

**GUIDELINES: CALENDAR YEAR 2009 CMAQ APPLICATION for
FYs 2010-2012 Due April 20, 2009**

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Questions about the CMAQ program?

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Wisconsin Department of Transportation
January - 2009

CONGESTION MITIGATION & AIR QUALITY IMPROVEMENT
PROGRAM
2009 APPLICATION PROCESS *for*
Fiscal Years (FYs) 2010-2012

SECTION I. GENERAL PROGRAM INFORMATION

A. WHAT'S THE PROGRAM ALL ABOUT?

The Congestion Mitigation and Air Quality Improvement program (CMAQ) was created in 1991 to provide funding for transportation-related programs ***aimed at improving air quality and reducing congestion in the state's air quality non-attainment areas.*** The program was re-authorized under SAFETEA-LU. CMAQ eligible transportation projects are activities that fall into one of the following three broad categories:

1. Projects that reduce the number of vehicle trips and/or vehicle miles traveled (VMT).
2. Projects that reduce emissions related to traffic congestion.
3. Projects that reduce the per mile rate of vehicle emissions through improved vehicle and fuel technologies.

Note that final federal CMAQ guidance under SAFETEA-LU is re-emphasizing the second and third categories as well as broadening eligibility under category #3. (Section III, beginning on page 9, contains a detailed description of eligible projects.)

It is assumed that the \$11.6 million per year state spending authority level in the second year of the state's 2007-2009 biennial budget for the CMAQ program will be continued. Because we will be programming projects in FY 2010-2012, which is entirely during the next federal transportation authorization period that follows SAFETEA-LU, there is the further assumption that the federal program will continue in approximately its current form and at similar funding levels in future years. It is always possible that the State Legislature may choose to change the level of Wisconsin's federal CMAQ spending authority in upcoming biennial budgets. This could alter the level of funding available or the timing of projects selected in CY 2009. With changing air quality designations and possible new non-attainment areas for particulate matter (PM), we could see more guideline changes than in the past.

The projects selected from the 2009 calendar year project solicitation will be primarily programmed for FYs 2011 and 2012, with limited new funds available for FY 2010. (State fiscal year 2010 begins July 1, 2009). Limited new funds are available for FY 2010 because of the level of funds committed to the projects funded from previous CMAQ program cycles. New funds can only be programmed for FY

2010 if major projects approved from the previous cycles are canceled or rescheduled for a later fiscal year. Our experience is that there are a large number of projects back-logged from previous cycles that are still waiting to be implemented. Requests for FY 2010 funding will be accommodated on a case-by-case basis. Low cost requests, such as for design, are the types of project requests that we can most likely schedule for FY 2010. Your WisDOT Region will need to evaluate the progress of already scheduled projects to determine when new projects can be accommodated based on current CMAQ commitments.

The amount of new federal money available for funding local projects under the CY 2009 competitive grant application process is \$23.2 million, the amount of ***new state funding authority*** estimated to be available for FYs 2011 and 2012 unless changes are made in the upcoming state budgets or federal transportation act that follows SAFETEA-LU. It is possible that this amount could be reduced in order to cover a number of federal earmarks in whatever act follows SAFETEA-LU called High Priority Projects (HPPs). Several of these projects in southeastern Wisconsin are similar to the types of projects that could be funded under the CMAQ program in the past. Because the HPPs do not bring additional federal funding to the state as a whole, and because of potential budget shortfalls in available transportation funding resources, we may not be able to absorb the impact of these projects without a financial impact on the programs and areas (e.g., CMAQ) affected by these HPPs.

Another funding issue is use of Management Consultants (MCs) to primarily manage and oversee local program project delivery in addition to some state staffing costs. In the case of the Local Let Contracts (LLCs) that predominate in the CMAQ program, WisDOT used to absorb the cost of administering the projects. WisDOT will need to add an additional amount to cover the cost of delivering CMAQ projects in this year's cycle. These costs apply to traditional construction projects where design/engineering and letting construction work to competitive bidding is involved. Public transit projects where a transfer of funds from FHWA to FTA is expected do **not** need to factor in these delivery costs. It is suggested that applicants use the CMAQ application line item #2 on p. 16 to include a delivery amount to the total project cost or applicants can contact WisDOT Region staff for an estimate. CMAQ applicants will be notified about any adjustments up or down prior to final project agreements. Delivery related costs are covered 80% federal as with other costs.

B. WHO CAN APPLY?

Only projects in Wisconsin's air quality non-attainment and maintenance areas are eligible for CMAQ funds. This includes the following 11 counties: Door, Kenosha, Kewaunee, Manitowoc, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington and Waukesha. Eligible applicants for funding are counties, local units of governments, transit operators, state agencies, and Indian Tribes. ***Private organizations wishing to propose projects must have a public sponsor (a local unit of government or transit operator) be able to guarantee the matching funds and have an agreement in place with the public sponsor prior to the project proceeding.*** Many of the new emphasis areas for federal funding are likely to require these types of partnerships.

Note: In 2005 we presumed that Walworth County would drop out of eligibility because they comply under the new 8-hour ozone standard. We then found out that they remain eligible based on their previous status under the 1-hour ozone standard. However, projects from Walworth Co. are likely to be a low priority because the County is designated attainment under the new 8-hour standard and the County does not factor into the amount of federal CMAQ funds distributed to the state.

Another major issue this year is the pending status of possible new non-attainment counties for fine particulate matter (PM 2.5). PM 2.5 Non-attainment counties would be CMAQ eligible, but the determination needs to be final before CMAQ funds could be awarded. Some possible counties are in the current ozone non-attainment area – Milwaukee, Racine and Waukesha, others would be new – Dane and Brown (these two unlikely at this writing). As of this application's release in January, final determination will be pending until spring of 2009. We recommend that potential new counties hold off applying until the due date when determinations will hopefully be final. If not final by April, we may have to accept applications on a provisional basis pending final determination. CMAQ eligible strategies will need to be focused on those that reduce particulates, such as diesel engine retrofit type projects.

Individual employers seeking funding for single site trip reduction programs, ridesharing or vanpooling programs available only to their own employees are not eligible for funding. Groups of employers may work through a public sponsor to coordinate efforts to implement a voluntary trip reduction program or other Transportation Demand Management (TDM) activities on a corridor, activity center, or area-wide basis. Therefore, employers wishing to develop such programs are encouraged to develop partnerships with other nearby employers and/or their local transit provider. The formation of multi-employer groups can increase the effectiveness and efficiency of TDM strategy implementation.

This is a reimbursement program. All applicants must demonstrate an ability to fund and manage activities at the time they are undertaken. Applicants must be able to demonstrate the ability to provide at least 20% matching funds. The applicant must finance the entire project until the Federal Highway Administration (FHWA) reimburses the federal share (typically up to 80%, with higher federal percentages allowed for a few project types). Private sector grantees will receive reimbursement through their public sponsor. Higher local match levels may be appropriate for projects involving private sector participation. Most projects are reimbursed quarterly on the basis of progress invoices. Projects for public transit services will be funded as a transfer to the Federal Transit Administration (FTA) and be administered as part of the annual transit capital and operating assistance grant administered by WisDOT.

C. WHAT ARE THE PROGRAM CRITERIA?

CMAQ is a multi-year program. In this program cycle, you may propose projects for any of the following three fiscal years (for example, design in FY 2010, real estate in 2011 and construction in 2012). WisDOT Regions will evaluate the schedule and progress of projects approved from previous solicitation processes and determine which projects will go forward in each year.

Approved CMAQ projects within metropolitan planning areas must be included in the area's Transportation Improvement Program (TIP) before they can be funded.

- Projects within Kenosha, Racine, Milwaukee, Waukesha, Ozaukee, Walworth and Washington counties recommended for funding must be included in the TIP prepared by Southeast Wisconsin Regional Planning Commission (SEWRPC).
- Projects submitted within the Sheboygan metropolitan planning area and recommended for funding must be included in the TIP prepared by Bay-Lake Regional Planning Commission (BLRPC).
- Approved CMAQ projects outside of the metropolitan planning areas (this includes: Door, Kewaunee, Manitowoc counties and the part of Sheboygan county that is outside the metropolitan planning area) must be included in the STIP before they can be funded.

The primary focus of the CMAQ program is to improve air quality in the State's ozone non-attainment area and any new PM 2.5 non-attainment counties. To meet this goal, the state of Wisconsin must estimate emission reductions associated with each project. The emission reduction estimates are required to be included in annual CMAQ reports submitted to FHWA. While each proposal should demonstrate how projects would result in new, substantial and sustainable reductions in transportation emissions, applicants are not responsible for producing actual emissions reduction calculations. Each applicant is required to provide information, including assumptions, needed by the evaluating agencies (WisDOT, MPOs, and the Department of Natural Resources [DNR]) in order to calculate potential emissions reductions. Some of this information will need to be collected from project sponsors after they submit their CMAQ applications. ***Project sponsors agree to supply any requested information necessary to prepare an emissions reduction estimate either prior or subsequent to project funding approval. Sponsors and private partners are also required to monitor and report on project implementation and effectiveness as a provision of CMAQ funding.***

D. IS THERE A MINIMUM PROJECT AMOUNT THAT WE CAN APPLY FOR?

Project applications must include the estimated total cost to complete all phases of implementation in accordance with Federal-aid requirements (preliminary design/NEPA, final design, real estate, utilities, construction). Applications must clearly identify the estimated cost and proposed sources of funding for each phase of work necessary to complete implementation of the project that will achieve the expected emission benefits. CMAQ funding applications for individual phases of work will not be considered without clear identification and commitment of funding necessary to complete the entire project. To ensure the efficient utilization of local and state administrative resources and to promote more significant projects, the following minimum project sizes have been established: **Construction projects must have a total cost of \$200,000 and over.** This is the total size of the project (including design, real estate acquisition and construction engineering) and applies to both State Let and Local Let projects. We require that all real estate costs under \$100,000 be locally funded. **All other projects must have a total cost of at least \$50,000 (\$40,000 federal share).** This applies to all non-construction projects including

equipment acquisition, public information/education, marketing, demand management, etc.

E. IS MY PROJECT SUITABLE FOR CMAQ FUNDING?

Submit the enclosed application by April 20, 2009. Applicants may submit more than one application. Only transportation projects in Wisconsin's designated air quality non-attainment or maintenance areas and Walworth County are eligible for CMAQ funds. The applicant(s) must fund the entire project until federal reimbursement occurs and must assure that matching funds are committed when the project is ready to be implemented or built. **Project funding will be based on the cost estimate supplied in the application. Sponsors will be responsible for any additional project costs overruns.**

CMAQ funds should not be viewed as a source for permanent administrative and operating costs. However, under federal guidance operating costs for certain activities are eligible for up to three years with extensions allowed on certain categories of projects. Funding for new public transit services is limited to 36 calendar months. We may limit the amount of CMAQ funding for new services to 24 calendar months in this cycle with another 12 months eligible in the subsequent CY 2011 funding cycle, depending on when the proposed new service starts and other factors. Because many new transit services implemented using CMAQ funds have been discontinued after three years, applicants for this category of funding should indicate the likelihood that the new services will be continued when CMAQ funding runs out and/or the sponsor's previous track record with continuing new transit services.

CMAQ funds cannot be considered as replacement funding for normal transportation programs that maintain the status quo. Routine maintenance, rehabilitation and preservation projects are **ineligible** for CMAQ funding as they only maintain existing service and do not contribute substantively to new emission reductions. These activities are eligible under other Federal funding programs. In the event that applications exceed dollars available, the likelihood of other available funding will be considered in project selection. CMAQ projects recommended to U.S. Department of Transportation for funding should be selected by late fall of 2009 with formal announcements by early winter of 2010.

F. HOW DO I FILL OUT THE APPLICATION FORM?

Proposals for CMAQ funding must include a precise description of the project, providing a thorough description of the project scope, specific location and limits, and timetable for implementation. In addition to the information in the enclosed blank application, all applications must include information that will enable the evaluating agencies to prepare an emissions reduction estimate. The applicant should attach additional sheets as needed that include the following information so an emissions estimate in an urbanized area can be calculated by the MPO, or if in a non-metropolitan planning area by WisDOT:

For Projects Affecting The Road Network:

- The project affects how many miles of arterial, highway or local roads?
- Daily vehicle miles traveled (VMT) on that segment.
- Changes in speed (FET studies) for A.M., P.M., and Peak periods.
- What proportion of daily VMT is attributed to the change in speed for the designated time periods?
- Traffic counts for the affected arterial.

For Transit, Rideshare, Bicycle and Pedestrian Projects:

- How many new or replacement trips are expected and from which modes?
- How much of the new or replacement use is for work or other utilitarian trips?
- How many auto trips will be eliminated?
- What is the average trip distance of auto trips that will be eliminated?

For Applied Research or Demonstration Projects:

- For what area will the results have application?
- How is the project directly related to activities that will reduce emissions?

For Alternative/Clean Fuel, Engine Idling Reduction and Diesel Retrofit Development Projects:

- How many vehicles or engines will be affected?
- What is the total number of miles driven per year for each vehicle type?
- What is the quantity of fuel pumped or used per day?
- What is the certification standard (and/or fuel type) expected for each vehicle or engine type?
- What time of day will idling reduction operations occur?
- Will the project replace existing vehicles or enlarge a fleet?

For Area-wide Voluntary Trip Reduction and TMA Activities:

- How many employers and employees will participate or be affected?
- What is the organization's average passenger occupancy (APO)?
- What are the estimated length and frequency of affected trips?
- What are the estimated trip times for peak vs. non-peak?

G. HOW WILL PROJECTS BE EVALUATED?

The CMAQ program encourages communities to look at the full range of activities available in designing programs and projects to reduce emissions. Priority will be given to projects demonstrating one or more of the following factors, with cost effectiveness a major FHWA emphasis area:

- The proposal will produce a high level of vehicle emissions reduction for a project of its type.
- The proposed project shows significant potential to reduce vehicle trips and/or vehicle miles traveled (VMT).
- The proposed project will produce sustainable, long-term reduction in traffic congestion and/or vehicle emissions.

- The project will implement a strategy committed to in the MPO Congestion Management Process.
- The project will promote technology-based improvements in vehicle and/or fuel emissions.
- The use of CMAQ funding on this project will stimulate inter-jurisdictional/ inter-organizational coordination and cooperation that would otherwise be unlikely.
- The proposed project will improve connections between travel modes and/or improve the efficiency of the transportation system.
- The proposed project involves the public and private sectors working together to improve air quality and mobility.
- The proposed project will expand the scope, convenience and/or level of service of a public transportation system, or reinstate a canceled route (unless it was already CMAQ funded).
- The proposed project *implements* a comprehensive, well-planned overall trip reduction strategy.
- The proposed project is innovative, and if successful has potential for widespread implementation.
- The proposed project implements local and regional transportation planning goals
- If the project is an alternative fuel dispenser, it will be located close to a freeway or other concentrated source of potential users, and will be open to the public.
- If the project is a bicycle/pedestrian facility, it will attract a high level of utilitarian (non-recreational) trips.
- If the project involves traffic control, it is a comprehensive effort of corridor, area, or system-wide scope. In general, stand-alone signals or Roundabouts at individual intersections will **not** be funded.

WisDOT and the affected MPOs, in consultation with DNR and FHWA, will determine which programs and projects meet the federal CMAQ program criteria on the basis of information provided by applicants in the enclosed application form. Reviewing agencies will evaluate the suitability and priority of submitted projects as described above and with reference to the following factors:

- Is the allocation of resources timely, according to Clean Air Act Amendment (CAAA) deadlines?
- Are emissions benefits realistic and sustainable?
- In cases where the total cost of projects submitted for consideration exceeds the amount of CMAQ funds available: Is other funding committed to implement the project on schedule?
- Do the projects provide the most emissions reductions per dollar invested (cost per kilo/pound/ton of emission reduction)?
- Is the project consistent with the goals of the MPO transportation plan?

As part of the effort to have a balanced program of projects, the percentage of funds committed to one particular category of projects may be one factor in the project selection process.

H. WHERE CAN I OBTAIN FURTHER INFORMATION?

WisDOT offices in Waukesha (SE Region) and Green Bay (NE Region) have application materials available and will assist in screening the requested projects to make sure that they meet the guidelines. SE Region covers Milwaukee, Waukesha, Kenosha, Racine, Ozaukee, Walworth and Washington counties. The NE Region covers Sheboygan, Manitowoc, Kewaunee and Door counties. SE Region - contact: Bob Schmidt, (262) 548-8789 / e-mail: robert.schmidt@dot.state.wi.us For NE Region – contact Kathy Drews, (920) 492-5704 / e-mail: Kathleen.drews@dot.state.wi.us . For possible new PM non-attainment counties inquiries, contact: John Duffe, (608) 264-8723 / e-mail: john.duffe@dot.state.wi.us

SECTION II. WHAT'S NEW FOR 2009?

Federal Program Changes. SAFETEA-LU made a number of changes in CMAQ priorities and project eligibility. We recommend that you review the federal guidance, particularly as it relates to projects you are interested in applying for. Final Guidance for the CMAQ program was published October 20, 2008 in the Federal Register and finalized November 17. Copies of the guidance can be obtained from WisDOT or the FHWA website:

<http://www.fhwa.dot.gov/environment/cmaq08gm.htm>

Some of the highlights include:

- Places renewed emphasis on strategies that reduce emissions cost effectively and on congestion mitigation. This tends to favor technology-oriented strategies and traffic flow improvement type projects, the latter including strategies such as coordinated corridor traffic signalization and operation and freeway management systems.
- Makes idle reduction projects such as auxiliary power units, diesel engine retrofits and similar strategies specifically eligible and expands the strategy to include non-road construction equipment. Previously, some of these have been implemented on a pilot project basis in Wisconsin.
- Elevates cost effectiveness of the projects and priority consideration for projects that create the greatest emissions reductions for the least cost.
- Continues in-eligibility for streetscaping type projects (e.g., street furniture, decorative lighting, etc.) and reconstruction of existing bicycle and pedestrian facilities. The FHWA Division office made the policy decision in consultation with FHWA headquarters.
- Requires that WisDOT's Management Consultant and staff delivery oversight costs be included in total project costs (WisDOT requirement).

However, the transportation act that follows SAFETEA-LU could make changes in eligibility and emphasis areas. For now, we have to make assumptions and decisions based on existing guidelines.

New Procedures for Re-allocating CMAQ Funds from Previously Approved Projects: Every cycle of CMAQ projects results in a couple of projects that may not be able to be implemented as proposed for various reasons. The result can be a request to re-allocate the funds by the original public sponsor to another project.

The new projects may be very similar or quite different to the original project that was approved as part of a competitive process. Because of the competitive nature of the program, we expect to have a more formal process for either moving the funds to a new project or requiring that the funds be returned for redistribution in a subsequent CMAQ cycle. In that case the community may have to re-compete for funds for the newly requested work scope. Contact WisDOT staff for details.

SECTION III. ELIGIBLE PROJECTS AND PROGRAMS

Examples of Eligible Projects. A transportation project that provides an air quality benefit is potentially eligible for funding under the CMAQ program. For a complete list of eligible projects and eligibility requirements, please refer to the November 2008 federal CMAQ Program Guidance. All proposed projects are subject to an eligibility review with FHWA Division staff and could be denied in total or in part for further consideration. Listed below are examples of the most common Wisconsin CMAQ projects approved in recent years, organized into six broad groups. Previously described changes in program emphasis and priority are likely to impact the types and distribution of projects funded in the future.

1. **Public Transit.** Funding for mass transit is limited to capital improvement projects and operating assistance (limited to the first 3 years of service). Projects should focus on **increases in capacity**. Here are some examples:
 - *Operating Assistance and Capital Costs for New or Expanded Services.* Most transit systems in the area have used CMAQ to expand services into new areas, increase service levels or offer service during days or times when services were not previously available. In the suburbs near Milwaukee, business leaders and local government officials worked together to establish new bus routes connecting high-unemployment neighborhoods with suburban work centers. There has been mixed success with these services continuing to operate after CMAQ funds run out after three years because of current budget constraints. Discontinued transit service that was previously initiated with CMAQ funding is not eligible for future CMAQ funding. CMAQ funding also cannot be used to fund operating assistance for New Start projects.
 - *Passenger Facilities.* Communities have constructed or expanded public transit transfer centers and commuter rail stations with CMAQ funds. The improvements must be more than routine maintenance and demonstrate increased ridership associated with the improvements. Only that portion of renovation attributable to increased ridership capacity is eligible for CMAQ funding.
 - *Vehicles.* A public transit operator acquired new buses fueled by clean-burning compressed natural gas to replace older diesel buses. CMAQ funds can be used for routine bus replacements if supported by substantial emission reduction benefits.
 - *Marketing/Public Education & Outreach.* A consortium of transit operators established a joint marketing campaign that increased ridership or helped maintain ridership in the face of service cuts and fare increases. The three-year time funding limit does not apply to this strategy.

2. **Other Trip Reduction Strategies.** This category includes a wide range of initiatives to help travelers conserve fuel and reduce emissions by consolidating trips, driving less, or making more efficient connections between different travel modes. Examples include:
 - *Park & Ride Lots.* A community on the fringe of the Milwaukee urbanized area constructed a Park & Ride lot that provides free commuter parking, encourages voluntary carpooling, and in the future could serve as an informal transit hub.
 - *Bicycle & Pedestrian Projects.* Priority will be given to facilities and programs that are part of an integrated system and can demonstrate a high level of **utilitarian (non-recreational)** trips, e.g., bike travel from homes to shopping, work, and school. Eligible projects include: construction of *NEW* bicycle and pedestrian facilities and non-construction projects where a clear connection to increased bicycle usage and decreased automobile trips can be demonstrated. FHWA guidelines do not forbid trail fees. WisDOT discourages them on CMAQ funded trails because fees might discourage usage of the facility as a transportation alternative. Streetscaping type projects are no longer allowed. Stand-alone sidewalk projects are eligible but have tended not to receive approval. If bicycle facility projects are constructed in conjunction with road related work, e.g., bicycle lanes, **ONLY** the bike related work is CMAQ eligible for reimbursement – **NOT** the road related work.
 - *Rideshare Vehicles.* A transit agency established a vanpool program as a Transportation Demand Management (TDM) strategy, using vans purchased with CMAQ funds.

3. **New Technologies.** This category includes several new technologies that allow transportation systems to operate more efficiently. Examples include:
 - *Alternative Fuel Dispensers.* Using a public/private partnership, the government of a populous county teamed up with the operator of a service station plaza near a major freeway interchange to install a compressed natural gas dispenser serving both the county fleet and the general public.
 - *Alternative Fuel Vehicles.* These projects are still eligible and now receiving renewed emphasis. The category has been expanded to include hybrid vehicles if they meet EPA's low emission requirements.
 - *Diesel Engine Retrofits and Idle Reduction:* These are newly eligible categories. DNR has implemented a project to retrofit school buses and another project targeted municipal vehicles. For further information check: <http://epa.gov/otaq/retrofit/verif-list.htm>

4. **SIP-Related Elements.** This category covers projects that achieve air quality improvements mandated by the State Implementation Plan for Air Quality. Most (but not all) of these projects are undertaken by state agencies:
 - *Inspection/Maintenance Program.* A state agency covered part of the cost of establishing the Vehicle Inspection/Maintenance Program (mandatory testing to ensure that vehicles comply with air quality standards) using CMAQ funds. A community college used CMAQ funding to establish an

- *Employer-Based Programs.* A state agency used a block of CMAQ funds to train employers in making voluntary reductions in work-related trips.

5. Congestion Reduction & Traffic Flow Improvements:

- *Traffic Signalization.* A large city has undertaken several traffic signal interconnection projects, allowing formerly isolated signals to function as integrated systems. These projects improve overall travel time through the street network, resulting in less fuel wasted in acceleration/deceleration and while waiting for lights to change. Note: Signalization projects must be for systems improvements and air quality related projects. Priority will be given to those projects that are corridor, area or system-wide in scope. We continue to encourage inter-jurisdictional signal integration projects. The latest guidance has expanded this to other types of projects such as *Roundabouts* if implemented in a corridor and air quality benefits can be demonstrated.
- *Freeway Traffic Management.* WisDOT has sponsored a number of strategies to improve traffic flow and reduce incident related congestion on the area freeway system through electronic signage and information systems, enhanced safety patrols and speed reduction.

6. Transportation Control Measures (TCMs): TCMs identified Section 108(f)(1)(A) of the Clean Air Act Amendments of 1990 (CAAA) are eligible (many of these also fall into the categories listed above). These include:

- 1) Programs for improved transit;
- 2) Restriction of certain roads or lanes to, or construction of such roads or lanes for use by, passenger buses or high-occupancy vehicles (HOV);
- 3) Employer-based transportation management plans;
- 4) Trip reduction ordinances;
- 5) Traffic flow improvement programs that achieve emissions reductions;
- 6) Fringe and transportation corridor parking facilities serving multiple-occupancy vehicle programs or transit service;
- 7) Programs to limit or restrict vehicle use in downtown areas or other areas of emission concentration particularly during periods of peak use;
- 8) Programs for the provision of all forms of high-occupancy, shared-ride services;

- 9) Programs to limit portions of road surfaces or certain sections of metropolitan areas to the use of non-motorized vehicles or pedestrian use, both as to time and place;
- 10) Programs for secure bicycle storage facilities and other facilities, including bicycle lanes, for the convenience and protection of bicyclists, in both public and private areas;
- 11) Programs to control the extended idling of vehicles;
- 12) Employer-sponsored programs to permit flexible work schedules;
- 13) Programs and ordinances to facilitate non-automobile travel, provision and utilization of mass transit, and to generally reduce the need for single-occupant vehicle travel as part of transportation planning and development efforts of a locality, including programs and ordinances applicable to new shopping centers, special events, and other centers of vehicle activity;
- 14) Programs for new construction and major reconstructions of paths, tracks or areas solely for the use by pedestrian or other non-motorized means of transportation when economically feasible and in the public interest.
- 15) Reducing emissions from extreme cold-start conditions (eligible since 1999)

Public-Private Partnerships (PPPs) - CMAQ funds may be used to establish projects as public-private partnerships. Several eligible activities will likely require such partnerships. Funded projects must be under the primary control of a public agency or a contractual relationship must exist between the public agency and the private partner. Eligible activities must meet the following qualifications:

- The proposed project must have a strong public benefit.
- Private ownership or operation is shown to be cost-effective.
- Funds cannot be used to fund an obligation imposed on the private sector under the Clean Air Act or any other federal law.
- The initiative makes the state responsible for protecting the public interest investment inherent in the use of federal funds for the useful life of the project.
- CMAQ funds cannot be directed to the private sector without public sponsorship or a contractual arrangement between a public agency and a private firm.

SECTION IV. PROJECT DEVELOPMENT PROCESS

The WisDOT publication “Sponsor’s Guide to Non-Traditional Project Implementation” provides complete information about the CMAQ project development process. The current February 2007 guide is being updated for 2009. Copies are available from WisDOT’s Southeast and Northeast Region and Central Office contacts. Please note that transit projects must comply with FTA requirements that may differ in some cases from FHWA requirements.

Potential sponsors are advised that without exception CMAQ projects must follow the rules, procedures and criteria for federal highway or transit projects.

Each project, once approved, must be developed in accordance with all federal and state laws and regulations. These include but are not limited to: a Qualifications Based Selection (QBS) process for design and engineering services; federal and state real estate acquisition requirements; all state and national environmental regulations; Disadvantaged Business Enterprise (DBE) participation goals; competitive bidding of construction work, including federal Davis-Bacon wage rates where applicable or state wage rates and use of American-made materials. Bicycle and pedestrian facilities must comply with the applicable requirements of the Americans with Disabilities Act (ADA) and ADA Accessibility Guidelines. ITS projects must demonstrate consistency with the regional ITS architecture. Region transportation offices can provide advice and technical help in meeting these requirements. Environmental review beyond an identification of likely air quality impacts is not required prior to application.

CMAQ projects must be designed and developed in accordance with customary technical standards. Where applicable, WisDOT standards must be applied. If appropriate WisDOT standards do not exist, industry standards should be followed; for example, projects involving alternative fuels must be designed in accordance with National Fire Prevention Association (NFPA) standards and all applicable local codes and regulations. Bicycle projects should be designed in accordance with the WisDOT’s current edition of the “Wisconsin Bicycle Facility Design Handbook” available at: <http://www.dot.wisconsin.gov/projects/bike.htm>

Potential project sponsors are urged to review the *Sponsor’s Guide (being updated for early 2009)*, check all relevant technical standards and conduct a site visit prior to developing project budgets and timelines. Be sure to allow ample time for state/federal review of environmental documents, plans, specifications, construction estimates, etc. ***All costs that exceed approved State/Federal amounts are the responsibility of the Local Sponsor.***

***The deadline for applications is Monday April 20, 2009.
(It is acceptable to postmark the application from a Post
Office by April 20.)***

NO LATE APPLICATIONS CAN BE ACCEPTED

- Please submit an original application plus 2 copies. Additional relevant information can be added to the application form, e.g., budget data, photos, etc. (All material will become the permanent property of WisDOT.)
- All application materials must be on 8 ½ x 11-inch photocopy reproducible paper, preferably in black and white since no color copies of materials will be made. Please avoid high-lighting as it will not show up on copies.
- MAP - Be sure to include at least one black and white map on 8 ½ X 11 inch paper. This is particularly important for bicycle and pedestrian facilities. The map should clearly indicate the location and length of facilities that will be built with the proposed funding. Existing facilities and future facilities adjacent to the proposed project should be clearly distinguished on the map and reproducible in black and white.

Applications forms for the **Southeast Region** should be submitted to:

Bob Schmidt, Local Program Manager
 141 NW Barstow Street
 P.O. Box 798
 Waukesha, WI 53188-0798

Applications forms for the **Northeast Region** should be submitted to:

Kathy Drews, Local Program Manager
 944 Vanderperren Way
 P.O. Box 28080
 Green Bay, WI 54304-0080

To obtain an electronic copy of the blank application form, please contact your WisDOT Region or Central office. Applicants are strongly encouraged to contact WisDOT staff concerning their project, particularly if you are new to the CMAQ process or there are any eligibility questions regarding your project.

**Sample APPLICATION FOR FUNDING
 CMAQ PROGRAM FYs 2010-2012**

Wisconsin Department of Transportation

Date of Application <i>March 15, 2009</i>	Application Number	WisDOT Project ID Number
Project Title <i>Quince Grove Multi-use Path</i>	Location(s) Served by Project <i>West End of Quince Grove</i>	
Project Description - Project Limits <i>Pear Street - Fig Avenue</i>	County/Counties Served by Project <i>Orchard County</i>	

Project Description Continued <i>Bicycle and Pedestrian Facility</i>	Total Cost of Project (Including Local Match) <i>\$500,000</i>
Name and Address of Public Sponsor <i>Village of Quince Grove 3295 East River Drive Quince Grove, WI 59999</i>	Name, Telephone & Fax Numbers of Public Sponsor Contact <i>Thomas Tamarind Tel: (920) 555-9990 e-mail address:tamarind@quince.org</i>
Other Organization(s) Involved in Project (e.g. Private Partner) <i>Orchard County Bicycle Federation 943 Pomegranate Road Quince Glen, WI 59999</i>	Name, Telephone & Fax Numbers of Private Partner <i>Michelle Mango Tel: (920) 555-2300 e-mail address:mango@ocbf.org</i>
Project Category/Categories <input type="checkbox"/> Public Transportation <input checked="" type="checkbox"/> Bicycle/Pedestrian <input type="checkbox"/> Car and Vanpooling <input type="checkbox"/> Park & Ride Lot <input type="checkbox"/> Traffic Flow Improvement (e.g. Signalization) <input type="checkbox"/> Alternative Fuels <input type="checkbox"/> Diesel Retrofit <input type="checkbox"/> Other (Please Describe):	Sponsor's Metropolitan Planning Organization Area <input type="checkbox"/> Southeastern WI Regional Planning Commission (SEWRPC) <input type="checkbox"/> Bay-Lake Regional Planning Commission (BLRPC) - only for Sheboygan Metropolitan Planning Area <input checked="" type="checkbox"/> Non Metropolitan Planning Area
Project Description - Be Brief But Complete	
1. Where is the project located? Who does it serve? How large will it be? What will it be made of? How will it be accomplished? <i>Important: In addition to describing the project location below, attach a map of the project site to this application. In the late 1990s, a local bicycle club proposed construction of a new trail along Orchard Creek from Fig Avenue to Pear Street in the Village of Quince Grove, a distance of 2.5 miles. The proposed trail will connect to an existing facility on the east and a future proposed facility on the west. The facility is included in both the local and regional bicycle and pedestrian facility plans. The proposed project involves removing the brush, constructing the 12' wide path, culvert pipes and inlets, and paving the path with asphalt. As part of the project, the Village will need to acquire some real estate for the trail. The trail design will comply with ADA and the appropriate Accessibility Guidelines.</i>	
2. Why is the project necessary? How will it contribute to improving air quality? <i>It is estimated that the trail will be used on a daily basis by hundreds of cyclists and pedestrians for both recreational and utilitarian trips. The trail provides a convenient connection between the West End, a medium-density residential section of Quince Grove, and the shops, industries and offices in downtown Quince Grove that are the Village's main employment centers. The trail will allow schoolchildren to get from the West End neighborhoods to Quince Grove Middle School. Currently these trips are being made by car.</i>	
3. Realistically, how much use will this facility or service get? <i>The anticipated daily bicycle use of the trail will range from about 40 one-way trips per day during the middle of the winter to about 500 trips per day during the early fall when school is in session. About 60% of these trips will be utilitarian in nature, with the remainder being for purposes of recreation, health and fitness.</i>	
4. What is the project timeline? How will the sponsor ensure that the project is implemented in a timely manner? <i>Design of the trail improvements will begin in the spring of 2008. Simultaneously, the Village will begin making arrangements to acquire</i>	

legal ownership of the all the right-of-way. We anticipate construction of the improvements in the spring of 2011, but it may be necessary to delay this until 2012 if real estate acquisition is difficult. Because the proposed trail will be built on former cropland and out of the floodplain, we anticipate no environmental problems; implementation of the project should be straightforward.

5. What obstacles or problems must be overcome to implement this project?

The main challenge we anticipate is getting clear title to all the real estate needed for the trail. Because of the need to avoid the floodplain of the adjacent Oak Creek, some real estate abutting the back yards of adjacent landowners will need to be acquired. It may require condemnation if any landowners are unwilling to sell voluntarily. The proposed segment will end at Pear St., a designated bike route. Future expansion of the trail to the west will require negotiations for a railroad crossing that will take time.

6. What will make this project a success?

We expect this project to succeed because there is very strong local support for it from residents, elected officials, and the editors of the local newspaper. Quince Grove residents are constantly contacting elected officials and city staff to ask about opening the new trail. People in Quince Grove agree that our transportation and parks systems are incomplete without it.

Project Cost Estimate & Timetable¹

Item	Year 1	Year 2	Year 3	Grand Total (Yrs 1-3)
Engineering & Design ²	\$70,000	\$	\$	\$ 70,000
State-M/C Review & Delivery ³	\$TBD-see footnote	\$	\$	\$
Real Estate & Easements	\$	\$100,000	\$	\$100,000
Utility Relocation	\$	\$	\$ 30,000	\$ 30,000
Construction	\$	\$	\$200,000	\$200,000
Bridges & Buildings	\$	\$	\$	\$
Landscaping	\$	\$	\$ 10,000	\$ 10,000
Railroad Signals/Crossings	\$	\$	\$	\$
Traffic Control Devices	\$	\$	\$ 20,000	\$ 20,000
Operation & Maintenance	\$	\$	\$	\$
Marketing & Promotion	\$	\$	\$	\$
Other: <i>Legal Fees</i>	\$	\$ 10,000	\$	\$ 10,000
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Subtotal	\$70,000	\$110,000	\$260,000	\$440,000
Contingencies & Constr Mgt ⁴	\$ 5,000	\$ 15,000	\$ 40,000	\$ 60,000
Total	\$75,000	\$125,000	\$300,000	\$500,000
Local Share ⁵	\$15,000	\$ 25,000	\$ 60,000	\$100,000
Federal Share⁶	\$60,000	\$100,000	\$240,000	\$400,000

¹ Typically design is done in Year 1, real estate acquisition in Year 2, and construction in Year 3.

² Engineering/Design cost is typically 15% to 20% of the construction cost.

³ Management Consultant fees \$6,000-15,000 per Local Let project depending on complexity plus additional State Review for Design/Construction about \$4,000. *State LET projects administered by WisDOT could be different. \$0 for FTA admin projects.*

⁴ Contingencies and construction management are typically budgeted at 15% of the Subtotal.

⁵ Local share for this program is normally 20%.

⁶ Federal share for this program is normally 80%.

Please affirm your understanding of the following project conditions by initialing in the spaces provided:

 JJ A. Private organizations proposing projects generally must have a public sponsor (a local government unit or transit operator).

 JJ B. The project sponsor or private partner must provide matching dollar funding of at least 20% of project costs.

- C. This is a reimbursement program. The applicant organization must finance the project until Federal reimbursement funds are available.
- D. The applicant must fund project costs in excess of the amounts indicated in the above Project Cost Estimate (i.e. cost overruns) at no expense to State/Federal funding sources.
- E. Projects must be designed and constructed in accordance with all applicable federal and state requirements, including but not limited to those on page 13 of the application.

If the public sponsor is submitting more than one application, prioritize this project here (e.g., 1 of 5):

1 5
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I hereby certify that the above statements are true and complete to the best of the applicant's knowledge and understanding.

Name of Applicant Organization <i>Village of Quince Grove</i>	
Name of Signer (Printed Clearly) <i>Thomas Tamarind</i>	Title <i>Director of Public Works</i>
Signature <i>Thomas Tamarind</i>	Date <i>March 15, 2009</i>

Information Below to Be Completed by the WisDOT Region Office

Environmental Document Type		Improvement Type	Program Year
Primary ID	Related ID's		Program <i>CMAQ</i>
Responsible Projects Group		Project Supervisor	

WisDOT Region Approvals

Team Leader Approval	Date	Group Manager Concurrence	Date
Programming Team Approval	Date	Systems Planning Manager Concurrence	Date

PLEASE ATTACH A SITE MAP, PHOTOGRAPHS, OR ANY OTHER GRAPHICS THAT WILL ASSIST THE SELECTION COMMITTEE IN UNDERSTANDING THE LOCATION AND NATURE OF THE PROPOSED PROJECT.

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