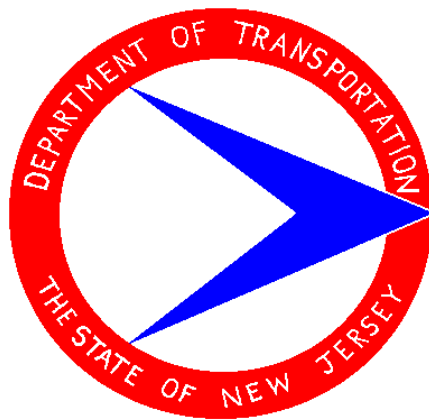


NEW JERSEY DEPARTMENT OF TRANSPORTATION
TRANSPORTATION TRUST FUND AUTHORITY ACT
STATE AID HANDBOOK
PROCEDURES FOR STATE AID TO
COUNTIES AND MUNICIPALITIES



Revised by:
State Aid Quality Improvement Team
2011

CHRIS CHRISTIE
Governor

JAMES S. SIMPSON
Commissioner

Preface

The New Jersey Department of Transportation(Department) 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 Department can work 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 processing of State Aid projects. It provides information on funding, how to apply, engineering requirements, and the procurement process.

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) 601-6700
Fax: (973) 601-6709
Morris, Passaic,
Sussex, and Warren

District 2 Office

153 Halsey Street - 5th floor
Newark, NJ 07102
Phone: (973) 877-1500
Fax: (973) 877-1556
Bergen, Essex, Hudson,
and Union

District 3 Office

District 3 Bureau of Local Aid
P.O.Box 600
Trenton, New Jersey 08625-0600
Phone: (732) 625-4291
Fax: (732) 625-4292
Middlesex, Monmouth,Hunterdon,
Somerset and Ocean

District 4 Office

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, Mercer and Salem

We are finding better ways to do business every day and are working to maximize the public benefit of the State Aid Program. Your participation will help ensure our success.

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State Aid Programs

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.

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. Counties are allotted funds not less than their combined total of 1984 apportioned Federal Aid Urban System funds and State match including their portion of any non-attributable funds made available to Small Urban Areas. The minimum allotment is \$300,000.

Each county must develop an Annual Transportation Program (ATP). The ATP shall list a pool of eligible projects by name and location with a brief description of each project and an estimate of the construction cost. The total cost of the pool of projects may exceed the amount of county local aid funds available. The ATP shall be approved by the Board of Chosen Freeholders and submitted to the District Office for approval prior to February 1 of the next succeeding calendar year.

Counties are required to execute three Application and Agreement Forms including resolutions and applications for the pool projects in its ATP. Forms are obtained through the web-based grant management system called NJDOT SAGE (System for Administering Grants Electronically).

The State will pay the annual County allotment after approval of the Annual Transportation Program (ATP) and the Application and Agreement Form by the Department unless the funds are being provided on a project by project basis.

Counties receiving “up front” funding must adhere to the requirements of the New Jersey State Office of Management and Budget’s Circular 07-05-OMB in the management of these funds particularly to that portion which deals with interest derived from these funds.

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 \$5,000,000 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.

Each municipality may submit up to two (2) applications for funding through NJDOT SAGE which can be accessed from the NJDOT website www.state.nj.us/transportation/business/localaid/forms.shtm. A completed Resolution-Agreement for each application is also submitted to the District Office.

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. Submitted applications are 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. Municipalities are notified by the Commissioner of approved projects.

The District Office will create an invoice to pay a percentage of the award amount or a percentage of the allotment, whichever is less, and make it available to the municipality through NJDOT SAGE upon award approval by the Department of Transportation. 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.

State Aid for Jersey City and Newark

In addition to the Municipal Aid, Jersey City and Newark are allocated funds not less than their combined total of 1984 apportioned Federal Aid Urban System funds and state match including their portion of any non-attributable funds made available to Small Urban Areas.

The Cities of Jersey City and Newark must develop an Annual Transportation Program (ATP). The program must indicate each project to be undertaken and the estimated cost of each. The program shall not exceed the annual allotment of State funds. The ATP shall be approved by Mayor and Council, and submitted to the Department for final approval. Jersey City and Newark are required to execute Resolution, Application and Agreement Form for each project undertaken as indicated on the approved ATP. Application must be done through SAGE

LOCAL AID Infrastructure - State Aid

Subject to funding appropriation, a discretionary fund is established to address emergencies and regional needs throughout the State. Any county or municipality may apply at any time. These projects are approved at the discretion of the Commissioner. Payment of project costs is the same as the Municipal Aid Program. Under this program a county or municipality may also apply for funding for local pedestrian safety and bikeway projects.

How to Apply

COUNTY AID

The ATP Resolution, on-line Application submission, and Agreement for County Aid funding are reviewed by the District Office. Any public road or bridge under the jurisdiction of a county, regardless of location within that county is eligible for funding. The County Aid application must be submitted through NJDOT SAGE by February 1 of the fiscal year of the ATP. Upon execution of the County Aid Agreement, the District Office will create an invoice covering the annual allocation of County Aid for those counties meeting the expenditure performance measures cited in the County Aid Regulations.

MUNICIPAL AID

An on-line Application for Municipal Aid funds must be submitted within the deadline established by the Department through NJDOT SAGE. Within 30 days of the deadline, three copies of a Municipal Resolution- Agreement must be submitted to the District Office. Municipal Resolutions- Agreements must contain original signatures and seals.

Applications for Municipal Aid funds are reviewed by the Department Screening Committee. The committee is made up of municipal engineers and Department staff experienced with the workings of the program. This committee only reviews Municipal Aid Applications that are distributed on a formula basis. During review of the Applications consideration is given to the volume of traffic, safety considerations, and readiness to construct. All Applications are reviewed, rated and compared to other Applications within the particular county under consideration. All recommendations of the Screening Committee are then reviewed and approved by the Commissioner of Transportation.

LOCAL AID Infrastructure State Aid funding for eligible county and municipal projects is considered by the Department anytime during the year but usually after the distribution of all formula Municipal Aid funds by the Commissioner of Transportation. Emergency projects or projects of special concern can be submitted for consideration at anytime during the year.

Please note that the Infrastructure program is intended to improve roadways that are used by the general motoring public. Arterial and collector type roads with a high volume of vehicular and truck traffic, and used as bus routes are given the highest priority. Dead end streets, parking lots, street lighting, and non-roadway related projects are given a very low priority.

All projects, regardless of funding type, must be awarded to contract within the time frame specified in the Municipal Aid Regulations or funds will be canceled. Any request for an extension of the award date must be made by resolution with acceptable reasons through the District Office. This request should be submitted at least 30 days prior to the due date of award.

Any local government, with the approval of the Department , may construct the approved project by the Force Account method. Copies of the Force Account Agreement Form (SA-27) are available through the Division of Local Aid and Economic Development website and NJDOT SAGE.

Design - Plans, Specifications and Estimate

Upon Agreement execution for State Aid, construction plans, supplementary specifications, an engineer's estimate and the Engineer's Design Certification must be submitted to the District Office no later than fifteen (15) days prior to the advertisement for the receipt of bids. The dates for the contract document submissions are to be entered by the local government through NJDOT SAGE. A response to the contract document submission will be communicated to the local government through NJDOT SAGE.

The project must conform to the Municipal Aid Regulations and the Terms and Conditions of the Agreement and the appropriate American Association of State Highway and Transportation Officials (AASHTO) design standards. Any modification to the submitted NJDOT SAGE application must first be reviewed and approved by the District Office. The design of traffic barriers and drainage systems shall conform to the Department's Roadway Design Manual. Where it is not practical to comply with the appropriate AASHTO design standards, written justification, known as a design exception, should be submitted to the District Office by the local engineer early in the design stage. The justification should indicate the substandard design feature, the proposed construction and the reasons for not satisfying the standard. All design exceptions must be signed and sealed by the engineer. A review of any available accident data should be made to determine if the design feature in question may be a contributing factor.

The supplementary specifications must conform to the current New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction as amended for State Aid. This document is in Microsoft Word and available at www.state.nj.us/transportation.

Preliminary plans and supplementary specifications may be reviewed by the Local Aid and Economic Development District Office prior to the 15 day limitation depending on the work load.

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.

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

When projects intersect a State Highway, plans must be submitted to the Local Aid and Economic Development District Office at least six (6) weeks prior to the advertisement for bid for review by the New Jersey Department of Transportation, Division of Capital Program Management.

Plans for projects that have a railroad crossing within the project limits or 100 feet outside of the project limits 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, 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.

Bidding Procedures

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.,. 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, Summary of Bids (SA-41) and Recommendation of Award (SA-22) may be used and are available on the Division of Local Aid and Economic Development website and through NJDOT SAGE. The dates for all award of contract submissions are to be entered by the local government through NJDOT SAGE. A response to the award of contract submission will be communicated to the local government through NJDOT SAGE. 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 is needed if Non-NJDOT 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 NJDOT SAGE. 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 approval of the award of contract by the Department will be considered non-participating.

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.

Pre-Construction Requirements

After approval of the award by the Department, a Pre-Construction meeting is arranged by the Sponsor. 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 will be sent to the District Office. Some topics of discussion could 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 Questionnaires (SA-11). A copy of this form can be obtained through the Division of Local Aid and Economic Development website and NJDOT SAGE. This form must contain an original signature of the contractor. Any material source of supply listed 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.

The District Office should be notified in writing at least three (3) days in advance of both the start of construction and anticipated completion date. No work should commence until all required documents have been reviewed and the award of contract has been approved by the Department. The dates of all construction phase submissions are to be entered by the local government through NJDOT SAGE. A response to the construction phase submissions will be communicated to the local government through NJDOT SAGE.

Construction 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 possibility of funds being withdrawn. 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 on or DS-8S 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-8S can be obtained through the District Office.

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.

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.

Upon completion of the project, a final inspection may be conducted by a representative of the District Office. Final inspection comments will be communicated to the local government through NJDOT SAGE. 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 SAGE. Upon submission of all required documents, the project status can then be tracked through NJDOT SAGE with regard to the final payment and Agreement Close-Out.

Funding Reimbursement

County Aid Projects

The annual County Aid allotment will be paid upon approval of the ATP and the Agreement Form for those counties meeting the expenditure performance measures cited in the County Aid Regulations. A Payment Voucher (Form PV) for the allotment amount will be made available through NJDOT SAGE after execution of the Agreement. For counties that do not meet the expenditure performance measures, a percentage of the award of contract amount will be paid on a project by project basis. Upon approval of the award of contract, the payment voucher (Form PV) will be made available through NJDOT SAGE. The County will print, sign and submit the payment voucher.

Municipal Aid, Municipal Aid Discretionary, and Urban Aid Projects

Initial Payment - The State will pay a percentage of the award amount or a percentage of the allotment whichever is less, at the time of award of contract approval by the Department . The current percentage is 75%. A Payment Voucher (Form PV) will be made available through NJDOT SAGE upon approval of the award of contract.

Final Payment - 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.

General Information for Funding Reimbursement

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 the LOCAL AID website

Sponsors must notify the District Office immediately upon completion of the project of the official completion date in order to facilitate the funding reimbursement process.

Please note that proper documentation must accompany all invoices. This includes copies of paid vouchers to the contractor, testing laboratory and engineer. Proof of payment may also include copies of time sheets, canceled checks and financial officers or independent auditor's certifications.

All requests for final reimbursement must be made within six (6) months of notification by the District Office that the project is acceptable as stated in the Final Acceptance Letter or remaining funds may be cancelled.

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. Construction inspection and material testing cannot exceed 15% of the final eligible construction cost.

All reimbursement for construction inspection must follow the Design Engineering, Construction Inspection and Materail Testing for State Aid Projects section.

Municipalities qualified by the New Jersey Department of Community Affairs for Urban Aid Funding under P.L. 1978 c. 14 and as amended by P.L. 1983, c. 384 or for Depressed Rural Centers Aid may, at the discretion of the Department of Transportation, be reimbursed for Design Engineering and right-of-way acquisition.

All reimbursement for design must follow the afore mentioned Design Engineering and Construction Inspection and Materail Testing for State Aid Projects section.

All right-of-way acquisition will be in accordance with N.J.A.C. Title 16:20A-4.45 and 16:20B-4.3 requirements.

Resolution and Agreement For State Aid

Resolution: Approval to submit a grant application and execute a grant agreement with the New Jersey Department of Transportation for the (name of project) project.

WHEREAS,

WHEREAS,

NOW, THEREFORE, BE IT RESOLVED that Council of (name of municipality) , formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the (title of presiding officer) and Clerk are hereby authorized to submit an electronic grant application identified as (enter here the application ID from NJDOT SAGE) to the New Jersey Department of Transportation on behalf of (name of municipality).

BE IT FURTHER RESOLVED that the (title of presiding officer) and Clerk are hereby authorized to sign the grant agreement on behalf of (name of municipality) and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Certified as a true copy of the Resolution adopted by the Council

On this day of , 20

Clerk
Name

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL _____ (Clerk) _____ (Presiding Officer)
Name Name Title

ROADWAY DATA SHEET

Project Classification. Please select the one most applicable:

- Resurfacing
- Reconstruction
- Surface Treatment
- Drainage
- Widening
- New Roadway

Existing Road Conditions. Please enter minimum Widths. If not known enter Zero.

Note: If your application includes various locations use a weighted average value according to distance.

Current ADT:

Truck Traffic over 5 Tons (%):

Legal Speed Limit (mph):

Right of Way Width (feet):

Is this Project located on a Commuter Bus Route? Yes No

Pavement Width (feet):

Shoulder Width (feet):

Curbing: One Side Both Sides Neither

Sidewalk: One Side Both Sides Neither

Existing Minimum Width (feet):

Parking Restrictions:

Proposed Improvements. Please enter minimum Widths. If not known enter Zero.

Right of Way Width (feet):

Pavement Width (feet):

Shoulder Width (feet):

Curbing: One Side Both Sides Neither

Sidewalk: One Side Both Sides Neither

Proposed minimum Width (feet):

Parking Restrictions:

Is there an existing bridge being replaced or repaired? Yes No

If Yes, please return to the Main Menu and begin a new application with Bridge Preservation selected on the Type of Improvement page.

Explain how the project serves public facilities:

Explain how the project will improve safety:

Bikeways Data Sheet

Project Classification. Please select the one most applicable:

- Bike Paths
- Bike Lanes
- Bike Routes
- Bike Compatible Road

Is the project part of a local bike network?	Yes	No
Is the project a continuation of a previous funded bikeway project?	Yes	No
Is the project part of a regional bike network?	Yes	No
Does the project provide access to community centers?	Yes	No
Does the project provide access to schools?	Yes	No
Does the project provide access to residential areas?	Yes	No
Does the project provide access to employment centers?	Yes	No
Does the project provide access to retail areas?	Yes	No
Does the project provide access to parks?	Yes	No
Does the project provide access to transit facilities?	Yes	No
Is the project in an Urban Coordinating Council Neighborhood?	Yes	No

Attach letters of support. Any letters of support must be addressed to the applicant. You may also attach other documents that support the project need:

Pedestrian Safety Data Sheet

Project Classification. Please select the one most applicable:

- | | |
|----------------------|--------------------------|
| New Sidewalk | Traffic Signal |
| Pedestrian Walkway | Signage |
| Pedestrian Overpass | Warning Devices |
| Pedestrian Underpass | Traffic Calming |
| Pedestrian Bridge | Intersection Improvement |
| Crosswalk | Lighting |
| Sidewalk Replacement | |

- | | | |
|---------------------------------------------------------------------------------------------------------------------|-----|----|
| Is the project in an Urban Coordinating Council neighborhood? | Yes | No |
| Has the sponsor undertaken other safety improvements utilizing their own resources to which this project is linked? | Yes | No |
| Is the project part of an established pedestrian plan or inventory? | Yes | No |
| Is the project on a walking route (within 2 miles) to a school?
(Show on location map) | Yes | No |
| Does the project have local official and citizen support? | Yes | No |
| Explain how the project will improve safety? | | |

Attach letters of support. Any letters must be addressed to the applicant. You may also attach other documents that describe the project need.

ROADWAY SAFETY DATA SHEET

Project Classification. Please select the one most applicable:

- Traffic Signal
- Signage
- Warning Devices
- Striping
- Intersection Improvement
- Lighting
- Guide Rail
- Geometric or Cross Section Changes

Existing Road Conditions. Please enter minimum Widths. If not known enter Zero.

Current ADT:

Truck Traffic over 5 Tons (%):

Legal Speed Limit (mph):

Right of Way Width (feet):

Is the project located on a commuter Bus Route? Yes No

Pavement Width (feet):

Shoulder Width (feet):

Curbing: One Side Both Sides Neither

Sidewalk: One Side Both Sides Neither

Existing Minimum Width (feet):

Parking Restrictions:

Proposed Improvements. Please enter minimum Widths. If not known enter Zero.

Right of Way (feet):

Pavement Width (feet):

Shoulder Width (feet):

Curbing: One Side Both Sides Neither

Sidewalk: One Side Both Sides Neither

Proposed Minimum Width (feet):

Is there an existing bridge being replaced or repaired? Yes No

If yes, please return to the Main Menu and begin a new application with Bridge Preservation selected on the Type of Improvement page.

Explain how the project serves public facilities:

Explain how the project will improve safety:

MOBILITY DATA SHEET

Project Classification. Please select the one most applicable:

- Train Station
- Park & Ride
- Traffic Signal
- Widening
- New Roadway
- Parking Revisions
- Signage for Downtown Circulation

- | | | |
|-----------------------------------------------------------------------------------------------------------------|-----|----|
| 1. Is the project in an Urban Coordinating council Neighborhood | Yes | No |
| 2. Is the project part of a state, regional or municipal development plan? | Yes | No |
| 2. Has the sponsor undertaken other improvements utilizing their own resources to which this project is linked? | Yes | No |

Attach letters of support. Any letters must be addressed to the applicant. You may also attach other documents that describe the project need.

Explain how the project serves public facilities:

Explain how the project will improve safety:

Quality of Life Data Sheet

Project Classification. Please select the one most applicable:

- Streetscape
- Beautification
- Historic Preservation
- Landscaping
- Environmental
- Economic Development

Is the project in an Urban Coordinating Council Neighborhood?	Yes	No
Does the project increase access to community shopping, schools, recreation, etc.?	Yes	No
Is the project part of a State, Regional, or Municipal Development Plan?	Yes	No

Explain the economic and/or quality of life benefit expected from implementing this project:

Attach letters of support. Any letters of support must be addressed to the applicant. You may also attach other documents that describe the project need.

**NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT**

**FORCE ACCOUNT AGREEMENT
STATE AID PROJECT**

THIS AGREEMENT, made this _____ day of _____ 20____ by and between the _____ and the State of New Jersey, acting through its Commissioner of Transportation.

WHEREAS, THE State and the _____ entered into an agreement for the improvement of _____ on _____, the State share not to exceed \$ _____.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties hereto covenant and agree with each other as follows:

FIRST: the _____ agrees
(County or Municipality)

- a. That all work constructed with State Aid Funds will comply with rules regulations and standards prescribed by the State and the approved Resolution Agreement for the project..
- b. That all materials incorporated in the work shall be in compliance with the current New Jersey Standard Specification for Road and Bridge Construction as amended for State Aid.
- c. That procurement of materials to be incorporated in the improvement shall be in accordance with applicable state and local laws.
- d. That work performed and materials furnished which do not conform to the above requirements shall be rejected, removed, replaced or repaired without delay in a manner satisfactory to the Department of Transportation.
- e. To provide detailed plans and specifications prepared by a licensed professional engineer of the State of New Jersey and provide all engineering, inspection and construction supervision necessary for the improvement.
- f. To provide necessary permits, right-of-way, easements and slope rights.
- g. To act in the capacity of a contractor and to complete the project as shown in the plans at the total price indicated in the following listed **Schedule of Prices** determined by multiplying each quantity by the unit price mutually agreed upon, and adding the resulting amounts.

Schedule of Prices

Item #	Item	Unit	Quantity	Unit Price	Amount

Subtotal					_____
Labor and Equipment Costs (from i & j)					_____
Total Price					_____

- h. Changes in the quantity of work to be performed shall be justified by letter giving the locations of proposed changes and the nature and reason of changes. No work shall be performed until the proposed changes are approved by the Department of Transportation. Adjustments in the cost of said improvement shall not exceed the maximum allowable for Force Account work.
- i. To assign the said improvement project to the following listed employees

Personnel to be Assigned	Number	Rate	Amount
Superintendent			
Foreman			
Equipment Operators			
Truck Drivers			
Skilled Labor			
Labor			
Totals			

j. To provide, the following listed construction equipment for use on the said improvement project

Description of Equipment	Number	Rate	Amount
Totals			

- k. That upon completion retain jurisdiction over the project and maintain it in a manner satisfactory to the Department of Transportation.
- l. To defend, indemnify and save the State harmless from all claims by others.
- m. To arrange for a sufficient working force and construction equipment to insure completion within a mutually agreed upon completion date.
- n. Request final reimbursement from the Department of Transportation by presenting the final voucher form with supporting documentation within six (6) months of project completion.

SECOND: The State agrees to

- a. The payment of State Aid funds on a reimbursement basis as outlined in the approved Resolution Agreement after acceptance of the work completed. The State share shall not exceed the lesser of 100% of all design engineering, if eligible, construction, inspection, and material testing costs or the allotment.
- b. Provide general surveillance of the construction work.

NOW THEREFORE, the _____ and Clerk are hereby authorized to execute and attest this Agreement.

FOR THE SPONSOR

ATTEST and AFFIX SEAL _____ (Clerk) _____ (Presiding Officer)

FOR THE DEPARTMENT OF TRANSPORTATION

APPROVED: _____ (Date)
 (Director, Division of Local Aid and Economic Development)

FOR THE COMMISSIONER OF TRANSPORTATION
 _____ (Date)
 (Secretary, Department of Transportation)

(Submit 3 copies to the Division of Local Aid and Economic Development District Office)

CHECK LIST FOR STATE AID PROJECTS

The following must be submitted to the District Office, in order to comply with the requirements of the Application and Agreement for State Aid under the New Jersey Transportation Trust Fund Authority Act.

Contract Document Submission

- One (1) set each of the **Construction Plans, Specification, Engineer's Estimate of Cost, and Engineer's Design Certification** a minimum of fifteen (15) days prior to advertisement for bids. Plans for projects that intersect a State Highway must be submitted a minimum of six (6) weeks prior to advertisement for bids. Plans for projects that have a railroad crossing within the project limits or 100 feet outside of the project limits 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.
- **Design Exceptions**, if required, to the appropriate American Association of State Highway and Transportation Officials (AASHTO) design standards. This document must be submitted at least thirty (30) days prior to advertisement for bids.

Award of Contract Submission

- One (1) copy each of the **Tabulation of Bids and Resolution of Award** a minimum of thirty (30) days after receipt of construction bids. The tabulation must show all bidders, unit prices, and amounts. The resolution of award or similar document must be adopted by the governing body subject to the approval of the New Jersey Department of Transportation.

Construction Phase Submission

- Notification of **Preconstruction Meeting** date. If available, a representative of the District Office may attend the meeting. Minutes of the meeting will be sent to the District Office prior to the start of construction.

- Two (2) copies of the **Material Questionnaire**, Form SA-11, must be submitted at least one (1) week prior to the start of construction.
- Written notification of the **Start of Construction** date at least three (3) days in advance. Construction shall not commence without contract award approval by the Department. Any work performed prior to the contract award approval will be considered non-participating.
- Notification of **Major Construction Changes**. In order to receive State participation in the cost of extra and/or supplemental work, the District Office must be contacted and the changes discussed prior to the work. A State Aid Change Order, Form SA-1, may be required.
- Written notification that construction is complete and ready for inspection.

Project Close-out Submission

- **Hot Mix Asphalt(HMA) Test Results and Analysis.** Only Form DS-8S is acceptable. All HMA must be tested for composition, air voids, and if applicable, thickness. For projects that have approximately 5,000 square yards or less of HMA, testing may be waived by the District Office.
- **Material Certifications** for all other major construction items.
- **Final Change Order**, Form SA-1.
- **Final Voucher**, Form PV, along with the proper supporting documentation. Final reimbursement must be submitted within six (6) months of Department notification to either inspect the project or waive project inspection.. The supporting documentation will include the following:
 1. Paid invoices for construction.
 2. A list of the as-built quantities.
 3. Paid invoices for design engineering (if eligible), construction inspection, and material testing. This information is only required if funds are available.
 4. Chief Financial Officer's Certification for completed project and, if required, an Independent Auditor's Certification for Project Completion.
 5. Engineer's Certification for Completed Project
 6. Other documents that may be required by the District Office.

Failure to comply with any of the above will result in the cancellation of funds

**ENGINEER'S CERTIFICATION - DESIGN
AGREEMENT FOR STATE AID**

In accordance with the approved Resolution, Application, and Agreement for State Aid, I hereby certify that as a licensed Professional Engineer in the State of New Jersey, the design for

(Name of Project)

in the _____ County of _____
(Name of Municipality) (Name of County)

is in substantial conformance with the applicable AASHTO design criteria subject to the attached design exceptions. Furthermore, the contract documents for the project require the workmanship and materials to be in substantial conformance with the New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction as amended for State Aid projects.

Additionally, I certify, that if applicable for this project, it is in conformance with and as stipulated in Public Law 2008 c. 110 for traffic ordinance regulating the passage or stopping of traffic at certain congested street corners or other designated points, including the establishment of multi-way stop controls as applicable to potential impacts to adjacent facilities, including state highways as noted in the law. Further, I certify that improvements involving traffic engineering features, i.e. designation or erection of signs or placement of pavement markings, parking prohibitions, establish speed limits, designation of one-way streets, etc. are in conformance with the current edition of the MUTCD for Streets and Highways and all supporting permits. Required documentation will be submitted as per this law, upon completion of the construction phase.

(Name of Designer)

(Signature)

(Title)

(Date)

PE Seal

(Check One)

Design Exceptions Attached

No Design Exceptions Required

(THE ABOVE MUST APPEAR ON COUNTY, MUNICIPAL OR COMPANY LETTERHEAD)

Revised: 06/10/10

I hereby certify that this is a true copy of the bids received on _____

_____ (Engineer)

**NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT**

**RECOMMENDATION OF AWARD
STATE AID PROJECT**

BE IT RESOLVED

that _____

hereby recommends to the New Jersey Department of Transportation that the contract for

(Name of Project)

in the _____ County of _____

(Name of Municipality)

be awarded to _____

whose bid amounted to \$ _____ subject to the approval of the Department.

That the presiding officer of this body be and is hereby directed to sign for and on its behalf the contract in the prescribed form for said construction.

That the clerk of this body be and is hereby directed to seal said contract with the corporate seal of this body and to attest to the same.

Approved by the _____ **on** _____.

(Name of Local Government)

(Date of Award)

(Presiding Officer)

(Date)

(Clerk)

(Date)

(Affix Seal)

**New Jersey Department of Transportation
Division of Local Aid and Economic Development
Materials Questionnaire – State Aid**

<i>Project</i>	_____
<i>Municipality</i>	_____
<i>County</i>	_____
<i>Contractor</i>	_____
<i>Address</i>	_____

The materials for use in the execution of the work required on the above project will be secured from the sources below:

Signed: _____
(Contractor)

Date: _____
(Date)

<i>Material</i>	For Hot Mix Asphalt and Concrete Mixes - also list location of plant
<u>Hot Mix Asphalt Mixtures</u>	
<i>Mix #</i> <i>Serial #</i>	
<i>Mix #</i> <i>Serial #</i>	
<i>Mix #</i> <i>Serial #</i>	
<i>Mix #</i> <i>Serial #</i>	
<i>Mix #</i> <i>Serial #</i>	
<i>Concrete</i>	
<i>Class</i> <i>Serial #</i>	
<i>Class</i> <i>Serial #</i>	
<i>Class</i> <i>Serial #</i>	
<i>Class</i> <i>Serial #</i>	
<u>Pipe</u>	
<i>Concrete</i>	
<i>Corrugated Metal</i>	
<i>Porous Concrete</i>	
<i>Cast Iron</i>	
<i>PVC</i>	
<i>Drainage Structures</i>	
<i>Concrete Block</i>	
<i>Brick</i>	
<i>Castings</i>	
<i>Miscellaneous</i>	
<u><i>Prime Coat</i></u>	
<i>Tack Coat</i>	
<i>Dense Graded Aggregate</i>	
<i>Guide Rail</i>	
<i>Other:</i>	

(Submit 2 copies to the Bureau of Local Aid District Office)
(Attach additional sheets if necessary to list all major materials)

PAYMENT VOUCHER INSTRUCTIONS STATE AID PROJECTS

The current State of New Jersey Payment Voucher Form PV, will be used for all payments. Initial Payments will be made available to the Applicant through NJDOT SAGE. Any revisions made to a voucher prior to submission must be initialed. Forms are available at (INSERT LINK)

County Aid Projects:

The annual County Aid allotment will be paid upon approval of the County Annual Transportation Program and the Agreement Form for those counties meeting the expenditure performance measures cited in the County Aid Regulations. A Payment Voucher (Form PV) for the allotment amount will be made available through NJDOT SAGE after execution of the Agreement. For counties that do not meet the expenditure performance measures, a percentage of the award of contract amount will be paid on a project by project basis. Upon approval of the award of contract, the payment voucher (Form PV) will be made available through NJDOT SAGE. The County will print, sign and submit the payment voucher.

Municipal Aid, Municipal Aid Discretionary, and County Aid Discretionary Projects:

Initial Payment - The State will pay a percentage of the award amount or a percentage of the allotment whichever is less, at the time of award of contract approval by the Department. The current percentage is 75%. A Payment Voucher (Form PV) will be made available through NJDOT SAGE upon approval of the award of contract.

The following is required for initial reimbursement

1. Tabulation of Bids (Form SA-41) Original signed by Engineer
2. Resolution of Award (Form SA-22) Certified by raised seal
3. One (1) copy each of the construction plans, specifications, Engineer's estimate, and Engineer's Design Certification. These documents must be submitted to the Division of Local Aid and Economic Development District Office, a minimum of fifteen (15) days prior to project advertisement., unless the project intersects a State Highway.
4. Other related documents as may be required (consult the Division of Local Aid and Economic Development District Office)

The following is required for partial reimbursement:

1. One (1) original partial Payment Voucher Form PV
2. Two (2) copies of the local voucher 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

The following is required for final reimbursement:

1. One (1) original final Payment Voucher Form PV
2. Two (2) copies of the local voucher indicating the final amount paid
3. A breakdown of the final quantities and amounts paid
4. One (1) copy each of the local vouchers 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.
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. Certification that all corrective work has been accomplished
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.

ENGINEER'S CERTIFICATION

**PROJECT COMPLETION
AGREEMENT FOR STATE AID**

I hereby certify that the project known as _____ in the _____ of _____, County of _____ has been completed in a satisfactory manner and in substantial conformance with the contract documents.

Additionally, I certify, that if applicable for this project, it is in conformance with and as stipulated in Public Law 2008 c. 110 for traffic ordinance regulating the passage or stopping of traffic at certain congested street corners or other designated points, including the establishment of multi-way stop controls as applicable to potential impacts to adjacent facilities, including state highways as noted in the law. Further, I certify that improvements involving traffic engineering features, i.e. designation or erection of signs or placement of pavement markings, parking prohibitions, establish speed limits, designation of one-way streets, etc. are in conformance with the current edition of the MUTCD for Streets and Highways and all supporting permits. Required documentation has been submitted as per this law.

(Signature)

(Name)

(Title)

(Date)

PE Seal

(THE ABOVE MUST APPEAR ON COUNTY, MUNICIPAL OR COMPANY LETTERHEAD)

Revised: 06/10/10

CHIEF FINANCIAL OFFICER'S CERTIFICATION

**PROJECT COMPLETION
AGREEMENT FOR STATE AID**

I hereby certify that all expenditures, \$ _____
(Total Project Costs Certified on Form PV)

for the project know as _____

in the _____ of _____

County of _____ are supported by valid documentation and conform with the terms of the State's Agreement.

******* CHOOSE THE APPLICABLE STATEMENT BELOW *******

The project cost is part of the Annual Single Audit prepared in conformity with the State of New Jersey Audit Policy referred to in the New Jersey Administrative Code.

******* OR *******

The project cost will be part of the next Annual Single Audit prepared in conformity with the State of New Jersey Audit Policy referred to in the New Jersey Administrative Code.

(Signature)

(Name)

(Title)

(Date)

(THE ABOVE MUST APPEAR ON COUNTY, OR MUNICIPAL LETTERHEAD)

INDEPENDENT AUDITOR'S CERTIFICATION

**PROJECT COMPLETION
AGREEMENT FOR STATE AID**

I hereby certify that the project costs in the amount of \$ _____

(Total Project Costs Certified on Form PV)

presented to the State of New Jersey for reimbursement on the project known as

_____ in

the _____ of _____

County of _____ has been audited by me and found to be in

compliance with N.J.A.C. 16:_____ and the terms of the agreement between the State

and the _____ of _____ .

(Signature)

(Name)

(Title)

(Name of Firm)

(Address)

(Date)

(THE ABOVE MUST APPEAR ON COMPANY LETTERHEAD)

**NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT
CHANGE ORDER NUMBER - _____
STATE AID PROJECT**

Project	_____
Municipality	_____
County	_____
Contractor	_____

In accordance with the project Supplementary Specification, the following are changes in the contract.
Location and Reason for Change (Attach additional sheets if required)

<u>Item No.</u>	<u>Description</u>	<u>Quantity (+/-)</u>	<u>Unit Price</u>	<u>Amount</u>
-----------------	--------------------	-----------------------	-------------------	---------------

Amount of Original Contract	\$ _____	Extra	\$ _____
Adjusted amount Based on Change		Supplemental	\$ _____
Orders,,,,	\$ _____	Reduction	\$ _____
		Total Change	\$ _____

% Change in Contract
 [(+) Increase or (-) Decrease] _____ %

_____ (Engineer)	_____ (Date)	Approved: _____ (District Manager) (Bureau of Local Aid)	_____ (Date)
_____ (Presiding Officer)	_____ (Date)		
_____ (Contractor)	_____ (Date)		

PARTICIPATION IN DESIGN ENGINEERING, CONSTRUCTION INSPECTION AND MATERIAL TESTING FOR STATE AID PROJECTS

Purpose

To outline the extent of the Department's participation in the cost of design engineering, construction inspection and material testing for projects funded with Department of Transportation State Aid funds.

Eligibility

Municipalities qualified by the Department of Community Affairs for Urban Aid funding under P.L. 1978, c. 14, as amended, or for Depressed Rural Centers Aid or any municipality or county 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. The Commissioner's final decision shall be based on need, on a case-by-case basis.

All municipalities and counties are eligible for reimbursement for the cost of construction inspection and material testing.

The Department will 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.

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.

Participation for Design Engineering

Department participation in the cost of design engineering, performed by either the full time municipal engineer or a consulting engineer, shall be base on 10% for of the total construction cost Urban Aid municipalities or Depressed Rural Centers unless a different amount was approved by the Commissioner.

Reimbursement for Design Engineering

Reimbursement for design engineering can be made upon approval of the award of the construction contract by the Department and will be based on the contract amount less any Department non-participating items. Department participation in the cost of design engineering at the time of award of contract shall not exceed 85% of the calculated cost for design engineering. When the project is complete, the final amount to be reimbursed for design engineering will be based on the final construction cost less any Department non-participating items. HMA adjustments are not to be considered when making the calculation. Reimbursement for design engineering will be submitted by the municipality on a State of New Jersey Payment Voucher form (PV) and accompanied by documentation as to the actual cost.

Participation in the Cost of Construction Inspection and Material Testing

Department participation in the cost of construction inspection and material testing combined 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 municipality or county on a State of New Jersey Payment Voucher form (PV) and accompanied by documentation as to the actual cost.