

**To:** Chief Administrative Officials  
**From:** Jennifer Carrier, CRCOG - Director of Transportation Planning  
Tim Malone, CCMPO Coordinator  
**Date:** January 7, 2014  
**c:** Transportation Committee, Town Engineers  
Karen Olson, CRCOG  
**Subject:** ***Congestion Mitigation and Air Quality: Request for Proposals***

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CRCOG is coordinating this Request for Proposals with the Central Connecticut Metropolitan Planning Organization (CCMPO). We are inviting municipalities to submit proposals for projects to be funded under the federal Congestion Mitigation and Air Quality (CMAQ) Program. The Connecticut Department of Transportation (CTDOT) has determined a funding allocation of \$10 million (federal) statewide annually, with \$20 million (two years of funding) available through this solicitation. Per CTDOT's guidance – CRCOG MPO towns are permitted to submit three projects for consideration and CCMPO towns are permitted to submit three projects.

#### **PROJECT APPLICATION**

To aid in application preparation, please download and review the following CMAQ documents via a link under "What's New in the Capitol Region" on CRCOG's website ([www.crcog.org](http://www.crcog.org)):

- CMAQ Letter from CTDOT to RPOs (December 30, 2014)
- CMAQ Program Guide (December 2014)
- CMAQ Program Application (word version)
- Federal Highway Administration Program Guidance

To apply under the CMAQ program, please supply one electronic copy and two paper copies of the following materials to CRCOG **by 4:00pm on Monday, March 16, 2015 to Tim Malone:**

- Completed and signed hardcopies of the Program Application
- Copies of any other additional materials being submitted with the application, as appropriate
- Copies of letters of commitment or resolutions to identify who will own, operate and maintain the project after it is completed, and for all matching funds. *Failure to submit these letters will cause the project to be dropped from consideration.*

When estimating project costs, towns are encouraged to use multipliers for inflation, contingencies and incidentals per CTDOT guidelines identified here:

[http://www.ct.gov/dot/lib/dot/documents/aec/cost\\_estimating\\_guidelines.pdf](http://www.ct.gov/dot/lib/dot/documents/aec/cost_estimating_guidelines.pdf)

#### **PROJECT ELIGIBILITY**

This program is for 'congestion management and air quality' projects that relate to the transportation system by reason of function or impact and that fall into one of the federally defined categories listed

below:

- Diesel Engine Retrofits & Other Advanced Truck Technologies
- Idle Reduction
- Congestion Reduction & Traffic Flow Improvements
- Freight / Intermodal
- Transportation Control Measures (TCM)
- Transit Improvements
- Bicycle and Pedestrian Facilities and Programs
- Travel Demand Management (TDM)
- Public Education and Outreach Activities
- Transportation Management Associations
- Carpooling and Vanpooling
- Car sharing
- Extreme Low-Temperature Cold Start Programs
- Training
- Inspection / Maintenance Programs
- Innovative Projects
- Alternative Fuels and Vehicles (not being accepted under this solicitation – CTDOT suggests submission through CTDOT's Clean Fuel Program)

Projects must generate an emissions reduction and be located in or benefit a nonattainment or maintenance area. FHWA's Final Program Guidance (available through a link on the CRCOG website) provides an explanation of the types of projects likely to be implemented in each of the categories and also a list of ineligible activities.

#### **ADDITIONAL PROGRAM INFORMATION**

Information received from CTDOT indicates that:

- Generally, the Federal share for CMAQ projects under this program is 80%. Projects that qualify for 100% funding per federal guidance will be funded with 100% federal share.
- The project sponsor is responsible for the local share for all phases.
- Total project cost should be between \$200,000 and \$3 million. The total cost of the project (federal and local share) includes design, ROW acquisition, construction engineering, and operating cost if applicable. Non-construction projects, such as purchasing equipment, must have a total cost of at least \$50,000 (\$40,000 federal share).
- The funds provided under this program are on a cost reimbursement basis.
- CTDOT expects to solicit CMAQ projects from the regions every two years.
- CTDOT's Census / Modeling unit will analyze each project submitted to CTDOT for air quality benefits.

#### **CRCOG'S EVALUATION & SELECTION PROCESS**

Given the limited time frame to provide CTDOT with candidate projects, CRCOG staff proposes to review and rate all proposals using CTDOT's project selection criteria as a general guideline. We further suggest evaluating projects on how well the project fits the program guidelines and the level of town commitment (funding commitment, public support, etc.). This approach to project selection is a

recommendation and can be discussed in more detail at the January 26 CRCOG Transportation Committee meeting or the February 26 CCMPO Transportation Committee meeting.

After projects are submitted and rated CRCOG will present recommendations regarding rating and ranking at the April 20, 2015 CRCOG Transportation Committee meeting. Transportation Committee members will discuss these recommendations and either endorse as presented, or revise. Endorsed recommendations will be forwarded to the Policy Board for its approval at their April 22, 2015 meeting. The approved projects will be forwarded to CTDOT by April 30, 2015, CTDOT's deadline. A similar process will be followed by CCMPO, with the board acting at its April 21, 2015 meeting.

If you have any questions regarding the CMAQ program or process, please feel free to contact Tim Malone ([tmalone@crcog.org](mailto:tmalone@crcog.org)) or myself ([jcarrier@crcog.org](mailto:jcarrier@crcog.org)).