



New Jersey Department of Transportation



SafeRoutes  
to School

NEW JERSEY  
SafeRoutes  
to School



**NEW JERSEY DEPARTMENT OF  
TRANSPORTATION  
FEDERAL-AID  
SAFE ROUTES TO SCHOOL**

**INFRASTRUCTURE PROGRAM**

**2016 APPLICATION GUIDANCE**





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## A. INTRODUCTION

The Safe Routes to School Infrastructure Program (SRTS) program is being administered by the New Jersey Department of Transportation (NJDOT) in partnership with the North Jersey Transportation Planning Authority (NJTPA), the Delaware Valley Regional Planning Commission (DVRPC), and the South Jersey Transportation Planning Organization (SJTPO). This guidance document has been developed to provide guidance to applicants, hereinafter known as Local Public Agencies (LPAs) seeking to apply for the federally funded SRTS program administered in the State of New Jersey. The NJDOT has prepared this document in recognition of the considerable interest in this unique funding opportunity. This document contains information on the application process, project eligibility and the selection process. The NJDOT's goal is to make this program and application process understandable to the LPAs.

The SRTS Program strives to empower communities to make walking and bicycling to school a safe and routine activity. The program makes funding available for a wide variety of projects and activities that support and encourage students to walk and bicycle to school. Funds may be used for infrastructure projects that benefit school children in grades K-8, in both public and private schools. All projects funded under this program must be located within two miles of an elementary or middle school.

The objectives of the SRTS Program are to:

1. Enable and encourage children, including those with disabilities, to walk and bicycle to school;
2. Make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy, active lifestyle from an early age; and,
3. Facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

LPAs applying to the program should be aware of the following:

- Funds are provided on a reimbursement basis.
- Costs incurred prior to NJDOT/Federal Highway administration (FHWA) project authorization will not be eligible for reimbursement.
- Projects must be authorized for construction within 2 years of the grant notification.
- Projects must have formal community support.
- A full-time employee of the LPA must be in responsible charge of the project. Consultants cannot serve as the responsible charge.



- Full time construction inspection is required. Construction inspection is an eligible cost.
- Consulting Engineers providing design services are not eligible to provide construction inspection services for the same project.
- Utility facility relocation costs are not eligible for reimbursement.
- All projects must meet the requirements of the American with Disabilities Act.

SRTS is a reimbursement program and only costs incurred after FHWA project authorization are eligible for reimbursement. Based on the federal enabling legislation, no matching funds are required but all federal regulations must be followed. This means that all projects must meet the requirements of Title 23 and 2 CFR Part 1201 of the United States Code, the National Environmental Policy Act (NEPA), the National Historic Preservation Act (Section 106), and the Department of Transportation Act – Section 4(f). For projects that involve funding for design, the LPA must comply with the federal requirements for the procurement of professional services if consultants are being used, including the Brooks Act and Federal Policy Guide 23 CFR 172A.

Infrastructure projects constructed with these funds must be accessible to persons with disabilities, per the Americans with Disabilities Act Accessibility Guidelines (ADAAG) at 28 CFR Part 36, Appendix A, as enforced by the U.S. Department of Justice and FHWA, and as required under Section 504 of the Rehabilitation Act.

All terms and conditions including those listed above, will be addressed in the Federal Aid Funding Agreement entered into by the LPA and NJDOT prior to the initiation of the project.

Information regarding NJDOT requirements for federal aid projects can be found in the **NJDOT Federal Aid Handbook** at:

<http://www.state.nj.us/transportation/business/localaid/documents/FEDERALAIDHANDBOOK.pdf>

The Federal Aid Handbook, SRTS application, and other relevant information about this and other funding programs is located on the NJDOT Local Aid website at:

<http://www.state.nj.us/transportation/business/localaid>

NJDOT utilizes an online application system, **SAGE** (System for Administering Grants Electronically), to accept, review, approve and manage project applications and grants. The SRTS application process is online and all applicants are required to submit their applications using **SAGE**. This system requires authorization for access. If you belong to a county or municipality you already have an Authorized Official registered with access to the NJ Department of Community Affairs **SAGE**. If you belong to any other type of organization, you



may request access as an Authorized Official directly through the NJDOT SAGE, found on the NJDOT web site at: <http://www.state.nj.us/transportation/>

For more information on the SRTS program please visit the following Web sites:

**NJDOT Safe Routes to School**

<http://www.state.nj.us/transportation/community/srts/>

**NJ SRTS Resource Center**

<http://www.saferoutesnj.org/>

**Federal Highway Administration (FHWA) Safe Routes to School**

<http://safety.fhwa.dot.gov/saferoutes/>

**National Center for Safe Routes to School**

<http://www.saferoutesinfo.org/>

## **B. ELIGIBLE APPLICANTS AND FUNDING RECIPIENTS**

Any county, municipality, school, school district, or board of education may submit an SRTS application, provided they demonstrate an ability to meet the requirements of the program. This includes charter and private schools, provided that the project is in the public right-of-way. Non-profits will not be directly eligible to apply for SRTS grants. Instead, nonprofit organizations may partner with a LPA that will assume responsibility and administration for the grant. NJDOT has final authority to make a determination on the eligibility of an applicant.

### **1. LPA Eligibility Assessment**

LPAs receiving federal-aid funds are responsible for administering their projects and meeting all federal-aid requirements. Federal regulations require that NJDOT be responsible for ensuring that each LPA receiving FHWA funds is adequately staffed and suitably equipped to undertake the federal-aid projects; for providing the supervision and inspection required to complete each project in conformance with the approved plans and specifications; and for ensuring that all federal requirements are met. Generally speaking these requirements are set forth in Title 23 - Highways; and 2 CFR Part 1201.

Prospective LPAs should assess their capability to comply with state and federal requirements



for procurement of materials and services, accounting practices, right-of-way and easement acquisitions, environmental regulations and applicable design standards. If an LPA is awarded a SRTS grant, then the LPA receiving the grant must have the financial capability to advance project costs for materials and contractors.

In order to determine if they are eligible to administer a federal-aid project, the NJDOT will assess each LPA's policies, procedures, organizational structure, and internal controls prior to the authorization of federal-aid funds.

Additional information is available at:

<http://www.state.nj.us/transportation/business/localaid/eligibility.shtm>

## 2. Contracting Authority

While individual schools may submit applications for funding, ultimately, selected SRTS projects will be funded under contracts (federal project agreements) with either the school district, municipality, or county (depending on the type and location of the project or activity). The Department's Division of Local Aid will be the contract administrators for these grants.

If the applicant is a municipality or county, the school district involved must demonstrate support **in the form of a resolution**.

If the applicant is a school or a school district, and the proposed project is not on school property (i.e., is on public right-of-way owned by others), the owner of the public right of way where the project is proposed (i.e., the county or municipality) must show support for the project **in the form of a resolution**.

## C. ELIGIBLE PROJECTS AND ACTIVITIES

New Jersey SRTS infrastructure funds are intended to be used for projects that facilitate walking and/or bicycling to school. Proposals must define a complete, identifiable and usable facility or activity. Funds are not available for partial activities that cannot function as a complete and useful whole or for projects that do not have independent utility.

It is anticipated that these projects will not only have a direct impact on the school commute, but that their implementation will result in other outcomes, serving as a catalyst wherever possible, for the development of other projects and programs that lead to more walkable and



bikeable communities supporting active, healthy lifestyles. Desired outcomes include:

- Increased bicycle, pedestrian, and traffic safety
- More children walking and bicycling to and from schools
- Decreased traffic congestion
- Improved childhood health
- Reduced childhood obesity
- Encouragement of healthy and active lifestyles
- Improved air quality
- Improved community safety/security
- Reduced fuel consumption
- Enhanced community accessibility
- Increased community involvement
- Improved physical infrastructure that increases the ability to walk and bicycle to and from schools
- Improved partnerships among schools, local municipalities, parents, and other community groups, including non-profit organizations
- Increased interest in bicycle and pedestrian accommodations throughout a community

Only infrastructure projects will be funded through the competitive grant program. Non-infrastructure programs (education and encouragement) are available through the New Jersey Safe Routes to School Resource Center. Information on these non-infrastructure programs can be found at:

**NJ SRTS Resource Center** (Voorhees Transportation Center, Rutgers University)

<http://www.saferoutesnj.org/>

**NJDOT Safe Routes to School Program**

<http://www.state.nj.us/transportation/community/srts/>

All infrastructure applications should indicate whether appropriate non-infrastructure activities (enforcement, education or encouragement) have taken place or are being implemented to coordinate with and support the proposed infrastructure project.

Infrastructure projects may be eligible for funds for the design and physical construction of projects that improve the student's ability to walk or bicycle to school. Only designated communities are eligible for design funds. These designated communities include Urban Aid Communities as determined by the Department of Community Affairs and those municipalities





containing Schools Development Authority (SDA) Districts as outlined by the Educational Facilities Construction and Financing Act. Listings of Urban Aid Communities and SDA Districts can be found at:

**NJ Department of Community Affairs, Division of Local Government Services**

[http://www.state.nj.us/dca/divisions/dlgs/resources/muni\\_st\\_docs/2015\\_data/urban\\_2015.pdf](http://www.state.nj.us/dca/divisions/dlgs/resources/muni_st_docs/2015_data/urban_2015.pdf)

**NJ Schools Development Authority**

[http://njsda.gov/NJSDA/GI/SDA\\_Districts.html](http://njsda.gov/NJSDA/GI/SDA_Districts.html)

**Each LPA is allowed only one SRTS application.** If an LPA meets the criteria for designated communities as defined above, the LPA may apply for design funds on the cost estimate page of the application.

Below are some examples of SRTS infrastructure projects. This list is not intended to be comprehensive. Other types of projects not on this list may be eligible if they meet the objective of improving pedestrian and bicycle safety and access around schools.

**Bikeways**

- On-Street Bike Lanes or Shoulders
- Off-Road Bike Paths or Trails
- Bike Route Signs
- Bicycle Parking (Racks or Lockers)

**Pedestrian Safety**

- New or Upgraded Sidewalks
- ADA Curb Ramps
- Crosswalk Installation or Striping
- Pedestrian Crossing Signs
- Pedestrian Pushbuttons or Signal Heads

**Combination Pedestrian/Bikeway**

- School Zone Delineation (signs, striping, lighting)
- Traffic Calming Devices (mechanisms used to reduce the speed or other negative effects of motor vehicle traffic) Examples include center island medians, curb extensions, speed humps/tables, and full/partial street closures.
- New or Upgraded Intersection and/or Crosswalk Treatment (allows pedestrians





and bicyclists to cross the street more safely) Examples include median refuges, raised crossings, raised intersections, traffic signals, pavement markings, traffic stripes, in-roadway crossing lights, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian countdown signals, vehicle speed feedback signs, pedestrian activated signal upgrades, and sight distance improvements.

Construction and capital improvement projects must be located within two miles of a primary or middle school (grades K – 8). Schools with grades extending beyond grade 8, but include any of grades K-8, are eligible to receive funding for infrastructure improvements. Schools benefiting from the program may be public, private or charter, as long as the project is located within the public right-of-way.

For infrastructure projects, public funds must be spent on projects within the public right-of-way. This may include projects on private land that have public access easements. Public property includes lands that are owned by a public entity, including those lands owned by public school districts.

For projects on private land, there must be a written legal easement or other written legally binding agreement that ensures public access to the project. There must be an easement file of record, which specifies the minimum length of time for the agreement to maximize the public investment in the project. The project agreement should clearly state in writing:

- The purpose of the project
- The minimum timeframe for the easement or lease
- The duties and responsibilities of the parties involved
- How the property will be used and maintained in the future

The project must remain open for general public access for the use for which the funds were intended, and for the timeframe specified in the easement or lease. The anticipated level of public access should be comparable to the nature and magnitude of the investment of public funds.

Reversionary clauses may be appropriate in some instances. These clauses would assure that if access to the property is no longer needed for the purpose for which it was acquired, it would revert to the original owner.

To ensure that any proposed infrastructure projects protect and enhance the environment, the LPA is responsible for securing all applicable environmental permits and approvals. SRTS infrastructure projects must conform to the requirements of the National Environmental



Policy Act (NEPA), the National Historic Preservation Act (Section 106) and the Department of Transportation Act – Section 4(f) which protects parks, recreational areas, wildlife and waterfowl refuges, and public and private historical sites. For guidance on federal environmental regulations, please see the following web sites:

**United States Environmental Protection Agency**

<http://www.epa.gov/compliance/nepa/>

**Advisory Council on Historic Preservation**

<http://www.achp.gov/106summary.html>

**United States Department of Transportation**

<http://www.environment.fhwa.dot.gov/4f/index.asp>

*Note:* Please note all funded projects must be advanced in accordance with federal and state laws, regulations and procedural requirements, some of which may require extensive administration and time to complete. In some cases, an infrastructure project may take 12-18 months from the time of grant notification before the construction may begin due to the State Historic Preservation Office (SHPO) approval process, procurement requirements, and other compliance issues.

## D. ELIGIBLE COSTS

Project costs eligible for funding include design (if the project is located within a Schools Development Authority District or an Urban Aid Community) and construction. LPAs are encouraged to utilize their own funds from other sources to pay for the costs of environmental documentation, design and all other “soft” costs. A detailed cost estimate of the materials and tasks needed to accomplish the activities for which the SRTS funds are being sought, must be presented as an attachment to the application. Costs for Construction Inspection Services should be identified separately if funds are desired for this activity. The following costs are not eligible for participation:

- Administrative costs
- Miscellaneous “contingencies”
- Right-of-Way
- Utility facility relocations
- Uniformed traffic directors unless required by design



The SRTS Program is a reimbursement program for documented costs incurred. It is not a “cash up front” program. Costs incurred prior to FHWA project authorization are not eligible for reimbursement. LPAs must have the financial capability to advance project costs for materials and contractors. Before applying, prospective LPAs should assess their capability to comply with state and federal requirements for procurement of materials and services, accounting practices, right-of-way and easement acquisitions, environmental regulations and applicable design standards.

## E. PROJECT SELECTION CRITERIA

Each application will be reviewed on-site by NJDOT staff and evaluated using established program criteria and a 25-point rating system. Each project will be assessed based solely on the content of the application and attachments. The following is taken into consideration during the review of each application:

1. Program Requirements
  - The application has been submitted by a valid recipient.
  - It includes resolution of support from the applicant.
  - It includes resolution of support from the targeted school.
  - It includes resolutions of support from the right-of-way owner.
  - It includes a signed letter of support or board approved resolution from the party responsible for maintenance of the project.
  - The applicant provides the name and title of the LPA employee in responsible charge of the project (cannot be a consultant).
  - The project is within 2 miles of a grade K-8 school.
  - Student Arrival and Departure Tallies have been submitted to the NJ Safe Routes to School Resource Center within the last two years.
2. The project is located within an Urban Aid Community or a Schools Development Authority (SDA) District.
3. The LPA has demonstrated a commitment to walking and bicycling through implementation of SRTS events and programs at least at the Bronze level for the past two years.
4. The proposed project is an element of a completed School Travel Plan.
5. The school(s) benefiting from the proposed project has a written policy supporting walking and bicycling to school, including a School Wellness Policy or the municipality in



- which the project is proposed has adopted a Complete Streets Policy.
6. A railroad crossing or highway ramp crossing will be improved as part of the project.
  7. The application includes a realistic project schedule, including milestones, from implementation through post project evaluation.
  8. The LPA has provided reasonable assurance that the project will receive federal authorization within two years of the SRTS grant announcement date.
  9. The LPA has authorized previous federal-aid projects within the allotted timeframe and projects have been closed out within six months from date of completion.
  10. The LPA has demonstrated a commitment to walking and bicycling through events and programs like Walk and Bike to School Days, bicycle rodeos, walking audits, etc.
  11. The LPA has previously constructed projects to improve conditions for bicycling and walking.
  12. The proposed project connects to an existing local or regional bicycle or pedestrian network.
  13. The application clearly and accurately describes the problem(s).
  14. The LPA has employed quality data sources to document the problem(s) including crash reports, photographs, maps, survey results, health statistics, crime reports, etc.
  15. The project, as described, addresses the problem(s) identified.
  16. The project, as described, has the potential to make walking or cycling to school safer
  17. The project, as described, has the potential to increase the number of students walking or bicycling to school.
  18. The application includes appropriate evaluation measures that will be employed to measure results.
  19. The application includes a detailed construction cost estimate.
  20. The application contains letters that indicate community support from those other than the applicant and local elected officials.

## F. PROJECT SELECTION PROCESS

The selection process for SRTS projects and activities includes the participation of a SRTS Selection Committee charged with applying the selection criteria as discussed in this guidance document and preparing the recommended “shortlist” of projects for consideration by the Commissioner of Transportation.

The SRTS Selection Committee is comprised of representatives from the following organizations:



- New Jersey Department of Transportation
  - Division of Local Aid and Economic Development
  - Division of Environmental Resources
  - Office of Bicycle and Pedestrian Programs
- North Jersey Transportation Planning Authority
- Delaware Valley Regional Planning Commission
- South Jersey Transportation Planning Organization

Other organizations or individuals may be added to the Committee at the discretion of the Commissioner of Transportation. The Federal Highway Administration (FHWA) – New Jersey Division Office observes and monitors the selection process.

The Selection Committee evaluates the ratings and information provided by the individual raters. As noted earlier, NJDOT staff visit each infrastructure project site and prepare ratings and comments for use by the Selection Committee. They may also use this review period to consult with other agencies with knowledge and experience that will benefit the selection of the best candidate projects.

Select projects will undergo further internal review and evaluation by the NJDOT staff to establish technical feasibility (time frame, design standards, permits, environmental constraints, etc.), to confirm accuracy of project costs and to ensure that the recommended list of projects meets the program goals. There are no preferred project cost levels or goals. However, the recommended project list will be developed with consideration given to geographic and demographic distribution. The final selections are approved by the Commissioner of Transportation.

All SRTS grants are awarded based on the detailed scope of work included in the application. No optional items will be accepted during the selection process. The LPA must indicate actual items that will be used on the project. Grants are not transferrable to other projects or locations. Minor scope of work modifications are subject to approval by NJDOT and must be consistent with the original intent of the selected project and contiguous to the original project limits.

If your application is chosen, you will be required to attend a project kick-off meeting with NJDOT staff to learn more about the implementation and authorization process. **All selected projects are required to receive federal authorization for construction or implementation before any work on the project begins AND within two years of the grantee receiving notice of the award.**



## G. APPLICATION GUIDANCE

The application submission deadline is stated in the letter sent out by the NJDOT to all perspective applicants and shall be posted on the NJDOT website. All SRTS applications are to be submitted online through NJDOT SAGE (System for Administering Grants Electronically) which can be accessed from the NJDOT website:

[www.state.nj.us/transportation/business/localaid/sage.shtm](http://www.state.nj.us/transportation/business/localaid/sage.shtm).

LPAs should read and follow the instructions on each page of the online application. For NJDOT SAGE site technical assistance, please contact your respective Local Aid District Office Representative. A contact list is provided in Section J.

The following guidance is provided to assist you in the completion of your application and corresponds with the sections as they appear within the SAGE application:

### 1. Acknowledgement Page

Prior to initiating a new application, all LPAs must acknowledge that they have read the statements contained therein.

### 2. Program Requirements

If any of the Program Requirements are not met, the project is ineligible for funding and the application will not be considered. Applications must satisfy the following requirements:

a. Resolutions of Support

Each application must include, as attachments, approved resolutions of support from the governing body of the LPA applying for the grant, from the participating school board, and from the owner of the public right-of-way in which the project is to be located.

Resolutions of support are required as they demonstrate compliance with federal regulations allowing an opportunity for public participation and community input. The resolutions further demonstrate there is formal local stakeholder support of the proposed improvements.

Sample resolutions of support for both the municipality and the school board can be



found on the NJ SRTS Resource Center website at: [www.saferoutesnj.org](http://www.saferoutesnj.org).

#### **Resolutions of Support**

- Must be dated within one year of the NJDOT application solicitation letter date.
- Must refer to the project for which the funds are being sought.
- Must provide evidence of board action adopting the Resolution of Support, which includes a signature and date of the action.
- Unsigned resolutions of support will not be accepted.

For projects on a state highway, there will be no resolution of support from the NJDOT. The LPA must coordinate with the appropriate regional NJDOT office to receive the necessary highway occupancy permit approvals prior to federal authorization of construction.

If the LPA is a private school, a letter signed by the executive director may be attached in lieu of a resolution.

In addition, if the agency(ies) with ownership of the public right-of-way where the project is proposed (the municipality or county) is different than the applicant LPA, they must show support for the project in the form of an approved resolution. Use the box(es) below to attach resolutions of support from the school board, the municipality(s), and counties, as necessary.

*b. Maintenance Commitment*

The LPA must indicate and certify continual ownership and maintenance for the useful life of the project. If the applicant does not have jurisdiction over the right-of-way where the project is proposed, then a signed letter or board approved resolution must be provided by the party having maintenance jurisdiction.





### **Maintenance Commitments**

- Letters/resolutions must be dated within one year of the NJDOT application solicitation letter date.
- Letters/resolutions must refer to the project for which the funds are being sought.
- Letters/resolutions must include a signature and date of the action.
- Unsigned letters/resolutions will not be accepted.

c. Responsible Charge

The responsible charge is defined in 23 CFR 635.105(a) (4). Federal regulations require LPA's to provide a full-time employee to be in responsible charge of Federal-aid construction projects. The person in responsible charge of LPA administered projects does not have to be an engineer, but they must be a full-time employee of the LPA. The name, title, and employer of the person who will be in responsible charge of the project is required.

Consultant Engineers providing engineering services or functioning as the Local Public Agency engineer of record are not eligible to serve as a responsible charge.

The LPA responsible charge is accountable for the project and expected to perform the following duties and functions:

- Administer government project activities, including those dealing with cost, time, adherence to contract requirements, construction quality, and scope of Federal-aid projects;
- Maintain familiarity of day to day project operations, including project safety issues;
- Make or participate in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visit and review the project on a frequency that is commensurate with the magnitude and complexity of the project;
- Review financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste, and abuse;
- Direct project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation; and



- Be aware of the qualifications, assignments, and on-the-job performance of the agency and consultant staff at all stages of the project.

Federal regulations do not preclude the sharing of these duties and functions among a number of LPA employees, nor do the regulations preclude one employee from having responsible charge of several projects and directing project managers assigned to specific projects.

d. *Distance to School*

The project must be within 2 miles of a K-8 school. The LPA must attach a map showing the location of the schools involved and the proposed improvements, indicating the distance between them. Applications for projects benefitting only students in grades 9 through 12 are not eligible.

e. *SRTS Student Arrival and Departure Tallies* – **NEW FOR 2016**

In order for NJDOT Safe Routes to School grant applications to be deemed complete, grant applications must include either results of Student Arrival and Departure Tallies for school locations that will be impacted by infrastructure improvements or a receipt from the NJ Safe Routes to School Resource Center that Arrival and Departure tally forms have been submitted within the last two years.

Student travel tallies are administered to students on three days of any given week to determine how children are traveling to and from school. The tallies are usually administered by teachers at the beginning of the day. Teachers ask students to raise their hands to indicate both how they traveled to school and how they intend to travel home at the end of the day. They are given the choices of walk, bike, family car, carpool, school bus, transit, and other. Student Arrival and Departure Tally forms and instructions can be downloaded from the NJ Safe Routes to School Resource Center at, <http://www.saferoutesnj.org/resources/funding/>

Student Arrival and Departure Tallies should be conducted at school locations that will be impacted by the proposed infrastructure improvements. The tallies should include every grade level of the school (K-8.) They should be submitted from every class of every grade level of the school, but at a minimum one class per grade. Travel counts should be conducted on at least two of the following three days: Tuesday, Wednesday, or Thursday. (Three days would provide better data.) Counts should be recorded regardless of weather conditions.



Arrival and Departure tallies should be scanned and submitted electronically to the NJ Safe Routes to School Resource Center at Rutgers University, using the following email: [srts@ejb.rutgers.edu](mailto:srts@ejb.rutgers.edu). The contact name, title, organization, email and phone should be included, as well as the name of the school district and municipality where the tallies were conducted.

If Arrival and Departure Tallies are not able to be scanned, copies should be made and sent via regular mail to the NJ Safe Routes to School Resource Center. Please note that mailed tallies take *at least 10 business days to arrive*. Please retain copies of the tallies in case they get lost in the mail. The NJ Safe Routes to School Resource Center is not responsible for tally forms lost in the mail.

Please mail to:

NJ Safe Routes to School Resource Center  
Attention: Sean Meehan  
Alan M. Voorhees Transportation Center  
Edward J. Bloustein School of Planning and Public Policy  
Rutgers, The State University of New Jersey  
33 Livingston Avenue – Room 450  
New Brunswick, NJ 08901

Upon receipt of the Arrival and Departure Tally Forms, an email confirmation and receipt will be sent to the main contact. The receipt can be used as verification of submission for NJDOT Safe Routes to School grant submissions.

Arrival and Departure Tallies must be completed and submitted to New Jersey Safe Routes to School Resource Center by June 15, 2016 in order to be counted toward a complete application for NJDOT Safe Routes to School infrastructure grants. For questions or more information about conducting or submitting Safe Routes to School Student Arrival and Departure Tallies, contact (848) 932-7901, [srts@ejb.rutgers.edu](mailto:srts@ejb.rutgers.edu) or visit [www.saferoutesnj.org](http://www.saferoutesnj.org)

### 3. Type of Improvement

NJDOT SAGE categorizes infrastructure projects as Bikeways projects, Pedestrian Safety Projects, or a combination of the two. Select the category that is most appropriate for the project for which you are seeking funds.



#### 4. Project Information

Indicate the name of the project. From the drop down menus, select the county and municipality in which the project is to be constructed or installed.

#### 5. School Information

Provide complete information for each school that is participating in or will benefit from the proposed project. Provide complete contact information for the designated lead coordinator at each school. Provide information about how students currently travel to and from school and the method used to collect this data. Provide information about the percentage of students living within two miles of the school and indicate whether courtesy/hazard busing is currently provided. Finally, estimate the number of additional students that will walk and bike to and/or from school because of the project.

Each LPA should also indicate whether:

- a. the school is part of a Schools Development Authority District (a list of these districts is available at [http://njsda.gov/NJSDA/GI/SDA\\_Districts.html](http://njsda.gov/NJSDA/GI/SDA_Districts.html)), or
- b. the school is located within an Urban Aid Community (a list of these communities is available at [http://www.state.nj.us/dca/divisions/dlgs/resources/muni\\_st\\_docs/2015\\_data/urban\\_2015.pdf](http://www.state.nj.us/dca/divisions/dlgs/resources/muni_st_docs/2015_data/urban_2015.pdf))

#### 6. Demonstrated Commitment

Additional consideration will be given to communities and schools that have shown a commitment to walking and bicycling by implementing various improvements or programs and/or have taken steps to plan for better pedestrian and bicycling facilities.

#### **NJ SRTS Program Recognition**

Many New Jersey municipalities and schools (public, private, or charter) are certified by the NJ SRTS Resource Center with either Bronze, Silver or Gold Recognition Level status. If the applicant's community has been recognized by the NJ SRTS Resource Center for their commitment to and support of Safe Routes to School, attach a copy of the NJ SRTS Recognition Certificate or a press release about the award.

Information on the NJ SRTS Recognition Program can be found here:

<http://www.saferoutesnj.org/levels/>

#### **School Travel Plan**



A School Travel Plan (STP) “maps out” how to improve pedestrian and bicycle travel to and from school to increase the number of students who walk and bike to school and to improve safety. An STP identifies the following:

- where students walk and bike
- where students would walk and bike if they could
- what changes need to be made so that students can and will walk and bike to school

The STP will identify short term solutions for immediate action and implementation as well as long term ones that may require further planning. It contains six required elements: a school description, working groups and partnerships, a map of the school neighborhood, barriers to and opportunities for walking and biking, goals and actions and evaluation. All six elements must be in place for the plan to be considered complete. Attach any School Travel Plans that have been completed in the last five years.

Guidance on STPs is available here:

**New Jersey SRTS Travel Plan Guide Website**

<http://www.saferoutesnj.org/resources/stp/>

### **Supportive Policies**

State whether the school benefiting from the proposed project has a written policy that supports walking and bicycling to school. Adopting policy is a mandated function of the school board. Policies establish direction for the district and its schools, set the goals, assign authority, and are the means by which educators are accountable to the public. The most important reason to have a policy is to make expectations consistent district-wide. Adopting a school bicycling or walking policy standardizes the transportation safety rules for the district. Students and guardians may not be aware of safe pedestrian or cycling behavior. A policy like these can help lay the groundwork for better and safer behavior. Attach the relevant pages of any official school policies that support walking and biking to school.

Model walking and bicycling to school policies can be found here:

**NJ SRTS Resource Center Tools, Tips, and More**

<http://www.saferoutesnj.org/resources/tips-tools-and-more/>

### **School Wellness Policy**

Indicate whether walking and/or bicycling to school is supported in a School Wellness Policy and attach the policy’s relevant pages if it is. In the Child Nutrition and Women, Infants and Children (WIC) Reauthorization Act of 2004, the U.S. Congress established a requirement that all



school districts with a federally funded school meals program develop and implement wellness policies that address nutrition and physical activity. The National Alliance for Nutrition and Activity (NANA, [www.nanacoalition.org](http://www.nanacoalition.org)) put together a task force of health, nutrition, physical activity and education professionals to create a set of model school wellness policies that school districts can adopt.

Resources for local school wellness policies can be found here:

### **Model School Wellness Policies**

<http://www.schoolwellnesspolicies.org/WellnessResources.html>

### **Complete Streets Policy**

Indicate whether the municipality has adopted a Complete Streets Policy and attach it to the application. Complete Streets is a nationwide movement that attempts to integrate people and place into the planning, design, construction, operation, and maintenance of our transportation networks. NJDOT promotes the development and implementation of policies and practices that ensure streets are safe for people of all ages and abilities, balance the needs of different modes, and support local land uses, economies, cultures, and natural environments.

For information on Complete Streets in New Jersey, see the following web sites:

### **NJDOT Complete Streets**

<http://www.state.nj.us/transportation/eng/completestreets/>

### **NJ Bicycle and Pedestrian Resource Center**

<http://njbikeped.org/complete-streets-2/>

### **Supportive Walking and Biking Programs**

Describe any existing programs that demonstrate a commitment to encouraging walking and bicycling, emphasizing those recently implemented (i.e., within the past two years). Indicate when these events occurred. Schools and towns that support and promote the use of sidewalks and paths with activities such as Walk and Bike to School Days, Walking School Buses, Bike Trains, Walk and Bike Safety Programs and Bicycle Rodeos/Clinics are more likely to see a benefit from their installation.

### **Supportive Infrastructure Projects**

Describe any recently implemented **physical improvements** that encourage walking and bicycling to school (warning signs, sidewalks, bicycle racks), or any improvements that are in



process (**except** those funded or to be funded under this program). Indicate when these projects were built or installed.

### **Connectivity**

State whether the proposed project will connect to an existing regional bicycle or pedestrian network. The network should connect the project to a neighborhood, park, library, or other location of interest to school students.

## **7. Problem Statement**

Describe the current conditions for walking and bicycling in the school area. Include a description of obstacles (physical or perceived) to walking or bicycling to school and current hazards facing children who walk or bicycle to the school(s).

## **8. Problem Documentation**

Provide a location map covering a two-mile radius from the school(s), showing the school site(s) and problem areas relevant to this application. Maps, photographs, and other data which provide evidence of the severity of the problem, may be uploaded to SAGE. Documentation can include a history of traffic problems, accident reports, traffic counts, speed surveys, crime reports, walkability audits, photos of deficiencies, health statistics, census information and survey results.

## **9. Project Proposal**

Indicate the limits of the project. The limits may indicate either mileposts or the streets or intersections that form the borders of the project, for instance "From: Main Street", "To: Broad Street". If applicable, indicate the length of the proposed improvement.

Describe the proposed project, stating what type of project it is and where it will be located in relation to the school(s). Indicate the schools that will benefit from the project and explain how the project will create a safer walking and/or bicycling environment, or encourage more children to walk or bicycle to school. Discuss how many children will benefit from the project and whether it targets one neighborhood or the entire school community.

Provide information about the location of the project(s) and show the location(s) on a map (must be within two miles of the school). Indicate whether the project is on a walking or bicycling route to school and illustrate the relationship between the school and the project on the map.





## 10. Schedule

Describe the anticipated project schedule (in a table or list format) from start to finish, including completion and evaluation of results, for each project or activity for which funding is being sought. Indicate milestone dates (such as easement acquisitions, Right-of-Way (ROW), permits, utility relocations, environmental or historical preservation approvals, bid, advertise, award, and start of construction) by the number of months from written authorization to proceed to project completion and evaluation of results. Upload the schedule to SAGE.

Provide other information as requested on the other potential project impacts (including utility relocation, permit requirements, Right-of-Way requirements and involvement with other facilities, such as traffic signals, railroads, or highway ramps). If needed, provide an explanation in the application.

The project must receive federal authorization for construction or implementation within two years of the date that the applicant is notified of project selection. If the project is not authorized within two years of selection, the grant will be rescinded and the applicant will have to reapply. *The Safe Routes to School program will not reimburse applicants for any expenses incurred prior to federal authorization.*

## 11. Cost Estimate

Project costs eligible for funding include design (if the LPA meets the criteria) and construction. The budget should include the costs (if any) associated with evaluating the results of the project. LPAs are encouraged to utilize their own funds from other sources to pay for the costs of environmental documentation, design and all other “soft” costs. A detailed cost estimate of the materials and tasks needed to accomplish the activities for which the SRTS funds are being sought, must be presented as an attachment to the application.

Most LPAs may only apply for funding for the Construction/Installation phase of an infrastructure project. LPAs may also apply for funds for Design if and **only** if they qualify as either a designated Schools Development Authority School district and/or an Urban Aid Community.

## 12. Partnerships and Public Outreach

The LPA may attach up to five (5) letters of support from community organizations, citizens, all levels of government and elected officials (other than the LPA), and any and all interested parties will be considered. This should include neighborhood or business associations, and local residents. In order to be eligible, letters must be dated within one year of the date of the NJDOT



application solicitation letter. Any letters of support should be addressed to the LPA, NOT to the New Jersey Department of Transportation.

### 13. Evaluation

The Safe Routes to School program is intended to yield measurable results. Describe how you will be measuring the results of the projects and activities that are part of this funding request. Include evaluation in the project schedule. At a minimum, grant recipients will be required to record the number and type of improvements and the results of a follow-up survey of how students get to and from school. Other outcomes can also be a part of your evaluation process including:

- Increase in the number of children walking and/or bicycling to school
- Increased awareness of safe walking and bicycling behaviors
- Increased awareness of safe driving behaviors
- Reduction in speed limit violations
- Reductions in failure to stop for pedestrians
- Reduction in crashes involving bicyclists and pedestrians
- Decrease in motor vehicle traffic around the school during arrival/dismissal
- Improvement in crime statistics around the school
- Improvement in health statistics for the school children
- Changes in public/student perception of safety (survey)

Describe how each element of the project is to be evaluated/measured.

## H. DESIGN GUIDELINES

The LPA shall prepare or have prepared, environmental documents, engineering documents, plans, specifications, and estimates for the project. A Professional Engineer licensed to practice in New Jersey must prepare the plans and specifications. All design work shall conform to:

- American Association of State Highway and Transportation Officials (AASHTO) design criteria AASHTO "A Policy on Geometric Design of Highways and Streets" (current edition)
- "Manual on Uniform Traffic Control Devices" (current edition and addenda)
- New Jersey Department of Transportation Bicycle Compatible Roadway and Bikeway Planning and Design Guideline



- New Jersey Department of Transportation Pedestrian Planning and Design Guideline
- New Jersey Department of Transportation Roadway Design Manual for the design of traffic barriers and drainage systems
- NJDOT Standard Specifications for Road and Bridge Construction” (current edition and addenda)
- NJDOT “Supplementary Specifications for Federal Aid Projects” (current edition)
- The American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973

For guidance on ADA, please see the following web sites:

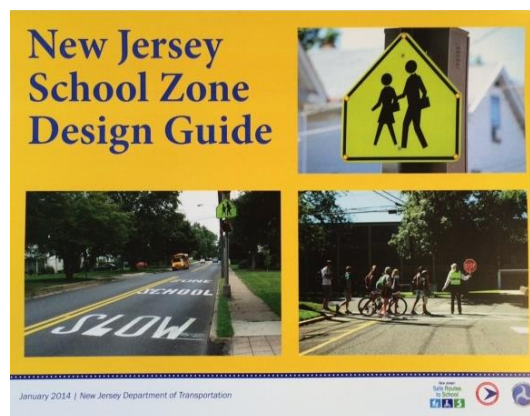
**FHWA Accessibility Resource Library**

<http://www.fhwa.dot.gov/accessibility/index.cfm>

**Revised Draft Guidelines for Accessible Public Rights-of-Way**

<http://www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way/background/revised-draft-guidelines>

*A NEW RESOURCE FOR LOCAL PUBLIC AGENCIES:*



**The New Jersey School Zone Design Guide**

The guide is a resource for creating an environment where children and their parents feel safe and want to walk and bicycle to school. It is now available on the NJDOT Safe Routes to School website at <http://www.state.nj.us/transportation/community/srts/started.shtm#szdg> as well as at [saferoutesnj.org](http://saferoutesnj.org).



## I. SUBMISSION INSTRUCTIONS

The NJDOT utilizes the System for Administering Grants Electronically (SAGE), an online grant management system, to accept, review, approve and manage grants. The Safe Routes to School application process is online and all applicants are required to submit their applications using **SAGE**. This system requires authorization for access. If you belong to a county or municipality you already have an Authorized Official registered with access to the NJ Department of Community Affairs **SAGE**. If you belong to any other type of organization, you may request access as an Authorized Official directly through the NJDOT **SAGE**, found on the NJDOT web site: <http://www.state.nj.us/transportation/business/localaid/sage.shtm>.

## J. CONTACT INFORMATION

For further assistance you may contact the NJDOT Division of Local Aid and Economic Development District Office or appropriate MPO in your area.

### 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 Counties

### District 2

153 Halsey Street -5<sup>th</sup> floor  
Newark, NJ 07102  
Phone: (973) 877-1500  
Fax: (973) 648-4547  
Bergen, Essex, Hudson,  
and Union Counties

### District 3

New Jersey Department of Transportation  
District 3 Bureau of Local Aid  
P.O. Box 600  
Trenton, NJ 08625  
Phone: (732) 625-4291  
Fax (609) 530-8044  
Hunterdon, Mercer, Middlesex, Monmouth,  
Ocean, and Somerset Counties

### District 4

1 Executive Campus  
Route 70 West, 3<sup>rd</sup> Floor  
Cherry Hill, NJ 08054  
Phone: (856) 486-6618  
Fax (856) 486-6771  
Atlantic, Burlington, Camden,  
Cape May, Cumberland, Gloucester, and  
Salem Counties



## **Metropolitan Planning Organizations**

### **North Jersey Transportation Planning Authority (NJTPA)**

One Newark Center

17th floor

Newark, NJ 07102

Phone: (973) 639-8400

Fax: (973) 639-1953

Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union, and Warren Counties, and the Cities of Jersey City and Newark

### **Delaware Valley Regional Planning Commission (DVRPC)**

Mr. John Coscia, Jr.

190 North Independence Mall West

Philadelphia, PA 19106

Phone: (215) 592-1800

Fax: (215) 592-9125

Burlington, Camden, Gloucester, and Mercer Counties

### **South Jersey Transportation Planning Organization (SJTPO)**

782 South Brewster Road, Unit B6

Vineland, NJ 08360

Phone: (856) 794-1941

Fax: (856) 794-2549

Atlantic, Cape May, Cumberland, and Salem Counties

*This document was last updated on March 30, 2016.*