Call for Proposals:
Kansas City Metropolitan Region
Federal Fiscal Years 2023–2024 Kansas & Missouri
Congestion Mitigation/Air Quality (CMAQ) Funds

Summary:
The Mid-America Regional Council (MARC) is accepting proposals for Federal Fiscal Years (FFY) 2023–2024 Kansas & Missouri Congestion Mitigation/Air Quality (CMAQ) funds from local, regional and state government agencies for projects and programs that improve air quality by reducing emissions from on-road vehicles and support the regional transportation goals in the metropolitan transportation plan, Connected KC 2050. Most projects require a minimum 20 percent non-federal cost share.

Dates:
This funding opportunity will consist of two phases, an initial screening and a technical evaluation. The dates for each part of this proposal solicitation are as follows. Completion of both phases is required for funding consideration.

Phase I – Pre-Application & Initial Screening
• Notification date: April 23, 2020
• Application website opens April 30, 2020
• Closing date: Pre-applications must be submitted in full by 4:00 p.m. CST on Friday, May 29, 2020.
  **Applications submitted after this deadline will not be considered.**

Phase II – Full Application & Technical Evaluation
• Opening Date: August 3, 2020
• Closing Date: Applications must be submitted in full by 4:00 p.m. CST on Friday, September 4, 2020.
  **Applications submitted after this deadline will not be considered.**

Completion of both phases is required for funding consideration.

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II. Programming Policy
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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

Ground-level ozone has health implications for everyone. Those with respiratory ailments such as asthma are particularly at risk, but even healthy adults suffer harmful effects from breathing air polluted with ground-level ozone. The Kansas City metropolitan region typically experiences several days per year on which the region fails to meet the health-based standard set forth by the Environmental Protection Agency (EPA) for this pollutant.

Although the Kansas City region is currently designated an attainment area for ground-level ozone, the more stringent eight-hour ozone standard that the U.S. Environmental Protection Agency (EPA) implemented in 2015 leaves Kansas City teetering on the edge of nonattainment. Approximately one-third of the ozone-forming emissions in the region come from on-road vehicles.

The CMAQ program, jointly administered by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), provides funds to invest in projects that reduce criteria air pollutants from transportation-related sources. In the Kansas City region, projects must reduce volatile organic compounds and/or nitrogen oxides, which are the precursor pollutants to ground-level ozone.

B. Estimated Funding Levels

Since the current federal transportation legislation expires at the end of federal fiscal year 2020, some uncertainty remains about the level of funding available for programming by MARC for 2023-2024. Considering this, MARC has looked to recent historical levels of funding to provide a reasonable estimate of the resources available for programming purposes.

For this project solicitation, MARC anticipates the following funding targets; however, these estimates may be subject to change:

- Kansas: Approximately $5.6 million
- Missouri: Approximately $6.6 million

C. Funding Type

CMAQ is a reimbursement program. Funding recipients must have the capacity to cover project costs at the outset of project or program implementation. Eligible expenses will be reimbursed by the administering state department of transportation or the Federal Transit Administration once the applicant has submitted a reimbursement request and supporting documentation.

II. PROGRAMMING POLICY

The metropolitan transportation plan, Connected KC 2050, includes a Programming Policy Statement that provides instructions to applicants, committees and staff on developing funding recommendations. The Programming Policy Statement includes:
• guidance relating to the implementation of the strategies of Connected KC 2050 and adopted transportation system performance measures
• Consistency with current regional policies including, but not limited to, the Congestion Management Process, River Crossing Policy and Complete Streets Policy
• Instructions for planning committees on developing advisory project priorities for use by programming committees, and
• Instructions for programming committees in developing project funding recommendations for policy committees

A link to the Programming Policy Statement is available in the resources section of this document. Please review this information carefully before submitting any application(s) for funding.

III. ELIGIBILITY INFORMATION

A. Geography & Applicants

Jurisdictions and transportation agencies located within the Kansas City air quality maintenance area boundary may submit projects for consideration. This includes the entirety of Johnson and Wyandotte counties in Kansas, and Clay, Jackson and Platte counties in Missouri.

For Kansas applications, nonprofit organizations are ineligible to directly receive Congestion Mitigation/Air Quality (CMAQ) funding. This policy does not prohibit nonprofit agencies from receiving funds; nonprofit agencies are eligible to receive funding through the proper procurement process in partnership with an eligible sponsor.

For Missouri applications, limited eligibility is available to recognized non-profits and school districts. Recognized non-profits and school districts shall:

• Have written organizational structure with bylaws and a policy board that meets regularly.
• Be in existence and be registered with the Missouri Secretary of State continuously for a minimum of five years prior to application for LPA funds.
• Not have any disparaging financial or ethical infractions on record with any government agency or private business within the past five years.
• Have qualified full-time staff able to comply with 2 CFR 200 – Requirements for Federal Awards.
• Have written procurement processes for equipment, materials, and/or non-engineering services necessary to implement a project.

All other entities in Missouri must partner with a city or county to apply for and/or administer a federal aid transportation project.

Additional eligibility information may be found in the November 2013 CMAQ guidance document.
B. Project Type

Projects to be considered fall into one of six general categories. These categories include the following:

- **Alternative Fuel**: Projects that replace conventionally fueled vehicles with alternatively fueled vehicles, or which provide fueling stations for alternative fuels. Alternative fuel includes electric-powered vehicle and charging infrastructure.
- **Bicycle/Pedestrian**: Projects that construct or improve facilities that promote bicycle or pedestrian usage as a form of transportation.
- **Diesel Retrofit and Conventional Fuel Strategies**: Diesel retrofit includes several technology-based strategies to improve diesel emissions, including after-market devices, repowering, or early replacement of vehicles. Conventional fuel strategies deliver and use of conventional fuels in a manner that reduces emissions, such as advanced vapor recovery.
- **Outreach**: Educational or promotional activities that reduce vehicle trips and increase emissions-reducing behavior.
- **Traffic Flow**: Projects that improve traffic flow by reducing delay or reducing congestion. Projects that build capacity are ineligible.
- **Transit**: Projects that remove vehicle trips through increased use of transit.

C. Threshold Criteria

All projects will be evaluated for adherence with applicable regional policies and must meet the following threshold criteria to be eligible for funding consideration. Failure to meet any of the following criteria will result in the automatic disqualification of the proposal from funding consideration. Proposals must indicate how applications meet these threshold criteria. The Mid-America Regional Council will notify ineligible applicants if they are ineligible based on the threshold criteria.

- Proposals must reduce volatile organic compounds and/or nitrogen oxides.
- Proposals must not be used for the purposes of routine program implementation, meeting any legal mandate, or completion of work that should have been completed under a prior grant or cooperative agreement.
- The total cost of projects (CMAQ funds plus required match) must exceed $50,000 for capital or operating projects; $25,000 for programs.
- Proposals must include a detailed budget which includes matching amount and the source of matching funds (e.g., capital improvement sales tax, general fund, etc.).
- Applications must demonstrate that federal match requirements will be met. Most projects require a minimum 20 percent match.
- All other federal eligibility requirements must be met. Federal eligibility is based on the November 2013 federal guidance. A link to the guidance document is available in the resources section of this document.
D. Measuring Environmental Results

MARC requires that all CMAQ grant recipients adequately address outputs and outcomes. Applicants must discuss environmental outputs and outcomes in their proposed work plan, as well as describe their plans for measuring or evaluating these results. Projects in all categories except Outreach must provide at minimum a plan for evaluating outputs. Outreach projects must provide a plan for evaluating outcomes. All project categories are strongly encouraged to provide both to the extent possible for the individual project.

- **Outputs:** The term “output” means an environmental activity, effort and/or associated work products related to an environmental goal and objective that will be produced or provided over a time period or by a specified date. Outputs may be quantitative or qualitative but must be measurable during the assistance agreement funding period. Expected outputs may include, but are not limited to, the annual amount of volatile organic compounds (VOC) and nitrous oxides (NOx) reduced, reduction of vehicle miles traveled, reduction of idle time, number of vehicle trips removed, and/or gallons of conventional fuel offset by alternatives.

- **Outcomes:** The term “outcome” means the result, effect or consequence that will occur from carrying out an environmental program or activity related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature. Outcomes should be quantified. They may not necessarily be achievable within an assistance agreement funding period. Expected outcomes may include, but are not limited to the following: increased awareness of air quality, increased individual action to reduce air pollution, improved ambient air quality, reduced illness, etc.

IV. PROGRAMMING PROCESS

A. Committee Roles

MARC programs CMAQ funds using a competitive application process governed by the following committees:

- Air Quality Forum
- Active Transportation
- Regional Transit
  Coordinating Council
- Kansas & Missouri
  STP Priorities Committees
- Alternative Fuel, Diesel Retrofit & Outreach and Other
- Bicycle Pedestrian
- Public Transportation
- Traffic Flow

The committees referenced above shall consider policy guidance from the Air Quality Forum, TTPC, project scores, advisory priorities and commentary from MARC modal planning committees, and other relevant information to develop funding recommendations for the Air Quality Forum and TTPC, as appropriate. If one or more funding targets is unmet in this round of programming, an ad hoc CMAQ workgroup may be established to adjust funding targets and recommended projects based on regional policy goals and objectives, project scores, and planning committee priorities. Funding
recommendations made by the named committees are reviewed and approved by the Air Quality Forum, TTPC and the MARC Board of Directors prior to being included in the regional Transportation Improvement Program.

B. Schedule

Below is a table outlining the process MARC will undertake to solicit and review proposals, and to select projects for funding. The submission deadline will not change, but the dates of other steps in the process may be subject to change.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Event Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>Phase I</td>
<td>Notification of Funding Opportunity</td>
<td>April 23, 2020</td>
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<td></td>
<td>Phase I Pre-Application Website Opens</td>
<td>April 30, 2020</td>
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<td></td>
<td>Phase I Pre-Application Workshop</td>
<td>May 7, 2020</td>
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<td></td>
<td>Phase I Pre-Applications due</td>
<td>May 29, 2020</td>
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<td></td>
<td>Staff review of proposals</td>
<td>June 2020</td>
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<td></td>
<td>Planning Policy Committee review and development of planning committee advisory priorities</td>
<td>July 2020</td>
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<tr>
<td>Phase II</td>
<td>Call for Proposals Opens</td>
<td>August 3, 2020</td>
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<td></td>
<td>Phase II Program Workshop</td>
<td>August 6, 2020</td>
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<td></td>
<td>Full applications due</td>
<td>September 4, 2020</td>
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<td></td>
<td>Staff review of proposals</td>
<td>September 2020</td>
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<tr>
<td></td>
<td>Programming Committee review and development of funding recommendation</td>
<td>October - November 2020</td>
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<td></td>
<td>Recommendations released for public comment by TTPC</td>
<td>December 15, 2020</td>
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<td></td>
<td>TTPC approves TIP amendment</td>
<td>January 19, 2021</td>
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<td></td>
<td>MARC Board of Directors approves TIP amendment</td>
<td>January 26, 2021</td>
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<td></td>
<td>MARC transmits project list to state and federal agencies for approval and funding</td>
<td>January 26, 2021</td>
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</table>
C. Pre-Application Workshop

On Thursday, May 7, 2020, MARC staff will conduct a Phase I Pre-Application Workshop and will be available to answer questions regarding the initial screening procedures and form. This application workshop will be held in the MARC Board Room and electronically at (insert link) from 10:30 am – 12 pm.

A workshop applicable for Phase II will be held on Thursday, August 6, 2020. MARC staff will be available to answer questions regarding the technical evaluation procedures and form. This workshop will be held in the MARC Board Room and electronically at (insert link) from 10:30 am – 12 pm.

While attendance at these workshops is not required for applicants to participate in this funding opportunity, attendance is strongly encouraged.

D. Application Database

- **Create an Account**
  The submission database is located at https://connectedkc.org/funding/.
  Click on "Apply for Funding" and fill in the requested information to create a unique account.

- **Add a Project**
  Log in to the database and click on “Start New Application” to add a new project. A blank submission form will open.
  Although multiple people from the same jurisdiction or agency can set up individual accounts, each application is tied to the individual account that entered it into the database.

- **Revise a Project**
  Each time you log in to the database, you will see a list of projects you have submitted or are working on. You can update information on an existing project or add a new one.
  You can make changes to Phase I Pre-Applications through 4 p.m. on May 29, 2020. All information submitted by this time and date will be considered final.

  When the Phase II application website opens on August 3, 2020, registered users will be able to access the database to complete full applications for each Pre-Application submitted in Phase I.
  Phase II Full Applications must be submitted by 4 p.m. on September 4, 2020.

  If you need assistance with the submission database, contact Marc Hansen, mhansen@marc.org, at 816/701-8317.

E. Attachments

- **Budget Narrative Detail**
Provide a detailed itemized budget for each of the categories below, justifying the expenses for each category for activities performed within the project period. You may send a spreadsheet which details your budget if this will provide clarification.

- Preliminary Engineering
- Right of Way
- Construction
- Personnel
- Marketing
- Contract Services
- Equipment
- Miscellaneous
- Other (Describe)

- **Map (if applicable)**
  For any project that has a route or location, include a map. Examples include a new bicycle/pedestrian path, new transit service, or a new alternative fueling station. Include any additional relevant route information, such as connectivity to existing routes or proximity (or lack thereof) to other facilities.

  Applicants are encouraged (though not required) to send electronic files of map information in ESRI ArcGIS shapefile format, if these files are available.

In addition to the required information, applicants may *optionally* include up to five pages (double-spaced, 1” margins, 12-point type) of supplementary narrative information. Information beyond this five-page limit will not be considered. Appendices such as letters of support or additional maps do not count toward the five optional pages. Application packages must address how the project guidelines and threshold eligibility requirements will be met.

All supplemental materials should be emailed to cmaq@marc.org

V. **AWARD ADMINISTRATION INFORMATION**

A. **Award Notices**

MARC will notify successful applicants in writing and by electronic mail. Successful applications will enter into a contract with the Kansas Department of Transportation (KDOT), Missouri Department of Transportation (MoDOT) or the Federal Transit Administration (FTA). **Applicants whose projects are selected for funding are cautioned not to proceed with work until they have received a notice of funding obligation and notice to proceed by KDOT, MoDOT or FTA.**

B. **Reasonable Progress**

It is MARC’s intent to program federal funds for projects that meet regional goals and objectives and that can be implemented on schedule to provide their benefits to the travelling public in a timely manner.
It is MARC’s expectation that project sponsors awarded federal funds will:

- make every reasonable effort to obligate federal funds for their projects in the year in which they are originally programmed,
- work expeditiously with state departments of transportation or other agencies to complete required project development activities on schedule, and
- keep MARC apprised of their progress.

*MARC reserves the right to reallocate funds for any project that does not make and maintain reasonable progress towards obligation and implementation in a timely manner.*

C. State LPA Processes

The local public agency manuals maintained by both the Kansas and Missouri departments of transportation are intended to be used as a guide for cities and counties that sponsor projects utilizing federal transportation funds.

For projects administered by local officials, the states will furnish information concerning the necessary federal requirements and will act as coordinator. The necessary design, acquisition, environmental, historical and archaeological clearances and approvals, construction and maintenance of improvements will be the responsibility of the local agency. A DOT representative will be the primary contact, furnish the necessary guidelines and coordinate the necessary reviews and approvals. DOT personnel will also advise and assist the local agency in meeting the requirements of the program.

Projects are performed under the terms of an agreement with KDOT or MoDOT. Work on any part of the project cannot proceed until the local agency has been notified by KDOT or MoDOT that federal funding has been approved — obligated — by the Federal Highway Administration (FHWA). If funds are approved, they will be distributed through the local agency sponsoring the project. If a project is not completed, the local agency sponsoring the project will be required to repay the sum of federal funds reimbursed to date. The local agency will be responsible for cost overruns.

The federal-aid transportation program operates on a reimbursement basis as work progresses. It is a federal reimbursement program in which the local agency is reimbursed minus its matching percentage after KDOT or MoDOT receives proper proof of payment by the local agency to the contractor for work performed.

Regardless of whether federal funds are available at the time of acquisition, local agencies are strongly encouraged to comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act), of the Code of Federal Regulations when acquiring realty rights, easement access or other real property. When a local agency project uses federal funds on any portion of the project, all realty rights must be acquired in accordance with the Uniform Act. If the realty rights were acquired more than five years prior to the first request for federal funds, the local agency shall submit a statement certifying that no new realty rights are needed, and the dates the existing realty rights were acquired. If the realty rights were acquired less than five years prior to
the first request for federal funds, the acquisition must have occurred within the parameters of the Uniform Act for any portion of the project to received federal funds.

D. Reporting Requirement

The contract with KDOT, MoDOT or FTA may specify reporting requirements. In addition, funded projects are required to report to MARC. Reports should include technical progress, planned activities for the next reporting period, and summary of expenditures. A detailed final report which includes evaluation of emissions reductions is also required.

E. Project Fee

Per established policy, MARC will collect a fee equivalent to 1.0% of any federal funds awarded to projects through this programming cycle. Sponsors of projects awarded funding will be invoiced for this fee in 2021.

F. Transportation Improvement Program

Following approval of the funding recommendations developed by the relevant committees, projects receiving funding are required to be incorporated into the regional Transportation Improvement Program (TIP). Project sponsors are also required to maintain the accuracy of the information contained in the TIP by providing updates to MARC as necessary.

VI. EVALUATION CRITERIA

In order to make the most progress toward regional and transportation visions, the broad policy goals identified in Connected KC 2050 will serve as a guide for regional transportation investments during this call for projects. Project proposals submitted for consideration will be evaluated based on how closely they align with the policy goals of the plan.

A. Preapplication and Initial Screening

The intent of this initial screening will be to strengthen quality and alignment with regional vision and goals for projects which compete for regional sub-allocated funds. Through this process, the role of the planning and policy committees will be elevated in the programming process. As an outcome of this process, guidance and project enhancement tips may also be generated in advance of the full application process. Additionally, projects and programs submitted for consideration will be categorized into three categories, as follows: “High Alignment”, or “Aligned with CKC2050” or “Not Aligned” with CKC2050. This determination will be based on following:

- How well a project or program conforms with applicable CKC2050 policies, including:
  - Policy Framework in Connected KC 2050
  - Congestion Management Process Policy
  - Major River Crossing Policy
  - Green & Complete Streets Policy
  - Green Infrastructure Framework
  - Climate Resiliency Strategy
• Whether the project or program is referenced in *Connected KC 2050*:
  • Is project/program included in financially constrained or illustrative project listing?
  • Is project/program a supporting program in CKC2050?
• Degree to which project/program advances various *Connected KC 2050* strategies

Staff will conduct an initial screening and will survey/engage planning and policy committees for assessment concurrence.

**B. Full Application and Technical Evaluation**

The scores developed through this evaluation process will serve as one tool to evaluate project proposals and will be supplemented by MARC committee reviews, follow-up technical analysis, and public and stakeholder input. A matrix detailing the evaluation methodology is provided below.

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Points</th>
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<tbody>
<tr>
<td>Total Emissions Reduction: The total amount of VOC+NOx expected to be removed as a result of implementing the project. This is calculated from the Project-specific emissions information (Section IV.B.3.b) and other supporting information, such as area of impact.</td>
<td>35</td>
</tr>
<tr>
<td>Cost Effectiveness: The amount of VOC+NOx reduced per CMAQ dollar spent.</td>
<td>35</td>
</tr>
<tr>
<td>Vehicle Miles Traveled Reduction: The total vehicle miles expected to be removed as a result of implementing the project. This is calculated from the project-specific emissions information (Section IV.B.3.b) and other supporting information, such as area of impact.</td>
<td>15</td>
</tr>
<tr>
<td>Land Use/Category-Specific Criteria: The extent to which a project supports redevelopment, infill development, and mixed-use development in existing town centers, activity centers, established neighborhoods and/or a ¼-mile area around transit stations currently served by public facilities by constructing new or improving existing transportation facilities within these areas. Category-specific criteria generally consider connectivity, safety, and integration with or support of other CMAQ or air quality beneficial projects.</td>
<td>15</td>
</tr>
</tbody>
</table>

**VII. RESOURCES**

**A. MARC Resources**

Connected KC 2050
[connectedkc.org](http://connectedkc.org)

Programming Policy Statement
Project Fee

Reasonable Progress Policy
http://www.marc.org/Transportation/Funding/assets/ReasonableProgressPolicy_ADOPTED

Complete Streets
http://www.marc.org/transportation/completestreets.htm

MetroGreen®
http://www.marc.org/metrogreen/

Congestion Management Process
http://www.marc.org/transportation/congestionmanagementsystem.htm

Operation Green Light
http://www.marc.org/Transportation/Commuting/Operation-Green-Light/About-OGL.aspx

Regional ITS Architecture
http://www.marc2.org/Assets/ITS/index.htm

Transportation Improvement Program

B. Federal Resources

Federal Highway Administration
http://highways.dot.gov/

Federal Transit Administration
http://transit.dot.gov

United States Department of Transportation
http://transportation.gov/

CMAQ Fact Sheet
https://www.fhwa.dot.gov/fastact/factsheets/cmaqfs.cfm

CMAQ Guidance

C. State Resources

Kansas Department of Transportation
http://www.ksdot.org/

KDOT LPA Process
http://www.ksdot.org/burLocalProj/LPA/lpaindex.asp

Missouri Department of Transportation
http://www.modot.mo.gov/
VIII. CONTACTS

For further information, contact:

**Alternative fuel, outreach, and diesel retrofit projects:**
Karen Clawson, AICP
Principal Planner/Air Quality Program Manager
816-701-8255
kclawson@marc.org

**Traffic flow or transit projects:**
Marc Hansen, AICP
Principal Planner
816-701-8317
mhansen@marc.org

**Bicycle/pedestrian projects:**
Alex Rotenberry, AICP
Complete & Green Streets Planner
816-701-8228
arotenberry@marc.org