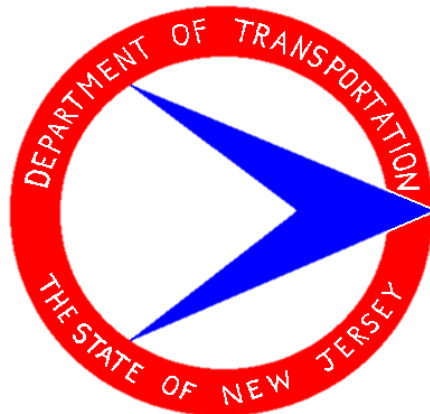


New Jersey Department of Transportation

Local Freight Impact Fund Handbook

Procedures and Criteria for
Local Freight Impact Fund Grant Program



Overview

The New Jersey Department of Transportation's (NJDOT) Local Freight Impact Fund Grant Program provides funds to the counties and municipalities who are committed to the advancement of freight projects and movement of large truck traffic that emphasize and enhance safety, renew aging infrastructure, promote economic development and support new transportation opportunities. The Freight Impact Fund program is intended to identify and elevate the opportunities and challenges that are associated with the movement of goods along county and or local roadway system to the level of importance attached to the safe and efficient movement of people.

Assembly Bill No. 10(4R) of 2016 amends the "New Jersey Transportation Trust Fund Authority Act" of 1984, to make changes necessary to support the State's Capital Transportation Program for Fiscal Years 2018 through 2024. With the adoption of this bill, a newly created "Local Freight Impact Fund" was established for the purpose of assisting counties and local municipalities with the mitigation of impacts on the local transportation system associated with the State's freight industry. Total funding for this competitive grant program has been set at \$28.0 million per year for FY2018.

Those counties and municipalities whose projects are selected for funding will be notified in writing of the grant award which will specify that a contract must be awarded by the municipality or county within 36 Months from the date of grant notification. The county and or municipality shall work with the representative Local Aid district office when coordinating bid, award concurrence and invoicing.

Definitions

Bridge Preservation	Defined as actions or strategies that prevent, delay or reduce deterioration of bridges or bridge elements, restore the function of existing bridges, keep bridges in good condition, and extend their life. ¹
Pavement Preservation	Aimed at preserving the investment in our highway system, extending pavement life, and meeting our customers' needs. ²
Mobility	To improve access to the system and improve the efficiency of freight movement. ³
Freight Node	Classified as warehouses, distribution centers and value-added light industry ³
Economic Development	To retain and generate jobs, maintain and increase revenue, and help maintain and enhance the state's competitive position through strategic freight initiatives. ³
Distribution Center	The warehouse facility which holds inventory from manufacturing pending distribution to the appropriate stores. ⁴
AADT	The total volume of truck traffic on a highway segment for one year, divided by the number of days in the year. ⁴
Widening	An increase within the existing right of way, only to upgrade lanes and/or shoulders to the required design value, exclusive of a full lane addition. ⁵
R.O.W	Land owned or to be acquired by NJDOT for highway purposes. ⁶
Intermodal Facilities	Public highways which link the Nation's ports, rail and truck terminals airports and passenger transit terminals to the NHS. ⁷
Free Trade Zone	An area or zone set aside at or near a port or airport, under the control of the U.S. Customs Service, for holding goods duty-free pending customs clearance. ⁸
New Construction	Construction of entirely new or significant addition to existing structures.
Truck safety and Mobility	The improvement of truck access, truck routing and truck mobility along the county/local roadway system.
Large Truck	A Large truck is defined as a medium or heavy truck, excluding buses and motor homes, with a gross vehicle weight rating (GVWR) greater than 5 Tons (10,000 pounds).

Program Goals and Objectives

Program funds are appropriated by the Legislature for the improvement of public roads and bridges under county and municipal jurisdiction. The New Jersey Department of Transportation's Local Freight Impact Fund Grant Program will provide funding to counties and municipalities with the overall purpose of assisting in the implementation of public transportation freight projects for the continued safety and accessibility on the roads of New Jersey.

Municipalities and Counties have the option of selecting from 4 categories based on specific need.

- **Bridge Preservation** - to improve bridge ratings/conditions in support of large truck traffic on local/county roadway system.
- **New Construction** - to promote new construction in support of large truck traffic on local/county roadway system.
- **Pavement Preservation** - to improve pavement condition in support of large truck traffic on local/county roadway system.
- **Truck Safety and Mobility** - to improve large truck access, routing and mobility along the county/local roadway system.

General Eligibility

Counties and municipalities who are eligible for the Local Freight Impact Fund grant program **must** be in compliance with the following general eligibility requirements:

- Project must be within the jurisdictional limit of the county/municipality and owned by the county/municipality. **(Exception: Those projects that span jurisdictional limits may file jointly with that jurisdiction)**
- Project must provide access to a Port, Warehouse Distribution Center or any other Freight Node.
Applicant must provide a narrative and a map showing connectivity to a Port, Warehouse Distribution Center or any other Freight Node.
- Project must have a minimum of 5% Large Truck Volume within its limits when compared to the total AADT

Traffic study report must be provided for Truck volume vs AADT. If the truck percentages are less than 5% project is ineligible.

- Applicants who select the “New Construction” category will verify that R.O.W and permits are secured or will be secured so that the project can be awarded within 36 months of grant notification if applicable.

Allowable Costs

For eligible cost Municipalities should refer to the articles 16:20B-4.1 as well as 16:20B-4.2 of [Municipal Aid Regulations](#) and Counties should refer to the article 16:20A-4.1 of [County Aid Regulations](#).

Typical Eligible Project

The following are examples of the range of project work that is eligible for grant funding:

Bridge Preservation

- Rehabilitation
- Widening to accommodate large trucks
- New Deck
- Replacement
- New Alignment

Truck Safety and Mobility

- Widening to accommodate large trucks
- Adding lanes
- Signal Optimization
- Surface Treatment
- Round-about with truck mounting accommodations

New Construction

- Bypass to reduce congestion with a destination near a Port, Warehouse, distribution center or any other Freight Node.

- New road construction that provides access to NJ Large Truck Map access routes
- New Roadway construction to promote economic development

Pavement Preservation

- Resurfacing
- Reconstruction
- Surface Treatment
- Widening to accommodate large trucks

Ineligible Projects

- Relocation costs of utility property and equipment owned by a private utility or a municipal or county utility authority
- Betterment of any utility property or equipment, whether publicly-owned, privately-owned, or owned by a municipal or county utility authority
- Engineering or R.O.W (right-of-way) acquisition costs except for those deemed eligible pursuant to N.J.A.C 16:20B-4.2

Application Process

An applicant can submit up to (2) applications for each fiscal year. Applications must be submitted through the Department's online grant management system, SAGE (System for Administering Grants Electronically). A completed Resolution-Agreement for each application shall also be submitted to the District Office.

Training and instructions on how to apply can be found on the NJDOT's Local Aid and Economic Development website under the tab Doing Business:

<http://www.state.nj.us/transportation/business/localaid/sage.shtm>.

Through SAGE users can also communicate with grant program staff, request changes, and manage grants.

The application should include the description of the transportation proposal with the approval of the local governing body. Answering all questions in the application

is mandatory. Applicants shall indicate the scope of work and the supporting data. The supporting data must meet the screening selection criteria to receive funding. Supporting data includes maps of project or projected area applicants are encouraged to enclose photographs for the purpose of visualizing the project that is to be achieved. 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 the required supporting documentation is not supplied, the applicant will not receive points.

Applicant must complete all blank fields and verify all auto-filled information on ‘applicant information’ page.

General Provisions

All recipients of a Local Freight Impact Fund grant will be required by NJDOT to award their projects to construction within 36 months of grant notification. Counties and Municipalities must provide information in the application to support their project’s construction readiness if applicable. This information will be considered carefully in evaluation of applications.

Project Selection Criteria

Projects are evaluated in the field and scored based on the existing conditions and information provided in the applications as well as the applicant’s past performance in managing grants.

Project Selection Process

Upon review of all applications and subsequent rankings a list of recommended projects is forwarded to the commissioner of Transportation for consideration and approval. Once approved by the commissioner, all municipalities and counties are notified in writing of the disposition of their application.

Design Guidelines

All transportation related facilities must meet minimum AASHTO standards and the standards of the “Manual on Uniform Traffic Control Devices” (MUTCD). For 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:

<http://www.state.nj.us/transportation/business/localaid/documents/ADA-FHWA.pdf>

Proposed road and bridge improvements shall conform to the current design standards utilized by the Department, incorporated herein by reference, as amended and supplemented, including, but not limited to, the appropriate American Association of State Highway and Transportation Officials (AASHTO) publications. These publications are available for review at:

https://bookstore.transportation.org/direct_order_form.aspx

Program Administration

This handbook is intended to be used as a guide by County and Municipal Officials and Engineers in the administration of projects applying for or receiving funds through the Local Freight Impact Fund Program. The Division of Local Aid and Economic Development District Offices (District Office) administer the Programs and are strategically located close to their customers to build a better partnership with local government officials and engineers. The District Office personnel are there to assist you with every phase of the Local Freight Impact Fund Program process. Ongoing communication with you will help us provide quality services and ensure improved delivery of local projects under this program.

You are encouraged to contact your District Office for information or assistance regarding State Aid or any other transportation related matter or visit

www.state.nj.us/transportation/

Contact Persons:

District 1

District 2

Roxbury Corporate Center
200 Stierli Court
Mount Arlington, NJ 07856
Phone: (973) 601-6700
Fax: (973)601-6709
Morris, Passaic,
Sussex and Warren

153 Halsey Street - 5th floor
Newark, NJ 07102
Phone: (973) 877-1500
Fax: (973) 877-4547
Bergen, Essex, Hudson, and
Union

District 3

P.O. Box 600
Trenton, NJ 08625
Phone: (609) 530-5271
Fax: (609) 530-8044
Hunterdon, Middlesex, Mercer,
Monmouth, Ocean and Somerset

District 4

1 Executive Campus
Route 70 West, 3rd Floor
Cherry Hill, NJ 08002
Phone: (856) 486-6618
Fax: (856) 486-6771
Atlantic, Burlington,
Camden, Cape May
Cumberland, Gloucester, and Salem

Appendix

1. https://pavementvideo.s3.amazonaws.com/2015_NEBPP/PDF/7%20-%20NJDOT%20Bridge%20Preservation%20and%20Asset%20Management%20Strategies_Oliveto.pdf
2. <https://www.fhwa.dot.gov/publications/publicroads/00jan/pavement.cfm>
3. <http://www.state.nj.us/transportation/freight/plan/pdf/2007statewidefreightplan.pdf>
4. <https://ops.fhwa.dot.gov/Freight/fpd/glossary/index.htm>
5. <http://www.state.nj.us/transportation/eng/documents/procedures/pdf/ProcMan.pdf>
6. <http://www.state.nj.us/transportation/eng/documents/ROWE/pdf/ROWEManual.pdf>
7. https://ops.fhwa.dot.gov/freight/freight_analysis/nhs_connectors/role_nhs_conn/role_sys_conn_2.htm
8. <https://ops.fhwa.dot.gov/freight/fpd/glossary/index.htm#f>