

Diesel Modernization Program Flowcharts

A visualization of the Project Proposal, Grant Agreement, and Grant Payment Processes







Project Proposal Process

Applicant submits a Diesel Modernization Program (DMP) proposal to DEP

Competitive Solicitation

When a specific funding source has been identified for the DMP Grant Program,
Competitive Solicitations may be announced.
These solicitations often have specific requirements and a hard deadline to apply.

DEP emails the applicant to acknowledge receipt of their submission. DEP may request to meet with applicant for follow-up questions about the project.

Rolling Admissions

DMP project proposals are accepted and reviewed on an ongoing basis. Proposals will be filed as a Rolling Admission and will be funded as soon as monies become available.

DEP emails the applicant to acknowledge receipt of their submission.

After the Solicitation Period

Closes DEP will review proposals. Those that are most favorable and meet the requirements of the funding source will be awarded.

If program funding is available and DEP determines the project is favorable, it will be considered for an award.

If project does not meet
the program
requirements for
funding the proposal is
filed for future
consideration.

Program funding becomes available

DEP notifies Applicant they are awarded for their project.

Timing for award announcements can vary and may take months from the time of submission, even if funding is available.

DEP will meet with awardees to develop the project and work through the Grant Agreement Process.



Grant Agreement Process

DEP and Grantee begin the Grant Agreement Process

DEP will request additional documents from the grantee:

- Vendor ID Number through <u>NJSTART.gov</u>
- The Applicant Information Form, gathering basic information needed to complete the grant agreement;
- The Project Information Form, submitting specifications on your selected diesel vehicle(s) to be replaced by decommissioning;
- Awardees must obtain a minimum of three price quotes for the new electric vehicle(s) and charging station(s) intended to be purchased.
- Additional documentation as requested

DEP Grant Officer drafts the Grant Agreement and sends it to Grantee by email for review and digital signatures.

Grantee returns the signed Grant Agreement to DEP by email.

DEP reviews the agreement for accuracy and the grant is processed through DEP's Contracts and Grants Management Unit (CGMU).

CGMU reviews Grant Agreement for accuracy. During this stage, CGMU may request additional information from the Grantee. Once the additional information is provided, if needed, CGMU will obtain final DEP signatures.

The Grant Agreement is now executed. Only expenses incurred within the work period of the Grant Agreement will be considered for reimbursement.

Note that the work period may begin after the Grantee signs the Grant Agreement; however, the Grantee cannot receive reimbursement until the grant agreement is executed.



Grant Payment Process

Grantee's work period commences.

The project was approved for an advance payment of grant funds.

Grantee must provide receipt of purchase order(s)/invoices(s) signed by the Grantee affirming vehicle(s) have been secured.

DEP sends a Payment
Voucher for the advance
payment to the Grantee
for signature.

Grantee signs and returns the Payment Voucher to DEP.

DEP reviews the Payment
Voucher and sends it to
DEP's Contracts and Grants
Management Unit (CGMU)
to issue the funds.

CGMU issues advance funds to the Grantee in about 10-14 business days through the method indicated by their Vendor ID Number via NJSTART.gov **Grantee begins incurring project costs via traditional reimbursement route.** Costs and payments are documented appropriately by the
Grantee per the requirements in their grant agreement.

The project was approved for a lump sum reimbursement upon completion. Grantee completes the project and incurs all approved costs within their work period.

Grantee submits required documentation and proof of payment to DEP for all project costs incurred during the work period.

The project was approved for Progress Payments and information regarding these payments is already included in the grant agreement.

Grantee submits required documentation and proof of payment to DEP based on the frequency of progress payments indicated in their grant agreement.

Upon delivery of the new vehicle(s)/equipment, the Grantee MUST begin the decommissioning process of replacement vehicles(s)/equipment within 30 days.

DEP reviews POs/Invoices, decommission photos, and proof of payment. If DEP determines costs were properly incurred, they will draft and send a Payment Voucher to the Grantee for signature.

Grantee signs and returns the Payment Voucher to DEP.

DEP reviews the Payment Voucher and sends it to CGMU, who reviews for accuracy and adherence to the grant agreement. CGMU sends payment voucher to Dept. of Treasury for processing.

Funds are sent to the Grantee in about 10-14 business days through the method indicated by their Vendor ID Number via MJSTART.gov