



# CMAQ PROJECT APPLICATION INSTRUCTIONS

## GENERAL PROJECT INFORMATION

### 1 SELECT CMAQ PROJECT TYPE

Choose the appropriate project type as follows:

- **Statewide** – Projects administered by NCDOT that are larger scale, larger cost improvements such as traffic signal system upgrades and replacement that typically require coordination between the local and NCDOT. Should be submitted by NCDOT or by MPO/RPO in coordination with NCDOT.
- **Regional** – Locally-administered projects spanning more than one air quality region that cannot be considered local projects. Air quality regions are Catawba, Great Smoky Mountains National Park, Metrolina, Rocky Mount, Triad and Triangle.
- **Subregional** – Locally-administered projects within eligible counties awarded at the MPO/RPO level.

### 2 SELECT MPO/RPO(S)

For regional and subregional projects, select the appropriate MPO(s) and/or RPO(s) and attach the required resolution of support. Not required for statewide projects.

### 3 PROJECT SPONSOR INFORMATION

Provide appropriate contact information within the sponsoring agency. This person will coordinate directly with NCDOT Local Programs Management Office during the municipal agreement development process and throughout project implementation.

### 4 PROJECT INFORMATION

Provide succinct title and brief description of project. Include project details, proposed improvements, purpose, need, how it will provide service, who are the primary stakeholders & where it will operate/serve. Attach a sketch design plan of the proposed project which shows the general location of this project, if applicable.

## PROJECT COSTS & DELIVERY SCHEDULE

### 5 APPLICABLE PROJECT PHASES, FUNDING & YEARS

Enter requested project funding, split out by CMAQ, Local and Total amounts. Round total cost to the nearest \$1000. Indicate the desired Federal Fiscal Year(s) for funding. Cost estimates should reflect anticipated inflation compounded annually at 5% from the **current** calendar year. Note that FFY run from October 1<sup>st</sup> of the prior year through September 30<sup>th</sup> of the next year. For example, FFY 2016 runs from October 1, 2015 through September 30, 2016.

Allowable project costs are described as follows:

- **Planning, Engineering & Design** – Costs to complete conceptual plans, planning or environmental studies, preliminary design, final design, and all other related design work necessary to advance a project to physical construction. Examples include preparation of surveys, environmental documents, plans, specifications, and estimates.
- **Right of Way** – Costs to acquire required right of way and relocate utilities. In addition, includes costs for work associated with acquisition of property interests needed for the project, such as preparation of right-of-way plats, appraisals for parcel acquisitions, review of appraisals, preparation for and trial of condemnation cases, and furnishing of relocation advisory assistance.

- **Construction** – Costs to construct project, including costs for supervision and inspection of construction activities; additional staking functions considered necessary for effective control of the construction operations; testing materials incorporated into construction; checking shop drawings; and measurements needed for the preparation of pay estimates.
- **Transit Operation** – Costs of providing new transportation services, including labor, fuel, administrative costs, and maintenance.
- **Transit Implementation** – Costs associated with transit improvements not related to operation. Examples include purchase of new or replacement transit vehicles, construction of new transit facilities, diesel engine retrofits and other equipment purchases and transit fare subsidies.
- **Non-transit Implementation** – Costs associated with non-construction, non-transit improvements. Examples include vehicle purchases, travel demand management activities, public education and outreach, eligible marketing, etc.

<b>6</b>	<b>ANTICIPATED PROJECT MILESTONE DATES</b>
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Milestone Dates are those dates that are set for the completion of major project deliverables and project completion. Project Sponsor is expected to adhere to the agreed-upon milestone schedule. Changes to milestone dates are permitted, but any changes that result in a longer time frame for project completion must be agreed to in writing by all parties and documented in the CMAQ Project File. Milestone Dates must coordinate with funding schedule in Section 5. This information will be used by NCDOT Local Program Management Office to develop local agreements for awarded projects.

<b>7</b>	<b>LIST THE SOURCE(S) OF MATCHING FUNDS:</b>
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Provide the source for the required matching funding. In most cases, CMAQ projects require a local cash match of at least 20%. Local match funding **cannot** be derived from in-kind services.

<b>8</b>	<b>TRANSIT START-UP INFORMATION</b>
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Required for new transit start-up projects only. Provide brief explanation of how funding for transit start-up project will be secured to continue the program after year three.

<b>PROJECT ELIGIBILITY</b>	
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<b>9</b>	<b>SELECT NC NONATTAINMENT/MAINTENANCE COUNTY(IES)</b>
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Select one or more air quality nonattainment or maintenance counties where the proposed project will be implemented.

<b>10</b>	<b>SELECT CMAQ-ELIGIBLE IMPROVEMENT TYPE (check all that apply)</b>
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Select one or more applicable CMAQ improvement type.

<b>11</b>	<b>IF TRANSPORTATION CONTROL METHOD, CHECK THE ALLOWABLE TYPE(S)</b>
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If Transportation Control Method was selected in Section 10, select the allowable type(s).

<b>12</b>	<b>IF TRANSIT IMPROVEMENT, SPECIFY HOW SERVICE WILL BE IMPROVED</b>
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If Transit Improvement was selected in Section 10, specify how transit service will be improved through implementation of proposed project.

<b>13</b>	<b>EMISSIONS REDUCTION CRITERIA</b>
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Quantitative analysis is required, unless proposal is for public education, marketing or other outreach efforts. All emissions should be reported on a daily basis.

<b>14</b>	<b>MISCELLANEOUS</b>
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Include answers as they pertain to particular CMAQ proposal.

<b>15</b>	<b>SUPPORTING INFORMATION CHECKLIST</b>
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MPO/RPO resolution of support required for all regional & subregional proposals. Include other supporting documentation in application PDF.

<b>16</b>	<b>MPO/RPO PRIORITY INFORMATION</b>
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Subregional CMAQ proposals require prioritization by the associated MPO/RPO. MPO/RPOs may select evaluation criteria as they see fit, but criteria should include anticipated air quality emissions benefits, cost of construction or implementation and/or priorities of the MPO/RPO. Enter the priority number resulting from location prioritization process. Not required for Statewide CMAQ or Subregional CMAQ proposals.

<b>17</b>	<b>SUBMIT APPLICATION</b>
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Application form and all required attachments are to be saved in a single PDF document to be uploaded in NCDOT Partner Connect. Partner Connect will be open to accept CMAQ applications from October 1, 2011 to October 31, 2011.

<b>PARTNER CONNECT ENTRY</b>	
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In order to most efficiently capture North Carolina's CMAQ Program in the NCDOT Prioritization & STIP Development Processes, all CMAQ proposals require entry in NCDOT Partner Connect. All MPO/RPOs and NCDOT Highway/Modal Division offices should have the ability to access Partner Connect.

A completed entry will consist of the following summary information entered directly into Partner Connect and a completed CMAQ application uploaded into Partner Connect.

- **Local ID** – Enter a local identifier for the project, if desired.
- **CMAQ Project Type** – CMAQ proposals may be Statewide CMAQ, Regional CMAQ or Subregional CMAQ. Enter the CMAQ Project Type specified in Section 1 of the CMAQ application.
- **Mode** – CMAQ proposals should be classified by predominate mode. Enter the appropriate mode for the CMAQ proposal: Highway, Bicycle & Pedestrian, Transit or Rail. Implementation proposals that are not mode specific should be entered as Highway (examples of these include TDM, ozone awareness, emission testing/improvements, etc.).
- **Goal** – CMAQ proposals should address one of two NCDOT goals - Mobility or Infrastructure Health. Infrastructure Health is applicable only for replacement transit vehicle proposals; all other proposals should be Mobility. Enter the applicable NCDOT goal. Please see additional details on how NCDOT goals are defined [here](#). Enter the applicable NCDOT goal.
- **Tier** – NCDOT Tier categorizes a route based on use and function. There are three tiers: Statewide, Regional and Subregional. Please click [here](#) for more information regarding NCDOT's Tier classification system. Enter the predominate NCDOT Tier for the CMAQ proposal.
- **Improvement Type** – Enter the appropriate type of improvement that is being recommended with the CMAQ proposal. Improvement Types applicable for CMAQ proposals are as follows:
  - **Corridor Management** (Goal – Mobility) – an improvement to manage access or improve the operations along an existing corridor, such as ramp metering or access management improvements.
  - **Signal System** (Goal – Mobility) – an improvement to create or upgrade a citywide signal system or a signal system along a specific corridor, such as a closed-loop signal system.

- **Intersection** (Goal – Mobility) – an improvement at a specific intersection, including construction of left-turn lanes or roundabouts.
- **Traveler Services** (Goal – Mobility) – improvements which provide motorists additional information about their trip or assist motorists during their trip, such as regional multi-modal traveler information systems and incident management programs.
- **Bicycle** (Goal – Mobility) – improvements that exclusively provide enhanced bicycle service, i.e. bicycle lanes.
- **Pedestrian** (Goal – Mobility) – improvements that exclusively provide enhanced pedestrian service, i.e. sidewalks.
- **Bicycle and Pedestrian** (Goal – Mobility) – improvements that provide enhanced bicycle and pedestrian service.
- **Facility/Station** (Goal – Mobility) – improvements that provide new rail or transit facilities (e.g., lines, stations, terminals, transfer facilities) associated with new or enhanced rail or transit service.
- **New Vehicle** (Goal – Mobility) – purchase of vehicles to support new transit operation or purchase of vehicles to support enhanced transit service.
- **Technology** (Goal – Mobility) – any technology-based improvement.
- **Fixed Guideway** (Goal – Mobility) – improvements that provide fixed guideways associated with new or enhanced mass transit service.
- **Routine Capital** (Goal – Mobility) – operating assistance for new or expanded transit services
- **Replacement Vehicle** (Goal – Infrastructure/Health) – purchase of vehicles to replace existing vehicles in the transit fleet.
- **Track** (Goal – Mobility) – improvements that provide new rail lines associated with new or enhanced mass transit service.
- **Track and Station** (Goal – Mobility) – improvements that provide new rail lines and station associated with new or enhanced mass transit service.
- **Air Quality** (Goal – Mobility) – improvements that cannot be categorized as a previously listed improvement type.
- **County** – Select county in which the proposal is located. If the proposal is located in more than one county, the second (and third, if applicable) county is shown under the "Second County" column (and "Third County" column, if applicable).
- **Division** – Select number of the NCDOT Division in which the proposal is located. If the project is located in more than one Division, the second (and third, if applicable) Division is shown under the "Second Division" column (and "Third Division" column, if applicable).
- **First MPO/RPO, Second MPO/RPO, Third MPO/RPO** – Select name of the MPO or RPO in which the proposal is located. If the project is located in more than one MPO or RPO, the second (and third, if applicable) MPO or RPO name is shown under the "Second MPO/RPO" column (and "Third MPO/RPO" column, if applicable).
- **Title** – Enter brief title of proposal that is included in Section 4 of the CMAQ application.

Examples:

- *NCSU Park and Ride Lot*
- *Triangle Transit Service to Holly Springs*

- **Description** – Enter brief explanation of the type of work being proposed that is included in Section 4 of the CMAQ application. Be brief but include any necessary information to distinguish the proposal.

Examples:

- *Construct a new one-acre park and ride lot on NC State Centennial campus;*
- *Provide funding to expand express bus service from Holly Springs to downtown Raleigh via Apex and Cary, including operating assistance and the purchase of new hybrid buses.*

- **Costs** – Enter the total funding for each phase of the proposal, as specified in Section 5 of the CMAQ application.
- **MPO/RPO Priority** – Enter the priority number assigned by the MPO/RPO to the proposal, as specified in Section 16 of the CMAQ application.