1. **Eligibility Requirements**
* Project sponsors must be eligible to be direct recipients of federal CMAQ funds. These include local governments, governmental agencies, and non-profits. Private, for-profit companies (e.g., contractors, suppliers, or consultants) are not eligible as sponsors/direct recipients of CMAQ funds.
* All scopes of work must adhere to the federal CMAQ Interim Program Guidance under MAP-21 (2013). A link to these guidelines can be found at: <http://www.fhwa.dot.gov/ENVIRonment/air_quality/cmaq/policy_and_guidance/2013_guidance/index.cfm>
* Applications must be for new projects or activities which implement TDM strategies that reduce single occupant vehicle (SOV) travel and ultimately improve regional air quality and/or reduce traffic congestion. Applicants must demonstrate how their project/program will have a direct impact reducing SOV travel. If a proposed project is an expansion of a previous project, the applicant must demonstrate how the proposal is distinctly different (i.e., targeted geographic area, population, etc).
* There are two main project categories; infrastructure and non-infrastructure. $2,080,000 is allocated to the TDM Pool over a two-year period, with $800,000 targeted to small infrastructure projects and $1,280,000 to all other projects. These targets are subject to change depending on the types of applications received. Infrastructure and non-infrastructure projects will be scored and ranked separately from one another.
* **Infrastructure multimodal supportive project types:**
	+ Bikeshare – bikes, stations
	+ Bicycle parking – mobile bike parking, bicycle racks, secure bicycle parking, sheltered parking
		- Bicycle parking projects shall be within ¼ mile of transit (Transit is defined as a transit station or park-n-ride facility).
	+ Carshare – carshare capital purchases (vehicles) are eligible (per FHWA Buy America approval)
		- Sponsors must show that the newly requested vehicles serve distinctly new locations and members.
		- All vehicle purchases need to have the Buy America waiver secured prior to procurement. (Note: FHWA accepts Buy America waivers applications on a quarterly basis and prefers alternatively-fueled vehicles.)
	+ Wayfinding and Signage
* **Non-Infrastructure project types:**
	+ Public Education, Marketing and Outreach promoting or expanding use of TDM measures
		- Marketing-related projects are mandated to utilize a direct working relationship link to the Way to Go campaign. *(Note: Way to Go staff has drafted a comprehensive list of options and ways to collaborate on TDM marketing efforts, and will work one-on-one with each applicant.)*
	+ Innovative Projects *(Note: See Section 16 of CMAQ Guidance)*
	+ Transit Fare Programs - reduced or free transit fare programs (subsidies) are eligible and must adhere to federal guidance:
		- Must be targeted for use during the ozone monitoring season and are intended to be primarily associated with the peaks of the ozone season (high-ozone days). (The “ozone monitoring season” has been designated by EPA to be March 1 through September 30).
		- Transit fare subsidies must be associated with a program to provide alerts to participants of predicted “high-ozone days.” Applicants should demonstrate how they intend to promote the use of reduced fares or passes in association with the RAQC’s “ozone action alerts.”
		- Should be for a limited (short-term) duration for any person (multiple years for individuals does not meet the intent).
		- Must target SOV-using individuals and should be linked to or partnered with a comprehensive area-wide air quality program.
	+ New TMOs
		- Start-up funding assistance for a new Transportation Management Organization (TMO) cannot exceed two years. A minimum 20 percent of matching funds are required the first year, and 50 percent match in the second year. Additionally, the application must show a commitment of 100% locally derived funds to support the operation of the TMO for a third year.
		- Any new TMO seeking funds to start operations must capture a new market not currently served by other TMOs.
		- Sponsor must show it is an eligible agency (e.g., 501(c)(3), etc.)

***Limited and ineligible project types***

* + Projects that would have been eligible as stand-alone TIP projects are ineligible—

(e.g., requesting $100,000 or more of federal funds to construct a sidewalk or multi-use path*.*) Minor bicycle and pedestrian travelway infrastructure projects will be considered if they are not eligible for TIP funds (e.g., less than $100,000 TIP minimum project request.)

* + Direct cash payment incentive programs are ineligible.
	+ Stand-alone studies and plans are ineligible. This does not apply to minor studies within larger projects.
	+ Funding provided to local government sponsors should not replace existing local funding for staff.
	+ Applicants should not request funding for projects or services that are currently performed by other agencies or government entities.
	+ Existing TMAs/TMOs participating in the Regional TDM Program may not submit project elements that duplicate activities outlined in the Regional TDM Program Master Agreement. Activities should be unique to those conducted as part of the TDM Regional Program.
	+ Bikeshare and carshare memberships/subsides are not eligible per FHWA interpretation of CMAQ Guidance. Subject to change if FHWA changes/updates this interpretation (determinations made December 2014 and March 2015, respectively).
	+ Stand-alone projects that do not have a direct impact on SOV reduction are not eligible (for example, curb cuts or bus pads as stand-alone projects, do not have a direct impact on reducing SOV travel).
1. **Funding Requirements**
* Applicants may request funding for up to two years for federal Fiscal Years (FY) 2016 and 2017.
	+ Federal FY 2016 is from October 2015 to September 2016
	+ Federal FY 2017 is from October 2016 to September 2017.
	+ Minimum project request – must be for no less than **$80,000** of federal funds, which can be allocated over two years. This minimum reduces the administrative burden of managing numerous small projects.
	+ Maximum individual project request is **$300,000** over two years.
* A local match of at least 17.21% of the total project cost is required (federal TDM Pool = 82.79%). It may be a cash or an approved in-kind match contribution; however a cash match is encouraged. Applicants proposing a 100% cash match will be awarded additional scoring points. CDOT does not track overmatch (cash or in-kind). If a sponsor wants to overmatch the project on their own, they may do so, but without point incentives.
1. **Application process**
* Interested applicants will be required to attend a half day of application training sponsored by DRCOG and CDOT.
* Applicants must provide reasonable information and estimates regarding project **attributes** that will impact the amount of VMT reduced due to the project, for example:
	+ For Infrastructure Projects: e.g., (as applicable to the type of project) number of new bike/carshare members, average number of trips per day, number of new bicyclists/transit users as a result of secure bike parking, etc.
	+ For Non-Infrastructure Projects: e.g., (as applicable to the type of project) number of new businesses or individuals participating in program, current level of transit service in program area, number of new transit trips or new car/van pool trips, etc.

Applicants may calculate detailed predictions of VMT reduction, if they so choose, but are not required to do so. The application instructions will provide specific details on what type of information is required.

* Non-local government sponsors **must** include documentation of support from the applicable local government(s) where the project is located.
* Sponsors of projects involving installation of infrastructure or construction must consider, prior to applying, federal right-of-way rules and procedures when estimating costs, schedule, and funding requests.
* If there are any questions at all about eligibility, please send DRCOG staff your question so that we may address the question with FHWA.
1. **Project Evaluation and Selection process**
* Establish Project Review Panel to assist with scoring and evaluating projects. Participants may include:
	+ DRCOG Divisions: Transportation Planning and Operations; Communications and Marketing (Way to Go); and Regional Planning and Operations
	+ CDOT
	+ EPA Region 8
	+ Colorado Air Pollution Control Division
	+ FHWA
	+ RTD, if they did not submit an application
	+ RAQC, if they did not submit an application
	+ Transportation Management Association/Organization, if they did not submit an application
	+ Other neutral TDM subject matter experts
1. Each member of the Panel will review the applications and assign points to the criteria based on information contained in the project application forms.
2. The Panel will convene to discuss the applications and reach consensus on the final criteria points and total score for each project.
3. The Panel will recommend a list of projects to be funded by the Regional TDM Pool.
4. The list will then be taken through DRCOG committees for review and final approval by the Board.
5. **Award Conditions**
* Each organization awarded funds will sign an IGA and enter into a contract with the Colorado Department of Transportation (CDOT) to complete their projects. CDOT serves as the steward of these federal funds.
* Projects must be completed within two years from the contract start date.
* Awardees are required to allocate 5-10 percent of their budget to surveys and/or tracking mechanisms to determine project results and benefits. Final project evaluations (reported results) will be due to DRCOG and CDOT upon project completion. Awardees have up to two months after the contract end date to complete and submit the project evaluations.
* Reported results must clearly articulate the estimated trips and VMT reduced due to the project. Final reimbursements are contingent upon receiving final project results.
* Additionally, CDOT requires status reports and reimbursement requests to be submitted no more than monthly but no less than quarterly throughout the duration of the project.

**Resource:** CMAQ Guidance 2013 <http://www.fhwa.dot.gov/ENVIRonment/air_quality/cmaq/policy_and_guidance/2013_guidance/index.cfm>