



# Illinois Department of Transportation

Office of Highways Project Implementation / Bureau of Local Roads & Streets  
2300 South Dirksen Parkway / Room 205 / Springfield, Illinois / 62764

August 28, 2024

## CIRCULAR LETTER 2024-16

### FY 2030 ILLINOIS SPECIAL BRIDGE PROGRAM NOTICE OF FUNDING OPPORTUNITY

COUNTY ENGINEERS / SUPERINTENDENTS OF HIGHWAYS / MUNICIPAL ENGINEERS / DIRECTORS OF PUBLIC WORKS / MAYORS / METROPOLITAN PLANNING ORGANIZATIONS - DIRECTORS / TOWNSHIP HIGHWAY COMMISSIONERS / CONSULTING ENGINEERS

#### **INTRODUCTION:**

The Illinois Department of Transportation (IDOT) is pleased to announce the issuance of a notice of funding opportunity for the Illinois Special Bridge Program (ISBP). This announcement will address the FY2030 local increment, as IDOT develops its FY2026-FY2031 proposed Highway Improvement Program.

#### **ELIGIBILITY CRITERIA:**

Local and state major highway bridges meeting all the criteria will be eligible. This is a discretionary program, and all proposed projects must compete statewide based on the following criteria:

- a) Each candidate project must be a deficient bridge eligible for the Local Bridge Formula Program (LBFP, formerly Surface Transportation Program-Bridge). Funding is for existing structures that meet LBFP eligibility, not for constructing new structures. In addition, the structure must carry a public highway.
- b) The total project cost for all engineering, utilities, land acquisition, and construction costs, including minimal approach work, must total a minimum of \$1,000,000 for local special bridge candidates. However, only the construction and construction engineering cost will be eligible for funding from the Special Bridge Program. The federal share is 80 percent of the eligible cost. The local agency is responsible for the 20 percent matching funds and any costs above the approved special bridge funding.
- c) Any proposed local bridge must be under the jurisdictional responsibility of a county, municipality, or township and located on a route with appropriate jurisdictional responsibility. If local public agencies are willing to accept a jurisdictional transfer of certain private bridges, such as a highway bridge over a railroad or bridges that are in jurisdictional dispute between the state and local agency, and an agreement can be signed, these bridges may be submitted as candidates. Actual transfer of jurisdiction should be withheld until candidate bridges have been approved for funding.

**Please Note:** It is beneficial to have received approval of the Bridge Condition Report (BCR) from IDOT prior to applying for ISBP funding to ensure the scope of the project is appropriate. Also, a 'Bridge Deck Overlay' is considered either preservation or maintenance, and not rehabilitation. "Bridge Deck Overlay" projects are not eligible as ISBP rehabilitation candidates.

Priority consideration for ISBP funding will also be given to structurally deficient National Highway System (NHS) structures to assist in reducing the number of structures in this category that are reported by Federal Highway Administration (FHWA). This criterion does not guarantee the selection of these structures.

**SUBMISSION CRITERIA:**

If you have a candidate project, please work with your District Local Roads Engineer to complete the required special bridge fund request form along with a briefing paper. This [PRO 2171](#) is available on the IDOT website under "Resources" and "Forms" and "Programming." Please note the application form includes a "Preservation" check box under the Type of Work selection, along with Rehab and Replace. This field does not apply to local projects and is only for use on state side applications.

The briefing paper should include the following information:

1. Completed special bridge program form ([PRO 2171](#))
2. Structure number
3. Location and general description of project
4. Proposed improvement and detailed cost estimate (Identify costs for each phase of the project)
5. Source and extent of local participation (Specify cost estimates for local participation, including estimated railroad cost participation, if applicable)
6. Preconstruction activity status
7. Tentative letting dates for proposed improvements
8. Load posting, if applicable
9. Current Structure Inspection and Appraisal sheet
10. Explanation of proposed jurisdictional transfer agreement required for eligibility for private bridges (if applicable)

The application form ([PRO 2171](#)) includes "E-mail" and "Attachments" links. Local public agencies are required to submit special bridge applications to their District office using the email feature. The Attachments link should be used to include all supporting documentation required for the application. The attachment folder, which is embedded within the pdf application, can be found by selecting the paperclip icon directly to the left of the application. An attachment will not appear until this icon has been selected.

**RATING FORMULA (RF):**

$$RF = \{(SC1) \times (SC2) \times (SC3) \times (CF / FCV) \times [TPC / (ADT' / LN)] \times (DF)\} / \times R_{ADT}$$

The above formula will be used in the selection process for ranking candidate bridges. Before submitting your application, please feel free to evaluate your project's eligibility with this formula. An explanation of the formula factors is attached. Only candidate bridges with a computed rating factor (RF) of 100 or less will be eligible for consideration.

**Please note the formula has been revised to replace the Sufficiency Rating coefficient with a Condition Factor.** With the new federal Specification for National Bridge Inventory (SNBI), the Sufficiency Rating (SR) inventory item is being phased out. As a result, the ISBP formulas for both Replacement and Rehabilitation have been revised.

**In addition, the scale for the ADT Refinement Factor has also been adjusted.** This will allow for a more equitable ranking of projects to account for high ADT.

**APPLICATION SUBMISSION & DEADLINES:**

When submitting applications for local projects, the local public agency is also required to submit the application under a cover letter from the local public agency, which clearly defines the responsible local public agency contact person. A section titled, "Local Agency Contact Information," is included at the bottom of the Special Bridge Application form ([PRO 2171](#)).

Each candidate project must also complete the LRS Grant Application, LRS Risk Assessment ([BLR 04101](#)), and a Conflict of Interest Form ([BoBS 2831](#)), which are attached.

Questions should be directed to your District Local Roads Engineer. Applications are required to be submitted electronically through the application's email feature to your appropriate District Local Roads office. ***The Districts must receive all program candidates by October 9th, 2024.***

All local Special Bridge Program candidates must be submitted by the District offices to the Central Bureau of Local Roads and Streets no later than close of business **October 11th, 2024.**

Announcement of the selected FY 2030 local special bridge candidate projects will occur with the release of the IDOT proposed FY 2026 – 2031 Highway Improvement Program in the spring of 2025.

**SUMMARY & ADDITIONAL INFORMATION:**

In summary, each candidate application submittal should contain the following information:

1. Local Public Agency cover letter with contact information
2. LRS Grant Application

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3. Project briefing paper
4. Form [PRO 2171](#)
5. Cost estimate
6. Location map
7. Photographs
8. [BLR 04101](#) - LRS Risk Assessment
9. [BoBS 2831](#) – Disclosure of Conflicts of Interest

If you have any questions pertaining to this program, please contact Melinda Kos at (217) 785-5178 or [Melinda.Kos@illinois.gov](mailto:Melinda.Kos@illinois.gov).

Sincerely,



Gregory Lupton, PE  
Acting Engineer of Local Roads and Streets

Attachments

cc: Vershun Tolliver, FHWA Illinois Division Administrator  
Aaron Metzger, Illinois Association of County Engineers  
Molly Rockford, Illinois Association of County Engineers  
Brad Cole, Illinois Municipal League  
Jerry Crabtree, Township Officials of Illinois  
Craig Smith, Township Highway Commissioners of Illinois

## RATING FACTOR FORMULA INFORMATION

Only candidate bridges with a computed rating factor (RF) of 100 or less will be eligible for consideration. Structures not carrying a public highway are also not eligible for Special Bridge funding. The following formula will be used in the selection process for ranking candidate bridges:

$$RF = \{(SC1) \times (SC2) \times (SC3) \times (CF / FCV) \times [TPC / (ADT' / LN)] \times (DF)\} / \times R_{ADT}$$

Where:

**CF** = Condition Factor. The CF is calculated by using the lower NBI rating of either the superstructure or substructure multiplied by "10." For culverts, use the Culvert Condition rating multiplied by "10."

**FCV** = Functional Classification Value:

- A value of **1.0** is assigned for FCV if the bridge route is functionally classified as a local road or local street
- A value of **1.25** is assigned for FCV if the bridge route is functionally classified as a Major or Minor Collector highway
- A value of **1.50** is assigned for FCV if the bridge route is functionally classified as a Minor Arterial
- A value of **1.75** is assigned for FCV if the bridge route is functionally classified as an Other Principal Arterial
- A value of **2.0** is assigned for FCV if the bridge route carries a functional classification higher than an Other Principal Arterial

**TPC** = Total Project Cost in millions of dollars (for formula purposes, this value is generated as TPC/1,000,000). *Total Project Cost includes preliminary engineering, land acquisition, utilities, hazardous waste mitigation, miscellaneous items, construction engineering, and construction. It is used for calculating the rating factor and must exceed \$1 million for local project eligibility. Only the construction and construction engineering costs are eligible for funding from the ISBP. Any funds expended for construction and/or construction engineering on a project prior to selection for the ISBP are not reimbursable.*

**LN** = Number of Lanes:

- For replacement projects, the number of lanes for the proposed replacement are used in the rating factor calculation
- For rehabilitation projects, the actual number of lanes have multipliers as below:
  - **1.6** for deck replacement or (structural steel repair + concrete overlay + expansion joint replacement, etc.)
  - **1.4** for superstructure replacement without substructure widening
  - **1.3** for superstructure replacement with substructure widening

**ADT'** = ADT Prime (for formula purposes, this value is generated as (ADT + ADTT)/100). *ADT is the Average Daily Traffic (ADT) plus Average Daily Truck Traffic (ADTT) (heavy commercial trucks) in hundreds. Adding ADTT one more time to ADT (as it already includes ADTT) to arrive at ADT' is to adequately emphasize the implications of truck traffic on structure condition, and therefore, its serviceability.*

**SC1** = Coefficient for Deck Condition Rating (one of the critical structure condition ratings). It is assigned based on the specified range of this rating as below:

- $< 2 \rightarrow 0.80$
- $= 3 \rightarrow 0.85$
- $= 4 \rightarrow 0.95$
- $> 5 \rightarrow 1.0$

**SC2 & SC3** = Coefficients for Superstructure Condition Rating and Substructure Condition Rating (other critical structure condition ratings). They are assigned based on the specified range of these ratings as below:

- $< 2 \rightarrow 0.75$
- $= 3 \rightarrow 0.80$
- $= 4 \rightarrow 0.85$
- $= 5 \rightarrow 0.95$
- $\geq 6 \rightarrow 1.0$  for all

**DF** = Coefficient for Detour Length. The following scale of this coefficient is considered based on the length of the detour:

- $< 5$  miles  $\rightarrow 1.0$
- $> 5 - < 10$  miles  $\rightarrow 0.95$
- $> 10 - < 15$  miles  $\rightarrow 0.90$
- $> 15 - < 20$  miles  $\rightarrow 0.85$
- $> 20$  miles  $\rightarrow 0.75$

**$R_{ADT}$**  = Refinement factor to account for high ADT. The following scale is used for the ADT factor:

- $< 5,000 \rightarrow 1.0$
- $\geq 5,000 - < 10,000 \rightarrow 0.95$
- $\geq 10,000 - < 15,000 \rightarrow 0.90$
- $\geq 15,000 - < 20,000 \rightarrow 0.85$
- $\geq 20,000 - < 25,000 \rightarrow 0.80$
- $\geq 25,000 - < 30,000 \rightarrow 0.75$
- $\geq 30,000 - < 35,000 \rightarrow 0.70$
- $\geq 35,000 - < 40,000 \rightarrow 0.65$
- $\geq 40,000 - < 45,000 \rightarrow 0.60$
- $\geq 45,000 - < 50,000 \rightarrow 0.55$
- $\geq 50,000 - \rightarrow 0.50$



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Local Roads & Streets Grant Application		
Program Information		
1.	IDOT Grant Program	Local Illinois Special Bridge Program
2.	Solicitation Cycle	Fiscal Year 2030
Applicant Information		
3.	Lead Applicant Name (Local Public Agency)	
4.	Partners/Co-Applicants	
5.	Employer / Taxpayer Identification Number (EIN, TIN) for Lead Applicant	
6.	Organizational UEI Number (SAM.GOV) for Lead Applicant	
7.	Business Address for Lead Applicant	Street address: City: State: County: Zip + 4:
Applicant's Name and Contact Information for Person to be involving this Application		
8.	First Name	
9.	Last Name	
10.	Suffix	
11.	Title	
12.	Organizational Affiliation	
13.	Telephone Number	
14.	Fax Number	
15.	Email address	
Applicant's Project		
16.	Description of Applicant's Project	