



Complete Streets Technical Assistance Program 2018 Application Information Package

Announcement Date: Thursday, June 7, 2018

Informational Webinar: Wednesday, June 20, 2018, 1:30pm-2:30pm (register [here](#))

Application Due Date: Friday, July 27, 2018

Link to Application: <https://app.wizehive.com/appform/login/CompleteStreets2018>

For questions regarding the online portal only:

Kaitlyn Vollmer: Email grants@SustainableJersey.com or call 609-771-3189

For project-related questions contact:

Renee Haider: Email haiderr@tcnj.edu with a “cc” to Douglas Greenfeld: dgreenfeld@njtpa.org. All questions and answers, as well as the presentation from an informational session, will be posted here: bit.ly/CompleteStreetsTA

In order to participate in this program, applicants must upload a resolution adopted by the governing body as documentation that it is authorized to apply for this technical assistance. A sample resolution can be found in [Appendix 1](#) or downloaded [here](#). Please note that it would be best to start the process of obtaining this resolution as early as possible to allow enough time to have the resolution adopted. See [Section D](#) below for resolution submission deadlines.

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A. Background

Sustainable Jersey (SJ), the Voorhees Transportation Center at Rutgers University (VTC), the North Jersey Transportation Planning Authority (NJTPA) and Together North Jersey (TNJ) are pleased to announce the ***Complete Streets Technical Assistance Program***. The program will support municipal government efforts to implement complete streets in nine municipalities. Selected participants will receive free direct technical assistance to complete a specific task related to advancing a complete streets initiative in their communities. No direct funding to municipalities is provided.

Complete streets meet the needs of all users including motor vehicles (cars, buses and trucks), bicyclists, and pedestrians of all ages and abilities. Complete streets considerations include the crossing needs of pedestrians and the delivery needs of trucks and vans.

While New Jersey leads the nation in the number of complete streets policies adopted, implementing complete streets is challenging. Municipal governments require knowledge, skills, and resources to develop complete streets-related solutions. The goal of this effort is to provide technical assistance to complete a specific task that will assist a municipality in moving forward. The free technical assistance will be provided by SJ and VTC staff.

Informational Webinar: Wednesday, June 20, 1:30PM – 2:30PM

The informational webinar will:

- Provide an overview of the Complete Streets Technical Assistance Program
- Review the types of technical assistance available
- Demonstrate how to use the online application portal

Register [here](#). Following the webinar, the recording and presentations will be posted on the [Webinar Recordings and Presentations page](#).

ONLINE Applications are due by Friday, July 27, 2018 at 11:59pm. Email submissions will NOT be accepted.

All applications must be submitted online using the link below:

Program Application: <https://app.wizehive.com/appform/login/CompleteStreets2018>

Applicants will be contacted by mid-August 2018 regarding the status of their applications. It is anticipated that initial technical assistance projects will begin in September 2018. All technical assistance projects must conclude by April 30, 2019. Individual project schedules will be developed in collaboration with the selected municipalities. Each project will be scheduled for a duration of approximately three months.

B. Eligibility Requirements

To be eligible to participate in this program, an applicant must be a New Jersey municipal government in the North Jersey Transportation Planning Authority (NJTPA) region. The NJTPA region is comprised of Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union, and Warren counties.

C. Types of Technical Assistance Available

A complete streets approach to transportation planning has many benefits for all who live, work, and play in a community including improved health, safety, equity and economic vitality; increased transportation choices and overall mobility; and healthier environments and enhanced quality of life. Adopting a complete streets policy is a good first step towards creating safe and inviting street environments for all users; however, that is just the beginning and additional work is needed to move towards implementation.

There is no perfect, one-size-fits all method for successfully integrating complete streets principles into project planning and design. However, a number of tools are available to help planners, engineers, and policy makers balance the needs of drivers, pedestrians, bicyclists, transit riders, emergency responders, and goods movement based on local context. Additionally, a number of resources are provided by the New Jersey Department of Transportation at <http://www.state.nj.us/transportation/eng/completestreets/resources.shtm>. This Complete Streets Technical Assistance Program is intended to provide hands-on guidance to communities through the application of one these tools to help move complete streets implementation efforts forward. A list of potential technical assistance projects is provided below. **Applicants can choose from the list or identify a municipality-specific need.** Please note that the value of the technical assistance will generally not exceed \$10,000.

All projects will be conducted in collaboration with designated municipal representatives. Prerequisite to all types of technical assistance is a commitment to participate by all pertinent municipal departments, agencies, boards and other stakeholders as appropriate.

The technical assistance team will produce a final report for each technical assistance project that documents the assistance provided, including methodology, identified needs and recommendations. The report will include concrete and practical recommendations suitable for advancement by municipalities with narrative, graphics and maps as appropriate.

Examples of Eligible Types of Technical Assistance:

- **Walkability Workshop:** The technical assistance team will conduct a comprehensive analysis and/or corridor-specific analysis of the built environment for approximately half a mile of contiguous streets in the municipality in order to document existing conditions and offer recommendations to improve walkability in a community. Workshops may include installation of temporary demonstration projects that are visited by workshop participants. Sample walkability workshop reports are available at <http://www.nitpa.org/planning/regional-studies/bicycle-pedestrian/walkable-communities>.

- **Bicycle Audit and Network Plans with Maps and Narrative:** The technical assistance team will develop a municipal-wide or neighborhood-wide bicycle network plan with maps and narrative. The scope of the plan will be determined based on the needs of the municipality and availability of resources, but at a minimum it will document existing conditions, and identify specific streets for installation of bike lanes, sharrows or other strategies in order to create a connected network of facilities and provide appropriate samples of street cross section typologies. Prerequisite to this item is a commitment to participate by the municipal engineer and other pertinent officials.
- **Complete Streets Checklist:** The technical assistance team will develop a complete streets checklist to help guide the review of municipal capital projects, and to ensure consistency between staff and departments. Prerequisite to this item is a commitment to participate by all pertinent municipal departments and agencies and prior adoption of complete street planning documents such as a network plan.
- **Complete Streets Marketing and Promotional Materials:** The technical assistance team will work with a municipality to develop marketing and promotional materials for residents and stakeholders that highlight the benefits of complete streets.
- **Complete Streets Advisory Committee:** A Complete Streets Advisory Committee is a common method for formalizing an inclusive implementation process in communities that have complete streets policies. The intention of the committee is to involve relevant stakeholders throughout the entire transportation planning and decision-making process to achieve greater buy-in, support, and coordination between various actors. Committees are often directly involved in the preparation and review of requests for proposals; review of roadway projects; and in ensuring that complete streets checklists are appropriately administered. The technical assistance team will work with a municipality to develop a recruitment strategy and to structure a Complete Streets Advisory Committee, complete with bylaws and operating procedures.
- **Tactical Urbanism or “Lighter, Quicker, Cheaper” Guidance:** The technical assistance team will work with a municipality on the identification and potential implementation of lighter, quicker, cheaper projects at select locations throughout the municipality. This can include planning for installation of temporary complete streets demonstration projects at highly visible locations within the municipality.
- **Complete Streets Conceptualizations:** The technical assistance team will work with a municipality to develop a series of before and after renderings of complete streets improvements and enhancements on a select number of streets and corridors in the municipality. The renderings will be based on accurate dimensions of streets and potential improvements.
- **Guidance on Integrating Equity into Complete Streets Plans, Programs, Policies, and Processes:** The technical assistance team will evaluate existing plans, programs, and policies from an equity perspective, and provide guidance on integrating, or further integrating equity considerations throughout all complete streets-related processes.

- **Guidance on Integrating Truck Movements and Parcel Deliveries into Existing Municipal Complete Streets Plans, Programs, Policies, and Processes:** The technical assistance team will evaluate existing plans, programs, and policies, and provide guidance on integrating, or further integrating truck movement and delivery vehicle accommodation throughout all complete streets-related processes.
- **Guidance on Institutionalizing Complete Streets Practices:** The technical assistance team will evaluate existing complete streets practices and offer guidance on how to institutionalize complete streets within the culture of a municipality.

D. Application

The online application is designed to collect the information needed to evaluate a proposal without overburdening the applicant.

Program Application: <https://app.wizehive.com/appform/login/CompleteStreets2018>

The following sections outline the information needed to complete the online application.

1. Applicant Information

- Municipality
- County

2. Technical Assistance Request

- **Proposed Project: Methodology/Approach and Timeframe**
 - Choose from a dropdown menu of the projects listed or describe an alternative project based on specific needs (2000 character limit).
 - If applicable, upload a letter-sized street map that clearly delineates the boundaries of the study area or the limits of the study corridor. The map is for context and should show project limits, and key connections and attractions.
 - Identify any time constraints the municipality may be dealing with regarding the project start and completion dates. For example, the project cannot start prior to December 1, 2018 due to road work in the study area, or the project must be completed by February 28, 2019 in order to be used as supporting documentation for a grant application.

NOTE: The technical assistance projects will be scheduled to be provided within the September 1, 2018 to April 30, 2019 time frame. Each project will be scheduled for a duration of approximately three months. The project team will work with the selected applicants to develop a mutually agreed upon project schedule.

- **Need for Technical Assistance**
 - Describe the complete streets problem or challenge that needs to be addressed and how the proposed project will advance complete streets implementation within your community. (2000 character limit)

- **Commitment to Implementation**

- Has the municipality adopted a complete streets policy?
If yes, upload a copy of the resolution or ordinance
- Has your municipality previously participated in any of the following (check all that apply and explain):
 - Sustainable Jersey complete streets related approved actions
 - Together North Jersey Local Demonstration Project or Local Government Capacity Grant
 - Street Smart NJ pedestrian safety program (<http://bestreetsmartnj.org/about-streetsmart/>)
 - New Jersey Department of Transportation Regional Complete Streets Workshop
 - Road Safety Audit or Walkability Workshop
 - Bicycle network planning or installation of bike lanes
 - Other, if yes, please describe (500 character limit)
- Describe the status of complete streets implementation efforts in your community and challenges encountered. (2000 character limit)
- Has the municipality applied for any grant or technical assistance awards to support complete streets implementation in the last five years?
If yes, please upload a summary with status

- **Stakeholder Support and Opportunity for Engagement**

- Has the municipality implemented any programs or projects to address pedestrian or bicycle safety in the community?
If yes, upload summary of activities
- Describe community outreach and engagement to date regarding your complete streets planning and implementation efforts. (2000 character limit)
- Describe how completion of the proposed project will advance community engagement in the planning process. (2000 character limit)

- **The Team**

- Upload a list of the names, titles, and departments of the key people from your municipality who will be collaborating with the technical assistance team on this project.

3. Application Contacts:

- **Contact information including name, title or affiliation, email and phone number will be requested for the following people:**
 - Primary Application Contact
 - Mayor
 - Business Administrator or Municipal Manager

4. Resolution Authorizing Submission of Application

In order to participate in this program, the applicant must upload an adopted resolution of the governing body as documentation that it is authorized to apply for this technical assistance. **A**

sample resolution can be found in [Appendix 1](#) or downloaded [here](#). Please note that it would be best to start the process of obtaining this resolution as early as possible to allow enough time to have the resolution adopted. The approved resolution should be submitted with the application by the July 27 application deadline. However, applications will be accepted with a proposed resolution and date it will be presented to the governing body. The adopted resolution must be emailed to grants@sustainablejersey.com by August 17.

5. Optional Information

This may include letters of support from community groups, photos of the project area that provide context for the problem to be addressed, or more detailed information documenting project need.

E. Online Application Portal

The application can be accessed using the link below. Applications must be submitted using the online application portal by **11:59 PM on July 27, 2018**. Only online application submissions will be considered for participation in the Complete Streets Technical Assistance Program.

Application: <https://app.wizehive.com/appform/login/CompleteStreets2018>

F. Selection Process

Nine municipalities will be selected for technical assistance. A minimum of three municipalities will receive Walkability Workshops. Applications that meet the program eligibility requirements will be evaluated using the criteria listed below:

Proposed Project: Methodology/Clarity of Approach and Timeframe (10 points)

- The quality and clarity of the technical approach to the project and its applicability to local context and need. Applicants may choose from types of technical assistance listed in this package, or propose another.
- Consideration of scale of the proposed project, available resources and amount of time needed.
- The proposed technical assistance project must be achievable within a time frame of approximately three months.

Need for Technical Assistance (10 points)

- What is the problem or challenge that needs to be addressed?
- The criticality of the proposed project to advancing complete streets initiatives in the community

Commitment to Implementation (10 points)

This may be demonstrated by one or more of the following, as applicable:

- Implementation of community outreach programs such as the Street Smart NJ campaign.
- Efforts to seek grant funding for complete streets related initiatives.
- Recent study or implementation of some elements of complete streets.
- Allocation of resources for complete streets or safe streets.
- The proposed project will contribute toward the successful completion of a Sustainable Jersey action.
- Letter of support from any non-municipal entities that have jurisdiction. For example, a letter from the county engineer for a study that may examine county roads along with municipal roads.
- Letter of support from the local school district.

Stakeholder Support and Opportunity for Engagement (10 points)

- History of resident and other stakeholder engagement in transportation planning decisions.
- Level of stakeholder support for the proposed project specifically, and complete streets implementation in general.
- The project will provide opportunities for stakeholders to be engaged in the decision-making process.

Strength of the Municipal Team (10 points)

- The municipal team includes all those relevant to completing the project successfully.
- Team members have budgeted time to work on the project.

Additionally, the following minimum threshold criterion shall apply: The applicant must have complied with all previous Sustainable Jersey, Together North Jersey, and NJTPA grant and technical assistance award requirements, as applicable.

Applications will be scored by a committee based on the criteria and points above. Once scored, the committee may consider the extent to which projects represent geographic diversity within the NJTPA region. The committee, at its discretion, may request additional information or an interview with the applicant. Any questions or concerns about the application should be directed to grants@SustainableJersey.com with a "cc" to dgreenfeld@nitpa.org. Any attempt to contact the committee or influence committee members shall result in disqualification.

G. Terms and Conditions

Municipalities receiving the free ***Complete Streets Technical Assistance*** are responsible for:

- Arranging for the key municipal team members to participate in a kick-off meeting with the SJ/VTC technical assistance team. The purpose of this meeting is to finalize the project scope and the roles and responsibilities of the municipal and technical assistance team members.
- Signing a Technical Assistance Agreement that documents the project scope and the roles and responsibilities of the municipal and technical assistance team members.
- Providing the technical assistance project team with access to the municipal staff, information and documents needed to complete the project in the agreed upon time period.
- Reviewing the draft final project report and providing feedback to the technical assistance project team in a timely manner.

H. Appendix 1 – Sample Authorizing Resolution from Local Governing Body

Below is a sample resolution. Any standard resolution in support of applying for a grant will suffice. We do not require that you use this format. Selected participants will receive direct technical assistance to complete a specific task related to advancing a complete streets initiative in their communities. No direct funding to municipalities is provided.

SAMPLE RESOLUTION

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

WHEREAS, a livable community seeks to provide a transportation network that meets the needs of all users including motor vehicle users (cars, buses and trucks), bicyclists, and pedestrians of all ages and abilities; and

WHEREAS, [Municipality] strives to save tax dollars, assure clean land, air and water, improve working and living environments; and

WHEREAS, Sustainable Jersey (SJ), the Voorhees Transportation Center (VTC) at Rutgers University, and the North Jersey Transportation Planning Authority (NJTPA) are sponsoring the competitive ***Complete Streets Technical Assistance Program***, which will support municipal government efforts to implement complete streets; and

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

THEREFORE, the **[Municipality's Governing Body]** of **[Municipality]** authorizes the submission of an application to the aforementioned ***Complete Streets Technical Assistance Program*** to receive free direct technical assistance to complete a specific task related to advancing complete streets, and also authorizes 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.