

Cache Metropolitan Planning Organization (CMPO) Congestion Mitigation & Air Quality (CMAQ) Project Selection Policy

1.1 | MPO Congestion Mitigation Program/Project Selection Process

The Cache MPO is the Metropolitan Planning Organization over the Logan Urban Area with a planning area that includes 10 of the municipalities within Cache County. The MPO is appropriated federal transportation funds based off the urban populations of the participating cities. This funding is programmed by the MPO to eligible applicants including member jurisdictions, UDOT, CVTD, state & local agencies, and private organizations. Solicitation of project applications will happen on “as-needed” basis given the availability of federal funds as determined by staff.

1.2 | CMAQ Project Review Committee (CMAQRC)

Currently the CMPO has a technical advisory committee (CTAC) made up of a representative from each member jurisdiction, UDOT and CVTD. The CMAQ Project Review Committee (CMAQRC) will include all members of CTAC and will include an addition representative from the Bear River Health Department. Each member will have one vote. CMPO Staff will chair the committee. A simple majority of those present will carry any motion.

1.3 | CMPO CMAQRC Project “Short-listing” Meeting

Project suggestions from MPO member jurisdictions, state agencies, the transit district, and private organizations are collected and compiled. Individual projects should focus on improving the efficiency of the regional transportation system, be associated with corridors or programs identified in the MPO transportation plan, and emphasize the following three areas of concern:

1. Congestion Relief – Spot improvement projects intended to improve Levels of Service and/or reduce average delay along those corridors identified in the Regional Transportation Plan as high congestion areas.
2. Mode Choice – projects improving the diversity and/or usefulness of travel modes other than single occupant vehicles.
3. Air Quality Improvements – projects showing demonstrable air quality benefits.

The CMAQRC will review the proposals and vote which projects should move forward to complete a Concept Report. All advancing projects must have a sponsor, private sponsored projects should partner with a government agency.

1.4 | Project Concept Reports

The sponsor of projects advancing from the Project Ideas Meeting shall complete a Concept Report (See Attachment A). MPO staff will determine whether projects meet the minimum requirements of the report including:

1. Preliminary Design
2. Right of Way needs.
3. Cost Estimates.
4. Cost effectiveness (LOS changes over time, average travel time reductions over time, projected air quality benefits.)
5. Project is consistent with the MPO CMAQRC approved projects list.

6. Road project is on a facility identified on the Utah State Functional Class Map.
7. The project is regional in nature.
8. Project scope (total or phase) is an appropriate size to be funded with limited MPO federal funds.
9. Project is consistent with sponsor general or transportation plan
10. Officially supported by political leadership – approved by legislative body
11. Other transportation agencies or municipalities that are affected by the project are in agreement.
12. Local matching funds are available.
13. Funding is adequate to complete the project.
14. Phased projects are proposed in logical increments.
15. Sponsor commitment to completion of project within 5 years from date of award.

1.5 | CMAQRC Review of Concept Reports Meeting

MPO staff will submit for CMAQRC review those projects that meet the minimum requirements listed under Project Concept Reports. The CMAQRC shall consider each project on its merits, and in relation to the other proposed projects and use the following to aid in their decision of a final project selection list.:

1. Field Review/Applicant Presentations (if necessary)
2. Individual CMAQRC Committee member rankings (submitted at meeting)
3. Federal Highway Administration Comments (if provided)
4. Funding available/level of local match

At a CMAQRC meeting, the body, under the direction of the Chair shall negotiate and develop a fully funded projects list. Once this list is complete and acceptable to the body, the CMAQRC shall determine by vote whether or not to recommend the list to the CMPO Executive Council for approval and funding. A simple majority vote of those present is required and each member jurisdiction/agency shall have one vote.

2.1 | General Policies

The following outlines the policies and requirements regarding MPO federally funded projects:

2.2 | Project Eligibility

Federal guidelines set the eligibility of projects for funding with CMAQ funds (see http://www.fhwa.dot.gov/environment/air_quality/cmaq/). The types of projects that are described as eligible include: Transportation Control Measures (TCMs), Extreme Low-Temperature Cold Start Programs, Alternative Fuels and Vehicles, Congestion Reduction & Traffic Flow Improvements, Transit Improvements, Bicycle and Pedestrian Facilities and Programs, Travel Demand Management, Public Education and Outreach Activities, Transportation Management Associations, Carpooling and Vanpooling, Freight/Intermodal, Diesel Engine Retrofits & Other Advanced Truck Technologies, Idle Reduction, Training, Inspection/Maintenance (I/M) Programs, “Experimental” Pilot Projects.

2.3 | Funding

Funding can come from various sources including the MPO federal funds, state funds, CVTD funds, local funds supplied by the municipalities or the county and private funds. MPO staff will recommend to the CMAQRC which funds should be used with each proposed project based on available MPO federal

funding types and other non-MPO funds pledged by each sponsor. MPO federal funds require a match be paid. The minimum required match is 6.77% of the total cost. Applicants that provide higher levels of local match will be viewed favorably for project selection. The match shall be paid by the sponsor.

2.4 | Contingency Fund / Cost Overruns

As project manager of Local Government Federal Aid projects, UDOT generally requires a contingency amount be identified for unexpected cost overruns. The CMPO will require at least a 10% of construction cost contingency amount.

2.5 | Project Cost Savings

If a project does not require all MPO federal funding that was programmed to it, any remaining funds shall be returned to the general MPO account to be reallocated in the next selection process.

2.6 | Project Tracking and Progress

MPO staff will track all projects to ensure the project is progressing and to help with any problems. Regular updates will be given to the CMAQRC and Executive Council (as needed) of all projects and programs to show what progress has been made. It is hoped that through project tracking, the MPO and the project sponsor will be able to better coordinate and avoid potential conflicts. This coordination will also help to determine the best years to program the project within the TIP. If a project is found to not be making progress, MPO staff will work with the sponsor to move the project forward. If staff cannot resolve the problem, then the project sponsor will report to the CMAQRC Committee their plan to move the project forward. The committee can recommend to the CMPO Executive Council that a project that is not moving forward be removed from the TIP. Any federal funds expended toward the project shall be required to be reimbursed by the sponsor.

2.7 | Scope Change

Minor scope changes to a project are allowed and should be handled through the project tracking process. A major scope change needs to be approved by the CMAQRC Committee. A major change can include changing project limits to a point that a logical terminus is excluded, reducing or expanding capacity, adding components to the projects that were not approved or subtracting components that were approved.

2.8 | Regional Project

All projects funded by the CMPO must be regional in nature. This include road projects being listed on the Utah State Functional Class System map, and projects being listed on the CMPO Regional Transportation Plan or supporting the goals and programs of the plan. If a road project is proposed that is not on the functional class map, the CMAQRC Committee can review and determine that the corridor is regional and recommend to the state that it be included on the functional class map.

2.10 | Selection Process Time Line

The timeline for the application and project selection timeline will be established by CMPO staff at the time it is decided to solicit new project applications. However, generally the timeline should support a schedule that allows the CMPO Executive Council to make a final decision on project funding in late May. This is consistent with the CMPO annual approval cycle for the Transportation Improvement Program (TIP).

ATTACHMENT A



Cache Metropolitan Planning Organization

Project Name:

Congestion Mitigation and Air Quality Improvement Program (CMAQ) Project Funding Request –TIP Concept Report

The purpose of the CMAQ program is to fund transportation projects or programs that will contribute to attainment or maintenance of the National Ambient Air Quality Standards (NAAQS) in Ozone (O3), Carbon monoxide (CO), and Particulate Matter (PM) non-attainment and maintenance areas. The Cache Valley is a non-attainment area for Particulate Matter (PM 2.5).

CMAQ funds can only be used for projects and programs that a direct benefit to air quality can be demonstrated. Highway expansion, such as new single occupancy vehicle lanes are not eligible. Turn lanes at congested intersections, transit programs, air quality education and outreach, pedestrian/trail projects, signal modernization, ITS, and IM programs are typical CMAQ projects.

A quantitative assessment of how a proposed project or program is expected to reduce emissions is important to assist in selecting the most effective use of this fund. List below all travel benefits directly related to this project. The air quality analysis should include assessing emission reductions of transit, traffic flow improvements, ITS projects and programs, ridesharing, bicycle and pedestrian improvements. Completing this form can be quite technical, please contact staff at the CMPO for help in completing this analysis (435-755-1634 or jeff.gilbert@cachecounty.org)

1. **Transportation Improvement Program (TIP) Funding Year:**

2. **Sponsoring Agency/Jurisdiction:**

3. **Project Management**

a. **Contact Person:**

b. **Phone:**

c. **Email:**

4. **Requested Funding Amount**

CMAQ funding requires a minimum 6.77% local match

Total Project Cost:

Federal Share:

Local Match:

5. **Project Description:**

6. **Demonstration of Air Quality Benefit**

If quantitative analyses cannot be shown, do a qualitative assessment as shown below.

Quantitative Analyses:

(List data for at least one of the section below)

Vehicle Miles Traveled

Number of Vehicle Miles Traveled reduced (VMT) -

Average distance of trips reduced -

Emission reduction per average weekday –

Idling Time

Average idling time per vehicle reduced -

Number of vehicles with reduced idling time -

Emission reduction per average weekday -

Vehicle Speed

Average change in vehicle speed (speed before and after) -

Number of vehicles affected -

Emission reduction per average weekday –

Other Quantitative Analyses and Measure (Description and Results):

Qualitative Assessment:

Although a quantitative analyses of air quality impacts is required whenever possible, some improvements may not lend themselves to rigorous quantitative analysis, because of the projects characteristics or because practical experience is lacking to adequately analyze the project. In these cases, a qualitative assessment based on a reasoned and logical examination of how the project or program will decrease emissions and contribute to attainment or maintenance of a NAAQS is appropriate.

Description: