



SOLICITATION FOR APPLICATIONS TO LOCAL MOBILITY INITIATIVES PROGRAM

ISSUED: April 2025

CONTENTS

CONTENTS	2
LOCAL MOBILITY INITIATIVES PROGRAM.....	3
PROGRAM BACKGROUND	3
<i>Program Purpose.....</i>	<i>3</i>
<i>Eligible Entities</i>	<i>3</i>
<i>Time Frame.....</i>	<i>3</i>
LMI PROGRAM DEVELOPMENT GUIDELINES	4
Eligible Activities	4
<i>SHUTTLES: Operational Support and Vehicle Replacement.....</i>	<i>5</i>
<i>MICROMOBILITY.....</i>	<i>7</i>
PROGRAM DEVELOPMENT & SUBMISSION REQUIREMENTS	8
Process.....	8
<i>STEP 1: LMI Interest Form</i>	<i>8</i>
<i>STEP 2: Full Proposals</i>	<i>9</i>
PROPOSAL CHECKLIST.....	13
GUIDANCE DOCUMENTS AND RESOURCES	15
<i>Templates/References</i>	<i>15</i>
ADMINISTRATION OF THE PROGRAM	15
EMISSIONS ESTIMATE GUIDANCE	16
BUDGET TEMPLATE.....	17
REPLACEMENT VEHICLE DESCRIPTIONS.....	18

LOCAL MOBILITY INITIATIVES PROGRAM

PROGRAM BACKGROUND

Congestion Mitigation and Air Quality (CMAQ) funds are allocated to the North Jersey Transportation Planning Authority (NJTPA) region for projects that contribute to the attainment of the Clean Air Act standards by reducing emissions and congestion in the non-attainment and maintenance areas. The NJTPA has funding for a competitive CMAQ program to fund eligible projects and services that demonstrate potential actions to achieve these air quality goals. Based on the program criteria described in this document, candidate projects will be evaluated, selected, and approved for funding by the NJTPA Board of Trustees. Approved projects will be submitted to the Federal Transit Administration (FTA) for federal authorization of funds.

Program Purpose

The NJTPA is soliciting applications for its **Local Mobility Initiatives** (LMI) program, which is supported by federal CMAQ funds allocated to the NJTPA region. This competitive program aims to advance readily implementable and innovative transit shuttle and micromobility services that improve air quality and reduce congestion in the NJTPA's air quality maintenance and non-attainment areas. The NJTPA **Transportation Clean Air Measures** is a separate but related program that supports reducing pollutant emissions and congestion in the NJTPA region. Applicants may apply to the two programs separately. This document details the application process and program guidelines for submitting *interest forms and full proposals* to the NJTPA **Local Mobility Initiatives** program.

Questions about the solicitation **must be submitted in writing** by email to Jasmine Lawrence at JLawrence@njtpa.org.

Eligible Entities

Eligible applicants for Local Mobility Initiatives funding include

TRANSPORTATION MANAGEMENT ASSOCIATIONS (TMAS)

MUNICIPALITIES

COUNTY TRANSPORTATION SYSTEM OPERATORS IN THE NJTPA REGION

UNIVERSITIES

Time Frame

Application

Once ready to start the CMAQ-LMI process, submit the *interest form*. The NJTPA staff will review the submitted form, and once eligibility has been established, NJTPA staff will invite eligible sponsors to submit a *full proposal*.

CMAQ-LMI Grant

The solicitation for Local Mobility Initiatives provides funds for shuttle or micromobility projects. Shuttle projects may include vehicle purchases or operations for three years, which awardees may use for up to five years from the commencement of operations. Applicants can spread the third-year amount across an additional two years (an amount not to exceed the greater of year one or two). The CMAQ-LMI grant will only fund capital costs for micromobility projects.

LMI PROGRAM DEVELOPMENT GUIDELINES

ELIGIBLE ACTIVITIES

Eligible activities are limited to shuttle and micromobility services. The program will offer both operating and capital support for shuttle services and capital only for micromobility, as detailed below.

LMI ELIGIBLE ACTIVITIES



Shuttles

- Operational Support
- Vehicle Replacement and Purchase



Micromobility (*new*)

- Micromobility Purchase: Bicycles and Scooters
- Docking Purchase: Micromobility Parking and Charging

Proposed projects must:

1. Be eligible under the federal CMAQ guidelines
2. Be ready to implement
3. Demonstrate the potential for reductions in emissions and congestion
4. Meet or exceed the requirements for matching funds.
5. Link to needs identified in the Long Range Transportation Plan (LRTP), [Plan 2050: Transportation. People. Opportunity.](#) (The NJTPA is in the process of updating its LRTP, [Connecting Communities](#). The NJTPA Board is expected to adopt the plan update in September 2025.)
6. Meet Buy America requirements

Possible projects can be drawn from various sources:

- Local and regional plans and projects
- The [NJTPA's Coordinated Human Services Transportation Plan](#)
- The NJTPA [Subregional Studies Program](#) reports



SHUTTLES: Operational Support and Vehicle Replacement

LMI shuttle services must intend to develop financially sustainable and innovative services, reduce SOV trips and congestion, improve air quality, encourage and increase transit use, optimize the performance of local and regional transportation networks, connect to major transit routes (including last-mile connections to major destinations), and improve personal mobility. Applicants are encouraged to adopt best practices and service innovations to lower costs, improve customer satisfaction, utilize alternative energy sources, ensure financial sustainability, and reduce air pollution. Proposals may not duplicate existing publicly funded transit services.

PROJECT TYPES

OPERATIONAL SUPPORT: SHUTTLE SERVICE (25% match)

Operational Support is available for new and expanded shuttle services as a reimbursement program for costs associated with shuttle operations.

Funding: Subrecipients may use CMAQ-LMI funds for three or up to five years. Applicants can spread the third-year amount (year three can't exceed totals from year one or two) across an additional two years (i.e. years four and five). This approach provides for a taper-down period where the service transitions from federal funds to other public or private sources. ***The program requires a 25 percent local match for shuttle operations.***

Operational Support Project Types:

- i. **New Transit Service:** Operational Support for a new service that reduces SOV trips and transportation emissions, improves personal mobility, encourages transit use, and doesn't compete with an existing NJ TRANSIT bus service.
- ii. **Expand Existing Service:** Operational support for an existing service. The applicant must provide the existing service's demonstrated success in reducing SOV trips and transportation emissions, encouraging transit use, and not competing with an existing NJ TRANSIT bus service.
- iii. **Other Innovations:** Other innovations include increased ridership, passenger information and satisfaction, and reduced air pollution.

Innovations in operations are encouraged under this guidance and are considered in the selection criteria. These include but are not limited to the implementation or deployment of:

- **First-last mile:** transportation services and infrastructure that enhance connections to and from fixed-route transit: the "first mile" from a trip origin to transit and/or the "last mile" from transit to the trip destination
- **Microtransit, shared-ride services:** on-demand, dynamically routed transit systems that use technology to provide a modern approach to more traditional demand-responsive options. There are two primary models for microtransit: a vendor manages the transit operation and provides ridesharing technology, or a vendor supports the transportation agency with ridesharing technology only.

VEHICLE PURCHASE: LOW AND ZERO EMISSION SHUTTLE VEHICLES

Available as capital support for new, existing, and expanding services. LMI shuttle services must intend to develop financially sustainable and innovative services, reduce SOV trips and congestion, improve air quality, encourage and increase transit use, optimize the performance of local and regional transportation networks, connect to major transit routes (including last-mile connections to major destinations), and improve personal mobility. Applicants are encouraged to adopt best practices and innovations in services to lower costs, improve customer satisfaction, utilize alternative energy sources, ensure financial sustainability, and reduce air pollution. Proposals may not duplicate existing publicly funded transit services.

Funding: Applicants may request funding to purchase vehicles for a new service or replace vehicles for existing successful services (with new vehicles procured by NJ TRANSIT). Importantly, recipients of new vehicles may not reduce existing service, only expand.

Vehicle Purchase Project Types:

i. Vehicles for New or Expanded Service

CMAQ funds may be used to purchase vehicles to expand a current service or implement a new service.

ii. Replacement Vehicles

CMAQ funds may be used to purchase and replace vehicles for existing services if the vehicle purchased has lower emission rates than the vehicle it's replacing.

Available vehicles include conventionally fueled vehicles and/or alternative fueled vehicles for shuttle services. If replacing a current vehicle, the new vehicle must be a more efficient and produce less emissions than the applicant's existing vehicle stock. See eligible vehicles in the [Replacement Vehicle Descriptions](#) section for more details. Example eligible vehicles for both new and replacement projects include:

- *Lower emission vehicles:* conventionally fueled vehicles and/or EVs for shuttle services or non-transit fleets.
- *Hybrid Vehicles:* Hybrid vehicles with lower emissions rates than their non-hybrid counterparts
- *Zero-Emission Vehicles:* Medium- or heavy-duty zero-emission vehicles
- *Vehicle Recharging and Refueling Infrastructure:* Related vehicle charging equipment

Vehicle Project Agreement: Vehicle delivery can range from 24 to 36 months from the time of the award letter. Each approved applicant will be required to enter into a no-fee agreement with NJ TRANSIT, which governs the use of the capital items during their useful life. The agreement will specify requirements for reporting, coordination, and other items regarding the use of the equipment. Disposal of the equipment during the project period will require NJ TRANSIT's approval. The solicitation describes the vehicle types and useful life criteria under the [Replacement Vehicle Description](#) section. Once the vehicle is at the end of its useful operational life, the subrecipient can choose to continue operating the vehicle through the CMAQ program, dispose of the vehicle, and return all proceeds in excess of \$10,000 to NJ TRANSIT, or return the vehicle to NJ TRANSIT for disposition.



MICROMOBILITY

Micromobility is a new eligible activity under the Bipartisan Infrastructure Law, CMAQ Improvement Program. Micromobility projects must intend to reduce SOV trips and congestion, improve air quality, encourage and increase walking, biking, and transit trips, increase micromobility access and use, support active transportation, help reduce Vehicle Miles Traveled (VMT), create first-last-mile connections, and improve personal mobility.

Funding: Applicants may request funding for micromobility projects that include the capital costs integral to establishing or expanding bikesharing or shared scooter systems (including docks, parking, equipment, and the purchase of bicycles, including e-bikes and e-scooters).

Funds from this program cannot be used to fund operating expenses such as fares, software to reserve and pay for rides, utility charges, rebalancing and repair of the bikes/scooters, and staff expenses to manage the program. This program will only fund the purchase of micromobility devices and docking. All purchases must be compliant with Buy America standards.

Project Types: Shared micromobility refers to fleets of micromobility devices available to the public for shared use between multiple users. Operators deploy shared micromobility fleets in defined service areas to provide connections to other modes like public transportation to fully satisfy trips, and to provide transportation options for local trips. Shared micromobility provides communities with increased affordable, low- or no-emission transportation options. When replacing motor vehicle trips, micromobility can help encourage mode shift, reduce vehicle trips and emissions, and improve access and mobility for underserved communities.

Applicants are encouraged to adopt best practices and innovations in bicycle and pedestrian planning to improve the walkability and bikeability of communities, utilize alternative fuel sources, ensure financial sustainability, and reduce air pollution.

PROGRAM DEVELOPMENT & SUBMISSION REQUIREMENTS

The Local Mobility Initiatives Program application is a **two-step** process that begins with completing an interest form. The NJTPA will review form submissions and successful eligible projects will be invited to submit full proposals.

An applicant may be asked to submit full proposals after the NJTPA reviews the interest form submission.

- Electronic copies of the written application and attachments, provided as original documents and spreadsheet files, must be submitted.
- Eligibility requirements are listed in the **Program Solicitation Overview** and the **Proposal Guidance section**.
- The electronic versions of the air quality and financial spreadsheets are available at the NJTPA's **CMAQ Program page**.

PROCESS

A Technical Review Committee consisting of NJTPA and NJ TRANSIT staff will review all proposals based on the criteria outlined in the [proposal checklist](#). The Committee will present its recommendations to the NJTPA's Planning and Economic Development Committee for endorsement and then to the NJTPA Board of Trustees for approval.

Upon approval by the NJTPA Board, program administration is transferred to NJ TRANSIT under FTA CMAQ (Section 5307), and all agreements for operating services and vehicles are between NJ TRANSIT and the subrecipient. Please note that vehicle delivery and/or operating agreements may take up to 18-24 months after NJTPA Board approval. It is expected that services will commence within six months of receipt of the contract from NJ TRANSIT. Delayed commencement of service beyond this timeframe may result in the reallocation of resources or other actions.

STEP 1: LMI Interest Form

Applicants interested in submitting proposals for the Local Mobility Initiatives Program must fill out the interest form (linked below). Applicants may submit multiple interest forms and should rank their applications in order of priority. When filling out the form, applicants should also review the Full Proposal guidelines and review criteria.

The NJTPA will review all interest forms to determine the proposal's eligibility under CMAQ, identify the most promising and implementable projects, evaluate the submissions for opportunities for improvement, and offer constructive suggestions to sponsors as appropriate. The NJTPA will review all submitted forms of interest and determine eligibility for full proposal submission.

If interested parties want to discuss their ideas before filling out the interest form, email Jasmine Lawrence (jlawrence@njtpa.org).

Requirements

Identify a readily implementable **micromobility** or **shuttle** project (Operational Support or Vehicle Replacement) that measurably reduces pollutants and congestion eligible under the Federal Congestion Mitigation & Air Quality (CMAQ) program. *Routes that duplicate existing publicly funded transit services are ineligible for support under this program.*

Fill out the following interest form to tell us about your project idea:

[**CMAQ LMI Interest Form**](#)

STEP 2: Full Proposals

This section provides detailed guidance on submitting a **FULL** Local Mobility Initiatives Program proposal. Applicants will prepare Full Proposals upon invitation by the NJTPA following successful submission and review of their submitted LMI Interest Form as described in the [STEP 1: LMI Interest Form](#) section.

TMA and municipal applicants invited to submit full proposals must include letters of support from the NJTPA Regional Transportation Advisory Committee (RTAC) member from their county or city or another appropriate county or city representative. A current list of RTAC members is available [here](#).

- Electronic copies of the written application and attachments, provided as original documents and spreadsheet files, must be submitted.
- Eligibility requirements are listed in the [Program Solicitation Overview](#) and the [Proposal Guidance section](#).
- The electronic versions of the air quality and financial spreadsheets are available at the NJTPA's [CMAQ Program page](#).

A Technical Review Committee will evaluate full proposals based on identified criteria. The Committee will present its recommendations to the NJTPA's Project Prioritization Committee and Planning and Economic Development Committee for endorsement and then to the NJTPA Board of Trustees for approval. Approved projects will be submitted to the FTA for federal funding authorization.

Eligibility

Eligible activities are limited to micromobility and shuttle services as described in the [Solicitation Overview](#) section of this document. The program offers vehicle operational support, vehicle replacement, and micromobility services. Proposals that duplicate existing publicly funded transit services are ineligible for funding.

Eligible applicants and matching fund requirements are described in the [Solicitation Overview](#) section. Eligible applicants are TMAs, municipalities, and county transportation system operators in the NJTPA region.

- TMA and municipal applicants must include letters of support from an [NJTPA RTAC](#) member from their county, city, or another appropriate county representative.
- Matching funds of 25 percent required for operational support must come from local sources other than federal transportation funds or NJ TRANSIT operating funds.
- A letter of commitment from the provider of the matching funds is required.

Operating assistance recipients must comply with FTA requirements related to contracting services. More information is available on the [FTA website](#). Requirements include, but are not limited to, a Title VI plan,

FTA drug and alcohol testing, Transit Asset Management (TAM), and National Transit Database (NTD). Additionally, all services must be open to the public and comply with the Americans with Disabilities Act.

Proposal Requirements

Proposals for operating assistance, vehicle replacement, and micromobility must meet several requirements outlined below to be considered for funding. These requirements may also be included as part of the selection criterion.

Americans with Disabilities Act (ADA) Requirements

Transit services, including but not limited to shuttles, must comply with the Americans with Disabilities Act. These requirements include but are not limited to, the use of wheelchair lift-equipped, accessible vehicles and the offering of deviated fixed route services.

The ADA prohibits discrimination and ensures equal opportunity and access for people with disabilities. Agencies must have an ADA policy, which includes a complaint policy and form, a statement regarding service animals, oxygen tanks, wheelchair lift use, reasonable modification, personnel training, and other items. As with your Title VI plan, our Senior Coordination Administrator will assist you in developing your ADA policy. For more information about the ADA: <https://www.transit.dot.gov/ADA>

Title VI Requirements

NJTPA

The NJTPA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all interested parties that it will affirmatively ensure that for any contract entered into pursuant to this solicitation, disadvantaged parties will be afforded full and fair opportunity to submit thumbnail sketches and proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. For reference, please see [NJTPA's Title VI Plan](#). The NJTPA also encourages proposals that have sought out and considered the needs of those traditionally underserved by existing transportation systems.

NJ TRANSIT

Agencies are required to develop a Title VI plan with the guidance of NJ TRANSIT's Senior Coordination Administrator. Title VI states that no person shall be discriminated against based on their race, color, or national origin. This plan will help identify the languages spoken in your community, how you will provide information to the residents, and the methods by which you will provide this information.

For more information about Title VI requirements: FTA Circular 4702.1B: Title 6 Requirements and Guidelines for Federal Transit Administration Recipients | [FTA \(dot.gov\)](#)

Certifications and Assurances

NJ TRANSIT must certify annually to the FTA that the various applicable rules and regulations are being complied with by both NJ TRANSIT and its subrecipients. Any agency identified in the FTA Program of Projects (POP) as being awarded federal funds/assets must submit these documents even if you have not received your funding or vehicle award.

For more information about the annual Certifications & Assurances, click [here](#).

Procurement

SUBRECIPIENT will be responsible for purchasing all other capital equipment unless it specifically requests assistance from NJ TRANSIT. Any capital, miscellaneous or service purchase greater than \$1,000 needs the prior approval of NJ TRANSIT. SUBRECIPIENT must submit all specifications, RFPs, IFBs and any other procurement documentation to NJ TRANSIT for review and approval prior to advertising or going out to bid.

If SUBRECIPIENT is a local government entity, it must comply with the same federal requirements governing state procurements. SUBRECIPIENT must comply with the Third-Party Contracting Requirements of FTA Circular 4220.1F, et. seq. in the solicitation, award, and administration of any purchase/contracts. SUBRECIPIENT may use its own procurement procedures that reflect state or local laws but such procedures must conform to the requirements of the FTA Circular, which in turn includes requirements of the 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

SUBRECIPIENTS must ensure all procurements and contracts contain the required FTA contract clauses. SUBRECIPIENTS should consult FTA's Best Practices Procurement Manual for examples of contract languages for use in third-party contracts or ProcurementPro, a web-based application funded by the National Rural Transit Assistance Program (National RTAP). SUBRECIPIENT must also ensure that it completes all required certifications, reports, forms, and other items required by law. Procurements, third-party contracts, and subcontracts must comply with DBE program requirements.

Transit Asset Management

Transit Asset Management ("TAM") applies to all recipients or subrecipients of federal financial assistance under 49 U.S.C. Chapter 53 that own, operate, or manage capital assets used in the provision of public transportation. The TAM rule (49 CFR part 625) is a set of federal regulations that sets out minimum asset management practices for transit providers. The TAM rule requires subrecipients to create TAM plans or adopt the State's Group Sponsored Plan. This will help SUBRECIPIENT systematically address its maintenance needs, which will, in turn, improve service. Well-developed asset management systems have been shown to lower long-term maintenance costs.

Additionally, TAM will have important non-quantifiable benefits, such as improved transparency and accountability. Implementing a TAM system will require SUBRECIPIENT to collect and use asset condition data, set targets, and develop strategies to prioritize investments to meet their goals. NJ TRANSIT will provide oversight on the TAM plan requirements.

Insurance Requirements

At the time of vehicle delivery, the agency must provide proof (certificate of insurance) of adequate insurance. The minimum requirements are as follows:

- A combined single limit of \$2,000,000/ \$5,000,000 (depending on vehicle capacity) is the minimum insurance required for all vehicles. The certificate should also indicate:
 - NJ TRANSIT as an "additional insured" and "Loss Payee" (Loss Payee: in the event of a "totaled" vehicle, NJ TRANSIT shall receive insurance payouts)
 - 30 days written notice to NJ TRANSIT of change or cancellation of insurance
 - The Vehicle description, VIN, and NJ TRANSIT Vehicle # (#CQ-XXXX) should be listed on the certificate
 - NJ TRANSIT will be titled as the lien holder

Competition

The subrecipient shall ensure they do not operate the services funded under this Agreement in competition with any carrier operating on regular routes authorized by the New Jersey Department of Transportation (NJDOT), NJ TRANSIT, or the Surface Transportation Board.

Project Requirements

Demonstration of Need: The application must demonstrate need in one of the following ways (*operational support, vehicle replacement, and micromobility*):

- Problem identification linked to needs, strategies, and related projects in [*Plan 2050*](#)
- Proposal or service fulfills a need identified in an NJTPA, NJ TRANSIT, New Jersey Department of Transportation, Port Authority of New York and New Jersey, or other related agency-sponsored study
- Proposal or service fulfills a need identified in a county or municipal master plan or study.
- Proposal or service complements a planned transit or roadway capacity increase.
- Proposal or service seeks out and considers the needs of those traditionally underserved by existing transportation systems.
- Proposal or service fulfills another need not included in the above-designated areas but is well documented in the application.

Potential for Success: The application must demonstrate potential for success after the CMAQ funding period has ended after three years.

Items required for consideration are:

- Description of the project's potential for financial sustainability without further federal funding (*This may include letters of support or commitment from public or private sector financial sponsors. If letters of support or commitment are unavailable, present a plan for attracting and retaining ongoing financial support.*)
- Description of marketing and communication activities that the sponsor and its partners will undertake to attract or maintain ridership (*Note that the applicant must bear marketing costs*)

Operations: The application must provide specific information related to service operations

This includes:

- Comprehensive budget (operations only)
- Quantifiable benefits for congestion mitigation and improved air quality (via the included spreadsheet and formula)
- For operational support: provide a map and description of planned routes and/or service areas and other transit services and facilities.
- For vehicle replacement: provide a map and description of the existing service route(s) that will be serviced with the replacement vehicle. Include the ridership information and schedule.
- For micromobility: provide a map and description of existing mobility lanes/infrastructure and proposed micromobility parking locations.
- Vehicle inventory using the provided template for all vehicles operated by the sponsor (micromobility and vehicle replacement)

The application must provide specific information related to pollution reduction strategies. This may include but is not limited to:

- Low-carbon fuels
- Anti-idling measures
- Driver performance monitoring
- Advanced emissions reduction equipment

PROPOSAL CHECKLIST

When submitting a CMAQ-LMI application, please include the information requested in the proposal checklist that follows. The checklist guides the applicant through a list of requested information related to micromobility, vehicle replacement, and operation project submissions. If there is an "x" in the project type column, that information is required for that submission.

The proposal requirements include: Demonstration of Need, Potential for Success, Demonstration Success, Operations, Budget, Innovation, and Subregional and Local Support.

CHECKLIST FOR SHUTTLE PROPOSALS

Please provide responses to the following information based on your project-type submission.

V: Vehicle Replacement | O: Operations

	V	O
1. Demonstration of Need <i>Applicants are encouraged to supplement the description with graphics, maps, and statistics.</i> a) Cite the plan, study, or other source that identifies the need being fulfilled. Quote appropriate sections of source material in the application. b) Describe how the proposed or existing service will fulfill or is fulfilling the need identified in item 1i. c) Illustrate how this project helps the needs of disadvantaged populations.	X	X
2. Potential for Success a) Describe the existing transportation demand, projected ridership, and the sources and methods used to make that determination. b) Describe the typical trip replaced by the proposed service. c) Describe the regional impacts of the services proposed. d) Describe how the service will provide transportation benefits to, or alleviate transportation burden on, disadvantaged populations, including but not limited to low-income and minority households. e) Describe the potential for this service to provide a usable connection to transit. f) Describe the marketing and communications approach proposed to attract and retain riders. g) Describe the plan to attract and retain private and local public financial support to extend the service beyond its proposed CMAQ funding.		X
3. Demonstrated Success: For already existing services a) Provide ridership counts for at least the last five years of service. b) Describe the typical trip replaced by the service. c) Describe the regional impacts of the services provided. d) Describe how the service provides transportation benefits to, or alleviates transportation burden on, underserved populations. e) Describe how the service provides a valuable and usable connection to transit. f) Describe the marketing and communications plan proposed to attract and retain riders. g) Describe the plan to attract and retain private and local public financial support for continued operations and capital replacement. h) Provide a vehicle inventory using the vehicle inventory template provided for all vehicles operated by the sponsor. Provide a list of vehicles proposed for replacement.	X	
4. Operations a) Describe the proposed or existing service: routes, scheduling, hours of service, vehicle(s) to be used, and anticipated fares (if any). b) Describe the plan to implement services in a timely manner after funds are made available. (Operations Only) c) Describe the system that will be or is being used for dispatching, scheduling, recording, and analyzing ridership data. d) Demonstrate air quality benefits of a proposed or existing service using the EPA's formula for emissions reduction. Include information about how the formula inputs were determined. See the example here . e) List all appropriate staff, relevant experience, and roles in the proposed project. f) Provide a listing and summary of transportation programs operated that demonstrate successful implementation and operations of services demonstrating successful implementation and services operations.	X	X
5. Budget a) Provide a detailed budget, including the 25% local match, using the budget template provided or equivalent. b) Provide an estimate of cost per hour of service and cost per ride.		X
6. Innovation a) Describe any planned or existing innovations in shuttle services this proposal will support, including any expected costs and gains. For example, using alternative fuels is expected to cost \$x/gallon, for y gallons per year, and save z units of criteria air pollution. A list of suggested innovation strategies is included in the program guidance.		X
7. Subregional and Local Support a) Include a letter of support for TMA and municipal proposals from the NJTPA Regional Transportation Advisory Committee (RTAC) member from their county or another appropriate county representative. b) Include copies of letters of commitment from the provider(s) of the matching funds for all proposals. c) Include letters of support from local businesses and government (optional).	X	X

GUIDANCE DOCUMENTS AND RESOURCES

Congestion Mitigation and Air Quality Program Provisions: Proposals will be reviewed following **FHWA CMAQ Program Policies and Guidance** compliance.

Plan 2050: The NJTPA is updating its Long Range Transportation Plan, which guides the agency's work and makes our region eligible for federal transportation funding. The NJTPA Board is expected to adopt *Connecting Communities: The NJTPA Long Range Transportation Plan*, in September 2025. *Connecting Communities* will have a 25-year planning horizon of 2050. The NJTPA Board adopted **Plan 2050: Transportation. People. Opportunity.** on September 13, 2021. <http://njtpa.org/Planning/Plans-Guidance/Plan-2045.aspx>

Vibrant Communities Initiative: **The Vibrant Communities Initiative** continues the mission of municipal capacity building originally advanced through the Together North Jersey (TNJ) Initiative. Since the TNJ grant ended in 2015, the NJTPA and Alan M. Voorhees Transportation Center (VTC) at Rutgers have continued advancing the TNJ Plan goals by providing technical assistance to communities. This work continues with a new name and focus. This effort advances the themes from the NJTPA Plan 2050 and supports the development of the next Long Range Transportation Plan, which is scheduled for adoption in FY 2026.

Subregional Support: Proposals from TMAs and municipalities must be supported by an NJTPA member subregion. This most often comes from a subregional representative to the **NJTPA's Regional Technical Advisory Committee** (RTAC). The RTAC provides a forum for presentations and discussions on regional issues. It also performs a vital function in reviewing and disseminating information and making recommendations to the NJTPA Board to aid decision-making.

Templates/References

The resources on pages 12-16 offer standardized formats for estimating emissions benefits, expenditure reporting, and vehicle replacement descriptions. Electronic versions of these documents, as well as the vehicle inventory template, are available for download.

<http://njtpa.org/Projects-Programs/Local-Programs/CMAQ-Local-Mobility.aspx>

ADMINISTRATION OF THE PROGRAM

Funding for the selected projects is a reimbursement program. If a project is selected, the sponsor must submit regular reports to NJ TRANSIT and the NJTPA.

EMISSIONS ESTIMATE GUIDANCE

Applicant	
Service Area (County)	
Date	

Projected Annual Emissions Reduction Spreadsheet

Instructions: Fill in the blank fields next to SOV Trips Avoided per Day, Average Avoided Trip Length, and Operating Days Per Year to calculate emissions and VMT reductions.

		<i>Unit</i>	Pollutant	Emissions Rate/mile	<i>Unit</i>	Total Annual Pollution Reduction	<i>Unit</i>
SOV Trips Avoided per Day		<i>trips</i>	Hydrocarbons	1.254	<i>grams</i>	0	<i>lbs</i>
Average Avoided Trip Length		<i>miles</i>	CO	30.525	<i>grams</i>	0	<i>lbs</i>
Operating Days per Year		<i>days</i>	Oxides of Nitrogen	0.454	<i>grams</i>	0	<i>lbs</i>
Total Yearly Miles Avoided	0	<i>miles</i>	CO2	3.5935378	<i>lbs</i>	0	<i>lbs</i>
			Gasoline	0.0465	<i>gals</i>	0	<i>gals</i>

Notes:

BUDGET TEMPLATE

CMAQ Local Mobility Initiatives Operations Proposal Budget				
(Not for Reimbursement Purposes)				
Shuttle Name: _____				
Applicant Organization: _____				
OPERATING/ADMINISTRATIVE BUDGET LINE ITEMS	Year 1	Year 2	Year 3*	Total Program
Salaries/Fringe Benefits (Operations manager, drivers, mechanics, and dispatchers, etc.)				
Administrative Salaries/Fringe (related to providing transportation service)				
Licenses and Registration				
Third Party Contract Services (service provider for transportation services and/or marketing for transportation service)				
Maintenance & Repairs				
Materials Consumed (oil, fuel, etc.)				
Other Miscellaneous Expenses (including uniforms)				
Total Operating Expenses				
(Fares and Donations, estimated)				
Net Operating Expenses				
(25% Match)				
Total Reimbursement Request				
<p>*Subrecipients have the option of using the 3rd year of funding for an additional two years, however the total of years 3, 4, and 5 may not be greater than either year 1 or year 2.</p>				

REPLACEMENT VEHICLE DESCRIPTIONS

NJ TRANSIT purchases vehicles through FTA to ensure a competitive vehicle procurement compliant with federal regulations. Vehicles are titled to the subrecipient with NJ TRANSIT as the first lien holder. NJ TRANSIT oversees all vehicles until their useful life is met.

All vehicles have automatic transmissions, front and rear heat, front and rear air conditioning, and enclosed stepwells. Vans are available in both gasoline and battery electric. Extended cutaways will be available with CNG conversions. Cutaways are equipped with passenger-side lifts that can be front or rear, depending on your needs. Most vehicles have fixed seats, but some plans can have foldaway seats added, provided there is room. All body-on-chassis vehicles or cutaways are dual rear wheel cutaways that range in wheelbases from 158" to 208" with overall body lengths ranging from 260" to 382".

All cutaway vehicles may require a CDL license.

VEHICLE TYPES

Minivan



This gasoline vehicle can transport up to three (3) ambulatory passengers and one (1) mobility device.

Van – gas or battery-electric van



You may request for either a gasoline or battery-electric van that can transport up to five (5) ambulatory passengers and one (1) mobility device.

The gasoline vans will have a wheelchair lift on the curbside of the vehicle.

The electric vans will have a wheelchair lift in the rear of the vehicle.

Small Cutaway Front Lift



This vehicle can transport up to six (6) ambulatory passengers and one (1) mobility device.

More securement locations may be requested through the application.

Small Cutaway Rear Lift



This vehicle can transport up to eight (8) ambulatory passengers and one (1) mobility device.

More securement locations may be requested through the application.

Standard Cutaway



These vehicles can seat up to twelve (12) ambulatory passengers and a minimum of two (2) mobility devices.

More securement locations may be requested through the application.

Extended Cutaway



This vehicle can transport up to sixteen (16) ambulatory passengers and a minimum of two (2) mobility devices.

More securement locations may be requested through the application.

Medium Duty Cutaway



This vehicle can transport twenty-four (24) ambulatory passengers and two (2) mobility devices.

The bus has air brakes and requires drivers to have an air brake certification on their Commercial Driver's License.