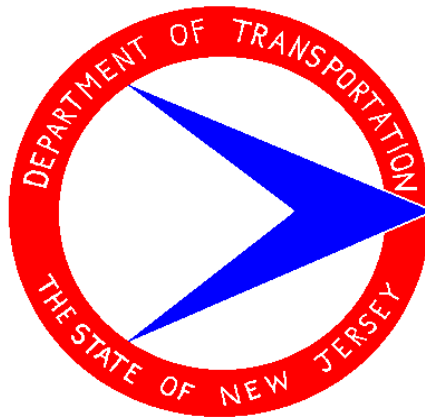


# **New Jersey Department of Transportation**

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

### **Program Description and Procedures for Bikeway Grant Program**



January, 2017

## **Overview**

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.

## **Eligibility**

Counties and municipalities are eligible for the Bikeway grant program. Bike projects must create new bike path mileage. Bike projects must place no restrictions upon hours of use by bicyclists (with the exception of dusk-to-dawn closings, as of some parks). Projects considered for funding under other State Aid and Federal Aid programs may not be considered for funding under the Bikeways program due to the limited amount of funding available for Bikeway 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.

## **Typical Eligible Project**

- New bikeway mileage
- Separation of bikeway from motor vehicle traffic through a barrier or an open space
- Bikeway connecting to an existing local or regional bicycle system
- Bikeway improving access to public facilities.

## **Ineligible Projects & Activities**

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

## **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. 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**

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

- Safety – Separation from motor vehicle traffic through a barrier or an open space
- New Miles – Creation of new bikeway mileage
- Connectivity - the facility connects to an existing local or regional bicycle system
- Service to Public - improved access to any facilities to public listed in the application.
- Adopted Complete Streets Resolution and evidence of an Implementation Plan
- Part of a bicycle network that has been adopted in the municipal master plan.
- The applicant's past performance, over the last three years, with respect to the award of previous State grants (for municipalities) and timely submission of expenditure reports (for counties) will also be a consideration.

## **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 with input from 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. Project sponsors are expected to award the contract within 24 months from the date of grant notification.

## **Design Guidelines**

Project design must be based upon appropriate design standards. Applicants must use the “AASHTO Guide for the Development of Bicycle Facilities-2012 Edition”. 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)

## **Program Administration**

The Bikeway 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