



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

July 18, 2018

Dear Congestion Mitigation Air Quality Program Participant:

On behalf of the Michigan Department of Transportation (MDOT), I am pleased to announce the Congestion Mitigation and Air Quality (CMAQ) Local Program Call for Projects (CFP) for Fiscal Years (FY) 2020-2023.

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 Program Guidance. This supplement includes information specific to how MDOT administers the CMAQ Program along with instructions for requesting obligation of funds and is available on MDOT's CMAQ website at www.michigan.gov/CMAQ.

Items to Consider for the FY 2020-2023 CMAQ Local Program CFP

1. **All CMAQ projects must be submitted in JobNet as Draft Jobs.** JobNet will be used as the CMAQ application portal. **Please do not use MDOT Grant System.** The draft job should include a detailed project description, including the description of the work, location(s) where the work will be done, and scheduled start and end dates for all phases of the project. Additional items required for eligibility determination must be included as attachments. All attachments must be in PDF format. Incomplete draft jobs will be returned to the author by the CMAQ Program Manager with information on why it was returned.
2. Projects previously submitted for FY 2020 that are approved and programmed (already have a job number) do not need to be re-submitted.
3. The applicable obligation years for this Local CFP is **FY 2020-2023**. Projects submitted must be scheduled to obligate in FY 2020-2023. Agencies may also use this submission to make any necessary modifications to their existing FY 2018-2020 CMAQ Program.

4. CMAQ Program funds are allocated to counties within the boundary of areas that are, or were, designated as non-attainment or maintenance for ozone, carbon monoxide, or particulate matter under section 107(d) of the Clean Air Act. Funds may also be used for projects in proximity to non-attainment and maintenance areas **if the benefits will be realized primarily within the non-attainment or maintenance area.**

The annual amount of CMAQ funds available for FY 2020-2023 is \$29,954,931. In FY 2020, allocations to the 25 counties, as previously announced, will not change. Beginning in FY 2021, 15 counties that are no longer designated as non-attainment or maintenance will receive one half of the 2020 allocation. The remaining amount will be redistributed by population formula to the 10 counties that remain non-attainment or maintenance. A table can be found attached to this letter, and on the MDOT CMAQ webpage, with estimated funding allocations by county 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. An additional \$5.7 million is set aside to fund:

- a. MichiVan Rideshare Program (administered by the MDOT Office of Passenger Transportation),
 - b. Freeway Courtesy Patrol Program, and
 - c. The operation and maintenance expenses for existing Traffic Operations Centers (TOCs) that are located in non-attainment or maintenance areas, and that were in operation prior to FY 2013. New projects submitted for TOC assistance are subject to a three-year time limit.
5. Projects that include a safety component are eligible for a 100 percent federal share. These projects include: roundabouts, traffic signal improvements that include interconnect or actuation, and car and van pooling activities. Usage of the CMAQ funds must be constrained to the available local allocation.
 6. The MDOT non-local allocation should not be taken into consideration when developing your CMAQ project submittal, as those funds will be used to support MDOT operational improvements that are located in eligible areas.
 7. Agencies may elect to transfer local CMAQ funds between eligible agencies; 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.

8. Construction Engineering (CE) costs associated with the construction (CON) phase of a project will be permitted for local jobs only if they are part of the original draft job. CE costs associated with the CON phase cannot exceed 15 percent of the total CON phase costs and must be included in the construction cost estimate.
9. To align the engineering and construction of projects funded by the CMAQ Program, the Preliminary Engineering (PE) phase is eligible for CMAQ funds. When requesting funding for the PE phase, please include the PE and CON phases in the draft job.
10. Applicants should review FHWA's CMAQ Formal Guidance document and ensure that selection criteria and spending priorities are consistent with this guidance. Areas that have already conducted a CFP, or have selected projects, should review and apply this guidance to their CFP selection process.

This guidance document may be found at:

https://www.fhwa.dot.gov/environment/air_quality/cmaq/policy_and_guidance/

Operating Assistance for TOCs

The FHWA guidance for use of CMAQ funds for TOCs is available at:

http://www.fhwa.dot.gov/environment/air_quality/cmaq/policy_and_guidance/cmaq13ig.cfm.

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 five sequential years of support. Applicants using CMAQ funding for operating support may spread the third-year amount (not to exceed the greater of year one or two) across an additional two years (i.e. years four and five). Applicants should review the FHWA guidance information to ensure compliance. Be sure to identify in the submittal what year of operations you are seeking CMAQ funding for. TOCs that were eligible for CMAQ funding and operational prior to FY 2013 are eligible under SAFETEA-LU sections 1808(g)-(k) to use CMAQ funds for operating assistance without time limitations. Please contact the CMAQ Program Manager with any questions.

Program Submittal

The following information can be found on the MDOT CMAQ website at

<http://www.michigan.gov/CMAQ>:

- FY 2020-2023 Estimated Funding Allocation Table
- Instructions and a list of additional items needed for specific projects
- Link to the FHWA Emissions Calculator Toolkit
- Drop-down menu with self-calculating emissions forms (if no tool is available from the FHWA Emissions Calculator Toolkit)

- Table of emission factors generated by the Southeast Michigan Council of Governments which will be used for all eligible areas in Michigan (only applicable to the self-calculating emissions forms)

JobNet

All projects must be submitted via the JobNet Draft Job. Please include the corresponding emission worksheet(s) for each project as a PDF attachment to the Draft Job. Use the FHWA Emissions Calculator Toolkit for all available projects types. Additional Emission Forms are available in the drop-down menu on the MDOT CMAQ website for remaining project types not available through the FHWA Emissions Calculator Toolkit. The form should reflect the total project (all phases) cost. Cost-Per-Emission Benefit calculations are based on the total project cost.

Please attempt to write a biddable work description when completing the Draft Job for the route, location, and work description; this is how the project will be listed in the Statewide Transportation Improvement Program (STIP) or Metropolitan Transportation Improvement Program (TIP) documents. Projects must be included in the approved STIP/TIP before funds can be obligated.

Include a “qualifiable benefit” for use of CMAQ funds in the JobNet reason field. This should include a summary of why the project is submitted for CMAQ and the expected project benefit. The justification should reflect the overall goals of the CMAQ Program. Incomplete information and/or incorrect or missing emissions documents will delay the review process and could jeopardize the ability to secure funding.

Be sure to follow your local Metropolitan Planning Organization (MPO) or Regional Planning Agency/Rural Task Force (RPA/RTF) requirements for preliminary eligibility review, project prioritization, and public involvement. Submittals should be completed in JobNet by **October 30, 2018**. Please include all required information. See the ‘Additional Items Needed for Eligibility Determination’ link on the MDOT CMAQ website.

Program Submittal Timeline

July 2018 – October 2018	Project Selection: All agencies should coordinate with the appropriate MPO, RPA/RTF to select projects for submission. Agencies should also coordinate with the appropriate MDOT Region and/or Transportation Service Center.
October 30, 2018	Project Draft Job Submittal Deadline: Please advise the CMAQ Program Manager before this date if you cannot submit your applications by the due date.

November 2018	CMAQ Subcommittee Review of Projects: Applicants will be advised of project eligibility and, if necessary, asked to provide additional information.
February 2019	Final Subcommittee Review and Approval: All draft jobs will be approved and added to the MDOT Planning Database by the CMAQ Program Manager or designated staff. The CMAQ Program Manager will confirm with the agency the schedule and status of the projects. Changes to projects can be submitted via the JobNet change request by the project manager, MPO representative or other designee, and approved prior to obligation in accordance with the appropriate CMAQ selection and prioritization guidelines set by the MPO or RPA/RTF.
March 1, 2019	S/TIP Snapshot: Provide final snapshot of MDOT Planning Database to MPOs.

If you have any questions, please contact your local coordinating agency (MPO or RPA/RTF) for local and transit projects, or the respective MDOT Regional Planner for state projects. If you are still unable to resolve your concerns, please contact either me or Matthew Galbraith, CMAQ Program Manager, at 517-335-2938 or galbraithm2@michigan.gov.

Sincerely,



Denise B. Jones, Administrator
Statewide Transportation Planning Division

Enclosure

cc: Matthew Galbraith