

SFY 2012 CMAQ ELIGIBILITY PROCESS

The Congestion Mitigation and Air Quality (CMAQ) Program was created to support two important goals of the Department of Transportation: improving air quality and relieving congestion. Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) also included a new provision that establishes priority consideration be given to cost effective emission reduction and congestion mitigation activities. To meet these goals and federal requirements, the following process will be used by the Indiana Department of Transportation (INDOT) and its Metropolitan Planning Organization (MPO) partners.

To be considered, each MPO will submit three elements for their CMAQ programs:

- a project application (see Appendix 1 for CMAQ Application Form and supporting forms for Alternative Fuel Purchase, Diesel Retrofit and Repower, Fuel Station, and Hybrid Vehicle projects) for each project that is proposed to use CMAQ funding;
- the project selection process used by the MPO to rank CMAQ projects; and
- a list of CMAQ funded projects currently in the Transportation Improvement Program (TIP).

According to CMAQ Final Program Guidance, project selection processes are to be transparent, in writing, and publicly available. Processes should identify the agencies involved in rating proposed projects, clarify how projects are rated, and name the committee or group responsible for making the final recommendation to the MPO board or other approving body. The basis for rating projects including emissions benefits, cost effectiveness, and project readiness, should also be included. The INDOT and MPOs will post their *CMAQ Project Selection Process* on their respective websites so the application process is transparent to applicants and the public.

The INDOT and MPOs agree to coordinate the review of proposed CMAQ projects and programs with Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Indiana Department of Environmental Management (IDEM), and United State Environmental Protection Agency (EPA). The South Bend MPO (MACOG - Michiana Area Council of Governments) will facilitate the various stages of the CMAQ eligibility review process on behalf of the MPOs and INDOT. Each stakeholder will review the information provided and provide written comments to ensure projects meet requirements for CMAQ funds.

The following steps will be completed before projects are programmed into a TIP:

1. The INDOT and MPOs will agree annually upon a schedule for CMAQ Project Coordination for the upcoming year or TIP/Statewide Transportation Improvement Program (STIP) cycle. Each agency is responsible for providing an updated e-mail contact address for this process by September 1st each year. The updated e-mail contact addressee should be sent to macogdir@macog.com **SUBJECT LINE: CMAQ Contact E-mail Address *Your Agency*** (Example: CMAQ Contact E-mail Address for Evansville MPO).
2. MACOG will send an e-mail notice to the agencies (INDOT, IDEM, FHWA, FTA, and EPA) to notify them of the agreed upon schedule.

- Each MPO and INDOT will post their proposed CMAQ project applications, current *CMAQ Project Selection Processes*, and *CMAQ Projects in Current TIP* on the MPO Council FTP site at ftp.indianampo.com. MACOG will provide usernames and passwords.

If a procurement process does not currently exist to implement a proposed project, then the project application will not be approved for CMAQ funds.

If an MPO proposes to use “In-Kind Match,” this must be detailed in the project application and approved as part of the project review process.

The project sponsor must be a local public agency (LPA) with transportation responsibility in accordance with Indiana Code (IC 36-9-2).

- MACOG will send an e-mail notice to the agencies that the CMAQ application deadline has expired. The notice will list the CMAQ Applications, by MPO area, that have been posted for agency review and comment and list the following summary information:

#	MPO Area	Project Description	CMAQ Amount	Fiscal Year	VOC \$/kg (day)	CO \$/kg (day)	NOx \$/kg (day)	PM2.5 \$/kg (year)	NOx \$/kg (year)
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Agencies will have 10 business days to access the Indiana MPO Council FTP site and complete their reviews. The review should focus on both eligibility and cost-effectiveness.

Each agency will forward their comments to everyone on the distribution list with the **SUBJECT LINE: MPO Name - CMAQ Comments – Agency Name** (Example: Evansville MPO CMAQ Comments – R-5 EPA) by a given deadline.

Each MPO (or INDOT if the comment is directed at an INDOT CMAQ application) will “reply to all” and respond to agency comments with a **SUBJECT LINE: MPO Name – Responses to CMAQ Comments** that relate to their projects by a given deadline.

If an agency requests an updated CMAQ application it must do so by e-mail to the MPO with **SUBJECT LINE: MPO Name – Re-file CMAQ Application** within the comment timeframe listed above (item 3). The MPO (or INDOT if INDOT CMAQ Application) will post the updated CMAQ application on the MPO Council FTP site if changes or clarifications are needed.

Each individual MPO will be responsible for sending a broadcast e-mail to all agencies once the updated CMAQ project is Re-filed with the **SUBJECT LINE: MPO Name – Re-filed CMAQ Project Name Posted**.

- A CMAQ Eligibility Conference Call will be held within 25 days of the start of the review process. Each MPO will be given an estimated time for their review and will be responsible for signing into the call. During the conference call, each MPO (or INDOT if INDOT CMAQ

proposal) will step down through each of their CMAQ applications to address agency concern. Each MPO will also be responsible for taking accurate minutes of their portion of the meeting.

6. Each federal and state agency will have 5 days after the conference call to provide written comment to each MPO for inclusion with the minutes. If an agency has concerns they must be addressed, then the MPO will clearly document that in the minutes. These minutes must be forwarded to all agencies within 10 business days of the conference call with **SUBJECT LINE: MPO Name – Draft CMAQ Minutes**. If comments from agencies are not received, this will be highlighted in the draft minutes. Projects will not be advanced without written concurrence from each federal and state agency.
7. Each MPO will send a final version of their portion of the meeting to all agencies with the **SUBJECT LINE: MPO Name – Final Month Year CMAQ Minutes**. A copy will also be sent to the MACOG at macogdir@macog.com.
8. For each MPO area, if everything is in order, the INDOT Central Office CMAQ Coordinator or their appointed support designee will submit a letter to FHWA requesting a formal CMAQ eligibility finding. The MPO and the INDOT District LPA Coordinator will be copied on the letter.
9. If everything is in order, the appropriate FHWA planning/environmental specialist will notify the INDOT and MPO of their concurrence. Copies will be distributed electronically to INDOT Central Office and the appropriate District within 10 days. This letter will be provided to the MPO and all parties via e-mail with the **SUBJECT LINE: MPO Name CMAQ Month Year Review Letter**. Once the letter from FHWA is received, a project can be programmed in the TIP and STIP for CMAQ dollars. FHWA will also post the eligibility finding letter on the MPO FTP website.
10. On an annual basis, the CMAQ report will be completed as detailed in Appendix 2 to this process.

Appendix 1

CMAQ Application Form

(Template with drop-down menus posted on MPO FTP site, along with and supporting forms for Alternative Fuel Purchase, Diesel Retrofit and Repower, Fuel Station, and Hybrid Vehicle projects.)

CMAQ REQUEST FORM (rev 3/2009)

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.	REDUCATION IN PM _{2.5} PRECURSORS	KILOGRAMS/YEAR	CMAQ \$/KG REDUCED
	PM _{2.5} :	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 used.

Line 4; Anticipated year project is to be started.

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

Line 6; General project description

Line 7; Funding information, to include,

- A. Estimated total amount of funding requested
- B. Estimated funding sources by year
- C. Estimated total of CMAQ funding requested
- D. IF STATE CMAQ FUNDING IS BEING REQUESTED, IT MUST BE SHOWN HERE

Line 8; Air Quality Analysis Information:

8A; Reduction in Ozone Precursors shown in Kilograms per day. Relative cost effectiveness is CMAQ dollars divided by Kilograms (per day) Emissions Reduced.

8B; Reduction in PM_{2.5} Precursors shown in Kilograms per year. Relative cost effectiveness is CMAQ dollars divided by Kilograms (per year) Emissions Reduced.

Kilograms Saved per Day

The daily kilograms of emissions saved is calculated by multiplying the emissions factor by VMT Saved.

Kilograms Saved per Year

The yearly kilograms of emissions saved is calculated by multiplying the daily reduction of emissions by the number of days in a service year.

AIR QUALITY ANALYSIS MUST BE COMPLETED FOR PROJECT TO BE CONSIDERED FOR ELIGIBILITY AND SHOWN HERE.

Line 9; 10, 11; Survey information as appropriate.

A complete description of the involvement/participation in the development of this project must accompany the completed CMAQ request form for eligibility consideration.

Appendix 2

ANNUAL CMAQ REPORT PROCESS

This process explains how the INDOT will coordinate the development and quality assurance of the Annual CMAQ Report that must be submitted on-line to FHWA and be approved by the Indiana Division by March 1st each year, to report emissions from all CMAQ projects that were authorized in the previous Fiscal Year.

1. INDOT CMAQ Coordinator will provide a list of all CMAQ projects that were authorized in FMIS during the previous Federal FY at the November MPO Air Quality Group Meeting. The INDOT Transit Manager will likewise provide a list of all CMAQ projects where FHWA transferred funds for grant management during the previous Federal FY at the November MPO Air Quality Group Meeting.
2. Each MPO will confirm the name of the MPO staff that will need access rights to the FHWA Information System. The FHWA Air Quality/Environmental Specialist will work with these individuals to establish their User Profile and Access Control System (UPACS) user-id and password. The FHWA Air Quality/Environmental Specialist will host a conference call with these contracts to walk them through how to input the requisite information in the UPACS system during December.
3. Each MPO will be responsible for inputting the CMAQ emissions data for the projects in their respective MPO area by the end of January. INDOT CMAQ Coordinator will review the data and assure that the data is reasonable and complete and notify FHWA that the data has been entered and is ready for FHWA approval by mid-February.
4. FHWA will review the data in UPACS and if everything is in order, approve the data by March 1st.