



STATE OF
NEW JERSEY
SAGE

System for Administering Grants Electronically

Thank you for your interest in applying for the federally funded Safe Routes to School (SRTS) 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; and OMB requirements related to administrative rules (2 CFR Part 200, 2 CFR Part 215) and Cost Principals (2 CFR Part 1201) requirements.

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 SRTS 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) Safe Routes to School 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 SRTS program and the requirements discussed above can be found at: <http://nj.gov/transportation/business/localaid/fedaaid.shtm>.

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



STATE OF NEW JERSEY SAGE

System for Administering Grants Electronically

Main Menu ▶



INFORMATION

Organization:

Application:

Status:

Due:

Period:



FORMS

[Program Requirements](#)

[Type Of Improvement](#)

[Project Information](#)

[School Information](#)

[Demonstrated Commitment](#)

[Problem Statement](#)

[Problem Documentation](#)

[Evaluation](#)



STATUS MANAGEMENT

Next Possible Statuses:

Application Submitted



MANAGEMENT ACTIVITIES

- My Reports/Queries
 - Ad-Hoc Queries
- Manual
 - [NJDOT - Local Aid Applicant User Manual](#)
- Administrative Links
 - [Add/Edit Organizations](#)
 - [Add/Edit People](#)
 - [Check for Errors](#)
 - [Status History](#)
 - [Date Modification Request](#)
 - [Account Transactions](#)
 - [View Modification History](#)
 - [Document Availability](#)

 [Manage Review Process](#)

 [View Full PDF](#)



STATE OF NEW JERSEY SAGE

System for Administering Grants Electronically

Main Menu ▶

Actions ▶

Application Menu ▶

PROGRAM REQUIREMENTS

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- To return to the Application menu click the **Application Menu** link above.

Each LPA is allowed only one Safe Routes to School 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.

The following are required for your application:

1. Resolutions of Support
2. Maintenance Commitment
3. Responsible Charge
4. Distance to School-the project must be within 2 miles of a K-8 school.
5. SRTS Student Arrival and Departure Tallies-must be completed.

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 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. If they are not attached, then the project will be considered ineligible.

no file selected *

no file selected *

no file selected

no file selected

no file selected

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.

no file selected

no file selected

no file selected

no file selected

no file selected

Maintenance Commitment:

Attach a maintenance commitment for this project.

The LPA must indicate and certify continual ownership and maintenance 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 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 the LPA.

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 must include a signature and date of the action. Unsigned letters/resolutions of support will NOT be accepted. Use the box(es) below to attach the letter/resolutions of support.

no file selected

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no file selected

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 engineer of record are not eligible to serve as the responsible charge.

Name, Title, and Employer



Distance to School:

The proposed project must be within 2 miles of a K-8 school. Applications for projects benefitting students in grades 9 through 12 will not be considered eligible for the program. A map showing the locations of the project and the school must be attached.

no file selected



SRTS Student Arrival and Departure Tallies:

Arrival and Departure Tallies are required as part of this solicitation. Please attach a copy of a confirmation from the NJ SRTS Resource Center indicating that the SRTS Student Travel Arrival and Departure Tallies have been received for tabulation. For additional information, please see: <http://saferoutesnj.org>

no file selected





STATE OF NEW JERSEY SAGE

System for Administering Grants Electronically

Main Menu ▶

Actions ▶

Application Menu ▶

TYPE OF IMPROVEMENT

Infrastructure/Engineering

Bikeways

Pedestrian Safety

Pedestrian Safety/Bikeways

Popular Project Types:

On-Street Bike Lanes, Off-Road Bike Paths, Bike Route, Bicycle Parking

Sidewalks, ADA Curb Ramps, Crosswalks, Pedestrian Crossing Signs,
Pedestrian Push-buttons/Signal Heads

School Zone Delineation, Driver Feedback Signs, Traffic Calming, etc.



STATE OF NEW JERSEY SAGE

System for Administering Grants Electronically

Main Menu ▶

Actions ▶

Application Menu ▶

PROJECT INFORMATION

Instructions:

- Please complete this page, then click the **Save** button.
- Fields with an * next to them must be completed.
- Each page in the related pages section must be completed for each project.

Project Title:

*

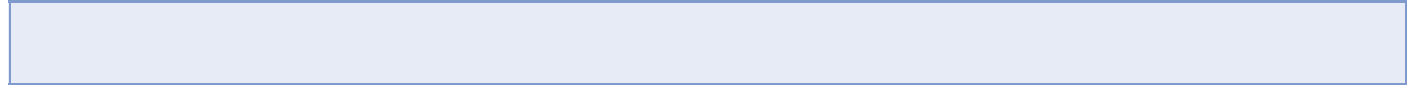
County to filter by:

- 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
- Alpine Borough
- Andover 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





STATE OF NEW JERSEY SAGE

System for Administering Grants Electronically

Main Menu ▶

Actions ▶

Application Menu ▶

SCHOOL INFORMATION

Instructions:

- Please complete this page, then click the **Save** button.
- Required fields are marked with an *.
- **Each uploaded attachment is limited to 4 megabytes.**

COMPLETE a separate sheet for each school.

Provide complete information for each school that is participating in or will benefit from the proposed project or activity. 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. Indicate whether courtesy/hazard busing is currently provided, and estimate the number of students that will benefit from the project or activities included in this application. Indicate whether the school is part of a Schools Development Authority District or located within an Urban Aid Community. See questions below for links to these lists.

School Name *

Address *

Zip *

School District *

School-Designated Lead Coordinator:

Contact Name *

Title *

Organization *

Contact Phone *

Contact E-mail *

Is the school part of a shared School District? Yes No

If **yes**, please identify additional municipalities:

no file selected

The federal aid Safe Routes to School program funds projects for students in kindergarten through eighth grade (K-8).

Grade Levels at the school identified above *

Student Population *

Enter the estimated number or percentage of students who currently:

Walk to School *

Bike to School *

Ride the Bus *

Drop off/other *

What is the source of this travel information?

Number of students living within 2 miles of the school *

Number of ADDITIONAL students expected to walk or bike to school because of the project. *

Is courtesy/hazard busing provided? **Yes No**

Is the school district a Schools Development Authority district? **Yes No**

A list of Schools Development Authority District is available at
http://njsda.gov/NJSDA/GI/SDA_Districts.html

Is the school located in an Urban Aid Community? **Yes No**

A list of Urban Aid Communities is available at:
http://www.state.nj.us/dca/divisions/dlgs/resources/muni_st_docs/2015_data/urban_2015.pdf



STATE OF
NEW JERSEY
SAGE

System for Administering Grants Electronically

Main Menu ▶

Actions ▶

Application Menu ▶

DEMONSTRATED COMMITMENT

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- To return to the Application menu click the **Application Menu** link above.

Many New Jersey municipalities and schools have been recognized by the NJ SRTS Resource Center for their commitment to and support of Safe Routes to School. Has your community has been certified by the NJ SRTS Resource Center with either Bronze, Silver or Gold Recognition Level status for the last two years? The list is available at <http://www.saferoutesnj.org/levels/>

Yes No

If yes, attach a copy of the School Recognition Certificate or press release.

no file selected

Has the need for the project been identified in a School Travel Plan within the last 5 years?

Yes No

If Yes, attach the plan and indicate the pages that identify the project.

no file selected

A School Travel Plan helps to create safer routes for pedestrian and bicycle travel by identifying key contacts and team members, problem areas and proposing solutions. A SRTS Travel Plan Guide was created to provide example format and content. It is available here:

New Jersey SRTS Travel Plan Guide:

<http://www.saferoutes.nj.org/resources/stp/>

Do(es) the school(s) to be served by the proposed project have a written policy supporting walking and bicycling to school?

Yes No

If Yes, attach the policy and indicate the pages where it supports biking and walking to school.

no file selected

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 behaviors. 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/>

Has the school district adopted a School Wellness Policy that encourages walking and bicycling to school?

Yes No

If yes, attach the policy and indicate the pages where it supports biking and walking to school.

no file selected

In the Child Nutrition and Women, Infants and Children Reauthorization Act of 2004, the U.S. Congress established a new requirement that all school districts with a federally-funded school meals program develop and implement wellness policies that address nutrition and physical activity. by the start of the 2006-2007 school year. The National Alliance for Nutrition and Activity (NANA, 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>

Has the municipality adopted a Complete Streets Policy?

Yes No

If yes, attach the policy.

no file selected

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/>

Describe existing programs and improvements that demonstrate a commitment to encouraging walking and bicycling to school.

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.

Have the school(s), municipality, or other partners initiated or participated in any programs to encourage or support walking and bicycling to school (Walk to School Day, Bicycle Rodeo)?

Yes No

If yes, provide a description and date.

Emphasize those programs recently implemented (i.e., within the past two years). Describe clearly any programs to encourage or support walking and bicycling to school (e.g., Walk to School Day, bicycle rodeo).

0 of 2500

Have the school(s), municipality, or other partners constructed any physical improvements that encourage walking and bicycling to school (warning signs, sidewalks, bicycle racks)?

Yes No

If yes, provide a description and date.

Describe any recently constructed physical improvements that encourage walking and bicycling to school (warning signs, sidewalks, bicycle racks), or any improvements that are in process (excluding those funded or to be funded under this program).

0 of 2500

Does the proposed project connect to a regional bicycle or pedestrian network? (The network should connect the project to a neighborhood, park, library, or other location of interest to school students.)

Yes **No**

If yes, show on a map.

no file selected



STATE OF
SAGE

System for Administering Grants Electronically

Main Menu ▶

Actions ▶

Application Menu ▶

PROBLEM STATEMENT

Instructions:

- Please complete this page, then click the **Save** button.
- Required fields are marked with an *.

Describe the obstacles (physical or other) to walking or bicycling to school.

0 of 2500

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Describe current hazards facing children who walk or bicycle to the school(s).

You are encouraged to reference supporting documentation such as: maps, history of traffic problems, accident reports, traffic counts, speed surveys, health statistics, crime reports, photographs of deficiencies, walkability audits, census information and survey results.

0 of 2500

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STATE OF NEW JERSEY SAGE

System for Administering Grants Electronically

Main Menu ▶

Actions ▶

Application Menu ▶

PROBLEM DOCUMENTATION

Instructions:

- Please complete this page, then click the **Save** button.
- Required fields are marked with an *.
- **Each time the page is saved it will accept up to 4 megabytes of file attachments.**

Attach a location map showing up to a two-mile radius of the school(s). Label the school site(s) and problem areas.

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.

no file selected *

Attach up to ten photographs of problem areas.

no file selected

no file selected

no file selected

no file selected

no file selected

no file selected

no file selected

no file selected

no file selected

no file selected

Attach additional files (crash data, accident reports, maps, survey results, health statistics, crime statistics or reports, speed surveys, walkability audits, census information, etc.) which provide evidence of the severity of the problem.

no file selected

no file selected

no file selected

no file selected

no file selected

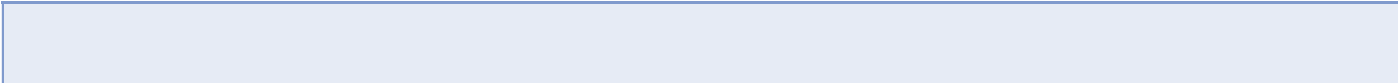
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STATE OF NEW JERSEY SAGE

System for Administering Grants Electronically

Main Menu ▶

Actions ▶

Application Menu ▶



You are here: > Bikeways

PROJECT PROPOSAL

Instructions:

- Please complete this page, then click the **Save** button.
- Required fields are marked with an *****.
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- All calculations will be done after you click the **Save** button.
- In order to delete a saved attachment, check the box next to **Delete**, and click **Save**.
- After completing and saving this page, click on a related page or click **Save/Next** to complete the related pages in the sequence shown below.

Enter the project limits below:

0 of 100

From:

*

0 of 100

To:

*

Describe the project in summary. Indicate the school(s) at which the project will take place.

Indicate the schools that 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.

0 of 2500

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Explain how the project will create a safe walking and/or bicycling environment.

0 of 2500

*

Explain how the project will enable and encourage more children to walk or bike to school.

0 of 2500

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Distance from school (must be within 2 miles): *

Show on a street location map the proposed infrastructure improvements, school location, and walking and bicycling routes. *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.*

Please upload an 8.5 by 11 inch map.

no file selected *



STATE OF NEW JERSEY SAGE

System for Administering Grants Electronically

Main Menu ▶

Actions ▶

Application Menu ▶

You are here: > Bikeways

SCHEDULE

Instructions:

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- 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 acquisitions, ROW, permits, utility relocations if needed, 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 LPA is notified of project selection. If the project is not authorized within two years of the award, 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.

no file selected *

Is utility or road work planned within the project limits over the next five years?

Yes No

Does the project require utility relocation?

Yes No

If yes, please explain.

0 of 500

Are permits required?

Yes No

If yes, please explain.

0 of 500

Is the purchase of Right-Of-Way required before the start of construction?

Yes No

If yes, please explain.

0 of 500

Does the project intersect a state highway?

Yes No

If yes, which highway(s)?

If yes, is the intersection signalized?

Yes No

Is there a railroad crossing or highway ramp within the project limits that will be improved as part of the project?

Yes No

If yes, please explain.

0 of 500

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

Yes No



STATE OF NEW JERSEY SAGE

System for Administering Grants Electronically

Main Menu ▶

Actions ▶

Application Menu ▶

You are here: >

COST ESTIMATE

Instructions:

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- On the Application Menu, use the Status Management Section to submit your application.

The federal aid Safe Routes to School program funds infrastructure/engineering projects that fall into two categories:

Design

(available only to Schools Development Authority school districts and Urban Aid municipalities), and Construction/Installation.

Note that all projects must be within the jurisdiction of the funding recipient. Popular projects are listed below:

Engineering

School Zone Designation

Traffic Calming Devices

Designating School Routes

Infrastructure Gap Assessment and Improvements

Bicycle Parking Facilities

On-Street Bicycle Facility

Off-Street Bicycle/Pedestrian Facility

Pedestrian/Bicycle Crossing Improvements

Street Striping

Sidewalk Improvements

Please identify what phases of work apply:

Design/Construction (Schools Development Authority school districts and Urban Aid municipalities only)

Construction

If **Construction**, please provide a length of proposed improvement.

Bikeway (Miles)

Pedestrian (Miles)

Project costs eligible for funding include design (if the LPA meets requirements, see the School Information section), and construction. The budget should include the costs (if any) associated with evaluating the results of the project. LPA's 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. **The federal funds for SRTS projects are provided to the project LPA on a reimbursement basis only.**

Design (if applicable) and Construction Cost: *

Attach a Detailed Cost Estimate: no file selected *

Total Project Cost: *

Total Amount Requested: *



STATE OF
NEW JERSEY
SAGE

System for Administering Grants Electronically

Main Menu ▶

Actions ▶

Application Menu ▶

You are here: > Bikeways

PARTNERSHIP AND PUBLIC OUTREACH

Instructions:

- Please complete this page, then click **Save** button.
- 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 community organizations, citizens, all levels of government, and elected officials other than the LPA, and any and all interested parties. All letters of support must be addressed to the LPA, not the New Jersey 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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no file selected

no file selected



STATE OF
NEW JERSEY
SAGE

System for Administering Grants Electronically

Main Menu ▶

Actions ▶

Application Menu ▶

EVALUATION

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- On the Application Menu, use the Status Management Section to submit your application.

Describe how the results of the project will be measured. Minimally, grant recipients will be required to record the number and type of improvements installed and the results of pre-and post-project surveys on how students travel to and from school.

Describe how the safety and/or health benefits of the project will be evaluated using at least one of the measures listed below. Potential measures may include:

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

0 of 2500





STATE OF NEW JERSEY SAGE

System for Administering Grants Electronically

Main Menu ▶ Actions ▶ Application Menu ▶

You are here: > Grant Agreement

FEDERAL AID AGREEMENT FORM

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- Please complete this page, then click **Save** .
- Required fields are marked with an *****.
- Each uploaded attachment is limited to 4 megabytes.
- After completing and saving this page, click **SAVE/NEXT** to continue.

Sponsor Plainsboro Township

Project Name

Municipality

County

Attached is your Federal Aid Agreement for this project. Please print four copies and provide original signatures on all four pages 12, 14, and 18. Also, mail all four agreements to the Local Aid District Office along with four certified Resolutions authorizing the appropriate officials to sign the Agreements.

Federal Aid Agreement

no file selected

	Filled by Applicant	Filled by NJDOT	
	Date Submitted	Date Received	Date Review Complete
Agreement (4 originally signed)	*		
Resolution (4 originally signed and sealed)	*		
			Circulated for Execution
			Agreement Execution Date
			Returned Executed Copy
			Agreement End Date

For Local Aid Only

Date circulated for closeout

Agreement Closeout date

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STATE OF NEW JERSEY SAGE

System for Administering Grants Electronically

Main Menu ▶

Actions ▶

Application Menu ▶



You are here: > Grant Agreement

STATE ROUTE IDENTIFIER

Route Identifier	From	To





STATE OF NEW JERSEY SAGE

System for Administering Grants Electronically

Main Menu ▶

Actions ▶

Application Menu ▶

RATING INPUT

Instructions

- **District Project Managers** must complete the form, then change the application's status to Review Complete.

Ratings		Amount
Rating	Tie Breaker	Recommended Amount

Remarks

0 of 1500