
				Secondary Property Damage	40	10		3	1200			
ADT Value =	15,000			Primary Road Damage	2	5	1.25	30	375			
				Secondary Road Damage	5	5		10	250			
				Nuisance Flooding	0	0		1	0			
				Project Damage Point Score					4325	231	146	73

Lake County AVG ADT = 12000

[IDOT ADT Database](#)

SMC Environmental Justice L [SMC EJ GIS](#)

¹ - If the project is a floodplain buyout that achieves a positive FEMA Benefit/Cost Analysis, then the weight factor is shown as a "Buyout" which automatically places a minimum 1000 score for the category, if the total score for Primary Property Damage is less than 1000, otherwise it reports the score. [FEMA Benefit/Cost Analysis](#)

Primary Property Damages are considered to be flood damage impacted residential and commercial principal buildings and non-roadway infrastructure providing a public benefit. Each principal building, dwelling unit, or infrastructure component is counted once. No additional points will be given for secondary property or nuisance flood damage on a property that claims primary property damage.

Disruption of Revenue/Business are considered for each business, and groups of employees in multiples of 10, that cannot operate due to flooding, including flooded parking lots. Each business, or employee group of ten that is disrupted is counted as '1' and this value can be added to primary property damage.

Secondary Property Damages are considered to be detached garages, sheds, water body bank erosion with severe or higher rating, Health/safety (septic systems, wells). Each secondary damage type can be added and accumulated per parcel (e.g. 1 garage, 1 well, 1 septic =3). No additional points will be given for nuisance flood damage on a property that claims secondary property damage.

Primary Road* Damages are given to structural or traffic impacts to roads classified as Interstate, Freeway/Expressway, Other Principal Arterials, Minor Arterials, Major and Minor collectors (e.g. state, county, township, municipal). Each roadway impacted is counted once.

PRD Multiplication Factor – This numeric value is developed from traffic count information using the average of ADT values for primary roads at the location impacted by flooding and is a multiplier to the weight factor category for roads to recognize the disruption of roadway users for differing level of users of the road system. Using [the IDOT ADT Database](#), for example, Washington Street has an Average Daily Traffic (ADT) count of 27,900 and IL Route 120 has a count of 27,900, which are both higher than the Countywide Average ADT of 12,000. The PRDMF = ((27900+27900/2) ÷ 12000) = 2.33. Total Primary Road Damage Weight Factor = 30*2.33 = 69.9. For locations with ADT's less than the average the multiplier default is 1.0.

Secondary Road* Damages are given to all Local Roads and Streets not classified as a Primary Road; for example, neighborhood/subdivision/private local roads and streets. Each roadway impacted is counted once.

Nuisance Flooding Damages – parcels that are flooded and affect the aesthetics or results in minor ponding. Each parcel impacted is counted once.

*Road classifications are as defined in the CMAP Roadway Functional Classification Revision Workbook (August 2019) [CMAP Roadway Classification \(August 2019\)](#)

Footnote 1 - If the project is a structural floodplain buyout (in conjunction with storage or conveyance improvements) that achieves a positive FEMA Benefit/Cost Analysis, then the weight factor is shown as a "Buyout" which automatically places a minimum 1000 score for the category for each principle structure removed. If the total score for Primary Property Damage is greater than 1000, the formula reports the actual score.

APPENDIX B

PROJECT READINESS/PHASE CATEGORIZATION

The following shall be considered by SMC staff in the categorization of project readiness. Each project phase will have an estimated cost and projected phase completion date.

Project Phasing Criteria

Phase 1: Needs Analysis, Scope Development, Concept Plan and Preliminary Engineering	
<input type="checkbox"/> 1. Establish need and scope <input type="checkbox"/> 2. Initiate early coordination with stakeholders and alignment on the project scope <input type="checkbox"/> 3. Create concept plan and estimate project concept cost <input type="checkbox"/> 4. Determine land rights needs <input type="checkbox"/> 5. Conduct field inventories, environmental assessments <input type="checkbox"/> 6. Outline permitting with Local, State and Federal Permitting Authorities <input type="checkbox"/> 7. Obtain preliminary agreement with local partners <input type="checkbox"/> 8. Investigate Alternative Funding Sources	
Phase 2: Design, Permitting and Land Rights	
<input type="checkbox"/> 1. Project design development <input type="checkbox"/> 2. Land survey and geotechnical investigation <input type="checkbox"/> 3. Carry out permit process to construction start - Municipal, Township, County, FPD, IDNR, IEPA, USACE <input type="checkbox"/> 4. Assess property needs, negotiate with landowners, complete land rights process <input type="checkbox"/> 5. Utility investigations and relocation plan <input type="checkbox"/> 6. Finalize local partner agreements <input type="checkbox"/> 7. Finalize alternative funding sources <input type="checkbox"/> 8. Complete final construction plans and bids docs	
Phase 3: Construction Contract and Bid Docs, Advertising For Bids, Construction	
<input type="checkbox"/> 1. Advertise for Bid/Vendors <input type="checkbox"/> 2. Conduct bid letting <input type="checkbox"/> 3. Contract Award <input type="checkbox"/> 4. Sureties/Bonds Setup <input type="checkbox"/> 5. Conduct pre-construction meeting <input type="checkbox"/> 6. Inspections/Construction oversight <input type="checkbox"/> 7. Traffic control/Utility Relocations <input type="checkbox"/> 8. Construction/Contract Management <input type="checkbox"/> 9. Maintenance Period <input type="checkbox"/> 10. Project Closeout	

Department of Commerce & Economic Opportunity Stormwater Capital Improvement Program (DCEO-STOCIP) Eligibility Authorization Form

Disclaimer: Approval of the project described herein is an acknowledgement of potential program eligibility only and in no way authorizes payment of funds, reimbursement of expenses incurred for the project and does not guarantee any future funding for the project. Funding may be available once the project has met all the eligibility requirements and a project agreement has been approved and executed by the Commission and the Illinois Department of Commerce and Economic Opportunity.

Applicant Jurisdiction (s) (Community, Township, HOA)		
Brief Project Title		
General Location		
Project Contact Person		
Address		
City, State Zip		Phone
Resource Request		
Project Description defining stormwater infrastructure problems project will address (Attach Detailed Project Description, including work plan, as separate sheets):		
Is this project part of a larger phased approach? If so, please describe:		

ATTACHMENT A

Cost Estimate \$	Applicant Match \$	DCEO-STOCIP Share \$
Applicant Match Break-Down	Cash \$	Other \$
"Other" Match Description		
Project Timing	Start Date	Completion Date
Summary of Project Area Damages (Quantify Below # and type of damages incurred or threatened to occur)		
<u>Flood Damage Type</u>	<u>Number of Occurrences</u>	<u>Frequency of Occurrences</u> (e.g. Every Year, every two years)
Primary Property Damage		
Disruption of Business/Revenue		
Secondary Property Damage		
Primary Road Flooding		
Secondary Road Flooding		
Nuisance Flooding		
Summary of Project Benefits (how much of the quantified damage is to be relieved and to what extent)		
Statement of Local Commitment (assurance that applicant has sufficient matching funds and staff capacity)		

Signature of Authorized Representative of the Cost Sharing Entity

Spell Name Above

- Requested Documentation/Attachments:
1. Eligibility Authorization Form (this form)
 2. Detailed Project Description
 3. Location Map and Area Benefitted
 4. Statement of compliance with SMC policies, local plans and Ordinance
 5. Completed Project Readiness/Phase Categorization Checklist
 6. Other comments or supporting documents.