

Information Sheet
Fiscal Year 2018 County Aid program

- Each County will be advised of the amount of county local aid funds allotted for State FY 2018 prior to August 31, 2017. [16:20A-4.2(a)]
- An ATP shall be submitted by each county for approval through the Department's online grant management system, SAGE found at: <http://www.state.nj.us/transportation/business/localaid/sage.shtm>. Submissions shall be made within five months of notification, unless otherwise directed by the Department. [16:20A-4.2(b)]
- NJDOT Local Aid will review and approve each application and make the County Aid Agreements available through SAGE for processing by the Counties.
- The ATP shall be approved by the appropriate county governing body before submission to the Department for final approval and shall include a certification that allotted funds shall only be spent on eligible costs for projects set forth in the county's approved ATP. [16:20A-4.2(b)4]
- Upon Department approval, the county will be notified through SAGE and an ATP agreement will be provided for execution. 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. [16:20A-4.2(b)5]
- Each project advancing in an approved ATP must be established by the county in SAGE. [16:20A-6.1(a)]
- Each County is responsible for preparing and submitting to the Department, by December 31 of each year, an annual report on the expenditure of local aid funds. The county's progress in expending its allotment of local aid will be measured on an annual basis using the information contained in this report. [16:20A-6.4(a)]
- The reporting period for the annual report will be the immediately preceding State fiscal year and two prior State fiscal years. For example, the December 31, 2017 report will be for State fiscal years 2017, 2016, and 2015. [16:20A-6.4(b)]. Additionally, all funds not awarded from programs prior to FY 2015 must be reported.
- The county must demonstrate satisfactory progress in expending local funds. Failure to award construction or other approved contracts for 100 percent of a county's annual allotment within three years of the date established by the Department in the annual notification, 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 Rescinded funds will be reallocated to the following State fiscal year's county local aid program to be distributed pursuant to N.J.A.C. 16:20A-1.2. [16:20A-6.4 (e)]
- The start date for FY 2018 County Aid program is February 1, 2018. It is imperative that counties award their FY 2018 allotment before February 1, 2021 or funds will be rescinded.
- The expenditure report shall be certified by the county's chief financial officer. [16:20A-6.4(c)]

Note:

The purpose of this information sheet is to provide guidance for processing the FY 2018 Annual Transportation Program (ATP) applications. Each County should refer to County Aid Regulations N.J.A.C. 16:20A in administering their ATP. (NJDOT – Local Aid and Economic Development – August 1, 2017)