New Jersey Department of Transportation

Division of Local Aid and Economic Development

Program Description and Procedures for

Transit Village Grant Program

June 2026

Overview

The Division of Local Aid and Economic Development's Transit Village Grant program will provide grants for non-traditional transportation–related projects to New Jersey municipalities designated as Transit Villages. These are municipalities which have made a commitment to grow in the area surrounding a transit facility. The facility can service commuter rail, bus, ferry, or light rail. Growth in areas where infrastructure is already in place and where multi-modal transportation options are readily available helps to advance vital goals of the State of New Jersey such as reduced auto-dependency and cleaner air and water.

The size of the grants, and the number of grants given, will vary from year to year.

Eligibility

Any municipality which has received the Transit Village designation from the Commissioner of Transportation is eligible to apply to this program. The Commissioner may continue to make designations from time to time. No municipality can apply for the Transit Village Grant Program prior to being formally designated as such.

Eligible municipalities may submit one application per funding cycle and the eligible municipalities list can be found on the NJDOT website at:
http://www.state.nj.us/transportation/community/village/faq.shtm#howmany

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.
- Per N.J.S.A. 27:1B-25.1, a grant recipient under the local aid program shall be permitted to expend up to five percent of its aid allotment for design purposes.

Typical Eligible Project

A half-mile radius circle around a transit facility defines the transit village area. Municipalities should submit for consideration projects which are located at least partially within a half-mile of the transit facility. The types of projects eligible for funding under this program include, but are not limited to, construction of:

- ❖ Bicycle/pedestrian paths and lanes
- ❖ Bike route signs

- Bicycle parking and storage
- Way-finding signage
- Improvements to transit stations
- Rehabilitation of historic train stations in coordination with the State historic Preservation Office (SHPO) and the transit provider
- Information kiosks with transit information in coordination with transit provider
- Construction of a modern roundabout
- Traffic Flow Improvement/Signal Synchronization
- Traffic calming measures

Ineligible Projects & Activities

- Projects located entirely outside of the ½ mile radius of the designated transit facility.
- Projects unrelated to transportation.
- Roadway projects eligible under the New Jersey Department of Transportation's State Aid Programs to Counties and Municipalities such as resurfacing, rehabilitation or reconstruction, and signalization
- Engineering or right-of-way acquisition costs except for those deemed eligible pursuant to N.J.A.C 16:20B-4.2.
- Operating costs associated with any project.
- Planning
- The work of any local government entity's employees on any construction projects funded, in whole or in part, out of funds from the local aid program, per N.J.S.A. 27:1B-25.1

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. If a project is site-specific rather than linear in nature (because, for instance, it involves work only at the transit facility), the applicant should enter 0 (zero) for "Project Distance (Miles)."

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.

An e-resolution must be submitted online using the New Jersey Department of Transportation's Project Management and Reporting System (PMRS), which can be accessed from the NJDOT Local Hub: https://njdotlocalhub.com/local-aid-econ-dev/pmrs/. Once an application is submitted online through SAGE, the project will be created in PMRS. The engineer listed on the project application will be assigned to the LPA Project Manager role, and the LPA Project Manager will have the project in their court to start the Resolution and Agreement Execution Process (LAAE). After the LPA Project Manager completes their portion of the LAAE, the process will be directed to go to the Presiding Officer and then to the Clerk to capture the electronic signatures. The e-resolution submission must be completed within **30 days** of application submission in PMRS.

Project Selection Criteria

Projects are evaluated and scored based upon the following criteria:

- Projects which improve pedestrian connections to a transit facility or within the transit village.
- Projects which improve bicycle access to transit, or within the transit village, particularly through bike paths[1] and bike lanes[2], though projects providing bike racks, bike lockers, or bicycle-safe grates are also encouraged.
- Projects that enhance the user's experience at the transit facility by making it safer, more pleasant, or more rewarding, such as seating, heating, air conditioning, customer and retail services, information, parking, or others.
- Timely award and closeout of any previously awarded grant in any Local Aid program will be considered in allocating the Transit Village funds.
- Projects located within economic opportunity zones as designated by the Department of Community Affairs will be rated higher than those which are not.
- Projects located within Targeted Urban Municipalities shall be rated higher than those which are not.
- The Department is particularly interested in funding unique projects which reflect an unusual or fresh approach to promoting alternative modes of transportation.
- Projects addressing equity criteria such as low-income earners and ethnic minorities will receive additional consideration. Projects addressing equity criteria such as those with less than a high school education, linguistic isolated individuals, individuals over the age of 64, individuals under the age of 18, and individuals with disabilities may receive additional consideration.
- Projects utilizing FHWA Proven Safety Countermeasures may be given additional consideration. https://highways.dot.gov/safety/proven-safety-countermeasures

[1] Bicycling facilities which are physically separated from motor vehicle traffic by an open space or a barrier.

[2] A portion of a roadway that has been designated by striping, signing and pavement markings for the preferential or exclusive use of bicyclists.

- ❖ Projects located on the Target Zero Commission's High Injury Network may receive additional consideration.

Project Selection Process

Applications will be evaluated and given priority ranking by the Transit Village Grant Program Selection Committee. Upon evaluation of all applications by the Selection Committee, a list of recommended projects is forwarded to the Commissioner of Transportation for consideration and approval. The selection committee will be made up of representatives of NJDOT, representatives of New Jersey Transit and representatives of NJDOT Division of Statewide Planning. Project sponsors will be notified of the outcome by mail. A kick-off meeting for successful applicants will be scheduled by Local Aid district staff to review the project and NJDOT's requirements. Project sponsors are required to award the contract within 24 months from the date of grant notification.

Design Guidelines

For bicycle facilities, applicants must use the "New Jersey Department of Transportation Bicycle Compatible Roadways Planning and Design Guidelines" and the "AASHTO Guide for the Development of Bicycle Facilities- 2012 Edition" (or its successor). All other transportation-related facilities must meet minimum AASHTO standards and the "Manual of Uniform Traffic control Devices" (MUTCD).

The Department of Transportation requires the use of professionals licensed by the State of New Jersey 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:
https://www.state.nj.us/transportation/business/localaid/documents/ADA-FHWA.pdf

Program Administration

The Transit Village 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:
https://www.state.nj.us/transportation/business/localaid/stateaid.shtm

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) 810-9120
Morris, Passaic, Sussex and Warren
Sussex and Warren

District 2

2 Gateway Plaza
283 – 289 Market Street, 10th Floor
Newark, NJ 07102
Phone: (862) 350-5730
Bergen, Essex, Hudson, and
Union

District 3

1035 Parkway Avenue
P.O. Box 600
Trenton, NJ 08625
Phone: (609) 963-2020
Hunterdon, Middlesex, Mercer,
Monmouth, Ocean and Somerset

District 4

1 Executive Campus
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Atlantic, Burlington,
Camden, Cape May,
Cumberland, Gloucester, and Salem