



Complete Streets Technical Assistance Program Application Information Packet

Announcement Date: December 6, 2021

Protect Types Webinar: Thursday, December 9, 2021

Application Process Webinar: Wednesday, December 15, 2021

Link to Application: bit.ly/CompleteStreetsTApp

For questions regarding the online portal only:

Email Kaitlyn Vollmer at grants@SustainableJersey.com or call 609 771-3139

For project related questions contact:

Email Anne Heasly at heaslya@tcnj.edu with a “cc” to Peter Bilton at pbilton@njtpa.org. All questions and answers, as well as the presentations and recordings of the webinars, will be posted here: bit.ly/CompleteStreetsTA

Resolution Requirement:

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**, 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](#).

Please note that it is best to start the process of obtaining this resolution as early as possible to allow enough time for the adoption of the resolution.

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Background

According to the New Jersey Department of Transportation (NJDOT), 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 complete streets implementation. Through 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) is designed 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 2022 and February 2023. 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 eight municipalities to receive technical assistance services in a competitive process based on objective criteria.

Informational Webinars

Two webinars will assist municipalities in identifying projects and applying to this program. Participation in the webinars is encouraged, but not required. Webinar recordings will be posted for later viewing at bit.ly/CompleteStreetsTA

A **project types webinar** will be held on **Thursday, December 9, 2021 from noon - 1:00pm**. Join the webinar to learn more about the types of projects that can be completed through this program. REGISTER: bit.ly/3BPuN9x

The project types webinar will:

- Provide an overview of the specific types of technical assistance available
- Share examples of previously completed projects
- Identify additional resources to assist in developing an application
- Explain tools municipalities can use to identify projects that address equity and high crash areas as well as how to identify the responsible entity for a road segment.

An **application process webinar** will be held on **Wednesday, December 15, from noon – 1:00pm**. Join the webinar to learn more about the program and how you can apply.

REGISTER: bit.ly/3AQojWo

The application process webinar will:

- Provide an overview of the program and the types of technical assistance services available
- Present application requirements
- Demonstrate how to use the online application portal
- Provide an opportunity to ask questions

Assistance

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

For project-related questions contact Anne Heasly at heaslya@tcnj.edu with a “cc” to 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 that are interested in receiving these free direct technical assistance services must submit a completed application **online** by **Friday, February 11, 2021**. Applications will **NOT** be accepted by e-mail.

Additional Training from the New Jersey Department of Transportation

The New Jersey Department of Transportation will be providing free training on Complete and Green Streets in early 2022. When registration is available, links and additional information will be posted here: bit.ly/CompleteStreetsTA

Eligibility Requirements

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

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

Eligible Project Types

Every municipality has different needs. This program offers five types of technical assistance services thereby allowing each municipality to select the type of services that best meets local needs.

Selected municipalities must designate one municipal representative to be the point of contact. Additionally, they must ensure participation in the project by other pertinent municipal representatives as indicated for each option and agree to participate in a robust public engagement process. The municipal engineer or consulting engineer, municipal business administrator, and at least one elected official should be a member of the team. Any municipal costs incurred are not reimbursable under this program. In addition, if the proposed project area includes county or state

roads, the appropriate representatives from the county or state agency with jurisdiction over the road must participate in the project.

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:** The technical assistance project team will audit a corridor, neighborhood or municipality and 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 will typically address how to modify existing streets through striping and pavement markings, keeping within existing curb lines or edges of pavement. The project team will make a presentation at a virtual public meeting to share the findings of the plan.

In order to complete this project, the applicant will be expected to:

- Commit to having the municipal engineer or consulting engineer (along with a municipal representative if a consulting engineer) participate in the project.
 - 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. 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 equity factor populations as defined in the [NJTPA Equity Analysis](#) and local organizations that have contacts with those constituencies.
 - Provide timely responses to technical assistance project team communications.
- **Complete and Green Streets for All Policy**
A Complete and Green Streets for All Policy that is officially adopted and consistently implemented by a municipality ensures that each street is considered in context and planned, designed and operated to provide safe, convenient, accessible, equitable, healthy, environmentally and economically beneficial transportation for all users. Because streets and sidewalks are part of the public right-of-way, they can also be designed to provide for improved stormwater management. The technical assistance project team will work with a municipality to assist them in the development or update of a Complete Streets Policy to align with the [2020 NJDOT Complete and Green Streets for All Policy](#). Through a series of virtual meetings, the project team will evaluate an existing policy, or, absent a complete streets policy, review existing practices to offer guidance on what to include in a Complete and Green Streets for All Policy. Further the project team will advise on whether the policy should be enacted by resolution or

ordinance. The project team will assist the municipality in making a presentation on the Complete and Green Streets Policy recommendations at a virtual public meeting.

In order to complete this project, the applicant will be expected to:

- Commit to having the municipal engineer or consulting engineer (along with a municipal representative if a consulting engineer) participate in the project.
 - Host at least one public engagement meeting virtually or in person at an ADA accessible venue where the project team will present the recommendations on Complete and Green Streets for All Policy. The municipality will encourage residents to participate through flyers in public places, social media, etc., with particular attention to equity factor populations as defined in the [NJTPA Equity Analysis](#) and local organizations that have contacts with those constituencies.
 - Provide timely responses to technical assistance project team communications.
- **Complete Streets Conceptual Renderings:** In order to facilitate public discourse about potential improvements, the technical assistance project team will work with a municipality to develop up to two before and after renderings of complete streets improvements and enhancements on a street or corridor in the municipality. The rendering may be for two locations or two alternatives for one location. The renderings will consist of graphic images that may combine computer graphics, illustrations, and/or photography, and will be based on actual street dimensions. The project team will make a presentation at a virtual public meeting with municipal officials or stakeholders to gain feedback on preliminary rendering concepts, and one public meeting to facilitate public discourse about the potential improvements.

In order to complete this project, the applicant will be expected to:

- Commit to having the municipal engineer or consulting engineer (along with a municipal representative if a consulting engineer) participate in the project.
 - Host at least one public engagement meeting virtually or in person at an ADA accessible venue where the project team will present the completed renderings and facilitate public discourse about the potential improvements. The municipality will market the meeting to residents and people who work in the area through flyers in public places, social media, newsletters, etc., with particular attention to equity factor populations as defined in the [NJTPA Equity Analysis](#) and local organizations that have contacts with those constituencies.
 - Provide timely responses to technical assistance project team communications.
- **Temporary Demonstration Project Guidance:** A Temporary Demonstration Project is the practice of installing short-term, low-cost, temporary changes to a transportation facility to demonstrate the potential efficacy of making permanent improvements. The technical assistance project team will work with a municipality to identify a single location and develop conceptual designs for

installation of one temporary demonstration project at a selected location. Potential demonstration projects may address pedestrian safety, bicycle accommodation, open streets (street closure for recreational use and local programming), traffic calming, street murals, parklets, etc. Two projects may be considered if they are adjacent to each other. During the demonstration, the project team will conduct evaluation that may include direct field observation, intercept surveys, an online survey, and/or an assessment of press and social media coverage. The project team will make a presentation at a virtual public meeting to share the findings of the evaluation.

In order to complete this project, the applicant will be expected to:

- Commit to having the municipal engineer or consulting engineer (along with a municipal representative if a consulting engineer) and the police department participate in the project.
 - Obtain approval from the relevant roadway authority (i.e., municipal engineer for municipal streets and county engineer for county streets) and the police department prior to installation. The engineering office may need to create engineering diagrams to supplement the concept plan created by the project team.
 - Be responsible for the labor and materials associated with the installation of the temporary demonstration project. Some materials may be available through the NJTPA/Hudson TMA Temporary Demonstration Project Materials Library. The installation will be completed by the municipality within an agreed upon time frame for the project team to conduct evaluation.
 - Once installed, consider organizing and hosting a ribbon cutting/kickoff event for the Temporary Demonstration Project and coordinate with the project team on press invitations.
 - Promote the Temporary Demonstration Project to residents and people who work in the area through flyers in public places, social media, mobile variable message signs, hand-delivered letters, newsletters, etc., in English and Spanish or other languages as appropriate with particular attention to equity factor populations as defined in the [NJTPA Equity Analysis](#) and local organizations that have contacts with those constituencies.
 - Host at least one public engagement meeting virtually or in person at an ADA accessible venue to gain feedback on the Temporary Demonstration Project after installation. The municipality will market the meeting to residents and people who work in the area through flyers in public places, social media, newsletters, etc., with particular attention equity factor populations as defined in the [NJTPA Equity Analysis](#) and local organizations that have contacts with those constituencies.
 - Provide timely responses to technical assistance project team communications.
- **Walkable Community Workshop (WCW):** The technical assistance project team will conduct a half-day (up to 3.5 hour) workshop on how to improve the walking environment with an emphasis on pedestrian safety. The workshop, attended by municipal representatives and community members, will include one hour of training and a corridor-specific field audit of the built environment for approximately one-half mile of contiguous streets in the municipality. The


product of this effort will be documentation of existing conditions and identification of recommendations to improve walkability in the area. The project team will make a presentation at a virtual public meeting to share the findings of the audit, and will prepare a final report.

In order to complete this project, the applicant will be expected to:

- Provide an ADA accessible venue close to the audit site for the workshop, if Covid-19 conditions permit an in-person event. Otherwise, the project team will provide a virtual meeting platform.
- Commit to having the municipal engineer or consulting engineer (along with a municipal representative if a consulting engineer), and the police department participate in the workshop. The municipality will also invite additional key municipal officials.
- 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 equity factor populations as defined in the [NJTPA Equity Analysis](#) and local organizations that have contacts with those populations.
- Provide timely responses to technical assistance team communications.

Online Application Portal

The technical assistance application can be accessed using this link: bit.ly/CompleteStreetsTAApp



The banner features an illustration of a street scene with a red car, a person on a bicycle, a person in a wheelchair, a person walking a dog, and a person pushing a stroller. To the right of the illustration are logos for Sustainable Jersey (Certified), NJTPA, and Rutgers University (Edward J. Bloustein School of Planning and Public Policy).

Sustainable Jersey Grants Program Account

This grant account can be used from year to year to submit applications to be considered for funding by the Sustainable Jersey Grants Program and other technical assistance programs administered through Sustainable Jersey. A municipality should use one account to submit its applications with. Below is more information on how to utilize your grant account.

[Cycle Specific Portals](#)

Note that this portal is specific to the Complete

Sign In

Email

Password

[Log In](#) [Forgot your password?](#)

Need an Account?

[Sign Up](#)

Applications must be submitted using the online application portal by midnight 11:59 PM on **Friday, February 11, 2022**. At that time the portal will close. Only online application submissions will be considered.

Follow the detailed instructions in [Appendix 3](#) to help you get started using the online application portal. You will be asked to create an account and profile (primary contact information) before you are able to access 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, meaning you can make changes even after submitting and go back to update information in earlier sections. Sections include:

- Section One: Applicant Information
- Section Two: Requested Technical Assistance Project Type
- Section Three: Application Authorization Resolution

Applications must be submitted using the online application portal by midnight 11:59 PM on **Friday, February 11, 2022**. Only one application may be submitted by each eligible municipality. Section Three of the application is not due until **Friday, March 4, 2022**.

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 via the search bar. Click on the name of your municipality and its name and county information will auto-fill in 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:

All application contacts 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:

- **Primary Applicant**
- **Mayor**
- **Business Administrator or Municipal Manager**

Section Two: Requested Technical Assistance Project Type

Before moving forward with the rest of the section, the applicant must first select the type of technical assistance it is requesting:

- **Project Selection** (choose one from the drop-down menu)
 - Bicycle Corridor or Network Plan
 - Complete and Green Streets for All Policy
 - Complete Streets Conceptual Rendering
 - Temporary Demonstration Project Guidance
 - Walkable Community Workshop (WCW)
- **Project Type Specific Questions**

The online application will include specific questions depending on what project type you select. See [Appendix 2](#) for the specific questions for each project type.

Additional Information

- **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 traditionally underserved populations, as described in the [NJTPA Equity Analysis](#): minority, low income, limited English proficiency, disability, age (17 and younger or 65 and older), foreign born, zero-vehicle household, and female.
- **Project Team**

Provide a list of the municipal project team member names, titles, departments or organizations. Indicate which members, if any, have attended complete street training.
- **Equity Considerations**

If applicable, describe how the proposed project addresses a burden that is disproportionately experienced by traditionally underserved populations, as described in the [NJTPA Equity Analysis](#): 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 additional file uploads can also be used to provide more detailed project information such as:

- Letters of commitment or support from community groups and other stakeholders
- Existing planning documents
- Surveys, studies and supporting data
- Additional maps, photos, graphs and other media
- Documentation supporting the need for the project

Section Three: Authorizing Resolution

After submitting the completed technical assistance application, you will submit a municipal resolution in support of the application. A signed and dated resolution must be submitted no later than the end of the day on **Friday, March 4, 2022** in order 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 March 31, 2022, regarding the status of their applications.

Application Evaluation Criteria

Strength and Clarity of Request (up to 40 points)

- The project description clearly articulates the problem or deficiency that needs to be addressed and how the proposed project will help solve the problem.
- Completeness and clarity of information provided in the specific questions based on project type.
- 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 engaging the NJTPA defined Title VI populations (minority, low-income, limited English proficiency, people with disabilities, zero-vehicle households, senior, and youth 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.

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 disproportionately 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 complied with all previous Sustainable Jersey, Together North Jersey, and NJTPA grant and technical assistance award requirements, as applicable.
- Applications for projects on state or county roads will be considered contingent upon written documentation from the state or county that (a) authorizes the proposed project, and (b) commits an NJDOT representative or county engineer 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 March 2022. 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. The purpose of 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 period.
- Reviewing the draft final project report and providing feedback to the technical assistance project team in a timely manner.

Appendix 1 – Sample Authorizing Resolution from Local Governing Body

Below is a sample resolution that is suggested for use by applicant municipalities.

SAMPLE RESOLUTION

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

WHEREAS, the New Jersey Department of Transportation Complete Streets Design Guide defines complete streets as follows: “Complete Streets are streets designed for all users, all modes of transportation, and all ability levels. They balance the needs of drivers, pedestrians, bicyclists, transit riders, emergency responders, and goods movement based on the local context”; and

WHEREAS, while the primary benefit of complete streets is improved safety, particularly for people who walk or bike who are the most vulnerable users of the street, there are other positive outcomes. Complete streets create better places to live, work, and do business. They can help improve the health of a community by encouraging people to walk and bike, bolster the local economy by generating foot traffic in business districts and provide greater mobility options for residents and visitors; and

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

WHEREAS, through the North Jersey Transportation Planning Authority’s FY2022 *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 - Project Types – Specific Questions

Bicycle Corridor or Bicycle Network Plan – Questions

Subject matter experts will help identify specific routes and road treatments to improve bicycling infrastructure.

Instructions: These project specific questions will appear in the online application for this project type. Please answer these questions on the online application.

1. Upload a map of the proposed study area.
2. Describe the proposed study corridor (location of start and end) or study area including the key destinations to be considered (e.g., business districts, parks, schools, libraries, etc.) and the county and state roads within the area.
3. Describe the specific safety and/or mobility concerns in this area and how the proposed project will be used to address them. Include crash data, volume data, speed data or other relevant information to illustrate the extent of the problem.
4. List any prior studies, plans, or physical improvements undertaken in the study area. Indicate the responsible organization and year of completion.
5. Are there any local bicycle advocacy or recreation groups to engage in the project?
 - ☐ No
 - ☐ Yes, please provide the name of the group.
6. Are there plans to repave any portion of the study area in the next year? Often the municipal business administrator or clerk may know of the repaving schedule for roads in your community.
 - ☐ No
 - ☐ Yes
 - ☐ If yes, provide the location and approximate time frame?

Complete and Green Streets for All Policy – Questions

Instructions: These project specific questions will appear in the online application for this project type. Please answer these questions on the online application.

1. Does your municipality currently have a complete streets policy, resolution, or ordinance? To help answer this question we suggest you visit the New Jersey Bicycle and Pedestrian Resource Center (BPRC) website which has compiled complete streets resolutions adopted by municipalities and this information can be found using this [link](#).
 - ☐ No
 - ☐ Yes
 - ☐ Not sure

- If yes, provide in what year was it adopted?
 - Upload the policy here.
2. Was the policy adopted as a resolution or is it an ordinance?
 - The policy was adopted as a resolution
 - The policy was adopted as an ordinance
 - Don't know
 3. Is there a municipal committee or other advisory body that oversees or advises on implementation of the complete streets policy?
 - If yes, please provide the name of the committee here.
 4. Does your municipality use checklists to review projects for compliance with the complete streets policy?
 5. Does your master plan address complete streets goals?
 - No
 - Yes
 - Not sure

Complete Streets Conceptual Renderings - Questions

Subject matter experts will prepare graphic renderings to help visualize potential improvements to streetscapes or public spaces.

Instructions: These project specific questions will appear in the online application for this project type. Please answer these questions on the online application.

1. Upload a map of the proposed study area
2. Describe the area that will be the focus of conceptual renderings. Identify the specific roads and/or intersections involved and indicate whether any roads are under county or state jurisdiction.
3. Describe the specific safety, mobility and/or other concerns in this 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.
4. List any prior studies, plans, or physical improvements undertaken in the area. Indicate the responsible organization and year of completion.
5. Are there plans to repave any portion of the study area in the next year? Often the municipal business administrator or clerk may know of the repaving schedule for roads in your community.
 - No

- Yes

If yes, provide the location and approximate time frame

Temporary Demonstration Project Guidance - Questions

Subject matter experts will provide guidance on the design and installation of one pedestrian safety or bicycle infrastructure temporary demonstration project. The local engineer must be involved in this project.

Instructions: These project specific questions will appear in the online application for this project type. Please answer these questions on the online application.

1. Provide a shortlist of up to five prospective locations for temporary demonstration project guidance and any preliminary ideas for a temporary project. Identify the specific roads and/or intersections involved and indicate whether any of the roads are under county or state jurisdiction. (2000-character limit)
2. Upload maps of the proposed study areas.
3. Describe the specific safety, mobility or other concerns in this area and how the proposed projects will be used to address them. Include crash data, volume data, speed data or other relevant information to illustrate the extent of the problem.
4. Describe if the location is highly visible to the public.
5. For how long would you like the temporary demonstration project to be in place?
 - One day
 - One week
 - One or more months
 - One year
 - Not sure
6. List any prior studies, plans, or physical improvements undertaken in the area. Indicate the responsible organization and year of completion.
7. Are you proposing a street closure for any of the prospective locations, to your knowledge?
 - No
 - Yes
 - Not sure
8. Are there plans to repave any portion of the study area in the next year? Often the municipal business administrator or clerk may know of the repaving schedule for roads in your community.
 - a. No
 - b. Yes

If yes, provide the location and approximate time frame

Walkable Community Workshop (WCW) - Questions

Subject matter experts will conduct a workshop and audit up to a continuous half-mile of a street or combination of streets to identify potential pedestrian and bicycle improvements that may be made.

Instructions: These project specific questions will appear in the online application for this project type. Please answer these questions on the online application.

1. Upload a map of the proposed study area.
2. Describe the continuous roadway corridor that you are proposing for a Walkable Community Workshop (WCW). Please list the specific roads and start and endpoints, and indicate whether any roads are under county or state jurisdiction. The corridor should not exceed ½ mile.
3. Describe the specific safety and mobility concerns in this corridor 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.
4. List any prior studies, plans, or physical improvements undertaken in the corridor. Indicate the responsible organization and year of completion.
5. Is the municipality interested in any of the following add-ons for this project?
 - a. Evaluation of the potential for bike infrastructure as part of the workshop.
 - ☐ No
 - ☐ Yes, please describe the perceived or potential need for bike infrastructure.
 - b. Evaluation of delivery vehicle loading accommodations as part of the workshop.
 - ☐ No
 - ☐ Yes, please describe any current concern with deliveries in the corridor.
6. Are there plans to repave any portion of the study area in the next year? Often the municipal business administrator or clerk may know of the repaving schedule for roads in your community.
 - a. No
 - b. Yes

If yes, provide the location and approximate time frame

Appendix 3 – Online Application Portal Instructions

Instructions on How to Create an Account

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.

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.

Homepage Welcome, kaitlyn.vollmer@gmail.com

Thank you for signing up for a Sustainable Jersey Grants Program account! As the **primary grant contact**, you will use this account to submit grant applications and, if your project is selected for funding, the required reporting requirements. Before moving forward with your grant 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 11, 2022**. 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. Requested Technical Assistance Project Type
3. Application Authorization 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.

Save Changes

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?

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](#).