



CMAQ PROGRAM - REVISED PROJECT SELECTION & PROGRAMMING

REVISED AUGUST 10, 2009

PAGE 1 OF 3

The North Carolina Department of Transportation (NCDOT) is accepting proposals for candidate transportation projects to be considered for funding under the Congestion Mitigation & Air Quality (CMAQ) Improvement Program for Federal fiscal years 2013 – 2017. Metropolitan Planning Organizations (MPO) and Rural Planning Organizations (RPO) responsible for transportation planning in air quality non-attainment & maintenance areas are invited to work cooperatively with their member jurisdictions to develop & submit candidate project proposals to be programmed in the 2012 State Transportation Improvement Program (STIP).

Please note the following requirements for ALL candidate projects

- **FEDERAL PROJECT REQUIREMENTS** – Since the CMAQ program is funded by the Federal Highway Administration (FHWA), all CMAQ projects must follow Federal laws and regulations. The *CMAQ Program Implementation Project Manager’s Guide*, which can be found on the [Transportation Planning Branch \(TPB\) website](#), explains these requirements.
- **ELIGIBLE PROJECT TYPES** – Eligible project types are defined in [The Congestion Mitigation and Air Quality \(CMAQ\) Improvement Program under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users Final Program Guidance](#). Please review this guidance before developing project proposals to ensure that the desired activities are CMAQ-eligible.
- **PROJECT LOCATION** – CMAQ funds may only be expended within air quality non-attainment and maintenance areas, as listed below. Counties marked with an asterisk (*) are only partially designated non-attainment or maintenance; candidate project proposals within these counties must be within the non-attainment or maintenance portion of the county.

Cabarrus	Davidson	Edgecombe	Gaston	Haywood*	Lincoln	Orange	Swain*
Catawba	Davie	Forsyth	Granville	Iredell*	Mecklenburg	Person	Union
Chatham*	Durham	Franklin	Guilford	Johnston	Nash	Rowan	Wake
- **MINIMUM PROJECT COST** – Individual candidate project proposals will be subject to a minimum cost threshold of \$100,000.
- **APPLICATION** – All candidate project proposals require a completed CMAQ application and supporting documentation, including detailed information to document the calculation of anticipated emissions reductions. This information is necessary to adequately determine the CMAQ eligibility of each proposal based on Federal guidance.

A copy of the current CMAQ application is attached; in addition, the application may be downloaded in Microsoft Word format from the [NCDOT E-forms database](#) (search for “CMAQ”). The current application must be used for all project proposals. The complete CMAQ application, including all supporting documentation, must be submitted electronically and should be limited to 5 megabytes.



Please note the following requirements for all INDIVIDUAL MPO/RPO candidate projects

- **MPO/RPO REVIEW** – MPO/RPO staff must review each application to ensure that all required information is included; requested funding reflects the appropriate required local match¹; and applications do not contain errors. Applications that are missing information, do not reflect the appropriate match and/or contain errors will be returned to the MPO/RPO.
- **MPO/RPO ENDORSEMENT** – All candidate project proposals require endorsement by the associated MPO/RPO. Endorsement may be demonstrated through resolution or letter of support. A single resolution or letter endorsing all candidate proposals within the MPO/RPO is acceptable, but an individual copy of the document must be attached to each application. An example resolution is attached.
- **MPO/RPO PRIORITIZATION** – All candidate project proposals must be submitted through the NCDOT Prioritization Template which will open on **October 5, 2009**. Candidate CMAQ project proposals will not be subject to evaluation in the Prioritization Template; however, it will be the responsibility of each individual MPO/RPO to evaluate candidate project proposals and prioritize proposals based on the anticipated air quality emissions benefits, cost of construction or implementation and/or priorities of the MPO/RPO. The NCDOT is interested in knowing the priority order of CMAQ projects when more than one is submitted within the same MPO or RPO. Please identify within the application the priority order but do not use the overall ranking column in the template to identify the priority ranking. These priorities will be used to balance requested CMAQ projects against actual funding obligated by the FHWA.
- **SUBMISSION OF PACKAGES** - All candidate project proposals must be submitted by the MPO/RPO in the NCDOT Prioritization Template **October 5 – October 30, 2009**. The complete project proposal consisting of the CMAQ application and all supporting documentation should be limited to 5 megabytes and submitted electronically as an attachment with the Prioritization Template submittal. **NCDOT will not accept MPO/RPO candidate project proposals from individual localities or proposed project sponsors.**

Please note the following requirement for all STATEWIDE candidate projects

- **SPONSOR AGENCY REVIEW** – Sponsor agency staff must review each application to ensure that all required information is included; requested funding reflects the appropriate required local match¹; and applications do not contain errors. Applications that are missing information, do not reflect the appropriate funding match and/or contain errors will be returned to the Sponsor.
- **SUBMISSION OF PACKAGES** - All candidate project proposals should be submitted to TPB and must be received no later than **September 4, 2009**, allowing TPB to enter proposals in the NCDOT Prioritization Template during the project submittal period. The complete CMAQ

¹ The required local share for most CMAQ projects is 20%. However, carpooling and vanpooling activities may be funded with up to 100% federal funding, with certain limitations as outlined in 23 U.S.C. §120(c).



CMAQ PROGRAM - REVISED PROJECT SELECTION & PROGRAMMING

REVISED AUGUST 10, 2009

PAGE 3 OF 3

application, including all supporting documentation, should be limited to 5 megabytes and submitted electronically via email to CMAQ_Proposals@ncdot.gov. Only Statewide candidate project proposals should be submitted using this email.

PLEASE NOTE THAT ANY FUNDS NOT PROGRAMMED FOR ELIGIBLE PROJECTS THROUGH THIS PROCESS WILL REVERT TO THE UNPROGRAMMED CMAQ FUND BALANCE AND BE REDISTRIBUTED DURING THE NEXT STIP CYCLE ACCORDING TO THE NCDOT CMAQ ALLOCATION FORMULA.

FUNDING FOR CMAQ PROJECTS IS SUBJECT TO THE AVAILABILITY OF FUNDS AND THE ELIGIBILITY OF PROPOSED PROJECTS. NCDOT RESERVES THE RIGHT TO DENY FUNDING FOR ANY CANDIDATE PROJECT PROPOSAL, PENDING FUNDING AVAILABILITY AND PROJECT ELIGIBILITY.

TIMELINE FOR PROGRAMMING FY 2013 – FY 2017 TARGET FUNDING FOR INCLUSION IN 2012 STIP

July 2009 – August 2009	Informational sessions held upon request by MPO/RPO to educate potential project sponsors on CMAQ awards with respect to Federal Aid funding process & requirements
September 4, 2009	Statewide CMAQ candidate project proposals due to NCDOT Transportation Planning Branch
October 5, 2009 – October 30, 2009	NCDOT Prioritization Tool open for MPO/RPO CMAQ candidate project proposals
November 2009 – February 2010	Interagency review of submitted proposals & follow up coordination with sponsors, as needed
February 2010	List of eligible CMAQ candidate project proposals submitted to TIP for inclusion in Draft 2012 STIP
September 2010	Release of Draft 2012 STIP, including eligible CMAQ candidate project proposals
June 2011	Final BOT approval of 2012 STIP, including final approved CMAQ candidate projects



CMAQ PROJECT APPLICATION

FOR NCDOT USE ONLY

In order to be considered a complete application package, all fields must be appropriately completed & required additional information as noted must be attached. No incomplete applications will be considered.

Project Area(s):	<input type="checkbox"/> Burlington-Graham MPO	<input type="checkbox"/> Hickory MPO	<input type="checkbox"/> NW Piedmont RPO	<input type="checkbox"/> Unifour RPO
	<input type="checkbox"/> Cabarrus-Rowan MPO	<input type="checkbox"/> High Point MPO	<input type="checkbox"/> Piedmont Triad RPO	<input type="checkbox"/> Upper Coastal Plain RPO
	<input type="checkbox"/> Capital Area MPO	<input type="checkbox"/> Kerr-Tar RPO	<input type="checkbox"/> Rocky Mount MPO	<input type="checkbox"/> Winston-Salem MPO
	<input type="checkbox"/> Durham-Chapel Hill-Carrboro MPO	<input type="checkbox"/> Lake Norman RPO	<input type="checkbox"/> Rocky River RPO	
	<input type="checkbox"/> Gaston MPO	<input type="checkbox"/> Land of Sky RPO	<input type="checkbox"/> Southwestern RPO	
	<input type="checkbox"/> Greensboro MPO	<input type="checkbox"/> Mecklenburg Union MPO	<input type="checkbox"/> Triangle RPO	<input type="checkbox"/> Statewide

Project Sponsor Information	Agency:	
	Contact Name:	
	Address:	
	Telephone:	
	Email Address:	

Proposed Project Information	Title:	
	Description:	

Include project details, proposed improvements, purpose, need, how it will provide service, who are the primary players & where it will operate/serve. Attach a sketch design plan of the proposed project which shows the general location of this project.

GENERAL PROJECT ELIGIBILITY

Check the NC non-attainment or maintenance county(ies) in which the proposed project is located:

<input type="checkbox"/> Cabarrus	<input type="checkbox"/> Davidson	<input type="checkbox"/> Edgecombe	<input type="checkbox"/> Gaston	<input type="checkbox"/> Haywood*	<input type="checkbox"/> Lincoln	<input type="checkbox"/> Orange	<input type="checkbox"/> Swain*	* Indicates partial county AQ designation
<input type="checkbox"/> Catawba	<input type="checkbox"/> Davie	<input type="checkbox"/> Forsyth	<input type="checkbox"/> Granville	<input type="checkbox"/> Iredell*	<input type="checkbox"/> Mecklenburg	<input type="checkbox"/> Person	<input type="checkbox"/> Union	
<input type="checkbox"/> Chatham*	<input type="checkbox"/> Durham	<input type="checkbox"/> Franklin	<input type="checkbox"/> Guilford	<input type="checkbox"/> Johnston	<input type="checkbox"/> Nash	<input type="checkbox"/> Rowan	<input type="checkbox"/> Wake	

Check the CMAQ-eligible project type: (CHECK ALL THAT APPLY)

<input type="checkbox"/> Transportation Control Measures (see below)	<input type="checkbox"/> Transportation Management Associations
<input type="checkbox"/> Extreme Low-Temperature Cold Start Programs	<input type="checkbox"/> Carpooling & Vanpooling
<input type="checkbox"/> Alternative Fuels	<input type="checkbox"/> Freight/Intermodal
<input type="checkbox"/> Congestion Relief & Traffic Flow Improvements	<input type="checkbox"/> Diesel Engine Retrofits
<input type="checkbox"/> Transit Improvements (see below)	<input type="checkbox"/> Idle Reduction
<input type="checkbox"/> Bicycle/Pedestrian Facilities & Programs	<input type="checkbox"/> Training
<input type="checkbox"/> Travel Demand Management	<input type="checkbox"/> I/M Programs
<input type="checkbox"/> Public Education & Outreach Activities	<input type="checkbox"/> Experimental Pilot Projects

If TRANSPORTATION CONTROL MEASURES was chosen above, check the allowable type(s):

- Programs for improved public transit
- Restriction of certain roads or lanes to, or construction of such roads or lanes for use by, passenger buses or HOV
- Employer-based transportation management plans, including incentives
- Trip-reduction ordinances
- Traffic flow improvement programs that reduce emissions
- Fringe & transportation corridor parking facilities serving
- Multiple-occupancy vehicle programs or transit service
- Programs to limit/restrict vehicle use in downtown areas or other areas of emission concentration particularly during peak periods
- Programs for the provision of all forms of high-occupancy, shared-ride services
- Programs to limit portions of road surfaces or certain sections of the metro area to the use of non-motorized vehicles or pedestrian
- Programs for secure bicycle storage facilities & other facilities, including bicycle lanes in both public & private areas
- Programs to control extended idling of vehicles
- Reducing emissions from extreme cold-start conditions
- Employer-sponsored programs to permit flexible work schedules
- Programs/ordinances to facilitate non-automobile travel, provision/utilization of mass transit & to generally reduce the need for SOV travel, as part of transportation planning & development efforts of a locality, including programs & ordinances applicable to new shopping centers, special events & other centers of vehicle activity
- Programs for new construction/major reconstructions of paths/tracks or areas solely for pedestrian or other non-motorized vehicle use

If TRANSIT IMPROVEMENTS was chosen above, specify how service will be improved:

<input type="checkbox"/> New facilities associated with a service increase	<input type="checkbox"/> New vehicles used to expand the transit fleet
<input type="checkbox"/> Operating assistance for new service (limit three years)	<input type="checkbox"/> Fare subsidies as part of a program to limit exceedances of NAAQS

EMISSIONS REDUCTION CRITERIA

QUANTATIVE analysis of air quality impacts is required for most project types. **QUALITATIVE** analysis is only allowable when it is not possible to accurately quantify emissions benefits, such as public education, marketing & other outreach efforts, which can include advertising alternatives to SOV travel, employer outreach & public education campaigns. The qualitative analysis should be based on a reasoned & logical determination that the project/program will decrease emissions & contribute to attainment or maintenance of NAAQS. The primary benefit of these activities is enhanced communication & outreach that is expected to influence travel behavior & air quality.

Indicate the type of analysis completed: **QUANTATIVE** **QUALITATIVE**

Briefly describe the method used to estimate the emissions reduction: (ATTACH ADDITIONAL SHEET(S) IF NEEDED)

	<u>Pollutant</u>	<u>Daily Emissions Before (kg)</u>	<u>Daily Emissions After (kg)</u>	<u>Daily Emissions Reduction (kg)</u>
For QUANTATIVE analyses, list the expected annual emissions BEFORE and AFTER project implementation:	Carbon Monoxide			
	Volatile Organic Compounds			
	Oxides of Nitrogen			
	Total			

ESTIMATED PROJECT COSTS & REQUESTED DELIVERY SCHEDULE

Check individual project phases that apply & indicate funding required for each:

Cost estimates should reflect anticipated inflation compounded annually at 5% from the CURRENT calendar year. A minimum 20% match is required for most projects. Please see 23 U.S.C. §120(c) Appendix 3 for a listing of projects that may be funded at up to 100 percent Federal share.

<u>Phase(s)</u>	<u>CMAQ \$</u>	<u>Matching \$</u>	<u>Total \$</u>	<u>Federal Fiscal Year(s)</u>
<input type="checkbox"/> Planning, Engineering & Design				
<input type="checkbox"/> Right-of-Way				
<input type="checkbox"/> Construction				
<input type="checkbox"/> Operation				
<input type="checkbox"/> Implementation				
Project Total				

List the source(s) of matching funds:

Operation assistance under CMAQ is intended to help start up viable new transportation services that will benefit air quality & eventually cover their own costs and is limited to three years. Other funding sources should supplement & ultimately replace CMAQ funds for operation assistance. Briefly describe how funding will be secured to continue the program after year three. (ATTACH ADDITIONAL SHEET(S) IF NEEDED)

BENEFIT/COST INFORMATION

Using the Total ANNUAL Emissions Reductions & the Total Project Cost (CMAQ + Match), please calculate the Benefit/Cost Ratio	Total Annual Emissions Reductions (in kg) =	
	Total Project Cost (in \$1000) =	
	Benefit/Cost Ratio =	

MISCELLANEOUS

For construction of trails, has the Department of Interior been contacted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is the fare/fee subsidy program part of a broad program to reduce emissions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Will the ITS project conform to the National ITS architecture?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

SUPPORTING INFORMATION

Check supporting information included as attachment(s) to this application:

<input type="checkbox"/> MPO/RPO Support Resolution (REQUIRED unless Statewide)	<input type="checkbox"/> Assumptions
<input type="checkbox"/> Additional project description and/or details	<input type="checkbox"/> Other, please specify:
<input type="checkbox"/> Complete emissions calculations	

MPO/RPO PRIORITY INFORMATION

This project has been prioritized by the MPO/RPO and received the following ranking among all CMAQ requests:

[Insert MPO/RPO Name]
Resolution Endorsing Candidate CMAQ Project Proposals

WHEREAS, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA) (Public Law 109-59, August 10, 2005) continues the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149); and

WHEREAS, CMAQ is a Federal program that funds transportation projects and programs in air quality nonattainment and maintenance areas to help achieve and maintain national standards for pollutants; and

WHEREAS, the North Carolina Department of Transportation (NCDOT) administers the CMAQ program on behalf of non-attainment and maintenance areas within North Carolina; and

WHEREAS, [Insert MPO/RPO Name] has administered a CMAQ project selection process among local area jurisdictions in air quality non-attainment and maintenance counties; and

WHEREAS, the resulting candidate project proposals meet the requirements of CMAQ and the guidelines established by NCDOT to administer the program;

WHEREAS, upon approval of the candidate project proposals for CMAQ funding by the NCDOT, the [Insert MPO Name] will amend its Long-Range Transportation Plan and Metropolitan Transportation Improvement Program to include these projects (INCLUDE FOR MPO ONLY)

NOW THEREFORE, be it resolved that by the [Insert MPO/RPO Name] endorses the attached listing of proposed CMAQ candidate projects provided here on this, the ____ day of _____, 20____.

I, _____, TAC Chair, do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the TAC duly held on this, the ____ day of _____, 20____.

Chairman, Transportation Advisory Committee

Subscribed and sworn to me on this, the ____ day of _____, 20____.

Notary Public

My commission expires _____.