

Congestion Mitigation and Air Quality Improvement (CMAQ) Instructions for CMAQ Project List

The MS- Excel CMAQ Project List replaces the previously used CMAQ Required Application Form. Please use it to submit all projects from each local or transit agency, MPO, RPA, or MDOT Region. No other form will be accepted.

The following instructions should be used to complete each field of the project list.

Fiscal Year*

- Please enter the fiscal year that the job/phase will be obligated. For multi-phase projects, please select all phases that will be funded in the corresponding year. For multi-year projects, please list each year and the corresponding phase(s) separately.

Job Number

- Please enter (if known) the MDOT job number for the project

Phase*

- Please enter the letter(s) corresponding to the phase(s) of the project corresponding to the fiscal year. The phases are:
 - o A = Construction (CON)
 - o B = Right of Way (ROW)
 - o C = Design (Preliminary Engineering (PE))
 - o Blank = (EPE). This phase should be selected for all operations projects, transit and non-transit vehicle purchases, and equipment purchases. This phase should also be selected for all market projects, such as ozone action days, rideshare projects, etc.

Control Section, BMP, EMP

- Enter the major control section, beginning mile point and ending mile point where the project is located (if known). Please reference the **MDOT PR Finder** website at <http://www.mcgi.state.mi.us/prfinder/> to obtain the most accurate information. Control sections for Areawide projects (projects in multiple locations) will be entered during project review.

Length

- Please enter the length of the project in miles.

County*

- If the project takes place in multiple counties/MPOs, enter the county of the lead agency

MDOT Region*

- Please enter the MDOT region corresponding to the county location of the project.

MPO/Rural*

- Please enter the name of the Metropolitan Planning organization (MPO) where the project will be listed in its Transportation Improvement Plan (TIP). If the project is not in an MPO, please enter "Rural".

City/Township

- Enter the name of the city, village, or township where the project will be located.

** This field contains a drop-down menu. Please make appropriate selection.*

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Design Route

- Please enter only the route (i.e. I-94 for Trunkline, or the street name for local projects).
- If the project will cover an area, please indicate by using: Citywide, Countywide, Areawide, Regionwide, or Statewide. **Please note that projects that will be let for bidding must require specific route(s) and location(s).**
- For transit projects, please indicate if it's operating assistance year 1, 2, or 3; a bus purchase; or a bus replacement that meets one of the following service life thresholds (specify which threshold it meets by providing the type of bus and the age and/or mileage):
 - o Minimum service life of 12 years or 500,000 miles – typified by heavy duty large buses, approximately 35-40 foot, as well as articulated buses.
 - o Minimum service life of 10 years or 350,000 miles – typified by heavy duty small buses, approximately 30 foot.
 - o Minimum service life of 7 years or 200,000 miles – typified by medium duty mid-size buses, approximately 25-35 foot.
 - o Minimum service life of 5 years or 150,000 miles – typified by light duty mid-size buses, approximately 25-35 foot.
 - o Minimum service life of 4 years or 100,000 miles – typified by light duty small buses, cutaways, and modified vans, approximately 16-28 foot.

Location Description

- Enter the location where the work will take place (i.e. at Baker Street, or from Baker Street to Barber Street). If the project will cover an area, enter the name of the area (i.e. City of Detroit, Ingham County, or Metro Region). If the project will take place throughout the MPO area, please indicate this.
- For transit, if the location is a specific route or service area, indicate the route number or service area.

Proposed Improvement

- Please enter a **short** description of the work. The description of the work will be used to determine eligibility. Please attempt to write a biddable description and keep in mind this is how your project will be listed in the Statewide Transportation Improvement Program (STIP) or Metropolitan Transportation Improvement Program (TIP).

Applicant Name

- Enter the name of the individual to contact for questions regarding the application.

Applicant Phone Number

- Enter the phone number for the Applicant.

Responsible Agency

- Enter the name of the lead agency. The agency must be an Act 51 agency (agencies which receive distributions of state and federal transportation revenues under P.A. 51 of the Public Acts of 1951 as amended — Michigan's transportation enabling statute) i.e., : MDOT, county road commissions, cities and villages; along with Native American Tribes; federal agencies; other state departments; Metropolitan Planning Organizations (for research, planning, and education); and Transit agencies.)

Fund Code

- **Leave this field blank**

** This field contains a drop-down menu. Please make appropriate selection.*

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Federal Cost

- Enter only the Federal (CMAQ) cost of the project.

Non-Federal Cost

- Enter the match required cost of the project and any additional non-federal cost. This cost should be at least 20% of the total project cost. For most local agency projects, the required match will be provided by the agency. Some projects are eligible for 100% CMAQ funding.

Total Cost

- Enter the total project cost.

Emissions Calculations and Cost per Kg reductions

- Please use the appropriate worksheet(s) to calculate the emissions and costs for all pollutants in the non-attainment or maintenance area where the project is located (or where the completion of the project will benefit). Enter the information here and submit **ALL** worksheets with your project list. Failure to use and include the correct worksheet(s) will result in the project not being reviewed.

Project Reporting Category*

- Please check the category/categories that best fit your project. This required field is used for federal CMAQ reporting.

** This field contains a drop-down menu. Please make appropriate selection.*