New Jersey Department of Transportation

Division of Local Aid and
Economic Development

Program Description and Procedures for

Transit Village Grant Program

January, 2017
Overview

The Division of Local Aid and Economic Development’s Transit Village Grant program will provide grants for non-traditional transportation–related projects to New Jersey municipalities designated as Transit Villages. These are municipalities which have made a commitment to grow in the area surrounding a transit facility. The facility can service commuter rail, bus, ferry, or light rail. Growth in areas where infrastructure is already in place and where multi-modal transportation options are readily available helps to advance vital goals of the State of New Jersey such as reduced auto-dependency and cleaner air and water.

The size of the grants, and the number of grants given, will vary from year to year.

Eligibility

Any municipality which has received the Transit Village designation from the Commissioner of Transportation is eligible to apply to this program. The Commissioner may continue to make designations from time to time. No municipality can apply for the Transit Village funding program prior to being formally designated as such.

Eligible municipalities may submit one application per funding cycle and the eligible municipalities list can be found on the NJDOT website at: http://www.state.nj.us/transportation/community/village/faq.shtm#howmany

Allowable Costs

The following project related activities are eligible for funding:

- Construction including construction inspection and material testing according to the Transportation Trust Fund Authority Act
- Preliminary and final design for municipalities eligible for Urban Aid or Depressed Rural Centers according to the Transportation Trust Fund Authority Act.

Typical Eligible Project

A half-mile radius circle around a transit facility defines the transit village area. Municipalities should submit for consideration projects which are located at least partially within a half-mile of the transit facility. The types of projects eligible for funding under this program include, but are not limited to, construction of:

- Bicycle/pedestrian paths and lanes
- Bike route signs
- Bicycle parking and storage
- Way-finding signage
Improvements to transit stations
Rehabilitation of historic train stations
Information kiosks with transit info
Construction of a modern roundabout
Traffic Flow Improvement/Signal Synchronization
Traffic calming measures

Ineligible Projects & Activities

- Projects located more than ½ mile from a transit facility.
- Projects unrelated to transportation.
- Roadway projects eligible under the New Jersey Department of Transportation’s State Aid Programs to Counties and Municipalities such as resurfacing, rehabilitation or reconstruction, and signalization
- Right-of-way purchases associated with any project.
- Operating costs associated with any project.
- Planning

Application Guidelines

Application must be made through the SAGE system (System for Administering Grants Electronically). Training and instructions on how to apply are available on the NJDOT Local Aid and Economic Development web site under Doing Business or through the following link: http://www.state.nj.us/transportation/business/localaid/sage.shtm

The major components of the application are the Scope of Work and the Data Sheet. The Scope of Work must include a narrative explaining how the project will meet each of the individual selection criteria described below. Applicants must include maps and are encouraged to enclose photographs in order to depict what will be achieved. If a project is site-specific rather than linear in nature (because, for instance, it involves work just at the transit facility), the applicant should enter 0 (zero) for “Project Distance (Miles).”

Answers to questions asked in the on-line SAGE application, and supporting documentation supplied by the applicant shall form part of the basis upon which the applications are scored. Applicants should answer all questions to the best of their ability; if a question is not answered or required supporting documentation is not supplied applicant will not receive points.

Project Selection Criteria

Projects are evaluated and scored based upon the following criteria:
- Proximity to a transit facility. Projects which are located within ¼ mile of a transit facility will be rated higher than those which are not.
- Projects which improve pedestrian connections to a transit facility or within the transit village.
Projects which improve bicycle access to transit, or within the transit village, particularly through bike paths\(^1\) and bike lanes\(^2\), though projects providing bike racks, bike lockers, or bicycle-safe grates are also encouraged.

Projects that enhance the user’s experience of a transit facility by making it safer, more pleasant, or more rewarding, such as seating, heating, air conditioning, services, information, parking, or others.

Letters of Support. Letters of support must be addressed to the applicant. Letters from the Mayor, Council, or other elected or appointed officials of the applicant municipality are not eligible letters of support. Eligible letters may be from community organizations, citizens, levels of government and elected officials other than those of the applicant municipality, and any and all interested parties.

Timely award and closeout of any previously awarded grant in any Local Aid program will be considered in allocating the Transit Village funds.

The Department is particularly interested in funding unique projects which reflect an unusual or fresh approach to promoting alternative modes of transportation.

**Project Selection Process**

Applications will be evaluated and given priority ranking by the Transit Village Grant Program Selection Committee. Upon evaluation of all applications by the Selection Committee, a list of recommended projects is forwarded to the Commissioner of Transportation for consideration and approval. The selection committee will be made up of representatives of NJDOT, representatives of New Jersey Transit and representatives of NJDOT Division of Statewide Planning. Project sponsors will be notified of the outcome by mail. A kick-off meeting for successful applicants will be scheduled by Local Aid district staff to review the project and NJDOT’s requirements. Project sponsors are required to award the contract within 24 months from the date of grant notification.

**Design Guidelines**


The Department of Transportation requires the use of professionals licensed by the State of New Jersey in the planning and design of the projects. Qualified historic architects or archaeologists should assess projects involving historic resources.

All municipalities and counties that accept federal or state funded grants from the NJDOT are required to comply with the provisions of title II of the Americans with Disabilities Act.

\(^1\) Bicycling facilities which are physically separated from motor vehicle traffic by an open space or a barrier.

\(^2\) A portion of a roadway that has been designated by striping, signing and pavement markings for the preferential or exclusive use of bicyclists.
of 1990 (ADA) and with section 504 of the Rehabilitation Act of 1973 to the fullest extent possible. ADA guidance can be found on the NJDOT website at:
www.state.nj.us/transportation/business/localaid/documents/LPADPFAADA-kps.pdf

Program Administration

The Transit Village Grant Program will be governed by the rules and provisions contained in N.J.A.C. 16:20B. The rules establish guidelines and procedures to be followed by counties and municipalities when administering contracts. In addition, the rules provide the requirements for preparing plans and specifications, contracts administration, contract completion and payment, state participation in cost as well as audit requirements. Detailed information on these requirements can be found in the State Aid Handbook.

The State Aid Handbook is available on the New Jersey Department of Transportation Division of Local Aid and Economic Development web site and can be accessed through the following link:

Contact Persons:
For questions concerning all aspects of the program, please contact the appropriate District Manager listed below:

**District 1**
Roxbury Corporate Center
200 Stierli Court
Mount Arlington, NJ 07856
Phone: (973) 601-6700
Fax: (973) 601-6709
Morris, Passaic, Sussex and Warren

**District 2**
153 Halsey Street - 5th floor
Newark, NJ 07102
Phone: (973) 877-1500
Fax: (973) 877-4547
Bergen, Essex, Hudson, and Union

**District 3**
P.O. Box 600
Trenton, NJ 08625
Phone: (609) 530-5271
Fax: (609) 530-5271
Hunterdon, Middlesex, Mercer, Monmouth, Ocean and Somerset

**District 4**
1 Executive Campus
Route 70 West, 3rd Floor
Cherry Hill, NJ 08002
Phone: (856) 486-6618
Fax: (856) 486-6771
Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem