



Safe Routes to School 2016 Frequently Asked Questions

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Q1: Can nonprofits apply for SRTS?

A: No. Nonprofits are not eligible under SRTS however they can partner with an eligible Local Public Agency(LPA).

Q2: Are Design, ROW, and Construction costs eligible under Safe Routes to School (SRTS)?

A: No. Only construction costs are eligible under SRTS, unless the following applies:

1. The school is part of a School Development Authority District. A listing of these districts is available at: http://njsda.gov/NJSDA/GI/SDA_Districts.html or
2. The school is located in an Urban Aid Community. A list of these communities is available at:
http://www.state.nj.us/dca/divisions/dlgs/resources/muni_st_docs/2015_data/urban_2013.pdf

Schools located within a School Development Authority District or Urban Aid community are eligible for both design and construction.

Q3: Are construction inspection costs eligible in SRTS?

A: Yes. Construction inspection costs are eligible if included in the total requested amount and detailed cost estimate. Consultant services for construction inspection must be procured and administered in accordance with the federal requirements including the Brooks Act, 40 U.S.C.

Q4: Is additional funding available for SRTS projects beyond the grant award amount in the event project costs increase?

A: No. Funding is limited to the grant award amount and is based on the eligible costs identified in the detailed cost estimate provided with the application.

Q5: Are resolutions of support required?

A: Yes. Each application must include, as attachments, resolutions of support from the applicant's governing body, from the participating school board, and from the owner of the public right-of-way in which the project is to be located. The LPA must coordinate with the appropriate regional NJDOT office to receive the necessary highway occupancy permit approvals prior to federal authorization of construction.

Q6: Are resolutions accepted after the application deadline?

A: No. Resolutions will not be accepted after application deadlines. Resolutions must be attached to the application.



Q7: What type of documentation is required for the maintenance commitment?

A: The applicant must indicate the entity responsible for continual ownership and maintenance for the useful life of the project. The useful life will vary depending on the type of project. A resolution or letter from the party having maintenance jurisdiction must be attached to the application. This certification of ownership and maintenance may be included in the resolution of support provided by the applicant as described above.

Q8: Can an applicant apply for more than one project?

A: No, LPAs may only apply for funding for the Construction/Installation phase of an infrastructure project. LPAs may also apply for funds for Design if and only if they qualify as either a designated Schools Development Authority School district and/or an Urban Aid Community.

Q9: What documentation is required if the proposed project is located on a State highway?

A: The LPA must coordinate with the appropriate regional NJDOT office to receive the necessary highway occupancy permit approvals prior to federal authorization of construction.

Q10: Who is responsible for preparing the National Environmental Policy Act (NEPA) documents?

A: The NJDOT Bureau of the Environmental Program Resources will produce the NEPA documents. The funding recipient is responsible for providing all necessary documents and location maps in support of the NEPA document.

Q11: Is the name of the “responsible charge” required?

A: Yes. Applications will not be accepted without the name of the responsible charge. Federal regulations (23 CFR 635.105(a) (4)) require 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 need not be an engineer, but must be a full-time employee of the LPA. The name and title of the person in responsible charge of the project is required.

Q12: Should all the questions in the application be answered?

A: Yes. The program is competitive grant program. Applicants are encouraged to provide as much information as is relevant to the question asked. NJDOT is seeking projects with a high likelihood of success; well-planned projects that are construction ready and meet the overall goals of the SRTS program. Applicants should attach photographs, maps, surveys, studies and reports to assist the reviewer in his or her assessment of the project.



Q13: How does my municipality get a Complete Street policy passed?

A: By adopting a Complete Streets policy, communities direct their transportation planners, engineers and public works departments to routinely design and operate the entire street right-of-way to enable safe access for all users, regardless of age, ability, or mode of transportation. Information on Complete Streets policies can be found here: <http://njbikeped.org/services/what-is-a-complete-streets-policy/>
As of March 2016, Complete Streets policies have been adopted by resolution in 90 towns and 6 counties in New Jersey. A list of Complete Street communities can be found at: <http://njbikeped.org/complete-streets-2/>

The NJ Bicycle and Pedestrian Resource Center (NJBPRC) located at Voorhees Transportation Center – Rutgers University provides resources to localities that wish to develop a Complete Streets policy or seek assistance with implementation through the NJ Ambassadors in Motion (NJAIM) Program. To date, NJAIM has been instrumental with helping ten municipalities and three county governments draft and adopt Complete Streets policies.

If you are interested in learning more about Complete Streets or seek technical assistance, please contact NJAIM at bikeped@ejb.rutgers.edu.

While not required for consideration, extra points are given to applicants with certified Complete Streets policies.

Q14: Are contingency costs allowed in the estimate?

A: No. Contingencies will not be considered in the grant award amount. The cost estimate needs to be detailed and developed for the year of anticipated expenditures.

Q15: Will the applicant be required to report to the NJDOT the results of a follow-up survey of how students travel to school following the project's construction?

A: Yes. This program is intended to yield measurable results. The application should include a description of how the applicant will measure the results of the projects that are part of the funding request. At a minimum, grant recipients will be required to record the number and type of improvements installed, the number of participants in their SRTS programs, and the results of a follow-up survey of how students get to school. Other outcomes can also be a part of the evaluation process including:

- Changes in public/student perception of safety (survey)
- Reduction in crashes and/or vehicle volumes and speeds
- Improvement in crime statistics
- Improvement in health statistics



Q16: Where can I get additional information on how to apply?

A: In addition to the NJDOT and MPO websites, information about the program can be found here:

- <http://www.state.nj.us/transportation/business/localaid/srts.shtm>
- <http://www.njtpa.org/Project-Programs/Project-Development/Safe-Routes-to-School.aspx>
- <http://www.dvrpc.org/SafeRoutes/>
- <http://www.sjtpo.org/SRTS.html>
- <http://www.saferoutesnj.org/resources/funding/>

Q17. Are utility relocation costs eligible under SRTS?

A: As per State statute, NJTDOT cannot fund utility relocation for locally administered projects.

Q18. Would a bike share program (equipment and installation) be eligible for funding under SRTS funding?

A: Capital costs for bike share systems would be eligible. However, operating costs would not be eligible.