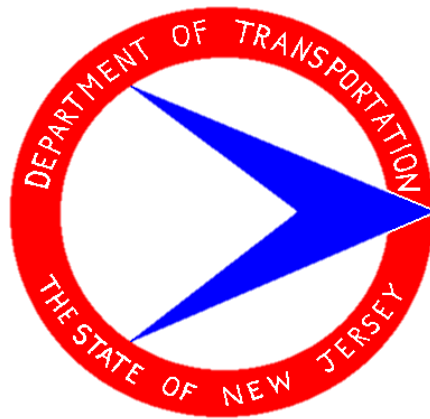


New Jersey Department of Transportation
Local Freight Impact Fund Handbook
Procedures and Criteria for
Local Freight Impact Fund Grant Program



Overview

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

Assembly Bill No. 10(4R) of 2016 amends the "New Jersey Transportation Trust Fund Authority Act" of 1984, to make changes necessary to support the State's Capital Transportation Program for Fiscal Years 2018 through 2024. With the adoption of this bill, a newly created "Local Freight Impact Fund" was established for the purpose of assisting counties and local municipalities with the mitigation of impacts on the local transportation system associated with the State's freight industry. Total funding for this competitive grant program has been set at \$28.0 million, with supplemental 2.1 million per year for FY2019.

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

Definitions

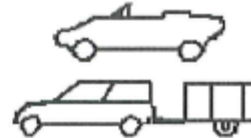
Bridge Preservation	Defined as actions or strategies that prevent, delay or reduce deterioration of bridges or bridge elements, restore the function of existing bridges, keep bridges in good condition, and extend their life. ¹
Pavement Preservation	Aimed at preserving the investment in our highway system, extending pavement life, and meeting our customers' needs. ²
Mobility	To improve access to the system and improve the efficiency of freight movement. ³
Freight Node	Classified as warehouses, distribution centers and value-added light industry ³
Economic Development	To retain and generate jobs, maintain and increase revenue, and help maintain and enhance the state's competitive position through strategic freight initiatives. ³
Distribution Center	The warehouse facility which holds inventory from manufacturing pending distribution to the appropriate stores. ⁴
AADT	The total volume of truck traffic on a highway segment for one year, divided by the number of days in the year. ⁴
ADT	Average number of vehicles two-way passing a specific point in a 24-hour period, normally measured throughout a year.
Widening	An increase within the existing right of way, only to upgrade lanes and/or shoulders to the required design value, exclusive of a full lane addition. ⁵
R.O.W	Land owned or to be acquired by NJDOT for highway purposes. ⁶
Intermodal Facilities	Public highways which link the Nation's ports, rail and truck terminals airports and passenger transit terminals to the NHS. ⁷
Free Trade Zone	An area or zone set aside at or near a port or airport, under the control of the U.S. Customs Service, for holding goods duty-free pending customs clearance. ⁸
New Construction	Construction of entirely new or significant addition to existing structures.
Truck safety and Mobility	The improvement of truck access, truck routing and truck mobility along the county/local roadway system.
Large Truck	A Large truck is defined as a medium or heavy truck, excluding buses and motor homes, with a gross vehicle weight rating (GVWR) greater than 5 Tons (10,000 pounds).

FHWA Type F Vehicle Classification Scheme

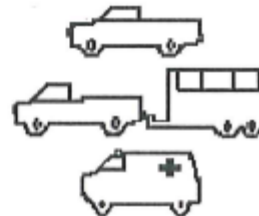
Class 1 - Motorcycles. This class includes all two- or three-wheeled motorized vehicles. These vehicles typically have a saddle-type of seat and are steered by handlebars rather than a steering wheel. This includes motorcycles, motor scooters, mopeds, motor-powered bicycles and three-wheel motorcycles.



Class 2 - Passenger cars. This class includes all sedans, coupes and station wagons manufactured primarily for the purpose of carrying passengers, including those pulling recreational or other light trailers.



Class 3 - Pickups, Vans and other 2-axle, 4-tire single unit vehicles. This class includes all two-axle, four tire vehicles other than passenger cars, which includes pickups, vans, campers, small motor homes, ambulances, minibuses and carryalls. These types of vehicles which are pulling recreational or other light trailers are included.



Class 4 - Buses. This class includes all vehicles manufactured as traditional passenger-carrying buses with two axles and six tires or three or more axles. This includes only traditional buses, including school and transit buses, functioning as passenger-carrying vehicles. All two-axle, four tire minibuses should be classified as Class 3. Modified buses should be considered to be trucks and classified appropriately.



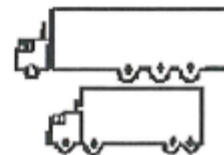
Class 5 - Two-Axle, Six-Tire Single Unit Trucks. This class includes all vehicles on a *single frame* which have *two axles and dual rear tires*. This includes trucks, camping and recreation vehicles, motor homes, etc.



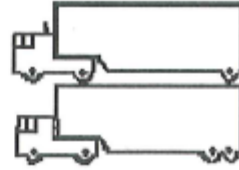
Class 6 - Three-Axle Single Unit Trucks. This class includes all vehicles on a *single frame* which have *three axles*. This includes trucks, camping and recreation vehicles, motor homes, etc.



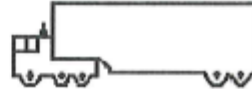
Class 7 - Four or More Axle Single Unit Trucks. This class includes all vehicles on a *single frame* with *four or more axles*.



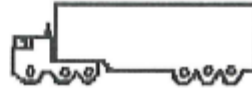
Class 8 - Four or Less Axle Single Trailer Trucks. This class includes all vehicles with *four or less axles* consisting of *two units*, in which the pulling unit is a tractor or single unit truck.



Class 9 - Five-Axle Single Trailer Trucks. This class includes all *five-axle* vehicles consisting of *two units* in which the pulling unit is a tractor or single unit truck.



Class 10 - Six or More Axle Single Trailer Trucks. This class includes all vehicles with *six or more axles* consisting of *two units* in which the pulling unit is a tractor or single unit truck.



Class 11 - Five or Less Axle Multi-Trailer Trucks.

This class includes all vehicles with *five or less axles* consisting of *three or more units* in which the pulling unit is a tractor or single unit truck.



Class 12 - Six-Axle Multi-Trailer Trucks. This class includes all *six-axle* vehicles consisting of *three or more units* in which the pulling unit is a tractor or single unit truck.



Class 13 - Seven or More Axle Multi-Trailer Trucks. This class includes all vehicles with *seven or more axles* consisting of *three or more units* in which the pulling unit is a tractor or single unit truck.



The TRAX Apollyon also collects data for **Class 14 - Unclassified Vehicles.** This class includes all vehicles which the TRAX Apollyon could not process into one of the existing 13 classes. This data can be retained in your reports, or it can be redistributed by the software into the existing 13 classes based on the percentages in each of those classes.

Program Goals and Objectives

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

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

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

General Eligibility

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

- Project must be within the jurisdictional limit of the county/municipality and owned by the county/municipality. **(Exception: Those projects that span jurisdictional limits may file jointly with that jurisdiction)**
- Project must provide access to a Port, Warehouse Distribution Center or any other Freight Node.
Applicant must provide a narrative and a map showing connectivity to a Port, Warehouse Distribution Center or any other Freight Node.
- Project must have a minimum of 10% Large Truck Volume within its limits when compared to the total ADT
A Traffic study report, must be provided for Truck volume vs ADT. If the truck percentages are less than 10% project is ineligible.

A short term traffic study report must include:

Minimum of 24 hours (6am-6pm) OR 3-7 days of traffic count data starting on a Monday.

(“ In the AASHTO procedure, the first computation of the seven average days of the week allows the two Saturdays to be used to estimate the average month Saturday, while three

Mondays are used to compute the average months Monday. When these seven values are then averaged to compute the average month day, the proper balance between weekdays and weekend days can be maintained”)

- **See Appendix B for Traffic Report sample 24 hour report**
- **See Appendix C for Traffic Report sample 3-7day report**
- Applicants who select the “New Construction” category will verify that R.O.W and permits are secured or will be secured so that the project can be awarded within 36 months of grant notification if applicable.

Allowable Costs

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

Typical Eligible Project

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

Bridge Preservation

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

Truck Safety and Mobility

- Widening to accommodate large trucks
- Adding lanes
- Signal Optimization
- Surface Treatment
- Round-about with truck mounting accommodations
- **Project must have AADT from 7 day Traffic Study report**

New Construction

- Bypass to reduce congestion with a destination near a Port, Warehouse, distribution center or any other Freight Node.
- New road construction that provides access to NJ Large Truck Map access routes
- New Roadway construction to promote economic development.
 - A form of commitment should be executed by developer from conception of project.

Pavement Preservation

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

Ineligible Projects

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

Application Process

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

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

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

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

The application should include the description of the transportation proposal with the approval of the local governing body. Answering all questions in the application is mandatory. Applicants shall indicate the scope of work and the supporting data. The supporting data must meet the screening selection criteria to receive funding. **Supporting data includes maps of project or**

projected area. Applicants are encouraged to enclose photographs for the purpose of visualizing the project that is to be achieved. Answers to questions asked in the on-line SAGE application, and supporting documentation supplied by the applicant shall form part of the basis upon which the applications are scored. Applicants should answer all questions to the best of their ability; if a question is not answered or the required supporting documentation is not supplied, the applicant will not receive points.

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

General Provisions

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

Project Selection Criteria

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

Project Selection Process

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

Design Guidelines

All transportation related facilities must meet minimum AASHTO standards and the standards of the “Manual on Uniform Traffic Control Devices” (MUTCD). For all municipalities and counties that accept federal or state funded grants from the NJDOT are required to comply with the provisions of title II of the Americans with Disabilities Act of 1990 (ADA) and with section 504 of the Rehabilitation Act of 1973 to the fullest extent possible. ADA guidance can be found on the NJDOT website at:

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

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

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

Program Administration

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

You are encouraged to contact your District Office for information or assistance regarding State Aid or any other transportation related matter or visit www.state.nj.us/transportation/

Contact Persons:

District 1

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

District 3

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

District 2

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

District 4

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

Appendix A

1. https://pavementvideo.s3.amazonaws.com/2015_NEBPP/PDF/7%20-%20NJDOT%20Bridge%20Preservation%20and%20Asset%20Management%20Strategies_Oliveto.pdf
2. <https://www.fhwa.dot.gov/publications/publicroads/00jan/pavement.cfm>
3. <http://www.state.nj.us/transportation/freight/plan/pdf/2007statewidefreightplan.pdf>
4. <https://ops.fhwa.dot.gov/Freight/fpd/glossary/index.htm>
5. <http://www.state.nj.us/transportation/eng/documents/procedures/pdf/ProcMan.pdf>
6. <http://www.state.nj.us/transportation/eng/documents/ROWE/pdf/ROWEManual.pdf>
7. https://ops.fhwa.dot.gov/freight/freight_analysis/nhs_connectors/role_nhs_conn/role_sys_conn_2.htm
8. <https://ops.fhwa.dot.gov/freight/fpd/glossary/index.htm#f>
9. https://www.fhwa.dot.gov/policyinformation/tmguides/tmg_2013/traffic-monitoring-theory.cfm

Appendix B

Sample 24 Hr. Traffic Study

1. General Description

..... was retained by the Borough of Bellmawr to conduct a traffic classification study of Benigno Boulevard from Leak Avenue to Haag Avenue located within the Township to assess the volume of truck traffic using the roadway.

2. Purpose and Scope

..... Engineers' performed a short duration traffic count of one (1) day from November 27, 2017 to November 28, 2017. The equipment used to perform the count was an Miovision Traffic Recorder. This device utilizes road tubes to collect traffic data to provide accurate volume, classification, speed and gap studies on a wide variety of roadways.

3. Findings and Observations

Based upon the traffic count, the AADT for Benigno Boulevard is approximately 9,550 veh./day. Additionally, the percentage of truck traffic along the roadway is approximately 6.5%.

A print out of the traffic collection data can be found in Appendix 'A' of this report.

**Study Name BENIGNO BOULEVARD
CAMDEN COUNTY, NEW JERSEY**

	Total	
	Cars	Trucks
Total Volume =	8,829	617
	9,446	

Percentage Trucks 6.53%

SAMPLE

**Study Name BENIGNO BOULEVARD
CAMDEN COUNTY, NEW JERSEY**

Start Date 11/27/2017

Start Time 12:00 AM

Light Vehicles	Direction	
	Westbound	Eastbound

12:00 AM	7	15
12:15 AM	3	10
12:30 AM	8	7
12:45 AM	3	9
1:00 AM	2	6
1:15 AM	1	5
1:30 AM	1	6
1:45 AM	0	3
2:00 AM	2	1
2:15 AM	4	1
2:30 AM	0	3
2:45 AM	2	2
3:00 AM	3	2
3:15 AM	1	6
3:30 AM	3	2
3:45 AM	1	1
4:00 AM	9	2
4:15 AM	4	2
4:30 AM	7	1
4:45 AM	10	2
5:00 AM	16	5
5:15 AM	9	4
5:30 AM	16	8
5:45 AM	21	6
6:00 AM	26	3
6:15 AM	33	5
6:30 AM	61	28
6:45 AM	90	35
7:00 AM	49	29
7:15 AM	44	35
7:30 AM	66	46
7:45 AM	86	49
8:00 AM	77	50
8:15 AM	87	43
8:30 AM	74	55
8:45 AM	134	62

**Study Name BENIGNO BOULEVARD
CAMDEN COUNTY, NEW JERSEY**

Start Date 11/27/2017

Start Time 12:00 AM

Light Vehicles Time	Direction	Direction
	Westbound	Eastbound
9:00 AM	127	54
9:15 AM	99	58
9:30 AM	79	41
9:45 AM	89	45
10:00 AM	70	34
10:15 AM	68	37
10:30 AM	55	30
10:45 AM	40	42
11:00 AM	59	46
11:15 AM	58	34
11:30 AM	59	60
11:45 AM	61	51
12:00 PM	69	58
12:15 PM	56	70
12:30 PM	67	63
12:45 PM	54	61
1:00 PM	54	55
1:15 PM	55	67
1:30 PM	67	58
1:45 PM	64	65
2:00 PM	51	66
2:15 PM	72	72
2:30 PM	98	75
2:45 PM	79	77
3:00 PM	66	137
3:15 PM	90	77
3:30 PM	70	94
3:45 PM	66	90
4:00 PM	48	102
4:15 PM	49	73
4:30 PM	55	56
4:45 PM	58	72
5:00 PM	63	107
5:15 PM	53	80
5:30 PM	48	67
5:45 PM	51	56
6:00 PM	43	69

**Study Name BENIGNO BOULEVARD
CAMDEN COUNTY, NEW JERSEY**
Start Date 11/27/2017
Start Time 12:00 AM

Light Vehicles Time	Direction	
	Westbound	Eastbound
6:15 PM	32	69
6:30 PM	57	62
6:45 PM	129	44
7:00 PM	134	74
7:15 PM	80	70
7:30 PM	74	63
7:45 PM	61	42
8:00 PM	49	43
8:15 PM	55	63
8:30 PM	67	68
8:45 PM	75	30
9:00 PM	71	50
9:15 PM	77	54
9:30 PM	52	57
9:45 PM	91	71
10:00 PM	67	71
10:15 PM	55	52
10:30 PM	46	57
10:45 PM	34	31
11:00 PM	25	10
11:15 PM	13	17
11:30 PM	9	6
11:45 PM	7	20
Sub-total	4,729	4,100
	8,829	Light Vehices

**Study Name BENIGNO BOULEVARD
CAMDEN COUNTY, NEW JERSEY**

Start Date 11/27/2017

Start Time 12:00 AM

Trucks Time	Direction	Direction
	Westbound	Eastbound
12:00 AM	1	0
12:15 AM	0	1
12:30 AM	0	0
12:45 AM	0	0
1:00 AM	1	1
1:15 AM	0	1
1:30 AM	2	0
1:45 AM	0	0
2:00 AM	0	0
2:15 AM	0	0
2:30 AM	0	0
2:45 AM	0	0
3:00 AM	0	0
3:15 AM	1	0
3:30 AM	0	0
3:45 AM	1	0
4:00 AM	0	0
4:15 AM	0	0
4:30 AM	0	0
4:45 AM	0	0
5:00 AM	2	0
5:15 AM	0	1
5:30 AM	0	3
5:45 AM	0	0
6:00 AM	1	1
6:15 AM	2	1
6:30 AM	1	3
6:45 AM	1	1
7:00 AM	3	1
7:15 AM	7	2
7:30 AM	14	8
7:45 AM	2	17
8:00 AM	6	10
8:15 AM	3	5
8:30 AM	7	4
8:45 AM	4	7

**Study Name BENIGNO BOULEVARD
CAMDEN COUNTY, NEW JERSEY**

Start Date 11/27/2017

Start Time 12:00 AM

Trucks	Direction	Direction
Time	Westbound	Eastbound

9:00 AM	5	3
9:15 AM	3	11
9:30 AM	5	6
9:45 AM	7	3
10:00 AM	8	6
10:15 AM	13	6
10:30 AM	7	6
10:45 AM	10	6
11:00 AM	7	7
11:15 AM	8	5
11:30 AM	8	8
11:45 AM	7	6
12:00 PM	8	4
12:15 PM	6	10
12:30 PM	7	8
12:45 PM	6	7
1:00 PM	13	9
1:15 PM	5	8
1:30 PM	13	4
1:45 PM	12	10
2:00 PM	9	7
2:15 PM	9	9
2:30 PM	7	11
2:45 PM	5	6
3:00 PM	6	8
3:15 PM	8	8
3:30 PM	6	5
3:45 PM	4	2
4:00 PM	3	5
4:15 PM	5	2
4:30 PM	2	3
4:45 PM	0	5
5:00 PM	3	3
5:15 PM	3	2
5:30 PM	4	5
5:45 PM	2	2

**Study Name BENIGNO BOULEVARD
CAMDEN COUNTY, NEW JERSEY**

Start Date 11/27/2017

Start Time 12:00 AM

Trucks Time	Direction	
	Westbound	Eastbound
6:00 PM	2	3
6:15 PM	2	3
6:30 PM	1	2
6:45 PM	3	1
7:00 PM	1	2
7:15 PM	0	0
7:30 PM	2	1
7:45 PM	0	2
8:00 PM	0	1
8:15 PM	1	1
8:30 PM	0	1
8:45 PM	2	1
9:00 PM	0	0
9:15 PM	0	0
9:30 PM	2	0
9:45 PM	1	2
10:00 PM	0	2
10:15 PM	0	0
10:30 PM	0	0
10:45 PM	0	1
11:00 PM	0	1
11:15 PM	1	0
11:30 PM	0	0
11:45 PM	0	0
Sub-total	311	306

617 Trucks

Appendix C

Sample 3-7 Day Traffic Study

1. General Description

_____ was retained by the Borough of Bellmawr to conduct a traffic classification study of Benigno Boulevard from Leak Avenue to Haag Avenue located within the Township to assess the volume of truck traffic using the roadway.

2. Purpose and Scope

_____ Engineers' performed a short duration traffic count of one (1) day from November 27, 2017 to November 28, 2017. The equipment used to perform the count was an Miovision Traffic Recorder. This device utilizes road tubes to collect traffic data to provide accurate volume, classification, speed and gap studies on a wide variety of roadways.

3. Findings and Observations

Based upon the traffic count, the AADT for Benigno Boulevard is approximately 9,550 veh./day. Additionally, the percentage of truck traffic along the roadway is approximately 6.5%.

A print out of the traffic collection data can be found in Appendix 'A' of this report.

Table 1. Large Truck Traffic Volume Analysis

	Mon	Tue	Wed	Thu	Fri
Total Daily Volume	591	976	361	975	522
Total Truck Volume	185	226	90	229	138
Truck Percentage	31.3%	23.2%	24.9%	23.5%	26.4%

	Sum	days	Average
Average Daily Traffic (ADT)	3,425	5	685
Average Daily Truck Traffic	368	5	174

Average Daily Truck Percentage: **25.4%**

(Attachment 1: ATR counts for Railroad Ave from Oct 3, 2017 to Oct 11, 2017)

IV. Summary

The average daily traffic (ADT) and average daily large truck traffic were determined to support the eligibility of the application. The average daily truck percentage was determined 25.4% which is much more than the required minimum (5%) large truck percentage. The analysis is also based on 5 weekdays from Monday thru Friday in the project limit.

V. Conclusions

The results of the study indicate that the large truck percentage is very high at 25.4%.