

# Complete Streets Technical Assistance Program



## Application Information Packet

**Application Period:** December 5, 2024– February 28, 2025

**Informational Webinar:** Thursday, December 5, 2023 at 12:00 noon – 1:00 p.m., register at [bit.ly/CompleteStreetsTAWebinar](https://bit.ly/CompleteStreetsTAWebinar)

**Program Website:** [bit.ly/CompleteStreetsSJTPO](https://bit.ly/CompleteStreetsSJTPO)

**Online Application:** [bit.ly/SJTPOcompletestreetsTAapp](https://bit.ly/SJTPOcompletestreetsTAapp)

**For questions regarding the online application portal only:**

Email Kaitlyn Vollmer at [grants@sustainablejersey.com](mailto:grants@sustainablejersey.com) or call 609 771-3189.

**For program related questions:**

Email Anne Heasley at [heasley@tcnj.edu](mailto:heasley@tcnj.edu) or call 609 771-2865. 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.

**Eligibility:**

Municipalities located in the South Jersey Transportation Planning Organization region.

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## 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. For example, in the South Jersey Transportation Planning Organization (SJTPO) region, 24 of the 68 municipalities have a Complete Streets Policy. To address the need for education and technical assistance to municipalities to assist them in taking advantage of the benefits of Complete Streets, SJTPO developed a program modeled after one operated in the North Jersey Transportation Planning Authority (NJTPA) region. That program, begun in 2018, has successfully provided 29 communities with detailed recommendations which many have implemented on their own or used to prepare successful funding applications for larger grants.

Through funding from the SJTPO, Sustainable Jersey (SJ) will assist the Alan M. Voorhees Transportation Center at Rutgers University (VTC) and the Cross-County Connection Transportation Management Association (CCCTMA) to address specific municipal Complete Streets implementation and technical assistance needs.

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 six to nine months in duration and are anticipated to take place between May 2025 and March 2026. No direct funding to municipalities is provided. Examples of projects that were previously delivered under a similar technical assistance program for municipalities in the NJTPA region can be found on the [NJTPA's Complete Streets webpage](#). A project selection committee will select at least three municipalities to receive technical assistance services in a competitive process based on objective criteria.

### Informational Webinar

A webinar will be held on **Thursday 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](https://bit.ly/CompleteStreetsTAWebinar)

### Assistance

For questions regarding the online application portal, contact Kaitlyn Vollmer at [grants@sustainablejersey.com](mailto:grants@sustainablejersey.com) or call 609-771-3189.

For project-related questions contact Anne Heasley at [heasleya@tcnj.edu](mailto:heasleya@tcnj.edu). All questions and answers, as well as the presentation from the informational webinar, will be posted here:

[bit.ly/SJTPOcompletestreetsFAQ](https://bit.ly/SJTPOcompletestreetsFAQ)

### **Submission Requirements**

Municipalities interested in receiving these free direct technical assistance services must submit a completed application **online** by **Friday February 28, 2025**. Applications will **NOT** be accepted by email.

### **Eligibility Requirements**

All municipal governments within the SJTPO region – Atlantic, Cape May, Cumberland and Salem Counties – are eligible to apply.

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

### **Eligible Project Types**

This program offers three types of technical assistance projects. Applicants can apply for one of any of the project types and 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:**

##### **Complete Streets Community Workshop with Walk Audit:**

The project team will conduct a half-day (up to 3.5 hour) in-person workshop on how to improve safety and comfort for pedestrians, bicyclists, and micromobility users along a corridor. The workshop, attended by municipal representatives and community members, will include one hour of training, followed by a walk audit to assess the built environment. The 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. Roadways managed by NJDOT are not eligible. This effort will result in a final report including documentation of existing conditions and identification of recommendations to improve walkability and safety in a community. The project team will make a presentation at a virtual public meeting to share the findings to be included in the final report. Municipalities can identify if they would like to include review of the project site for a temporary demonstration installation to illustrate potential roadway improvements.

To complete this project, the applicant will be expected to:

- Provide an ADA accessible venue close to the walk audit site for a workshop.
- 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.
- 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.

- Provide timely responses to technical assistance team communications.

### **Bicycle Network Plan:**

The technical assistance project team will audit a corridor, neighborhood, or municipality to develop a bicycle corridor or network plan with maps and narrative. The study size will vary depending on the size of the municipality and the complexity of the roadway network. 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. Off-road trails or shared use paths are eligible for study, including improvements to existing trail street crossings. Safety and usability will be considered for bicyclists, micromobility users and pedestrians. The project team will make a presentation at a virtual public meeting to share the findings of the plan. Municipalities can identify if they would like to include review of the project site for a temporary demonstration to illustrate potential roadway improvements

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 to gain feedback on draft recommendations for the Bicycle 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 local organizations that have contacts with those constituencies.
- Provide timely responses to technical assistance project team communications.

### **Complete and Green Streets for All Policy Guidance:**

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 project team will work with a municipality to assist them in the development of, or update of an existing Complete Streets Policy to align with the [2020 NJDOT Complete and Green Streets for All Policy & Guide](#). The project team will host a public meeting or participate in a public event to engage residents through a dot survey or other techniques to assist in understanding concerns. Additionally, through a series of virtual meetings with the municipal team, the project team will evaluate an existing policy or absent a Complete Streets for All 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

recommendations at a public meeting. Municipalities can identify if they would like to include a temporary demonstration installation to illustrate potential roadway improvements at a potential site.

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 process to evaluate and develop or update a Complete and Green Streets for All Policy.
- Assist the project team in organizing an opportunity to engage residents through a dot survey or other techniques to assist in developing support for public safety in the community and identify key areas of concern.
- The municipality will host at least one public meeting virtually or in person at an ADA accessible venue where the project team will present the recommendations on the Complete and Green Streets for All Policy.
- The municipality will be responsive to project team communications.
- At the time of application, indicate if the project will be to develop a new Complete Streets policy or an update of an existing Complete Streets policy, and if so, date of adoption.

**Potential Added Selection - Temporary Demonstration Project:**

For all project type applications, there is the potential to add an additional component by selecting the consideration of a temporary demonstration project.

A temporary demonstration project is the practice of installing short-term, low-cost, temporary changes to a roadway 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. 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.

If a temporary demonstration project is included in the project application, additional expectations will include:

- Participation by the municipal engineer and police department in development and approval of the demonstration.
- Provision of demonstration materials such as traffic cones, traffic barricades, and paint. We anticipate most materials will be available at no cost to municipalities from the forthcoming and newly created SJTPO Complete Streets Demonstration Materials Lending Library.
- Installation and removal of the temporary demonstration, including police traffic control.

- Using municipal communications systems to assist in promotion and education around the project as well as evaluation of its effectiveness (collection of speed data and dissemination of an online survey).
- 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.

## 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 Type
- Section Three: Application Authorization Resolution

Applications must be submitted using the online application portal by midnight 11:59 PM on **Friday, February 28, 2025**. Only one application may be submitted by each eligible municipality. Section Three of the application is not due until Friday, April 4, 2025.

### 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. Only eligible municipalities within the SJTPO region (Atlantic, Cape May, Cumberland or Salem counties) will be listed. 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 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: 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:

**1. Project Type** (choose one from the drop-down menu)

- Complete Streets Community Workshop with Walk Audit
- Bicycle Network Plan
- Complete and Green Streets for All Policy Guidance

**2. 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**

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.

Please also identify a Complete Streets “champion” that will service to 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 disproportionately experienced by traditionally underserved populations: 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 SJTPO 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:

- 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 supporting the application. A signed and dated resolution must be submitted no later than the end of the day on **Friday, April 4, 2025** 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 4 counties of the SJTPO 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 2025 about their applications' status.

### **Application Evaluation Criteria**

<b>Clarity of Request</b> (up to 10 points)
<ul style="list-style-type: none"><li>• Completeness and clarity of the project purpose and additional information provided.</li></ul>
<b>Strength of Request</b> (up to 40 points)
<ul style="list-style-type: none"><li>• The project identifies an important safety and/or mobility concern or deficiency that needs to be addressed.</li><li>• The scale of the proposed project is consistent with the available resources and schedule.</li></ul>



<p><b>Opportunity for Public Engagement</b> (up to 25 points)</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Letters of support from stakeholder organizations.</li> </ul>
<p><b>Strength of the Municipal Project Team</b> (up to 25 points)</p> <ul style="list-style-type: none"> <li>• Inclusion of critical members: an elected official, the municipal administrator, and the municipal engineer or consulting engineer.</li> <li>• Inclusion of pertinent members: the police chief, planner, public works director, planning board member, green team members, etc.</li> <li>• If a county road is involved, the inclusion of pertinent county staff.</li> <li>• Team members' commitment to time and participation.</li> </ul>
<p><b>Additional Considerations</b> (up to 20 BONUS POINTS)</p> <ul style="list-style-type: none"> <li>• The proposed project involves a street or streets with high crash rates, especially pedestrian and bicycle crashes; and/or</li> <li>• 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.</li> </ul>

**Additionally, the following requirements will apply:**

- The applicant must have met all previous Sustainable Jersey, and SJTPO 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**

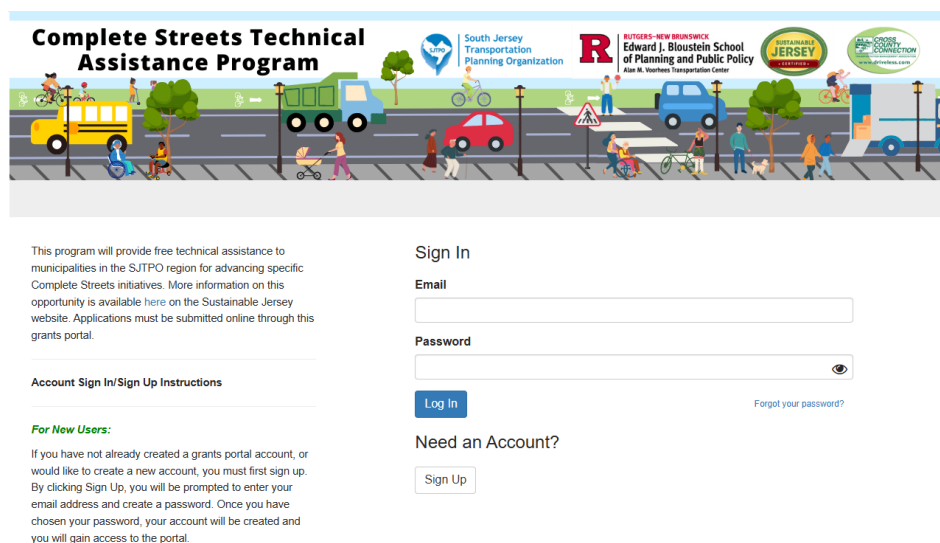
Funding decisions will be announced by the end of April 2025. Applicants selected to receive technical assistance will be notified through their designated contacts and recipient requirements will be included in the notification email. Acceptance of the technical assistance award indicates agreement 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 VTC/SJ/CCCTMA 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.

## Online Application Portal

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



**Complete Streets Technical Assistance Program**

South Jersey Transportation Planning Organization

RUTGERS-NEW BRUNSWICK Edward J. Bloustein School of Planning and Public Policy Alan M. Voorhees Transportation Center

DEPARTMENT OF TRANSPORTATION

Account Sign In/Sign Up Instructions

**For New Users:**

If you have not already created a grants portal account, or would like to create a new account, you must first sign up. By clicking Sign Up, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

This program will provide free technical assistance to municipalities in the SJTPO region for advancing specific Complete Streets initiatives. More information on this opportunity is available [here](#) on the Sustainable Jersey website. Applications must be submitted online through this grants portal.

**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 28, 2025**. Only online application submissions will be considered.

Detailed instructions on how to use the online application portal are available in [Appendix 3](#) 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.

## 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 South Jersey Transportation Planning Organization *Complete Streets Technical Assistance Program*, Sustainable Jersey will coordinate and the Voorhees Transportation Center at Rutgers University in consultation with the Cross-County Connection Transportation Management Association 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 Cross County Connection Transportation Management Association to support the successful and timely delivery of technical assistance services.

## Appendix 2 - Project Types – Specific Questions

### Specific Question for Complete Streets Community Workshop with Walk Audit

**Instructions:** These project specific questions will appear in the online application for this project type.

**1. Map**

Upload a map of the proposed study area.

**2. 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 Complete Streets Community Workshop with Walk Audit project type, the corridor should not exceed a ½ mile out-and-back route or 1-mile loop, and the roadway must be under local or county jurisdiction.

***Does the study area include a county road?*** (choose one from the drop-down menu)

If the answer is “yes”, upload 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. If you do not have this documentation available at the time of your submission, please instead upload documentation that indicates the status of this requirement and when you expect to receive the documentation.

**3. 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.

**4. 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.

**5. Future studies and improvements**

List any planned future studies or physical improvements in the proposed study area, e.g., pending grant application, proposed transit or shuttle routes, redevelopment-related improvement, county planning study, or repaving.

**6. 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.

**7. Demonstration Interest** (choose one from the drop-down menu)

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.

- Yes
- No

## **Specific Questions for Bicycle Network Plan**

**Instructions:** These project specific questions will appear in the online application for this project type.

**1. Map**

Upload a map of the proposed study area.

**2. 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.

***Does the study area include a county road?*** (choose one from the drop-down menu)

If “yes”, upload 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. If you do not have this documentation available at the time of your submission, please instead upload documentation that indicates the status of this requirement and when you expect to receive the documentation.

**3. 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.

**4. 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.

**5. Future studies and improvements**

List any planned future studies or physical improvements in the proposed study area, e.g., pending grant application, proposed transit or shuttle routes, redevelopment-related improvement, county planning study, or repaving.

**6. 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.

**7. Demonstration interest** (choose one from the drop-down menu)

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.

- Yes
- No

## **Specific Questions for Complete and Green Streets for All Policy Guidance**

**Instructions:** These project specific questions will appear in the online application for this project type.

**1. Status of Complete Streets Policy** (choose one from the drop-down menu)

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”, indicate the year it was adopted and upload the policy and answer questions 2-4.

**2. Resolution or Ordinance** (choose one from the drop-down menu)

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. Advisory group** (choose one from the drop-down menu)

Is there a municipal committee or other advisory body that oversees or advises on implementation of the Complete Streets policy?

- No
- Yes
- Not sure

If “yes”, please provide the name of the committee.

**4. Checklists** (choose one from the drop-down menu)

Does your municipality use checklists to review projects for compliance with the Complete Streets policy?

- No
- Yes
- Not sure

**5. Master Plan**

Does your master plan address Complete Streets goals?

- No
- Yes
- Not sure

**6. Demonstration Interest** (choose one from the drop-down menu)

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.

- Yes
- No

## Appendix 3 – Online Application Portal Instructions

**Instructions on How to Create an Account** – Application Walkthrough video available [here](#)

**STEP ONE:** The Sustainable Jersey grants portal is used to submit applications in the Sustainable Jersey Grants Program and Complete Streets technical assistance programs. If a user created an account to apply in a previously-offered program, that same account can be used for this program. Check with your municipality if there is a previous municipal account that they prefer you use.

New users of the Sustainable Jersey grants portal 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.

**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.

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.

Edit

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

## Instructions on How to Complete the Online Application

Applications must be submitted using the online application portal by midnight 11:59 PM on **Friday, February 28, 2025**. 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 Type
3. Application Authorization Resolution

You must complete each section in order.

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### 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

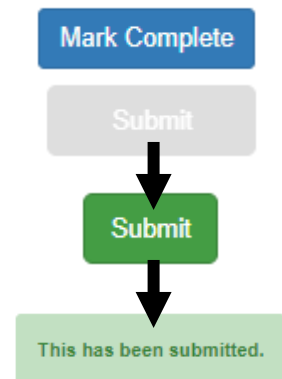
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### Submitting Your Work

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."



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### Editing Your Work

Even after you submit an application section using the green submit button, you will still be able to edit it 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

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### Post-Submission

You will receive an email confirming your application submission and can download a copy of your application using the instructions available [here](#).