**FUNDING APPLICATION**

**Instructions**

**INTRODUCTION**

The Central Lane Metropolitan Planning Organization (CLMPO) is soliciting project proposals for use of federal funding for transportation projects. The MPO receives funding through several federal funding programs including

* Surface Transportation Block Grant (**STBG**),
* Transportation Alternatives (**TA**),
* Congestion Mitigation and Air Quality Improvement (**CMAQ**),
* Carbon Reduction (**CR**), and
* Highway Infrastructure Program (**HIP**).

These funds are programmed at the MPO’s discretion through a single comprehensive competitive project selection process. The programming typically corresponds with the development of a new four-year Transportation Improvement Program (TIP). Successful applicants are awarded funding based on the merits of their project as it relates to the priority funding objectives agreed upon by the Metropolitan Policy Committee (MPC) prior to each project solicitation cycle. Proposal applications are processed by MPO staff, reviewed and discussed by the Transportation Technical Advisory Sub-Committee (TASC), recommended for funding by the Transportation Planning Committee (TPC) and ultimately approved for programming by MPC. The specific funding program(s) used for each award is determined through discussions between TASC and the project sponsor and depends largely on the eligibility criteria of the programs.

The MPO Policy Board has approved a process and framework for allocating these discretionary funds. Central to this process are the priority funding objectives, consisting of a subset of the 28 objectives identified in the MPO’s current long-range 2045 Regional Transportation Plan (RTP).

**ELIGIBLE PROJECTS**

Projects eligible for funding must be within the CLMPO boundary, be included in or consistent with the [Regional Transportation Plan](https://www.lcog.org/564/Regional-Transportation-Planning) (RTP)[[1]](#footnote-1), and meet the general requirements for federal aid projects as outlined in [Title 23, U.S.C.[[2]](#footnote-2)](https://www.fhwa.dot.gov/map21/docs/title23usc.pdf) 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.”

FHWA Fact Sheet (2022) for STBG:

<https://www.fhwa.dot.gov/bipartisan-infrastructure-law/docs/surface_transportation_block_grant.pdf>.

**TA Funds -** TA (a.k.a. TAP) 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.

FHWA Fact Sheet (2022) for TA:

<https://www.fhwa.dot.gov/bipartisan-infrastructure-law/docs/transportation_alternatives.pdf>.

**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 [PM10] 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:

ODOT CMAQ Guidelines (2021): <https://www.oregon.gov/odot/LocalGov/Documents/CMAQ%20Guidelines.pdf>

FHWA Fact Sheet for CMAQ (2022):

<https://www.fhwa.dot.gov/bipartisan-infrastructure-law/docs/cmaq.pdf>

FHWA CMAQ Guidance (2013): <https://www.fhwa.dot.gov/environment/air_quality/cmaq/policy_and_guidance/2013_guidance/cmaq2013.pdf>

If the project is awarded 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.

Note: Only parts of the MPO that are within the Eugene- Springfield air quality non-attainment area are eligible for CMAQ funding (this excludes City of Coburg) unless the project would primarily benefit the Eugene-Springfield non-attainment area.

**HIP Funds** – Highway Infrastructure Program (HIP) funds may be used for construction of highways (a.k.a. Federal-aid system roads), bridges and tunnels. They may also be used for elimination of hazards and installation of protective devices at railway-highway crossings. Projects on roads classified as local or rural minor collector are ineligible under most circumstances. Planning activities are not eligible for HIP funds.

**CRP Funds** – Carbon Reduction Program (CRP) is new with the enactment of the Infrastructure Investment and Jobs Act (IIJA a.k.a. Bipartisan Infrastructure Law (BIL)). The program provides funds for projects designed to reduce transportation emissions, defined as carbon dioxide (CO2) emissions from on-road highway sources (§ 11403; 23 U.S.C. 175). See the CRP Fact Sheet for examples of eligible projects.

FHWA Fact Sheet for CRP (2022):

<https://www.fhwa.dot.gov/bipartisan-infrastructure-law/docs/crp_fact_sheet.pdf>

**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)](https://www.oregon.gov/ODOT/Engineering/Documents_RoadwayEng/HDM_L-Bike-Ped-Guide.pdf)*[[3]](#footnote-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 Program (SFLP), the project must not exceed $1,000,000.

**Matching Funds**

All federal funds awarded to projects through this application process require a local (non-federal) 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.

**APPLICATION GUIDELINES AND STEP-BY-STEP INSTRUCTIONS**

In general, responses should be concise and clear. Avoid jargon and uncommon abbreviations where possible and spell out acronyms when first used. Remember that these materials will be made available to the public.

**Section 1: Applicant Information**

Provide the required information. Contact should be someone able to answer questions regarding the submitted application and the project in general.

**Section 2: Project Information**

Enter all applicable information. The project title may not exceed 60 characters. There is prescriptive guidance developed by a statewide committee for how projects must be named and for crafting acceptable project descriptions for inclusion in the Statewide Transportation Improvement Program (STIP). Follow [this link](https://www.oregon.gov/odot/STIP/Documents/%28S%29TIP%20Project%20Naming%20%26%20Description%20Convention.pdf)[[4]](#footnote-4) for that guidance. If the name and/or description do not conform to the convention, MPO staff will rename and/or change the description to allow for the project to be included in the STIP.

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)](https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/HB2017/Enrolled)[[5]](#footnote-5). 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 enhance pedestrian safety” or “reduce congestion and improve air quality” or “to increase reliability of transit service.”

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

ODOT's TransGIS website (<https://gis.odot.state.or.us/TransGIS-4/>) 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 layer category on the left-side menu. Select the “Federal Aid Eligible Road Network” checkbox and click “Submit.” Select the Identify Map Features tool on the right side of the map window, it is represented by a  symbol. 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\_TYP”.

Some volume and crash data are also available on TransGIS under the Traffic Data and Safety layer categories. Volumes and crash data are not required. If you choose to include this information (from TransGIS or another source), please also include the year that the data was collected or current.

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

If the project already exists in the TIP, provide the 5-digit numerical STIP Key Number assigned to the project. This is applicable only if the current request is for funding to supplement an existing, already funded project phase. If the current request will stand-alone separate from an existing TIP project, do not enter a key number here. A new STIP key number will be assigned.

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 layer category. If the project is in multiple districts, mark the boxes for all appropriate districts.

For the Project Description refer again to the [STIP Project Naming and Description Conventions](https://www.oregon.gov/odot/STIP/Documents/%28S%29TIP%20Project%20Naming%20%26%20Description%20Convention.pdf) document. This is the description that will be published in the programming documents reviewed by state and federal agencies and conformity to the STIP conventions is necessary. There will be another opportunity to provide a less-constrained description of the project in the separate Project Summary Form, which is intended to be a more publicly consumable and accessible one-page reflection of the full application.

**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.

To confirm whether the project in within CLMPO boundaries, open [TransGIS](https://gis.odot.state.or.us/TransGIS-4/), select the Boundaries layer category, select Metropolitan Planning Area and click Submit. Find your project’s location in the map window and compare it against the CLMPO boundary highlighted in blue (labeled as Eugene/Springfield in TransGIS). These discretionary funds cannot be spent on projects outside the MPO’s boundaries.

Enter the corresponding RTP project number if the project is included in the most recent [Regional Transportation Plan](https://www.lcog.org/564/Regional-Transportation-Planning)[[6]](#footnote-6). If the project is not included in the RTP, confirm that the project is consistent with the objectives of the RTP (see Chapter 2). This is a federal requirement.

If the project is in an adopted state or local plan that might help it to stand out among other candidate projects identify the plan and where the project can be found within it. No attachments or long descriptions are required here.

Sufficient Funding – projects cannot be included in the fiscally constrained TIP that are not fully funded. Funding will not be awarded for engineering or right of way acquisition in the hopes that the subsequent construction will be funded later.

**Section 4: Project Budget and Funding Request Summary**

Filling this section out completely is one way to demonstrate the applicant’s preparedness and may reflect better on the proposal than otherwise, however the only information in section 4 that is absolutely required for the application to be accepted for review is the “Total request of federal funds” (do not include match dollars in this figure.) The other fields provide information that is helpful to MPO committees as they strategically review and discuss the body of applications. For that reason, estimates for phase obligation years are better than leaving those fields blank. If awarded, MPO staff will work with the applicant agency to finalize all details in this section prior to programming in the TIP and STIP.

Enter the total project cost and the amounts and sources of funding for the project that are being requested and that have been committed. List the requested amounts by project phase in year of expenditure dollars to correct for inflation (a good default might be 2.4 percent annually, but if you have better estimates, please use those). For capital purchases use the “Other” phase. Federal fiscal year (FFY) begins October 1 and ends September 30 (so that November 15, 2024, for example, is in FFY 2025.)

Federal share is limited to 89.73% of total project cost.

Do not include any federal funds in the “Federal Funds Requested” column that are not part of the current funding request. For example, if the application is to request additional funds for a construction phase of an existing project that is utilizing previously awarded STBG funds, those previously awarded STBG funds would be included in the “Additional Committed Funding” column and described in the spaces provided below. Any non-federal funds committed to the project in excess of the required 10.27% federal match (often referred to as “overmatch”) would also be entered in the “Additional Committed Funding” row and described in the spaces below.

Projects that are funded with CMAQ will be required by ODOT to provide a detailed cost estimate. This will be needed once MPC has approved the project for funding but is not required as part of this application submittal.

**Section 5: Description of Project Benefits**

The Metropolitan Policy Committee (MPC) has identified a subset of the 28 objectives in the 2045 RTP as primary considerations for funding of projects. These primary objectives for funding are listed in this section. Choose up to three of the listed primary objectives and describe how your proposal supports them.

A space is provided to describe any additional benefits of the proposed project. A complete list of CLMPO’s adopted objectives may be found in Chapter 2 of the [Regional Transportation Plan](https://www.lcog.org/564/Regional-Transportation-Planning). Any benefits not captured in the 28 objectives may also be included. This box is not required, however, the project must demonstrate consistency with the RTP (a federal requirement) and if that has not been clearly demonstrated in the previous box, it must be demonstrated here.

**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 Oregon MPOs. The performance measures and the appropriate targets are described in the [FHWA Performance Management Areas, Measures, and Targets for Oregon ODOT](https://www.oregon.gov/ODOT/PerformMang/Documents/FHWA%20Performance%20Management%20Area%20Targets.pdf)[[7]](#footnote-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](https://www.transit.dot.gov/PerformanceManagement)[[8]](#footnote-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 like much of CLMPO, hot-spot analyses are required for projects of air quality concern only. Project types that are exempt from air quality conformity (and therefor do not require hot-spot analysis) are listed in [40 CFR Sec. 93.126](https://www.govinfo.gov/content/pkg/CFR-2019-title40-vol22/xml/CFR-2019-title40-vol22-part93.xml#seqnum93.126)[[9]](#footnote-9) under the categories Safety, Mass Transit, Air Quality, and Other.

Generally, projects are exempt if they do not add capacity to the system, 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 exempt.

If a project is not exempt, it may still be funded, but will require a hot-spot analysis (coordinated through ODOT) 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 to understand the project from this one-sheet summary. The project description should adequately explain the purpose and scope of the project. Provide the year that the project will be constructed, purchased, or otherwise completed (or an estimate). Leave the project number blank. Some of the project details may not be applicable to your project or may not be known and they may be left blank, but where information is available it is appreciated. Make sure the summary sheet does not exceed one page.

Estimated Project Cost – enter the estimated Total Project Cost (federal funds plus match plus any other committed funds) and the Federal Funds Requested (federal dollars only, do not include match).

**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). If submitting digitally, the application and project summary sheet should be submitted in a readily editable format such as Word.

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

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

Completed applications must be received at Lane Council of Governments either digitally or physically, no later than 5:00pm on Friday, July 1, 2022 to be considered for this round of funding. Upon receipt, a confirmation email will be sent to the contact provided on the application form.

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

1. <https://www.lcog.org/564/Regional-Transportation-Planning> [↑](#footnote-ref-1)
2. <https://www.fhwa.dot.gov/map21/docs/title23usc.pdf> [↑](#footnote-ref-2)
3. <https://www.oregon.gov/ODOT/Engineering/Documents_RoadwayEng/HDM_L-Bike-Ped-Guide.pdf> [↑](#footnote-ref-3)
4. STIP Project Naming and Description Conventions (2021): <https://www.oregon.gov/odot/STIP/Documents/%28S%29TIP%20Project%20Naming%20%26%20Description%20Convention.pdf> [↑](#footnote-ref-4)
5. Oregon HB 2017 <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/HB2017/Enrolled> [↑](#footnote-ref-5)
6. 2045 RTP <https://www.lcog.org/564/Regional-Transportation-Planning> [↑](#footnote-ref-6)
7. <https://www.oregon.gov/ODOT/PerformMang/Documents/FHWA%20Performance%20Management%20Area%20Targets.pdf> [↑](#footnote-ref-7)
8. TERM Scale <https://www.transit.dot.gov/PerformanceManagement> [↑](#footnote-ref-8)
9. Exempt projects [https://www.govinfo.gov/content/pkg/CFR-2019-title40-vol22/xml/CFR-2019-title40-vol22-part93.xml#seqnum93.126](https://www.govinfo.gov/content/pkg/CFR-2019-title40-vol22/xml/CFR-2019-title40-vol22-part93.xml%23seqnum93.126) [↑](#footnote-ref-9)