



One-on-One Pre-Application Meeting

Project Name: _____
Sponsor: _____

Date: _____

County: _____

Name(s) of Attendee(s): _____

ELIGIBLE ACTIVITIES

COMMENTS

- 1. Design and construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation _____

- 2. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, and other non-motorized transportation users _____

- 3. Construction of scenic turnouts, overlooks, and viewing areas _____

- 4. Historic preservation and rehabilitation of historic transportation facilities both land and water such as building structures and canals _____

- 5. Community improvement activities, specifically: streetscaping and corridor landscaping _____

- 6. Environmental mitigation to address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff _____

- 7. Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats _____

PROJECT SELECTION CRITERIA

Each application will be reviewed on-site by NJDOT staff and evaluated using an established program criteria and a 25 point rating system. Each project will be assessed based solely on the content of the application and attachments and site visit.

The following is taken into consideration during the review of each application:

- 1. Does the project and application meet the program requirements?
 - Includes the required one-on-one pre-application meeting date? _____

 - Includes a board approved resolution of support from the applicant. **Must refer to the project for which funds are being sought, must be dated within one year of the application solicitation letter date (TBD) and must show evidence of adoption by board action.** _____

 - Includes a letter or a signed resolution of support from the owner of the public right-of-way. _____

 - Includes a signed letter of support or board approved resolution from the party responsible for maintenance of the project (*This can be combined in the resolution for the application listed above*). _____



- The applicant provides the name, title and employer of the LPA employee in responsible charge of the project (*cannot be a consultant*).
- Project must relate to surface transportation.
- Project fits into one the seven eligible activities.

2. Will the project affect user mode choice?

- Has the applicant explained the predicted usage and the extent which the project promotes the use of other, non-automotive forms of transportation?
- Will safety be improved?
- Does the project connect community or regional activity centers?
- Does the project utilize existing infrastructure to promote the use of non-automotive modes through the improvements of existing facilities?

3. Does the project provide regional or community benefits?

- Does the project demonstrate the benefit to quality of life, community, and environment?
- Does the project demonstrate the extent to which a project links other transportation modes and increases access to community centers (schools, employment sites, recreation and shopping), and its visibility or impact on surrounding locations?

4. Does this project provide safety and public health benefits?

- Does the project address a safety need?
- Does this project increase active transportation opportunities?
- Does this project provide other public health benefits?

5. Is this project part of a state, regional, municipal transportation, land use, economic development or larger plan? If so, have the relevant pages of the plan been attached?

6. Is this project located in one or more of the following designated areas: Complete Streets, Transit Villages, Targeted Urban Municipalities (TUMS) and/or Opportunity Zones?

7. How well does the proposed project meet the intent of the TA Set-Aside Categories identified? (*This is where the applicant has the opportunity to provide a description on how the application meets additional categories.*)

8. Is this project ready to build or install?

- Does the schedule reflect the necessary and accurate milestones? (*Be thorough in the schedule-include ROW, utilities, NEPA, permitting etc-these activities require time.*)
- Can the project progress in time to receive federal authorization within 2 years?

9. How well does the scope and cost estimate associated with the proposed improvement meet the defined problem?



- 10. Does this project have local support, including Community Based Groups, Businesses and/or Residents? _____
- 11. Has the applicant authorized previous Federal grants within the allotted timeframe? *Prior grant performance review.* _____
- 12. Will the project enhance an environmentally sensitive parcel?
 - Preserve/rehabilitate an historic property (listed in or eligible for listing in the National and/or NJ Registers of Historic Places) _____
 - Involve vegetation management _____
 - Prevention of invasive species _____
 - Erosion control _____
 - Storm water mitigation (pollution prevention and abatement) _____
 - Wildlife management (reduction of mortality, a habitat connectivity, etc.) _____
 - (*This is an opportunity to provide a description of how the application improves the existing environment.*) _____
- 13. Will there be any ROW taking/easements from environmentally sensitive parcels? _____
- 14. Does the project schedule provide adequately for NEPA compliance?
 - Permits/approvals from NJDEP or other regulatory agencies (including Pinelands, Meadowlands, or Highlands)? _____
- 15. Does the project have supplemental funds?
 - ie. other dedicated funding from other agencies and/or organizations etc.* _____
- 16. Will the Sponsor be requesting construction inspection? _____

To provide the best opportunity to receive consideration on equity, ensure your limits are clearly defined in the application.

Equity Considerations

Applications will be reviewed for deliberate and actionable considerations of equity in underserved communities. Consideration will be given to applications that provide additional benefits to a community or communities identified in the following categories: Title VI, Environmental Justice, Limited English Proficiency and individuals with disabilities. Census tract data for these categories will be used to determine if a project meets the equity criteria.

USDOT FHWA Environmental Justice and NEPA guidance. Specific references below:

- **Executive Order 12898, Federal Actions to Address Environmental Justice (EJ) in Minority and Low-Income Populations (EO)** <https://www.archives.gov/files/federal-register/executive-orders/pdf/12898.pdf> (last accessed June 13, 2019).
- **Executive Order (EO) 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government** https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government/?utm_source=link (Issued January 20, 2021)
- **DOT's Final EJ Strategy** <https://www.transportation.gov/transportation-policy/environmental-justice/environmental-justice-strategy> (last accessed June 13, 2019).
- **DOT's EJ Order 5610.2** https://www.fhwa.dot.gov/environment/environmental_justice/ej_at_dot/orders/order_56102a/index.cfm (last accessed June 13, 2019).



- **FHWA's EJ Order 6640.23**

<https://www.fhwa.dot.gov/legregs/directives/orders/664023a.cfm> (last accessed June 13, 2019).

Census data will be used to determine if a project meets the equity criteria. Demographic EPA data sets include:

1. **Percent Low-Income:**

- The percent of a Census Tract's population in households where the household income is less than or equal to twice the federal "poverty level."
- DOT and FHWA use the Department of Health and Human Services poverty guidelines. The guidelines are updated annually and available online at <https://aspe.hhs.gov/poverty-guidelines>.

2. **Percent Minority:**

- Black or African American, Hispanic, Asian American, American Indian/Alaskan Native, and Native Hawaiian or Pacific Islander.
- The percent of individuals in a Census Tract who list their racial status as a race other than white alone and/or list their ethnicity as Hispanic or Latino. That is, all people other than non-Hispanic white-alone individuals. The word "alone" in this case indicates that the person is of a single race, not multiracial.

3. **Less than high school education:**

- Percent of people age 25 or older in a Census Tract whose education is short of a high school diploma.

4. **Linguistic isolation:**

- Percent of people in a Census Tract living in linguistically isolated households. A household in which all members age 14 years and over speak a non-English language and also speak English less than "very well" (have difficulty with English) is linguistically isolated.

5. **Individuals under age 5**

- Percent of people in a Census Tract under the age of 5.

6. **Individuals over age 64:**

- Percent of people in a block group over the age of 64.

Source: *US Census, USDOT, EPA's [EJScreen Mapping Tool](#)*

Additional program data considerations include:

1. **Individuals under age 18**

- Percent of people in a Census Tract under the age of 18.

2. **Individuals with Disabilities:**

- Percent of people in a Census Tract defined as having a disability by the Census Bureau - long-lasting sensory, physical, mental, or emotional condition or conditions that make it difficult for a person to do functional or participatory activities such as seeing, hearing, walking, climbing stairs, learning, remembering, concentrating, dressing, bathing, going outside the home, or working at a job.

Source: *US Census*