DVRPC GUIDANCE
FY2018 Competitive Congestion Mitigation and Air Quality (CMAQ) Program for New Jersey
The Delaware Valley Regional Planning Commission is the federally designated Metropolitan Planning Organization for a diverse nine-county region in two states: Bucks, Chester, Delaware, Montgomery, and Philadelphia in Pennsylvania; and Burlington, Camden, Gloucester, and Mercer in New Jersey.

DVRPC's vision for the Greater Philadelphia Region is a prosperous, innovative, equitable, resilient, and sustainable region that increases mobility choices by investing in a safe and modern transportation system; that protects and preserves our natural resources while creating healthy communities; and that fosters greater opportunities for all.

DVRPC's mission is to achieve this vision by convening the widest array of partners to inform and facilitate data-driven decision-making. We are engaged across the region, and strive to be leaders and innovators, exploring new ideas and creating best practices.

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CHAPTER 1: 
Introduction

1.1 What Is the Congestion Mitigation and Air Quality Improvement (CMAQ) Program?

The Congestion Mitigation and Air Quality Improvement (CMAQ) Program was created under the Intermodal Surface Transportation Efficiency Act of 1991, continued under the Transportation Equity Act for the 21st Century, and the Safe, Accountable, Flexible, Efficient , Transportation Equity Act: A Legacy for Users, and was reauthorized by the Fixing America’s Surface Transportation Act (FAST Act) in 2015. CMAQ funds have been allocated to the New Jersey portion of the DVRPC metropolitan area for projects in New Jersey’s four counties (Burlington, Camden, Gloucester, and Mercer) that contribute to the attainment of the Clean Air Act standards by reducing emissions from mobile sources.

The Federal Fiscal Year (FY) 2018 Transportation Improvement Program (TIP) for New Jersey (FY 2018 – 2021) has set aside $5 million for a Competitive CMAQ Program in DVRPC’s New Jersey to identify eligible projects to be authorized between FY19 and FY21. $1 million of the total award is dedicated to fund construction-ready projects that are currently part of the Circuit. The TIP is a list of all capital projects for which federal or state funds are anticipated; it represents the transportation improvement priorities of the region and is required by federal law.

Under the DVRPC FY2018 Competitive CMAQ Program for New Jersey, project sponsors should submit applications to the Delaware Valley Regional Planning Commission (DVRPC) online CMAQ application system at www.dvrpc.org/cmaq by 5:00 p.m. on Friday, June 29, 2018. The application system’s direct link is: www.dvrpc.org/asp/cmaqApplication/login.aspx. All applicants and project sponsors must meet with DVRPC staff prior to formal submission of their applications. DVRPC and the CMAQ project selection committee will review the applications for initial eligibility and general merits. Projects that withstand this screening process are then subjected to an air quality emissions analysis. To remain eligible according to federal guidelines, individual projects must result in a reduction in emissions using standardized tests.

Based on their emissions reduction potential, as well as other criteria (described in this document), candidate projects will be evaluated, selected, and presented for approval by the DVRPC Board. Upon approval, they will advance to DVRPC’s TIP and the New Jersey Department of Transportation (NJDOT) for inclusion in the NJDOT Statewide TIP (STIP).

The DVRPC Competitive CMAQ Program creates a cooperative arrangement among the Federal Highway Administration (FHWA), NJDOT, NJ TRANSIT, DVRPC, and project sponsors. As such, there are a number of procedures, stipulations, and limitations associated with the use of CMAQ funds. The following sections of this document explain what a prospective applicant must know about the program, how to apply for funds, and what regulations award recipients must follow to generate a successful project.
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CHAPTER 2: Applying for CMAQ Funds

2.1 How Much Funding Is Available?
In New Jersey, a total of $5 million has been set aside for projects in New Jersey’s four counties (Burlington, Camden, Gloucester, and Mercer) beginning Federal FY19, which means Oct 1, 2018 (federal fiscal years begin on October 1 and end on September 30). $1 million of the total award is dedicated to fund construction-ready projects that are currently part of the Circuit.

2.2 Who Is Eligible to Apply for Funds?
Any public agency or incorporated private firm or non-profit entity may apply to DVRPC for CMAQ funds for their project. However, there are certain restrictions that must be addressed if a private firm or non-profit entity is applying for funds. Private firms and non-profits must partner with a local public agency sponsor and have a formal agreement in place with the public agency at the time of funding award (see “Can Public–Private Partnerships (P3) Apply?” section below). Individuals may not apply.

In all cases, the prospective applicant is required to contact the county and municipal government(s) in which the project will be implemented to inform them of the intent to apply and to coordinate the project effort. Signal timing and equipment projects, in particular, are required to coordinate their project with the county and NJDOT. Project sponsors seeking to implement public transportation improvements, such as transit shuttle service, must contact the public transit agency that provides service in the proposed project area. Applicants applying for transit vehicle purchases must work with NJ TRANSIT, the county, and/or other state agency prior to applying for CMAQ funds, to secure an agency “champion” who is willing to shepherd the project through the federal obligation process should the project be awarded CMAQ funds.

2.3 Can Public–Private Partnerships (P3) Apply?
CMAQ funds may be used for projects that are cooperatively implemented under agreements between public agencies and incorporated private firms or non-profit entities. The public agency partner is responsible for applying for the CMAQ funds through DVRPC and overseeing and protecting the investment of the federal funds used in a public–private partnership project. Projects will not be eligible if they result in creating a competitive advantage of one private entity over another. Further, P3 projects must demonstrate compliance with National Environmental Policy Act (NEPA), Disadvantaged Business Enterprise (DBE), and all other applicable Federal laws and regulations.

Federal law requires that a legal, written agreement be in place between the public agency and private or non-profit entity before implementing any CMAQ-funded project, such as a Stewardship and Oversight Agreement. These agreements should clearly specify the purpose of CMAQ funding; the roles and responsibilities of the participating agencies; cost-sharing arrangements for capital investments and/or operating expenses; and how the disposition of land, facilities, and equipment will be affected should the original terms of the agreement be changed, such as by insolvency or a change in the ownership of the private entity. Though these agreements need not be finalized at the time the application is submitted, the application must include letters of intent between the parties indicating willingness to enter into such agreement, if the project is selected. Click here to learn more about how FHWA reviews P3s.
2.4 What Are Eligible Costs, and How Are Projects Funded?

The CMAQ Program is a reimbursement program for only those costs that are eligible under federal law. It is not a grant program. The sponsor does not receive grant funds up front to start the project; rather, the sponsor is reimbursed for costs incurred after receiving federal authorization of the project and a notice to proceed. Costs incurred prior to project selection and notice to proceed will not be reimbursed. Federal funding is generally based on an 80/20 percentage cost split; that is, federal funds typically cover up to 80 percent of project costs, and a non-federal local match would cover at least 20 percent. However, the applicant may request CMAQ funds to cover 100 percent of the project cost in DVRPC’s FY2018 Competitive CMAQ Program. A sponsor agency may apply for more than one project. In this case, the sponsor agency must indicate the priority level for each project that is requesting CMAQ funds.

2.5 Funding Requirements

Due to the complexity of managing CMAQ construction projects, DVRPC requests that the minimum project request be $250,000 for construction projects and $100,000 for transit vehicle acquisitions to expand existing fleet or introduce a new transit service. All awarded projects must authorize CMAQ funds by or before August 2021. There is no exception. Therefore, applicants are advised that completed pre-construction or pre-acquisition activities before FY21 may make the project more favorable in the evaluation process as a part of the “Project Readiness” selection criterion. Applicants are advised that an incomplete or unrealistic timeline of pre-construction or pre-acquisition activities may make the project less favorable in the evaluation process. For construction or transit vehicle acquisition projects, applicants must expend their own funds for all pre-construction (i.e., environmental clearance, engineering, design, utilities, right-of-way) or pre-acquisition (i.e., vehicle specifications, lease arrangements, etc.) activities. CMAQ funds can then be requested to fund the construction phase only.

For sponsors requesting CMAQ funds to purchase transit vehicle(s), quarterly ridership reports and other documents that NJ TRANSIT may request must be submitted to NJ TRANSIT in a timely and reasonable manner, if CMAQ funds are awarded.

While a match is not required for this program’s CMAQ requests, the project evaluation and selection process will consider more favorably CMAQ requests that has a match. Refer to the “Level of Match” selection criterion in the project selection criteria for further details.

2.5.a Funding Authorization, Implementation, and Completion

Prior to initiating any project activities, the DVRPC Board must approve the project for inclusion in DVRPC’s TIP; and federal project authorization must occur via NJDOT and/or NJ TRANSIT. NJDOT, NJ TRANSIT, and/or DVRPC will provide assistance and guidance in securing proper approvals.

2.5.b Accurate Cost Estimates are Critical

It is essential for cost estimates to be realistic and accurate. Make sure to complete and submit the “Cost Breakdown” Microsoft Excel spreadsheet as part of the application. For construction projects, refer to NJDOT’s Local Aid Project Duration by Phase flowchart in preparing the project’s schedule and cost. The FHWA also provides helpful guidelines on preparing the estimate, bid reviews and evaluation.

DVRPC recommends (but does not require) applicants to adjust the cost for inflation by applying a three percent (3%) inflation rate and use the formula, $P_n = P (1+i)^n$, where:

- $P_n$ is the total inflated estimated cost;
- $P$ is the base/current estimated cost provided by the project sponsor;
- $i$ is the 3 percent inflation rate;
- n is the difference between base/current year and program/authorization year;
- 
(1+i)^n is the inflation factor.

This formula calculates the new inflation price. For example, if the current estimated construction cost of a project is $100,000, and construction is expected to authorize funding in FY21, then $109,273 = $100,000(1+0.03)^3, where:
- P_n value of $109,273 is the total inflated estimated cost;
- P value of $100,000 is the base/current estimated cost provided by the project sponsor;
- i is the 3 percent inflation rate;
- n value of 3 is the difference between base/current year (FY18) and program/authorization year (FY21);
- (1+i)^n or in this example, (1+0.03)^3, is the inflation factor.

If there is a 20 percent match and CMAQ funds are requested to provide for the rest of project, then use 80 percent of the total inflated estimated cost (P_n) for the CMAQ funds request. In this example, 80 percent of the P_n value ($109,273) is $87,418, and 20 percent of the value is $21,855.

2.5.c Transit Vehicle Acquisition Cost

Transit vehicle purchase requests do not need to calculate the total inflated estimated cost as described above. Instead, applicants are advised to use current vehicle prices provided by NJ TRANSIT and make sure that the total cost accounts the 10 percent NJ TRANSIT administration cost. The vehicle prices are provided in the “Cost Breakdown” spreadsheet and listed in the table below. DVRPC requests that the minimum project request be $100,000 for transit vehicle acquisitions.

<table>
<thead>
<tr>
<th>Vehicle</th>
<th>Number of Passengers</th>
<th>Cost per Vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minivan</td>
<td>3 to 4</td>
<td>$53,000</td>
</tr>
<tr>
<td>Minibus</td>
<td>11 to 12</td>
<td>$70,000</td>
</tr>
<tr>
<td>Extended minibus</td>
<td>16 to 18</td>
<td>$75,000</td>
</tr>
<tr>
<td>Extended minibus with destination signs and farebox</td>
<td>16 to 18</td>
<td>$82,300</td>
</tr>
<tr>
<td>Medium duty bus</td>
<td>22 to 24</td>
<td>$150,000</td>
</tr>
</tbody>
</table>

Source: NJ TRANSIT, 2018

NJ TRANSIT is responsible for the procurement of all transit vehicle acquisitions in this program, which could be conducted in FY19 or FY21. Thus, all transit vehicles are title to the project sponsor agency with NJ TRANSIT listed as first lien holder and physically holding the title. Per the Federal Transit Administration (FTA), NJ TRANSIT must maintain the required “satisfactory continuing control” over the vehicle until the federal interest has expired (which will depend on vehicle type) anywhere between four (4) and seven (7) years after purchase.

The NJ TRANSIT 10 percent administration fee covers the following (but is not limited to):
- Preparing the FTA CMAQ application for submittal to TrAMS and once all funds are expended, preparing grant closeout for the FTA;
- Development of vehicle specifications for going out to bid;
- Vehicle Procurement, including traveling to the factory where vehicles are manufactured to do the “sign-off” from the production line;
- Preparing all related administrative paperwork, including fully executed vehicle agreements, updating the status of the project on the Quarterly Reports for FTA, and ensuring insurance certifications are sent to NJ TRANSIT every year;
- Performing regular on site vehicle inspections;
- Maintaining vehicle inventory database on the purchased vehicle;
- Reviewing quarterly ridership reports submitted by the project sponsor agency; and
- Providing training (e.g. driver training, use of the vehicle lift) and technical assistance to the project sponsor.

2.5.d What if Cost Exceeds Expectations? What if Project Fails to Authorize, Implement, and/or Reach Completion? What about Project Delays?

While DVRPC, the project’s home County, NJ TRANSIT, and/or NJDOT will work with the project sponsor to resolve cost over-runs or delays and ensure project is implemented and completed in a timely manner, project sponsors must not expect additional funding from the program if any unfortunate situations below occurs. Further, the following consequences may result, if one of those situations occur: (a) the sponsor must bear the additional costs; (b) the project scope must reduce scope (with approval from DVRPC and NJDOT/NJ TRANSIT); (c) the project must break into sections and obtain other funding sources for those unfunded sections; and/or (d) project sponsor must pay back federal CMAQ funds expended on project. DVRPC also reserves the right to withdraw the CMAQ award from any project for lack of progress.

Unfortunate situations for awarded projects may include but not limited to the following below:
- The project cost drastically exceeds the CMAQ award (by more than 50 percent), whether due to unforeseen circumstances, lack of progress, or inaccurate estimates;
- Sponsor agency has poor or lack of progress and/or communication with DVRPC, NJDOT, or NJ TRANSIT from project authorization to implementation to completion;
- Activities listed in application that requested CMAQ funds are found to differ and/or no longer CMAQ eligible;
- Project activities proposed in application significantly changes after CMAQ funds were awarded;
- Sponsor agency decides to cancel the project or drop out of the program (before or after project is authorized, received notice to proceed, and started implementation);
- Project encounters significant environmental or right-of-way delays that were not anticipated at the time of project award, which delays authorization to be beyond FY21;
- There is public or political controversy or opposition to project after funding is awarded; or
- The project sponsor (Local Public Agency) fails to be certified by NJDOT Local Aid in the use of federal funds.
CHAPTER 3:  
Project Eligibility

3.1 What Project Types are Eligible?

Every project that receives CMAQ funding must result in a reduction of harmful emissions related to transportation, congestion reduction, and for the public good (i.e., not benefiting one private entity over another) to meet the requirements of the Clean Air Act (CAA) and its amendments. Furthermore, all federal eligibility requirements for transportation projects must be met. (See FHWA CMAQ Eligibility Guidance at FHWA or DVRPC CMAQ websites). DVRPC encourages applicants to view the 27 minute FHWA “CMAQ 101 Training Course” video on YouTube found on the DVRPC CMAQ webpage “Resources” section. The video provides a basic introduction to the program, how CMAQ funds are distributed to states, and the types of projects eligible for the CMAQ program.

3.1.a Eligible CMAQ Project List

In addition to CMAQ requirements, certain activities are explicitly identified as either eligible or ineligible for CMAQ funding. Listed below are types of projects and activities that are eligible for CMAQ funding that the DVRPC FY2018 Competitive CMAQ Program is accepting:

- Transportation Control Measures (click here to view measures identified in Section 108 of the Clean Air Act);
- extreme low-temperature cold start programs;
- congestion reduction and traffic flow improvements;
- transit improvements, such as transit vehicle acquisitions for fleet expansion or to introduce a new transit service;
- bicycle and pedestrian facilities and programs;
- travel demand management;
- public education and outreach activities;
- transportation management associations;
- carpooling and vanpooling;
- carsharing;
- freight/intermodal;
- idle reduction;
- training;
- inspection and maintenance programs; and
- experimental pilot projects.

Further, the FAST Act continues eligibility for electric vehicle (EV) and natural gas vehicle infrastructure, such as the installation of vehicle-to-infrastructure communications equipment.

For those interested in funding bicycle and pedestrian facilities and programs, FHWA provides two excellent resources below about CMAQ eligibility:
Further explanation of each eligible project type and activity above is given in the FHWA CMAQ Program Guidance (November 12, 2013). This guidance and a sampling of previously funded projects through the CMAQ Program are found at www.dvrpc.org/CMAQ/ and FHWA’s website at www.fhwa.dot.gov/environment/air_quality/cmaq/policy_and_guidance.

3.1.b Operating Assistance

Operating assistance, which includes labor, fuel, administration, and maintenance costs, is limited to new transit service, intermodal facilities, travel demand strategies, and the incremental cost of expanding existing transit services, including traffic operation centers. For this competitive CMAQ funding round, operating assistance is limited to three years of funding with the flexibility to spread year–three funding into a fourth or fifth year. The fourth or fifth year of funding is an extension of year three funding to allow applicants access a larger share of the funding to initiate the project and then step that amount down to support the project as it progresses and becomes self–sustaining. Applicants must show that funding in year’s three and four is less than in years one and two. Operating assistance for bike sharing projects is not CMAQ eligible.

The programmatic intent of this funding limitation is to start up viable new transportation services that can demonstrate air quality benefits and eventually cover their costs. Other funding sources should supplement and ultimately replace CMAQ funds for operating assistance because these projects will eventually become part of the baseline transportation network.

There are exceptions to the operating assistance limitations for certain public education, and travel demand strategy expansion projects. Learn more in Section VII. Project Eligibility Provisions of FHWA’s CMAQ 2013 Guidance and FHWA’s July 2014 Revised Interim Guidance on CMAQ Operating Assistance under MAP-21.

3.2 What Project Types Are NOT Eligible?

As a general rule, highway or transit maintenance and reconstruction projects and the construction of Single Occupancy Vehicle capacity are not eligible activities. For example, work involving in returning a transit station into a state of good repair is not CMAQ eligible. Operating costs for bike share programs are also not CMAQ eligible. Also, measures that are statutorily mandated may not be funded with CMAQ funds. DVRPC, in consultation with FHWA and the Federal Transit Administration (FTA), will determine if any other activities are not eligible under the federal rules and guidelines on a case by case basis. Section VII. Project Eligibility Provisions of FHWA’s Interim Program Guidance under MAP-21 from 2013 also lists types of ineligible projects.

The DVRPC FY2018 Competitive CMAQ Program is not accepting diesel retrofit projects, advance technology vehicles (e.g. hybrid cars or SUVs, electric vehicles, or CNG/ULEV vehicles), alternative fuel (e.g. clean diesel), requests to purchase transit replacement vehicles, or non-transit vehicle purchases. The program also will not fund pre-construction activities.

In addition, DVRPC retains the prerogative to declare a class of projects not eligible as a matter of policy, if it is determined that such use would not be in the best interest of our region. DVRPC can also deny funding to an otherwise eligible project if it is determined that such funding would provide one private firm an undue competitive advantage over another—a federal regulation that must be observed.
CHAPTER 4:  
**Project Selection**

4.1 How Projects are Selected?  
DVRPC will screen every application for completeness and basic eligibility from the time the application is discussed at the mandatory application meeting to after submission. After a proposed project is determined to meet the basic eligibility requirements outlined in the federal guidance, the project will be further scrutinized according to a variety of criteria established by DVRPC and the selection committee. Each eligible project will be evaluated based on its emissions reduction potential, as well as other factors including: project readiness, sponsor capacity, level of match (e.g. local contribution), Environmental Justice (EJ), and degree to which the project implements the regional DVRPC Long-Range Plan and/or Master Plan. The project selection criteria and their relative weights are identified in this chapter, as well as in Appendix A of this document. The project selection committee will also consider distribution of projects with regard to geographic location, including the desire to produce a balanced program of mixed project types. However, no matter how well a project scores in these other criteria; it cannot be selected unless the project results in reduced mobile source transportation emissions and congestion.

Following careful review and analysis, DVRPC staff will recommend selected projects to the DVRPC Board for approval. Board action will amend the projects into the region’s TIP and provide eligibility for federal funding. See Chapter 5 for the tentative schedule for when Board action could occur. The steps to be taken after the project is selected for the TIP are outlined in Chapter 6. To learn more about what FHWA expects from project sponsor after a construction project is selected and approved for CMAQ funds, please review NJDOT’s Project Duration by Phase and Federal-Aid Handbook Excerpt in DVRPC’s CMAQ webpage “Resources” section for further information.

4.1.a Emissions Analysis  
All projects that pass the initial screening for eligibility will be evaluated for their effect on air quality using a standardized set of analysis tools developed for NJDOT. Evaluation results will enable the projects to be rated based on the following air quality and congestion mitigation factors: change in emissions (volatile organic compounds [VOC], nitrogen oxides [NOx], fine particles [PM2.5]).

DVRPC staff will perform this analysis based on information provided in the Emissions Analysis Forms that are required to be submitted with the project application. If an Emissions Analysis Form is not provided for the project type, the applicant must work with DVRPC staff to provide adequate information about the project in order to determine its emissions impact. The Emissions Analysis Forms can be downloaded in the DVRPC online CMAQ application system.

Besides a basic program requirement, the magnitude of emission reductions from the project is also considered as part of the project selection criteria.

In order to assist the applicant with judging the relative emissions or congestion mitigation benefits of their project, links to FHWA and U.S. Environmental Protection Agency (EPA) studies that provide estimates of the relative emissions benefits of the different project types are available at www.dvrpc.org/CMAQ.
4.1.b Basic Project Requirements

In addition to demonstrating a reduction of emissions, all applicants are expected to meet the following criteria in Section 4 of the project application form. Otherwise, the FY2018 Competitive CMAQ Program will not consider the proposed project.

- **Project must be consistent with Long-Range Plan and/or Master Plan goals.**
  In order to promote good planning and to encourage implementation of the Long-Range Plan for the region, as well as county and/or local master plans, proposed projects are required to be consistent with the goals of these plans. Applicants are required to identify which plan goal(s) their project will implement. The Long-Range Plan is available at www.dvrpc.org/LongRangePlan.

- **Project location(s) must be within a DVRPC Congested Sub-corridor.**
  One of the CMAQ Program goals is to reduce congestion to better air quality. In order to promote congestion reduction in the region, projects are required to be located within a congested sub-corridor, as identified by DVRPC’s Congestion Management Process (CMP).

  Applicants are required to identify which congested sub-corridor or corridors the project is located in. Applicants are encouraged to use the interactive CMP web-page for corridor maps and lists of appropriate strategies to implement in those corridors via the link below: www.dvrpc.org/webmaps/CMP2015.

  Projects that are solely air quality improvements and do not have a congestion reduction component, will not be judged on this question.

- **The project sponsor must be a public agency, even if it is a P3.**
  According to FHWA guidance, an eligible applicant must be a public agency or have a public agency sponsor the project. The project sponsor agency is the local unit of government that is financially responsible for working with NJDOT, NJ TRANSIT, and DVRPC to advance a proposed project towards federal authorization. See Chapter 2 for more details regarding applicant eligibility and the requirements for public–private partnerships.

- **The project sponsor must agree to keep DVRPC, NJDOT, County/City, and/or NJ TRANSIT informed of project’s progress towards advancement in a timely and reasonable manner, should CMAQ funds be awarded.**
  After a project is selected for the award, the project should be implemented and completed in a timely manner, which requires good communication among the project sponsor, NJDOT or NJ TRANSIT, DVRPC staff, and/or County/City. However, unfortunately situations may occur. Refer to Chapter 2 for further information.

4.1.c Buy America

Buy America differs from “Buy American”; it requires that a federally funded project with steel or iron products (including protective coatings) use steel or iron that is manufactured in the United States. Therefore, when determining the types of facilities as part of the CMAQ request, please make sure they will comply with FHWA or FTA Buy America requirements. Click here to view NJDOT’s Buy America guidance.
4.2 CMAQ Project Selection Criteria

In addition to the emissions analysis and minimum eligibility questions, projects will be evaluated using criteria that will help the selection committee choose projects that reflect programmatic and regional priorities and exhibit likelihood of timely and successful implementation. See Appendix A for detailed information about each criterion.

A summary of the evaluation criteria is described below. A table detailing the weights, as well as the project scoring definitions, of each criterion is provided by Appendix A of this document. Additional considerations will be that the program will represent a balanced mix of project types and geographic diversity of the region.

Projects are scored by using a basic formula that includes a "Weight" for each criterion and based on the weight, "Points" that indicate how well each project meets the Selection Criteria. The weighted scores are then summed to produce a total project score. Project readiness and sponsor capacity carry the most weight (25 percent each), followed by cost-effectiveness and long-term viability of emissions benefit (20 percent each) because awarded projects are required to meet the CMAQ Program goals and must be able to authorize CMAQ funds by August 2021.

4.2.a Project Readiness (Weight: 25/100)

Project readiness refers to the likelihood that a project will be implemented in a timely fashion. The CMAQ project selection committee will view more favorably project candidates that have preliminary work or preparation completed in advance of CMAQ funding, or can successfully demonstrate that work can begin soon after the CMAQ award is approved by the DVRPC Board. Candidates with a high level of project readiness will have completed categorical exclusion documents (CED) and have no right-of-way concerns (or completed right-of-way) for construction projects, or are implementing a recommendation of an adopted plan or survey for education, transportation demand management (TD), or outreach projects. Projects that have a high level of readiness will also have matching funding sources secured and identified a clear, realistic process and schedule for implementation.

Applicants should demonstrate project readiness and feasibility of implementation by providing a realistic schedule that includes milestones achieved and remaining for NJDOT or NJ TRANSIT review and approval. The project milestones are intended to identify the key steps in advancing the project toward funding authorization and, ultimately, implementation and completion. They will be unique to each project depending on the project type, complexity, and coordination required. All applicants should detail steps taken to advance a project in section 10 of the application form, questions 10.1 to 10.3. Construction project requests should also complete questions in section 10.4 of the form. Equipment or transit vehicle purchase requests should answer the form’s questions in section 10.5; and soft project requests (e.g. new transit service, transportation demand management (TDM), education/outreach) should answer questions in section 10.6 of the form.

4.2.b Sponsor Capacity (Weight: 25/100)

Sponsor capacity in section 11 of the project application form refers to the project sponsor’s ability and commitment to deliver the project should CMAQ funding be awarded. Candidate projects should demonstrate that the sponsors have a clear commitment to own, implement, operate, and maintain the project, during and after the CMAQ funding period. Successful candidates will show the institutional capacity to manage the project and obtain the necessary permits, bids, and contracts. Sponsors with a good history of implementing federally funded projects, in which NJDOT, DVRPC, and/or County also had a good experience in working with the sponsor are considered having a high level of sponsor capacity.
Project sponsors should convey capacity by describing their experience successfully managing grants for similar projects, clearly defining the roles and responsibilities of each of the project partners, and demonstrating that matching funds and other sources of project funds are secured. All CMAQ requests must complete questions 11.1 to 11.10 in the project application form. Transit vehicle requests should skip question 11.10 and also answer questions 11.11 to 11.19.

4.2.c Cost-Effectiveness (Weight: 20/100)
The cost-effectiveness of an air quality project is based on the amount of pollution it is expected to eliminate for each CMAQ dollar requested. DVRPC will estimate for every project submitted: (1) emission reductions in kilograms per day (kg/day), which are the sum of reductions in Volatile Organic Compounds (VOCs), Nitrogen Oxides (NO\textsubscript{x}), and Particulate Matter (PM\textsubscript{2.5}); and (2) the CMAQ funds requested ($) by total emissions reduced per day (kg/day). Inputs for the model will be provided by the applicant on the Emissions Analysis Forms. DVRPC requires that applicants with projects that cannot be analyzed, or do not have Emissions Analysis Forms provided with their application, provide sufficient information about the project so that emission impacts can be determined.

4.2.d Long-Term Viability of Emissions Benefit (Weight: 20/100)
The value of a project for helping the region meet and maintain the air quality standards depends on whether those benefits can be sustained over time. Some projects will continue to provide air quality or emissions reduction benefits into the future; other projects will have a defined lifespan that will decrease as technologies change or equipment needs to be replaced; and a third category of projects will provide air quality benefits only as long as the project is receiving funding. Projects that can demonstrate air quality benefits for more than 10 years will receive a "high" ranking for this criterion; between 5 and 10 years will receive a "medium" ranking; and projects that cannot definitively demonstrate benefits beyond five (5) years or have fewer than five years of benefits will receive a "low" score for this criterion. Applicants should explain, as specifically as possible, the long-term outlook and lifespan of the air quality benefits of the project in section 8 of the project application form.

4.2.e Environmental Justice (EJ) (Weight: 5/100)
Certain communities tend to suffer disproportionately from the health effects of air pollution. Therefore, the CMAQ project selection committee supports projects that will further the principle of advancing equity in the Greater Philadelphia region. Projects that can demonstrate benefits to certain population groups susceptible to air pollution will receive a higher consideration under this criterion. Applicants should use the DVRPC Equity Analysis tool at www.dvrpc.org/webmaps/IPD to answer questions in section 12 of the project application form. While the CMAQ project selection criteria considers the highest IPD score of a census tract that a project location (limits) impacts, the project selection committee will also consider how the project will benefit/make a positive impact on the quality of life of the identified population groups that would be significantly impacted within or adjacent to the project area, and how the project will mitigate any negative effects on the identified population groups. There are nine (9) population groups in DVRPC’s Equity Analysis: youth, older adults, low-income, female, racial minority, ethnic minority, foreign-born, disabled, and limited English proficiency. Applicants should identify also community groups or stakeholders in the project’s geographic area that the project sponsor would partner with, as well as mitigation strategies that will be included in the project scope of work.

4.2.f Level of Match (Weight: 5/100)
Federal funding is limited to provide for every project request, so local contributions have become increasingly more important to enhance a program’s reach. A good candidate project will demonstrate local commitment to the project through innovative funding and a larger percentage of non-federal matching funds. The
percentage of the total project cost represented by local contribution will be used to score the project for this criterion. A larger local contribution will result in a higher score for this criterion. The applicant should describe all preliminary work performed to prepare the project for implementation and quantify cash contributions and in-kind services dedicated to the project. Applicants should provide information for this criterion in the “Cost Breakdown” Microsoft Excel spreadsheet and Section 5 of the project application form, which are found in the DVRPC online CMAQ application system.

4.3 Is the Project Scalable?
Project sponsors should indicate in section 13 of the application form if the submission is scalable in the event of partial funding availability for a project. If applicants want to be considered for partial or scaled-back funding, they should indicate on the application form which phases of the project they will implement or what their strategies are to scale back the project scope.
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CHAPTER 5: Application Submission and Instructions

5.1 Required Documents by 5:00 p.m. on Friday, June 29, 2018

Applicants must upload and submit the following forms and documents in DVRPC’s online CMAQ application system by the application deadline, in order for DVRPC to consider the application complete:

- Project application form
- “Cost Breakdown” Microsoft Excel spreadsheet
- Emission Analysis Form (if applicable to the proposed project)

Applicants should also provide other documents (e.g. maps, pictures, policies, etc.) that are helpful for reviewers to understand their proposed project. Failure to submit these documents will cause the project to be dropped from further consideration in the process.

5.1.a Project Application Form

The project application form is over 20 pages in length and poses a series of questions to help ensure that candidate projects are CMAQ-eligible, that project sponsors are eligible or have/will execute the necessary agreements for public–private partnerships, and that projects are consistent with regional and or local plans and the DVRPC Congestion Management Process (CMP). There are also many questions to thoroughly address the project selection criteria; and not all questions will apply to every proposed project. Applicants should skip questions that are not applicable to their proposed project.

The Project Readiness section of the application form (Section 10) will assist the reviewer in knowing the types of actions that have been taken (and still needs to be taken) to advance the project in preparation for federal funding. Construction projects are one of the most complex type of projects and therefore has more questions for applicants to answer in order to ensure the project can be realistically ready for funding authorization, implementation, and completion. Other project types, such as transit vehicle purchases and outreach programs, must also demonstrate a level of preparedness in order to score well under this criterion.

A key feature of Fixing America’s Surface Transportation (FAST) Act of December 2015 is the establishment of a performance and outcome based program. The objective is for states and MPOs to invest resources in projects that would collectively make progress toward the achievement of nationally set goals. Since congestion reduction is one of the seven areas and one of the goals of the CMAQ Program, all applicants must answer if their projects will support non-Single Occupancy Vehicle (SOV) travel, which may include travel via carpool, van, public transportation, commuter rail, walking, bicycling, or telecommuting.

Applicants that request CMAQ funds for operating assistance must answer questions in section 14 of the form. These projects are limited to three years of CMAQ funding for operating assistance that can be spread up to five years. Projects that fall into this category must include a plan for continuing the service beyond the third, fourth, or fifth year of operation. Project sponsors should also be able to demonstrate a reduced need for CMAQ operating funds as a project progresses from the first year to the third year of operations, what the source of funds will be that will supplant CMAQ funding, and how the service will become self-supporting. CMAQ eligible operating assistance is limited to new transit, commuter and intercity passenger rail services, intermodal facilities, travel demand management strategies, including traffic operation centers, inspection and maintenance programs, and the incremental cost of expanding these services. CMAQ eligible operating assistance includes all costs of providing new transportation services, including, but not limited to, labor, fuel,
administrative costs, and maintenance. Operation costs for bike sharing is not CMAQ eligible and will be not funded by this program.

Finally, project application form contents are as follows:

1. Project Sponsor and Applicant Information
2. General Project Information
3. Eligibility
4. Project Cost Estimates (make sure to upload the “Cost Breakdown” Microsoft Excel sheet by application deadline)
5. Project Match
6. Project Description
7. Emissions Benefit
8. Length of Emissions Benefit
9. Congestion in Performance-Based Planning
10. Project Readiness
11. Sponsor Capacity
12. Environmental Justice
13. Scalability
14. Operating Assistance (if applicable)
15. Documentation of Commitments (due by 5:00 p.m. on Fri. July 27, 2018)

5.1.b “Cost Breakdown” Microsoft Excel Spreadsheet
Per Chapter 2, it is essential for cost estimates to be realistic and accurate. Make sure to complete and submit the “Cost Breakdown” Microsoft Excel spreadsheet as part of the application. For construction projects, refer to NJDOT’s Local Aid Project Duration by Phase flowchart in preparing the project’s schedule and cost. The FHWA also provides helpful guidelines on preparing the estimate, bid reviews and evaluation. DVRPC recommends (but does not require) applicants to adjust the cost for inflation, except for vehicle acquisition requests. Transit vehicle requests should use the current vehicle price list in the third tab of the spreadsheet and include NJ TRANSIT’s 10 percent administration fee in the cost request.

5.1.c Emissions Analysis Forms
For most eligible project types, DVRPC has supplied the following Emissions Analysis Forms that indicate to the applicant what information is required so that DVRPC can measure the estimated emissions benefits of a given project:

1. Transit Improvements and Programs
2. Congestion Reduction and Traffic Flow Improvements
3. Bicycle or Pedestrian Improvements
4. Transportation Demand Management
5. Park-and-Ride Facility Improvements
6. Truck Idling and Other Projects
All applicants, especially those with project types where DVRPC does not provide Emissions Analysis Forms, must explain in question 7.1 of the project application form how the project will reduce transportation-related emissions and mitigate traffic congestion. For project types that lack an Emissions Analysis Form, DVRPC staff will work with applicants to request the needed information in order to perform an emissions analysis.

Both EPA and FHWA have provided resources that can be used to compare different project types to each other with regard to emissions reductions and cost effectiveness. These resources are very general and are provided to give the applicant a general sense of how their project will compare with other project types. Links to these documents are available at www.dvrpc.org/CMAQ.

5.2 Required Documents by 5:00 p.m. on Friday, July 27, 2018
5.2.a Letter of Commitment/Intent, Agreements, and/or Resolutions
Applicants must submit in DVRPC’s CMAQ application system all support letters, letters of commitment or intent, agreements, governing resolutions, and other supporting documentation, as needed for project. This deadline is for documents that may require more time to prepare to verify support for proposed project. For multi-municipal projects, all municipalities involved must submit individual resolutions. Projects that involve multiple municipalities or entities must submit a letter from each party involved. An official who is authorized to represent the organization, such as the township manager or chief elected official, must sign the letters. Failure to submit these documents will cause the project to be dropped from further consideration in the process.

5.3 Submit All Application Materials in DVRPC’s CMAQ Application System

To create a new application, first create an account in the DVRPC online CMAQ application system at www.dvrpc.org/asp/cmagApplication/login.aspx. Enter a user name, which is an email address. The system will send the user an email confirmation with a password. The user can then return to the site with the username and password to continue to create a new application. DVRPC recommends that applicants bookmark the link to the system. There is no limit to the number of applications that a user creates, saves, and submits.

Once a user account has been created, the user is free to log out and return to the online CMAQ application system anytime. The user can return at another time to log in the system to make revisions or finish a project application.

To create an application, or download and upload application materials, log into the system. Then click on “New Project” at the top right corner of the homepage. Complete the general information fields of the Create New CMAQ Application page (Figure 1) and select “save” when finished. The DVRPC CMAQ Application Checklist (Figure 2) will then appear for user to download, complete, and upload materials. After a user completes uploading a document, the system will automatically save the uploaded documents.

If a project application has been created, select the project application ID on the homepage. The homepage (after user logs in to system) will display all the applications created by user. After the application ID is selected, the DVRPC CMAQ Application Checklist page (Figure 2) will open. On this page, download the documents by clicking on the document titles. Complete the documents. Then upload them by using the “Upload” function for each item. Once a document is successfully uploaded, the text for the button will automatically change to “Download.” You can upload any type of file (pdf, word, jpg, gif, etc.). There is no limit to the size of the document.

At this time, there is no “replace” button for each uploaded item in the application system. Applicants should
upload the new replacement documents in the bottom “Additional Information, as needed (e.g. maps, reports, letters)” section, as portrayed by Figure 2, and state what the new uploaded document is supposed to replace in the “Notes” field.

Applicants can modify the general information provided in the system, select a project type, and select a meeting date/time by clicking “Update” at the top right corner of the DVRPC CMAQ Application Checklist page (Figure 2) after the project record is created.

When applicants are completely satisfied with their uploaded documents, click “Submit” at the top right corner of the DVRPC CMAQ Application Checklist page (Figure 2). The application system will then automatically lock the application record, and an automatically generated confirmation email for the submission will be sent to the applicant (user) and DVRPC. If an applicant does not receive this email, they should contact Kwan Hui at khui@dvrpc.org or (215) 238–2894. The system will automatically lock all CMAQ applications after 5:00 p.m. on June 29, 2018; and open for certain applications that have additional documents to upload by July 27, 2018.

5.4 Schedule Mandatory Meeting with DVRPC in DVRPC’s CMAQ Application System

All applicants requesting CMAQ funds for this program are required to meet with DVRPC staff at DVRPC, 190 N. Independence Mall West, 8th Floor, Philadelphia, PA 19106 before the application deadline. DVRPC has set-aside one hour for every application and has made available May 23, 24, and 25, 2018 to meet with applicants to discuss their proposed projects. The time slots are available in the online application system.

DVRPC understands that applicants, sponsor agencies, and DVRPC staff have limited resources, and it is important that everyone’s time be used as efficiently and productively as possible. Therefore, the purpose of these meetings are to discuss the “saved” project proposals to ensure applicants and sponsor agencies know what their proposals must contain, including all information required, for the project selection committee to make a decision; identify any fatal flaws or issues of the proposed projects; ensure applicants knows what further steps need to be taken by the applicants or the Sponsor Agency; and answer questions. Applicants should not use these meetings to obtain preliminary project selection committee decisions on the content of the application, or to raise other matters that are outside of DVRPC’s purview. DVRPC will not provide direct assistance to applicants with completing their applications. It is DVRPC’s intention to remain neutral and objective in the role as program coordinator.

To schedule the meeting, log in the online CMAQ application system. An application must first be created in order for user to schedule a meeting. If it is a new project application, follow steps outlined in previous section 5.3. Select “Update” at the top right corner of the DVRPC CMAQ Application Checklist page (Figure 2), which will open the page, CMAQ Project Detail (Figure 3). Select a meeting date and time. If none of the times will work or if there are no times available for selection, pick “Other.” Selecting “Other” will trigger an automatic email notification to the user and DVRPC for DVRPC to reach out and coordinate with the user’s schedule.
Figure 1: Create New CMAQ Application

Figure 2: DVRPC CMAQ Application Checklist
If the meeting was selected but needs to be re-scheduled, repeat the steps above and select a different date and time slot in the system, or select “Other” for DVRPC to coordinate a different time. For every meeting date and time selected (or updated) by user, the system will send the user and DVRPC an automatically generated email to confirm the meeting date and time.

Prior to attending the meeting, applicants should complete the CMAQ application (as best as possible) and upload the document in the online application system at least one day prior to the scheduled meeting day. After the upload, they should “save” the application. Do not click “submit” unless it is ready for final submission. Again, after the application is "submitted", the system will not permit further changes. DVRPC will make available hardcopies of the uploaded “saved” documents for the meeting.

5.5 What Is the Tentative Schedule?

DVRPC allows approximately nine (9) weeks for applications to be completed and submitted. Following the June 29, 2018 deadline, all projects will be further screened for eligibility and assessed for their emissions reduction potential during summer 2018. The surviving projects will then be evaluated by the DVRPC CMAQ project selection committee by using a number of different factors (as described in Chapter 4). DVRPC anticipates the final approval by the DVRPC Board to occur in October 2018. DVRPC intends to notify awarded applicants within two (2) weeks of the Board’s action. Applicants will then have 60 days to initiate the project by scheduling a kick-off scoping meeting prior to starting the project.
### CMAQ Program Schedule (Subject to Change)

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues. May 1, 2018</td>
<td>DVRPC begins accepting applications for eligible projects</td>
</tr>
<tr>
<td>Fri. May 11, 2018 (Tentative)</td>
<td>DVRPC Recorded Informational Webinar Available</td>
</tr>
<tr>
<td>May 23, 24, and 25, 2018</td>
<td>Mandatory Applicant Meetings</td>
</tr>
<tr>
<td>Fri. June 29, 2018</td>
<td>Applications Due</td>
</tr>
<tr>
<td>Fri. July 27, 2018</td>
<td>Commitment/Support Letters, Resolutions, and/or Agreements Due</td>
</tr>
<tr>
<td>August to September 2018</td>
<td>Project Evaluation</td>
</tr>
<tr>
<td>September 2018</td>
<td>Final Project Selection</td>
</tr>
<tr>
<td>October 2018</td>
<td>DVRPC RTC and Board Recommendation and Approval</td>
</tr>
<tr>
<td>November 2018</td>
<td>DVRPC Sends Award and Regrets Letters</td>
</tr>
</tbody>
</table>

#### 5.6 Helpful Resources

Besides this guidance document, DVRPC will make available a recorded informational webinar that provides general information about the program and the application process. While viewing the webinar is not mandatory, prospective applicants may find it helpful. At the time of this publication, the webinar is expected to be available on the [DVRPC CMAQ webpage](#) around Friday, May 11, 2018.

Applicants are strongly encouraged to thoroughly review the [FHWA CMAQ guidance](#) before starting the application process. It provides more details regarding the eligibility requirements of the CMAQ program.

Before and after CMAQ funds are awarded to their projects, applicants should also review NJDOT Local Aid’s website at [www.state.nj.us/transportation/business/localaid/fedaid.shtm](#), which provides guidance for federal-aid projects, including a [Federal Aid Handbook](#).
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CHAPTER 6: Managing the Project

6.1 What Assistance Is Available from DVRPC and NJDOT?

During the application and evaluation phase, DVRPC will answer all questions concerning the eligibility of a project, in consultation with FHWA and FTA. DVRPC staff will also answer questions on how to submit an application for the CMAQ Program. DVRPC will not provide direct assistance to applicants with completing their applications. It is DVRPC’s intention to remain neutral and objective in the role as program coordinator.

After a project is selected, the project sponsor’s primary responsibility is the development, authorization, implementation, and completion of the CMAQ project. Each project sponsor will establish the implementation schedule for their project; NJDOT, NJ TRANSIT, and DVRPC staff will be available to answer questions or address concerns, but it is up to the project sponsor to manage the project schedule and communication.

During the implementation phase, NJDOT, NJ TRANSIT, and DVRPC staff will provide technical assistance and guidance in the development of the CMAQ projects. In particular, state DOT or Transit project management staff can provide assistance to the project sponsor in following all appropriate federal and state regulations to ensure that project funding is not jeopardized.

6.2 What Procedural and Regulatory Requirements Apply?

There are a number of procedural and regulatory requirements that apply to the projects implemented under the CMAQ Program. Project sponsors may not be acquainted with NJDOT, FHWA, or FTA procedures. If necessary, it is expected that project sponsors will secure professional services (consulting engineers, architects, or vendors) through the federal competitive process to assist them in satisfying these requirements and advancing their projects. NJDOT, NJ TRANSIT and DVRPC staff is also available to assist with the interpretation and application of these requirements. A brief discussion of these requirements covering the following topics is provided in Appendix B (actual requirements may vary slightly).

6.2.a Typical Procedural and Regulatory Requirements
- Initiation of Project;
- Reimbursement Agreement/Notice to Proceed;
- Environmental Clearance;
- Project Engineering;
- Standards and Guidelines;
- Right-of-Way Acquisition;
- Utility Clearance;
- Permits;
- Public Utility Commission Involvement;
- Bidding;
- Construction and Implementation;
- Maintenance; and
- Cancellation of a Project.
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### Appendix A: Project Selection Criteria

#### Project Selection Criteria and Weights

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>WEIGHT</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROJECT READINESS</strong></td>
<td>25%</td>
<td>25.00</td>
</tr>
<tr>
<td>High</td>
<td>25%</td>
<td>25.00</td>
</tr>
<tr>
<td>Low or Not Ready</td>
<td>25%</td>
<td>6.25</td>
</tr>
<tr>
<td><strong>SPONSOR CAPACITY</strong></td>
<td>25%</td>
<td>25.00</td>
</tr>
<tr>
<td>High</td>
<td>100%</td>
<td>25.00</td>
</tr>
</tbody>
</table>

**Project Readiness**

The project selection committee has a high degree of confidence that sponsor can obligate funds for the proposed project within the given time period. The candidate project has a realistic schedule that includes milestones achieved and remaining for review and approval. For example, construction projects with a high level of project readiness have minimal or no environmental issues and no right-of-way concerns (or completed right-of-way). Finally, projects that have good readiness have matching funding sources secured and will have identified a clear process for implementation.

**Sponsor Capacity**

Sponsor has continuously demonstrated to be very successful in the authorization and implementation of federally funded projects, in which NJDOT, NJ TRANSIT, DVRPC, and/or County also had a good experience in working with sponsor. The sponsor was generally cooperative and responsive to NJDOT, NJ TRANSIT, DVRPC, and/or County requests in a timely manner. Sponsor demonstrates clear commitment to implement, operate, and maintain the project, during and after the CMAQ funding period. Sponsor demonstrates adequate, if not excellent, institutional capacity to manage the project and obtain the necessary permits, bids, and contracts.
### Project Selection Criteria and Weights (Continued)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight (Score)</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SPONSOR CAPACITY (CONTINUED)</strong></td>
<td>25%</td>
<td>25.00</td>
</tr>
<tr>
<td><strong>Medium</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsor has implemented federally funded projects, in which NJDOT, NJ TRANSIT, DVRPC, and/or County generally had no poor experience in working with sponsor. Sponsor demonstrates commitment to implement, operate, and maintain the project, during and after the CMAQ funding period. Sponsor demonstrates adequate institutional capacity to manage the project and obtain the necessary permits, bids, and contracts with or without NJDOT, DVRPC, NJ TRANSIT, and/or County guidance. NJDOT, DVRPC, NJ TRANSIT, and/or County believe that sponsor's capacity will not become an issue should the project receive a CMAQ award.</td>
<td>75%</td>
<td>18.75</td>
</tr>
<tr>
<td><strong>Low or Not Ready</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project selection committee is not confident that sponsor has adequate capacity and commitment to implement project should CMAQ funding be awarded. NJDOT, NJ TRANSIT, DVRPC, and/or County found sponsor, from prior experience, not cooperative or responsive during process of authorizing state or federally funded projects. Sponsor did not make any progress towards project authorization by failing to make the required submissions in a timely manner or was not cooperative/ responsive to NJDOT, NJ TRANSIT, or DVRPC, thus resulting in missed authorization deadlines. Or sponsor had more than once missed authorization deadlines, was debarred from federal funds, violated the federal process, or despite guidance, not follow/ understand the federal process.</td>
<td>25%</td>
<td>6.25</td>
</tr>
<tr>
<td><strong>COST-EFFECTIVENESS</strong>¹</td>
<td>20%</td>
<td>20.00</td>
</tr>
<tr>
<td><strong>High</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects that result in high PM$_{2.5}$+ NO$_x$+ VOC emissions reduced per CMAQ dollar requested per day (less than $100,000)</td>
<td>100%</td>
<td>20.00</td>
</tr>
<tr>
<td><strong>Medium</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects that somewhat results in PM$_{2.5}$+ NO$_x$+ VOC emissions reduced per CMAQ dollar requested per day (between $100,000 and $1,000,000)</td>
<td>75%</td>
<td>15.00</td>
</tr>
<tr>
<td><strong>Low</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects that result in low PM$_{2.5}$+ NO$_x$+ VOC emissions reduced per CMAQ dollar requested per day (more than $1,000,000)</td>
<td>50%</td>
<td>10.00</td>
</tr>
<tr>
<td><strong>None (Zero)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects that result in no emissions reduced, or if their benefits have not yet been calculated, or not CMAQ eligible.</td>
<td>25%</td>
<td>3.75</td>
</tr>
<tr>
<td>Criteria</td>
<td>Weight (Score)</td>
<td>Points</td>
</tr>
<tr>
<td>--------------------------------------------------------------</td>
<td>----------------</td>
<td>--------</td>
</tr>
<tr>
<td>LONG-TERM VIABILITY OF EMISSIONS BENEFIT</td>
<td>20%</td>
<td>20.00</td>
</tr>
<tr>
<td><strong>High</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects that provide benefits for reducing emissions, improving operations, or reducing congestion for more than 10 years.</td>
<td>100%</td>
<td>20.00</td>
</tr>
<tr>
<td><strong>Medium</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects with 5 to 10 years of identifiable emissions benefit (benefit may expire as technology is replaced or equipment ages) or outreach project or transit subsidy with an identified funding source.</td>
<td>50%</td>
<td>10.00</td>
</tr>
<tr>
<td><strong>Low</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects that cannot definitively demonstrate benefits beyond five years, or have fewer than 5 years of an identifiable emissions benefit.</td>
<td>25%</td>
<td>5.00</td>
</tr>
<tr>
<td>ENVIRONMENTAL JUSTICE (^2)</td>
<td>5%</td>
<td>5.00(^2)</td>
</tr>
<tr>
<td>Projects that will further the principle of advancing equity in the Greater Philadelphia region and can demonstrate benefits to communities of concern/population group(s) susceptible to air pollution will receive more favorably in this criterion. The higher the project location's IPD score (ranging from 0 to 36), per DVRPC's Equity Analysis tool, the more favorable the project.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEVEL OF MATCH (^3)</td>
<td>5%</td>
<td>5.00</td>
</tr>
<tr>
<td><strong>High:</strong> Over 20%</td>
<td>100%</td>
<td>5.00</td>
</tr>
<tr>
<td><strong>Medium:</strong> Between 10% and 20%</td>
<td>75%</td>
<td>3.75</td>
</tr>
<tr>
<td><strong>Low:</strong> More than 0% but less than 10%</td>
<td>50%</td>
<td>2.50</td>
</tr>
<tr>
<td><strong>No match:</strong> 0%</td>
<td>25%</td>
<td>1.25</td>
</tr>
</tbody>
</table>

Notes:
(1) Thresholds are based on previously selected projects in NJ and PA. Cost thresholds were updated as of 9/11/2018.
(2) The EJ score is calculated by project's highest IPD score*(10/36). However, the project selection committee will also assess the qualitative answers provided in the application form.
(3) Match levels updated as of 9/11/2018 to better reflect typical Federal/Local shares.
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Appendix B

Project Implementation Procedural and Regulatory Requirements
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Appendix B: Project Implementation Procedural and Regulatory Requirements

Initiation of Project
The sponsor must initiate their project for funding authorization within 60 days of notification of project award. A construction project is considered initiated when the sponsor has contacted NJDOT to become a certified Local Public Agency and then schedule a kick-off meeting with the appropriate NJDOT Local Aid office. Sponsors should also consult NJDOT’s Federal Aid Handbook as they begin the process. The federal highway program is a reimbursable program. Only those costs specifically associated with the implementation of the project are to be charged to the project. When there is a third-party consultant or contractor performing the work, the administrative costs of the sponsor are not eligible.

Environmental Clearance
All projects involving construction will require an environmental clearance document as part of the engineering phase of work. This document may be a Categorical Exclusion, Environmental Assessment, or Environmental Impact Statement. The level of detail required will be determined by NJDOT based on the nature of the specific project. Normally, when the scope of the project is being determined, a decision will be made on the type of documentation required. It is the responsibility of the project sponsor to have the environmental document prepared.

Project Engineering
Projects must follow standard federal and state procedures for all phases of work. If project sponsors do not have a qualified professional on staff, they should acquire the services of a consultant to oversee the development and implementation of the project and ensure compliance with all state and federal requirements. The acquisition of consultant services must be in accordance with federal procedures. In the case of municipally sponsored projects, municipalities may choose to use their municipal engineers with NJDOT approval, or follow an approved consultant selection process. It is important to recognize that the design and/or construction engineers are employed by the project sponsor, not by DVRPC or NJDOT.

Standards and Guidelines
Standards are established to protect the health and safety of the public. All projects must be designed to meet federal and state standards. However, in some instances, traditional federal and state highway standards may not apply to a particular project. In such cases, sponsors should follow any guidance available that applies to their project with federal and state concurrence. Examples include guidelines prepared by the Rails to Trails Conservancy, the American Association of State Highway and Transportation Officials, the Secretary of Interior’s Standards for the Treatment of Historic Properties, and the Manual of Uniform Traffic Control Devices.

Right-of-Way Acquisition
All right-of-way acquisition must follow federal regulations and the Uniform Relocation Assistance Act. In particular, property owners must be advised that federal funding is being used to implement the project and they are entitled to fair market value for their property. In addition, if the sponsor does not have the authority to acquire property by eminent domain, the property owner must be so advised prior to any offer being made. This requirement does not preclude the voluntary donations of property to the project. Proof of ownership of the right-of-way will be required for all projects prior to advertising for construction bids. For more information, click here to view FHWA’s Real Estate Acquisition Guide for Local Public Agencies.
Utility Clearance
All projects involving construction must have utility clearance prior to the advertisement for bids. This procedure requires that the sponsor certify that all necessary arrangements have been completed for the relocation of any affected utility. NJDOT personnel will provide assistance with this process.

Permits
The project sponsor is responsible in securing all necessary permits to design and implement the project. These may involve Departments of Environmental Resources, the U.S. Army Corps of Engineers, local municipal permits, DOT highway occupancy permits, etc.

Public Utility Commission Involvement
Certain projects, such as rails to trails projects or those involving railroad crossings may require the involvement of the Public Utility Commission. It will be the responsibility of the project sponsor to contact the Public Utility Commission to secure the necessary actions by that agency.

Bidding
For projects that require a contractor to perform physical construction, the sponsor's professional engineer will assemble the contract proposal package. The Plans, Specifications, and Estimate (PS&E) package will be reviewed by NJDOT. Bidding will be managed by the project sponsor or NJDOT, as agreed upon at project inception, and must follow federal procurement procedures.

Construction and Implementation
Project sponsors may proceed with the construction or implementation phase of the project upon receipt of written authorization to do so from NJDOT. This will ensure that all necessary approvals have been secured. Construction or implementation must be performed by an approved contractor. All material used in conjunction with the project must meet project specifications.

Control, Use, and Maintenance
The project sponsor will be responsible for the continuing control, use, and maintenance of the project after completion of construction. No federal CMAQ funding will be provided for maintenance activities.

Cancellation of a Project
A project sponsor may, at any time in the project development process, decide to cancel the project and drop out of the program. The project sponsor will be responsible for the reimbursement of all federal funds received as of that date and for the payment of all outstanding invoices to engineers or contractor
DVRPC GUIDANCE
FY2018 Competitive Congestion Mitigation and Air Quality (CMAQ) Program for New Jersey

Date Published: May 2018

Geographic Area Covered:
Burlington, Camden, Gloucester, and Mercer Counties

Key Words:
Air Quality, Bicycle and Pedestrian, Buy America, CMAQ, Congestion, Congestion Mitigation and Air Quality, FAST Act, FY2018 Competitive Program Guidance, Idling Reduction, TEA-21, SAFETEA-LU, MAP-21, New Jersey, TDM, Transit Improvements and Programs, Transportation, Transportation Demand Management, NJDOT, NJ TRANSIT, Private-Public Partnership, P3, Project Selection Criteria.

Abstract:
The FY2018 DVRPC Competitive CMAQ Program for New Jersey opens May 1, 2018 and will close at 5:00 PM on Friday, June 29, 2018. Up to $5 million will be available for projects; and $1 million of the total award is dedicated to fund construction-ready projects that are currently part of the Circuit Trails. CMAQ eligible projects include transit, bicycle, or pedestrian improvements or programs, congestion reduction and traffic flow improvements, and transportation demand management programs, among others to reduce emissions and congestion in the region. This guidance by DVRPC details the CMAQ program eligibility, requirements, and describes all required application materials. More information is available at www.dvrpc.org/cmaq.

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