1. How do I create a new application?
To create a new application, you must first create an account in the DVRPC online CMAQ Application system. Enter a user name, which is an email address. The system will send you an email confirmation with a password. You can then return to the site with the username and password to continue to create a new application. On the system’s homepage (after logging in), select “New Project” at the top right corner. The “Create New CMAQ Application” page should open for you to enter the project’s general information. After the information is provided, click “save” and the “DVRPC CMAQ Application Checklist” webpage for the project will appear for you to download and upload all materials required for submission. You can always return at a later time to “update” the general information provided, which will appear in the blue box of the page.

2. The application form is over 20 pages long. Must all applicants complete the entire form? Are there exceptions?
Yes. The entire form must be completed, there are no exceptions. However, not every question may apply to your proposed project. Please take the time to carefully read and answer questions that apply to your project. DVRPC is only accepting applications that are submitted in this online CMAQ application system on or before June 28, 2019 by 5:00 p.m. and applications with sponsors and applicants who met with DVRPC staff before May 31, 2019.

3. Do I need to submit the entire application at one time?
No. Once you create an account, please save and log out of the CMAQ application system. You can return at another time to log in to the system to make revisions or finish the application. Do not click the “submit” button unless you are completely satisfied with the uploaded documents and fields and have met with DVRPC staff. Once the application is “submitted,” the system will lock the application record, and you should receive an automatically generated confirmation email for the submission. The online system will automatically lock all CMAQ applications at 5:00 p.m. on June 28, 2019.

4. Can I submit more than one application for consideration?
Yes, but please indicate in the application form which of your proposed projects is your highest priority. Make sure to create an application for each proposed project.

5. For each proposed project, what are all the documents that I am required to submit by June 28, 2019?
Due by 5:00 p.m. on June 28, 2019:
At the minimum, four items, that are found in the DVRPC online CMAQ Application system (after creating a new application), must be completed and uploaded for each proposed project. Failure to submit these items will cause the project to be dropped from further consideration in the process:

- Project application form
- Cost Breakdown spreadsheet
- The emission analysis forms that apply to your proposed project
- All letters of commitment/intent, agreements and/or resolutions, and other supporting documentation as needed for project. For multi-municipal projects, all municipalities involved must submit individual resolutions.

Please also include other documents (e.g. maps, pictures, policies, etc.) that may apply to your application and are helpful for reviewers to understand your proposed project.
6. Where do I download and upload my application and all supporting documentation?
After logging into the DVRPC online CMAQ Application system, click on the project application ID. Then the “DVRPC CMAQ Application Checklist” webpage will appear for the project. You will see each document (e.g. Project Application Form). Click on a document title to download the document. When you are ready to upload the document, select “Upload”. 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 or quantity of documents uploaded.

7. I uploaded an old document for an application. How can I replace the old document with a new document?
To remove a document that has been uploaded please select the red “trashcan” to delete the document. Once the document is deleted, upload the new document.

8. Will I receive confirmation that my application has been received?
Yes. You will receive a confirmation email. If you do not receive this email, please contact Richard Murphy, Jr. at rmurphy@dvrpc.org or (215) 238–2946.

9. Must I meet with DVRPC staff for every proposed project before application deadline? Why is it required?
Yes. The project sponsor and applicant are required to meet with DVRPC staff before formally submitting their proposal by June 28, 2019. Consultants are not considered a representative of the community or project sponsor. In the case of a multi-municipal project, the lead municipality must attend. DVRPC staff has set aside one hour for each proposed project.

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. For bike/ped projects the scope, budget, schedule, and right-of-way for construction projects will be discussed. 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.

10. How do I schedule the mandatory meeting with DVRPC staff for my project?
Log into the DVRPC online CMAQ Application system. You must first create an application (see question 1 above in this document), by selecting “New Project”. If you already created a project, click on the application ID on the homepage; the “DVRPC CMAQ Application Checklist” for that application ID will appear. Click “Request Meeting” in the blue box at the top of the webpage on the right-hand side. A DVRPC staff member will reach out to you shortly to coordinate a meeting. DVRPC staff has set-aside one hour for every application.
11. What do I need to bring to the mandatory meeting at DVRPC?
Prior to attending the meeting, please complete the CMAQ project application form (as best as possible) and upload the document in the DVRPC online CMAQ Application system. Upload other helpful materials, such as plans and maps. Do not click “submit” for an application unless it is ready for final submission. DVRPC recommends that the meeting with DVRPC staff occur prior to sponsors final submitting an application. Once the application is “submitted”, the system will not permit further changes. The applicant will make available hardcopies of the “saved” documents for the meeting. Both applicant and (public) sponsor agency should attend the meeting. Consultants are not considered a representative of the community or project sponsor. In the case of a multi-municipal project, the lead municipality must attend.

12. When will I be notified if my project was selected for funding?
As of April 1, 2019, it is anticipated that the DVRPC Board will approve the list of recommended projects at the October 24, 2019 Board Meeting. Awardees will be notified after Oct. 24, 2019.

13. What Project Types are NOT Eligible for the FY2019 Competitive CMAQ Program for Pennsylvania?
Due to processing delays with Buy America requirements, the DVRPC FY2019 Competitive CMAQ Program for Pennsylvania is not accepting diesel retrofit projects, advance technology vehicles (e.g., hybrid cars or sports utility vehicles, electric vehicles, compressed natural gas/ultra-low-emission vehicles), alternative fuel (e.g., clean diesel), or requests to purchase non-revenue fleet vehicles, with the exception of SEPTA applications. The program will not accept applications from transportation management associations, nor applications for carsharing, carpooling, and/or vanpooling. The program will not fund pre-construction activities, with the exception of PennDOT applications.

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 the 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.

14. Is the purchase of electric vehicles and the installation of a publically accessible electric vehicle charging station an eligible project?
Due to Buy America, the FY2019 Competitive CMAQ Program is not accepting applications for electric vehicle purchases. The charging station may be eligible for funding, if it complies with FHWA’s Buy America requirements and will be used for general public use.

15. Are improvements for private businesses or services eligible?
No, improvements must be used and accessible for general public use.

16. Is bicycle share operating assistance eligible for CMAQ funding?
No, costs for bicycle share operations are not eligible for CMAQ funding, however, capital and equipment are eligible. See FHWA’s Pedestrian and Bicycle Funding Opportunities.

16. Can a project include multiple eligible project types that are being accepted by this program?
Yes. If all components of a multi-type project are CMAQ eligible and accepted by this FY2019 program, then the entire project is eligible. If the proposed project contains both CMAQ eligible and ineligible project components (for example: decorative benches on a trail or Maintenance facility upgrades on an
AFV project are not eligible), only the CMAQ eligible component in a mixed project of this type will be eligible for CMAQ funds.

17. Is there a maximum or minimum request amount?
Due to the complexity of managing CMAQ construction projects, DVRPC requires 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. CMAQ project funding requests that are 80 percent or less of the total project cost will be considered more favorably in the evaluation process. There is a soft maximum cap of $4 million for a single application. All awarded projects must obligate CMAQ funds by August 2024.

18. In a Public/Private Partnership, which entity is considered the project sponsor?
The public entity is considered the project sponsor.

19. What bicycle and pedestrian projects are eligible for federal CMAQ funds?
Constructing bicycle and pedestrian facilities (paths, bike racks, support facilities, etc.) that are not exclusively recreational and will reduce vehicle trips are CMAQ eligible. For this FY2019 program, any CMAQ requests for bike racks, shelters, and lockers must comply with FHWA’s Buy America requirements. Under FHWA’s Buy America requirements, steel and iron purchased on a contract funded with Federal funds must be produced in the United States. These requirements apply only to the actual steel and iron that is incorporated into a product, and there is an allowance for a minimal amount of foreign-produced steel or iron ($2,500, or one-tenth of one percent of the total contract price, whichever is greater). Other eligible CMAQ examples include bicycle parking, bike racks on transit, capital and equipment for bike share (not operations), bicycle storage or service centers at transit hubs, bridges/overcrossings for pedestrians and/or bicyclists, bicycle coordinator position, crosswalks (new or retrofit)*, curb cuts and ramps*, maps (for pedestrians and/or bicyclists), paved shoulders for pedestrian and/or bicyclist use*, separated bicycle lanes, shared use paths/transportation trails*, sidewalks (new or retrofit), signed pedestrian/bicycle routes, trail bridges*, trail/highway intersections*, training, tunnels/undercrossings for pedestrians and/or bicyclists*.

*CMAQ projects must demonstrate emissions reduction and benefit air quality. See FHWA’s CMAQ guidance for a list of projects that may be eligible for CMAQ funds. Several activities may be eligible for CMAQ funds as part of a bicycle and pedestrian-related project, but not as a highway project. CMAQ funds may be used for shared use paths, but may not be used for trails that are primarily for recreational use.