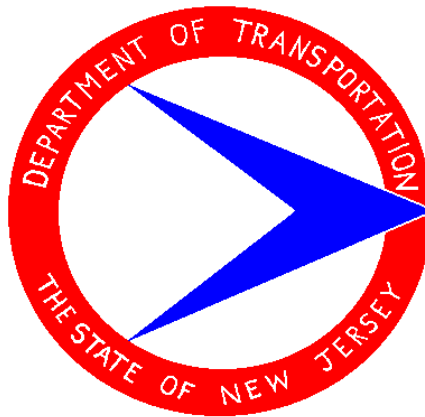


# **New Jersey Department of Transportation**

## **Division of Local Aid and Economic Development**

### **Bikeway Grant Program Handbook**

#### **Application Process and Selection Criteria**



Prepared by:  
Local Transportation Planning Assistance  
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Chris Christie  
*Governor*

James S. Simpson  
*Commissioner*

## **Introduction**

The New Jersey Department of Transportation's Bikeway Grant Program provides funds to counties and municipalities to promote bicycling as an alternate mode of transportation in New Jersey. A primary objective of the Bikeway Grant Program is to support the State's goal of constructing *1,000 new miles* of dedicated bike paths (facilities that are physically separated from motorized vehicular traffic by an open space or barrier either within the highway right of way or within an independent right of way). In an effort to establish regionally connected bicycle networks, this program is available to every municipality and county throughout New Jersey. Although priority will be given to construction of new bike paths, the proposed construction or delineation of any new bicycle facility will be considered.

## **Ineligible Projects/Activities**

This program will not fund the following:

- Right-of-way purchases associated with any project
- Operating costs associated with any project
- Planning activity costs

In order to be eligible, a project must place no restrictions upon hours of use by bicyclists (with the exception of dusk-to-dawn closings, as of some parks). Due to the limited amount of funding available for this program, projects eligible for funding under other State Aid and Federal Aid programs may not be considered for funding under the Bikeways program.

## **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.

## **Application Submission**

Sponsors are required to submit their applications online using SAGE (System for Administering Grants Electronically).

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.

## **Project Selection Criteria**

Proposed bikeway projects are evaluated for selection based upon the following criteria:

- New Mileage – Creation of new bikeway mileage
- Safety – Separation from motor vehicle traffic through a barrier or an open space
- Connectivity - the facility connects to an existing local or regional bicycle system
- Improved Access -- to centers of activities (community centers, parks, libraries, schools, employment and residential areas, central business districts, etc.)
- Continuation of a previously NJDOT-funded project
- Construction ready within 18 months from the time the grant is awarded (estimate timeframe for right of way acquisition, permits, etc.)
- Part of a bicycle network that has been adopted in the municipal master plan
- Community Support – Up to ten letters of support from community organizations, citizens, levels of government and elected officials other than those of the applicant municipality, and any and all interested parties. Letters must be addressed to the applicant and must be dated no earlier than January 1 of the calendar year prior to the current. Letters of support from local elected and appointed officials are not eligible, as the resolution submitted with the application indicates their support.
- The applicant’s past performance, over the last three years, with respect to the award and closeout of previous State grants will also be a consideration.
- State designated Transit Villages; communities formally participating in the implementation of the State Development and Redevelopment Plan (SDRP); communities which have adopted a Complete Streets policy which is in the spirit of NJDOT’s own Complete Streets policy; and Urban Coordinating Council (UCC) designated communities will receive special consideration.

## **Design Guidelines**

Project design must be based upon appropriate design standards. Applicants must use the “New Jersey Department of Transportation Bicycle Compatible Roadways Planning and Design Guidelines” or the “AASHTO 1999 Guide for the Development of Bicycle Facilities”. The Department of Transportation requires the use of New Jersey-licensed professionals 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 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)

## **Project Selection Process**

All applications are reviewed and rated by members of the Bikeway Project Selection Committee, comprised of staff from the New Jersey Department of Transportation's Local Aid Regional Offices and the Pedestrian and Bicycle Unit. Upon evaluation of all applications, a list of recommended projects is forwarded to the commissioner of Transportation for consideration and approval. Once approved by the commissioner, all municipalities and counties are notified in writing of the disposition of their application.

## **Program Administration**

Successful Bikeway Grant Program sponsors must comply with the rules and procedures for administering contracts as contained in N.J.A.C. 16:20B and the "Handbook for State Aid" [http://www.state.nj.us/transportation/business/localaid/documents/StateAidHandbook\\_025.pdf](http://www.state.nj.us/transportation/business/localaid/documents/StateAidHandbook_025.pdf), available on the New Jersey Department of Transportation Division of Local Aid and Economic Development web site. The rules provide the requirements for preparing plans and specifications, contract administration, contract completion and payment, and audit requirements.

## **Contact Persons**

All applications for funding must be forwarded to the appropriate Division of Local Aid and Economic Development District Office. 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 07856-1322  
Phone: (973) 770-5070/5068  
Fax: (973) 770-5172  
Passaic, Morris,  
Sussex, and Warren

### **District 3**

100 Daniels Way  
Freehold, NJ 07728

### **District 2**

153 Halsey Street - 5th floor  
Newark, NJ 07102  
Phone: (973) 877-1500  
Fax: (973) 877-1556  
Bergen, Essex, Hudson,  
and Union

### **District 4**

1 Executive Campus  
Route 70 West, 3<sup>rd</sup> Floor

Phone: (732) 625-4290  
Fax (732) 625-4292  
Hunterdon, Middlesex, Monmouth,  
Somerset, and Ocean

Cherry Hill, NJ 08002  
Phone: (856) 486-6618  
Fax (856) 486-6771  
Atlantic, Burlington,  
Camden, Cape May, Cumberland,  
Gloucester, Mercer, and Salem