



STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

RICK SNYDER  
GOVERNOR

KIRK T. STEUDLE  
DIRECTOR

November 9, 2015

Dear CMAQ Program Participant:

On behalf of the Michigan Department of Transportation (MDOT), I am pleased to announce the Congestion Mitigation and Air Quality (CMAQ) Program Call for Projects (CFP) for Fiscal Years (FY) 2017-2020.

The purpose of the CMAQ Program is to fund transportation projects or programs that will contribute to attainment or maintenance of the national ambient air quality standards for ozone, carbon monoxide, and particulate matter. MDOT's goal for the CMAQ Program is to improve Michigan's air quality by reducing air pollution and relieving congestion. We strive to ensure that all eligible counties continue to meet national ambient air quality standards and focus on projects that best meet the national standards by providing maximum air quality benefit and cost-effective use of financial resources.

MDOT has created a guidance document that supplements the Federal Highway Administration's (FHWA) CMAQ Guidance documents. This supplement includes information specific to how MDOT administers the CMAQ program along with requirements for requesting obligation of CMAQ funds. It is available on MDOT's CMAQ Web site at [www.michigan.gov/CMAQ](http://www.michigan.gov/CMAQ).

**Items to Consider for the FY 2017-2020 CMAQ Program Call for Projects**

1. The number of years for the CFP (2017-2020) corresponds to the State Transportation Improvement Program (STIP) and Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP) development schedule. Agencies are encouraged to submit projects through 2020 where it is feasible. Agencies should also use this submission to make any necessary modifications to their existing CMAQ program.
2. Projects in FY 2017 that have already been programmed to the MDOT MAP database with an assigned job number do not need to be resubmitted unless there are changes to the project. Please contact the CMAQ Program Manager to confirm that the project is programmed accurately.
3. CMAQ Program funds are allocated to counties that are classified as areas in the State that are or were designated as nonattainment areas for ozone, carbon monoxide, or particulate matter under section 107(d) of the Clean Air Act.

The funds are distributed by county based on population. A table can be found on the MDOT CMAQ webpage with estimated funding allocations for the CFP period. The table reflects the amount of CMAQ funds available to local and transit agencies and includes the **federal share**

only. All agencies are responsible for providing the required match. In Michigan, the standard federal share is 80 percent.

Projects that include a safety component are eligible for a 100 percent federal share. These projects include: roundabouts, traffic signal modernization with actuation, and car and van pooling activities. Usage of the CMAQ funds must be constrained to the available local allocation. The MDOT non-local allocation should not be taken into consideration when developing your CFP submittal, as those funds are distributed to the MDOT regions. Any exceptions to this must be approved by the MDOT region prior to your submittal.

4. Agencies may elect to transfer local CMAQ funds among each other; however, MDOT does not track any transfers. The agencies are responsible for any agreements made for repayment of transferred funds. Combining CMAQ funds for larger projects is encouraged. These projects may yield larger emissions benefits. In these cases, one lead agency should be identified in the submittal. The funding table reflects the original allocation of funds. All areas should identify any adjustments for repayment of transferred funds in their respective CFP submittals to MDOT.
5. Construction Engineering (CE) costs associated with the Construction Phase (A Phase) of a project will be permitted for local jobs only if they are part of the original application. CE costs associated with the A Phase cannot exceed 15 percent of the total A Phase costs and must be included in the construction cost estimate.
6. In order to align the engineering and construction of projects funded by the CMAQ Program, Preliminary Engineering (C Phase) is eligible for CMAQ funds. When including the C Phase, please indicate the expected year(s) of obligation for both the A and C Phases on the application. Applicants should make their first priority funding of the A Phases for any project where pre-construction phases were funded with CMAQ in prior years. Please note that the work description must match for each phase as CMAQ funds are approved for the project and not a specific phase.
7. Applicants should review FHWA's CMAQ Formal Guidance Web site to assure that selection criteria and spending priorities are consistent with the guidance. Areas that have already conducted a CFP, or have selected projects, should review and apply the guidance to your CFP selection process. This guidance can be found at [http://www.fhwa.dot.gov/environment/air\\_quality/cmaq/policy\\_and\\_guidance/](http://www.fhwa.dot.gov/environment/air_quality/cmaq/policy_and_guidance/).
8. Non-Transit Diesel Retrofit projects require a Buy America waiver prior to receiving federal authorization. Diesel Retrofit projects that are deemed eligible for CMAQ funding will be included in the next Buy America Waiver request that's submitted to FHWA. The requests are submitted quarterly. The time period from initial request to approval is approximately six months. Please take this timeframe into consideration as you identify the obligation year for diesel retrofit projects.

### **Operating Assistance for Traffic Operating Centers (TOCs)**

FHWA has posted guidance under the Surface Transportation Authorization, Moving Ahead for Progress in the 21st Century Act (MAP-21) on using CMAQ funds for operating assistance. This guidance is available at

[http://www.fhwa.dot.gov/environment/air\\_quality/cmaq/policy\\_and\\_guidance/cmaq13ig.cfm](http://www.fhwa.dot.gov/environment/air_quality/cmaq/policy_and_guidance/cmaq13ig.cfm).

Please note that under MAP-21, the three years of operating assistance allowable under the CMAQ program may now be spread over a longer period, for a total of up to 5 sequential years of support. Applicants who propose to use CMAQ funding for operating support may spread the third year amount (an amount not to exceed the greater of year 1 or 2) across an additional 2 years (i.e. years 4 and 5). This approach will provide an incremental, taper-down approach, while other funding is used for a higher proportion of the operating costs as needed. At the conclusion of the 5-year period, operating costs would have to be maintained with non-CMAQ funding. Be sure to identify in the submittal what year of operations you are seeking CMAQ funding. If you have any questions, please contact the CMAQ Program Manager, Todd Kauffman at (517) 355-2938.

### **Program Submittal Requirements**

Beginning with the 2017-2020 CFP, the CMAQ project application will be submitted online through the MDOT Grant System (MGS). Users are required to register with the State of Michigan Single Sign On (SSO) at <https://sso.state.mi.us/>. You may already have an SSO account if you have submitted an application for a Transportation Enhancements (TE) or Transportation Alternatives Program (TAP) grant or are a user of other MDOT applications such as the Public Transportation Management System (PTMS). For assistance with the MGS portal, please contact the CMAQ Program Manager.

Also, MPOs are now able to include CMAQ funded projects in their Electronic Statewide Transportation Improvement Program (ESTIP) submittal.

The following list of information can be found on the MDOT CMAQ Web site at <http://www.michigan.gov/CMAQ>.

- MDOT Grant System (MGS) access.
- FY 2016-2020 Estimated CMAQ Funding Allocation Table.
- The CMAQ Project List (MS-Excel Spreadsheet).
- A list of additional items needed for specific projects.
- Drop-down menu with Adobe self-calculating Emissions Forms.
- Table of emission factors generated by SEMCOG which will be used for all eligible areas in Michigan.
- Information regarding the Buy America Act waiver process for Non-Transit Diesel Retrofit projects.

Please note that the former CMAQ Required Application Form is no longer used or accepted by MDOT. The Application form may still be used by MPOs; however, all CMAQ project applications must be submitted to MDOT using MGS.

Adobe fillable forms are used to calculate emission benefits. At least one form must be submitted for each project and will need to be attached to the application in MGS. The forms are available in the drop-down menu on the MDOT CMAQ Web site. If more than one form is needed for the project, please use form number 2608 to calculate the project's total emission benefit derived from each individual form. Applicants should complete the forms first and save them to a local folder on your computer. You can then attach the form(s) to the application in MGS by navigating to the folder where the form is saved. The form should reflect the total project (all phases) cost. Cost-per-Emission benefit calculations are based on the total project cost. Please contact the CMAQ Program Manager if you are not able to access the Adobe fillable form.

All (MPO), Regional Planning Agency (RPA), or Rural Task Force (RTF) requirements for preliminary eligibility review, project prioritization, and public involvement must be followed prior to the project application submittal. Submit the project applications and emission calculation forms through the MGS no later than **February 1, 2016**. Please include all required information. See the Additional Items Needed for Eligibility Determination link on the MDOT CMAQ Web site.

If you are unable to submit your project applications via MGS by February 1, 2016, please advise the CMAQ Program Manager before the deadline. Projects submitted after February 1, 2016 may not be reviewed in time to receive an eligibility determination and funding may not be available for the project in the requested year.

### Program Submittal Timeline

November, 2015 – January, 2016      Project Selection: All agencies should coordinate with the appropriate MPO, RPA, or RTF to select projects for submission. Agencies should also coordinate with the appropriate MDOT Region and/or TSC.

February 1, 2016      Project Submittal:

- All project submittals must be entered into MGS.
- A prioritized project list demonstrating annual financial constraint should be submitted electronically to the MDOT CMAQ program manager. Please use the CMAQ Project List (MS-Excel Spreadsheet), available on the MDOT CMAQ Web site.

Please advise the program manager before this date if you cannot submit your applications by the due date.

February, 2016      CMAQ Sub-Committee Review of Projects: Applicants will be advised of project eligibility and, if necessary, asked to provide additional information. MPOs should add projects via the ESTIP after MDOT has confirmed project eligibility.

March 1, 2016      All eligible projects will be approved and assigned an MODT job number in the MDOT MAP Database from ESTIP or through MPINS by the CMAQ Program Manager or designated MDOT staff. All federal requirements must be met prior to a project incurring any costs. Any

changes to projects must be requested and approved prior to requesting federal authorization, and in accordance with the appropriate CMAQ selection and prioritization guidelines set by the MPO, RPA, or RTF.

Please note, this guidance has been drafted under the MAP-21 authorization which is set to expire in December 2015. Further guidance will be issued if a new authorization changes any part of the CMAQ program.

If you have any questions, please contact your local coordinating agency (MPO or RPA/RTF) for local and transit projects, or the respective MDOT region planner for state projects. If you are still unable to resolve your concerns, please contact either me or Todd Kauffman, CMAQ Program Manager, at 517-335-2938 or via e-mail at [kauffmant@michigan.gov](mailto:kauffmant@michigan.gov).

Sincerely,



Denise B. Jackson, Administrator  
Statewide Transportation Planning Division