



Regional Enterprise Tower
425 Sixth Avenue, Suite 2500
Pittsburgh, PA 15219-1852
Telephone: 412.391.5590
Fax: 412.391.9160
Email: comments@spcregion.org
www.spcregion.org

Information Forum

Transportation Improvement Program (TIP) Update and CMAQ Program Development and Management

**Southwestern Pennsylvania Commission
with
Sustainable Pittsburgh**

**September 19, 2011 – 9:30 a.m.–Noon
Regional Enterprise Tower – 31st Floor**

Agenda

- | | | |
|----|--|-------------------|
| 1. | Welcome/Introductions/Opening Remarks | 9:30 a.m. |
| 2. | Transportation Improvement Program Update | 9:40 a.m. |
| 3. | CMAQ Program Development and Management | 9:45 a.m. |
| 4. | Break | 10:45 a.m. |
| 5. | CMAQ Program Management | 11:00 a.m. |
| 6. | Wrap Up | 11:50 a.m. |
| 7. | Adjourn | Noon |
-

CMAQ: Application Checklist

Project ID

Project Name**: _____ MPMS# (if known): _____

This is an interactive application form. Please fill it out completely and review your entries carefully. After completing the form, save it to your computer, and include it with your application package submission as described in the Application Instructions.

The fields marked with a double asterisk () are required.**

Application Checklist**: A complete CMAQ candidate project application package will consist of several components as noted below. Applicants must use and submit this checklist to help ensure that all required components are included in the application package submission. Special care must be taken to ensure that all required components are included at the time of submission. SPC staff will review applications submitted by the October 3, 2011 deadline. Applicants will be notified if their applications are incomplete, and will be given one week to submit missing information.

Check if Included:	Application Contents / Attachments:	Requirement Description:	Notes (if any):
	Application Checklist form** . Completed 'Application Checklist' form that demonstrates that all required contents / attachments have been included in the CMAQ Candidate Project Application Package submission.	Required for all projects	
	Project Abstract form** . Completed 'Project Abstract' form that provides a concise summary of the project.	Required for all projects	
	Candidate Project Description form** . Completed 'Candidate Project Description' form that provides key information regarding the project.	Required for all projects	
	Project Budget and Schedule form** . Completed 'Project Budget and Schedule' form that provides key information regarding the project budget and schedule.	Required for all projects	
	Project Type form(s), as needed** . One or more completed Project Type forms as appropriate for the candidate project type (see Table 1 of the Application Instructions).	Required as applicable	
	Commuter Bicycle/Pedestrian Improvements form.	If applicable	
	Transportation Demand Management form.	If applicable	
	Traffic Flow Improvements form.	If applicable	
	Diesel Retrofits form.	If applicable	
	Park-and-Ride Facility Improvements form.	If applicable	
	Transit Improvements/Programs form.	If applicable	
	Other Projects form.	If applicable	
	Additional Information form(s), as needed . Include as many 'Additional Information' forms as needed to fully describe the project.	As needed	
	Supporting information, as needed . Include all applicable supporting information files as needed, including maps, drawings, photographs, reports, etc.	As needed	

Checklist Completed By: _____ Date: _____

2013-2016 TIP – CMAQ Project Rating Scorecard

	Factors	Weight	Score 0=N/A 1=low 2=med 3=high	Weighted Score (weight x score)	Best Possible Score**
<u>Project Priority Category</u>					
1.	Diesel Retrofits*	10			30
2.	Traffic Flow Improvements*	10			30
3.	Transportation Demand Management*	10			30
4.	Commuter Bicycle/Pedestrian Improvements*	10			30
<u>Ancillary Selection Factors</u>					
1.	Consistency with 2040 Long Range Plan Vision and Policies that Impact Air Quality	10			30
2.	Congestion Management Process (CMP) Corridor Rating	10			30
3.	Deliverability / Project Readiness	10			30
4.	Raise Public Awareness of Transportation Demand Management Options	7			21
5.	Grouped Projects	5			15
6.	Safety Improvements	7			21
7.	Sustainable Development Benefits	5			15
8.	Projects that bring Non-Traditional Funding to TIP	5			15
9.	Non-Federal Funding Share	5			15
10.	Air Quality Nonattainment Status in Project Area	5			15
<i>Best Possible Score**</i>					237

SPC August 2011

* These project categories are regional priorities. A Project Priority category is specified by the applicant on the Candidate Project Description form. Projects in these categories are eligible to receive up to an additional 30 points depending on the strength of the application. Each project can receive points for only one Project Priority Type.

** Best possible score is 207 points for a "High" score on each of the 10 Ancillary Selection Factors plus up to 30 additional points if project scores "High" for one of the Project Priority Categories.

Congestion Mitigation Air Quality (CMAQ) Program
How to Get Your Project Started
Required Project Development Steps for FHWA Funded Projects

Introduction

The Southwestern Pennsylvania Commission (SPC) has developed this document to assist local project sponsors prepare a project to utilize CMAQ funding administered through the Federal Highway Administration (FHWA). The steps outlined below which are part of the PennDOT project development process, are not necessarily in chronological order with many that may begin concurrently. Every step may not be required depending on the type of project. Sponsors should consider the need for each milestone on a project-by-project basis. If you would like a more detailed overview of PennDOT's process, please refer to PennDOT Publication 535, PennDOT Local Project Processes: A Guide to Getting Started on a Local Project with PennDOT, October 2007 at <ftp://ftp.dot.state.pa.us/public/PubsForms/Publications/PUB%20535.pdf>.

Scheduling Tips

From the time a CMAQ application is submitted until funding is available on the TIP typically requires more than six months to complete; it could be longer or shorter depending on project specifics. Careful attention should be given to getting the Reimbursement Agreement with PennDOT in place as soon as possible. This milestone is often overlooked which causes the project to be delayed until the necessary agreement is signed. With the use of CMAQ funding, PennDOT will need to assure the sponsors compliance with all federal requirements. Lack of compliance could result in the sponsor's loss of funding.

Questions

Should you have any further questions, SPC is available to assist and answer questions. Please contact:

Dan Bernazzoli
 Southwestern Pennsylvania Commission
 425 Sixth Avenue, Suite 2500
 Pittsburgh, PA 15219
 voice: 412-391-5590
 email: dbern@spcregion.org

Project Development Steps

RESPONSIBLE PARTY	MILESTONE STEPS
Phase 1 – Pre-TIP Activity	
The steps in this section should be complete prior to funding award..	
Sponsor	Establish Scope of Work, Schedule & Cost Estimate (For all phases.)
Sponsor	Identify match level
Sponsor	Determine source for matching funds (Commitment letter from source required)
Sponsor	Apply for CMAQ Funding

RESPONSIBLE PARTY	MILESTONE STEPS
SPC/PennDOT	If project is selected for TIP: Assign Multi-Modal Project Management System (MPMS) number.
SPC/PennDOT	Project added to the Transportation Improvement Program (TIP). A PennDOT Project Manager will be assigned to assist sponsor.
Phase 2 – TIP Activity These steps should begin at least six months before the year in which your funding is programmed. Repeat Phase 2 Steps for multi-year projects, or for each project phase (such as: Design, Right-of-Way, Construction) depending on the scope and funding awards for the project.	
SPC	Send a CMAQ funding award notification letter with instructions (which include glossary of terms, standard reimbursement agreement example, milestone steps, quarterly report, PennDOT Project Manager) to Sponsor that CMAQ project is on TIP
Sponsor	Begin providing quarterly reports on project's progress to SPC and PennDOT.
Sponsor	Reconfirm or account for local match
PennDOT	PennDOT prepares reimbursement agreement
Sponsor/PennDOT	Sign a reimbursement agreement (sponsor signs first, then it goes to PennDOT) Note: any expenditure incurred prior to the execution of the reimbursement agreement and the federal authorization of funds (Form D-4232) is not reimbursable. A reimbursement agreement may need a resolution by the local sponsor.
PennDOT/Sponsor	Project information entered into Engineering and Construction Management System (ECMS) -- (PennDOT access only- and only for construction phase- locally sponsored design agreements are not processed through ECMS.)
Sponsor	Reconfirm project schedule and update estimates
PennDOT	Obligate Federal Funding – Written federal authorization in the form of an approved Form D-4232 (Request for Authorization of Federal Funds), must be secured for the first funded phase prior to starting work
Sponsor	Develop Request for Proposals / Accept Proposals (if needed)
Sponsor	Begin Consultant or Vendor Selection Process (if needed) <ul style="list-style-type: none"> • Municipal sponsors may need an ordinance or resolution to select a consultant • Project sponsors must follow PennDOT consultant selection guidelines to be eligible for federal funding reimbursement or the use of any donation credit. (PennDOT Publication 93, Feb 2011)
Sponsor	If a consultant selection process is not required, then contract work may begin anytime after the Form D-4232 is approved and the PennDOT Reimbursement Agreement is in place

RESPONSIBLE PARTY	MILESTONE STEPS
Sponsor	Enter into Contract Agreement with the Consultant or Vendor (if needed) <ul style="list-style-type: none"> • Negotiate Scope of Work • Gain approvals from Municipality, PennDOT (ie: District Executive, Central Office etc.), and/or Funding Administrator • Allow time for Municipal approvals as required (ie: council meetings, etc.)
Sponsor	Consultant or Vendor receives Notice to Proceed (if needed)
Sponsor/PennDOT	Conduct start-up meeting
Sponsor	Continuous monitoring and progress reporting (provided quarterly to SPC and PennDOT) Invoicing of incurred costs should be submitted on a timely basis-at least monthly for a project using CMAQ for a construction phase.

DRAFT



CMAQ Program Development / TIP Update

Information Forum

September 19, 2011 – 9:30 a.m. to 12:00 noon

31st Floor – Regional Enterprise Tower

Meeting Evaluation

Overall, today's meeting was: ___ Very Good ___ Good ___ Average ___ Fair ___ Poor

The best thing about today's meeting was: _____

The worst thing about today's meeting was: _____

Do you feel that you were able to participate effectively? ___ Yes ___ No

Why or Why Not? _____

How would you improve today's meeting? _____

Were the meeting materials and presentations easy to understand? ___ Yes ___ No

If not, what could be improved? _____

Please use the back of this page for additional comments or suggestions.

Thank You!

Place completed Meeting Evaluation Forms in the "Comments" box at the meeting registration table.

Or fax or mail completed forms to:

Fax: 412-391-9160

Southwestern Pennsylvania Commission

Attn: CMAQ Program

425 6th Avenue, Suite 2500

Pittsburgh, PA 15219-1852