

16:50-7.2 Program narrative review guidelines

The Department shall review Program Narratives submitted by tax credit employers for completeness and consistency, including the presence of the standard Program Narrative sections, as described in N.J.A.C. 16:50-6.

SUBCHAPTER 8. SMART MOVES FOR BUSINESS CHALLENGE GRANTS
16:50-8.1 Purpose and intent

(a) The Smart Moves Challenge Grants Program is a Department-funded program that shall award financial assistance grants to New Jersey employers to implement innovative commuter assistance services at their worksites.

(b) The Department has developed the Smart Moves for Business Challenge Grant Program to support successful implementation of the Smart Moves for Business Program. The Department believes that continued participation of employers in commute trip reduction activities is vital to the State's efforts to reduce traffic congestion and improve air quality.

(c) The grant program has three goals:

1. To encourage employers to continue or begin voluntary worksite commuter assistance programs;
2. To encourage development of innovative commuter assistance services employers otherwise might not be willing to undertake; and
3. To document and disseminate results of effective commuter assistance services for application by other New Jersey employers.

16:50-8.2 Eligibility criteria

(a) Any participating employer may apply for a Smart Moves for Business Challenge Grant. The basic minimum standards for Challenge Grant eligibility are:

1. The organization shall do business in the State of New Jersey and the grant shall be for a work location within the boundaries of the State of New Jersey; and
2. The organization shall register with the Department as a participant in the Smart Moves for Business Program.

16:50-8.3 Requests for applications

(a) The Department shall provide standard Challenge Grant application forms to all interested employers on request.

(b) Applications shall be submitted to: The Department of Transportation, ATTENTION: Smart Moves for Business Program Challenge Grants, Division of Transportation

Systems Planning, 1035 Parkway Avenue, PO Box 600, Trenton, NJ 08625-0600.

16:50-8.4 Submission requirements

(a) Each application to the Department for a Smart Moves Challenge Grant shall be submitted to the Department by January 15 of each year. The application shall include the following information:

1. The name and location of work location(s) included in the grant proposal;
2. The number of employees expected to be impacted by the project; and
3. A detailed description of the proposed program or strategy to be undertaken by the employer.

(b) Employers may work together and submit a single application to the Department. Innovation and partnerships are strongly encouraged.

16:50-8.5 Application and review procedures

(a) The Department establishes the guidelines set forth in this section for determining eligible strategies or activities which can be funded under this incentive program, because it intends to ensure that all registered employers have an opportunity to suggest a wide range or type of activities or strategies that meet or have the potential to meet the objectives of the Program. The Department intends to fund innovative activities for which performance can be demonstrated in the reduction of overall employee trip making or vehicular miles of travel, the reduction in employee single occupant vehicular trip making or vehicular miles of travel, or the increase in employee tripmaking in carpools, vanpools, buspools and transit. Examples of eligible strategies or activities which support employee trip reduction and/or reductions in vehicle miles of travel include, but are not limited to, applications of innovative strategies which encourage or provide incentives for employee participation in ridesharing or transit usage, alternate work schedules, employee parking management strategies, and/or telecommuting concepts at specific worksites.

(b) The Department will expect employer applicants to demonstrate both financial and policy commitment to the strategies and activities, which are proposed. The Department expects the employer applicant to designate a staff person to act as a contact person and who will also coordinate the project at the worksite.

(c) The total budget amount of the grant program is approximately \$600,000. The individual awards will likely vary depending upon the type of strategies which are suggested by employers. Each application received for the Challenge Grant Program will be evaluated on a case-by-case basis. It should be expected that prior to January 15, of each year for which funds are available, the Department will encourage employers to submit applications for any

innovative trip reduction incentive activities or strategies that they would like to see funded by the Department under this program.

(d) All applications shall be thoroughly reviewed by the Department, with input from members of the Smart Moves for Business Program Advisory Committee and the TMA Council.

(e) The Department shall consider grant awards in the following categories:

1. Employers having less than 100 employees;
2. Employers having between 100 and 499 employees; and
3. Employers having 500 or more employees.

(f) The Department shall consider applications on an annual basis. Applications for the first grant cycle shall be received by January 15, 1998, unless otherwise advised by the Department.

(g) In addition to the criteria listed in (a) through (c) above, applications shall be considered on a case-by-case basis. The Department's consideration for the approval, modification, or denial of a grant application shall include, but is not limited to, the following:

1. Anticipated level of project impact: The level of expected benefits on traffic congestion, mobility, air pollution, and/or other social-economic factors, and how quickly the benefits are expected to occur;
2. Degree of innovation: The project has not been implemented in New Jersey, or the project has been implemented in New Jersey, but not in the setting identified in the proposal;
3. Project cost: Is the project cost reasonable?;
4. Extent of organizational commitment: Apportionment of an ETC; plus sufficient staff to ensure project success and adequate monitoring, and demonstrated management commitment to the project, perhaps including employer funds allocated to the project;
5. Compatibility with existing transportation services: The project utilizes or builds on existing services, where available, and does not compete with or duplicate existing services;
6. Existence of a partnership: The project involves more than one employer and/or participation of a TMA, local government, or community group; and
7. Readiness of the project: The employer can implement the project quickly.

(h) Applicants will be notified of approval, request for modifications, or denial not later than May 1 of each year.

(i) Employers to whom Challenge Grants are awarded shall sign an award agreement with the Department, specifying the terms and conditions of the grant award.

(j) The number and funding levels of individual grants shall be dependent upon the number of applications received from employers in each category, the relative merit of the application based on the criteria listed in (g) above, and the availability of funds. In the event that the number of applications of equal merit exceeds the total available funding, the award of grants shall be based on the date a complete application was received by the Department. Despite the announcement of the Smart Moves for Business Challenge Grant Program, the Department is not obligated to award any grants and may at any time terminate the Challenge Grant Program, for reasons including, but not limited to, lack of funding, lack of application merit or viability, or other constraints placed on the Department.

16:50-8.6 Monitoring

(a) The Department shall monitor all grant recipients. Monitoring shall be for the purpose of assuring that the employer receiving the grant meets the terms of the grant agreement and complies with any condition or requirement thereof.

16:50-8.7 Rescission and withholding of funds

(a) The Department, in addition to any other rights or remedies available pursuant to law, may withhold, reduce or terminate payment of a grant or any portion thereof for good cause. The circumstances under which this may occur include:

1. Failure to comply with the requirements of this subchapter, or other applicable State laws or rules;
2. Failure to comply with any condition or requirement of the grant agreement;
3. Failure to maintain the required documents;
4. Submission of false or misleading information, or failure to submit relevant information to the Department;
5. Insolvency, bankruptcy or other conditions affecting the financial integrity of the applicant; and
6. Failure to comply with any condition or requirement of the Department.

(b) The Department shall provide written notice to the employer of its intent to withhold, reduce or terminate the grant. The business may request, in writing, reconsideration of the Department's decision. The determination to withhold, reduce or terminate a grant shall be solely within the Department's discretion.

(c) In the event that a grant is to be terminated, the business shall immediately refund the total amount granted by the Department.