MEMORANDUM

To: CMAQ Project Selection Committee
From: CMAP Staff
Date: October 21, 2021
Re: Changes to the CMAQ and TAP-L Status Updates

In an effort to increase project tracking of Congestion Mitigation and Air Quality (CMAQ) Improvement and locally programmed Transportation Alternatives Program (TAP-L) funded projects, and to align the program management with the active program management of the STP programs, staff plans to institute quarterly status updates. The status updates will use the same form as the STP-SF which has been attached for reference.

The new policy will be shown on the Program Management page as:

Upon inclusion of any phase of a project within an active year of the TIP, quarterly status updates detailing initial (time of application) estimated dates, current adjusted estimated dates (based on progress made since the application was submitted), and actual accomplishment dates of all project milestones, regardless of the phase(s) programmed with CMAQ or TAP-L funds, shall be submitted by one of its designated project managers through CMAP's eTIP website. These updates are required to be submitted in December, March, June, and September of every federal fiscal year. Updates submitted any day within the required month will be considered to have met the deadline. Updates submitted in any other month of the year will not be considered an official quarterly update. Submittals shall be verified by the eTIP programmer assigned to the project sponsor (typically the council planning liaison or CDOT's Coordinating Planner, Capital Programming) in consultation with IDOT District 1 or District 3 Bureau of Local Roads and Streets (BLRS) staff. Status updates may be submitted more often than required, at the selecting body’s and/or sponsor’s discretion. Status updates must be submitted even if no progress has been made since the prior update. Failure to submit required status updates may result in significant project delay or the project being deferred in the program which would move funding out of the active TIP years into MYB.

The reasons for making this change include:

1. The CMAQ program obligated $30.6 million in FFY 2021 out of $109.5 million federal apportionment for the region. For the first time in many years, FHWA’s FMIS system is showing the potential to lapse $33 million at the end of FFY 2023.
2. FHWA and IDOT will be paying more attention to the unobligated balances in the programs over the next year and the region needs to take a more active role tracking the status of projects.

3. The CMAQ and TAP-L programs are fully programmed in FFY 2022. The quarterly forms will allow staff to be nimble in adjusting the programming years for projects in an effort to accommodate cost increase requests, moving projects forward in the TIP and reinstating deferred projects. These changes in the program do require action by the Project Selection Committee (PSC).

4. More information will help to predict the funds that will be transferred to FTA for transit projects and assist IDOT in their financial planning efforts.

5. Aligning program management for CMAQ\TAP-L with the STP Shared Fund program and reduce sponsor confusion with the CMAP monitoring efforts.

Staff requests PSC approval to move the status updates from a biannual basis to a quarterly basis. With approval the quarterly requirement will go into effect starting with the December 2021 reporting deadline.

ACTION REQUESTED: Discussion and Approval
**CMAQ/TAP-L Quarterly Status Update** (projects processed through IDOT/FHWA)

### Project Information

- **Project:** [Enter project name]
- **TIP ID:** [Enter TIP ID]

### Update Information

- **Completed By:** [Enter name]
- **Date:** [Enter date]

### Project Information

- **Environmental Class of Action:** [Enter class of action]
- **Target Construction Letting:** [Enter date]
- **Current Construction Cost Estimate:** [Enter whole dollar amount]
- **Change in estimate since prior update:** [Enter + or - whole dollar amount]
- **Most Recent PPI Approval:** [Enter date]
- **Most Recent GATA Periodic Report (BoS 2832):** [Enter date]

### Milestone Information

- **Milestones** (Shaded lines required for federally-funded phases only)
- **Initial Estimated Date** (m/yyyy)
- **Updated Estimated Date** (m/yyyy)
- **Actual Date** (m/d/yyyy)
- **Attachments**
  - **R** - Required
  - **O** - Optional
- **Sponsor/Implementer Comments** (will be shaded if notes are added)
- **Notes/Instructions**

#### Pre-phase 1

- **Application for ENG1 Funds**
- **Phase 1 QBS Advertisement**
- **Phase 1 QBS Closed**
- **Consultant Selected by Local Council/Board**
- **Meeting minutes**

#### Phase 1 (Federally-funded)

- **Engineering Agreement submitted (BLR 5530)**
- **Engineering Agreement Approved (BLR 5530)**
- **Phase 1 Kick-off Meeting**
- **Initial PPI Submittal**
- **Initial PPI Approval**
- **State/Fed Coord Meeting**
- **Environmental Action Concurrency**
- **Environmental Survey Request (ESR) submitted**
- **Section 4(f) Approval**
- **Section 6(f) Approval**
- **Historic Preservation Compliance**
- **Noise**
- **Floodplain**
- **Wetland Impact Evaluation (WIE)**
- **Bio-USFWS Coordination**
- **EcoCAT submitted**
- **Special Waste**
- **PESA Requested**
- **PSI Requested**
- **Public Meeting**
- **Subsequent State/Fed Coord Meeting**
- **Project Dev. Report (BLR 19100 or 22210) Submitted**
- **Project Dev. Report (BLR 19100 or 22210) Approved**
- **Final Design Approval Received**
- **Final Invoice/Final Report (BLR 5813 or 10510)**

#### Expected Dates

- **Initial Submittal Environmental Class of Action:** [Enter date]
- **Most Recent Prior Update:** [Enter date]
- **Current Update:** [Enter date]
- **Final "Actual" Dates:** [Enter date]
- **Change in estimate since prior update:** [Enter + or - whole dollar amount]
- **If no PPI approved, do not enter a date**
- **If no report submitted yet, do not enter a date**

### Sponsor/Implementer Comments

- **Notes/Instructions**

### Active, Contingency, Both

- **Active**
- **Contingency**
- **Both**

### Also CMAQ, Also TAP, Also STP-L, Also STP-SF

- **Also CMAQ**
- **Also TAP**
- **Also STP-L**
- **Also STP-SF**

### Other Notes

- If any cells below are highlighted, changes must be made - please uncheck the "No changes" box and address the highlighted items.
## Project:  
<enter project name>  

### TIP ID:  
<enter TIP ID>  

### UPDATE INFORMATION  

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<th>Milestone</th>
<th>Initial Estimated Date (m/yyyy)</th>
<th>Updated Estimated Date (m/yyyy)</th>
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### MILESTONE INFORMATION  

- **No changes from prior update**

### REQUIREMENTS

- **Environmental Class of Action:**
  - Active
  - Contingency
  - Both
  - Also CMAQ
  - Also TAP
  - Also STP-4
  - Also STP-SF

- **Target Construction Letting:**
  - <date>

- **Current construction cost estimate:**
  - <whole dollars> (excluding CE)

- **Most recent GATA periodic report (BoSB 2832):**
  - <date>

### Notes

- *Shaded lines required for federally-funded phases only*
- *Enter 0 if no change, or enter amount of change (+ or -)*
- *Enter the current target date (m/d/yy)*
- *If no PPI approved, do not enter a date*
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