



# Complete Streets Technical Assistance Program

Round 4 Application for Services

## ***Frequently Asked Questions***

*Last Updated: 1/22/2024*

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## ELIGIBILITY

### WHO IS ELIGIBLE TO APPLY FOR COMPLETE STREETS TECHNICAL ASSISTANCE SERVICES?

Municipal governments within the North Jersey Transportation Planning Authority (NJTPA) region – Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union, and Warren counties – are eligible to participate in this program.

### TO BE ELIGIBLE TO APPLY FOR THE COMPLETE STREETS TECHNICAL ASSISTANCE SERVICES, IS IT REQUIRED THAT MY MUNICIPALITY ALREADY HAVE A COMPLETE STREETS POLICY ADOPTED?

**No**, your municipality does not need to have an adopted Complete Streets policy or ordinance at this time to be eligible to apply for this technical assistance opportunity. All municipalities selected to receive technical assistance will also receive training on how to create or update a

policy or ordinance in line with the [Complete & Green Streets for All: Model Complete Streets Policy & Guide](#) (2020).

TO BE ELIGIBLE TO APPLY FOR COMPLETE STREETS TECHNICAL ASSISTANCE SERVICES, IS IT REQUIRED THAT ANY OR ALL OF THE PROJECT TEAM HAS ATTENDED A COMPLETE STREETS TRAINING OR SUMMIT SPONSORED BY THE NEW JERSEY DEPARTMENT OF TRANSPORTATION (NJDOT)?

**No.** prior attendance at a Complete Streets training or Complete Streets Summit sponsored by NJDOT is recommended, but not required.

ARE PREVIOUS RECIPIENTS OF NJTPA COMPLETE STREETS TECHNICAL ASSISTANCE PROGRAM ELIGIBLE FOR AN AWARD THIS ROUND?

**Yes**, previous recipients are eligible to apply in this round.

TO BE ELIGIBLE TO APPLY FOR COMPLETE STREETS TECHNICAL ASSISTANCE SERVICES, ARE APPLICANTS REQUIRED TO BE SUSTAINABLE JERSEY CERTIFIED?

**No**, Sustainable Jersey certification is NOT a prerequisite of participation in this program.

**Please note:** Award of this technical assistance to a community does not preclude it from applying for any other upcoming Sustainable Jersey grant program. Further, a municipality can apply for this technical assistance without regard to their standing in relation to a previously awarded or pending Sustainable Jersey grant.

## APPLICATION

WHEN ARE APPLICATIONS DUE?

Applications must be submitted online through the application portal by **Friday, February 2, 2024, at 11:59 pm**. Email submissions will NOT be accepted.

WHERE DO I SUBMIT AN APPLICATION?

The application process is completed entirely online. Detailed instructions on how to use the online application portal are available in Appendix 2 of the [application information packet](#) and via a [“How to Apply” video](#) on the program website. You can access the application form and the video via the following link: [bit.ly/CompleteStreetsTAApp](https://bit.ly/CompleteStreetsTAApp)

IN SUPPORT OF OUR APPLICATION TO THE COMPLETE STREETS TECHNICAL ASSISTANCE PROGRAM, SHOULD WE UPLOAD THE MUNICIPAL MASTER PLAN, A REDEVELOPMENT PLAN THAT INCLUDES THE PROPOSED PROJECT STUDY AREA, THE MUNICIPAL COMPLETE STREETS POLICY AS WELL AS COMPLETE STREETS AMENDMENTS TO OUR MASTER PLAN?

To support your application, you should select the attachments most relevant to illustrating the issues or opportunities identified in the application. Applicants are encouraged to submit only the relevant parts of larger documents, such as a municipal master plan. Applicants may combine multiple documents into one file. The maximum upload file size is 1GB.

### DO I HAVE TO COMPLETE THE APPLICATION IN ONE SITTING?

**No.** You may save your work, log out, and resume your in-progress application at any time by using the login feature. Drafts of the application will automatically save every 5 minutes and a "save draft" button is available at the end of the application form. It is encouraged to save manually using the button. A timestamp will appear with the last autosave time.

### I NEED TO ADD SOMETHING TO MY APPLICATION--CAN I STILL ACCESS IT AFTER IT HAS ALREADY BEEN SUBMITTED?

**Yes, as long as it is before the application deadline.** Even after you apply using the green submit button, you will still be able to access the application and make changes up until that deadline. Click the "edit" button to access the submitted section. Make the changes you need and then click the blue "save changes" button. Don't forget to click the green submit button once you are finished making changes to resubmit the section. **You will not be able to edit sections when the deadline has already passed.**

### AM I ABLE TO SAVE A COPY OF MY APPLICATION?

You can save a PDF copy of your application using the instructions available [here](#).

### WHERE CAN I ACCESS DATA ON CRASHES IN MY TOWN?

Including crash information in your application is optional, but can it help you make a stronger case for your project. The project selection committee will do an independent analysis of traffic crash data for each of the study areas being considered.

Your local police department is the best source for information about recent crashes and may also have information about speeding. In addition, some municipal staff, police departments, and partner agencies have access to either of two State crash data websites – Safety Voyager from the New Jersey Department of Transportation and Numetric Crash Analysis Tool from the Division of Highway Traffic Safety. Both tools provide access to the State crash record database, are available by request to certain jurisdictions but not the general public, and are up to a year out-of-date due to data processing and entry.

### IS THERE A WAY TO VIEW THE ENTIRE ONLINE APPLICATION?

**Yes,** all the components of the online application can be viewed in advance by downloading a copy of the [application information packet](#). The application information packet is a .pdf and can be downloaded and printed.

## IS IT POSSIBLE FOR A MUNICIPALITY TO HAVE MORE THAN ONE SUSTAINABLE JERSEY GRANT ACCOUNT?

**Yes**, a municipality can have more than one Sustainable Jersey grant account. For example, the business administrator may have an account for a Sustainable Jersey grant that they are responsible for managing while the green team chair might also have an account for a different Sustainable Jersey grant that they are in charge of managing. Since a municipality is only eligible to submit one Complete Streets Technical Assistance Program application, it is important for the municipality to determine in advance which account the municipality will use for this application to ensure only one application is submitted. For more information on creating an account, see page 13 of the [application information packet](#).

## IS IT POSSIBLE TO SHARE THE SIGN IN AND PASSWORD AMONG VARIOUS MEMBERS OF THE MUNICIPAL TEAM TO COLLABORATE ON AN APPLICATION?

This is possible, but not recommended. Experience has shown that sharing an account with different users can easily lead to mishaps that can cause information to be edited and deleted. If your team would like to work collaboratively on the application, we recommend using a separate shared document. Then the team member responsible for submitting the online application can copy and paste the information from that document into the application form. If you want to share completed sections before submission, we recommend following the [instructions on how to download a copy and print](#) the completed application or sections of the application on page 13 of the [application information packet](#).

## DOES THE MUNICIPAL POINT OF CONTACT DURING THE PROJECT NEED TO BE THE SAME AS THE POINT OF CONTACT FOR THE APPLICATION?

**No.** The applicant must designate a municipal employee or elected/appointed official as the primary point of contact for the application, however, they may select a different employee, official, or community member to be the point of contact during the delivery of the project.

## WHAT IS THE ROLE OF THE MUNICIPAL ENGINEER OR CONSULTING ENGINEER ON THE MUNICIPAL PROJECT TEAM?

The municipal engineer is a key member of the municipal project team. They provide local knowledge and data about existing issues and plans, and help assess the feasibility of potential roadway improvements. In addition, following the completion of the technical assistance project, they can play a lead role in advancing the recommendations through further study or a grant application.

## RESOLUTION OF THE GOVERNING BODY

### WHAT KIND OF INFORMATION IS REQUIRED IN THE RESOLUTION?

In order to participate in this program, applicants must upload a resolution adopted by the municipal governing body as documentation that it is authorized to apply for this technical assistance. The authorizing resolution must be **signed** and **dated** and must name the **Complete Streets Technical Assistance Program**, and the **name of the municipality applying**. A sample resolution can be downloaded [here](#).

### MY RESOLUTION IS NOT SCHEDULED TO PASS UNTIL AFTER THE FEBRUARY 2 APPLICATION DUE DATE, CAN I STILL APPLY?

**Yes**, additional time is provided for submitting a resolution. The section of the application portal related to the resolution will remain open until **March 15, 2024 at 11:59 p.m.**, however, you will not be able to edit the rest of the application that was due on February 2.

## COMPLETE STREETS TECHNICAL ASSISTANCE PROJECTS

### I HAVE QUESTIONS ABOUT THE COMPLETE STREETS TECHNICAL SERVICES OPTIONS, WHERE CAN I FIND HELP?

Applicants should initially read the descriptions of the types of services that are available, which are contained in the [application information packet](#), and this FAQ. If these documents do not answer your question, please send an email to Anne Heasly at [heaslya@tcnj.edu](mailto:heaslya@tcnj.edu) and Peter Bilton at [pbilton@njtpa.org](mailto:pbilton@njtpa.org).

### CAN A MUNICIPALITY REQUEST TECHNICAL ASSISTANCE SERVICES RELATED TO A STATE OR COUNTY ROAD IN OUR TOWN?

Technical Assistance projects related to municipal or county roads will be considered, but not state roads. Applications for study areas that include a county road require a letter of support from the county that (a) authorizes the proposed project, and (b) commits a representative of the county engineering department to participate in all key project meetings.

For technical assistance for state highways, consider the **NJDOT Local Bicycle/Pedestrian Planning Assistance Program**. More information about the types of projects that are eligible, the selection criteria and application can be found at the NJ Bicycle & Pedestrian Resource Center.

### IF A MUNICIPALITY IS INTERESTED IN APPLYING FOR ASSISTANCE WITH A PROJECT THAT WOULD BORDER OR OVERLAP ANOTHER MUNICIPALITY, IS THIS AN ELIGIBLE PROJECT? IF SO, WHAT WOULD WE NEED TO INCLUDE FROM THAT MUNICIPALITY TO APPLY?

**Yes**, if the project is otherwise eligible, there is not an issue with the project bordering or overlapping another municipality. A letter of support from the other municipality would be required that describes the proposed project and includes a commitment to participate.

However, depending upon the nature and extent of the project in the other municipality, a resolution from its governing board supporting the project may also be required to move forward with the project.

### IS A TRAIL PROJECT ELIGIBLE FOR A TECHNICAL ASSISTANCE APPLICATION?

**Yes**, a trail can be included in the project study location if it is combined with an on-street component. As a Complete Streets program, a substantial portion of the project must include a road or roadway crossing. Participation or support of the trail property owner would also be important to include in your project application.

### SINCE THIS IS A PROGRAM THAT ONLY PROVIDES TECHNICAL ASSISTANCE, WHO WOULD PAY FOR THE MATERIALS NEEDED IF A PROJECT IS SELECTED TO INCLUDE A TEMPORARY DEMONSTRATION OF A ROADWAY IMPROVEMENT?

The municipality will be responsible for the labor and materials associated with the installation of the temporary demonstration project. Depending on the scope of the demonstration, materials may be available for loan from the [NJTPA Complete Streets Demonstration Library](#).

### IS COMPLETE STREETS POLICY GUIDANCE A PROJECT TYPE FOR THIS ROUND?

Policy adoption is being supported in a different way this round. In partnership with NJDOT the CSTA team will provide a webinar, date to be determined in late 2024, on how to adopt or update a Complete and Green Streets for All Policy. This webinar will be followed up by an opportunity for participants to receive additional guidance based on their local needs. All municipal project teams selected for Complete Streets Technical Assistance in this round will be strongly encouraged to participate in the policy adoption webinar and follow-up; the webinar and follow-up will also be open to other municipalities.

In 2024, NJDOT will also be providing Complete Streets training. Information on the date, time and location is not yet available.

All Information Webinar registrants will be notified via email of the CSTA/NJDOT policy adoption training as well as the NJDOT Complete Streets training. Others interested in receiving an email on training availability should send contact, Anne Heasly, [heaslya@tcnj.edu](mailto:heaslya@tcnj.edu).

### WHEN WILL THE TECHNICAL ASSISTANCE BE PROVIDED?

The technical assistance projects will be scheduled to occur between April 2024 and March 2025. We anticipate each project to take approximately three to six months to complete. The technical assistance team will work with you to develop a mutually agreed upon project schedule within that time frame.