Tennessee Department of Transportation
CMAQ Projects Fact Sheet

Responsibilities of the Project Sponsor

- Immediately after the award, project sponsors should work with their MPO coordinator to ensure that the project is in the TIP.

- TDOT's approval of a TIP amendment is the agency's commitment to fund the project.

  As with any other project, of course, it is subject to funding availability. Obligating project funds is the best way to ensure they will remain with the agency.

- As soon as the project is in the TIP, the project sponsor should send a letter to Teresa Estes Teresa.Estes@tn.gov in TDOT's Local Programs Office and request a contract—do not wait for TDOT to contact you regarding a contract.

- Please send your requests to flex a CMAQ project to FTA to Ronnie Porter Ronnie.Porter@tn.gov in Program Operations. Send a copy of flex requests to Teresa Estes and to Alan Jones at alan.jones@tn.gov.

  TDOT will verify that flex requests are for the same matching ratio as those in the approved project proposal. Remember that funds flexed to FTA take on the attributes of the program to which the funds were transferred. FTA rules and requirements will apply.

Contracts

- One multi-year contract may be written for multi-year projects.

  If TDOT awarded funds for multiple years, those projects should be amended into the TIP as shown in the award schedule. Those projects will not need to be resubmitted for future competition.

- Funds for multi-year contracts can only be obligated one year at a time. Subsequent years of funding are dependent on making reasonable progress in the first year of the project.

- During project selection, additional points are awarded to projects that include a local match. Therefore, if a project was proposed and approved with matching funds, the contract will be written accordingly.

Project Implementation

- Each project sponsor must submit quarterly reports to the MPO, who will incorporate that information into a quarterly report to TDOT. TDOT will then compile a statewide report that will be shared with each MPO.

  MPO coordinators are encouraged to share the quarterly reports with their technical committee and executive/policy board.

Funds are awarded for the project described in the MPO/agency's proposal. Scope changes are not permitted without MPO and TDOT approval and, in most cases, will result in the funds reverting to the state to be re-awarded on a competitive basis.

- If a project sponsor decides to drop a project, the CMAQ funds will revert to the state.

- Cost overruns are the responsibility of the MPO or project sponsor.

- Awarded projects are expected to demonstrate regular progress.

- Unobligated funds are subject to rescission by Congress. Funds may revert to the state if not obligated within two (2) years of the date of the contract between TDOT and the project sponsor.

- Project sponsors must incur expenses and begin billing TDOT within one year of project obligation.

Proposal Schedule

- Tennessee's CMAQ program will continue to be managed as a competitive process. There are no plans to make direct suballocations to MPOs.

- Anticipated schedule for proposals:

    – TDOT request for proposals March 31, 2011

    – Proposal deadline July 1, 2011

    – Statewide meeting to discuss proposals first week of August 2011

    – Announcement of selected projects by September 2, 2011

- Proposals should include an estimate of emission reductions of all regulated air pollutants (e.g., VOCs, particulates, etc.) that the project will reduce. This includes the criteria pollutants for which the area has been designated as nonattainment or maintenance (i.e., ozone, PM 2.5, carbon monoxide). Emission reduction estimates for carbon dioxide (CO_2) will not be considered in estimating total emission reductions or calculating cost-effectiveness. Congress has not authorized the use of CMAQ funds for reducing greenhouse gas emissions.

- Project proposals should identify whether the funds will be flexed to FTA.

- Project proposals should identify the amount and source of all matching funds, including projects where a state match is requested.