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. Must all applicants complete the entire form? Are there exceptions?
Yes, and there are no exceptions. However, not every question may apply to your proposed project, please take the time to read carefully and answer questions that apply to your project. DVRPC is only accepting applications that are submitted in this online CMAQ application system by 5:00 p.m. on June 29, 2018; those that have uploaded any letters of commitment/support, agreements, or resolutions (if necessary) by 5:00 p.m. on Friday, July 27, 2018; and applications with sponsors and applicants who met with DVRPC staff before June 29, 2018.

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 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. 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 after 5:00 p.m. on June 29, 2018; and open for certain applications that have additional documents to upload by July 27, 2018.

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 29, 2018 and by July 27, 2018?
Due by 5:00 p.m. on June 29, 2018:
At the minimum, three 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:

- Project application form
- Cost Breakdown spreadsheet
- Any of the emission analysis forms that may apply to your proposed project

Please also include other documents (e.g. maps, pictures, policies, etc.) that may apply to your project and is helpful for reviewers to understand your proposed project. Failure to submit these items will cause the project to be dropped from further consideration in the process.
Due by 5:00 p.m. on July 27, 2018:

- All support letters, agreements, and letters of commitment/intent, governing resolutions, and other supporting documentation as needed for project. This deadline is for documents that may require more time to prepare, such as a resolution from the Governing Body (or local government authorized official) to verify support for proposed project. For multi-municipal projects, all municipalities involved must submit individual resolutions. Failure to submit these documents will cause the project to be dropped from further consideration in the process.

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 it. 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?
At this time, there is no “replace” function for every uploaded document in the application system. Please upload the new replacement document in the bottom “Additional Information, as needed (e.g. maps, reports, letters)” section and state what your document is supposed to replace in the “Notes” field.

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 Kwan Hui at khui@dvrpc.org or (215) 238 – 2894.

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 29, 2018. 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. 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. If you already created a project, click on the application ID on the homepage;
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 maps. Do not click "submit" for an application unless it is ready for final submission. Once the application is "submitted", the system will not permit further changes. DVRPC 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 30, 2018, the DVRPC Board is expected to approve the list of selected projects on October 25, 2018. Awardees will be notified via email after Oct. 25th.

13. What is the funding cost share and technology requirement for diesel engine repower or replacement?
The FY2018 Competitive CMAQ Program for New Jersey is not accepting requests for diesel engine repower or replacement.

14. What is the funding cost share and technology requirement for alternative fuel vehicles (AFV)? Are maintenance facility upgrades to service AFVs an eligible cost?
The FY2018 Competitive CMAQ Program for New Jersey is not accepting requests for alternative fuel vehicles. Maintenance to service AFVs is also not accepted.

15. Do alternative fuel fueling stations have to be open to the public?
Yes, alternative fueling stations must be open to public access. This can take many forms, but the station cannot be for the sole use of the station owner. The station should also comply with FHWA’s Buy America requirements if steel or iron is incorporated.

16. Is the purchase of electric vehicles for parking meter enforcement and the installation of a publicly accessible electric vehicle charging station an eligible project?
Due to Buy America, the FY2018 Competitive CMAQ Program is not accepting electric vehicle purchases. The charging station may be eligible for funding, if it complies with FHWA’s Buy America requirements.

17. What is the funding cost share requirement for transit vehicles?
The FY2018 Competitive CMAQ Program for New Jersey is accepting requests for the purchase of transit vehicles, if the purpose is to expand an existing fleet of vehicles and/or introduce a new transit service.
Transit vehicle replacements are not accepted in this competitive round. Please use the vehicle price list provided in the “Cost Breakdown” spreadsheet and make sure to include NJ TRANSIT’s 10 percent administration fee in the cost request. DVRPC requests that the minimum project request be $100,000 for transit vehicle acquisitions.

18. 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 FY2018 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.

19. Is there a maximum or minimum request amount?
There is no maximum request amount, but there is a minimum request amount. 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.

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

21. 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 FY2018 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.