GENERAL INFORMATION

I. Overview

The CMMPO MicroProjects Program is the Central Massachusetts Metropolitan Planning Organization (CMMPO) funding program for first and last-mile solutions, micromobility projects, and other small, non-traditional transportation projects, such as bicycle parking and storage, mapping, signing and wayfinding, education and access enhancements to public transportation. This Program is available only for the CMMPO's 40-member communities in Southern Worcester County.

II. Goals

The goals of the Microprojects Program are:

1. To fill the gaps in the transportation network.
2. Create first and last-mile connections between transit and other modes of transportation.
3. Support access to essential services, including access to jobs, education opportunities, health services, and healthy food.

III. Applicants

Eligible applicants for the CMMPO MicroProjects Program include municipalities, transportation management associations (TMAs), and regional transit authorities. Other entities, such as non-profit organizations, may apply in partnership with a municipality, TMA, or the regional transit authority that has agreed to serve as a project proponent and fiscal manager.

IV. Types of Projects

For the federal fiscal year 2028 (FFY 2028) the following types of projects are eligible for the CMMPO MicroProjects Program funds.

1. Micromobility Projects

Micromobility projects reduce emissions and congestion by shifting trips from vehicles to cleaner alternative modes of transportation. Eligible micromobility projects include any small, low-speed, human or electric-powered transportation device, including bicycles, scooters, electric-assist bicycles (e-bikes), electric scooters (e-scooters), and other small, lightweight wheeled conveyances.[1]

The costs for micromobility projects include capital and equipment for bicycle-share or scooter-share, including charging stations and outlets, for either dockless or docked stations. However, CMAQ funds cannot be used for the replacement of older stations, the operational costs of micromobility systems, or other associated bike and pedestrian programs, such as administrative salaries, and maintenance costs, among others.

2. Transit Access Enhancement Projects

Transit is invariably dependent on pedestrian infrastructure. The built environment and amenities are crucial elements of the rider's experience. Pedestrian and bicycle access to transit can often induce the use of public transportation. The pedestrian catchment area is a half-mile radius of a transit facility. The bicycle catchment area is within a three-mile radius of a transit facility.[2] For this application, proponents can define the catchment area using a pre-determined radius (half-mile, 3-mile), the street network (including safe crossings, pedestrian/bicycle accommodations available), or the distance to/from a transit facility in a given timeframe (i.e. 15-minute walk, 30-minute bike ride).

The CMMPO MicroProjects Program funds can be used for capital purchases of items like benches, bus pads, lighting, and any other equipment that could potentially improve access to transit facilities like bicycle racks, bicycle storage, signage, charging stations, and outlets.

[1] More information about Micromobility can be found here: Micromobility - Fact Sheets - Livability - FHWA
[2] Federal Register. Retrieved at: 2011-21273.pdf (govinfo.gov)

Any transit access enhancement project submitted by a community for the CMMPO consideration needs to present evidence of support by the Worcester Regional Transit Authority (WRTA), contiguous RTA's if applicable, and/or the Massachusetts Bay Transit Authority (MBTA), if the project is related to commuter rail access in the region.

3. Public Education and Outreach Activities

Following CMAQ Guidance, "public education and outreach can help communities reduce emissions and congestion by inducing drivers to change their transportation choices."[3] Raising awareness and promoting of strategies that reduce emissions are foundational for any future change in travel behaviors. Among the activities eligible for CMAQ funding are:

- Promotion of new or existing transportation services
- Messages and advertising materials (including market research, focus groups, and evaluation of promotional strategies)
- Air quality public education messages (related to transportation)
- Outreach related to bicycle and pedestrian safety (non-construction related)

4. Travel Demand Management Activities

Travel demand management (TDM) includes many types of activities that are focused on physical assets and services that provide real-time information on network performance and support better decision-making for travelers choosing modes, times, routes, and locations. The main purpose of these types of strategies is to ease congestion, reduce single occupancy-vehicle (SOV) trips, and provide mobility options while improving air quality and optimizing the performance of regional transportation networks.

[3] 2013 Guidance - Policy And Guidance - CMAQ - Air Quality - Environment - FHWA

Eligible activities include guaranteed ride-home programs and employer-based commuter choice programs. Marketing, wayfinding and outreach efforts to expand the use of TDM measures are also eligible.

V. Eligibility

All eligible projects must demonstrate an air quality benefit. As part of your application, you need to provide data that can demonstrate the air quality impacts. Use the following table to determine what type of data you need to submit based on the type of project you are applying to.

Project Type	**Data to be submitted**
Micromobility Projects	1. Parking/storage or docking type 2. Number of bikes/scooters in the bike/scooter-share system 3. Average trip length 4. Average number of trips per device per day 5. Number of operating days per year
Transit Access Enhancement Projects	1. Population or destinations served within a half-mile/3-mile radius of the transit facility 2. Percentage of riders served by stops (with and without shelters) 3. Percentage of existing cross-section allocation by mode and proposed cross-section 4. Segment travel times 5. On-time, delays, dwell time, excess headways, or other available reliability metrics
Public Education and Outreach Activities	No data is necessary, air quality benefits are presumed.
Travel Demand Management	No data is necessary, air quality benefits are presumed.

CMRPC will conduct all air quality benefit analyses using a standardized regional model based on CMAQ methodologies. Applicants are no longer required to submit emission estimates.

Please contact Yahaira Graxirena, Director of Access and Mobility, at CMRPC via email: ygraxirena@cmrpc.org if you need assistance with this section.

VI. Funding

The CMMPO allocated $400,000 per year to the Transportation Improvement Program (TIP) for the MicroProjects Program. For this funding round, the CMMPO anticipates allocating funding for projects in the federal fiscal year (FFY) 2028. Project proponents should expect to have funding available for their projects between October 1, 2027, and September 30, 2028. The schedule is subject to change pending cost increases or programming year changes of existing TIP projects.

The MicroProjects Program is funded with federal Congestion Mitigation and Air Quality (CMAQ) funds. (See Attachment A for more information about eligibility for CMAQ funds) As such, all projects must demonstrate a benefit to the air quality in the Central Massachusetts region and meet other federal requirements. The Program will only cover 80 percent of the project's capital costs. Proponents should anticipate providing 20 percent local match.

Also, proponents should anticipate funding the cost of installation (for capital projects) and projected maintenance. It is important to provide documentation that demonstrates that the parties who will be responsible for these other costs have been consulted and have expressed confidence that they will be able to properly fund such aspects of the project. Projects requesting more than $2,500 need to comply with the *Buy America Act* (See Attachment B for more information). Once projects are completed, the CMMPO will request pictures, geo-referenced data, or any other proof of completion/installation.

For CMAQ-eligible projects outside of the scope of the CMMPO MicroProjects Program, please contact Kevin Krasnecky, Project Manager, to discuss ways to

program your project on the CMMPO TIP. For a list of other pedestrian and bicycle CMAQ-eligible projects see Attachment E.

VII. How to apply for MicroProjects funds?

If you believe your project may be eligible for the MicroProjects Program you may complete the application included in this packet, including the Budget Sheet for your type of project.

All project materials should be submitted via email to Yahaira Graxirena: ygraxirena@cmrpc.org. The email should be clearly labeled in the following format:

FFY28 MicroProjects Application: Community/Organization Name_Project Type

You will receive a follow-up email acknowledging the receipt of the application. Save that email for your records.

If you have any questions related to the MicroProjects Program, please contact Yahaira Graxirena, ygraxirena@cmrpc.org. Visit www.cmrpc.org/microprojects for more information.

All applications are due Friday, February 5, 2027.

VIII. Application Review

The review process is divided into two phases. During the first round, the CMMPO staff will review the applications, confirm project eligibility and application completeness. The CMMPO staff will contact project proponents if more information is needed before moving to the second round. CMMPO staff could request supporting information, including letters of support that can provide testimony of the unmet need or the proponents' management capacity. See Attachment C for other types of information that could be required depending on the type of project.

To ensure transparent and equitable selection, projects will now be evaluated using a scoring rubric aligned with MPO performance goals.

Category	Weight	Indicators
Air Quality & Mode Shift	30%	Estimated VMT reduction, emission savings, or new active transportation trips.
Access to destinations	20%	Accessibility to key destinations, populations and number of familes benefitted.
Safety & Connectivity	20%	Gaps closed, crash history improvements, proximity to schools or transit.
Readiness & Partnerships	15%	Match commitment, project feasibility, inter-agency collaboration.
Innovation & Replicability	15%	Potential to scale regionally, new or creative mobility solutions.

Each project will receive a total composite score to guide funding recommendations.

All project proponents should be available to present their projects to the CMMPO Advisory Committee, at their meeting scheduled for **Wednesday, February 24, 2027, at 3:00 PM.** The CMMPO Advisory Committee will review project candidates and provide recommendations to the CMMPO**.**

All eligible MicroProjects that move to the second round of reviews will be subjected to the TIP development process, including a review for eligibility by the Commonwealth's CMAQ Consultation Committee in Spring 2027. Please note that ultimate CMAQ eligibility is determined by FHWA/FTA, but the consultation committee approval/endorsement is required before that determination. The CMMPO will select a list of projects to be funded under the MicroProjects Program to be included in the FFY 2028-2032 Transportation Improvement Program (TIP) in April.

The CMMPO staff will keep project proponents informed with regular email updates. A timeline is included in Attachment D.

IX. When and how the MicroProjects can be implemented if they are selected?

The MicroProjects Program is possible in close collaboration with the Massachusetts Department of Transportation (MassDOT) and the applicable transit authority. Once the FFY 2028-2032 TIP is finally endorsed by the CMMPO, staff will work with project proponents alongside MassDOT or the transit authority to provide support during the implementation phase. Provided all the administrative measures are in place, funds can be available beginning the 2028 fiscal year on October 1, 2027. Awardees will be expected to submit a scope of work and budget and coordinate with MassDOT's Office of Transportation Planning staff to establish a contract between the awardee and MassDOT. This scope of work must include quarterly progress reports on all project activities (e.g. usage of facility or service, ridership if applicable, etc.), performance measures, detailed descriptions of work involved, and other details.

More information about the implementation phase will be provided to the project candidates once the TIP is endorsed by the CMMPO.