

**NEW JERSEY DEPARTMENT OF TRANSPORTATION
TRANSPORTATION TRUST FUND AUTHORITY ACT**

STATE AID HANDBOOK

**PROCEDURES FOR STATE AID TO COUNTIES
AND MUNICIPALITIES**



Revised by:
State Aid Quality Improvement Team
July 2022

PREFACE

The New Jersey Department of Transportation (NJDOT) is committed to advancing projects that enhance safety, renew the aging infrastructure and support new transportation opportunities. The State Aid Program is one method by which the NJDOT works with County and Municipal Governments to improve the efficiency and effectiveness of the State's transportation system. The Transportation Trust Fund has provided the opportunity for State assistance to local governments for the funding of road, bridge, and other transportation projects.

This handbook is intended to be used as a guide by County and Municipal Officials and Engineers in the administration of State Aid projects. It provides information on program overview, how to apply, engineering requirements, procurement process, environmental screening, pre-construction requirements, extension of time criteria, construction and material testing, design engineering, funding reimbursement and project closeout.

The Division of Local Aid and Economic Development District Offices (District Office) administer the State Aid 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 State Aid process. Ongoing communication with you will help us provide quality services and ensure improved delivery of local transportation projects.

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/

District 1 Office

Roxbury Corporate Center
200 Stierli Court
Mount Arlington, NJ 07856
Phone: (973) 810-9120
Fax: (973) 601-6709
Morris, Passaic,
Sussex, and Warren

District 2 Office

153 Halsey Street - 5th floor
Newark, NJ 07102
Phone: (862) 350-5730
Fax: (973) 648-4547
Bergen, Essex, Hudson,
and Union

District 3 Office

P.O. Box 600
Trenton, New Jersey 08625-0600
Phone: (609) 963-2020
Fax: (609) 530-8044
Hunterdon, Mercer, Middlesex, Monmouth,
Somerset and Ocean

District 4 Office

1 Executive Campus
Route 70 West, 3rd Floor
Cherry Hill, NJ 08002
Phone: (856) 414-8414
Fax: (856) 486-6771
Atlantic, Burlington
Camden, Cape May, Cumberland
Gloucester, and Salem

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STATE AID PROGRAMS OVERVIEW

The New Jersey Transportation Trust Fund Authority Act provides funding to counties and municipalities for public road and bridge improvement projects. The regulations governing these programs are found in [N.J.A.C. Title 16 Chapter 20A](#) County Aid and [Chapter 20B](#) Municipal Aid.

Starting in 2009, a new web-based Grant Administration System called System for Administering Grants Electronically (SAGE) has been implemented to manage Local Aid grants. [NJDOT SAGE](#) is a primary interface for 564 municipalities, 21 counties and many non-profit organizations for submitting electronic grant applications and providing responses to the grant recipients regarding their application status. NJDOT SAGE also provides an interactive workflow management tool for many of our state aid grants.

Starting in 2021, a new web-based project management system called Project Management and Reporting System (PMRS) has been implemented to manage Local Aid grants. [PMRS](#) is a new system which will shift most project management, accounting, contracting and other functions from a traditional paper-based model to an electronic, automated system. PMRS enables efficient project management, including automated tasks, an electronic document routing and management system, electronic review and approval, easy project tracking, and monitoring. This new platform will make it easier for everyone involved to track, monitor, and know the status of submissions and projects at every step of the way.

State funded programs administered by NJDOT:

- [County Aid](#)
- [Municipal Aid](#)
- [Local Aid Infrastructure Fund](#) (Discretionary Funding)
- [Bikeways](#)
- [Safe Streets to Transit](#)
- [Transit Village](#)
- [Local Bridges Future Needs](#)
- [Local Freight Impact Fund](#)
- [Local Transportation Projects Fund](#)

State Aid for Counties (County Aid)

County Aid funds are appropriated by the Legislature annually for the improvement of public roads and bridges under county jurisdiction. Public transportation and other transportation projects are also included. Funds are appropriated for counties based on the formula contained in the legislation which gives equal consideration to county road mileage and county population.

The County shall submit through PMRS an Annual Transportation Program (ATP) listing a pool of eligible projects being considered for that year's funding allocation. The total cost of the pool of projects may exceed the amount of the county's annual allotment of local aid funds.

Prior to July 31st each year, each county shall be notified of the amount of local aid program funds allocated to the county for the current State fiscal year. Each county shall submit an application for funding by December 1st of each year through PMRS. The Department shall execute an agreement with each county concerning the project or projects for which the aid is allotted to that county within 90 days from the date that the Department receives the application from the county or by April 1st of the following year, whichever is later.

The County Aid ATP program shall be consistent with all applicable State and regional planning documents, including, but not limited to, the State Development and Redevelopment Plan, the State long-range transportation plan, the regional long-range transportation plan of the appropriate metropolitan planning organization, and the county master plan.

The ATP shall be approved by the appropriate county governing body before submission to the Department for final approval and shall include an e-resolution that their signature constitutes acceptance of the [terms and conditions](#) of the grant agreement and approves the execution of the grant agreement.

The e-resolution must be submitted using PMRS, which can be accessed from the Local Aid Resource Center: <https://njdotlocalaidrc.com/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.

Upon Department approval, the county will be notified through PMRS that the agreement has been fully executed and a copy will be provided. The ATP agreement will be for 100 percent of the annual allotment. Disbursement of funds from the annual allotment will be made on a project-by-project basis pursuant to N.J.A.C. 16:20A-6.2.

The county must demonstrate satisfactory progress in expending Local Aid funds. Failure to award construction or other approved contracts for 100 percent of a county's annual allotment within 36 months of notification by the Department of their annual allotment, pursuant to N.J.A.C. 16:20A-4.2(a), shall result in the immediate rescission of any unencumbered funds. Rescinded funds will be reallocated to the following State fiscal year's County Local Aid program to be distributed pursuant to N.J.A.C. 16:20A-1.2, or in the event such funds are not immediately returned, deducted by the Department from future allocations of aid to such county. Any such funds may be reallocated by the commissioner to other transportation projects as the commissioner shall so determine.

State Aid for Municipalities (Municipal Aid and Urban Aid)

Municipal Aid funds are appropriated by the Legislature annually for the improvement of public roads and bridges under municipal jurisdiction.

Funds are appropriated for municipalities in each county based on the formula contained in the legislation which gives equal consideration to municipal road mileage within the county and county population. Additionally \$10,000,000 is allotted for municipalities qualifying for Urban Aid under P.L. 1978 c.14 (N.J.S.A. 52:27D-178 et seq.). The individual allotments to qualifying municipalities are based on proportions determined by the Department of Community Affairs.

The Department shall distribute an aid application solicitation letter to each municipality for funding by April 30th of each year. Each municipality shall submit an application for funding by July 1st of each year. The Department shall distribute an award letter to each municipality receiving a grant by November 30th of each year. The Department shall execute an agreement with each municipality receiving an award within 90 days from the date the department distributes the award letter to the municipality or by March 1st of the following year, whichever is later.

Municipal local aid agreements using both formula allocations and urban aid allocations shall specify that a contract must be awarded by the municipality within 24 months from the date of grant notification. At any time, but at a minimum of 30 days prior to the 24-month deadline, a municipality may voluntarily cancel a municipal local aid agreement and release the funds back to the Department. Failure to award a contract within the 24-month deadline will result in the agreement being rescinded unless an extension of time is being granted. Any such funds rescinded may be reallocated by the commissioner to other transportation projects as the commissioner shall determine.

Local Aid Infrastructure Fund

Subject to funding appropriation, a Local Aid Infrastructure Fund (LAIF) is established to address emergencies and regional needs throughout the State. Any county or municipality may apply at any time through NJDOT SAGE. These projects are approved at the discretion of the Commissioner. LAIF project costs are administered within the same guidelines as the Municipal Aid Program.

Local Transportation Projects Fund

Subject to funding appropriation, the Local Transportation Projects Fund is established to address specific focused local transportation issues throughout the State. Any county or municipality may apply at any time through NJDOT SAGE. All proposals for funding are approved at the discretion of the Commissioner. Approved projects are administered within the same guidelines as Municipal Aid.

Local Freight Impact Fund

With the adoption of Assembly Bill No. 10(4R) of 2016, 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. The program is dedicated 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.

HOW TO APPLY

County Aid

The NJDOT shall solicit applications for County Aid and provide in writing a deadline for submission. Availability of funds are subject to legislative approval.

Upon the County being notified of the availability of the funds, an online application shall be submitted through NJDOT PMRS. This application shall include a list of eligible projects, known as the ATP, by name and location, including municipality, with a brief description of each project, project limits, and an estimate of the construction costs.

The total cost of the pool of projects may exceed the amount of the county's annual allotment of Local Aid funds.

Once an application has been approved, agreements are prepared by the District Office consistent with the regulations set forth in N.J.A.C. Title 16 Chapter 20A County Local Aid.

Any public road or bridge under the jurisdiction of a county, regardless of location within that county is eligible for funding. The County Aid deadline for application submission is December 1st of the fiscal year of the ATP.

Upon execution of the County Aid Agreement the County must identify the individual projects within the ATP to advertise. The County Aid application is a two-phase process.

Phase I:

1. Type of improvement (bikeway, bridge preservation, mobility, pedestrian safety, quality of life, roadway preservation, or roadway safety)
2. Project name
3. Project location (municipality)
4. Project limits
5. Project length
6. Project cost

Phase II:

Once the County has decided to advance certain projects from the ATP pool, the County must notify district office to make available the Phase II forms in PMRS. The following documents must be submitted in NJDOT PMRS:

1. Scope of Work
2. Engineer's estimate of costs

Municipal Aid

The NJDOT shall solicit applications for Municipal Aid and provide a deadline for submission. Availability of funds are subject to legislative approval.

Subsequent to solicitation by NJDOT and consistent with the regulations set forth in N.J.A.C. Title 16 Chapter 20B Municipal Aid municipalities seeking Municipal Local Aid will be required to submit an application through NJDOT SAGE within the deadline established.

An e-resolution must be submitted using the New Jersey Department of Transportation Project Management and Reporting System (PMRS), which can be accessed from the Local Aid Resource Center: <https://njdotlocalaidrc.com/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.

The District Office reviews the submitted on-line application forms for completeness, makes a field investigation, evaluates each project and assigns a rating to each. A priority list for each county is developed by the district offices and presented to a Screening Committee comprised of Municipal Engineers and Department staff appointed by the Commissioner. The Committee evaluates the projects presented and makes recommendations to the Commissioner of Transportation for consideration and approval. Final project selection and funding amounts will be determined by the Commissioner. The Commissioner's decision will be final. Municipalities will be notified of all decisions.

Local Aid Infrastructure Fund

Subject to funding appropriation, LAIF is established to address emergencies and regional needs throughout the State. Any county or municipality may apply at any time through NJDOT SAGE.

All LAIF projects are approved at the discretion of the Commissioner. Approved projects are administered the same as Municipal Aid. Although all projects are given reviewed equally, consideration is given to projects that arise due to unforeseen circumstances. Examples may include emergency bridge repair, guiderail replacement, drainage failure at critical transportation locations and safety improvements to critical bike and pedestrian locations.

Local Transportation Projects Fund

Subject to funding appropriation, the Local Transportation Projects Fund is established to address specific focused local transportation issues throughout the State. Any county or municipality may apply at any time through NJDOT SAGE. All proposals for funding are approved at the discretion of the Commissioner. Approved projects are administered within the same guidelines as Municipal Aid.

GRANT MANAGEMENT AND ADMINISTRATION

FORCE ACCOUNT

Per N.J.S.A. 27:1B-25.1, local government entity grant recipients shall be prohibited from using local aid program funds to support 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. The use of force accounts will no longer be a part of local aid programs.

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 13985, Executive Order on Advancing Racial Equity and Support for Underserved Communities throughout the Federal Government
- 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 October 15, 2020).
- DOT's Final EJ Strategy
<https://www.transportation.gov/transportation-policy/environmentaljustice/environmental-justice-strategy> (last accessed October 15, 2020).
- DOT's EJ Order 5610.2
<https://www.transportation.gov/transportation-policy/environmental-justice/department-transportation-order-56102a>
- FHWA's EJ Order 6640.23
<https://www.fhwa.dot.gov/legregs/directives/orders/664023a.cfm> (last accessed October 15, 2020).

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/topics/poverty-economic-mobility/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 over age 64:**
- Percent of people in a block group over the age of 64.

Source: US Census, USDOT, EPA's EJScreen Mapping Tool: <https://ejscreen.epa.gov/mapper/>

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.

ENGINEERING REQUIREMENTS

Upon execution of the State Aid Agreement, construction plans, supplementary specifications, an engineer's estimate and the Engineer's Design Certification must be submitted to the District Office no later than thirty (30) days prior to the advertisement for the receipt of bids.

Plans should contain the following minimum requirements:

1. Key sheet showing project limits and location
2. Typical sections
3. Construction plan sheets showing pavements widths, ROW lines and indicating all proposed work clearly.
4. Curb ramps with type as per NJDOT Standard Details
5. Existing and proposed drainage – if required
6. Maintenance and protection of traffic plan conforming to the MUTCD
7. Striping plan – if required
8. Details

The dates for the contract document submissions are to be entered by the Local Public Agencies (LPA) through PMRS. A response to the contract document submission will be communicated to the local government through PMRS.

The project must conform to the Municipal Aid Regulations and the Terms and Conditions of the Agreement, the appropriate American Association of State Highway and Transportation Officials (AASHTO) design standards and the Current Design Standards utilized by the Department. Any scope modification to the submitted application must first be reviewed and approved by the District Office.

Projects must conform to the design standards of the Americans with Disability Act and all current design standards for bicycle safety.

All right-of-way acquisition will be in accordance with N.J.A.C. Title 16:20A-4.45 and 16:20B4.3 requirements.

Design of traffic barriers and drainage systems shall conform to the Department's Roadway Design Manual, 2012 edition, which is incorporated herein by reference, as amended and supplemented.

The Roadway Design Manual is available in electronic format on the Department's website at <http://www.state.nj.us/transportation/eng/documents/RDM/>.

The Department shall be advised in writing of all deviations from the above standards for all road and bridge projects. If there is a deviation from these standards, the municipality shall have a New Jersey licensed professional engineer prepare a Design Exception Report based on the requirements of the Department's Design Exception Manual, and a certification providing an analysis and justification for any controlling substandard design elements. The municipality shall accept any and all responsibility for any injury or damage to any person or property when there is a deviation from the standards.

The Department's Design Exception Manual, 2012 edition, incorporated herein by reference, as amended and supplemented, is available in electronic format on the Department's website at <http://www.state.nj.us/transportation/eng/documents/DEM/>. *

The Special Provisions for State Aid Projects must be incorporated into the contract for every State Aid project. The Special Provisions must conform to the current New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction. This document is available in a Microsoft Word format at: <https://www.state.nj.us/transportation/business/localaid/suppspecpay.shtm>

Permits required from other agencies (Railroads, Department of Environmental Protection Water Quality and Stream Encroachment, Department of Environmental Protection for compliance with Executive Order 215, U.S. Army Corps of Engineers, Department of Transportation Regional Permits section, etc.) must be obtained prior to contract award.

When projects intersect a State Highway, plans must be submitted to the Local Aid and Economic Development District Office at least eight (8) weeks prior to the advertisement for bid for review by the New Jersey Department of Transportation, Division of Capital Program Management.

NJDOT's Railroad Engineering and Safety Unit is responsible for all reviews and programs involving changes and improvements to all public rail crossings in New Jersey that are designed in compliance with Federal Railroad Administration Guidelines.

The Unit conducts a Diagnostic Team Review on:

- All Changes to railroad at-grade crossings
- All matters related to Quiet Zone crossing applications.
- Any Local Aid project within 1000 feet of an at-grade crossing on the approach roadway
- Any project that is parallel to a railroad within 200 feet

Any Local Aid project that has a railroad crossing within the project limits or outside of the project limits, as described above, or could impact traffic flow across a railroad crossing outside the project limits, must be submitted a minimum of eight (8) weeks prior to advertisement for bids for review by the New Jersey Department of Transportation, Railroad Engineering and Safety Unit.

Items which the State typically will not participate in are: relocation of privately owned utilities, installation of new or upgrade of locally owned water or sanitary sewer lines, Uniformed or Police Traffic Directors and pavement fabric membranes to prevent reflective cracking. Any questions concerning non-participating items should be directed to the District Office early in the design process.

Requests to extend the limits of a project, as outlined in Title 40, in order to utilize the available State Aid funds, thus eliminating the need to apply for additional sections of the same roadway, are considered on a case-by-case basis.

In order to extend the project limits a formal request must be submitted by the sponsor. This request must be forwarded to the District Office for review prior to the additional work being accomplished. If approved, the District Office will obtain a signed and sealed Modification to Project Scope/Limits document. The executed document will then be attached to and accepted as part of the Agreement. Please note that only additional or extended work on the approved project is acceptable. New projects cannot be added.

In the event that the Department approves funds in an amount less than requested, the GRANTEE, has three options:

- 1)Grantee may either rescind this Agreement or
- 2)Continue with the project and assume the entire difference between the total cost of the project and the allotment of State funds or
- 3)Reevaluate the project limits or scope and submit a letter of justification to the Department for approval.

In the event the GRANTEE rescinds the Agreement, the allotted funds shall revert to the source of the funding. The Department shall not approve a reduction in the project limits or scope of work in order for design engineering, construction inspection or material testing costs to be within the allotment amount.

PROCUREMENT PROCESS

Advertising and award of the construction contract shall be in accordance with the provisions of the Local Public Contracts Law, N.J.S.A. 40:11-1 et seq.,. For all projects funded, in whole or in part, out of funds from the local aid program, each bidder on a construction contract valued at more than \$5,000,000 shall be prequalified by the New Jersey Department of Transportation. Within thirty (30) calendar days after receipt of bids a tabulation of bids, showing all unit prices and extensions for all bidders, and a resolution recommending award to the lowest responsible bidder subject to the approval of the Department must be submitted to the District Office. It is recommended that the tabulation of bids be submitted as soon as possible, after receipt of bids, to the District Office for review. The Resolution of Award must have original signatures and seals. Standard State Aid forms such as the Summary of Bids (SA-41) may be used and are available on the Division of Local Aid and Economic Development website and through PMRS. The dates for all award of contract submissions are to be entered by the LPA through PMRS. A response to the award of contract submission will be communicated to the local government through PMRS. The submittal of bid proposals as completed by the contractors is not acceptable.

In the case of a joint venture project between two or more parties, a breakdown tabulation of bid quantities for each party and concurring resolutions of award from each party must be submitted to the District Office along with the above. Also, a breakdown of quantities is required if Non-NJDOT funded portion is included when bidding.

Upon approval of the award of contract, the District Office will create the initial Payment Voucher (Form PV), and make it available through PMRS. The local government will print, sign and submit the initial payment voucher to the District Office in order to receive the payment of current up-front percentage of either Municipal Aid, Discretionary Aid, or Urban Aid funds. The remainder of the eligible costs will be paid upon completion of the project and receipt of the final Payment Voucher (Form PV) for reimbursement and project close out documents (see Funding Reimbursement section).

Projects that appear to have unbalanced bids may be considered ineligible for funding. Please note that awards are based on the total lump sum bid as correctly determined by multiplying the unit price by the pay item quantity.

Any construction taking place prior to the concurrence of the award of contract by the Department will be considered non-participating.

Any pay item not included in the NJDOT list of standard pay items is considered state not sharing unless preapproved by the District office. The engineer must provide specifications for all nonstandard pay items including full description, pay units and method of payments.

ENVIRONMENTAL SCREENING

- Projects exceeding \$1.0M in construction cost, as well as projects in which the State departments, agencies or authorities are granting at least 20 percent financial assistance, shall be subject to [EO-215](#).
- Projects with both construction costs in excess of \$5 million and land disturbance in excess of five acres shall be subject to the preparation of an environmental impact statement. The statement shall follow guidelines prepared by the Department of Environmental Protection attached to EO-215.
- Project plans and descriptions for projects exceeding \$1.0 million in construction costs must be submitted to NJDOT (a deadline should be provided) as the first task to allow NJDOT to screen project for EO-215 applicability.
- For all projects that identifies involvement with: Historic Sites Council, Green Acres Program, NJDEP Site Remediation and NJDEP Permits, regardless of construction costs, project plans and descriptions must be submitted for screening a minimum of twelve (12) weeks prior to the advertisement for bids.
- An Alternatives Analysis, prepared by the LPA, will be required for Historic Sites Council, Green Acres and NJDEP individual permits.
- NJDOT's Division of Environmental Resources will conduct the above referenced screening and provide guidance to LPA for completing the required tasks for the process(es) identified.
- The LPA is responsible for preparing the EO-215 document. NJDOT will coordinate any approvals with NJDEP on behalf of the LPA.
- NJDOT may elect to prepare the EO-215 document on behalf of the LPA upon request.
- The EO-215 document can be developed concurrent with the project design phase.
- If project scope meets the requirements of the NJDOT/NJDEP Memorandum of Agreement dated September 3, 1992 the project may be exempt from EO 215.

PRE-CONSTRUCTION REQUIREMENTS

After the award concurrence by the Department, a Pre-Construction meeting is arranged by the LPA. This meeting should be attended by representatives of the engineer's office, the contractor, police, utility companies and others involved in the project. Minutes of the meeting must be sent to the District Office. Topics of discussion should include:

- Construction Schedule
- Utility Relocation and Coordination
- Maintenance and Protection of Traffic
- Subcontractors

Items of Construction
Material Questionnaire (Form SA-11)
Construction Methods
Material Sampling Requirements
Change Orders

If possible, prior to the meeting, the contractor will submit to the engineer for transmittal to the District Office, the Material Questionnaire (SA-11). A copy of this form can be obtained through the Division of Local Aid and Economic Development website and PMRS. This form must contain an original signature of the contractor. Any material from a non-approved Department source will be considered non-participating unless that source is approved by the District Office prior to the start of construction. All hot mix asphalt (HMA) and concrete mixes must list the approved serial numbers as determined by the New Jersey Department of Transportation Bureau of Materials.

No work should commence until all required documents have been reviewed and the award of contract has been concurred by the Department. The dates of all construction phase submissions are to be entered by the LPA through PMRS.

CONSTRUCTION INSPECTION AND MATERIAL TESTING

During construction, the project may be visited on a periodic basis by a representative from the District Office in order to assure conformance with the plans and specifications. Any construction or safety deficiencies must be corrected immediately to avoid the risk of the funds being rescinded. Upon completion of the paving, the HMA will be tested in accordance with the current “HMA Coring, Testing and Analysis” procedure. Test results will be submitted through forms DS-8 and DS8S-PD to the engineer for review, approval and signature prior to the submission to the District Office. It is not the responsibility of the District Office to perform the adjustment calculations.

Form DS-8 and DS8S-PD is available on the Local Aid website referenced at the end of this handbook.

Any private laboratory performing the testing of HMA must be accredited by the AASHTO Materials Reference Laboratory. A list of the approved laboratories or laboratories currently seeking accreditation may be obtained by contacting:

American Association of State Highway and Transportation Officials
444 N. Capitol Street, NW Suite 225
Washington, DC 20001
(202) 624-5800

Random testing of the HMA may also be performed by the Department.

HMA penalties which are not assessed against the contractor will be assessed against the allotment amount or could result in the entire item becoming non-participating.

If the project is subject to ride quality requirements, the international roughness index (IRI) must be measured and reported pre-construction and post-construction. The IRI Testing Summary Report form must be utilized to report possible pay adjustments to the resident engineer in charge of the project and the District Local Aid Office. The IRI Testing Summary Report form is available on the Local Aid website referenced at the end of this handbook.

All other material such as concrete, soil aggregates, castings, etc. will be tested or certified by the local engineer in accordance with the standard specifications.

Participation in the Cost of Construction Inspection and Material Testing

Department participation in the combined cost of construction inspection and material testing is limited to 15% of the final construction cost less any Department non-participating items. HMA adjustments are not to be considered when making the calculation. Construction inspection charges shall begin at the preconstruction meeting and end with the securing of the as-built measurements. They shall only include those direct costs associated with the actual project inspection or construction supervision. Administrative and clerical costs are not eligible for reimbursement. Reimbursement for construction inspection and material testing will be submitted by the LPA on a State of New Jersey Payment Voucher form (PV) and accompanied by documentation as to the actual cost. Acceptable documentation shall include itemized list of eligible reimbursable charges and canceled checks/paid invoices

In all cases, the sponsor should be eligible for full reimbursement for construction costs, construction inspection and material testing up to the amount of the allotment, but combined cost of construction inspection and material testing cannot exceed the 15% of final eligible construction cost.

DESIGN ENGINEERING

The Department will participate in the cost of design engineering when the proposed work is performed by the full-time municipal engineer or by a consulting engineer hired by the municipality. Reimbursement of design engineering costs shall be in accordance with the criteria stated below but cannot exceed actual costs incurred by the County/Municipality.

Counties receiving State Aid: As per N.J.S.A. 27:1B-25.5(d), a grant recipient under the local aid program shall be permitted to expend up to 10% of its aid allotment in the fiscal year beginning July 1, 2018 for design purposes, and up to 5% of its aid allotment in the fiscal year beginning July 1, 2019 and every fiscal year thereafter for such purposes.

Municipalities receiving Urban Aid: Municipalities qualified by the Department of Community Affairs for Urban Aid funding pursuant to N.J.S.A. 52:27D-178 et seq., or any municipality demonstrating special need as approved by the Department, may, at the discretion of the Commissioner, be reimbursed for engineering and right-of-way acquisition in addition to construction costs, provided that the amount does not exceed the total amount allotted for the project. Justification submitted by the municipality may include its inability to advance a project due to lack of funds, lack of staff, lack of expertise, or other extenuating

circumstances. Department staff shall recommend acceptance or rejection of the special need request to the Commissioner for his or her final decision. The Commissioner's final decision shall be based on need, on a case-by-case basis.

Department participation in the cost of design engineering applied to municipalities qualified by the Department of Community Affairs for Urban Aid funding pursuant to N.J.S.A. 52:27D-178 et seq., performed by either the full-time municipal engineer or a consulting engineer, shall be based on 10% of the aid allotment. Pursuant to above, prior approval of the Department's participation in the cost of engineering fees shall be obtained before any engineering services are performed.

Municipalities not receiving Urban Aid: As per N.J.S.A. 27:1B-25.5(d), a grant recipient under the local aid program shall be permitted to expend up to 10% of its aid allotment in the fiscal year beginning July 1, 2018 for design purposes, and up to 5% percent of its aid allotment in the fiscal year beginning July 1, 2019 and every fiscal year thereafter for such purposes.

FUNDING REIMBURSEMENT

County Aid Projects

The annual County Aid allotment will be made available upon approval of the ATP and the Execution of the Agreement. The State will pay the annual County allotment on a project-by-project basis at 100% of the award amount of eligible items, not to exceed the annual allotment, in accordance with regulations N.J.A.C. Title 16 Chapter 20A County Aid. Upon concurrence in the award of contract, the payment voucher (Form PV) will be made available through PMRS. The County will print, sign and submit the payment voucher for payment.

Municipal Aid, Municipal Aid Discretionary, and Urban Aid Projects

The District Office will create an invoice to pay a percentage of the award amount of eligible items or a percentage of the allotment, whichever is less, and make it available to the municipality through PMRS upon award concurrence by the Department of Transportation. The current percentage is 75%. If a sponsor has been advised that funds are to be allocated on a reimbursement basis, funds will continue to be disbursed on a reimbursement basis until such time as a sponsor demonstrates the ability to comply with the applicable requirements.

After final inspection or acceptance the State will pay the remainder of the percentage of the final eligible costs of the project upon receipt of the final Payment Voucher (Form PV) and supporting documentation of project associated costs.

During construction, or upon completion and acceptance of the project, reimbursement may be obtained. If necessary, partial payments may be requested but they must exceed \$50,000.00. The "Payment Voucher Instructions" will be followed. Payment Voucher Forms (PV) can be obtained through PMRS.

INVOICING REQUIREMENTS:

The following is required for initial payment:

1. Tabulation of Bids (Form SA-41) Original signed by Engineer
2. Resolution of Award (Form SA-22) Certified by raised seal
3. Other related documents as may be required (consult the Division of Local Aid and Economic Development District Office)

The following is required for partial payment:

1. One (1) original partial Payment Voucher Form PV
2. Copies of the Payment Records with Contractor/Consultant indicating the amount paid to date
3. A breakdown of quantities and amounts paid to date
4. A list of State not participating items, if applicable
5. Four (4) copies of the State Aid Change Order Form SA-1, unless previously submitted (if required)

The following is required for final payment:

1. One (1) original final Payment Voucher Form PV
2. Copies of the Payment Records with Contractor/Consultant indicating the final amount paid
3. A breakdown of the final quantities and amounts paid
4. One (1) copy each of the Payment Records with Contractor/Consultant indicating the amount paid for design engineering (if eligible and requesting), construction inspection (if requesting), material testing (if requesting), and other eligible items of work. Administrative costs are not eligible for reimbursement.
5. A list of state not participating items, if applicable
6. Four (4) copies of the Final State Aid Change Order Form SA-1, unless previously submitted
7. Copies of all material test results and material certifications
8. Engineer's certification for project completion
9. Notification that all corrective work has been completed as verified in PMRS
10. Chief Financial Officer's Certification for project completion. The amount certified must be the same as the "Total Project Costs Certified" on the Payment Voucher Form PV. The certification must indicate if the project cost is part of the annual single audit or the project cost will be made part of the next annual single audit. If neither is the case, then an Independent Auditor's Certification is also required.

Please note that the Department will not participate in any cost overruns in excess of the original State funding amount. Payments cannot be made for any eligible item in excess of the original bid quantity unless a change order has been submitted and approved by the District Office.

If a project has been approved for more than three (3) funding sources, or if funding sources are from different obligation years (see the municipal local aid agreement), then it may be necessary to submit more than one Payment Voucher, Form PV. Please consult the District Office, for information concerning an individual project for this requirement.

EXTENSION OF TIME CRITERIA:

In the event an award is not made within the 24-month deadline, the Department, at its discretion, may grant an extension of not greater than six months in duration for extraordinary circumstances. Extraordinary circumstances are narrowly defined as:

- i. Bidding problems. The project was advertised and bids received before the 24-month deadline, but because the bids exceeded the estimate, the project will be readvertised for bid within three months or financing will be arranged to allow award within the next six months.
- ii. Permits not approved. Environmental permit applications were submitted and accepted by all permitting agencies within 12 months of municipal local aid agreement execution and permits have not been received. Municipalities must provide details of issues precluding the issuance of the permits;
- iii. Utility relocation work precludes advertisement, bid, and award during the 24 month deadline. The municipality has demonstrated communication and coordination with all utility service providers within 12 months of municipal local aid grant agreement execution; however, utility service providers are indicating that relocation work must be performed prior to the construction of the project. The municipality must provide details on the schedule of utility work precluding advancement of the municipal local aid project;
- iv. Right-of-way is not available for the project. The municipality shall provide details on the schedule of right-of-way acquisition and any issues precluding advancement of the project; or
- v. Declaration of a state of emergency by the Governor of New Jersey or the President of the United States that directly impacts the ability of the municipality to award the contract. The municipality must provide details on the project's schedule and the details as to how the state of emergency precluded the advancement of the municipal local aid project.

Award deadline extensions must be requested in writing by the municipality a minimum of 30 days prior to the 24-month deadline, and shall include a resolution and justification for the extension of time that demonstrates ability to award the contract within the requested six-month period.

Meeting the extraordinary circumstances described above does not guarantee approval of a six-month deadline extension. The Department will consider factors such as likelihood of achieving the award within the next six months and past performance of the municipality. A six-month deadline extension will require approval of the Director of Local Aid and Economic Development with concurrence of the Commissioner. At any time, but at a minimum of 30 days prior to the extension of time deadline, a municipality may voluntarily cancel the municipal local aid agreement and release the funds back to the Department.

If an extension of time is not granted, the municipal local aid agreement shall become null and void and the funds shall be rescinded.

If an extension of time is granted, and the contract is not awarded within the extension period or the municipality has not voluntarily canceled the municipal local aid agreement as specified in this section, the municipal local aid agreement shall become null and void and the funds shall be rescinded.

PROJECT CLOSEOUT AND FINAL INVOICING

When the municipality deems work associated with the municipal local aid grant to be complete, the municipality will notify the Department in writing/through PMRS that the work is ready for inspection.

The Department, if it chooses, may inspect the work for compliance with the terms of the municipal local aid agreement. The Department will notify the municipality, in writing or through PMRS, that it will either inspect the project or waive project inspection. Final inspection comments will be communicated to the local government through PMRS. The dates of project close-out submissions and verification of the completion of any corrective work will be entered by the local government through NJDOT PMRS. Upon submission of all required documents, the project status can then be tracked through NJDOT PMRS with regard to the final payment and Agreement Close-Out.

In the event that a final payment invoice along with required project closeout documentation is not received within six months after notification by the Department, the municipal local aid agreement will be closed and any remaining funds allocated to the project shall be rescinded.

Any funds remaining after final payment or rescission may be reallocated by the commissioner to other transportation projects as the commissioner shall so determine.

LOCAL AID FORMS AND DOCUMENTS CAN BE FOUND ON THE DIVISION'S WEBSITE LOCATED AT

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

Municipal Aid E-Resolution For SAGE

County Aid E-Resolution For PMRS

Engineer's Certification - Design

Form SA-41 - Summary of Bids

Form SA-11 - Material Questionnaire

Certificate of Compliance

HMA Coring Sampling Plan

DS-8 HMA Testing Summary Report - State Aid

Form DS8S-PD - Mix Asphalt Testing Summary Report

IRI Testing Summary Report

Engineer's Certification - Project Completion

Chief Financial Officer's Certification

Independent Auditor's Certification

Form SA-1 - Change Order

Payment Voucher PV(C)

Modification to Project Scope/Limits