



APPLICATION INSTRUCTIONS

FFY 2022-2024 CLMPO DISCRETIONARY FUNDS

- **STBG Funds** (Surface Transportation Block Grant)
 - **TA Funds** (Transportation Alternatives)
 - **CMAQ Funds** (Congestion Mitigation Air Quality Improvement Program)
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INTRODUCTION

The Central Lane Metropolitan Planning Organization (CLMPO) is soliciting project proposals for use of Surface Transportation Block Grant (**STBG**) funds, Transportation Alternative (**TA**) funds, and Congestion Mitigation and Air Quality Improvement program (**CMAQ**) funds for the federal fiscal years (**FFY**) **2022-2024**. This is a combined solicitation to award funds from all three funding sources. Successful applicants will be awarded either STBG funds, TA funds, CMAQ funds or a combination as recommended by the Transportation Planning Committee (TPC) and approved by the Metropolitan Policy Committee (MPC).

The MPO receives, on average, approximately \$6 million per year in federal STBG/TA/CMAQ funds that are allocated through this process. Priorities for the use of these funds are generally established before or during development of the Metropolitan Transportation Improvement Program (MTIP). Projects are proposed from the adopted plans and programs of eligible agencies.

The MPO Policy Board has approved a process and framework for allocating these discretionary funds. The process includes the use of a set of screening or eligibility criteria and a set of evaluation criteria to be applied to applications for funding. Among these are the four regional priorities adopted by the MPO Policy Board: Preservation of Existing Transportation Assets; Preservation or Enhancement of Transit Service; Enhancement of Safety; and Reduction of Greenhouse Gas Emissions.

ELIGIBLE PROJECTS

Projects eligible for funding must be within the CLMPO boundary, be included in or consistent with the [Regional Transportation Plan](#) (RTP)¹, and meet the general requirements for federal aid

¹ <https://www.lcog.org/564/Regional-Transportation-Planning>

projects as outlined in [Title 23, U.S.C.](#)² Additional eligibility requirements are summarized below by funding program.

STBG FUNDS - STBG funds may be used for a variety of programs and projects within CLMPO. STBG funds may be used for the following types of activities on the regional transportation system: construction, reconstruction, preservation, or operational improvements of roads and highways; capital costs for transit projects; traffic management systems including traffic signals and interconnects; bicycle and pedestrian improvements; transportation alternatives; surface transportation planning programs; environmental mitigation; ITS (Intelligent Transportation Systems); capital improvements; safety and congestion management improvements; and installation of vehicle-to-infrastructure communication equipment.

In general, STBG funds may not be used for projects on roadways classified as local or rural minor collector. There are a number of exceptions to this requirement including: bridge and tunnel projects; safety projects; fringe and corridor parking facilities/programs; recreational trails, pedestrian and bicycle projects, and Safe Routes to School (SRTS) projects; boulevard/roadway projects largely in the right-of-way of divided highways; and projects within the pre-FAST Act Title 23 definition of “transportation alternatives.”

A fact sheet for STBG may be found at <http://www.fhwa.dot.gov/fastact/factsheets/stbgfs.pdf>. See <https://www.fhwa.dot.gov/specialfunding/stp/160307.cfm> for a detailed list of eligible activities.

TA Funds - TA set aside funds have different eligibility requirements than STBG funds and are more limited in the types of projects and programs that are allowed. TA funds may be used for programs and projects defined as transportation alternatives including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for the planning, design, or construction of boulevards and other roadways largely in the right-of-way for former Interstate System routes or other divided highways. TA funds cannot be used for State or MPO administrative purposes; promotional activities, except as permitted under SRTS; general recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.; and routine maintenance and operations.

A fact sheet for the TA set aside may be found at:

<http://www.fhwa.dot.gov/fastact/factsheets/transportationalternativesfs.pdf>.

² <https://www.fhwa.dot.gov/map21/docs/title23usc.pdf>

A detailed list of eligible TA activities is available at:

https://www.fhwa.dot.gov/environment/transportation_alternatives/

CMAQ Funds - The CMAQ program provides a flexible funding source for transportation projects and programs to help meet the requirements of the Clean Air Act. Funding is available to reduce traffic congestion and improve air quality for areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide levels or particulate matter ("nonattainment" areas), have recently become compliant ("maintenance" areas), or have at one time been nonattainment or maintenance areas. CLMPO is a limited maintenance area for coarse particulates (PM10). All CMAQ projects must demonstrate the three primary elements of eligibility:

1. Be a transportation project;
2. Provide an emissions reduction and;
3. Be located in or benefit [primarily] a [current or past] nonattainment or maintenance area

The Federal Highway Administration (FHWA) has outlined CMAQ eligibility within 17 project categories. However, the Oregon Department of Transportation (ODOT) has limited CMAQ eligibility in Oregon to only the following project types:

- Public Transportation Improvements
- Transportation Options Strategies
- Pedestrian Bicycle Infrastructure
- Vehicle and Fuel Efficiency Efforts
- Intelligent Transportation Systems for congestion reduction
- Traffic Flow Improvements for congestion reduction
- Road Dust Mitigation to remove fine particulates (PM10 areas only)

More information on the CMAQ program can be found here:

<https://www.oregon.gov/ODOT/LocalGov/Pages/CMAQ.aspx>

https://www.fhwa.dot.gov/environment/air_quality/cmaq/

If the project is selected for CMAQ funding, an additional CMAQ Application will be required for the purposes of ODOT and FHWA eligibility determination and for federal CMAQ reporting. The application may require additional information not included in the CLMPO funding application. MPO staff will complete the CMAQ Application with assistance from the project sponsor.

PROJECT REQUIREMENTS

Design and Construction Standards

Projects on state highways must meet ODOT standards for design and construction or demonstrate the ability to obtain a design exception. All bicycle and pedestrian projects using TA funds should conform to the [Oregon Bicycle and Pedestrian Design Guide \(2011 edition\)](#)³. Other projects must meet standards appropriate to the type of work.

Project Size

While there is no set minimum or maximum award, due to the costs of administering a federal project, a minimum cost of \$100,000 is recommended for construction projects and a minimum project cost of \$50,000 is recommended for non-construction projects. If the sponsor intends to eventually exchange a project's federal funds as part of ODOT's State Funded Local Projects program (SFLP), the project must not exceed \$1M.

Matching Funds

All projects require a local match paid by the applicant or by partner organizations. The **required local match is 10.27 percent** of eligible project costs. Applicants must pay all costs for non-eligible work and all costs incurred before ODOT issues a "notice to proceed." Non-eligible elements of the project and work completed in previous projects do not count as match. Donations of cash, staff time, materials, and property can count as matching funds in some cases.

³ https://www.oregon.gov/ODOT/Engineering/Documents_RoadwayEng/HDM_L-Bike-Ped-Guide.pdf

APPLICATION GUIDELINES AND STEP-BY-STEP INSTRUCTIONS

In general, keep responses brief and clear.

Section 1: Applicant Information

Provide the required information. Contact should be someone from the sponsor agency that will be able to answer questions regarding the submitted application.

Section 2: Project Information

Enter all applicable information. The project title should not exceed 50 characters. For construction projects, the project title should begin with the road name followed by a colon then the project limits (north to south and east to west). If the project is within a city, include the city name in parenthesis at the end. If it includes bike lanes or sidewalks, include that. For example: Road name: Point A to Point B, Bike Lanes (City). If the project is a transit center, bus purchase, etc., the name should reflect that.

Project Benefit is an item required by the State of Oregon for all projects being added to the STIP, as per Section 12 (2)(a)(A) of [Keep Oregon Moving \(HB 2017\)](#)⁴. This should be a brief statement describing the anticipated beneficial outcomes of this project. It will be appended to the project description upon inclusion in the STIP. Examples include “to improve pedestrian safety” or “reduce congestion and improve air quality.”

Enter the location limits (for example: Maxwell Rd to Howard Ave). For intersections, enter “intersection.” For non-spatial projects, such as purchase of capital equipment, enter “NA.”

ODOT's TransGIS website (<https://gis.odot.state.or.us/transgis/>) is a publicly accessible mapping tool that can be a helpful resource for populating the next few fields.

Functional Classification for roadways is available on TransGIS under the Classifications submenu. Select the “Federal Aid Eligible Road Network” checkbox and click “Apply.” Select the Identify Map Features tool on the horizontal menu at the top of the map window, it is represented by a white “i” inside a blue dot. Now select a facility in the map window. A new window with feature attributes will appear. Functional classification can be found in this window under “FC_TYPE.”

Limited volume and crash data are also available on TransGIS under the Traffic Data submenu.

Indicate if the project is on the National Highway System (NHS). This can be found on TransGIS under the Classifications submenu (select both “NHS – State” and “NHS – Non-State” then click “Apply”).

⁴ Oregon HB 2017 <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/HB2017/Enrolled>

It is a federal requirement of the MPO's Annual Listing of Obligated Projects to identify those projects of any type that include pedestrian walkways or bicycle transportation facilities as whole or part of the project scope.

The State Senate and State Representative District are required fields in the ODOT STIP database. This can be found via TransGIS under the Boundaries submenu (you must click "Apply" at the bottom of the menu window before your selections will be displayed in the map viewer). If the project crosses boundaries, provide all appropriate districts.

Under project description, clearly describe the work to be funded. Include what will be built, any services that will be provided, what equipment will be purchased, or facility planning or environmental document efforts that will be paid for with requested funds. There is no limit to the number of words allowed; however, be clear and concise. Describe any activities that show the project readiness. Note any potential areas of concern or controversy that may delay the project or increase the cost.

Section 3: Eligibility

Mark "Yes" or "No" for each section. Enter N/A for not applicable. Provide clarifying information for each question that has been checked "No" or N/A.

Enter the corresponding RTP project number if the project is included in the most recent [Regional Transportation Plan](#)⁵. If the project is not included in the RTP, use Chapter 2: Policy Element to list RTP Goals, Objectives, and/or Policies that demonstrate the consistency of this project with the RTP. This is a federal requirement.

If the project is in a state or local adopted plan that might help it to stand out among other candidate projects. Identify the plan, the project number, the policy, objective, etc. as necessary. No attachments or long descriptions are required here.

Sufficient Funding – projects cannot be included in the fiscally constrained Transportation Improvement Program (TIP) that are not fully funded.

Section 4: Project Budget and Funding Request Summary

Fill this section out completely. Enter the total project cost and the amounts and sources of funds that will be available for the project. Include the amount and source of required match. List the requested amounts by project phase. For capital purchases use the "Other" phase. Federal fiscal year begins October 1 and ends September 30.

⁵ 2040 RTP https://thempo.org/DocumentCenter/View/5430/Chapters1to4_2040-RTP?bidId=

Do not include any federal funds in the table that are not part of the current funding request. For example, if the application is to fund a construction phase of an existing project that is utilizing STBG funds for engineering that were awarded in a previous round, those federal funds for engineering could be described in the “other funding information” space provided, but they will not be entered into the funding table or the space provided for “Additional Committed” funds.

Additional Committed Funding refers to any non-federal funds committed for this project that are in excess of the required 10.27% match. These are often referred to as “overmatch” funds. Do not include match dollars for funds that are not part of this request.

A separate detailed cost estimate is required for all construction projects and must be submitted with the application.

Non-construction projects that are funded with CMAQ will be required (by ODOT) to provide a detailed cost estimate as well. This is not needed until after funding is approved and is not required as part of this application submittal.

Section 5: Description of Project Benefits

The Metropolitan Policy Committee (MPC) has identified four primary considerations for funding of projects. These four regional priorities and associated goals are listed in this section. Describe (as applicable) how the proposed project supports these goals.

A space is provided to describe any additional benefits of the proposed project. These may include congestion reduction, PM10 benefits, reduced SOV reliance, supporting multi-modal travel, connectivity, access to opportunity, freight, public health, etc. A complete list of CLMPO’s adopted Goals, Objectives, and Policies may be found in Chapter 2 of the [Regional Transportation Plan](#)⁶. This box is not required.

Section 6: Performance Measures

This is a federal requirement. A Transportation Improvement Program (TIP) must be designed such that once implemented, progress is made toward achieving the performance targets that are identified in the RTP. The TIP must demonstrate how the projects would help achieve those targets. The CLMPO Policy Board has elected to support the statewide targets where applicable. These targets were developed cooperatively between ODOT and the MPOs. The performance

⁶ 2040 RTP https://thempo.org/DocumentCenter/View/5430/Chapters1to4_2040-RTP?bidId=

measures, and the appropriate targets are described in the [FHWA Performance Management Areas, Measures, and Targets for Oregon ODOT](#)⁷.

Check the corresponding boxes to indicate which performance measures will be supported by this project. Remember that the pavement and bridge condition measures and the performance of the National Highway System (NHS) apply only to roads on the NHS. The safety, transit and CMAQ measures apply network-wide.

TERM Scale = Transit Economic Requirements Model. See [FTA website](#)⁸

Section 7: Air Quality Status

This is a federal requirement. Projects proposed for federal funding must meet requirements of the Clean Air Act in addition to the National Environmental Policy Act. A hot-spot analysis is an assessment of the impact of a project on local air quality concentrations and serves to verify air quality conformity at the project-level. In PM10 areas, hot-spot analyses are required for projects of air quality concern only. Project types that are exempt from air quality conformity (and therefore do not require hot-spot analysis) are listed in [40 CFR Sec. 93.126](#)⁹ under the categories Safety, Mass Transit, Air Quality, and Other.

Generally, projects are exempt if they do not involve or lead directly to construction, and do not involve significant amounts of diesel emissions. Projects within the MPO boundary, but outside of the Eugene-Springfield urban growth boundary (such as in Coburg) are not applicable.

Note: If a project is not exempt, it may still be funded, but will require a hot-spot analysis at construction to satisfy the conformity requirements.

Section 8: Submittal Approval

It is up to the individual applicant to decide the appropriate authorizing authority and the process necessary to obtain that authorization. Check the box to indicate that the application submittal is properly authorized (no actual signatures are necessary here). Provide the corresponding information for the project co-sponsor if applicable.

Section 9: Project Summary sheet

The summary sheet will represent the application for the purposes of the Metropolitan Policy Committee (MPC) and will be used for public involvement. Members of the public should be able

⁷<https://www.oregon.gov/ODOT/PerformMang/Documents/FHWA%20Performance%20Management%20Area%20OTargets.pdf>

⁸ TERM Scale <https://www.transit.dot.gov/PerformanceManagement>

⁹Exempt projects <https://www.govinfo.gov/content/pkg/CFR-2019-title40-vol22/xml/CFR-2019-title40-vol22-part93.xml#seqnum93.126>

to understand the project from this one-sheet summary. The project description should adequately explain the purpose and scope of the project that may come from Section 2 of the application form. Provide the year that the project will be constructed, purchased, or otherwise completed. Leave the project number blank. Make sure the summary sheet is limited to one-page.

Estimated Project Cost – enter only the Local Funding and Total Project Cost. The STBG/TA/CMAQ fields will be populated by the committee during the project review process. For Local Funding on the Project Summary, enter the federal required 10.27% match plus any overmatch.

SUBMITTAL

Send one transmittal per project (via e-mail or post) to the address below that contains the application form, maps or graphics, summary sheet and any additional information (e.g. letters of support). Clearly label each attachment with the project name and a description of the item. If submitting digitally, the project summary sheet should be left in Word format and may be sent in a separate e-mail if necessary. If converting the application to a PDF, remove extraneous spaces in the form and ensure that page breaks are at logical locations (not in the middle of the funding table, for example). You may leave the application in Word format, if you prefer.

Email the completed application, project summary sheet, and any other associated documents such as detailed cost estimate, project map, letters of support, etc. to dcallister@lcog.org

The email subject line should follow this formula:

CLMPOapp_[Applicant]_[1 or 2 word project identifier]

Example: CLMPOapp_Eugene_WillametteSt

Paper submittals will be accepted and may be delivered either in person or by mail to:

Daniel Callister
Lane Council of Governments
859 Willamette St. Ste. 500
Eugene, OR 97401-2910

All applications must be received at Lane Council of Governments either digitally or physically, no later than 5:00pm on Friday, May 1, 2020 to be considered for this round of funding. Upon receipt, a confirmation will be sent to the contact email provided on the application form.

Contact Daniel Callister at (541) 682-4019 or dcallister@lcog.org with any questions related to this solicitation.