

May 1, 2019

**Congestion Mitigation Air Quality (CMAQ)**  
**2019 - Call for Projects**

Dear Potential Applicant:

The New Hampshire Department of Transportation (NHDOT) is starting a new competitive selection round for projects under the federally funded Congestion Mitigation Air Quality (CMAQ) program.

CMAQ is currently authorized under the new FAST-ACT (Fixing America's Surface Transportation System Act). The amount of funding available for this round of CMAQ is \$13,500,000 (Fed) with the project sponsor contributing a minimum of 20% match. The overall purpose of CMAQ is to improve air quality by reducing the amount of vehicular emissions. The following guidelines have been created by the Department for this round of CMAQ selection.

Funding Limitations:

- Maximum project limit is \$1,500,000 (total dollars) – (\$1,200,000 federal)
- Project will require at least a 20% match provided by the applicant

Note: Projects can exceed the \$1,500,000 cap if other funding sources are added to the project.

Eligible Activities:

- Alternative fuel projects including participation in vehicle acquisitions, engine conversions, and refueling or charging facilities.
- Projects that improve traffic flow, including efforts to provide signal system optimization, construct HOV lanes, streamline intersections, add turning lanes, improve transportation systems management and operations, implementing ITS and other CMAQ-eligible projects, including efforts to improve incident and emergency response or improve mobility, such as through real time traffic, transit and multimodal traveler information
- Transit investments, including transit vehicle acquisitions and construction of new facilities or improvements to facilities that increase transit capacity, as well as operating assistance for new services or the incremental cost of expanded services.
- Transportation-focused (non-recreational) bicycle transportation and pedestrian improvements that provide a reduction in single-occupant vehicle travel

Application Guidelines:

The application process is broken into three distinct and mandatory steps.

1. Submission of a Letter of Interest (LOI)
2. Attendance at a mandatory pre-application informational meeting hosted by the Department
3. Submission of the CMAQ application

## **Step 1: Submission of LOI and Map**

Submit a Letter of Interest (LOI) and map if applicable to the NHDOT, Bureau of Planning & Community Assistance. This letter is mandatory if you want to submit an application for CMAQ funding under step 3. The letter must:

- Identify the municipality or organization applying for funding;
- Identify the project contact person, mailing address, phone & email;
- Provide a brief description of the potential project for which you'll be applying.
  - For Infrastructure projects - Give detailed information like State Route number or local street name to identify the location of your project, approximate project limits and give an approximate length.  
(Maps are required to help locate and define your project.)
  - For Capital Purchases give type of vehicle, basic capacity and approx. cost.
  - For operating assistance give proposed route information, ridership estimates, and a draft outline of how you demonstrate a sustainable plan for continuing service when CMAQ funds run out.
- Provide information regarding which of the eligible CMAQ activities you believe applies to your project;
- Estimate the total amount of funding necessary for the project, as well as your intended match percentage. All project applications require a minimum 20% match, but larger matches are allowed.

These letters are completely non-binding. Providing NHDOT with this information enables the department to perform a check for program eligibility. The Department will send copies of the LOI to your governing Regional Planning Commission. This will ensure that all potentially interested parties are placed in the communications loop with NHDOT & your RPC to move forward to Step 2.

Mail letters of interest (LOI) to: Tom Jameson, CMAQ Program Manager  
NHDOT Bureau of Planning & Community Assistance  
John O. Morton Building  
7 Hazen Drive, P.O. Box 483  
Concord, NH 03302-0483

**OR**

Electronic Submission: Scan and e-mail a .pdf copy of the LOI to: [tom.jameson@dot.nh.gov](mailto:tom.jameson@dot.nh.gov)  
Please put (CMAQ letter of interest) in the subject line.

**Deadline for letters of interest is Friday June 7 at 4:00pm.**

**Failure to meet the LOI submission deadline will result in the application not being accepted.**

## **Step 2: Mandatory Pre-Application Workshop (Target is June 2019)**

Within 1-2 weeks of the reception deadline for letters of interest, notification of the mandatory CMAQ informational meeting will be sent to project contacts. **Please Note: Someone who will be directly involved in the management of their project must attend one of a series of informational meeting that will be held in locations around the state. Previous LPA certification will not satisfy this eligibility requirement.** NHDOT staff will select locations in areas most convenient to the largest number of applicants.

## **Step 3 Submission of CMAQ Application (September 6, 2019)**

Any municipality or organization that has fulfilled both Step 1 and Step 2 will be eligible to submit an application. Applications will be submitted to NHDOT, Bureau of Planning & Community Assistance. Failure to submit an application by the deadline will result in the application not being accepted and considered.

If your project is selected, you must designate a full-time employee of your organization as the person in responsible charge. This person must have the authority to make financial decisions for your organization. This individual must also be LPA certified by the Department. Our next LPA Certification Training will be held on October 24, 2019. It is one full day, from 8:00 a.m. to 4:30 p.m., and there is no cost. The Department also offers a test option for re-certification. If you currently hold a valid LPA certificate, you can renew the certification by taking and passing an exam in place of attending the full day training.

If you have any questions on the CMAQ application process please feel free to call or e-mail.

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