

# Navigating the Application Process

## A Guide to Completing your Application

2021 CMAQ Call for Projects  
For the St Louis Region



**EAST-WEST GATEWAY**  
Council of Governments

Creating Solutions Across Jurisdictional Boundaries

# Overview

## APPLICATIONS ARE NOW ONLINE!

Applications are now available for East-West Gateway Council of Governments' (EWG) Congestion Mitigation and Air Quality Improvement Program (CMAQ) solicitation.

- The following pages will explain the application procedures and resources available to assist applicants.
- All resources have been grouped together on EWG's CMAQ Call for Projects webpage: <http://www.ewgateway.org/transportation-planning/transportation-improvement-program/competitive-transportation-programs/call-for-projects-cmaq/>.

## Project Type Examples

**Traffic Flow**—ITS, signal interconnection, signal optimization, flashing yellow arrows, two-way turn lanes, channelization, ramp metering, arterial management, roundabout, or diversion plans

**Intersection**—roundabout, new traffic signal, turn lanes at intersection only

### **Transit Bus Replacement**

**Rideshare**—RideFinders marketing, transit usage education, etc.

**Bike Ped**— new shared use path, sidewalk improvements - must be non-recreational

**Park and Ride**—new park and ride/expanded park and ride

**Marine Engines**—engine replacement for freight related marine projects - must serve nonattainment area

**Locomotives**—engine replacement/repower for freight related locomotive projects - must serve nonattainment area

# Step One: Register for a Workshop (Optional)

## An opportunity to learn about the application process and evaluation

- EWG will be offering a Virtual Project Development Workshop as an opportunity to learn about the scoring criteria and application process.
- While not required, applicants are strongly encouraged to attend the workshop.
- To register, click the link on the [CMAQ Call for Projects](#) webpage.
- On the registration page, enter your email address and a link to access the virtual workshop will be emailed to you. The workshop will be using the GoToWebinar platform.

The screenshot shows a webpage layout with the following sections:

- Supplemental Materials**
  - [Estimate of Project Costs](#)
  - [ITS Architecture Project Consistency Statement Form](#)
  - [CMAQ data Spreadsheet](#)
  - [Operations and Maintenance Form](#)
- Additional Resources**
  - [CMAQ Frequently Asked Questions](#)
  - [Project Review Workshop Information Form](#)
  - [Logical Termini Review Form](#)
- Virtual Project Development Workshop**

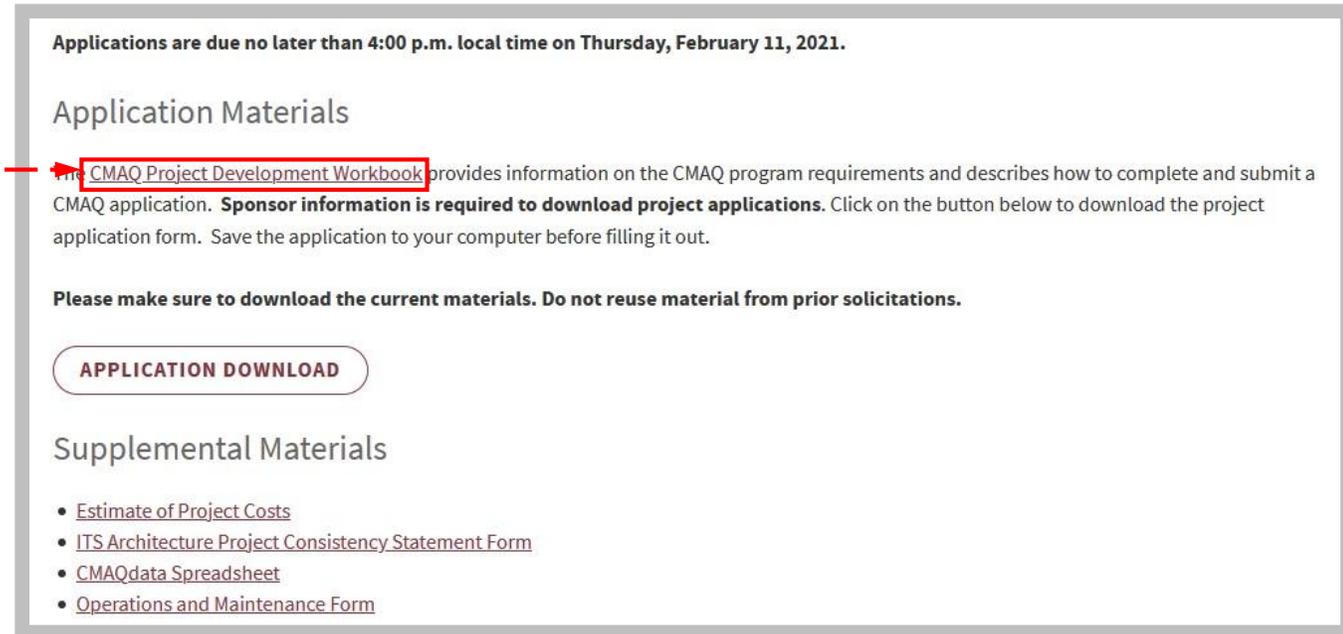
EWG is hosting a virtual project development workshop to provide information on CMAQ, including program eligibility and requirements, project applications, scoring criteria, and available funding. This workshop will be presented virtually using the GoToMeeting platform on November 17, 2020 from 9:30 AM to 11:30 AM. Attendance is not required for project sponsors to participate in this funding opportunity, but is strongly encouraged. The workshop will be recorded.

**WORKSHOP REGISTRATION**

A red dashed line originates from the text "CMAQ Call for Projects" in the list on the left and points to the "WORKSHOP REGISTRATION" button in the screenshot.

# Step Two: Download & Read Workbook

- The CMAQ Project Development Workbook is available at the top of the [CMAQ Call for Projects](#) webpage in the Application Materials paragraph.
- The Workbook covers topics such as:
  - Eligibility
  - Estimated Funding Available
  - Project Types
  - Workshop Details
  - Schedule
  - Selection Process
  - And Much More!
- As you work through your application, the Workbook will be a major reference source for you to check back with periodically.



Applications are due no later than 4:00 p.m. local time on Thursday, February 11, 2021.

### Application Materials

The [CMAQ Project Development Workbook](#) provides information on the CMAQ program requirements and describes how to complete and submit a CMAQ application. **Sponsor information is required to download project applications.** Click on the button below to download the project application form. Save the application to your computer before filling it out.

**Please make sure to download the current materials. Do not reuse material from prior solicitations.**

[APPLICATION DOWNLOAD](#)

### Supplemental Materials

- [Estimate of Project Costs](#)
- [ITS Architecture Project Consistency Statement Form](#)
- [CMAQ data Spreadsheet](#)
- [Operations and Maintenance Form](#)

# Step Three: Download Application

- Click the **APPLICATION DOWNLOAD** button. You will be prompted to enter some basic contact information. All sponsors must enter this information to access the applications. You will then see the link to the application.
- Download the application to your computer and save before filling it out. Applications are fillable PDFs and require [Adobe Reader](#). Be sure “Highlight Existing Fields” is selected.
- Follow the application checklist at the beginning of the application to ensure all the necessary documentation is included.



# Step Four: Download Supplemental Materials

- On the [CMAQ Call for Projects](#) webpage, below the application download button, is a list of supplemental forms. 
- Be sure to check the application checklist at the beginning of your application to ensure you are including all the necessary materials in the correct order.
- When you have completed these forms, you can save them as PDFs and include them with your final application submittal.

## Supplemental Materials

- [Estimate of Project Costs](#)
- [ITS Architecture Project Consistency Statement Form](#)
- [CMAQdata Spreadsheet](#)
- [Operations and Maintenance Form](#)

## Additional Resources

- [CMAQ Frequently Asked Questions](#)
- [Project Review Workshop Information Form](#)
- [Logical Termini Review Form](#)

# Step Five: Confirm your Data

- One of the supplemental materials is the CMAQdata.xls spreadsheet. You will use this spreadsheet to submit the data necessary to determine the emissions impacts of your project. The spreadsheet includes multiple tabs for different project types
- CMAQ projects on roads (intersection/traffic flow) are required to provide a traffic engineering analysis.
- If you do not see your project type on the spreadsheet or have questions about the necessary data, please contact staff no later than January 14, 2021.

## Supplemental Materials

- Estimate of Project Costs
- ITS Architecture Project Consistency Statement Form
- CMAQdata Spreadsheet
- Operations and Maintenance Form

# Two optional opportunities to receive feedback on your application

## Step Six: Submit Preliminary Application

- While not required, many applicants find it helpful to submit a preliminary application. This can be a helpful way to get feedback from EWG staff.
- To submit a preliminary application, email your application materials to [cmaq@ewgateway.org](mailto:cmaq@ewgateway.org) by January 7, 2021.
- You do not need to submit supplemental materials with your preliminary application, but you are welcome to include as much information as is currently available.
- EWG staff will review the application and return comments by January 21, 2021.
- Note: If you submit a preliminary application, you must still submit a completed final application by the February 11, 2021 deadline.

## Step Seven: Register for a Project Review Workshop

- While optional, many applicants benefit from attending a Project Review Workshop.
- This workshop allows applicants to have their project concept reviewed by a team of transportation experts who will offer helpful suggestions.
- Workshops will be held virtually. More information is available in the CMAQ Project Development Workbook, and registration will be available on the [CMAQ Call for Projects](#) webpage.
- Please register for a workshop in your state, as the information provided is state-specific.
- Workshop attendees will need to submit either a preliminary application or a Project Review Workshop Information Form.

# Step Eight: Submit Application

**APPLICATIONS ARE DUE:  
FEBRUARY 11, 2021**

Congratulations! You've prepared a great application and you're confident in your project's competitiveness. Here are a few things to keep in mind:

- Go back over the checklist at the beginning of the application one more time. Make absolutely certain you've included all the necessary information for your application to be evaluated.
- Pay attention to the deadline! All projects submittals must be received by 4:00pm February 11, 2021.
- EWG must receive scanned signatures with the electronic submittal of your documents (EWG is currently unable to accept hard copies of applications).
- Application fees must be postmarked by February 11, 2021 or received electronically by February 18, 2021.

## **Submit electronically to:**

[cmaq@ewgateway.org](mailto:cmaq@ewgateway.org)

Note: EWG cannot currently accept hard copies or USB drives/CDs

**Application fees may be submitted through electronic funds transfer (contact [staci.alvarez@ewgateway.org](mailto:staci.alvarez@ewgateway.org) for instructions) or by check to:**

East-West Gateway Council of Governments  
Attention: Transportation Planning Department – CMAQ  
Gateway Tower  
One Memorial Drive, Suite 1600  
St. Louis, MO 63102-2451

# What comes next?

## Step Nine: TPC Recommendations

- The Illinois and Missouri Transportation Planning Committee (TPC) will each review staff's evaluations and make recommendations on which projects to fund.
- These recommendations will be made at their meetings in May.

## Step Eleven: Approval

- The EWG Board of Directors will review TIP and vote on approving it.
- Projects will be presented for approval to the Board of Directors at their August 25, 2021 meeting.

## Step Ten: Public Comment Period

- The recommended projects will be incorporated into the Transportation Improvement Program (TIP) which will be made available for public comment on EWG's website. A series of public open house meetings will be held to allow the public the chance to view and submit input on the TIP.
- This period will run from July 2 to August 4, 2021.

## Step Twelve: Congratulations!

- Once the projects are approved by the Board of Directors, they will officially be included in the EWG FY 2022-2025 Transportation Improvement Program.
- Notices of approved projects will be mailed to project sponsors.
- Congratulations, you are ready to begin your project! IDOT and MoDOT will work with you to implement your project according to state regulations.

# What is the full schedule?

**REMEMBER:  
APPLICATIONS ARE DUE  
FEBRUARY 11, 2021**

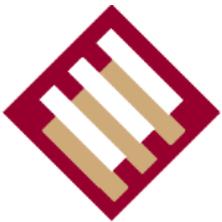
DATE	ACTIVITY
November 6, 2020	Call for projects – CMAQ application forms posted online
November 17, 2020	Project Development Workshop ( <i>optional to attend</i> )
December 2020 – February 2021	Logical Termini Review meetings – ( <i>Illinois sponsors, if required</i> )
January 7, 2021	Preliminary applications due ( <i>optional to submit</i> )
January 13, 2021	Illinois Project Review Workshop ( <i>optional to attend</i> )
January 14, 2021	Deadline to submit a Logical Termini Review Form ( <i>Illinois sponsors</i> )
January 14, 2021	Deadline to request CMAQdata spreadsheet to match project type ( <i>if needed</i> )
January 14, 2021	Deadline to discuss data methodology ( <i>for future development, and project types other than road &amp; transit</i> )
January 15 & 22, 2021	Missouri Project Review Workshop ( <i>optional to attend</i> )
<b>February 11, 2021</b>	<b>Deadline for receipt of complete applications – application fee postmarked</b>
February 18, 2021	EFT must be received (if electronic payment of application fee utilized)
May 5, 2021	Missouri TPC meeting – project recommendations for inclusion in TIP
Early May 2021	Illinois TPC meeting – project recommendations for inclusion in TIP
May 26, 2021	Present TPC recommendations to EWG Board of Directors
June 30, 2021	Present draft TIP to EWG Board of Directors
July 2 – August 4, 2021	Public comment period
August 25, 2021	TIP presented to EWG Board of Directors for final approval

# What if I need additional assistance?

Staff is always available to provide guidance. If you are unable to find the answer to your question in the resources available on the [CMAQ Call for Projects](#) webpage, please contact:

Jason Lange, TIP Coordinator  
East-West Gateway Council of Governments  
One Memorial Drive, Suite 1600  
St. Louis, MO 63102-2451  
E-mail: [cmaq@ewgateway.org](mailto:cmaq@ewgateway.org)

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Due Date: Feb. 11, 2021