

**RUTGERS**

Edward J. Bloustein School  
of Planning and Public Policy

**NEW JERSEY Safe Routes**



[saferoutesnj.org](http://saferoutesnj.org)



# Applying for Federal 2022 Safe Routes to School Program Funds



# AGENDA



Please use Q&A function

- Overview of Federal Aid Programs
- Overview of Safe Routes to School Program
- Review of Safe Routes to School Application
- Q&A
- Grant Application Process
- Grant Resources, Tips & Strategies
- Q&A

# Quick Poll

Have you applied for or assisted with an application for a Safe Routes to School infrastructure grant in the past?

- ☐ Yes, and was awarded the grant!
- ☐ Yes, but was not awarded the grant
- ☐ No, because I was not aware of funding
- ☐ No, because I was not sure how to get started
- ☐ Other

# Welcome & Key Dates - 2022 Solicitation



October 14, 2021

**Safe Routes Grant Application Due**

June 22-Sept 23, 2021

**One-on-One Meetings**

Schedule your one-on-one appointment  
at [njdotlocalaidrc.com](http://njdotlocalaidrc.com)

June-September 2021

**Application Information Webinars**

May 25, 2021

**Safe Routes Solicitation Announced**

# NJDOT Grant Funding Opportunities

## State Funding Programs



County Aid



Municipal Aid



Local Aid  
Infrastructure Fund



Bikeways



Safe Streets  
to Transit



Transit Village



Local Bridges Fund



Local Freight  
Impact Fund

## Federal Funding Programs



Local Lead Program



Transportation  
Enhancements



Safe Routes to School



Emergency Relief



Transportation  
Alternatives



Local Safety/  
High Risk Rural Roads

# Federal Transportation Bills



Transportation Equity Act for  
the 21st Century (TEA-21)

Moving Ahead for the 21st  
Century (MAP-21)

2005

2015

1998

2012

Safe, Accountable, Flexible,  
Efficient Transportation Equity Act

Fixing America's Surface  
Transportation Act (FAST  
Act)

# Project Selection Partners

## New Jersey's Metropolitan Planning Organizations (MPOs)

### North Jersey Transportation Planning Authority (NJTPA)

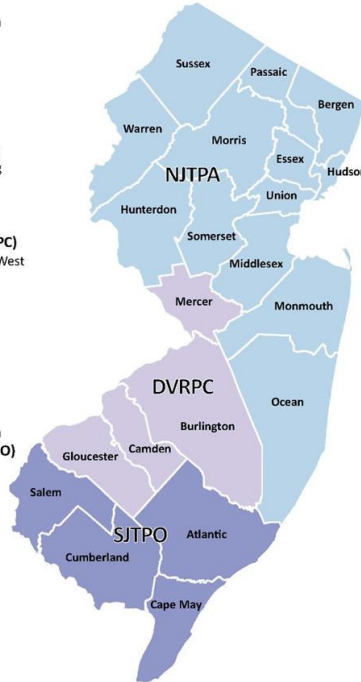
One Newark Center  
17th Floor  
Newark, NJ 07012  
Phone: (973) 639-8400  
Fax: (973) 639-1953  
SRTS Contact: Eve Chamberlain  
Email: echamberlain@njtpa.org

### Delaware Valley Regional Planning Commission (DVRPC)

190 North Independence Mall West  
8th Floor  
Philadelphia, PA 19106  
Phone: (215) 592-1800  
Fax: (215) 592-9125  
SRTS Contact: John Coscia Jr.  
Email: jcosciajr@dvrpc.org

### South Jersey Transportation Planning Organization (SJTPO)

782 South Brewster Road  
Unit B6  
Vineland, NJ 08360  
Phone: (856) 794-1941  
Fax: (856) 794-2549  
SRTS Contact: Alan Huff  
Email: ahuff@sjtpo.org



## New Jersey Department of Transportation Local Aid and Economic Development

### Main Office

1035 Parkway Avenue, PO Box 600  
Trenton, NJ 08625-0600  
Phone: 609.963.2021  
Fax: 609.530.8044  
Manager: David Bruccoleri

### District 1, Mount Arlington

Roxbury Corporate Center  
200 Stierli Court  
Mount Arlington, NJ 07856  
Phone: 973.810.9120  
Fax: 973.601.6709  
Manager: Adam Iervolino

### District 2, Newark

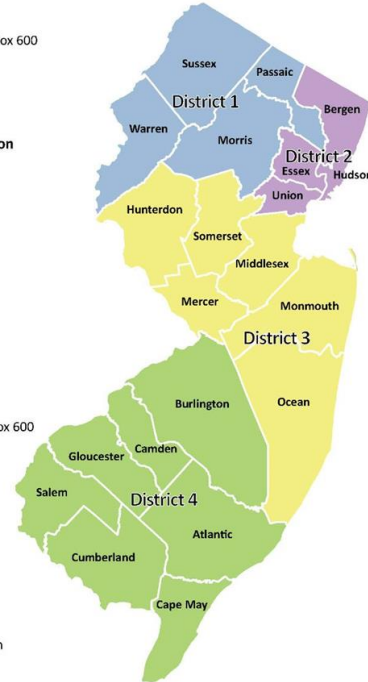
153 Halsey Street, 5th floor  
Newark, NJ 07102  
Phone: 973.877.1500  
Fax: 973.648.4547  
Manager: Eileen Schack

### District 3, Trenton

1035 Parkway Avenue PO Box 600  
Trenton, NJ 08625-0600  
Phone: 609.963.2020  
Fax: 609.530.8044  
Manager: Deval Desai

### District 4, Cherry Hill

One Executive Campus  
Route 70 West, 3rd Floor  
Cherry Hill, NJ 08002  
Phone: 856.414.8414  
Fax: 856.486.6771  
Manager: Thomas Berryman



3 Metropolitan  
Planning  
Organizations  
(MPO)

4 regional  
NJDOT  
Local Aid  
offices



# Safe Routes to School Grant Rounds

Year	# of Applications Submitted	Requested Amount	# of Grants Awarded	Programmed Amount
2014	141	\$43 M	24	\$6.328 M
2016	99	\$34.6 M	17	\$6.182 M
2018	77	\$41.8 M	18	\$8.629 M

2022 Programmed Amount = **\$5.56 million**, however  
selecting up to **\$10 million** in projects

# **SRTS Grant Application Deadline**

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Grant Applications Due:

**October 14, 2021**  
**11:59 PM**

## What is Safe Routes to School?



Where it's safe, get youth including those with disabilities walking/bicycling



Where it's not safe, make it safe



Encourage children to walk & bicycle to school fostering a healthy, active lifestyle at an early age

## Who is eligible to apply?

- Local & County Governments
- Board of Education, School Districts or Schools
  - public
  - charter
  - private
- Nonprofits (must partner)



## What projects are eligible?

- Facilitate walking and/or bicycling to school
- Must be within 2 miles of a K-8 school
- Infrastructure projects only
- Within the public right-of-way and may include projects on private land that have public access easements



# Pedestrian Safety Projects

- New or Upgraded Sidewalks
- ADA Curb Ramps
- Crosswalk Installation or Striping
- Pedestrian Crossing Signs
- Pedestrian Push buttons or Signal Heads
- School Zone Delineation (signs, striping, lighting)



# Bicycle Safety Projects

- On-Street Bike Lanes or Shoulders
- Off-Road Bike Paths or Trails
- Bike Route Signs
- Bicycle Parking (Racks and Lockers)



# Traffic Calming & Crosswalk Treatments

- Curb Extensions
- Center Island Medians
- Permanent Radar Display
- Speed Humps/Tables
- Full/Partial Street Closures
- Raised Crosswalks & Intersections
- Traffic Signals, Flashing Beacons
- Bicycle-Sensitive Signal Actuation & Countdown Signals
- Vehicle Speed Feedback Signs
- Sight Distance Improvements



## Not Eligible Projects

- Education and encouragement programs
- Only serve high school students
- Making pick up and drop off by car easier
- Crossing Guard salaries



## What are eligible costs?

- Construction
  - Identify Construction Inspection Services

## Project costs NOT eligible for funding

- Administrative costs
- Miscellaneous “contingencies”
- Right-of-Way
- Utility facility relocation costs
- Uniformed traffic directors unless required by design



# Required Criteria

1. Resolutions of Support from municipality & school board and letters of support from owners of public right-of-way (e.g., County)
2. Maintenance commitment
3. Responsible charge not a consultant - must be full-time employee
4. Within 2 miles of a K-8 school
5. Due to COVID-19, Student Arrival and Departure tallies not required. Grant recipients will be required to submit at later date.



# Selection Criteria

Evaluated on a **25 Point** Rating System

## Application

### Suitability:

- Clearly and accurately describes the problem(s)
- Documents problem (crashes, maps, photos, health stats)
- Addresses the problem(s) identified



# Selection Criteria

## Application

- **Safety:** Makes walking/bicycling to school safer
- **Physical Activity:** Increases number of students walking/bicycling
- **Comprehensive Approach:** Connects to existing bike or pedestrian local or regional networks
- **Evaluation:** Appropriate measures included in project schedule



# Selection Criteria

## Past Experience

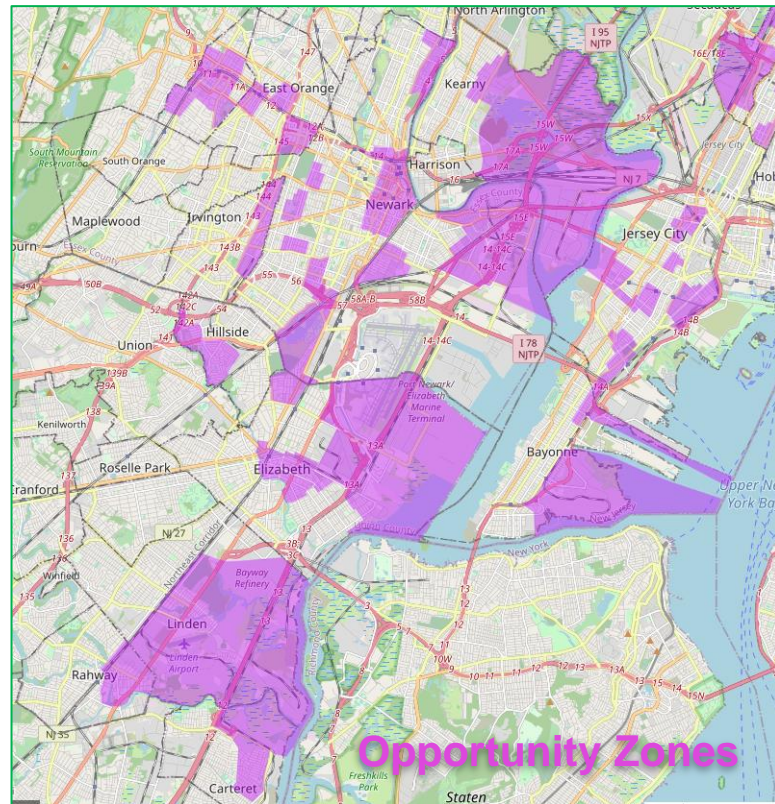
- Authorized previous federal grants
- Previously constructed projects that improve walking/bicycling
- Realistic project schedule, milestones, & costs



# Selection Criteria

## Location

- Opportunity Zone
- Designated Targeted Urban Municipalities (TUMS)
- Schools Development Authority (SDA) Districts
- Includes railroad crossing or highway ramp crossing safety improvements



# Demonstrated Commitment

- Adopted Complete (and Green) Streets policies
- School Districts with supportive walk/bike to school policies
- NJ Safe Routes to School Recognition Program (gold, silver and bronze level certified)
- Supportive walking & biking programs
- School Travel Plans
- Letters of Support from Community



# Equity Considerations

- Title VI of The Civil Rights Act
- Environmental Justice
- Limited English Proficiency
- Individuals with Disabilities

## Census data

- Percent low-income
- Percent minority
- Less than high school education
- Linguistic isolation
- Individuals under ages 5 & Individuals under age 18
- Individuals over age 64
- Individuals with disabilities



# NJ Department of Community Affairs Community Asset Map

The screenshot displays the NJ Community Asset Map web application. The interface includes a top navigation bar with the DCA logo and the title "NJ Community Asset Map". Below the navigation bar, there is a search bar labeled "Find address or place" and a "Layers" panel on the left. The "Layers" panel lists various asset categories with checkboxes and expand/collapse icons. The main map area shows a map of New Jersey with various assets overlaid. A "Map Help" panel is visible on the right, providing instructions on how to use the map, including zooming, searching, and running queries. The bottom of the screen shows a green banner with the website URL.

**Layers**

- ☐ Opportunity Zones
- ☐ Opportunity Zone Projects
- ☐ Colleges and Universities
- ☐ Medical Facilities
- ☐ Entertainment and Sporting Venues
- ☐ Arts Venues
- ☐ Collaborative Work Spaces and Incubators
- ☐ Libraries
- ☐ Major Power Plants
- ☐ Marinas
- ☐ Ports
- ☐ Ferry Terminals
- ☐ Airports
- ☐ Intermodal Facilities
- ☐ Transit Parking
- ☐ Bus Terminals
- ☐ Train Stations
- ☐ Improvement Districts

**Map Help**

Find address or place

Enter an address or location.

Zoom in and out.

Zoom to the State of NJ.

Zoom to your current location.

Run a query.

☒ Turn layers on and off. Scroll down using the slide rule to see all the available layers.

Search for layers and turn all layers on or off.

Click on the map for a pop-up with detailed information about each layer.

More options for each layer.

Open Attribute Table.

In addition, the following tools are also available:

1. Show a legend for the map.
2. Create a report of features in an area of the map you define (by address, drawing, or selecting Opportunity Zones).
3. Select features on the map.
4. Print the map.

[www.nj.gov/dca/communityassetmap](http://www.nj.gov/dca/communityassetmap)

# NJ Department of Community Affairs Community Asset Map

**Layers**

- ☐ Opportunity Zones
- ☐ Opportunity Zone Projects
- ☐ Colleges and Universities
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- ☐ Ferry Terminals
- ☐ Airports
- ☐ Intermodal Facilities
- ☐ Transit Parking
- ☐ Bus Terminals
- ☐ Train Stations
- ☐ Train Stations Half Mile Buffer
- ☐ Transit Villages Half Mile Buffer

**Map Help**

Find address or place

Enter an address or location.

- ☐ Zoom in and out.
- ☐ Zoom to the State of NJ.
- ☐ Zoom to your current location.
- ☐ Run a query.
- ☒ Turn layers on and off. Scroll down using the slide rule to see all the available layers.
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- ☐ More options for each layer.
- ☐ Open Attribute Table.

In addition, the following tools are also available:

1	2	3	4	5	6	7	8
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1. Show a legend for the map.  
2. Create a report of features in an area of the map you define (by address, drawing, or selecting Opportunity Zones).

**Welcome to the New Jersey Community Asset Map**

The Department of Community Affairs' New Jersey Community Asset Map is an interactive mapping tool that allows users to view assets, amenities, and special designations in New Jersey's 565 municipalities. It contains relevant economic, housing, and demographic information for each municipality. It is intended to help users gain a better understanding of the characteristics and amenities within New Jersey communities and to identify appropriate kinds of investment and development to spur economic revitalization.

Besides turning layers on and off and moving around the map, there are a series of tools you can use. Those are described in the map help panel, which you will see when you close this window. For more information specific to the New Jersey Opportunity Zones Program, see the information panel (i).

OK

# System for Administering Grants Electronically (SAGE)

[System Login](#)[Portal Home](#)

## Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)

This is the State of New Jersey's grant management system. This system requires authorization for access. If you do not have a username and password please click the **New User** link to request access to the site.

**NOTE:** Counties and municipalities are already established SAGE user agencies. New user access is established by your agency's officials in [DCA SAGE](#).

If your SAGE account is with a NJ municipal or county government agency, you should reset your password on the State [DCA SAGE](#) site.

### Helpful Links

- [Reset Your Password](#)
- [SAGE Help Desk and Support Services](#)
- [Search programs available through SAGE](#)
- [Request Access to SAGE](#)
- [Dept of State Applicant User Guide](#)

### Login

Username

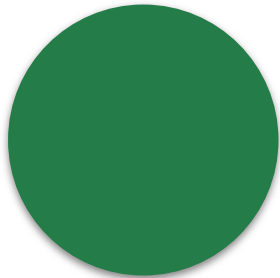
Password

[New User](#)

[Forgot Username/Password?](#)

# SRTS Grant Application

If any of the following requirements are **NOT** included, projects will be considered ineligible.



## Program Application Requirements

1. Resolutions/Letters of Support
2. Maintenance Commitment
3. Responsible Charge
4. Distance to School(s)
5. *Student Arrival and Departure Tallies will NOT be required for this application due to COVID-19. Grant recipients will be required to submit upon notification of approval.*

# Program Requirements

If any of the following requirements are **NOT** included, projects will be considered ineligible.

1

## Resolutions/Letters of Support

- Governing body
- Board of Education AND Right-of-Way owner where project is to be located if not the applicant (e.g. County)
- No resolution on a state road
- Must be dated within ONE year of the solicitation letter of May 25, 2021
- Must be signed indicating adoption of the resolution of support
- Must refer to the project applying for funds.

# SRTS Grant Application **Program Requirements**

If any of the following requirements are **NOT** included, projects will be considered ineligible.

2

## **Maintenance Commitment**

- Applicant must certify continual ownership and maintenance of the project.
- If applicant does not have jurisdiction over the ROW, then signed letter/resolution must be provided from that party.
- Letter/resolution must be signed and dated within ONE year of the solicitation letter date.
- Letter must be addressed to the applicant and refer to the project.

# Sample Grant Resolution and Maintenance Commitment

1



[Municipality of New Jersey]

Resolution #123-45678

April 1, 2014

**"Support Submission of Application for New Jersey  
Department of Transportation [*Safe Routes to  
School or Transportation Alternatives*] Program"**

**WHEREAS**, [municipality] is applying for funding to conduct [type of project] along the school route for [name of school] and [name of school, etc.] [or type of transportation alternatives project] within [municipality]; and

**WHEREAS**, the project will help to continue and improve the promotion and encouragement of pedestrian and bicycle access and safety for [school children, residents, commercial district, etc.] ; and

**WHEREAS**, maintenance of the facility, once constructed, will be assumed by [municipality] with the exception of (1) local ordinances that places maintenance responsibility with each individual property owner, and (2) those crosswalks on State or County Highways;

**NOW, THEREFORE BE IT RESOLVED**, by the Council of [municipality] that it hereby supports the submission of a grant application for the [*Safe Routes to School Program or Transportation Alternatives Program*] within the State of New Jersey Department of Transportation and authorizes the Mayor, Manager and the Municipal Clerk to execute any and all documents necessary and related to the submission of said grant application or grant agreement.

2

# Program Requirements

If any of the following requirements are **NOT** included, projects will be considered ineligible.

3

## Responsible Charge

- Provide name, title and employer of the person who will be in charge of the project
- Must be a full-time employee
- Cannot be a consultant
- Responsible for following federal requirements and day-to-day operations

# SRTS Grant Application **Program Requirements**

If any of the following requirements are **NOT** included, projects will be considered ineligible.

4

## **Distance to School(s)**

- Project must be within TWO miles of K-8 school(s).
- Include a map showing locations of the project and school(s) affected by the project, showing the distance between each.

# SRTS Grant Application

## **Program Requirements**

5

### **Student Arrival and Departure Travel Tallies**

- Due to COVID-19, student tallies NOT required as part of the application submission this round.
- Grant recipients required to submit upon notification of grant approval.
- Administered by teachers during a week to ask students how they traveled to and from school.

# SRTS Grant Application

## Application must include:

### •Type of improvement:

Infrastructure/Engineering		Popular Project Types
<input type="checkbox"/>	Bikeways	On-Street Bike Lanes, Off-Road Bike Paths, Bike Route, Bicycle Parking
<input type="checkbox"/>	Pedestrian Safety	Sidewalks, ADA Curb Ramps, Crosswalks, Pedestrian Crossing Signs, Pedestrian Push-buttons/Signal Heads
<input type="checkbox"/>	Pedestrian Safety/Bikeways	School Zone Delineation, Driver Feedback Signs, Traffic Calming, etc.

### •Project Information:

- Project Title (100 Characters)
- County
- Municipality



# SRTS Grant Application - Sections

## **School Information (K-8):**

- School name, address, zip, school district
- Complete for each school included in the project

## **School Designated Lead Coordinator:**

- Contact name, Title, Organization, Phone #, Email
- Complete for each school included in the project
- **Is the school part of a shared school district?(Y/N)**
  - ✓ If yes, identify additional municipalities



# SRTS Grant Application - Sections

## School Information continued:

- Grade levels at each school
- Student Population
- Number or percentage of students who currently:
  - Walk to School
  - Bike to School
  - Ride the Bus
  - Drop off/other
- Indicate the source of this travel information
- Number of students living within 2 miles of the school
- Number of ADDITIONAL students expected to walk/bike to school because of the project
- Is courtesy/hazard busing provided? (Y/N)
- Is the school district a Schools Development Authority district? (Y/N)
- Is the school located in an Targeted Urban Municipality? (Y/N)



# SRTS Grant Application - Sections

## Demonstrated Commitment:

- Has your community been certified by the NJ SRTS Resource Center with either Bronze, Silver or Gold level status for the last two years? (Y/N)
  - ✓ If yes, attach recognition certificate or press release. List on **saferoutesnj.org**
- Has the need for the project been identified in a School Travel Plan within the last 5 years? (Y/N)
  - ✓ If yes, attach plan and indicate relevant pages
- Does the school(s) to be served by the proposed project have a written policy supporting walking and bicycling to school? (Y/N)
  - ✓ If yes, attach policy and indicate relevant pages
- Has the school district adopted a School Wellness Policy that encourages walking and bicycling to school? (Y/N)
  - ✓ If yes, attach policy and indicate relevant pages



# SRTS Grant Application - Sections

## **Demonstrated Commitment (continued):**

- Has the municipality adopted a Complete Streets policy? (Y/N)
  - ✓ If yes, attach the policy
- Have the school(s), municipality or other partners initiated or participated in any programs to encourage or support walking and bicycling to school? (Y/N)
  - ✓ If yes, provide a description and date:(2,500 characters)
    - Emphasize recently implemented programs (2 years)
    - Describe programs clearly (e.g. walk to school day, bike rodeo)
- Have the school(s), municipality or other partners constructed any physical improvements that encourage walking and bicycling to school? (Y/N)
  - ✓ If yes, provide a description and date:(2,500 characters)
    - Emphasize recently implemented improvements (e.g. sidewalks, bike racks)
- Does the proposed project connect to a regional bicycle or pedestrian network? (Y/N)
  - ✓ If yes, attach and show on a map



# SRTS Grant Application - Sections

## **Problem Statement :** (2,500 characters - character limit includes spaces)

- Describe the obstacles (physical or other) to walking or bicycling to school (2,500 characters).
- Describe the current hazards facing children who walk or bike to school (2,500 characters).

## **Reference supporting documentation such as:**

- maps, history of traffic problems
- accident reports, traffic counts
- speed surveys
- health statistics
- crime reports
- photographs of deficiencies
- walkability audits
- census information and survey results



# SRTS Grant Application - Sections

## Problem Documentation

- Attach a location map showing up to a two-mile radius of the school(s). Label the school site(s) and problem areas.
- Attach up to ten photographs of problem areas.
- Attach additional files which provide evidence of the severity of problem (up to 10 files)
  - crash data
  - accident reports
  - maps
  - survey results
  - health statistics
  - crime statistics or reports
  - speed surveys
  - walkability audits
  - census information, etc



# SRTS Grant Application - Sections

## Project Proposal:

- Project limits: From and To (up to 100 characters each)
- Describe the project in summary. Indicate the school(s) at which the project will take place (2,500 characters)
  - Indicate schools that benefit and how it will create safer walking/bicycling and encourages more students to walk/bike to school.
  - Discuss how many children will benefit whether it targets one neighborhood or school community.
- Explain how the project will create a safe walking and/or bicycling environment (2,500 characters)
- Explain how the project will enable and encourage more children to walk or bike to school (2,500 characters)
- Distance from school(s) (must be within 2 miles):
- Upload and show on a map the proposed infrastructure improvements, school location(s), and walking and bicycling routes. Indicate whether the project is on a walking/biking route to school and illustrate the relationship between the project and the school



# SRTS Grant Application - Sections

## **Schedule:**

- Attach a project schedule from start to finish in a table or list.
- Indicate progress milestones:
  - Easement acquisitions
  - ROW permits
  - Utility relocation
  - Environmental and historical preservation approvals
  - Bid
  - Advertise
  - Award
  - Start of construction
- Indicate by number of months from written authorization through project completion and evaluation of results



# SRTS Grant Application - Sections

## **Schedule (continued):**

- Is utility or road work planned within the project limits over the next five years? (Y/N)
- Does the project require utility relocation? (Y/N)
  - If yes, please explain (500 characters)
- Are permits required? (Y/N)
  - If yes, please explain (500 characters)
- Is the purchase of right-of-way required before start of construction? (Y/N)
  - If yes, please explain (500 characters)



# SRTS Grant Application - Sections

## **Schedule (continued):**

- Does the project intersect a state highway? (Y/N)
  - If yes, which highway(s) (500 characters)
  - If yes, is the intersection signalized (Y/N)
- Is there a railroad crossing or highway ramp that will be improved as part of the project? (Y/N)
  - If yes, please explain (500 characters)
- Will the construction impact traffic at a railroad crossing outside project limits? (Y/N)

# SRTS Grant Application - Sections

## Cost Estimate:

- Funds for infrastructure/engineering projects:
  - Construction
- For **Construction**, provide length of proposed improvement:
  - Bikeway (miles)
  - Pedestrian (miles)
  - Include **FULL-TIME** construction inspection cost (if applicable)
- Construction Cost: Attach detailed cost estimate
- Total Project Cost:
- Total Amount Requested:



# SRTS Grant Application - Sections

## Partnership and Public Outreach

- Attach up to 5 letters of support from community organizations, citizens, resident groups, and any and all interested parties.
- All letters of support must be addressed to the applicant, not NJDOT. Letters should be signed and dated within one year of the grant solicitation date.



# SRTS Grant Application - Sections

## Evaluation

- Describe how the safety and/or health benefits of the project will be measured (2500 characters)
- Potential measures may include:
  - Increase in the number of children walking or bicycling to school
  - Changes in public/student perception of safety (survey)
  - Increased awareness of safe walking and bicycling behaviors
  - Increased awareness of safe driving behaviors
  - Reduction in speed limit violations
  - Reductions in failure to stop for pedestrians
  - Reduction in crashes involving bicyclists/pedestrians
  - Decrease in motor vehicle traffic around arrival/dismissal
  - Improvement in crime statistics around the school
  - Improvement in health statistics for school children

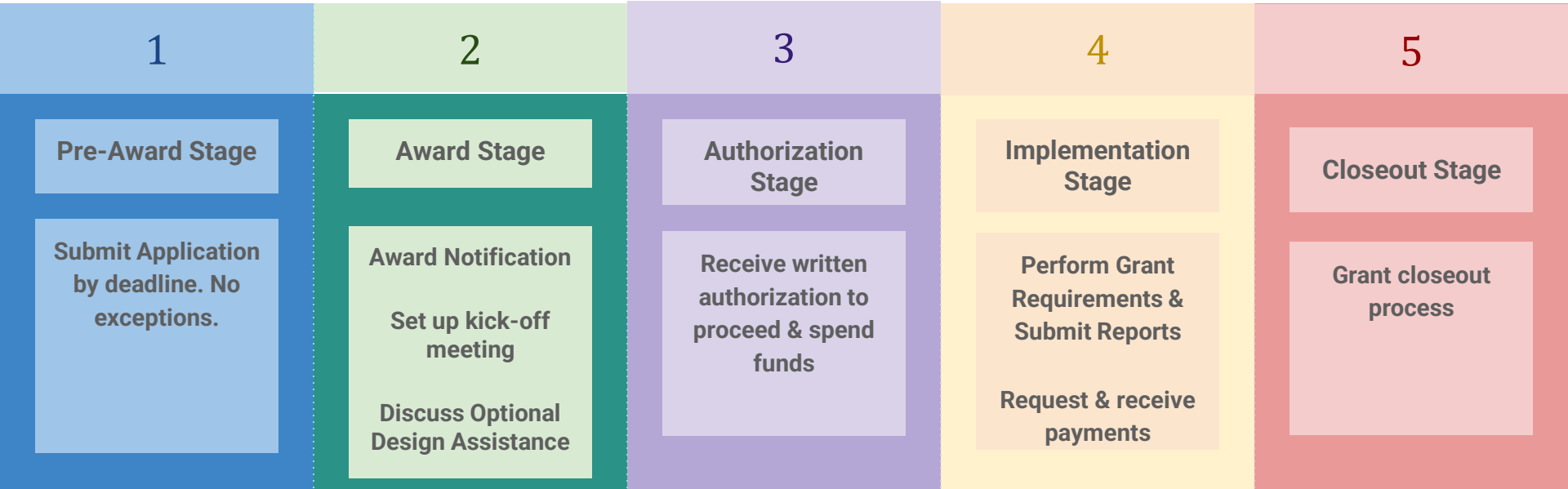


# Q&A



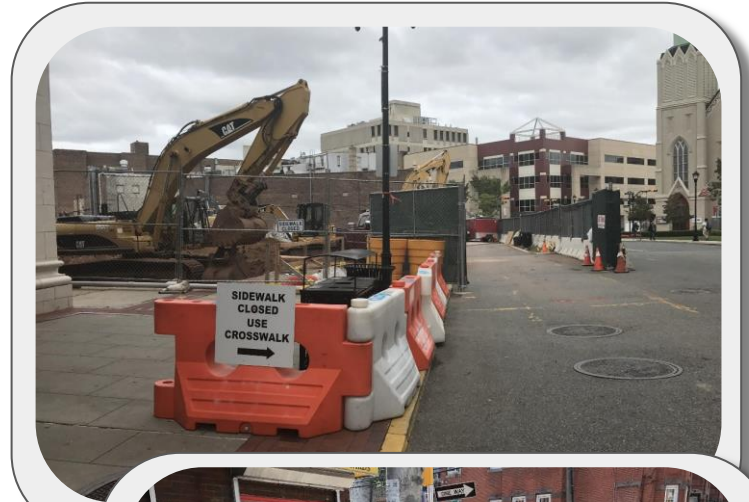
**Please Use Q&A  
to submit your questions**

# Federal Grant Life Cycle



# Authorization of Federal Aid Funds

- Costs incurred prior to agreement execution of funds are **NOT** eligible for reimbursement
- Funds are provided on a reimbursement basis
- NJDOT serves as the pass-through
  - Project must comply with applicable federal laws and regulations
  - Project must have adequate project delivery systems and internal financial controls to manage federal funds
  - NJDOT covers **20% match**



## Design Assistance Program

- Eligible for 2022 Grant Recipients
- Establishes pool of prequalified consultants
- Meets federal requirements
- Use of consultant pool is not mandatory, but encouraged

## Benefits

- Shortens time and reduces costs
- Improves quality and performance
- Provides quicker review times
- Improves compliance with federal requirements



# One-on-One Application Meetings

**Goal:** Provide direct assistance to applicants in developing better and stronger applications

Meetings will be held online from

**June 22 - Sept 23, 2021**

- Schedule a meeting through ***[njdotlocalaidrc.com](http://njdotlocalaidrc.com)***
- Call **(609) 649-9395** or email at **DOT-LocalAID.ResourceCenter@dot.nj.gov**
- One-on-One Meeting with NDOT District Staff and MPO Representative
- Applicant must be a representative of the Local Public Agency NOT a consultant
- Meetings will be up to an hour
- NOT a mandatory requirement

# NJDOT 2022 Safe Routes to School Handbook

[njdotlocalaidrc.com](http://njdotlocalaidrc.com)



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## Safe Routes to School

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NEW JERSEY DEPARTMENT OF  
TRANSPORTATION  
FEDERAL-AID

SAFE ROUTES TO SCHOOL

INFRASTRUCTURE PROGRAM

2022 PROGRAM HANDBOOK



### + Latest News

Stay Informed

### + Grant Announcements

View Current and Past Recipients

### - Handbook

Manual, Forms & More

- [ADA FHWA](#)
- [Engineers Estimate Bid Reviews and Evaluation Guidelines](#)
- [Federal Aid Handbook](#)
- [Federal Aid Program Stewardship and Oversight](#)
- [FHWA Proven Safety Countermeasures](#)
- [LPA PM Eligibility Requirements](#)
- [Safe Routes to School FAQ](#)
- [Safe Routes to School Handbook](#)
- [Safe Routes to School Sample Application](#)
- [State and Federal Aid Pay Items](#)
- [Supplementary Specifications for Federal Aid Projects](#)

FY2022 Safe Routes to School Grant Solicitations Are Being Accepted Through October 14, 2021!

## Safe Routes to School

The Safe Routes to School Program (SRTS) is a federally funded reimbursement program that was established in August 2005 by the Safe, Accountable, Flexible, Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU). Section 1404 of the legislation provides funding for State Departments of Transportation to create and administer SRTS. Section 1404 of the Act also provides the details of the SRTS program. The SRTS program eligible under SAFETEA-LU, Section 1404 Safe Routes to School Program (23 USC 402 note) has been continued under the Moving Ahead for Progress in the 21st Century (MAP-21) legislation enacted in July 2012 and Fixing America's Surface Transportation (FAST) Act enacted in December 2015.

Under the most recent legislation, funding does not provide for a standalone SRTS Program. The New Jersey Department of Transportation (NJDOT) has elected to continue funding the SRTS program separately. The SRTS program is funded through the Federal Highway Administration's (FHWA) Federal Aid Program and is being administered by the NJDOT, in partnership with the North Jersey Transportation Planning authority (NJTPA), the Delaware Valley Regional Planning Commission (DVRPC), and the South Jersey Transportation Planning Organization (SJTPO).

The federal-aid SRTS program provides federal-aid highway funds to State Departments of Transportation. The main objectives of the program are to:

# Grant Application Tips & Strategies

- Include all application requirements:
  1. **Signed and dated resolutions** must be provided by ALL affected parties (town council AND school board AND county, if applicable)
  2. Include your maintenance commitment in your resolution
  3. Support Letters addressed to applicant NOT to NJDOT
  4. Responsible Charge must be a full-time employee. Cannot be a consultant, even if they serve as the engineer of record.
  5. Student Arrival and Departure Travel Tallies will not be required for 2022 application submission but will be required upon notification of grant approval.
- Show you are **serious** about safety for walking & bicycling
- Assess your ability to administer a federal-aid project and prepare accordingly.

# Grant Application Tips & Strategies

- Strong Partnerships/Agreements
- Comprehensive Approach - Phases
- Only one grant submission per applicant



# NJDOT Grant Application Strategies

- ✓ **Be thorough.** Ratings are based on the content of your application.
- ✓ Don't assume raters know the project. Application must stand on its own.
- ✓ Indicate construction readiness - status of permits, right-of-way, & utility relocations.
- ✓ Include all costs of the project, including construction inspection and indicate any additional funding sources. Ensure costs are current and comprehensive.



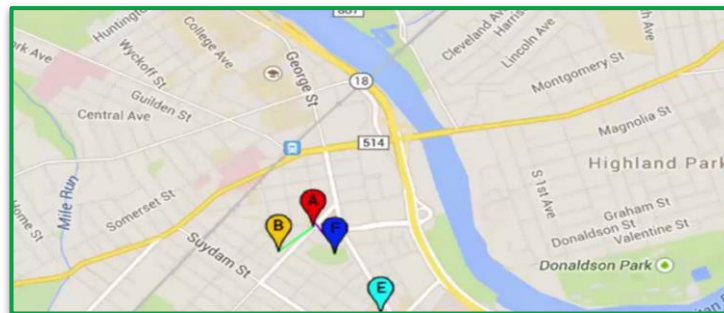
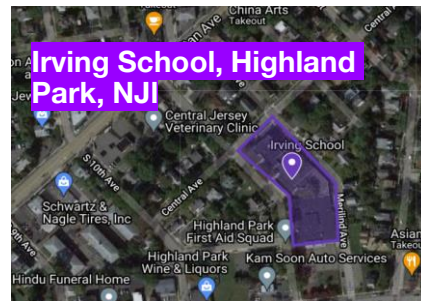
# Grant Application Tips & Strategies

Include maps that provide context, connections, & attractions

Maps should indicate:

- Project location within larger area
- Project limits (new construction)
- Attractions (bike, ped, historic landmarks, transit, etc.)

Maps don't have to be computer generated



*Provide detailed maps.*

# Grant Application Photos

- Include up to 10 photos identifying issues
- Photos should add scale & context
- Do not take close up photos
- Use photos to tell your story



# Grant Application Tips & Strategies

## Don'ts

- Don't submit a completed project
- Don't propose a project on a county road without consulting the county
- Don't propose something that goes against design standards. Project MUST comply with ADA standards.
- Don't propose a sidewalk without accompanying safe street crossings
- Don't propose a project where residents have protested against it



# Funding Opportunities

Extra point given to towns with a Complete Street policy

## State Funding Programs



County Aid



Municipal Aid



Local Aid  
Infrastructure Fund



Bikeways



Safe Streets  
to Transit



Transit Village



Local Bridges Fund



Local Freight  
Impact Fund

# Funding Opportunities

## NJ Transportation Infrastructure Bank

### CONSTRUCTION LOAN PROGRAM INTEREST RATE

**0.30%**

04/01/2021 - 06/30/2021  
on dollars drawn.

[njib.gov/njtib](https://njib.gov/njtib)

# Bike/Pedestrian Planning Assistance

- Plans in over 100 towns
- On-call consultants for variety of projects:
  - bicycle and pedestrian circulation studies, pedestrian safety assessments, trail feasibility studies, bikeway plans, crosswalk improvement plans, etc.

For more information contact:

NJDOT Bureau of Safety, Bicycle and Pedestrian Programs at [BIKEPED@dot.nj.gov](mailto:BIKEPED@dot.nj.gov)



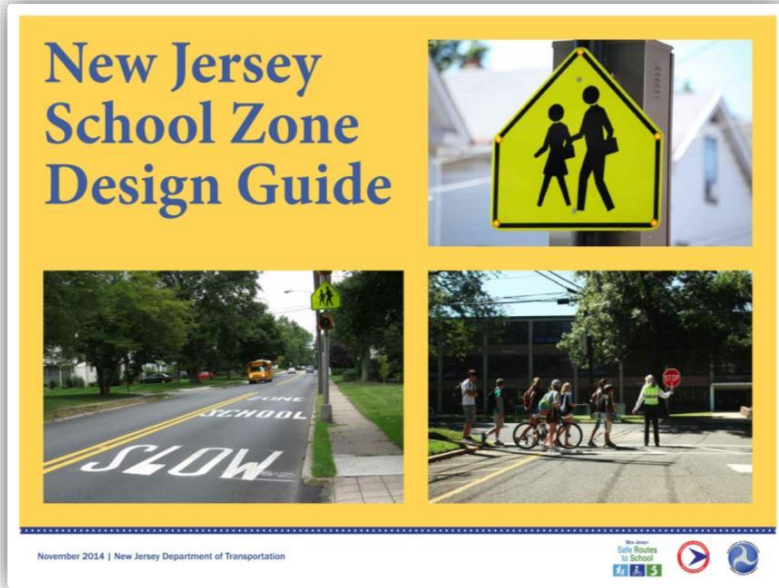
# NJDOT Design Guides

1. Complete Streets Design Guide
2. Complete & Green Streets for All: Model Complete Streets Policy & Guide
3. Planning for Greenways Guidebook



[www.state.nj.us/transportation/eng/completestreets/resources](http://www.state.nj.us/transportation/eng/completestreets/resources)

# NJDOT School Zone Guides



[saferoutesnj.org/nj-school-zone-design-guide](http://saferoutesnj.org/nj-school-zone-design-guide)



[saferoutesnj.org/school-bicycle-parking-guide](http://saferoutesnj.org/school-bicycle-parking-guide)

# FHWA Proven Safety Countermeasures

Proven Safety Countermeasures

Office of Safety  
Proven Safety Countermeasures

Safe Roads for a Safer Future  
Investment in roadway safety saves lives



 NEW Roadside Design Improvement at Curves	 NEW Reduced Left-Turn Conflict Intersections	 NEW Systemic Application of Multiple Low Cost Countermeasures at Stop-Controlled Intersections	 NEW Leading Pedestrian Interval	 NEW Local Road Safety Plan
 NEW USLIMITS2	 Enhanced Delineation and Friction for Horizontal Curves	 Longitudinal Rumble Strips and Stripes on Two-Lane Roads	 Median Barrier	 Safety Edge <sup>SM</sup>
 Backplates with Retroreflective Borders	 Corridor Access Management	 Dedicated Left- and Right-Turn Lanes at Intersections	 Roundabouts	 Yellow Change Intervals
 Crossing Islands in Urban and Suburban Areas	 Road Diet	 Walkways	 Road Safety Audit	

[safety.fhwa.dot.gov/provencountermeasures](https://safety.fhwa.dot.gov/provencountermeasures)



(609) 649-9395 [Ask an Expert](#)



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FEDERALLY  
FUNDED  
PROGRAMS



STATE FUNDED  
PROGRAMS



SYSTEM FOR  
ADMINISTERING  
GRANTS  
ELECTRONICALLY  
(SAGE)



NEW JERSEY  
TRANSPORTATION  
INFRASTRUCTURE  
BANK (NJTIB)

## Upcoming Events

21  
NOV

**Value Capture: Advertising, Naming Rights, and Case Studies**

① 1:00 pm ② Online

1  
DEC

**County Aid Grant Applications**

① GRANT APPLICATION DEADLINE

16  
DEC

**Safe Routes to Parks Activating Communities Grant Applications (Administered by Safe Routes Partnerships)**

## HIGHLIGHTED EVENTS



### Implementing Complete Streets at the Local Level

① Jan, 09 2020

② Rowan College of South Jersey - Cumberland Campus, 3322 College Drive, Rowan, NJ 08066



### Value Capture: Advertising, Naming Rights, and Case Studies

① Nov, 21 2019 ② Online

Learn about powerful funding opportunities and how to help address funding gaps.

## TRAINING



PMRS Training for municipal clerks and municipal engineers will be held on the following days. Register at <https://njdotlocalaidrc.com/PMRS/>

**April 27, 2021**  
10:00 - 11:30 AM  
1:00 - 2:30 PM

**May 4, 2021**  
10:00 - 11:30 AM  
1:00 - 2:30 PM

**May 11, 2021**  
10:00 - 11:30 AM  
1:00 - 2:30 PM

**April 29, 2021**  
1:00 - 2:30 PM

**May 6, 2021**  
1:00 - 2:30 PM

**May 13, 2021**  
1:00 - 2:30 PM

### NJDOT Local Aid Resource Center @NJDOTLOCALAID - Jan 20

We've uploaded 3 new Special Provisions training videos about the changes to Hot Mix Asphalt to our YouTube channel.

-  Air Voids & Thickness,
-  Ride Quality, and
-  Core Samples

Check them out on our channel and be sure to subscribe here! [loom.ly/xLakv\\_w](https://loom.ly/xLakv_w)



## DISCOVER OUR FEDERALLY FUNDED PROGRAMS

These programs encourage investment in those transportation projects that will yield the greatest mobility, have the least environmental impact and make the most cost-effective use of available resources.



### Local Lead Program

Funding for advancing road or bridge projects through final design, right-of-way, and/or construction.



### Transportation Alternatives

Funding for community-based "non-traditional" projects that strengthen the cultural, aesthetic and environmental aspects of the nation's intermodal system.



### Safe Routes to School

Funding to facilitate projects that improve safety and reduce traffic, fuel consumption and air pollution in the vicinity of schools.



### Emergency Relief

Funding for the repair or reconstruction of Federal-aid highways and roads which have suffered serious damage as a result of natural disaster or a catastrophic failure.



### Local Safety / High Risk Rural Roads

Funding for projects designed to achieve a significant reduction in traffic fatalities and serious injuries on public roads.

Looking for additional funding sources?

[Other Non-NJDOT Funding Sources](#)



## Department of Transportation

NJDOT

[Doing Business](#) ▾

[Local Aid & Economic Development](#) ▾

### Local Aid and Economic Development

#### Overview

##### **Federal Highway Administration (FHWA) International Roughness Index (IRI) Requirements**

Local Aid paving projects on routes designated on the Interstate System and The National Highway System (NHS) must abide by national performance management measures for IRI and the requirements of the Special Provisions for State Aid Projects.

Please see [This Document](#) summarizing the FHWA mandate on IRI testing on the Interstate System and the National Highway System.

##### **FY 2021 Grant Solicitation – Municipal Aid, Bikeways, Safe Streets to Transit, Transit Village**

The Division of Local Aid is currently accepting applications for Municipal Aid, Bikeways, Safe Streets to Transit, and Transit Village programs through SAGE.

Municipal Aid, Bikeways, Safe Streets to Transit, Transit Village Programs Deadline: July 1, 2020

[FY2021 State Aid Programs Solicitation Letter](#)

[www.state.nj.us/transportation/business/localaid](http://www.state.nj.us/transportation/business/localaid)

[Municipal Aid](#)

[Municipal Aid](#)

[Grant Announcement : FY 2020 Bikeway](#)

[Grant Recipients for FY 2020 Bikeway](#)

[Grant Announcement : FY 2020 Safe Street](#)

>>



# NJDOT Regional Local Aid and Economic Development Offices



## Main Office

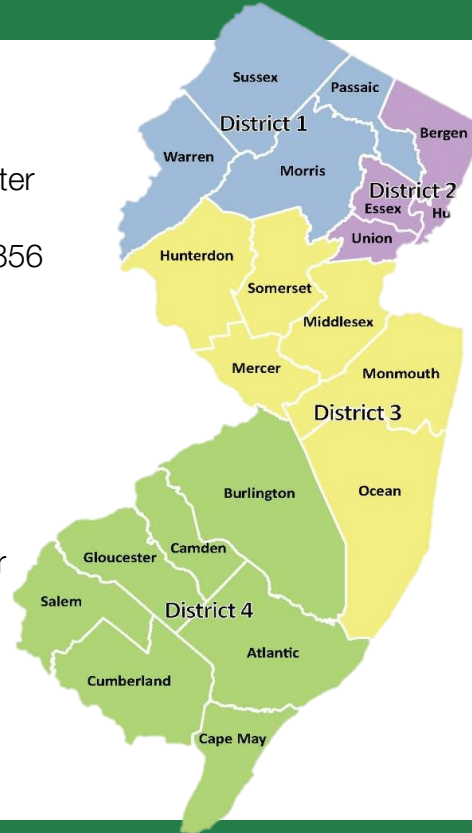
1035 Parkway Ave  
Trenton, NJ 08625  
609.963.2021  
FAX: 609.530.8044

## District 1

Roxbury Corporate Center  
200 Stierli Court  
Mount Arlington, NJ 07856  
973.810.9120  
FAX: 973.601.6709

## District 4

One Executive Campus  
Route 70 West, 3<sup>rd</sup> floor  
Cherry Hill, NJ 08002  
856.414.8414  
FAX: 856.486.6771



## District 2

153 Halsey Street, 5th Floor  
Newark, NJ 07102  
973.877.1500  
FAX: 973.648.4547

## District 3

1035 Parkway Ave  
Trenton, NJ 08625  
609.963.2020  
FAX: 609.530.8044

# NJ Transportation Management Associations

The counties below are serviced by multiple Transportation Management Associations (TMAs) based on the municipality:

## Passaic County

<b>EZ Ride</b>	Clifton, Haledon, Hawthorne, North Haledon, Passaic, Paterson, Prospect Park
<b>TransOptions</b>	Bloomington, Little Falls, Pompton Lakes, Ringwood, Totowa, Wanaque, Wayne, West Milford, Woodland Park

## Essex County

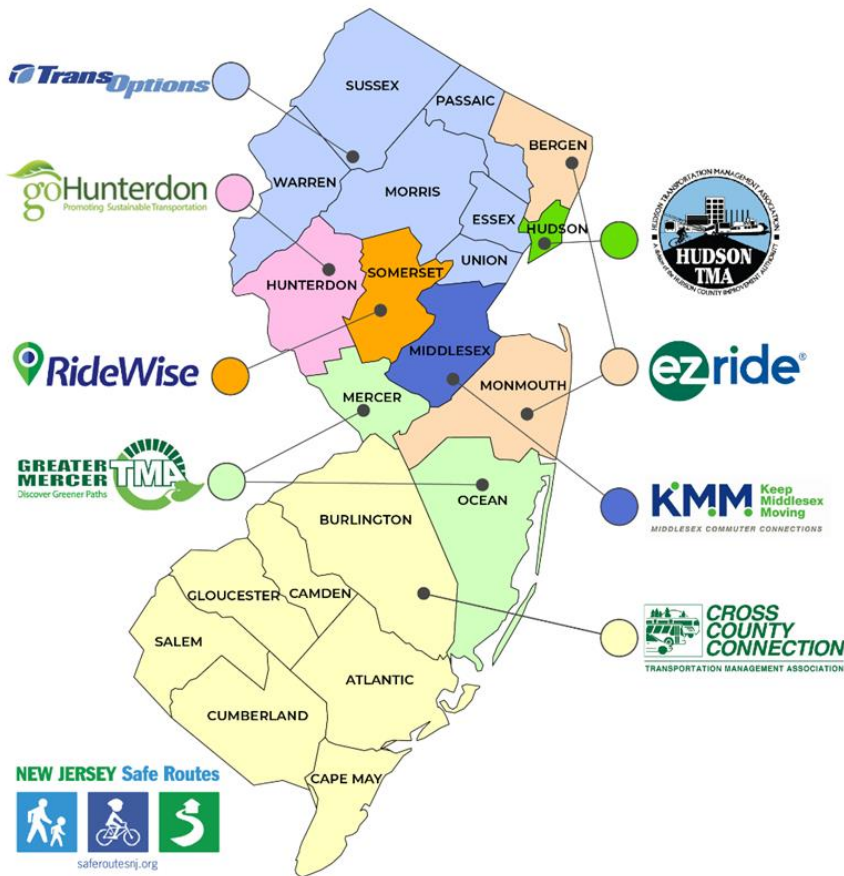
<b>EZ Ride</b>	Belleville, Bloomfield, Caldwell, Cedar Grove, East Orange, Essex Fells, Glen Ridge, Irvington, Maplewood, Montclair, Newark, North Caldwell, Nutley, Orange, South Orange, Verona, West Orange
<b>TransOptions</b>	Fairfield, Livingston, Millburn, Roseland, Short Hills, West Caldwell

## Union County

<b>EZ Ride</b>	Clark, Cranford, Elizabeth, Fanwood, Garwood, Kenilworth, Linden, Mountainside, Plainfield, Rahway, Roselle, Roselle Park, Scotch Plains, Springfield, Union, Westfield, Winfield
<b>TransOptions</b>	Berkeley Heights, Murray Hill, New Providence, Summit

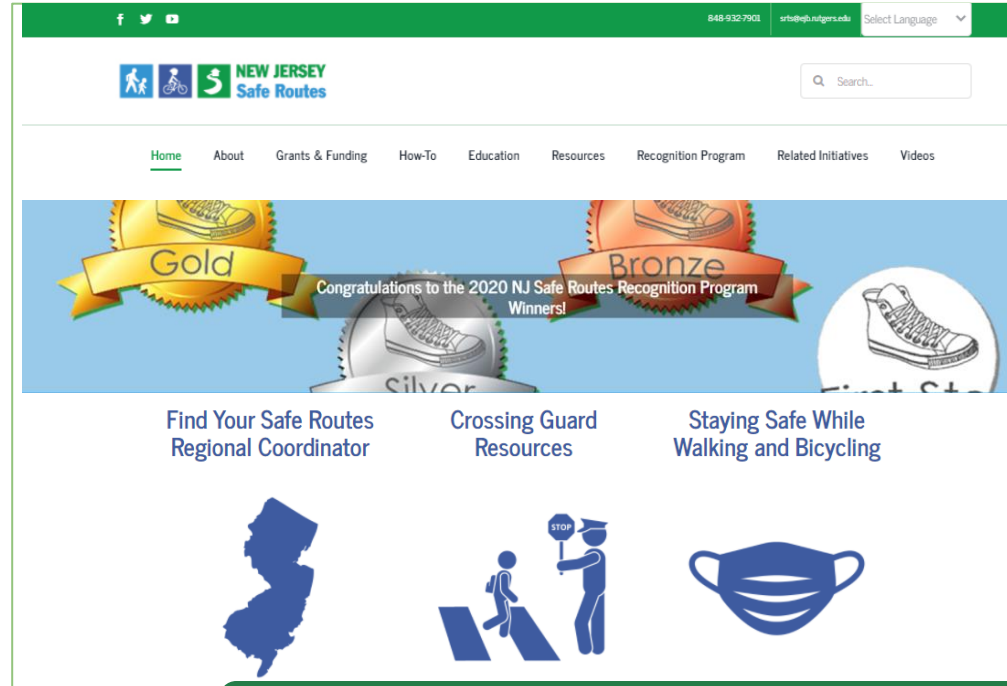
## Somerset County

<b>Greater Mercer</b>	Montgomery
<b>RideWise</b>	All other municipalities in Somerset County

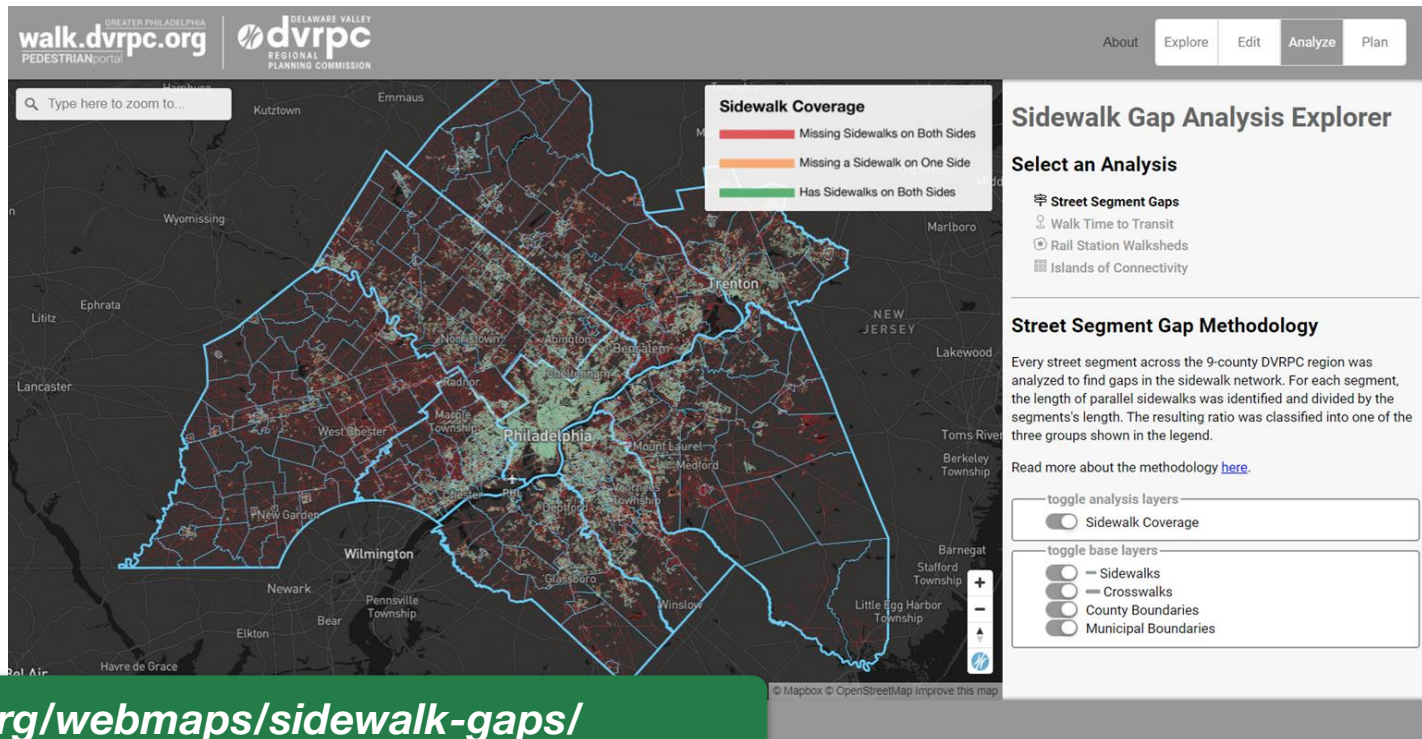


# NJ Safe Routes Resource Center

- Estimating Improvement Costs
- Engineering and Design Solutions
- Models: School Wellness Policies, Support Letters, Resolutions
- Student Travel Tally info
- Google Map tutorial
- School Travel Plans
- NJ Safe Routes to School Recognition Program
- Sustainable Jersey



# DVRPC Sidewalk Gap Analysis



<https://www.dvrpc.org/webmaps/sidewalk-gaps/>

## Federal-aid Essentials for Local Public Agencies

HOME

ABOUT

FEDERAL-AID ESSENTIALS VIDEO LIBRARY

STATE RESOURCES

OUTREACH MATERIALS

*Federal-aid Simplified.*



### Federal-aid Simplified. Understanding the Essentials.

More and more, transportation agencies must pursue better, faster and smarter ways of doing business. Federal-aid Essentials offers a central online library of informational videos and resources, designed specifically for local public agencies. Each video addresses a single topic-condensing the complex regulations and requirements of the Federal-aid Highway Program into easy-to-understand concepts and illustrated examples.

To learn more, view the video to the left.

### Continuing the Conversation

The FHWA launched Federal-aid Essentials on August 27, 2012 at the American Public Works Association (APWA) International Public Works Congress and Exposition. In a conversation with APWA host Emilie Barta, FHWA Resource Center Director Bernetta Collins tells us more about this program, Federal-aid Essentials. View the video, [Continuing the Conversation](#).

I want to know more about...

[www.fhwa.dot.gov/federal-aidessentials](http://www.fhwa.dot.gov/federal-aidessentials)



To view PDF files, you can use the [Acrobat® Reader®](#).



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Federal Highway Administration

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Federal Highway Administration | 1200 New Jersey Avenue, SE | Washington, DC 20590 | 202-366-4000

# Center for Advanced Infrastructure and Transportation

[Research](#)[Training & Events](#)[News & Publications](#)[NJLTAP](#)[Capabilities](#)[Facilities & Equipment](#)[About CAIT](#)

Training

## NJLTAP - Grant Management for Federal-aid Projects (Webinar)

📅 June 23 ⌚ 9:00 am–12:00 pm

Are you a recipient of a Federal Aid grant? Effective and efficient “management” of the funds received from such a grant is critical to insuring future eligibility and reimbursement. This course highlights key requirements and responsibilities that must be met as a condition to the grant.

[See details](#)

Training

## NJLTAP - Construction and Project Cost Estimating for Public Works Projects (Webinar)

📅 June 24 ⌚ 9:00 am–3:30 pm

This course provides an understanding of practical applications for performing estimates on typical construction and maintenance projects. Various mathematical rules necessary to perform basic computations and formulas to perform cost and quantity calculations are reviewed.

[See details](#)

[cait.rutgers.edu/events](https://cait.rutgers.edu/events)

**RUTGERS**

Center for Advanced Infrastructure  
and Transportation

# Applying for Federal Safe Routes to School Programs Funds

## Webinar Dates

Tuesday, **June 15, 2021** from 10 am to 11:30 AM

Tuesday, **July 13, 2021** from 3 pm to 4:30 PM

Thursday, **August 19, 2021** from 10 am to 11:30 AM

Thursday, **September 9, 2021** from 3 pm to 4:30 PM

Register at  
**[saferoutesnj.org](https://saferoutesnj.org)**

# Recap - Key Dates



October 14, 2021

**Safe Routes Grant Application Due**

June 22-Sept 23, 2021

**One-on-One Meetings**

Schedule your one-on-one appointment  
at [njdotlocalaidrc.com](http://njdotlocalaidrc.com)

June-September 2021

**Application Information Webinars**

May 25, 2021

**Safe Routes Solicitation Announced**

# Q&A



Please Use Q&A  
to submit your questions

# Thank you for attending!



## Contact:

NJDOT Local Aid Resource Center

**njdotlocalaidrc.com**

Telephone: (609) 649-9395

Email:

DOT-LocalAID.ResourceCenter@dot.nj.gov

## NEW JERSEY Safe Routes



[saferoutesnj.org](http://saferoutesnj.org)

## Contact:

NJ Safe Routes Resource Center

**saferoutesnj.org**

Telephone: (848) 932-7901

Email: [srts@ejb.rutgers.edu](mailto:srts@ejb.rutgers.edu)

**RUTGERS**

Edward J. Bloustein School  
of Planning and Public Policy

