

**Tennessee Department of Transportation  
Long Range Planning Division**

**Spring 2011 CMAQ Project Competition  
Project Proposal Format**

**PROPOSAL DEADLINE: July 1, 2011**

Other Essential Documents

- CMAQ Project Selection Criteria
- CMAQ Project Budget Worksheet
- Guidelines for Estimating Emission Reductions and Cost-Effectiveness
- CMAQ Projects Fact Sheet

The Tennessee Department of Transportation (TDOT) requests project proposals for funding under the federal Congestion Mitigation and Air Quality Improvement (CMAQ) program. TDOT is accepting CMAQ proposals from Tennessee Metropolitan Planning Organizations (MPOs) and Transportation Planning Organizations (TPOs) that are eligible for CMAQ funding (i.e., that include counties that are designated by EPA as federal air quality nonattainment or maintenance areas). TDOT may also develop CMAQ project proposals for consideration in the review process.

Each CMAQ project proposal should be organized in the following format. Title each section of the proposal as indicated below and supply the requested information. The proposal format is designed to track the project selection criteria. A separate proposal will be required for each proposed project.

Each section described below must be completed. You may append additional information in attachments, but you must still provide the appropriate information in your narrative proposal. For example, project budgets must be presented in the project spreadsheet format, but you must also include relevant budget information in the proposal narrative. The narrative should be able to stand alone during proposal review.

Projects will be selected for funding based on the specific project purpose described in the proposal, and its characteristics (e.g., emission reductions, cost, cost-effectiveness, etc). Changes in project scope after funds are awarded to a project must be approved by both the MPO/TPO and by TDOT. For additional details, please see the CMAQ Projects Fact Sheet.

**Section 1. Project Description**

Provide a detailed description of the project or program so that individuals unfamiliar with your organization will understand the project or program scope and location. Provide a summary of the project purpose, the transportation problem that the proposed improvement will address, the effect the improvement will have on the problem, and the project's major activities and how they will be completed.

If the proposed project is a continuation of an existing project, include the following information:

- Federal project number of the existing project

- State project number
- Previous CMAQ funding amounts, including total funding dedicated to the project and CMAQ funds obligated by year
- Other funding used for the project and its source
- A description of the relationship between the proposed project and the existing project, and how the proposed project will augment or strengthen the existing project

If the project is to be flexed to the Federal Transit Administration (FTA) for project administration, please identify your project as an FTA flex project in this section.

In the case of intersection improvements and signalization projects, provide details on the different components of the project, including the specific locations and length of lanes to be added. If the proposed project includes road widening that adds capacity or other activities ineligible for CMAQ funding (e.g., landscaping), please describe how these activities relate to the CMAQ-eligible portion of the project and indicate the funding source(s) and amount(s) of funding for CMAQ-ineligible activities.

Multi-phase or multi-year projects will be considered for funding. For these projects, please clearly state the requested funding for each federal fiscal year and what will be accomplished in each year. For projects selected for multi-year funding through this competition, TDOT funds for the entire project will be committed through TDOT approval of the TIP amendment. This will help ensure that funds will be available to complete the project in future years. However, only obligated funds are protected from federal rescissions.

If the project requires three years of CMAQ operating assistance, include your plan to continue the service beyond the third year of operation.

## **Section 2. Project Budget**

Provide a short narrative description of the funds needed to complete this project. Provide explicit descriptions of matching funds and the source of those funds, and verify or demonstrate that the matching funds will be available for this project. If the project requires additional funding from other sources and that funding has not yet been verified or approved, the project will not be considered.

TDOT will consider any proposals for 100 percent CMAQ funding. However, projects that propose a match will receive a higher score than an identical project proposed without a match, as the cost-shared project will achieve the same emission reduction with fewer CMAQ dollars.

In any case, if the proposal budget for a selected project includes matching funds, the project will be funded based on that match contribution. Your TIP amendment should reflect the CMAQ dollars and the matching funds that you proposed.

Using the attached CMAQ Project Budget Worksheet, provide more details on the proposed costs of the project, including the amounts requested for each fiscal year.

### **Section 3. Air Quality Analysis and Emission Reduction Estimates**

Describe the air quality analysis that estimates the emission reductions that the proposed project will achieve. Separate emission reduction estimates for each relevant criteria pollutant (CO, VOCs, NO<sub>x</sub>, PM 10/PM 2.5) are strongly encouraged, and proposals with separate estimates for multiple pollutants will receive higher scores. Please note that CO<sub>2</sub> and other greenhouse gases are not CMAQ-eligible pollutants and estimates of greenhouse gas emission reductions will not be taken into consideration in determining project emission reductions or project cost-effectiveness. For additional guidance on emission and cost-effectiveness analyses, please see the attached.

In the proposal narrative, project sponsors should summarize briefly the results of the air quality analysis, and attach the air quality analysis at the end of their narrative proposals. Air quality analyses should include a description of the emission reduction estimation method, the application of the method to the particular project and the results that were produced.

If your air quality analysis provides abnormal results (e.g., a NO<sub>x</sub> increase), please explain. In the event that the project will cause an increase in one or more pollutants, you must explain why the project is still worthy of funding. Explain whether the project is likely to have a negative effect on measured air quality or contribute to an exceedance of an air quality standard.

Provide estimated air quality benefits for the first full year of project implementation as well as the lifetime air quality benefits that the proposed CMAQ project will generate. In other words, you should include an estimate of how long the project or program will continue to generate emission reduction benefits.

### **Section 4. Cost-Effectiveness of Project Emission Reductions**

Based on the emission reduction and budget estimates for each project, calculate and describe the proposed project's cost per unit of emission reduction (convert to kilograms per day). If a project will reduce emissions of more than one pollutant, add the estimated emission reductions of all pollutants together (except CO<sub>2</sub>) and use the total to calculate the project's cost per unit of emission reduction.

The CMAQ program is designed to reduce those pollutants that cause nonattainment problems in the state. In Tennessee, those criteria pollutants are ozone and PM 2.5, so the pollutants of concern are those that contribute to their ambient concentrations. For ozone, the precursor pollutants are oxides of nitrogen and volatile organic compounds. In contrast to ozone, particulate matter is often emitted directly, although PM concentrations are also influenced by gaseous emissions that are transformed in the atmosphere into particles.

### **Section 5. Project Relevance to CMAQ Priorities as Defined by Congress**

Describe whether and how the project proposal addresses the CMAQ priorities identified by Congress in SAFETEA-LU. Congress singled out diesel retrofit projects and other cost-effective projects as special priorities for the CMAQ program. You should demonstrate how your project addresses the statutory priorities of the CMAQ program. If you believe your project is cost-effective, you need to make that case in this section.

### **Section 6. Project Innovations and/or Impacts on Evolving Transportation Issues**

Describe the innovative nature and characteristics of the project. Does the project demonstrate new ways to reduce mobile source emissions? Will the project address emerging air quality/transportation issues that are becoming more important in recent years?

### **Section 7. Project Impact on Diversity and Comprehensiveness of Regional Initiatives**

Describe whether and how this project is a new and/or complementary effort in a region, and/or whether that program would add a new program capability or enhance an existing one that a region wants to establish or maintain as part of their regional suite of air quality/transportation programs or capabilities. Describe how the project will relate to existing programs and capabilities in the MPO/TPO region, and how the proposed project will expand, extend or enhance regional efforts. Opportunities for achieving greater results through project coordination should be identified and described.

### **Section 8. Project Benefits for Multimodal Infrastructure**

If relevant, describe how the project will expand and enhance the multimodal infrastructure in the region. Such projects could include transit projects, projects that expand or improve bicycle and pedestrian infrastructure, projects designed to increase the use of transportation alternatives (including ridesharing) and projects to reduce emissions and fuel use associated with hauling, transferring and distributing freight.

### **Section 9. Project Schedule, Project Milestones, Description of Major Tasks and Project Management**

Provide a detailed schedule for completion of the proposed project. Identify and describe project milestones, and describe the major tasks and activities that must be done for the project to be successfully completed. Include a description of how the project will be managed and tracked so that it can be quickly and efficiently implemented while avoiding major complications or delays.

Include enough detail in your proposal to explain the local government management plan for the project, and how the MPO/TPO plans to track project progress. Also, include a description of the project sponsor's recent experience in successfully implementing CMAQ projects. This description should include the project or projects that were implemented and sufficient detail to demonstrate the project was successfully completed on time and within budget. These details should include the project schedule and any delays associated with the project, as well as how the project budget was managed and whether the project was completed without cost overruns.

Project proposals that do not contain project milestones, descriptions of major tasks and project management plans are unlikely to be funded.