

## FREQUENTLY ASKED QUESTIONS

### TRANSPORTATION PROGRAMMING & FEDERAL FUND PROJECT APPLICATIONS

September 2, 2009

1. **Comment:** For the Paving, Bicycle, Pedestrian, and ITS applications, there is not an option for an applicant to request federal funds for the design or right of way phases, why is that?

**Response:** For projects that are funded with federal funds, the normal federal required project development process takes between 2 – 3 years, unless it's a procurement project. For this programming cycle per each application, there is only one year available to program federal funds; prior years have been fully programmed. Therefore, the final phase of the project, the construction phase can be programmed with federal funds to meet the goals of obligating federal funds on time.

If an applicant would like to request design funds for the available year for programming, please contact Eileen Yazzie at [eyazzie@mag.maricopa.gov](mailto:eyazzie@mag.maricopa.gov). If requesting design funds for the year available to be programmed, please know that and applicant can not request federal funds for a construction phase in the same year, as it takes 2 – 3 years for the project development process. As well, if federal funds are used for design, the project has to move forward with construction to federal standards.

**Please note, all work associated with a federal fund project has to be completed to federal standards and requirements even if portions of the work, like design and right of way is funded with local funds, while construction is funded with federal funds. Design, right of way, utility, and construction will be done through the federal process and meet federal requirement.**

2. **Comment:** The RTP requires a 70% federal/30% local match for Bicycle, Pedestrian, and ITS projects programmed through the competitive process. Will local expenditures for design and right of way go towards that 30% local match?

**Response:** Yes, local expenditures for design and right of way can be used toward the 30% local match. For local expenditures related to design and right of way to be counted toward the 30% local match, these work phases will be programmed in an approved MAG Transportation Improvement Program (TIP). For obligation purposes of federal funds, there still has to be a minimum of 94.3%-federal funds/5.7% local funds. Please complete all sections of the application; the information provided will allow MAG staff to make calculations that a project will be programmed to meet the RTP and federal policies. Please see the example below; the Total Project Costs show the final 70% Federal and 30% Local funds contributed to the project.

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Example of Project Costs and Analysis for 70/30 RTP Policy	Local Cost	Federal Cost	Total Cost	% Local Share	Does this meet Federal Requirements?
Design	\$ 200,000	\$ -	\$ 200,000	100%	Not applicable
Right of Way	\$ 300,000	\$ -	\$ 300,000	100%	Not applicable
Construction & Utilities	\$ 100,000	\$ 1,400,000	\$ 1,500,000	6.7%	Yes
Total Project Costs	\$ 600,000	\$ 1,400,000	\$ 2,000,000	30.0%	Not applicable

3. **Comment:** What defines a segment?

**Response:** Each project will include one or more segments of a roadway, alley, shoulder, path, sidewalk, etc. to be improved. A segment is defined as either:

- a. A length of roadway, alley, shoulder, path, sidewalk, etc. to be improved with a fixed starting and ending limit that has a relatively uniform cross section or
- b. Discontinuous shoulder, path, sidewalk, etc improvements along a continuous length of roadway with a fixed starting and ending limit that has a relatively uniform cross section.

4. **Comment:** Should we use 1 application for 2 segments, or do 2 applications?

**Response:** This depends on the overall intent of the project and it is up to the agency to make that decision. Here are examples of projects for 1 application and multiple segments:

- a. Paving 20 miles of dirt alleys; 1 application including 5 segments. The main factor to decide to use one application and include 5 segments is that all of the alleys all have relatively uniform cross section.
- b. Bicycle lane improvements for 2 miles; 1 application including 3 segments. The main factor to decide to use one application and include 3 segments is that the location of all segments ran along the same roadway (ex: Van Buren), have the same relative uniform cross section, but were not continuous. The roadway as it currently stands has discontinuous bicycle lanes

Here are examples of projects that used 2 applications:

- a. Two applications were submitted for two pave unpaved road projects that were not on the same roadway and were miles apart. Both projects were contained in the agency's paving plan, but due to location, costs of each project, and cross sections, two applications were submitted.
- b. Two applications were submitted for two different ITS projects. One was related to fiber improvements in a roadway and one was for procuring video equipment. The projects were not related and two applications were submitted by the agency.

3. **Comment:** Will each segment in an application be counted as a separate application?

**Response:** No. The PM-10 Paving Dirt Road, Bicycle, and Pedestrian applications were created to be flexible for the variety of project scopes MAG member agencies can submit. The Application allows a group/number of 'segments' to be submitted as one project and it allows one segment to be a project. If the project has more than one segment, there are different tabs in the excel worksheet application to handle the information about these segments.

4. **Comment:** Can I submit a project if it is out of the non-attainment area?

**Response:** This application process is for use of federal Congestion Mitigation and Air Quality (CMAQ) funds. By federal law, the use of CMAQ funds have to fall within the nonattainment boundaries. If a member agency submits an application that is not in the boundary, MAG staff will verify its eligibility status for use of federal funds and contact the agency. The application will not move forward in the process per federal eligibility if it is not eligible for federal CMAQ funds.

5. **Comment:** What are Open Working Groups and do I need to attend?

**Response:** Open Working Groups were established by MAG to allow for applicants to work on their applications with MAG staff, work with other applicants, answer other questions about the applications or required information, review the information in applications, provide feedback, answer eligibility questions, etc. These are not formal workshops or meetings and no presentations will be given. MAG staff will be

present at each one to help out member agencies. Member agencies can come and leave anytime during the Open Working Group.

There are two Open Working Groups scheduled: August 27, 2009, 1:00 – 3:30 p.m. in the Cholla Room, and September 10, 2009, 8:30 – 11:00 a.m. in the Cholla Room.

6. **Comment:** Who is the jurisdiction's manager/administrator or designated representative?

**Response:** A jurisdiction's manager/administrator is the City/Town/Agency Manager. A designated representative of a jurisdiction is an employed staff person of the jurisdiction designated by the chief administrator to sign MAG funding request documents on behalf of that jurisdiction. This is outlined in the Draft MAG Federal Fund Programming Principles and can be found in the Transportation Programming Guidebook on the MAG website <http://www.mag.maricopa.gov/project.cms?item=413>.

7. **Comment:** Why are 25 copies of a bicycle and pedestrian application required?

**Response:** Each application and committee review process is different. Per the review process developed by the Pedestrian Working Group and the Regional Bicycle Task Force, members will receive the full application for those turned in. And the printing of these applications are required by the applicant submitting.

8. **Comment:** Do all 25 copies for the bicycle and pedestrian applications have to be individually signed by the Manager/Administrator?

**Response:** Each application submitted requires 2 applications that are signed. Original signatures on 25 applications are not required, but 25 copies of the signed application are.

9. **Comment:** Can I turn in the application prior to the due date for a review for completeness?

**Response:** Yes. MAG will still issue a receipt for the application. In addition, there are 2 Open Working Groups scheduled for help or review with the project applications (please see #4)

10. **Comment:** How will I know my application is complete?

**Response:** Upon receiving the application, MAG staff will review submitted applications for required information. MAG staff will complete an application receipt indicating the date and time it was received, and if the application was complete or incomplete. If the application is incomplete, the application receipt will note the incomplete fields. The sponsoring agency will have two working days to complete the incomplete fields. The due date and time to submit incomplete field information will be noted on the application receipt.

In addition, each application contains an optional application check list on the signature page. This is included to aid the applicant to cross check the application fields that they are complete prior to turning in the application.

11. **Comment:** Can member agencies submit requests for funding for clean air campaigns besides those involving street-sweepers?

**Response:** The workshop generally addressed the competitive process used to program projects for Congestion Mitigation Air Quality (CMAQ) in the MAG Transportation Improvement Program (TIP). Projects programmed through this process generally include bicycle projects, pedestrian projects, Arterial Intelligent Transportation Projects (ITS), and specific air quality projects such as PM-10 paving projects.

Certain projects fall outside the competitive process and were not specifically addressed in the workshop. These include federal funded projects:

- that use federal funding categories outside the direct programming control of MAG , or
- that are programmed on a life-cycle (20-year) basis as identified in the Regional Transportation Plan, or
- that are programmed through the MAG Unified Planning Work Program (UPWP).

Member agencies may still seek funding through the UPWP for design assistance, clean air campaign and other projects. They may also, of course, seek federal funding through other agencies such as ADOT, as appropriate. Transportation control measures such as rideshare programs are included in the current TIP.

12. **Comment:** Will everything that gets submitted be ranked, regardless of technical merit? For example, if the committee asks for clarification on a certain point, receives it, and deems it inadequate, would the submission still be ranked?

**Response:** Only applications that are completed, signed and delivered to the MAG offices by 12:00 p.m. September 18, 2009 will be considered for funding.

The review for completeness will not address the quality or adequacy of the data provided. Issues such as these will be addressed by MAG technical committees in the two phase process identified in the workshop.

Unless withdrawn by its sponsor, all applications will be transmitted to the Transportation Review Committee (TRC), along with a record of the technical committee's deliberations and a ranking for the project.

13. **Comment:** Will we still get deadline notifications in the mail?

**Response:** The Transportation Guidebook does not supplement the normal notification of due dates and process that occurs via the MAG Committee process. The Transportation Guidebook is used for an overall guide for different schedules.

14. **Comment:** What does MAG consider to be an "older certified street sweeper"?

**Response:** According to the federal CMAQ guidance, proposed CMAQ projects must have an emissions reduction benefit. Replacing an older certified street sweeper with a new certified sweeper is eligible if the older sweeper can not be used because of additional maintenance and repair requirements. Previously, MAG has estimated the expected life of a certified street sweeper to be eight years. Proposed projects requesting replacement of an older certified street sweeper should complete Question #10 and #14 on the PM-10 Certified Street Sweeper Application.

15. **Comment:** Are any of these sweepers on the state procurement list?

**Response:** Yes. The Arizona Department of Transportation Procurement Group has a state contract in place with a vendor for a sweeper that is a Certified Street Sweeper under South Coast Air Quality Management District Rule-1186.

16. **Comment:** How much funding is available?

**Response:** Available federal funds to be programmed through the MAG competitive selection process for inclusion in the 2011 - 2015 MAG TIP are:

- PM-10 Certified Street Sweepers in FY 2010- \$1,310,000, federal CMAQ funds

- PM-10 Pave Unpaved Road projects in FY 2013 - \$4,513,000, federal CMAQ funds
- Intelligent Transportation System (ITS) projects in FY 2014 - \$6,887,000, federal CMAQ funds
- Bicycle and Pedestrian projects in FY 2014 - \$8,737,000, federal CMAQ funds

17. **Comment:** Will each segment in an application be counted as a separate application?

**Response:** No. The PM-10 Paving Dirt Road, Bicycle, and Pedestrian applications were created to be flexible for the variety of project scopes MAG member agencies can submit. The Application allows a group/number of 'segments' to be submitted as one project and it allows one segment to be a project. If the project has more than one segment, there are different tabs in the excel worksheet application to handle the information about these segments.

18. **Comment:** May the funding be used to cover drainage costs in the PM-10 Paving Applications? Is development and design cost covered?

**Response:** The application process for PM-10 paving of unpaved roads concerns requests for CMAQ funding to fund right-of-way and construction phases of projects to be included in the TIP. The design phase of a project is expected to be funded from local or private sources.

CMAQ funding may be used to fund costs to address drainage improvements provided that the drainage improvements are integral to the completion of the project and are relatively minor. Drainage improvements that do not meet these two requirements may be included in the project, but must be funded from local or private sources allocated to the project above those used to comply with local matching requirements for federal funds.

19. **Comment:** If the right-of-way for a road is wider than the paved portion of the road (i.e. the rest is unpaved), can we include pavement for the access points on that road in our application?

**Response:** The paving of access points is effective in reducing PM-10 and may be included for CMAQ funding as part of a pave dirt road application.

20. **Comment:** Some of the items in the application are hard to know until the design stage of a project. How should we handle that? For example, regarding the cost of utilities?

**Response:** The questions in Parts B of some of the applications are asking for an overview of the current environmental, utility, and right of way situation as it relates to the project. The intention of these questions, are for the applicant to have a basic understanding of these project components rather than a detailed cost estimate. It is important to include and understand these three project components: environmental, right of way, and utilities when putting forth a project for federal funds as they factor greatly into the project schedule and budget. MAG staff recognizes that more detailed information is required through the federal approval process.