



STATE OF NEW JERSEY SAGE

System for Administering Grants Electronically

Thank you for your interest in applying for the federally funded Transportation Alternatives (TA) grant.

The information below provides basic information related to the administration of a federal grant. At the end of this section, you will be required to acknowledge reading the information below prior to starting the application.

NJDOT provides funds to Local Public Agencies (LPAs) on the federal-aid system through the Federal Highway Administration's (FHWA's) federal-aid program. LPAs receiving federal-aid funds are responsible for administering their projects and meeting all the state and federal requirements.

Eligibility Assessment: As a first step, LPAs interested in receiving federal funds must undergo an eligibility assessment. To make this eligibility determination, the NJDOT will assess each LPA's policies, procedures, organizational structure, and internal controls prior to the authorization of federal-aid funds.

Certain requirements must be met to maintain eligibility of projects for federal funding participation. Highlights of the federal programs include:

Responsible Charge (23 CFR 635.105)- NJDOT, through its Stewardship Agreement with FHWA, is responsible for ensuring that each LPA receiving FHWA funds is adequately staffed and suitably equipped to undertake the federal-aid projects which then requires that any LPA electing to receive federal funds from the State must have a full-time employee in responsible charge of the project. All applicants will need to have a responsible charge for each project.

Full Time Inspection (23 CFR 635.105)-requires that an LPA is adequately staffed and suitably equipped to undertake and satisfactorily complete the work or in other words, to provide the supervision and inspection required to complete each project in conformance with the approved plans and specifications; and to ensure that all federal requirements are met. In general these requirements include Title 23 - Highways; 48 CFR - Federal Acquisition Regulation; and 49 CFR 18 - the Common Grant Rule.

ADA Compliance-The proposed improvements must comply with the provisions of the Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act of 1973 (504).

Reimbursement: Applicants are reminded that funds for all TA projects are provided to the LPA on a reimbursement basis only. Before applying, 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. LPAs must have the financial capability to advance project costs and adequate funding to cover costs for materials and contractors.

Applicants are strongly urged to familiarize themselves with the program's goals and selection criteria by reading the New Jersey Department of Transportation's (NJDOT's) Transportation Alternatives Handbook. Applicants should also familiarize themselves with the procedural requirements of using federal funds by reading the NJDOT Federal Aid Handbook.

Additional information on the TA program and the requirements discussed above can be found at: <http://nj.gov/transportation/business/localaid/fedaid.shtm>.

I acknowledge reading the information provided on this page and would like to continue with the creation of this Transportation Alternatives project application.



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PROGRAM REQUIREMENTS

Instructions:

- Fields with an * next to them must be completed.
- Each uploaded attachment is limited to 4 megabytes.
- After entering all information click **SAVE** button.
- To proceed to the next page you may click the **SAVE/NEXT** button or use the Related Pages section at the bottom of the page.
- To return to the Application menu click the **Application Menu** link above.

Each LPA is allowed only one TAP application.

The following are required for your application:

1. Resolutions of Support
2. Maintenance Commitment
3. Responsible Charge
4. Surface Transportation
5. Eligible Activities

If any of the below requirements are not met, the project is ineligible for funding and the application will not be considered.

Resolutions of Support:

Each application must include, as an attachment, an approved resolution of support from the governing body 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. If they are not attached, then project will be considered ineligible. Resolution of support:

1. Must be dated within one year of the NJDOT application solicitation letter date.
2. Must refer to the project for which the funds are being sought.
3. Must provide evidence of board action adopting the Resolution of Support, which must include a signature and date of the action.
4. Unsigned resolutions of support will NOT be accepted.

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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 applicant LPA, they must show support for the project in the form of a resolution. Use the box(es) below to attach resolutions of support from the municipality(s) and counties as necessary.

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no file selected

Maintenance Commitment:

Attach a maintenance commitment for this project.

The LPA must indicate and certify the continual ownership and maintenance by a local public agency for the useful life of the project. If the LPA does not have maintenance jurisdiction over the public right-of-way where the project is proposed, then a signed letter or a board approved resolution must be provided by the party having maintenance jurisdiction. The letter/resolution must be dated within one year of the NJDOT application solicitation letter date. Letters should be addressed to LPA.

Letters/Resolutions of Support:

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

Use the box(es) below to attach the letter/resolutions of support.

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Responsible Charge:

Provide the name, title, and employer of the person who will be in responsible charge of the project.

The responsible charge is defined in 23 CFR 635.105(a) (4). Federal regulations requires Local Public Agencies' (LPAs) 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. Consultant Engineers providing engineering services or functioning as the LPA's engineer of record are not eligible to serve as the responsible charge.

Name, Title and Employer *

Surface Transportation:

Is the project related to surface transportation? *

Yes No

If **Yes**, please explain below. If no, this application is ineligible.

Applications for projects that are not directly related to surface transportation will not be evaluated.

For a project to be eligible for Transportation Alternatives funds, it must relate to surface transportation and qualify as one of the seven eligible activities. Surface transportation includes transport both by land and water. Transport by water encompasses features such as canals, docks and piers connecting to ferry operations.

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Eligible Activities:

Select the category that your project falls under. (For a detailed explanation of the categories, please refer to the [Transportation Alternatives Handbook](#)).

If you need to deselect a radio button, simply double-click it.

1 Design and construction of on-road and off-road trails facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation

a. What group is the facility meant to service? Pedestrians Bicyclists

b. What is the length of the proposed facility? Data must be a decimal

(miles)

2 Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, and other nonmotorized transportation users

3 Construction of scenic turnouts, overlooks, and viewing areas

4 Historic preservation and rehabilitation of historic transportation facilities both land and water such as building structures and canals

5 Community improvement activities, specifically: streetscaping and corridor landscaping

6 Environmental mitigation to address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff

7 Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats



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TYPE OF IMPROVEMENT

Instructions:

- Please select your Type of Improvement and click **SAVE**.
- After completing and saving this page, click **SAVE/NEXT** to continue.
- You may create one application per LPA.

Note: Once you have chosen a type of improvement, any pages that have been completed and saved under that type must be deleted before you RESAVE this page. e.g. Project Name, Project Location, Scope of Work, Data Sheet, Total Estimated Cost of Improvement.

If you selected Items 2-7 from the Project Category section (from Program Requirements page) choose Quality of Life as your Type of Improvement.

Infrastructure	Purpose
Bikeway	Primary project purpose is for constructing new bikeways (e.g. bike lanes, bike paths, bike compatible roadways).
Pedestrian Safety	Primary project purpose is to enhance pedestrian safety (e.g. new sidewalks, new crosswalks, traffic calming, pedestrian overpass).
Quality of Life	Primary project purpose is for beautification, environmental mitigation, economic development, or historic preservation.



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PROJECT INFORMATION

Instructions:

- Please complete this page, then click **Save** button.
- Field with an * next to them must be completed for each project.
- You may select more than one County or Municipality.
- Hold the **Ctrl Key** while clicking to select more than one.
- After completing and saving this page, click **SAVE/NEXT** to continue.

Project Title:

*

County to filter by:

- Atlantic County
- Bergen County
- Burlington County
- Camden County
- Cape May County
- Cumberland County
- Essex County
- Gloucester County
- Hudson County
- Hunterdon County
- Mercer County
- Middlesex County
- Monmouth County
- Morris County *
- Ocean County

Municipalities:

- Aberdeen Township
- Absecon City
- Alexandria Township
- Allamuchy Township
- Allendale Borough
- Allenhurst Borough
- Allentown Borough
- Alloway Township
- Alpha Borough

Aberdeen Township
Absecon City
Alexandria Township
Allamuchy Township
Allendale Borough
Allenhurst Borough
Allentown Borough
Alloway Township
Alpha Borough
Alpine Borough
Andover Borough
Andover Township
Asbury Park City
Atlantic City
Atlantic Highlands Borough





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LOCAL PUBLIC AGENCY INFORMATION

Instructions:

- Please select your Vendor Number, then click the **Save** button.
- When you are finished, please use the Application Menu or click **SAVE/NEXT** to proceed to the next page.
- If the appropriate vendor number does not appear on this page, please return to the organization page and click on **Vendor Numbers**.
- **Fill appropriate address fields**

Name of Grantee:

Organization Address

Email Address:

Federal Tax Identification Number:

Vendor Number:

*

Vendor Unit:

Vendor Unit Address

Application Initiation Date:

Mayor Information

First Name

Last Name

County

Municipality

Address 1

Address 2

City

State

Zip

Phone

E-Mail

Clerk Information

First Name

Last Name

County

Municipality

Address 1

Address 2

City

State

Zip

Phone

E-Mail

Municipal Engineer

First Name

Last Name

County

Municipality

Address 1

Address 2

City

State

Zip

Phone

E-Mail

County Engineer

First Name

Last Name

County

Municipality

Address 1

Address 2

City

State

Zip

Phone

E-Mail

County Executive/Freeholder Director

First Name

Last Name

County

Municipality

Address 1

Address 2

City

State

Zip

Phone

E-Mail

Non-Profit Organization

First Name

Last Name

County

Municipality

Address1

Address2

City

State

Zip

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E-Mail

Government Organization

First Name

Last Name

County

Municipality

Address1

Address2

City

State

Zip

Phone

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PROJECT PROPOSAL

Instructions:

- Please answer the following questions by selecting Yes or No.
- A place has been provided for you to provide additional documentation for your answers. It is **STRONGLY** encouraged that you use this tool as projects with the strongest documentation of benefits are given greater consideration for funding. (For further explanation of these questions please refer to the [Transportation Alternatives Handbook](#)).
- Please complete this page, then click **SAVE**
- Required fields are marked with an *****.
- After completing and saving this page, click **SAVE/NEXT** to continue.

Provide a detailed project description

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Attach a map showing the location of the project.

no file selected *

Project Location:

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*

From:

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*

To:

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*

Will the project affect user mode of Transportation? *

Yes No

If **Yes**, please explain **how** the project will address the following:

How the project connects community or regional activity centers such as businesses, schools, employment, libraries, shopping and recreation areas; and project utilizes existing infrastructure to promote the use of non-automotive modes through new facilities or improvements of existing networks.

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Does the project provide regional or community benefits? *

Yes No

If **Yes**, please explain **how** the project supports the following:

Project must provide regional or community benefits, project demonstrates the benefit to quality of life, community and environment, project demonstrates the extent to which the project links other transportation modes and increases access to community centers (schools, employment sites, recreation and shopping) and its visibility or impact on surrounding locations.

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Does this project address safety and public health benefits? *

Yes No

If **Yes**, please explain **how** the project supports the following:

LPA must provide safety or public health benefits or improvements. LPA demonstrates safety need, increases active transportation opportunities, and provides other public health benefits.

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Is this project part of a state, regional or municipal transportation, land use or economic development plan? *

Yes No

If **Yes**, please explain **and** attach the relevant pages of the plan.

Projects that are part of a state, regional or municipal transportation, land use or economic development plan will receive additional consideration in this category. At a minimum, projects should be consistent with and help to implement the goals of these plans.

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Is the project located in one of the following designated areas:
Complete Streets, Transit Villages, and or Urban Aid Community? *

Yes No

If **Yes**, please explain below.

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Does this project provide value as an Environmental Mitigation or Enhancement? *

Yes No

If **Yes**, please explain below.

Describe how the project will enhance an environmentally sensitive parcel, involve vegetation management, address wildlife management issues, provide stormwater mitigation, or preserve an historic property (listed in or eligible for listing in the National and /or NJ Registers of Historic Places).

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Will there be any ROW taking or easements from environmentally sensitive parcels? *

Yes No

If **Yes**, please explain below.

Describe whether there are takings from wetlands, parks, historic properties, contaminated sites, etc.

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Does this project require environmental permits or approvals? *

Yes No

If **Yes**, please provide the status.

Provide a project environmental schedule which includes NEPA compliance, and permits/approvals from NJDEP or other regulatory agencies (including Pinelands, Meadowlands, or Highlands).

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Does the project have supplemental funds? *

Yes No

If **Yes**, please explain below.

The sources and amounts of other committed or dedicated funding from other governmental agencies and organizations shall be explained. Transportation Alternatives and other identified or dedicated funding sources must result in a completed and fully funded project. While there is no requirement for matching funds, the availability of other funds is viewed as an indication, or measure, of the projects potential to succeed.

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SCHEDULE

Instructions:

- Fields with an * next to them must be completed.
- After entering all information click the **SAVE** button.
- To proceed to the next page you may click the **SAVE/NEXT** button or use the Related Pages section at the bottom of the page
- To return to the Application menu click the **Application Menu** link above.

Attach a project schedule from start to finish in a table or list format. Indicate progress milestones (such as easement, ROW acquisitions, permits, utility relocation, if needed, and environmental and 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.

Project must receive federal authorization within two years of the date that the applicant is notified of project selection. If the project is not authorized within two years of the notification, the grant will be rescinded and the applicant will have to reapply.

no file selected

Who will maintain the facility?

Does the project require utility relocation?*

Yes No

If **Yes**, explain:

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Are permits required?*

Yes No

If **Yes**, explain:

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Is the purchase of Right-of-Way required for construction?*

Yes No

If **Yes**, explain:

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Does the project intersect a state highway?*

Yes No

If Yes, which highway?

If yes, is the intersection signalized? Yes No

Is there a railroad crossing or highway ramp within the project limits?*

Yes No

If **Yes**, explain:

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Will the construction impact traffic at a railroad crossing outside project limits?*

Yes No



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COST ESTIMATE

Instructions:

- Please complete this page, then click **Save** .
- Required fields are marked with an *.
- Each uploaded attachment is limited to 4 megabytes.
- After completing this page and reviewing your application, click the **Application Menu** link at the top of the page to return to the Application Menu.
- On the Application Menu, use the Status Management Section to submit your application.

Please identify which phase of work applies:

Phase of Work

Design

Right of Way

Construction

Project costs eligible for funding include design and construction, right-of-way acquisition, and construction. Applicants are encouraged to utilize their own funds or 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 TAP funds are being sought, must be presented as an attachment to the application. **The federal funds for TAP projects are provided to the project LPA on a reimbursement basis only.**

Construction Cost:

Attach a Detailed Construction Cost Estimate

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Design Engineering:

Right of Way:

Construction Inspection:

Total Project Cost:

*

Total Amount Requested:

*

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PARTNERSHIP AND PUBLIC OUTREACH

Instructions:

- Please complete this page, then click **Save**.
- Required fields are marked with an *****
- If you need additional upload boxes you may click the **Add** button to create an additional form (Be sure to save before clicking **Add**)
- Uploads are limited to 4 megabytes each time the **Save** button is clicked.
- You may use one or more of the upload boxes to attach photos
- After completing and saving this page, click **SAVE/NEXT** to continue.

Attach up to 5 letters of support from community organizations, citizens, all levels of government and elected officials (other than the applicant), and any and all interested parties. This should include neighborhood or business associations, historical groups (if applicable) and local residents. All letters of support must be attached to the application. Letters of support must be addressed to the applicant, not the Department of Transportation. In order to be eligible, letters must be dated within one year of the NJDOT application solicitation letter date.

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