

# CMAQ Eligibility Process

SFY2013-2014

# First things first

---

## ▶ Read the Guidance Document

- ▶ Review the special project forms
- ▶ Ask questions and familiarize yourself with all requirement
- ▶ Questions? Contact
  - Larry Heil, FHWA, (317) 226-7480, [larry.heil@fhwa.dot.gov](mailto:larry.heil@fhwa.dot.gov)
  - Mike Cales, INDOT, (317) 232-5021, [mcales@indot.in.gov](mailto:mcales@indot.in.gov)

## **Where do I find these???**

- The FTP site houses the most current forms
- Confused? Call someone.
- MACOG houses the MPO Council FTP Site 574-287-1829
  - Jennifer Miller -[jweizeorick@macog.com](mailto:jweizeorick@macog.com)



# Eligibility Process Format

---

## ▶ **Personal responsibility Model**

- ▶ Developed to ensure a smooth coordinated process
  - ▶ All listed submission dates must be met...by all parties
  - ▶ Requires that all communication use the SUBJECT LINE protocols established in the guidance
- 
- ▶ Each agency must provide update e-mail contact addresses to MACOG by September each year
    - ▶ Failure to do so will result in non-notification of calls
- 
- ▶ Follow the required SUBJECT LINE protocols shown in guidelines
    - ▶ Designed to inform reviewers and submitters
    - ▶ Failure to properly label may result in missed reviews



# CMAQ Eligibility Call for Projects

---

- ▶ **INDOT/FHWA/MPOs annually agree on CMAQ call dates**

MACOG will send e-mail notification to CMAQ Review Committee

- ▶ INDOT, FHWA, IDEM, FTA, and USEPA
- ▶ **Typically the Call for CMAQ eligibility is issued 90 days in advance**
  - ▶ Winter and Summer Project Calls are identified annually



# CMAQ Eligibility Call for Projects

---

- ▶ MPOs call for LPA projects 30- 60 days in advance of the due date
  - ▶ Provides the MPO/INDOT time to review submissions
  - ▶ Allows for air quality analysis development
  - ▶ Resolves issues before Committee Review
- ▶ Consider identifying more projects for eligibility than funds available



# Upfront Details

---

- ▶ The LPA/MPO/INDOT must have a procurement process in place to implement project or it is ineligible
  - ▶ If no procurement process – the Committee will rule it ineligible
- ▶ In Kind Match
  - ▶ Must be detailed in advance of the review
  - ▶ Committee will consider as part of the review process
- ▶ Project Sponsors
  - ▶ Must be a Local Public Agency LPA an MPO or INDOT



# What Do I Submit – To my FTP folder?

---

## ▶ Complete Application

- ▶ Must be complete including a quantitative or qualitative analysis showing air quality improvement
  - ▶ Must provide clear detail so that the Committee fully understand the proposal
  - ▶ Must be fully signed by the MPO and the Highest Elected Official including all certifications
  - ▶ Must be submitted on time – Please do not ask for time extensions!
- ▶ A copy of the MPO/INDOT CMAQ Selection Process
    - ▶ In each MPO/INDOT file folder
  - ▶ A complete list of projects funded in the TIP



# Process Milestones

---

- ▶ **January 23, 2013 - All MPOs and INDOT projects due**
  - ▶ Must be uploaded directly to their file folder on the FTP site by 1/23/2013
  - ▶ Trouble? Contact MACOG immediately – do not wait!
  - ▶ Notification e-mails sent that deadline for submission is closed
- ▶ **February 6, 2013 - CMAQ Committee comments due to MPOs/INDOT 2/06/2013**
  - ▶ Reviews will focus on eligibility and cost effectiveness
  - ▶ Each Committee Member will forward their comments to everyone on the distribution list
  - ▶ If any Committee member requests an updated CMAQ application it must do so by e-mail to the MPO/INDOT
  - ▶ This requires that the MPO/INDOT post a new application by a date certain



# More 2013 Schedule Dates...

---

- ▶ **February 25<sup>th</sup>, 2013 - CMAQ Eligibility Call Week**
  - ▶ Each MPO will be given an estimated times for their conference call and is responsible for signing in for the call
  - ▶ Each MPO/INDOT is responsible for taking accurate minutes of the conference call in detail. If no comments are made this will be highlighted by agency in the minutes
  - ▶ Projects cannot be advanced without all agencies written concurrence
- ▶ **March 6<sup>th</sup>, 2013 - Draft Minutes via e-mail**
  - ▶ Each MPO/INDOT will have 5 days to respond to comments and provide accurate minutes



# More 2013 Schedule Dates...

---

- ▶ **March 13<sup>th</sup>, 2012 - All Corrections via e-mail**
  - ▶ All corrections to the minutes must be made and forwarded to all agencies
- ▶ **March 27<sup>th</sup>, 2013 – Final Minutes Submitted**
  - ▶ Final Minutes will be sent to all agencies with the correct subject line and to [macogdir@macog.com](mailto:macogdir@macog.com)
- ▶ **INDOT Central Office Coordinator for each MPO/INDOT area**
- ▶ **Within 10 days FHWA Planning/Environmental Specialist notifies INDOT/MPO of their concurrence**



---

To Submit to FTP site:



# 1. Application

## CMAQ Eligibility Application Form

CMAQ REQUEST FORM (rev 3/2009)			
		Submission Date:	
1A.	Project Applicant (LPA, MPO, State, Other):		
1B.	If other describe and list Sponsoring agency in #2:		
2.	Sponsoring Agency:		
3.	FFY(s) for which CMAQ Funds are to be used:		
4.	Year project Starts:		
5.	Project Category: click to select		
6.	Project Description:		
7.	Estimated Total Funding Needed:		\$
Year:	CMAQ \$	Local Match: \$	State: \$
Year:	CMAQ \$	Local Match: \$	State: \$
Year:	CMAQ \$	Local Match: \$	State: \$
Estimated total of CMAQ funds needed:		\$	

8. Air Quality Analysis (check appropriate Box)			
Quantitative: <input type="checkbox"/> Yes <input type="checkbox"/> No		Qualitative: <input type="checkbox"/> Yes <input type="checkbox"/> No	
8A.	REDUCTION IN OZONE PRECURSORS	KILOGRAMS/DAY	CMAQ \$/KG REDUCED
	VOC's:		
	CO:		
	NOx:		
8B.	REDUCTION IN PM <sub>2.5</sub> PRECURSORS	KILOGRAMS/YEAR	CMAQ \$/KG REDUCED
	PM <sub>2.5</sub> :	Per Year	
	NOx:	Per Year	
NOTE: SUPPORTING DOCUMENTS OF A QUANTITATIVE ANALYSIS OR AN EXPLANATION OF A QUALITATIVE ANALYSIS MUST BE ATTACHED. A QUALITATIVE ANALYSIS MUST HAVE A RANGE OF EMISSION ESTIMATES.			
9.	Is the project or program a mandated TCM?		<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Is the project on the CAAA list of TCMs'?		<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Is this project a "Public/Private Partnership"?		<input type="checkbox"/> Yes <input type="checkbox"/> No

A complete description of the involvement/participation in the development of this project must accompany the completed CMAQ Request Form.

### CMAQ Request Form Instructions (for applicant use).

Line 1; Name of LPA, MPO, or State as applicable.

Line 2; Specific sponsoring agency under the applicant listed in line 1 above.

Line 3; FFY('s) funds are anticipated to be used.

Line 4; Anticipated year project is to be started.

Line 5; Select from drop down list, if other describe.

# 1. + Supporting Forms

## Congestion Mitigation Air Quality – Hybrid Vehicles Federal Funding Participation Level Test

Note: The following vehicle types are exempt from the Federal Funding Participation Level Test as detailed below. All vehicle purchases must be submitted with an acceptable emission test showing air quality savings as required and must receive an eligibility letter prior to being included in the TIP, UPWP or other approval. No purchases may be made in advance of a "written notice specifically indicating that the "owner" has authorization to incur costs and proceed with procurement from the INDOT. MPO's may consider approval of project listed in the UPWP with a signed contract "notice to proceed".

### Vehicles exempt from Alternative Vehicle Federal Funding Participation Level Test

**Public Transit Buses** – Are eligible for replacement or expansion for new diesel or other alternative fuels vehicles meeting the requirements of the clean air act. Public Transit Buses or paratransit vehicles are eligible for purchase only after they have met the FTA useful life criteria and only if the operators spare ratio is not exceeded.

**Hybrid or other alternative Vehicle...** purchases for MPO Traffic Counting or MPO Planning purposes not to exceed 3 CMAQ funded vehicles per urban county. The vehicle purchases may be for replacement or expansion.

**All other Hybrid** - purchases will be subject to federal participation that does not exceed the difference between the cost of a conventional vehicle and a hybrid, as noted below. These vehicles may only be for the replacement of current vehicles and must comply with all items listed under the Participation Level Test section of this document.

**E85 or other bi-fueled Vehicles** – have more than one fuel type. This makes the type of fuel used discretionary. The decision to select the "clean fuel" is based on user commitment to, and difficult to monitor accurately. Therefore these vehicles will not be eligible for federal aid funding purchases under this protocol. The fuel for these types of vehicles is however, an eligible activity and is considered under separate application CMAQ-Funded Alternative Fuels.

### Participation Level Test

Hybrid vehicle eligibility and funding participation level is determined by the following:

1. Vehicles must be replacement unless are for MPO Planning activities or for use as public transit vehicles.

## Diesel Retrofit and Repower Funding Participation Level Test Form

Project Owner: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Physical Address: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Telephone: \_\_\_\_\_

### CMAQ Project Description Summary:

Indicate Project Type: Engine Rebuild/Replace: \_\_\_\_\_

Emissions Controls & Idle Control: \_\_\_\_\_

Does project involve a Public-Private Partnership? \_\_\_\_\_ Yes/No

I, \_\_\_\_\_, as the Authorized Representative of the owner responsible for the fleet and its usage, certify that we will comply with the requirements imposed by this Federal Funding Participation Level Test, the MPO's own rules regarding the CMAQ-funded assistance, and those of the U.S. Federal Highway Administration on this project. Attached is a list of vehicles and information required by the Test.

\_\_\_\_\_  
Title and Signature - Date

## Fueling Station Federal Funding Participation Level Test Form

This form must be submitted with every CMAQ Eligibility Request

Project Owner: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Contact Information: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Office Address: \_\_\_\_\_

Proposal, including the type of alternative fuel to be used and any metering or charging station if applicable: \_\_\_\_\_

Attach a listing of all vehicles using the alternative fuels, containing the following:

Year	Make/Model	VIN	Mileage	Current Vehicle Miles/Yr Usage	Engine Type	Fuel Type
------	------------	-----	---------	--------------------------------	-------------	-----------

The following commitment must be signed by the owner or authorized representative:

I, \_\_\_\_\_, as the Owner/Authorized Representative of the owner responsible for the vehicle fleet and its usage, certify that the alternative fuel shall be used for the vehicle miles per year as stated above, that alternative fuel vehicle(s) shall be maintained as a part of our vehicle fleet and that quarterly reports shall be submitted verifying such usage for at least a 5 year period. I further certify that these commitments shall be forwarded to any successor who may be placed in charge of the owner's vehicle fleet.

\_\_\_\_\_  
Owner/Authorized Representative

Proposed Card Reading System(s) to be considered and its/their capabilities:

CMAQ Participation: 80%-100% may be used on the total cost of installation of a new fueling station, conversion of an existing fueling station, the card reading system,

# 1. Supplemental Forms

---

1. **Hybrid Vehicles** - Information required will depend on the type of vehicle.
  - ▶ Eligible vehicles include: Hybrid Electrics, Clean Diesels and other Alternative Fueled Vehicles
2. **Diesel Retrofits and Repowers** – restrictions depend on project type.
3. **Fueling Stations**
4. **Alternative Fuels** – only if part of a larger transit project



# 2. Project Selection Process

## Michiana Area Council of Governments CMAQ Process

### Introduction

Congestion Mitigation and Air Quality (CMAQ) Program identifies transportation projects that will improve our air quality and reduce transportation-related emissions. Because federal law requires the timely implementation of transportation control measures in air quality plans, the highest priority for funding under the CMAQ Program is implementation of such measures. Major emphasis is upon projects that support alternative modes of transportation, provide congestion relief measures, provide non-polluting transit vehicles and equipment, and provide new technologies/improvements geared toward providing a more efficient and safer transportation system.

The MACOG will issue a Call for Projects for CMAQ projects based on the INDOT Eligibility Committee Schedule.

The MACOG Congestion Mitigation Area Quality funding is available in St. Joseph and Elkhart Counties in Indiana. St. Joseph and Elkhart Counties are considered to be one Transportation Management Area and one air quality maintenance area. As such CMAQ funding for both counties will be used to fund projects arising from the CMAQ cost effectiveness program. CMAQ funding can be used for any eligible CMAQ project meeting the eligibility test and that is approved by the MACOG Policy Board. Each project after meeting eligibility test must be fiscally constrained in order to move forward. Each project that is determined to be fiscally constrained must certify that the project owner has the 20% match available, and provide a financial plan that estimates the project costs in the year of construction. Projects meeting these criteria will be forwarded to the Policy board for review and inclusion in the MACOG TIP and subsequently the STIP. No project because of an eligibility determination may proceed are expend funds without the express written agreement of the MPO and or INDOT. CMAQ funds cannot be reimbursed for any projects that have not been authorized through the MPO procurement process or through INDOT. An eligibility determination is NOT authorization to proceed.

### STEP 1 Issuing A CMAQ Project Call:

Bi-annually the MACOG will call for CMAQ projects. The project call dates will be set to comply with the CMAQ Committee review dates. Project Calls will be issued through the Transportation Technical Advisory Committee and the MACOG Policy Board, which includes representatives from the local jurisdictions, airports, transit operators, health departments, and elected officials. Additionally, all project calls will be posted on the MACOG website. MACOG will set a project request submission date. Projects received after a Project Call deadline will not be considered for implementation or analysis.

### STEP 2 Phase 1 CMAQ Project Eligibility Process:

MACOG staff will begin a phase one review of the CMAQ project proposals received by the posted CMAQ project submission date. If specifics and clarifications are required inquiries will be made prior to the start of the project analysis process. Once all of the data is received staff will review the projects to determine if the projects are anticipated to eligible during the phase 1 eligibility screening using the "The Congestion Mitigation and Air Quality (CMAQ) Improvement Program under the Safe, Accountable, Flexible, Efficient Transportation Act: A Legacy for Users (SAFETEA-LU); Interim Program Guidance, October 31,2006, as guidance. Projects determined by staff not to meet the guidance requirements will be returned to the sponsor with recommendations for meeting the guidance.

### STEP 3 CMAQ Project Analysis Process:

Projects meeting the Phase 1 eligibility screening will proceed to the analysis process. This process requires formal development of a CMAQ narrative application and various analysis methodologies successfully used by the MACOG in previously approved projects, methodologies recommended by Jeff Houk, Air Quality Specialist, at the Federal Highway Administration Resource Center and is consistent with Joonho Byun, PhD, Air Quality Modeling Specialist; FHWA Resource Center, Baltimore. Further, these analysis procedures have been coordinated over time with the Federal Highway Administration and the INDOT CMAQ Eligibility Committee (consisting of representatives from INDOT Transit, CMAQ, Highways, IDEM, and FHWA. Analysis may be quantitative or qualitative. A complete report of the analysis is prepared if the projects produces a reduction in VOC's and NOx. CO although not an area critical pollutant, will also be included in the analysis.

### STEP 4 CMAQ Project Evaluation Process:

After completing an analysis of the phase one projects successfully screened the MACOG staff will develop a Comparison of Congestion Mitigation Project Submissions report. The report will compare the Total Project Cost, the annual kg saved by the project and generate a cost per kg. The lower the Cost per kg the more cost efficient the activity is.

### STEP 5 CMAQ INDOT Eligibility Review:

The MACOG submits an eligibility request to the INDOT CMAQ Eligibility Committee in accordance with their guidelines and schedule.

### STEP 6 CMAQ Eligibility

Projects forwarded to FHWA by the INDOT CMAQ Eligibility Committee and determined to be eligible by FHWA for CMAQ funding will be included in a listing of CMAQ eligible projects for the MACOG Metropolitan Planning Area. This listing provides details of the eligible projects which include the proposed cost, proposed year of the project, values representative of the estimated kg/day saved for both VOC and NOx, service life of the project, and cost per kg/day saved. Not all projects meeting this eligibility may be funded.

# 3. List of CMAQ projects in TIP

---

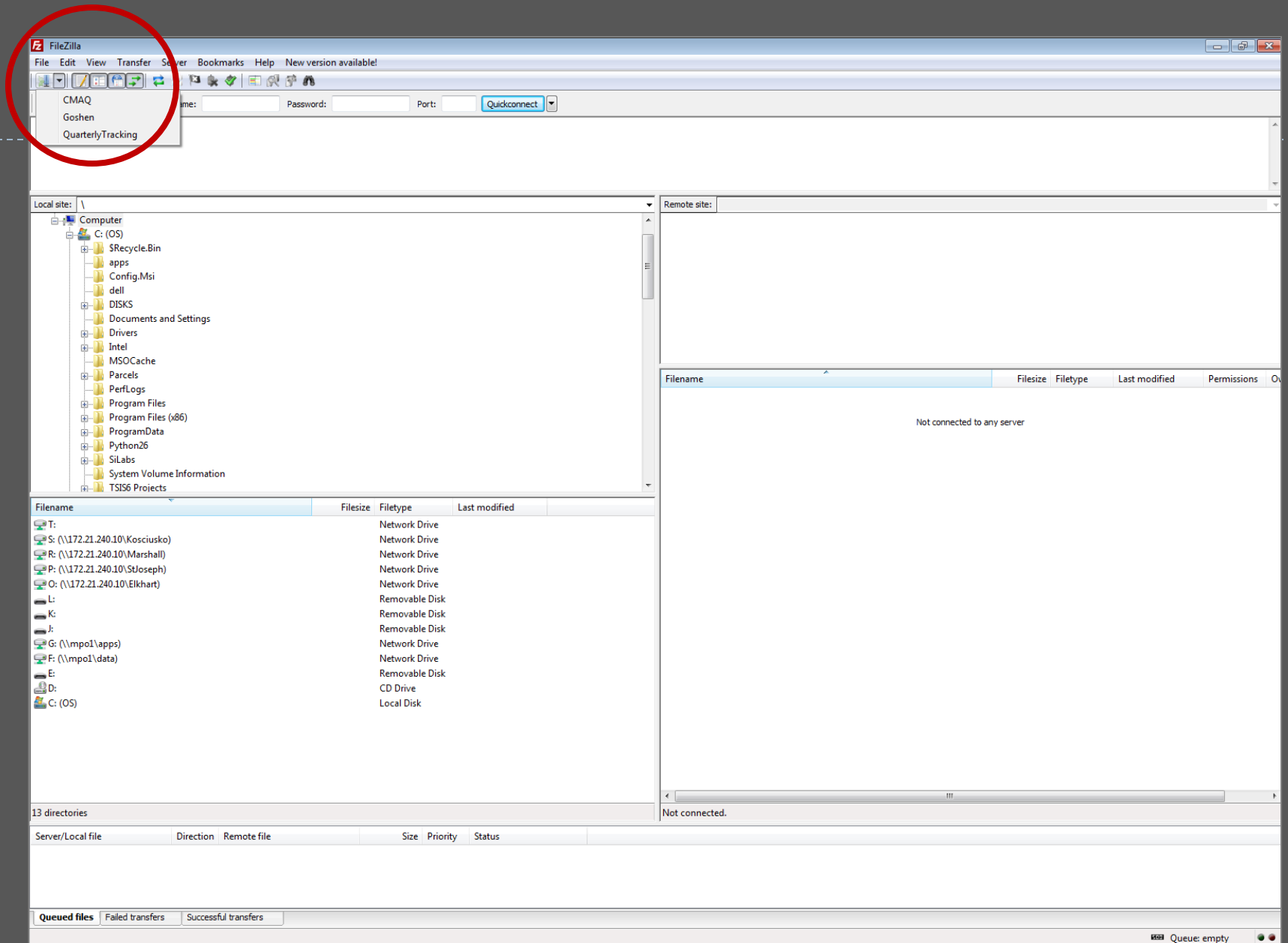
## Current CMAQ Projects MACOG SFY 2012 - 2015 TIP

DES Number	Sponsor	Project Description	Project Category	Total Project Cost
1173655	Elkhart Co.	CR 38 @ CR 19	Intersection Improvement	\$ 1,460,000.00
1172535	Goshen	College Ave @ 15th Street	Roundabout	\$ 2,250,000.00
0901527	Mishawaka	Church/Union Street Corridor	Signal Interconnect	\$ 1,567,538.00
0600452	St. Joseph Co.	Gumwood Road from MCL to Brick - Bike/Trail	Bike/Pedestrian	\$ 768,000.00
0600453	St. Joseph Co.	Gumwood Rd ATL from Brick Rd to State Line - Bike/Trail	Bike/Pedestrian	\$ 1,000,000.00
1005762	St. Joseph Co.	Cleveland Rd at Ash Rd - Roundabout	Intersection Improve	\$ 2,504,000.00
0901526	South Bend	Northside Bikeway Trail/Bike & Pedestrian Facility	Bike/Pedestrian	\$ 1,190,400.00
1173248	South Bend	Northeast Neighborhood Trail	Bike/Pedestrian	\$ 700,000.00
N/A	MACOG	Clean Air Activities	Other Type Project	\$ 100,000.00
N/A	MACOG	Clean Air Activities	Other Type Project	\$ 100,000.00



# CMAQ Form Submission

FTP Site,  FileZilla



CMAQ - cmaq@indianampo.com@ftp.indianampo.com - FileZilla

File Edit View Transfer Server Bookmarks Help New version available!

Host: Username: Password: Port: Quickconnect

Command: PASV  
Response: 227 Entering Passive Mode (72,29,76,63,139,170)  
Command: MLSD  
Response: 150 Accepted data connection  
Response: 226 Options: -a -l  
Response: 226 20 matches total  
Status: Directory listing successful

Local site: \ Computer  
C: (OS)  
\$Recycle.Bin  
apps  
Config.Msi  
dell  
DISKS  
Documents and Settings  
Drivers  
Intel  
MSOCache  
Parcels  
PerfLogs  
Program Files  
Program Files (x86)  
ProgramData  
Python26  
SiLabs  
System Volume Information  
TSIS6 Projects

Remote site: /

Filename	Filesize	Filetype	Last modified	Permissions	Owner
..					
bmcmpo		File folder	2/13/2012 8:15:21 ...	0755	32
campo		File folder	2/13/2012 8:15:24 ...	0755	32
dmmmpc		File folder	2/13/2012 8:15:28 ...	0755	32
emipo		File folder	2/13/2012 8:15:31 ...	0755	32
impo		File folder	3/6/2012 6:59:36 ...	0755	32
indot		File folder	2/13/2012 8:14:01 ...	0755	32
khcgcc		File folder	2/13/2012 8:15:10 ...	0755	32
kipda		File folder	2/13/2012 8:15:50 ...	0755	32
macog		File folder	9/25/2012 5:05:29 ...	0755	32
mccog		File folder	2/13/2012 8:16:20 ...	0755	32
nircc		File folder	2/13/2012 8:16:32 ...	0755	32
nirpc		File folder	2/13/2012 8:16:40 ...	0755	32
oki		File folder	2/13/2012 8:16:48 ...	0755	32
tcapc		File folder	2/13/2012 8:16:59 ...	0755	32
wciedd		File folder	2/13/2012 8:17:12 ...	0755	32
.ftpquota	16	FTPQUOT...	11/17/2012 9:23:2...	0600	32
.htaccess	129	HTACCESS...	3/23/2009 3:08:54 ...	0644	32
ftp.indianampo.com.url	80	Internet Sh...	10/19/2005 3:29:0...	0644	32

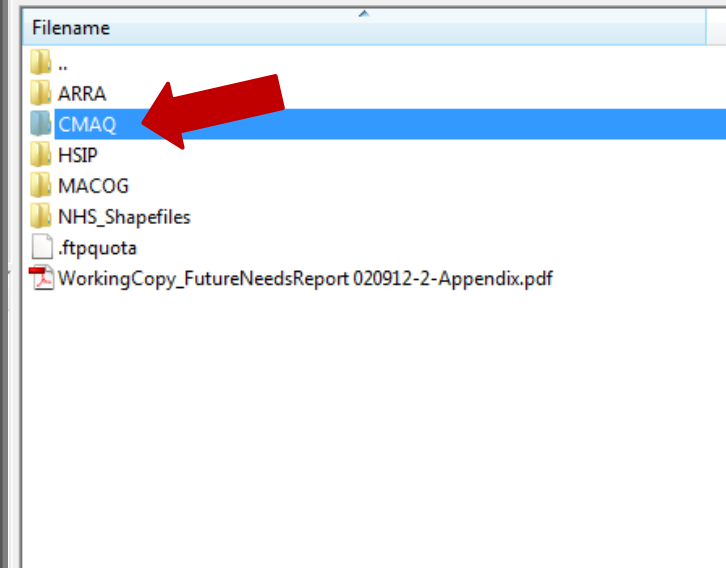
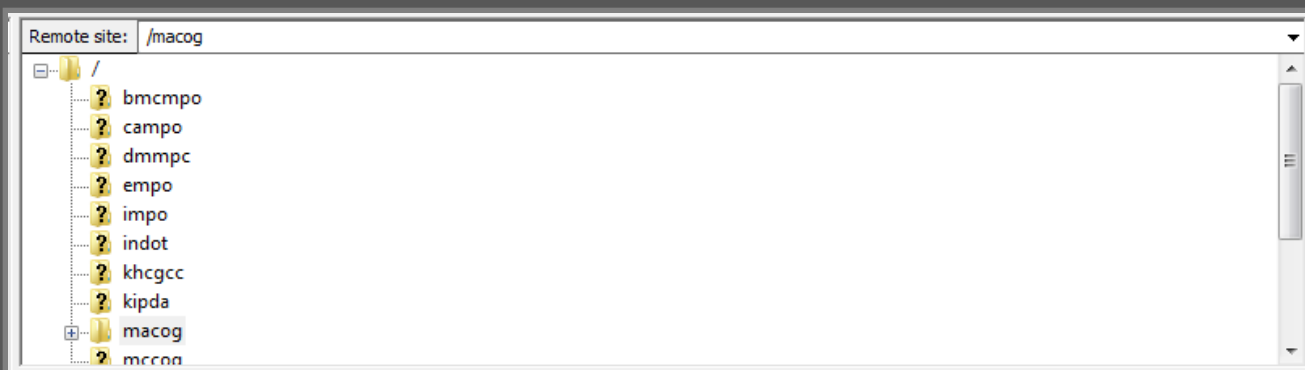
13 directories

3 files and 15 directories. Total size: 225 bytes

Server/Local file	Direction	Remote file	Size	Priority	Status
-------------------	-----------	-------------	------	----------	--------

Queued files Failed transfers Successful transfers

Queue: empty



Remote site: /indot/CMAQ

- ?
- campo
- ?
- dmmpc
- ?
- empo
- ?
- impo
- indot
  - +
  - CMAQ
    - ?
    - HSIP
    - ?
    - LRP
- ?
- khcgcc
- ?
- kipda
- +
- macog

Filename	Filetype	Last modified	Permissions	Owner/Gro
..				
2005	File folder	3/19/2009 9:25:59 ...	0755	32150 32151
2006	File folder	3/19/2009 9:23:28 ...	0755	32150 32151
2007	File folder	3/19/2009 9:19:11 ...	0755	32150 32151
2008	File folder	3/19/2009 9:16:38 ...	0755	32150 32151
2009	File folder	2/16/2010 6:50:58 ...	0755	32150 32151
2010	File folder	7/27/2010 1:54:21 ...	0755	32150 32151
2011	File folder	7/27/2010 9:48:48 ...	0755	32150 32151
2012	File folder	7/25/2012 1:33:29 ...	0755	32150 32151
2013	File folder	10/4/2012 12:16:4...	0755	32150 32151
CMAQ Project Selection Process	File folder	1/19/2010 7:37:56 ...	0755	32150 32151
Current Processes and Forms	File folder	10/11/2012 12:58:...	0755	32150 32151
FHWA Eligibility Determinations	File folder	3/3/2010 10:40:20 ...	0755	32150 32151

Remote site: /indot/CMAQ

- ? campo
- ? dmmmpc
- ? empo
- ? impo
- [-] indot
  - + CMAQ
    - ? HSIP
    - ? LRP
  - ? khcgcc
  - ? kipda
  - [-] macan

Filename

Filetype

..	
2005	File folder
2006	File folder
2007	File folder
2008	File folder
2009	File folder
2010	File folder
2011	File folder
2012	File folder
2013	File folder
CMAQ Project Selection Process	File folder
Current Processes and Forms	File folder
FHWA Eligibility Determinations	File folder

Remote site: /indot/CMAQ/Current Processes and Forms

- ? 2007
- ? 2008
- ? 2009
- ? 2010
- ? 2011
- ? 2012
- + 2013
  - CMAQ Project Selection Process
  - Current Processes and Forms
  - FHWA Eligibility Determinations
- ? HSIP

Filename

Filetype

Last modified

Permissions

Owner/Gro...

..				
Diesel Retrofit and Repower Supp...	Microsoft ...	10/11/2012 12:58:...	0644	32150 32151
Final SFY 2013 CMAQ Schedule.pdf	Adobe Acr...	10/11/2012 12:58:...	0644	32150 32151
Fuel Stations Supporting Form.do...	Microsoft ...	10/11/2012 12:58:...	0644	32150 32151
Hybrid Vehicles Supporting Form....	Microsoft ...	10/11/2012 12:58:...	0644	32150 32151
SFY 2013 CMAQ Process.doc	Microsoft ...	10/11/2012 12:58:...	0644	32150 32151
Summary Form.xls	Microsoft ...	9/1/2011 7:37:48 ...	0644	32150 32151