

Wisconsin Department of Transportation

2018-2022 Local Program Guidelines

Congestion Mitigation and Air Quality Improvement Program (CMAQ)

Updated April 2017

Purpose and Description

Beginning with the federal Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 through the most recent law, Fixing America's Surface Transportation Act or "FAST Act, signed on December 4, 2015, the Wisconsin Department of Transportation (WisDOT) receives federal funds to administer a variety of improvement programs, including CMAQ. WisDOT administers CMAQ on behalf of the Federal Highway Administration (FHWA) in order to fund transportation-related projects that improve air quality and reduce congestion in air quality non-attainment and maintenance areas.

Pursuant to the FAST Act, transportation projects that fall into one of the following three broad categories are eligible for CMAQ funding:

1. Projects that reduce the number of vehicle trips and/or vehicle miles traveled (VMT);
2. Projects that reduce emissions related to traffic congestion; and/or
3. Projects that reduce the per mile rate of vehicle emissions through improved vehicle and fuel technologies.

Current CMAQ Program Funding

With respect to the 2018 – 2022 cycle, FHWA has clarified that CMAQ funding must be utilized only in Wisconsin counties that are current or historic nonattainment or maintenance areas. WisDOT is programming the 2018-2022 award cycle with this assumption and that the Wisconsin Legislature will continue to fund the CMAQ Program at the previous state budget level of approximately \$10.7 million annually.

For this five year cycle, **WisDOT is programming projects primarily for state fiscal years (SFYs) 2021 and 2022, although the Department may consider requests for funding in an earlier fiscal year on a case-by-case basis.** Once awards are made, there will be the opportunity to work with WisDOT's Local Programs and Finance (LPF) Section, the Regional Planning Commissions (RPC), and the regions to balance and/or move existing and new projects within the cycle's five year period to maximize the opportunity to advance higher priority projects and to allow designs to begin earlier where possible. The Department makes multi-year programming commitments to ensure that projects are able to utilize federal funding immediately as it becomes available and to reflect the necessary timeline for selection and approval of projects.

Though WisDOT assumes that annual CMAQ fund levels will remain roughly consistent and assumes that the objectives, funding and scope will continue in current form it is always possible state or federal legislation may require changes during the funding period covered by this application solicitation.

PROGRAM ELIGIBILITY

CMAQ Local Sponsor Eligibility

Local entities with the taxing authority to guarantee the availability of local match funds are eligible project sponsors. Counties, local units of governments, transit operators, state agencies, and Indian Tribes are eligible for CMAQ funding.

Eligible projects must take place and produce results in current or historical Wisconsin air quality nonattainment and maintenance areas in the following counties: Door, Kenosha, Kewaunee, Manitowoc, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington and Waukesha.

The Environmental Protection Agency (EPA) defines nonattainment areas as “areas of the country where air pollution levels persistently exceed the national ambient air quality standards. . . .”¹ Wisconsin has nonattainment and maintenance counties for ozone (O₃) and fine particulate matter (PM_{2.5}), two criteria pollutants by which nonattainment areas are defined and measured.²

CMAQ Project Eligibility

The FAST Act predominately maintained previous CMAQ project eligibility criteria. Please note that CMAQ-eligible projects must include all three of the following elements:

- 1) Transportation Identity: a project must have a reasonable connection to surface transportation;
- 2) Emissions Reduction; and
- 3) Location in, or benefit to, a nonattainment or maintenance area.

Funds may be used for a transportation project or program that is likely to contribute to the attainment or maintenance of a national ambient air quality standard, with a high level of effectiveness in reducing air pollution, and that is included in the metropolitan planning organization’s (MPO’s) current transportation plan and transportation improvement program (TIP) or the current state transportation improvement program (STIP) in areas without an MPO

FAST Act continues legislation that calls for PM 2.5 (fine particulate matter) nonattainment and maintenance areas to use a portion of CMAQ funds for projects that reduce PM 2.5 in such areas. PM 2.5 counties in Wisconsin include Milwaukee, Racine and Waukesha. Projects that reduce or

¹ Source: <http://www.epa.gov/oar/oaqps/greenbk/>.

² Source: <http://www.epa.gov/oaqps001/greenbk/ancl.html>.

mitigate PM 2.5 include but are not limited to diesel retrofit, new CNG buses, and corridor-based traffic signalization.

- FAST Act continues the priority consideration of cost-effective projects that result in the greatest emissions reductions for the least cost; and
- Prioritizes, but does not mandate, the selection of diesel retrofit projects and electric and natural gas infrastructure projects.

However, FAST did modify certain CMAQ priorities and project eligibility guidelines:

- The FAST Act added eligibility for verified technologies for non-road vehicles and non-road engines that are used in port-related freight operations.
- The Act also, specifically, makes eligible the installation of vehicle-to-infrastructure communications equipment.
- The FAST Act continues eligibility for electric vehicle and natural gas vehicle infrastructure and adds a priority for infrastructure located on the corridors designated under 23 U.S.C. 151 which are electric vehicle charging and hydrogen, propane, and natural gas fueling corridors.

The FAST Act adds the new exemption from PM2.5 set-aside for States with low population density

- The PM2.5 set-aside will not apply to a nonattainment or maintenance area in a State with low population density (80 or fewer persons per square mile of land area) if—
 - ✓ the PM2.5 nonattainment or maintenance area does not have projects that are part of the emissions analysis of a metropolitan transportation plan or TIP; and
 - ✓ regional motor vehicle emissions are an insignificant contributor to the air quality problem for the PM2.5 nonattainment or maintenance area.

Important MAP-21 and WisDOT guideline continuations to remember:

- Streetscaping projects such as street furniture, decorative lighting, etc., and reconstruction of existing bicycle and pedestrian facilities are not eligible CMAQ projects.
- Stand-alone sidewalk projects are eligible but tend not to receive approval.
- If bicycle facility projects are constructed in conjunction with road related work, e.g., bicycle lanes, **only** the bike related work, but not the road work, is eligible for CMAQ funding.
- WisDOT requires inclusion of WisDOT's Management Consultant and staff delivery oversight costs in total project costs.

WisDOT highly recommends that sponsors review FHWA CMAQ guidance prior to submitting any funding application(s) to WisDOT. Guidance is available from WisDOT Region staff or the following FHWA websites:

- [FHWA Congestion Mitigation and Air Quality Program](#)
- [FAST Act CMAQ Fact Sheet](#)
- [Revised Interim Guidance on CMAQ Operating Assistance under MAP-21](#)

All Terrain Vehicle, Snowmobile and Equestrian Use

Eligible CMAQ projects focus on daily transportation uses rather than purely recreational ones. Therefore, WisDOT may require sponsors to maintain CMAQ-funded trails by snowplowing them in the winter. This is often the case if year-round bicycle and pedestrian use seems particularly warranted, such as when a bicycle path is used for commuting.

WisDOT considers fee-based trails discouraging to potential trail users for daily transportation purposes. FHWA has determined that trail fees are permissible only if all fees are used to maintain the trail facility – if a fee is considered, contact the WisDOT Region to let them know this preference.

Right of Way (ROW)

If a project crosses or is within or parallel to the ROW for a state or federal highway, WisDOT Region staff must review the project. The local sponsor must obtain any necessary permits and determine applicable federal and state standards.

Historical, Natural and Archeological Resources

Common sources of project delay include the presence of protected historical, natural resource or archeological resources, contaminated soils. Please direct questions regarding these issues to the WisDOT Regional or Statewide contacts listed at the end of this document.

State and Federal Requirements

CMAQ project sponsors must comply with all applicable state and federal regulations for each phase of a project. The sponsor is ultimately responsible for ensuring staff capacity to satisfy all project requirements.

FHWA and WisDOT require local units of government to become certified to deliver Local Let Contracts (LLCs). Project sponsors with approved CMAQ applications for infrastructure projects agree to participate in certification training as a condition of receiving project funding. WisDOT offers certification training workshops to successful applicants after announcement of approved CMAQ projects. Sponsors are notified by WisDOT regarding the time and location of the trainings. Certification training may be available on-line in the future, and WisDOT will notify sponsors of any other updates to the process. Further information about [certification training](#) is available online.

Other notable state & federal requirements include:

- The sponsor must guarantee that the project will be maintained for its useful life;
- The proposed project must provide a strong public benefit;

- The project must make the state responsible for protecting the public interest investment; inherent in the use of federal funds for the useful life of the project;
- The project has a six year sunset;
- A public agency must have primary control of funded projects, or a contractual relationship must exist between the public agency and a private partner, and private ownership or operation must be cost-effective;
- CMAQ funding cannot be used to fund an obligation imposed upon the private sector; pursuant to the Clean Air Act or any other federal law;
- CMAQ funding is not a permanent source for [administrative and operating costs](#). Based upon current guidance regarding federal operating assistance, WisDOT generally limits funding for new public transit services to three years, or 36 calendar months.
- WisDOT can only reimburse sponsors and cannot reimburse funds directly to private organizations or individuals; and
- State agencies applying for projects on state-owned land must coordinate with the Department of Administration (DOA) in project management and as co-sponsors of the Project Agreement.

CMAQ Application Guidelines

CMAQ is a multi-year program. In this program cycle, a sponsor may propose projects for fiscal years 2018 – 2022. For example, a sponsor may propose a project that involves a design stage in FY 2019, and construction in 2022.

WisDOT Region staff determines which projects to program each year based upon evaluation of project progress from previous award cycles. WisDOT is soliciting projects in calendar year 2017 for State Fiscal Years (SFY) 2018-2022. However, because projects approved in previous award cycles are already programmed for SFYs 2018, 2019 and 2020 WisDOT will primarily allocate new federal funding to projects starting in SFY 2021 (begins July 1, 2020) and later. ***Sponsors with projects that do not fit within these time frames should work within their region to determine if an earlier fiscal year schedule may be accommodated or they should consider not applying for funds.*** WisDOT anticipates recommending CMAQ projects to the U.S. Department of Transportation in late fall of 2017 and making formal announcements in spring of 2018.

Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP)

Approved CMAQ projects that will benefit and/or take place within a metropolitan planning area must be included in the appropriate TIP prior to project funding. Please consult the table below for additional information.

Location of Approved Project (County or Counties)	Action Needed
Kenosha, Racine, Milwaukee, Waukesha,	Include project in TIP prepared by

Ozaukee, Walworth, Washington	Southeastern Wisconsin Regional Planning Commission (SEWRPC)
Sheboygan Metropolitan Planning Area	Include project in TIP prepared by Bay-Lake Regional Planning Commission (BLRPC)
Outside of metropolitan planning areas: Door, Kewaunee, Manitowoc, rural portions of Sheboygan	Include project in STIP

Application Form and Instructions

CMAQ applications, guidelines & instructions are available on the [WisDOT CMAQ](http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/cmaq.aspx) website at: <http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/cmaq.aspx>. The CMAQ application is accompanied by instructions that discuss additional information that sponsors must submit prior to consideration for funding.

Sponsors must email completed application(s) and attachments to the appropriate WisDOT Region email address. WisDOT contact information is provided at the end of this document.

Applications are available on April 7, 2017 and are due on June 19, 2017.

Application Project Costs Guidelines

Sponsors must include the estimated total project cost and clearly identify the proposed sources of funding needed to achieve the expected emissions benefits outlined in the corresponding project application. Sponsors must also identify the funding necessary to complete the below-listed phases of project implementation in accordance with Federal aid requirements:

- Preliminary design;
- Compliance with the National Environmental Policy Act;
- Final design;
- Real estate;
- Utilities; and
- Construction.

CMAQ applications for individual phases of work will not be considered without clear identification and commitment of funding necessary to complete the entire project.

1. Minimum Project Funding Amounts

Minimum project funding amounts apply to state and locally let CMAQ projects. Funding limitations ensure efficient utilization of local and state administrative resources and promote projects with significant impacts.

- **Construction projects must have a total projected expense of \$200,000 or more, including design, real estate acquisition and construction engineering work.**

- **Non-construction projects must have a total projected expense of \$50,000 or more.** This applies to all non-construction projects including equipment acquisition, public information/education, marketing, demand management, etc. WisDOT Region and MPO staff will only consider exceptions to this restriction before applications are submitted. Similar to construction costs, equipment and materials acquisition are allowable but the expenses will only be reimbursed after they have been installed or used for the project.

2. Project Costs and Timeline Recommendations

You must attach a detailed breakdown of project costs in Microsoft Excel. This detailed breakdown must clarify assumptions made in creating the budget such that a third party reviewer would be able to substantiate the assumptions. Sponsors should consult with appropriate WisDOT Region staff to determine if commitments to previously approved projects permit project scheduling as proposed in the Sponsor's application.

Sponsors should submit a separate application and budget for each project or stand-alone project segment, such as a bike trail section that could function as a separate facility. The CMAQ selection committee does not generally consider partial funding of proposed projects for PE, ROW or Construction.

Emission Reduction Estimations

The CMAQ program improves air quality in Wisconsin's non-attainment and maintenance areas for ozone (O₃) and fine particulate matter (PM_{2.5}). Evaluating agencies—including WisDOT, affected MPOs, and Wisconsin Department of Natural Resources (DNR)—estimate CMAQ project emission reductions and report estimates to FHWA. Each application should demonstrate how proposed projects would result in **new and sustainable reductions** in transportation emissions, although applicants are not responsible for producing actual emissions reduction calculations. However, applicants must cooperate with WisDOT to provide all information necessary for evaluating agencies to accurately calculate potential emissions reductions. Project sponsors must respond to CMAQ selection committee requests for emissions reduction information, and the committee may request such information before and/or after project approval. Sponsors and private partners are also required to monitor and report on project implementation and effectiveness.

APPLICATION TIPS

Sponsors should verify the following information prior to application submission:

- Project eligibility;
- Sufficient community and political support for the project;
- Access to the required 20% local sponsor funding match;

- All collaborating agencies and organizations agree to project scope, local match shares, roles and responsibilities;
- Availability of an accurate cost estimate, calculated with help from accounting staff or consultant. **Local sponsors are responsible for cost overruns**, so it is important that project sponsor consider special situations such as railroad crossings, lack of right of way or presence of historical artifacts, which could add to project costs;
- Any bicycle or pedestrian project cost estimates take into account ADA standards and the *Wisconsin Bicycle Facility Design Handbook*;
- Consistency between the amounts requested within the application and the estimated amounts with the budget, and
- Correct contact information.

PROJECT APPLICATION REVIEW PROCESS AND SCHEDULE

Application Review Process

Local sponsors accept and review project applications from all departments or private organizations within their jurisdiction. Sponsors are then responsible for prioritizing all submitted project proposals. Each sponsor incorporates the project(s) into the necessary budget process in order to ensure availability of matching funds. Sponsors submit applications to the appropriate WisDOT Region office. Then after a brief period of review, the region forwards all projects in an urbanized area, to appropriate MPO staff. Please consult the WisDOT Region and MPO contact information that is provided at the end of these guidelines.

WisDOT Region staff can also provide technical assistance to sponsors. In addition, WisDOT Region and Local Programs and Finance (LPF) staff review applications for eligibility and can provide some technical assistance. The ability of WisDOT staff to provide technical assistance increases when sponsors submit applications early.

WisDOT LPF staff prepares a comprehensive list of eligible project applications, which the CMAQ project selection committee reviews and ranks. The CMAQ selection committee consists of MPOs, WisDOT and DNR staff, as well as representatives from FHWA, FTA and EPA. The committee ranks projects based on guidelines provided by WisDOT staff, the quality of responses to the major application questions, and the priorities provided by MPOs.

WisDOT encourages communities to look at a full range of eligible CMAQ activities when designing emission reduction projects. Cost-effectiveness is taken into account during evaluation of all proposals, and WisDOT also gives priority to applications that demonstrate one or more of the following factors:

- Produces a high level of vehicle emissions reduction for a project of its type;
- Shows significant potential to reduce vehicle trips and/or vehicle miles traveled (VMT);
- Produces sustainable, long-term reduction in traffic congestion and/or vehicle emissions;

- Implements a strategy that is incorporated into a MPO Congestion Management Process;
- Promotes technology-based improvements in vehicle and/or fuel emissions;
- Stimulates inter-jurisdictional/inter-organizational coordination and cooperation that is otherwise unlikely;
- Improves connections between travel modes and/or the efficiency of the transportation system;
- Involves collaboration of the public and private sectors to improve air quality and mobility;
- Expands scope, convenience, and/or level of service of a public transportation system, or reinstates a canceled route not previously funded by the CMAQ program;
- Implements a comprehensive, well-planned overall trip reduction strategy;
- Is innovative, and has the potential for widespread implementation;
- Implements local and regional transportation planning goals;
- If the project is an alternative fuel dispenser, it will be located close to a freeway or other concentrated source of potential users, and will be open to the public;
- Will have high levels of utilitarian (non-recreational) trips (bicycle and pedestrian facilities);
- If the project involves traffic control, it is a comprehensive effort of corridor, area, or system-wide scope. In general, stand-alone signals or roundabouts at individual intersections will not be funded.

WisDOT and the affected MPOs consult with DNR, FHWA, and EPA to determine which CMAQ application projects meet federal criteria based on application information alone. Selection committee agencies evaluate the suitability and priority of submitted applications as described above and with reference to the following factors:

- Is resource allocation timely, meeting Clean Air Act Amendment (CAAA) deadlines?
- Are emissions benefits realistic and sustainable?
- Is other funding committed to implement the project on schedule if the total project costs exceed the amount of available CMAQ funds?
- Does the project provide the most emissions reductions per dollar invested?
- Is the project consistent with the goals of the MPO transportation plan?

As part of the effort to have a balanced program of projects, the percentage of funds committed to one particular category of projects may play a factor in project selection.

The selection committee provides a list of recommended projects to the WisDOT Secretary. If the Secretary approves the recommended CMAQ projects, the State notifies sponsors of approval.

Schedule for CMAQ Project Approval

Program	Applications Due	Review Committee Meets	Approved Awards Announced
CMAQ	June 19, 2017	April through November 2017	Spring 2018

Project Issues and Post-Approval Process

Once project awards are announced, WisDOT sends local sponsors a project agreement, called a State-Municipal Agreement (SMA), for signature from an authorized sponsor representative. WisDOT Region staff will notify sponsors when to proceed with each phase of a project, because each project phase must be authorized for charges by FHWA before costs are reimbursable.

Sponsors pay for costs as incurred and seek reimbursement through the WisDOT Region Management Consultant. Included in the project cost are WisDOT activity costs for delivery and oversight. Oversight and delivery costs are split 80% federal and 20% local.

Any locally-funded design work must meet all applicable federal and state requirements and standards. Locally funded designs must pay the entire cost of state staff and management consultant oversight.

The sponsor is responsible for completing the entire project in accordance with federal and state laws and regulations. If a project is sponsored on behalf of a private organization, the public sponsor retains ultimate responsibility for the project. However, the public sponsor will enter into a legal agreement with the private organization to ensure that the private party complies with all applicable requirements and provides the necessary local match funding.

Once the project sponsor's budget is approved in the appropriate TIP and/or STIP, the sponsor must enter into a project agreement with the appropriate WisDOT Region office. The Region then initiates paperwork authorizing the project for federal charges. Sponsors are responsible for all project costs incurred prior to notification that federal project authorization has occurred. **Receipt of the Governor's letter announcing the project award does not carry with it the authority to begin work on the project. Sponsors must not begin work on each phase of the project until receipt of notification from the WisDOT Region office that this work can begin. The sponsor will not receive any reimbursement for expenses incurred before receipt of this necessary notification from the Region.**

The WisDOT [Sponsor's Guide to Non-Traditional Transportation Project Implementation](#) provides important information about the CMAQ project development process and requirements. Copies of the Sponsor's Guide are available online at, or available from WisDOT Region and Statewide Office contacts provided at the end of these guidelines. ***Transit projects must comply with FTA requirements that may differ from FHWA requirements. Sponsors must review the Sponsor's Guide carefully prior to project implementation.***

Sponsors must develop approved projects in compliance with federal and state laws and regulations. Applicable regulations include but are not limited to:

- Qualifications Based Selection (QBS) process for design and engineering services;
- Federal and state real estate acquisition requirements;

- State and national environmental regulations;
- Disadvantaged Business Enterprise (DBE) participation goals;
- Competitive bidding of construction work, including federal Davis-Bacon wage rates where applicable or state wage rates and use of American-made materials;
- Bicycle and pedestrian facilities must comply with the applicable requirements of the Americans with Disabilities Act (ADA) and ADA Accessibility Guidelines;
- Intelligent Transportation Systems (ITS) projects must demonstrate consistency with the regional ITS architecture.

WisDOT Region staff can provide advice and technical help in meeting the above-listed requirements. Environmental review beyond an identification of likely air quality impacts is not required prior to application submission.

Sponsors must design and develop CMAQ projects in accordance with industry technical standards. The sponsor must also apply WisDOT technical standards when applicable. If specific, applicable WisDOT standards do not exist, sponsors should follow industry standards. For example, projects involving alternative fuels must be designed in accordance with National Fire Prevention Association (NFPA) standards and all applicable local codes and regulations. Bicycle projects are designed in accordance with a current version of the *Wisconsin Bicycle Facility Design Handbook*, which is available at: <http://wisconsindot.gov/Documents/projects/multimodal/bike/facility.pdf>.

WisDOT urges sponsors to review the *Sponsor's Guide to Non-Traditional Transportation Project Implementation*, become familiar with all relevant technical standards, and conduct a site visit prior to developing project budgets and timelines. Allow ample time for state and federal review of environmental documents, plans, specifications, construction estimates, etc. **All costs exceeding approved State/Federal amounts are the responsibility of the Local Sponsor.**

Each approved CMAQ project will involve one or more of the following project phases, each with unique requirements and processes:

Preliminary Engineering and Design

Because CMAQ projects are let for competitive bid, local sponsors must develop a plan to ensure proper construction of the project. Local governments may use their own staff or staff from other government units, including planning staff, provided the staff is qualified to perform the necessary work. If a sponsor does not have adequate and qualified staff to prepare the Plans, Specifications and Estimates (PS&E), the sponsor may hire a qualified private consultant firm that is familiar with all applicable state and federal laws, regulations and procedures. For example, a sponsor should hire an engineer to work on the project design and construction of bicycle amenities, and an architect could consult on historic rehabilitation. The same consultant firm is often responsible for both the design and the construction engineering phase of a project.

Sponsors must follow federal Qualifications Based Selection (QBS) procedures for hiring a private consultant. Sponsors may not simply hire a local firm or a firm that has routinely performed work for the local sponsor. WisDOT Region staff is available to answer questions about applicable federal and state requirements.

Real Estate

Federal and state real estate requirements may complicate CMAQ projects. As such, real estate project costs under \$100,000 must be entirely locally funded. Compliance requirements are less complicated if the local sponsor owns the land for the proposed project. Sponsors should consult with the Local Public Agency (LPA) coordinator in the appropriate WisDOT Region to ensure federal compliance with all requirements of the real estate acquisition process, including the Uniform Act.

Railroad Crossing

If a project crosses an active rail line, Sponsors must complete a separate project application involving the railroad's tracks and right-of-way (ROW). The railroad company or its contractors will conduct necessary work. The WisDOT Region Railroad Coordinator will coordinate projects involving railroad facilities. The appropriate WisDOT Region Office can provide contact information.

FINANCIAL PROCEDURES FOR APPROVED PROJECTS

Matching Requirements

CMAQ is a REIMBURSEMENT program, not a grant program. The project sponsor initially finances the entire project through their local budget process. WisDOT reimburses up to 80% of the project cost after the sponsor submits invoices for project expenses. **The sponsor is responsible for all project costs beyond the approved federal government funding share.** Local match funds may come from local funding sources and private contributions. Sponsors may also use non-transportation related federal government funds to provide the requisite local match. Sponsors may provide funds beyond the required match, but this usually does not affect funding decisions.

Public-Private Partnerships (PPPs): CMAQ funds may be used to establish public-private partnerships. Private entities may apply for funding through an eligible public sponsor. Collaborating with private entities may help communities raise the minimum 20% match that is required for CMAQ projects.

Most projects will be Locally Let to the lowest cost qualified bidder. Consult the appropriate WisDOT Region office for details on bid-letting procedures and requirements such as advertising, Disadvantaged Business Enterprise (DBE) goals, federal and state wage rate requirements and awarding the bid. If the project is in federal highway right-of-way, local sponsors must follow Davis-Bacon wage rate requirements requiring sponsors to pay prevailing union wage rates for labor. For projects where Davis-Bacon wage rates do not apply, state "white sheet" rates still require payment of the prevailing

union wage rates in parts of the state where the project is located. ***Sponsors should consider the cost impact of these requirements on their project when developing project cost estimates.***

WisDOT may administer a local project as state let under some circumstances. For example, it may be more efficient to administer a CMAQ project as state let when installing a local bicycle or pedestrian facility in conjunction with a larger state highway project. For complex projects or projects with a cost estimate of \$1,000,000 or more, a state let may be required. It is possible to use voluntary labor or donated materials if appropriate guidelines are followed and preapproval is received from WisDOT.

If WisDOT carries out the local project as a state let, the local sponsors will be charged accordingly. **Certain state review and administration costs are incorporated into approved project budgets after project review and determination of appropriate add-on amounts.** It is not possible to assign an accurate cost prior to project review because design and administration costs vary with project complexity. As a general rule, state review constitutes a higher percentage of low cost projects because many review costs are fixed. The cost of local project administration must be 100% locally funded. Local project administration includes project agreement review, attending project meetings, and other administrative work.

WisDOT expects sponsors to keep accurate records and reports, such as payroll documents and material specifications pertaining to construction activities, in the event of an audit.

Project Changes

Sponsors must contact WisDOT Region staff and/or the appropriate Municipal Consultant if a project cannot be implemented as outlined in an original application. CMAQ funding is both limited and competitive, so communities with project change requests may have to re-compete for funds for the newly requested work scope. Contact WisDOT DTIM office staff for details.

Funding Reimbursement and Project Completion

Sponsors should periodically submit reimbursement requests to the appropriate WisDOT Region office, along with supporting documents, for payment of the federal share of the project. Most sponsors submit invoices on a quarterly basis. The state then submits bills to the federal government for the reimbursement of money paid to the sponsor. WisDOT ensures consistency with FHWA procedures by adhering to a reimbursement process that requires the sponsor to pay the full amount of the contractor's interim billing as the project progresses.

Private sector grantees must receive reimbursement through a collaborating public sponsor. More information regarding the reimbursement process is available in *The Sponsor's Guide to Non-Traditional Transportation Project Implementation*. Public transit projects are transferred to the Federal Transit Administration (FTA) and are administered by WisDOT as part of the annual Transit Capital and Operating Assistance Grant.

WisDOT will make the final reimbursement payment on a project only after a field certification verifies that all CMAQ-funded work was completed in accordance with project requirements. Design firms may provide construction oversight only if there is a responsible local official in charge who can certify that the project was completed according to plan.

Timeline for Project Completion and Maintenance

Sponsors of 2018-2022 CMAQ projects must complete projects and submit a project completion within six years, according to the timeline that will be memorialized in State-Municipal Agreements. WisDOT DTIM will grant extensions only for extenuating circumstances on a case-by-case basis. Project sponsors must submit a written extension request that provides a specific revised timeline for project completion and indicates the reason that an extension is necessary. Sponsors of CMAQ construction projects should also note the FHWA requirement that project construction begin no more than ten years after the project is authorized for receipt of federal funding.

Sponsors are required to maintain a project for its useful life. Failure to do so, or the sale of a property prior to the end of the project's useful life, requires partial repayment of federal funds or execution of legal guarantees that protect the projects' public benefit.

Resources

Sponsors are responsible for review and knowledge of the following reference materials:

- WisDOT Sponsor's Guide to Non-Traditional Transportation Project Implementation: <http://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/aid/sponsors.pdf>;
- The Americans with Disabilities Act (ADA) Standards for Transportation Facilities: <http://www.access-board.gov/ada-aba/ada-standards-dot.cfm>;
- US Code, Title 23 – Highways: <http://www.fhwa.dot.gov/legsregs/title23.pdf>;
- US Department of the Interior Standards for Rehabilitation: <http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>;
- WisDOT Facilities Development Manual (FDM): <http://roadwaystandards.dot.wi.gov/standards/fdm/index.htm>;
- Wisconsin Bicycle Facility Design Handbook: <http://wisconsindot.gov/Documents/projects/multimodal/bike/facility.pdf> Bicycle-pedestrian projects must be consistent with the WisDOT's Bicycle Facilities Handbook.

Sponsors should note the various limitations on building separated paths adjacent to urban and suburban roadways.

WisDOT Region staff can also provide technical assistance and documentation with respect to the above-listed reference materials.

WisDOT Contact Information

If you have questions about the CMAQ program and the application guidelines, please consult the appropriate contact listed below.

WisDOT Statewide Program Contact (LPF)

WisDOT Region	Contact	Phone	Email
Central Office	Tanya Iverson	(608) 266-2574	tanya2.iversons@dot.wi.gov

WisDOT Region Contact List

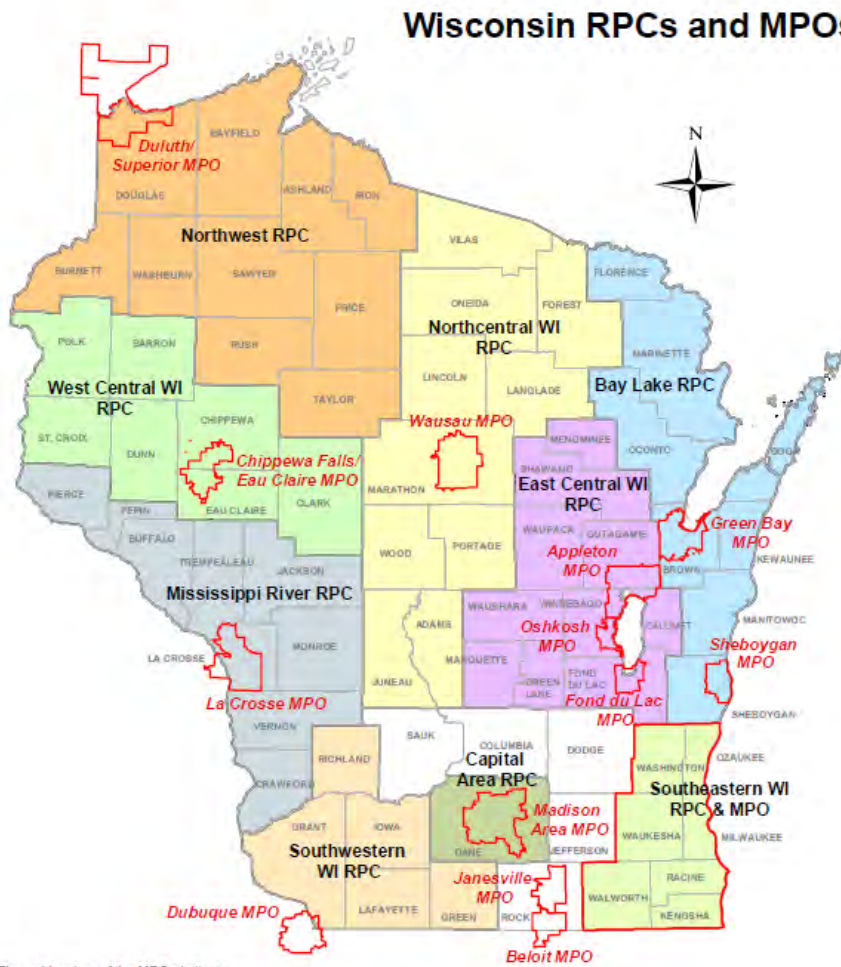
WisDOT Region	Contact	Phone	Email
SE Region	Bob Schmidt	(262) 548-8789	robert1.schmidt@dot.wi.gov
NE Region	Sandy Carpenter	(920) 492-5681	sandra.carpenter@dot.wi.gov

Metropolitan Planning Organization (MPO) Contact List

MPO Name	Contact	Phone	Email
Bay-Lake RPC	Jeff Agee-Aguayo	(920) 448-2820	jagee@baylakerpc.org
SEWRPC	Chris Hiebert Or Ryan Hoel	(262) 953-3227 (262) 953-4285	chiebert@sewrpc.org Rhoel@sewrpc.org

Determine if a proposed CMAQ project is in an MPO area by visiting this website:

<http://wisconsin.gov/Documents/doing-bus/local-gov/plning-orgs/map.pdf>



*The red borders of the MPOs indicate approved planning area boundaries.

*Columbia, Dodge, Jefferson, Rock, and Sauk Counties are not members of and are not served by any RPC.