Complete Streets Technical Assistance Program

Frequently Asked Questions
Last Updated: 10/20/2025

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ELIGIBILITY

WHO IS ELIGIBLE TO APPLY FOR COMPLETE STREETS TECHNICAL ASSISTANCE?

Eligible applicants are municipal governments in the NJTPA's 13-county region comprised of Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union, and Warren counties.

TO BE ELIGIBLE TO APPLY FOR COMPLETE STREETS TECHNICAL ASSISTANCE, IS IT REQUIRED THAT MY MUNICIPALITY ALREADY HAVE AN ADOPTED COMPLETE STREETS POLICY?

No, your municipality does not need to have an adopted Complete Streets policy or ordinance at this time to be eligible to apply for this technical assistance opportunity.

ARE PREVIOUS RECIPIENTS OF NJTPA COMPLETE STREETS TECHNICAL ASSISTANCE PROGRAM ELIGIBLE TO APPLY?

Yes, previous recipients are eligible to apply.

APPLICATION

WHAT IS THE APPLICATION DEADLINE?

Applications must be submitted online through the application portal by **Friday, November 7, 2025, at 11:59 pm**. Email submissions will NOT be accepted. (Resolutions can be submitted later, until **Monday, December 15, 2025 at 11:59 pm**.)

WHERE DO I SUBMIT AN APPLICATION?

The application process is completed entirely online through the Sustainable Jersey online application portal. Detailed instructions on how to use the portal are available in Appendix B of the application information packet. Links to the online application portal and other resources are found on the program website: https://www.njtpa.org/completestreets

IS THERE A WAY TO VIEW THE ENTIRE ONLINE APPLICATION?

Yes, all the components of the online application can be viewed in advance by downloading a copy of the application information packet. The application information packet is a PDF and can be downloaded and printed from the program website: https://www.njtpa.org/completestreets

DO I HAVE TO COMPLETE THE APPLICATION IN ONE SITTING?

No. You may save your work, log out, and resume your in-progress application at any time by using the login feature. Drafts of the application will automatically save every 5 minutes and a "save draft" button is available at the end of the application form. It is encouraged to save manually using the button. A timestamp will appear with the last autosave time.

I NEED TO ADD SOMETHING TO MY APPLICATION--CAN I STILL ACCESS IT AFTER IT HAS ALREADY BEEN SUBMITTED?

Yes, as long as it is before the application deadline. Even after you apply using the green submit button, you will still be able to access the application and make changes up until that deadline. Click the "edit" button to access the submitted section. Make the changes you need and then click the blue "save changes" button. Don't forget to click the green submit button once you are finished making changes to resubmit the section. **You will not be able to edit sections when the deadline**

has already passed.

AM I ABLE TO SAVE A COPY OF MY APPLICATION?

You can save a PDF copy of your application using the instructions available here.

WHAT IS THE ROLE OF THE MUNICIPAL ENGINEER OR CONSULTING ENGINEER ON THE MUNICIPAL PROJECT TEAM?

The municipal engineer is a key member of the municipal project team. They provide local knowledge and data about existing issues and plans, and help assess the feasibility of potential roadway improvements. In addition, following the completion of the technical assistance project, they can play a lead role in advancing the recommendations through further study or a grant application.

DOES THE MUNICIPAL POINT OF CONTACT DURING THE PROJECT NEED TO BE THE SAME AS THE POINT OF CONTACT FOR THE APPLICATION?

No. The applicant must designate a municipal employee or elected/appointed official as the primary point of contact for the application, however, they may select a different employee, official, or community member to be the point of contact during the delivery of the project.

CAN A MUNICIPALITY HAVE MORE THAN ONE SUSTAINABLE JERSEY GRANT ACCOUNT?

Yes, a municipality can have more than one Sustainable Jersey grant account. For example, the business administrator may have an account for a Sustainable Jersey grant that they are responsible for managing while the green team chair might also have an account for a different Sustainable Jersey grant that they are in charge of managing. Since a municipality is only eligible to submit one Complete Streets Technical Assistance Program application, it is important to determine in advance which account the municipality will use for this application to ensure only one application is submitted. For more information on creating an account, see page 13 of the application information packet.

CAN I SHARE THE SIGN IN AND PASSWORD AMONG VARIOUS MEMBERS OF THE MUNICIPAL TEAM TO COLLABORATE ON AN APPLICATION?

This is possible, but not recommended. Experience has shown that sharing an account with different users can easily lead to mishaps that can cause information

to be edited and deleted. If your team would like to work collaboratively on the application, we recommend using a separate shared document. Then the team member responsible for submitting the online application can copy and paste the information from that document into the application form. If you want to share completed sections before submission, we recommend following the instructions on how to download a copy and print the completed application or sections here.

IN SUPPORT OF OUR APPLICATION TO THE COMPLETE STREETS TECHNICAL ASSISTANCE PROGRAM, SHOULD WE UPLOAD THE MUNICIPAL MASTER PLAN, A REDEVELOPMENT PLAN THAT INCLUDES THE PROPOSED PROJECT STUDY AREA, THE MUNICIPAL COMPLETE STREETS POLICY, OR COMPLETE STREETS AMENDMENTS TO OUR MASTER PLAN?

To support your application, you should select the attachments most relevant to illustrating the issues or opportunities identified in the application. Applicants are encouraged to submit only the relevant parts of larger documents, such as a municipal master plan. Applicants may combine multiple documents into one file. The maximum upload file size is 1GB.

RESOLUTION OF THE GOVERNING BODY

WHAT KIND OF INFORMATION IS REQUIRED IN THE RESOLUTION?

In order to participate in this program, applicants must upload a resolution adopted by the municipal governing body as documentation that it is authorized to apply for this technical assistance. The authorizing resolution must be **signed** and **dated** and must name the **Complete Streets Technical Assistance Program**, and the **name of the municipality applying.** A sample resolution is included in the application information packet.

MY RESOLUTION IS NOT SCHEDULED TO PASS UNTIL AFTER THE NOVEMBER 7, 2025 APPLICATION DUE DATE, CAN I STILL APPLY?

Yes, additional time is provided for submitting a resolution. The section of the application portal related to the resolution will remain open until **Monday, December 15, 2025 at 11:59 p.m.**, however, you will not be able to edit the rest of the application that was due on November 7.

COMPLETE STREETS TECHNICAL ASSISTANCE PROJECTS

I HAVE QUESTIONS ABOUT SELECTING A PROJECT TYPE, WHERE CAN I FIND HELP?

Applicants should initially read the descriptions of the types of services that are available, which are contained in the application information packet, and this FAQ. If these documents do not answer your question, please send an email to Anne Heasly at heaslya@tcnj.edu and Peter Bilton at pbilton@njtpa.org.

CAN A MUNICIPALITY REQUEST TECHNICAL ASSISTANCE SERVICES RELATED TO A STATE OR COUNTY ROAD IN OUR TOWN?

Technical Assistance projects related to municipal or county roads will be considered, but not state roads. Applications for study areas that include a county road require a letter or email of support from the county that commits a representative of the county engineering department to participate on the local project team.

For technical assistance for state highways, consider the **NJDOT Local Bicycle/Pedestrian Planning Assistance Program**. More information about the types of projects that are eligible, the selection criteria and application can be found at the NJ Bicycle & Pedestrian Resource Center.

IS A TRAIL PROJECT ELIGIBLE FOR A TECHNICAL ASSISTANCE APPLICATION?

Yes, a trail can be included in the project study location if it is combined with an on-street component. As a Complete Streets program, a substantial portion of the project must include a road or roadway crossing. Participation or support of the trail property owner would also be important to include in your project application.

SINCE THIS IS A PROGRAM THAT ONLY PROVIDES TECHNICAL ASSISTANCE, WHO WOULD PAY FOR THE MATERIALS NEEDED IF THE PROJECT INCLUDES A TEMPORARY DEMONSTRATION OF A ROADWAY IMPROVEMENT?

The municipality will be responsible for the labor and materials associated with the installation of the temporary demonstration project. Depending on the scope of the demonstration, materials may be available for loan from the NJTPA Complete Streets Demonstration Library.

IS CREATING A MUNICIPAL COMPLETE STREETS POLICY A PROJECT TYPE?

Policy adoption is not one of the project types. In 2026, NJDOT will be providing Complete Streets training. Information on the date, time and location is not yet available. Also, NJDOT will host the Complete Street Summit in the spring of 2026. Details about these opportunities when they become available will be listed on the program website: https://www.njtpa.org/completestreets

WHEN WILL THE TECHNICAL ASSISTANCE BE PROVIDED?

The technical assistance projects will be scheduled to occur in spring and summer of 2026. We anticipate each project to take approximately three to six months to complete. The technical assistance team will work with you to develop a mutually agreed upon project schedule within that time frame.

FOR THE BICYCLE CORRIDOR OR NETWORK PLAN PROJECT TYPE IS THERE A SIZE LIMIT TO THE STUDY AREA?

No, the size of the study area for this project type varies based on the goals and complexity. To get a better understanding of the size of previous projects, we recommend you look at the completed reports on the NJTPA website. The technical assistance project team will often work with the municipality upon selection to adjust the study area to an appropriate size.

HOW MUCH TIME CAN MUNICIPAL STAFF, VOLUNTEERS, AND ELECTED OFFICIALS EXPECT TO SPEND ON A PROJECT?

Members of the local project team (municipal staff, volunteers, and elected officials) should plan to attend the kickoff meeting, participate in the Walkable Community Workshop (for the Complete Streets Assessment project type), and join a virtual or in-person public engagement meeting. In addition, local project team members will be expected to provide input on community surveys, flyers, and presentations, and to provide input on a draft report. If a temporary demonstration is included, municipal staff are involved in planning, approval, and installation.