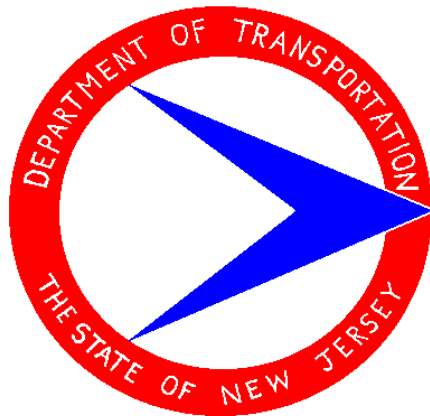


# **New Jersey Department of Transportation**

## **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<sup>1</sup> and bike lanes<sup>2</sup>, 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**

For bicycle facilities, applicants must use the “New Jersey Department of Transportation Bicycle Compatible Roadways Planning and Design Guidelines” and the “AASHTO Guide for the Development of Bicycle Facilities- 2012 Edition” (or its successor). All other transportation-related facilities must meet minimum AASHTO standards and the “Manual of Uniform Traffic control Devices” (MUTCD).

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

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<sup>1</sup> Bicycling facilities which are physically separated from motor vehicle traffic by an open space or a barrier.

<sup>2</sup> 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](http://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:

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

## **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