



CMAAQ

Congestion Mitigation and Air Quality
Improvement Program

2024-2026 Call For Projects Program Guidance Packet

BERRIEN, CASS & VAN BUREN COUNTIES

A FEDERAL TRANSPORTATION PROGRAM MANAGED BY THE
SOUTHWEST MICHIGAN PLANNING COMMISSION

Introduction

The Southwest Michigan Planning Commission (SWMPC), the regional planning organization for Berrien, Cass, and Van Buren Counties in southwest Michigan, announces the availability of funding for transportation projects through the Congestion Mitigation and Air Quality Improvement (CMAQ) program. The CMAQ program is funded by the Federal Highway Administration (FHWA) with oversight by the Michigan Department of Transportation (MDOT). The CMAQ program is designed to fund several types of projects that assist in reducing mobile source (transportation) emissions that will lead to attaining or maintaining air quality standards under the Clean Air Act.

The estimated available 2024-2026 annual CMAQ funding amount is:

Berrien County	\$735,954
Cass County	\$99,153
Van Buren County	\$144,893

Note: Counties in Non-Attainment status are allocated higher funding amounts than counties in maintenance status.

Application Deadline / Key Dates

5:00 p.m. on Wednesday, October 6, 2021.

Date	Activity	Public Involvement
June 23, 2021	Call for CMAQ funded projects issued	X
October 6, 2021	Applications due to SWMPC staff	X
October, 22, 2021	Submitted projects available for public review and comment	X
November-December 2021	Project Review Committee selects fiscally constrained list of projects.	X
April 2022	MDOT CMAQ committee reviews locally approved CMAQ applications to confirm eligibility.	X

Eligible Applicants and Projects

Applicants

Eligible project sponsors include:

- County Road Agencies
- Cities
- Villages
- Public Transit providers
- Regional Planning Agencies

Other public agencies (such as townships) can apply for funding but an eligible agency must be listed as the sponsor and will be official grantee. In this case, they will act as a pass through agency only.

Eligible Projects

Projects are eligible for CMAQ if they provide an air quality or congestion reduction benefit without increasing single occupancy vehicle capacity and do not simply maintain an existing facility.

Projects considered in SWMPC's program are generally one of the following types and each of them have their own rules, regulations, and guidance.

Category	Project Type (*Eligible for 100% CMAQ funding)
Public Education and Outreach Activities	Ozone Action outreach
	Ozone Action fare subsidies
Bicycle/Pedestrian Facilities	New non-motorized facilities (must demonstrate SOV reduction and not exclusively recreational)
	New bike lanes on existing streets
Shared Ride and Travel Demand Management	*Carpool/Vanpool (i.e. Rideshare and Michivan) <ul style="list-style-type: none"> • *Marketing • *Capital (vanpooling only) • Operating (see transit, limited to 3-years of funding)
	New/Expanding carpool parking lots (paving is allowed for new or expanded lot spaces, but NOT for the existing spaces or lighting)
Congestion Reduction & Traffic Flow	*Traffic signal optimization, interconnect, or actuation
	* Roundabouts
	Dedicated center left turn lanes or dedicated right turn lanes (no added SOV capacity or through traffic allowed)
	Passing flares to relieve congestion
	Intersection improvements to relieve congestion (Than do not add capacity)
Alternative Fuel Vehicles and Diesel Engine Retrofit	Diesel retrofit and replacement projects
	Non-transit alternative fuel vehicles
	Alternative fuel infrastructure
Transit Improvements	Bus Purchases (for new/expanding service)
	Bus Replacements (must meet age and/or mileage requirements)
	Operating Assistance for new/expanding service, includes Vanpooling, (3-year funding limit)
	Transit facilities (new stations, terminals, transfer facilities) only if associated with a new/enhanced route

*Eligible for 100% CMAQ funding. No local match required.

Eligible Project Phases and Required Match

Project Phases

Only construction, purchase of capital items, and implementation are eligible for CMAQ funding. Preliminary and construction engineering is the responsibility of the project sponsor to complete without CMAQ funding.

Local Match

The project sponsor must have already committed matching funds when the project is submitted. Proposals which indicate that the sponsor will pay more than the minimum local match will be identified for the CMAQ Project Selection Committee and may be given extra consideration. Local match is a minimum of 20 percent of the total eligible construction costs; exceptions apply for a few project types. The local match does not necessarily have to be provided directly by the sponsor but it must be a non-federal source to qualify as match. A resolution of support for the project from the agency who is financially responsible for the project is required at the time of project application submission. See page 6 for sample resolution template

Illustrative List of Projects

The CMAQ project selection committee will adopt a list of projects that is financially constrained with the amount of within CMAQ funding available for programming. Applications, not included in the fiscally constrained project list will be placed on a CMAQ illustrative list of projects. Should additional funding become available this list of projects will be used until the adoption of the next programming cycle.

General Considerations for Federal Funding

Projects carried out using CMAQ funds must comply with applicable provisions in Title 23 of the United States Code dealing with Federal-aid highways, such as project agreements, authorization to proceed prior to incurring costs, prevailing wage rates (DavisBacon), Buy America, competitive bidding, and other contracting requirements, regardless of whether the projects are located within the right-of-way of a Federal-aid highway.

Applicants are urged to familiarize themselves with title 23 requirements. Federal aid, including CMAQ, is generally most efficiently used for substantial facility improvements. The administrative burden of a federal-aid project can be substantial. Thus, a small project is often best accomplished with local funds to avoid this burden.

Application Instructions

The application form is attached in the email sent out for the Call for Project. A sample application can be found on page 6. The applicant must fill out a separate application for each project for which they are applying for.

The application form is a fillable Microsoft Word Document with a series of checkboxes and areas to fill in text. You may be prompted to enable editing, but note that this is not a macro-enabled form. To fill in a text area, please click in the area where you want to enter text until you see a blue highlighted area, as shown below. When you see the blue highlighted area, you can start typing. If you end up expanding some of the boxes to complete your response, do not worry about formatting as long as your application is still legible.

Please save your final file in the following format: AgencyName_ProjectName_CMAQ.dox.

All CMAQ Applications Are Due by: Wednesday, October 6, 2021

Please email the completed application to both Brandon Kovnat at kovnatb@swmpc.org and Kim Gallagher at gallagherk@swmpc.org. Please include "County Name CMAQ Application" in the subject line

You may also mail your application to: Brandon Kovnat
Southwest Michigan Planning Commission
376 W. Main Street
Benton Harbor, MI 49022

NOTE: SWMPC staff will contact you with an email confirmation of your submitted application. If you do not receive an email confirmation please contact an SWMPC staff member.

Sample Resolution

Resolution# _____

The following is Resolution _____ enacted by the _____ of _____, _____ County, Michigan, hereinafter referred to as the Local Public Agency (LPA), in the matter of the stated described project.

WHEREAS, the United States Congress has set aside monies for Congestion Mitigation and Air Quality Improvement (CMAQ) projects through the State of Michigan, Department of Transportation (MDOT) and administered by the Southwest Michigan Planning Commission (SWMPC); and

WHEREAS; the (Add project description here) is a transportation activity eligible to receive federal CMAQ funding; and

WHEREAS, if requested funds are granted, the (County/City/Village, etc.) shall be responsible for at least 20% percent of the eligible costs.

NOW, THEREFORE BE IT ORDAINED by (Board of County Commissioners/Township/City/Village Council, etc.), that:

SECTION ONE: (Consultant/Engineer of Record) of said LPA is hereby empowered on behalf of the LPA to prepare and execute an application for CMAQ funds for the stated described project and to submit to the SWMPC for consideration of funding.

SECTION TWO: The total cost of the project is estimated to be \$_____, of which the LPA, if awarded the funds, commits to pay at least 18.5% (hereinafter known as the local match) of the actual cost, estimated to be \$_____. The local match shall be funded by the LPA using _____ (Source) _____ funds. The LPA further agrees to pay 100 % of the cost over and above the awarded amount of CMAQ funding and for all non-participating costs associated with project development activities.

SECTION THREE: Upon completion of the described Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the described Project in accordance with all applicable state and federal laws, including, but not limited to, 23 USC 116; (2) provide ample financial provisions, as necessary, for the maintenance of the described Project; (3) if necessary, maintain the right-of-way, keeping it free of obstructions; and (4) if necessary, hold said right-of way inviolate for public highway purposes.

Passed: _____, 2021. (Date)

Attested: _____
(Clerk) (Officer of LPA - title)

Attested: _____
(Title) (President of Council)

2024-2026 Congestion Mitigation and Air Quality Project Application

Click “Enable Editing” to begin filling out this form. You may save this form at any time.

If you need assistance, please contact Brandon Kovnat, SWMPC Associate Planner.

Email kovnatb@swmpc.org or call (269) 925-1137 x 1524

Section 1. Applicant Information

Applicant Name			
Contact Name		Title	
Phone Number		Email	
Sponsor (If applicable)			
Engineer/Consultant (If applicable)			
Phone Number		Email	

Section 2. Project Information & Costs

Project Name:				
City/Village/ Township:		County:		
Project Location <i>(short description of where the project is located)</i>				
Which Emissions form is being used? (list the form name not the MDOT form number)				
Work Description <i>(Short description of work being performed. Please provide enough information for eligibility to be determined)</i>				
Describe how the project will reduce congestion and/or emissions				
Project Cost <i>Only include CMAQ eligible expenses</i>	\$	Proposed Year of Funding		
Minimum Local Match – 20% of eligible costs	\$			
Can you supply additional match beyond the minimum required 20% If so how much?	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount \$			
Emissions Benefit (from Emissions form)	Volatile Organic Compounds (VOC)	Carbon Monoxide (CO)	Nitrogen Oxide (NO _x)	Particulate Matter (PM 2.5)

Section 3. Performance measures

Besides emissions reductions what other performance measures will the project contribute to? *(select all that apply)*

- Safety
- Pavement Condition
- System Reliability
- Pedestrian/Bicycle Connectivity
- Transit State of Good Repair

If you checked any of the Performance Measures please indicate how the project will improve them:

Section 4. Additional Questions

Question	Y/N	If Yes, Provide Brief Explanation of How the project will meet these Criteria
Will the project be ready for obligation by July 1 of the year in which it's programmed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will this project use multiple funding sources/be combined with another Non-CMAQ project?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the project being carried out by a sponsored agency, or is a private entity providing funding, materials, or services in support of this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the project require Right of Way (ROW) acquisition or an easement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, attach a signed letter from that agency granting permission to implement all or part of this project in their right-of-way.

Section 5. Estimated Project Schedule

Activity	Estimated Date
Resolution of Support for Local Match Submitted to SWMPC	
Project Application Submitted to MOT	
Grade Inspection Package Submitted to MDOT	
Grade Inspection Meeting Scheduled	
Final Plan and Estimate to MDOT	
Right of Way (ROW) certified	
Rail Road Permits	
Environmental Mitigation	
Project Obligated	
Project Letting	
Construction Start	
Project Completion	

Enter NA for any activity that doesn't apply to the project.

CMAQ Project Emissions Forms

FHWA forms can be found at https://www.fhwa.dot.gov/environment/air_quality/cmaq/toolkit/

MDOT forms can be found at: <https://mdotjboss.state.mi.us/webforms/WebFormsHome.htm>

Project Category	Emissions Form	Additional Required Information (Attach to Application)
Dedicated turn lanes	FHWA Traffic Flow Improvement Tool	Indicate the length of the lanes Indicate traffic counts Include a diagram of the modification
Signal Interconnects	FHWA Traffic Flow Improvement Tool	Include all locations in the Location Description Indicate the number of signals in the Work Description
Signal Optimization or Actuation, not part of an interconnect project	FHWA Traffic Flow Improvement Tool	
Roundabouts	FHWA Traffic Flow Improvement Tool	
Non-motorized Pathway	FHWA Bicycle and Pedestrian Improvements Toolkit	Include maps detailing the location of the proposed path Detail the land uses that surround the path Explain how the path provides access to jobs, services, and centers of trade List all connections to other non-motorized paths, if applicable
Travel Demand Management Program	MDOT Form 2619	
Rideshare/Vanpooling:	FHWA Carpooling and Vanpooling Tool	
Operation of New Public Transit Services	MDOT form 2620 (for each route) MDOT form 2608 (For the sum of the entire project)	
Bus Purchase or Replacements	FHWA Transit Bus Retrofits and Replacement Tool	Vehicle lease/purchase How many will be leased or purchase Equipment: Type to be funded
Alternative Fuels and Vehicles	FHWA Alternative Fuels and Vehicles Tool	
Other Project (May need additional details)	MDOT form 2608	