

**Local Bicycle/Pedestrian Planning  
Assistance Program  
PROGRAM GUIDELINES**

# ***LOCAL BICYCLE/PEDESTRIAN PLANNING ASSISTANCE PROGRAM***

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## **LOCAL BICYCLE/PEDESTRIAN PLANNING ASSISTANCE PROGRAM**

### **Background**

The New Jersey Bicycle and Pedestrian Transportation Master Plan has established a vision for New Jersey as a place where people choose to walk or bicycle with confidence and a sense of security...where both activities are a routine part of the transportation and recreation systems. The Department has taken steps to fulfill this vision through the adoption of a Complete Streets Policy through which the Department commits to the planning, design construction, maintenance and operation of facilities that will provide for the safe access and mobility of pedestrians, bicyclists and transit users of all ages.

In order to implement this policy and make New Jersey a better place to bicycle and walk, it is essential that infrastructure improvements be undertaken that address the safety and access needs of these modes. The benefits of such improvements are maximized if they evolve from a rational planning process, in fulfillment of a local Vision that complements the one expressed in the Bicycle/Pedestrian Master Plan; a process that reflects a conscious and concerted effort to create livable communities and complete streets where the needs of pedestrians and bicyclists are central.

To assist in fulfilling this vision, and to facilitate the implementation of capital projects that fulfill the safety and access needs of pedestrians and bicyclists; the Department has created the **Local Bicycle/Pedestrian Planning Assistance Program (LBPPAP)**. Under this program, the Department has retained the services, of several consultants with expertise in local bicycle and pedestrian planning. The services of these consultants are provided at no cost to counties and municipalities that demonstrate a need and desire to undertake planning activities that will lead to capital improvements to benefit the non-motorized modes.

Municipalities (or Counties) that determine they are interested in participating in this program should develop an application package in accordance with the information provided below and submit the package to:

Debbie Kingsland  
Office of Bicycle and Pedestrian Programs  
New Jersey Department of Transportation  
1035 Parkway Avenue  
P.O. Box 600  
Trenton, NJ 08625-0300

# ***LOCAL BICYCLE/PEDESTRIAN PLANNING ASSISTANCE PROGRAM***

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## **Application Package Checklist**

Local governments that wish to be considered for inclusion in this program must submit an application package. Applications will be accepted at any time throughout the year. The application should demonstrate a strong interest in and/or need to provide improved or enhanced accommodations for pedestrian or bicycle travel in the community and evidence of a sincere commitment to implement the recommendations that evolve from the planning effort. The application package for the LBPPAP must include:

- Cover Letter on letterhead stationary of the applicant, County or Municipality expressing interest in the program, signed by an appropriate representative of the County or Municipality.
- A description of the proposed planning effort to be undertaken, prioritizing the efforts. This should include justification in terms of the needs, problems, populations served or opportunities being addressed.
- Additional information, if available, including sketches, maps which define the proposed study area, etc.,
- Supporting data, statistics and mapping demonstrating significant safety issues in the county or municipality that may be addressed in the study.
- A description of how the municipality intends to participate in the study. This can include financial participation, though financial participation is not required.
- A **Resolution of Support** from the governing body (if available at the time of the submittal) or an indication that a Resolution of Support will be forthcoming. The Resolution must include a commitment to make a good faith effort to implement the recommendations (actual or implied) of the planning study. *Note: A Task Order with the Department's Consultant, commissioning the work, will not be issued without receipt of a Resolution of a Support from the local governing body.*
- The identity of the contact person and/or staff person who will participate in the study on behalf of the county or municipality.
- Identify any local citizen groups or task forces or other entities with an interest in bicycling or walking who support the planning effort and may be available to participate in the study.
- Applicants must demonstrate a good faith effort to implement study recommendations
- An agreement to follow up with NJDOT one year after study completion in order to document the status of improvements based on study recommendations.

# ***LOCAL BICYCLE/PEDESTRIAN PLANNING ASSISTANCE PROGRAM***

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## **Evaluation Process/Selection Criteria**

Since applications are accepted at any time, the Department does not, strictly speaking, review and evaluate applications on a competitive basis. The program is competitive only in that there may be more applicants than resources available to accommodate them. As such, we cannot guarantee that technical assistance will be available at any particular time. The evaluation process is intended to determine whether an application is to be accepted (or not) into the program. Applications will be evaluated in terms of the following selection criteria:

- Clarity of the presentation of the planning issues to be addressed.
- Inclusion of supporting data, statistics and mapping to back up narrative provided.
- Evidence of commitment of local staff/resources (mapping, providing data, setting up meetings, providing meeting space, etc.).
- Evidence that a significant pedestrian or bicycle safety issue is to be addressed.
- Evidence that the planning effort includes consideration of improving non-motorized access to transit stops and stations.
- Evidence that the planning effort is to be directed to the needs of special populations such as senior citizens, transportation disadvantaged, school children, etc.
- Evidence that the planning effort is to be directed towards the enhancement of and economic viability or vitality of downtown or CBD areas through the improvement of bicycle and pedestrian access and safety.
- Documentation that the applicant Municipality/County has an existing Complete Streets Policy or a commitment of their intention to adopt one.
- Documentation of local support (Resolution of support of the governing body is required. Other support could include letters of support from public safety officials, school board, etc.).
- Documentation of support/involvement of the County (if a municipal application).
- Documentation of support by TMA and MPO.
- Documentation that other activities or projects have been undertaken to support bicycling or walking in the County or Municipality, including Safe Routes to School.

## **Other Considerations**

Planning efforts to be undertaken through this program are to be locally driven. It is essential that applicants understand that this assistance is to be provided under a partnership arrangement, and that applicants must commit staff and/or financial resources to these efforts.

All studies undertaken must have a strong public outreach aspect, including continuing involvement by both the official representatives of the county or municipality as well as participation by local citizens.

It is anticipated that study recommendations will be consistent with state of the practice guidelines for bicycle and pedestrian accommodations.

Communities participating in the program will be contacted periodically after the completion of the planning effort to provide information on progress made toward implementing study recommendations resulting outcomes. Specifically, we will be asking whether there has been an increase in safety due to the changes made, whether a “Complete Streets” policy has been

## ***LOCAL BICYCLE/PEDESTRIAN PLANNING ASSISTANCE PROGRAM***

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adopted, as well as whether or not the community has seen an increase in bicyclists and pedestrians. Also, we will assist in determining whether the community is eligible for inclusion in the Bike Friendly Communities Program with the League of American Bicyclists. An important part of the process will be the identification of the contact person within the local government who will sign the Local Technical Assistance Scope Approval form. This person will not only agree to the goals and objectives of the study, but will also agree to serve as our liaison for the aforementioned progress reports.

### **Eligible Planning Activities**

Examples of planning activities that may be eligible for this technical assistance program include but are not limited to:

- Evaluation of bicycle and/or pedestrian safety issues and the development of potential solutions
- Comprehensive Bicycle and/or Pedestrian plans or circulation elements.
- Bicycle and/or pedestrian circulation studies focusing on key corridors or activity centers in the County or Municipality, e.g. downtowns, key attractors (parks and other community facilities) shopping centers, etc.
- Planning location or feasibility assessments for shared use path projects including rail-trails and rail with trail.
- Complete Streets policy development and implementation plan assistance.
- Sidewalk inventories.
- Walkability Audits.
- Inventories or audits of Bicycle Compatible roadways and designated bicycle facilities.
- Bicycle Suitability mapping.
- Deficiency analyses, in terms of bicycle and/or pedestrian travel along selected routes, e.g., to schools, transit facilities, downtown areas, etc., along with recommendations for mitigating those deficiencies.
- Residential neighborhood Traffic Calming.
- Safe Routes to School travel plans.