Complete Streets Technical Assistance Program
Application Information Packet

Application Period: December 5, 2023 – February 2, 2024

Informational Webinar: Tuesday December 5, 2023 at 12:00 noon – 1:00 p.m., register at bit.ly/CompleteStreetsTAWebinar

Program Website: bit.ly/CompleteStreetsTA

Online Application: bit.ly/CompleteStreetsTAApp

For questions regarding the online application portal only:
Email Kaitlyn Vollmer at grants@SustainableJersey.com or call 609 771-3139

For program related questions:
Email Anne Heasly at heaslya@tcnj.edu and Peter Bilton at pbilton@njtpa.org. All questions and answers, as well as the presentations and recordings of the webinars, will be posted on the program website. View the FAQ page here.

Resolution Requirement:
To participate in this program, applicants must upload a resolution adopted by the municipal governing body as documentation that it is authorized to apply. 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 found in Appendix 1 or downloaded from the program website.

It's best to start the process of obtaining this resolution as early as possible to allow enough time for the adoption of the resolution.

Background

Complete Streets are streets designed for all users of all ages and abilities, and all modes of transportation. They balance the needs of drivers, pedestrians, bicyclists, transit riders, emergency responders, goods movement, and stormwater management based on the local context. Complete Streets help improve health and safety for people walking and biking. They create better places to live, work, play, learn, and do business. When streets are not complete, the negative impacts on public health, safety, equity, the economy and the environment are disproportionately borne by low-income and minority communities.

While New Jersey leads the nation in the number of Complete Streets policies adopted by municipalities, it continues to lag behind in overall implementation. Through the North Jersey Transportation Planning Authority's (NJTPA) Complete Streets Technical Assistance (CSTA) program, the NJTPA, Sustainable Jersey (SJ) and the Voorhees Transportation Center at Rutgers University (VTC) work to address specific municipal Complete Streets implementation and technical assistance needs. The CSTA program helps municipalities pull together key stakeholders to explore a local safety concern. It provides problem definition and assists in providing alternative approaches using a collaborative approach to address a complete street related need. Further, the program identifies additional next steps towards facilitating local problem-solving.

The CSTA program is seeking applications from municipalities to receive free technical assistance services for a specific project related to advancing a Complete Streets initiative in their communities. Projects will be three to six months in duration and are anticipated to take place between April 2024 and March 2025. No direct funding to municipalities is provided. Examples of projects that have previously been delivered under this program can be found on the NJTPA's Complete Streets webpage. A project selection committee will select up to five municipalities to receive technical assistance services in a competitive process based on objective criteria.

Informational Webinar
A webinar will be held on **Tuesday December 5, 2023, from 12:00 p.m. - 1:00 p.m**. to assist municipalities in identifying projects for technical assistance and to highlight how other New Jersey communities have used the program to address their local issues. Join the webinar to learn more about the Complete Streets Technical Assistance program and how to apply. Participation in the webinar is encouraged, but not required. A recording will be posted for later viewing on the program website.

REGISTER: bit.ly/CompleteStreetsTAWebinar

Assistance
For questions regarding the online application portal, contact Kaitlyn Vollmer at grants@SustainableJersey.com or call 609-771-3189.

For project-related questions contact Anne Heasly at heaslya@tcnj.edu and Peter Bilton at pbilton@njtpa.org. All questions and answers, as well as the presentation from the informational webinar, will be posted here: bit.ly/CompleteStreetsTA

Submission Requirements
Municipalities interested in receiving these free direct technical assistance services must submit a completed application **online** by **Friday February 2, 2024**. Applications will **NOT** be accepted by email.

Additional Training from the New Jersey Department of Transportation
The New Jersey Department of Transportation (NJDOT) will provide free training on Complete and Green Streets in early 2024. When registration is available, links and additional information will be posted on the program website. In the online application, you will be asked if you are interested in receiving a follow-up email with this information once registration is open.

Eligibility Requirements

All municipal governments within the NJTPA region – Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union, and Warren counties – are eligible to apply.

Eligible applicants may submit only **ONE** application.

Eligible Project Types

This program offers two types of technical assistance projects. Applicants should select the type of services that best meets local needs.

Each selected municipality will receive a final report that documents the services provided, including methodology, identified needs, and concrete and practical recommendations suitable for advancement by the municipality.

Types of services to choose from:

- **Bicycle Corridor or Network Plan:** This focus area helps identify specific routes and road treatments to improve bicycling infrastructure. The technical assistance project team will determine the appropriate study size since municipalities vary in size and audit a corridor, neighborhood, or municipality to develop a bicycle corridor or network plan with maps and narrative. The plan will document existing conditions and identify specific streets for the installation of bike lanes or other facilities to provide a connected corridor or network of bicycle routes. In addition, the plan will provide street cross section and/or plan view diagrams to illustrate the recommended facilities. Recommendations typically address how to modify existing streets through striping and pavement markings, keeping within existing curb lines or edges of pavement. Some projects may include conceptual renderings and temporary demonstrations to illustrate potential roadway improvements. Pedestrian safety improvements will be considered where possible. The project team will make a presentation at a virtual public meeting to share the findings of the plan.
  To complete this project, the applicant will be expected to:
  o Commit to having the municipal engineer or consulting engineer (along with a municipal representative if a consulting engineer) participate in the project.

  o Host at least one public engagement meeting virtually or in person at an Americans with Disabilities Act (ADA) accessible venue to gain feedback on draft recommendations for the Bicycle Corridor or Network Plan.

- o The municipality will promote the meeting to residents and people who work in the area through community announcements, flyers in public places, social media, newsletters, etc., with particular attention to local organizations that have contacts with those constituencies.

- o Provide timely responses to technical assistance project team communications.

- o If a temporary demonstration project is included in the project, additional expectations will include:
  - o Participation by the municipal engineer and police department in development and approval of the demonstration.
  - o Provision of demonstration materials such as traffic cones, traffic barricades, and paint. Some materials are available from the [NJTPA Complete Streets Demonstration Library](#).
  - o Installation and removal of the temporary demonstration, including police traffic control.
  - o Using municipal communications systems to assist in promotion and education around the project as well as evaluation of its effectiveness.
  - o Implementation during the technical assistance study relies on timely approval by the governing body and other relevant authorities, e.g., the school superintendent if being conducted in partnership with a school.

- **Corridor/Neighborhood Complete Streets Assessment**: This focus area helps assess Complete Streets needs and opportunities for a small corridor or neighborhood. It includes a Walkable Community Workshop to identify potential pedestrian and bicycle improvements. The in-person workshop, attended by municipal representatives and community members, will include one hour of training and a field audit of the built environment along a roadway corridor or around a destination such as a park, school, transit station, or downtown commercial district in the municipality. The field audit's walking route should be no more than one mile; for example, a half mile out-and-back route or a one-mile loop. This effort will document existing conditions and identify recommendations to improve walking and biking in the area. Some projects may include conceptual renderings and temporary demonstrations to illustrate potential roadway improvements. The project team will prepare a final report.

  To complete this project, the applicant will be expected to:
  - o Provide an ADA accessible venue close to the corridor/neighborhood audit site for a workshop.

  - o Commit to participation by the municipal engineer or consulting engineer (along with a municipal representative if a consulting engineer) and the police department in the workshop. The municipality will also invite additional key municipal officials.

  - o Promote the workshop to residents and people who work in the area through flyers in public places, social media, newsletters, etc., with particular attention to low-income, minority, limited English proficiency community members and local organizations that have contacts with those populations.
  - o Provide timely responses to technical assistance team communications.
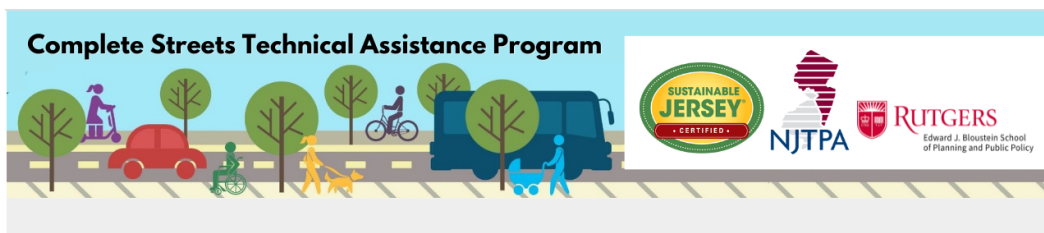
- o If a temporary demonstration project is included in the project, additional expectations will include:
  - o Participation by the municipal engineer and police department in development and approval of the demonstration
  - o Provision of demonstration materials such as traffic cones, traffic barricades, and paint. Some materials are available from the [NJTPA Complete Streets Demonstration Library](#).
  - o Installation and removal of the temporary demonstration, including police traffic control.
  - o Using municipal communications systems for promotion and education about the project as well as evaluation of its effectiveness.
  - o Implementation during the technical assistance study relies on timely approval by the governing body and other relevant authorities, e.g., the school superintendent if being conducted in partnership with a school.

Complete and Green Streets Policy Workshop

A training workshop, sponsored by the NJTPA and the NJDOT, will explain how to create or update a Complete and Green Streets policy or ordinance. All program participants will be expected to participate in this workshop. Additional assistance will be available via a virtual open house hosted by the Complete Streets Technical Assistance team.

Online Application Portal

The technical assistance application can be accessed using this link: [bit.ly/CompleteStreetsTAApp](#)

Applications must be submitted using the **online application portal** by midnight 11:59 PM on **Friday February 2, 2024**. Only online application submissions will be considered.

Detailed instructions on how to use the online application portal are available in [Appendix 2](#) and via a "How to Apply" video available [here](#) and on the program website. Applicants will be asked to create an account and profile (primary contact information) before accessing the application form.

Application Requirements

The grant application is broken into **three** sections. You will only be able to access the next section after completing the previous section. However, you will be able to access any completed section up until its completion deadline, so you can make changes even after submitting and go back to update information in earlier sections. Sections include:

- Section One: Applicant Information
- Section Two: Project Information
- Section Three: Application Authorization Resolution

Applications must be submitted using the online application portal by midnight 11:59 PM on **Friday February 2, 2024**. Only one application may be submitted by each eligible municipality. Section Three of the application is not due until Friday March 15, 2024**.**

Section One: Applicant Information
Complete this form requesting information about your municipality.

1. **Applicant Name and County**
   You will need to use the search bar to input your municipality name:

   Municipality Search Feature
   Search for your municipality name from the search bar. Click on the name of your municipality and its name and county information will auto-fill the form. Some municipalities share the same name, so make sure you are selecting the correct municipality by observing the county information that appears.

   Please note that your municipality's name is based on how it is listed on the Sustainable Jersey website. If you have issues finding your name in the grant application, use the Participating Communities map available here to determine how the name of your municipality is listed.

2. **Applicant Contacts:**
   This section captures contact information of the municipal officials and staff applying for this technical assistance. All application contacts listed will be notified once a final decision on the grant application is made. Provide the name, title, phone number, phone extension number (if applicable), and email address for each of the following:

   - **Municipal Point of Contact (may be one of the following)**
     This information is provided via the Profile section of the application.
   - **Mayor**
   - **Business Administrator or Municipal Manager**

Section Two: Project Information
Complete this form to provide information about the proposed study area and your safety and/or mobility concerns.

1. **Project Type**
   Before moving forward with the rest of the section, select the type of technical assistance you are requesting.
   o   Bicycle Corridor or Network Plan
   o   Corridor/Neighborhood Complete Streets Assessment

   The New Jersey Department of Transportation (NJDOT) will provide free training on Complete and Green Streets in early 2024. When registration is available, links and additional information will be posted on the program website. Are you are interested in receiving a follow-up email once registration is open?
   - Yes, please send a follow-up email
   - No, I am not interested at this time.

2. **Map**
   Upload a map of the proposed study area.

3. **Study area**
   Describe the roadway corridor or area that you are proposing for technical assistance. Please list the specific roads, start and endpoints, and destinations (e.g., business districts, parks, schools, and libraries). Indicate whether any roads are under county jurisdiction. For the Corridor/Neighborhood Complete Streets Assessment project type, the corridor should not exceed a ½ mile out-and-back route or 1-mile loop.

4. **Safety and mobility concerns**
   Describe the specific safety and mobility concerns in the study area and how the proposed project will be used to address them. Include information about motor vehicle crashes (particularly those involving pedestrians and bicyclists), traffic volume, motor vehicle speed or other relevant information to illustrate the extent of the problem.

5. **Prior plans and improvements**
   List any prior studies, plans, or physical improvements undertaken in the study area. Indicate the responsible organization and year of completion.

6. **Future studies and improvements**
   List any planned future studies or physical improvements in the proposed study area, e.g., pending grant application, redevelopment-related improvement, county planning study, or repaving.

7. **Community Groups**
   List any community groups with a potential interest in the project, e.g., town traffic safety committee, bicycle advocacy group, recreation group, or community benefit organization.

8. **Demonstration interest**
   Is there interest in including a temporary demonstration as part of the technical assistance project to illustrate potential roadway improvements? The project team will evaluate its applicability and feasibility.
   o Yes
   o No

Additional Information
- **Public Engagement**
  In this section, please provide information that will assist in developing robust public engagement. Provide a list of organized groups of stakeholders that may be engaged during the project. This may include community groups, green teams, planning boards, local school districts, chambers of commerce, or other organizations. Particular attention should be given to low-income, minority, low English proficiency community members and local organizations that have contacts with those populations.

- **Project Team**
  The local project team should include key staff involved in Complete Streets including the municipal engineer or consulting engineer (along with a municipal representative if a consulting engineer), an elected official and the municipal administrator. In addition, the police chief or traffic safety officer, public works director, a planning board and/or green team member, and an interested resident or person who works in the area can be important participants in this work.

  Further, experience from previous rounds of technical assistance has shown that a Complete Streets "champion" can ensure the project stays on track; often this is a key person to help advance a project to the next phase of study or implementation. Complete Streets champions have included green team leaders, mayors, engineers, and consultant grant writers. If someone in your community can serve in this role, please highlight them in the project team list. Finally, the project team may include some of the organizations listed in the stakeholder list.

  Provide a list of the local project team member names, titles, departments, or organizations. Indicate which members, if any, have attended an NJDOT Complete Streets training or summit.

- **Equity Considerations**
  If applicable, describe how the proposed project addresses a burden that is disproportionally experienced by traditionally underserved populations, as described in the NJTPA Equity Analysis Tool: minority, low income, limited English proficiency, disability, age (17 and younger or 65 and older), foreign born, zero-vehicle household, and female. These factors are used by the NJTPA to comply with various civil rights statutes, executive orders, and regulations.

- **Optional Information:**
  The Optional Information section can be used to provide additional information such as:
  o Letters of commitment or support from community groups and other stakeholders
  o Existing planning documents
  o Surveys, studies and supporting data
  o Additional maps, photos, graphs, and other media
  o Documentation supporting the need for the project

Section Three: Authorizing Resolution

After submitting the completed technical assistance application, you will submit a municipal resolution supporting the application. A signed and dated resolution must be submitted no later than the end of the day on **Friday March 15, 2024** for the technical assistance application to be considered.

The authorizing resolution must be **signed** and **dated** and must name the **Complete Streets Technical Assistance Program,** the **type of technical assistance project**, and the **name of the municipality applying.** A sample resolution can be found in Appendix 1 or downloaded here.

It is important that it is clear to the municipality that selected participants will receive direct technical assistance services to complete a specific task related to advancing a Complete Streets initiative in their communities. **No direct funding to municipalities is provided.**

It is recommended that the applicant begins the process of obtaining the resolution as soon as possible to ensure it is adopted and submitted by the deadline**.**

Selection Process

Technical assistance services shall be awarded based on the merits of the applications. Applications that meet the program eligibility requirements will be scored by a project selection committee based on the criteria and points below. Once scored, the committee will consider the extent to which the highest scoring projects are distributed among the 13 counties of the NJTPA region. **The committee, at its discretion, may request additional information or interviews with some of the highest-ranking applicants.** Applicants will be contacted by the end of April 2024 about their applications' status.

Application Evaluation Criteria

Strength and Clarity of Request (up to 40 points) • The project identifies an important safety and/or mobility concern or deficiency that needs to be addressed and describes how the proposed project will help solve the problem. • Completeness and clarity of the project purpose and additional information provided. • The scale of the proposed project is consistent with the available resources and schedule.
Opportunity for Public Engagement (up to 30 points) • Identification of organized groups of stakeholders that may be engaged during the project. This may include community groups, green teams, planning boards, local school districts, chambers of commerce, or other organizations. Particular attention should be given to low-income, minority, limited English proficiency community members and local organizations that have contacts with those populations. • Letters of support from stakeholder organizations.

Strength of the Municipal Project Team (up to 30 points)
- Inclusion of critical members: an elected official, the municipal administrator, and the municipal engineer or consulting engineer.
- Inclusion of pertinent members: the police chief, planner, public works director, planning board member, green team members, etc.
- If a county road is involved, the inclusion of pertinent county staff.
- Team members' commitment to time and participation.
- Identification of a Complete Streets champion (optional)

Additional Considerations (up to 20 BONUS POINTS)
- The proposed project involves a street or streets with high crash rates, especially pedestrian and bicycle crashes; and/or
- The proposed project addresses a burden that is disproportionally experienced by traditionally underserved populations, defined as minority, low income, limited English proficiency, disability, age (17 and younger or 65 and older), foreign born, zero-vehicle household, and female.

Additionally, the following minimum threshold requirements will apply:

- The applicant must have met all previous Sustainable Jersey, Together North Jersey, and NJTPA grant/technical assistance award requirements, as applicable.

- Applications for projects on county roads will be considered contingent upon written documentation from the county that (a) authorizes the proposed project, and (b) commits a county engineering department representative to participate in all project meetings.

Please note: Award of this technical assistance to a community does not preclude it from applying for any other upcoming Sustainable Jersey grant program.

Any attempt to contact the committee or influence selection committee members shall result in disqualification.

Terms and Conditions

Funding decisions will be announced by the end of April 2024. Applicants selected to receive technical assistance will be notified through their designated contacts and recipient requirements will be included in the notification email. Acceptance of the technical assistance award indicates agreement to comply with the requirements.

Municipalities receiving the free Complete Streets technical assistance services are responsible for:

- Arranging for the key municipal project team members to participate in a kick-off meeting with the NJTPA/SJ/VTC technical assistance team. This meeting is to finalize the project scope-of-work, review the roles and responsibilities of the municipal and technical assistance team members, and discuss the project schedule.

- Complying with the municipal requirements outlined for the specific technical assistance project selected.

- Providing the technical assistance team with access to the municipal staff, information, and documents needed to complete the project in the agreed-upon time.

- Reviewing the draft final project report and giving feedback to the technical assistance project team promptly.

Appendix 1 – Sample Authorizing Resolution from Local Governing Body

Below is a sample resolution suggested for applicant municipalities.

SAMPLE RESOLUTION

**Resolution by the [Local Governing Body] Authorizing an
Application to the Complete Streets Technical Assistance Program**

WHEREAS, safe, convenient, accessible, equitable, healthy, and environmentally and economically beneficial transportation for all users is a priority of [municipality/county]; and

WHEREAS, Complete Streets is a means to provide a comprehensive, integrated, connected multi-modal network of transportation options through planning, design, construction, maintenance, and operation of new and retrofit transportation facilities along the entire right-of-way for all roadway users of all ages and abilities; and

WHEREAS, Complete Streets can provide many benefits, including:
- Improved safety for pedestrians, bicyclists, children, older citizens, non-drivers and the mobility challenged as well as those that cannot afford a car or choose to live car free,
- Improved access to employment, education, residential, recreation, retail centers and public facilities,
- Local economic vitality,
- Access to the health benefits of physical activity,
- Improved stormwater management, and
- Reductions in greenhouse gas emissions; and

WHEREAS, when streets are not complete, the negative impacts on public health, safety, equity, the economy and the environment are disproportionately borne by low-income and minority communities.

WHEREAS, through the North Jersey Transportation Planning Authority's FY2024 *Complete Streets Technical Assistance Program,* Sustainable Jersey will coordinate and the Voorhees Transportation Center at Rutgers University will provide planning-level technical assistance services to municipalities for a specific project related to advancing a Complete Streets initiative in their communities; and

WHEREAS, although no direct funding is provided, selected municipalities will receive free direct technical assistance services to complete a specific task related to advancing a Complete Streets initiative in their communities.

THEREFORE, BE IT RESOLVED the [Municipality's Governing Body] of [Municipality] authorizes the [insert chief executive or authorized administrator] to submit an application to the ***Complete Streets Technical Assistance Program*** to receive free direct technical assistance services to complete a specific task related to advancing Complete Streets, and also commits pertinent municipal staff to coordinate and collaborate with Sustainable Jersey, Voorhees Transportation Center and the North Jersey Transportation Planning Authority to support the successful and timely delivery of technical assistance services.

Appendix 2 – Online Application Portal Instructions

Instructions on How to Create an Account – Online Application Walkthrough video also available here.

STEP ONE: First, you must sign up for an account. **Be sure to record the email address and password you used.** The person signing up for the account will be considered the application's **primary contact.** Sustainable Jersey will direct all communications about the application to this person.

If you have already created a Sustainable Jersey account to submit a grant application (as far back as the 2021 PSEG grant cycles), you can login to that account to submit this application for technical assistance. It is also okay to create a new account even if your municipality currently has one created by a different municipal contact. You will be able to reset your password as needed.

STEP TWO: After signing up for your grant account, you must create a profile before moving forward with filling out the grant application sections. Click "Create a Profile to Get Started" to access the Profile form. If using a previously-created account, make sure the Profile information is up to date. Use the "Edit" button to make any required changes if your primary contact has changed.

Edit

Thank you for signing up for a Complete Streets Technical Assistance Program account! As the **primary application contact**, you will use this account to submit your application. Before moving forward with an application, you must first create a Profile for your grant account.

Please click **"Create a Profile to Get Started"** to begin. You can always edit your Profile by clicking "Edit".

You cannot move forward until you have completed your Profile.

Create a Profile to Get Started

STEP THREE: Fill out the Profile sections. **Please note that the primary contact must be a municipal employee or elected/appointed official. It cannot be a consultant.** If a consultant is responsible for completing the application, they should submit the application under an account owned by the primary application contact.

Profile ▾   Save Draft   Create Profile

Primary Application Contact
This is the primary person Sustainable Jersey will correspond with regarding this application and any subsequent award. The primary contact must be a municipal staff member or an elected/appointed official (green team member/volunteer). It cannot be a consultant.

Name *

Title *

Organization/Municipality

Phone *

Phone Number Extension

Email *

STEP FOUR: After filling out the profile form, you will be able to access the actual technical assistance application. Click "Get Started" to access the application form. You are now ready to complete the different application sections.

✚
Get Started

Online Application
Applications must be submitted using the online application portal by midnight 11:59 PM on **Friday, February 2, 2024**. At that time the portal will close. Only online application submissions will be considered.

The application form consists of the following three sections:
1. Applicant Information
2. Project Information
3. Authorizing Resolution

You must complete each section in order.

Saving Your Work
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

Save Draft

Last saved on 11/23/2021 at 10:13:11 AM

Submitting Your Work
Use the blue "mark complete" button when you are finished filling out the application section you are working on. You will only be able to click this button if all required fields have been completed—otherwise you will see the following prompt appear under required fields that have not been completed.
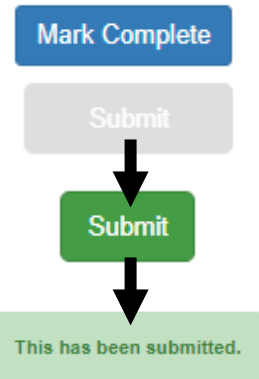
This field is required

After clicking the "mark complete" button, you will be able to submit the section using the green submit button. It will go from being greyed out to green. Once submitted, the button will change to say "This has been submitted."

Mark Complete

Submit

Submit

This has been submitted.

Editing Your Work
Even after you submit an application section using the green submit button, you will still be able to access it and make changes up until that section's submittal deadline. Click the "edit" button to access the submitted section. The following prompt will appear—click the red "yes, reopen this stage" button. 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 the section in order to resubmit the section.

Edit | ⟳ This has been submitted.

Whoa, hold on a sec!

You're about to reopen the stage **Section One: Applicant Information**. This action will make its contents editable. Once editing is complete, this and any stages that follow it will need to be resubmitted prior to the deadline. Are you sure you want to reopen this stage?

Save Changes

Cancel | Yes, reopen this stage

Post-Submission
You will receive an email confirming your application submission and can download a copy of your application using the instructions available here.