




Recommendations for Local Public Agencies



Check List

- ✓ Be aware of federal project requirements.
 - ✓ Contact your Local Aid District office to check your eligibility status
 - ✓ Identify your project's Responsible Charge
 - ✓ Have staff attend Responsible Charge training
 - ✓ Assess your municipality's financial capability
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Federal Project Requirements

- NEPA (National Environmental Policy Act)
 - Public outreach- advertised & documented
- Design to Federal Standards
- Brook's Act (Qualifications Based Selection) if hiring consultants

- Federal Eligibility
 - Responsible Charge Documentation procedures
 - Procedures for administering federal aid projects

- 23 CFR 635 – Construction
 - Civil Rights
 - Construction Inspections



The Division of Local Aid Assesses LPA Risk & Provides Eligibility Certification

- Tools
 - Eligibility Assessment Form (EAF)
 - Responsible Charge Qualification Form (RCF)
- Eligibility Assessment covers risk areas including:
 - the LPA's Financial Capability
 - Organization
 - Project Management
 - Construction Contract Administration
 - Federal Aid Experience.



The Division of Local Aid Assesses LPA Risk & Provides Eligibility Certification


- To conduct a risk assessment on LPAs' ability to comply with requirements of the Federal Highway Administration's (FHWA) Federal Aid Highway Program.
- Each Local Public Agency (LPA) receiving federal-aid funds must complete NJDOT's Division of Local Aid's Eligibility Assessment Form (EAF). This form was developed to assess the LPA's accounting controls and administrative management systems. Each LPA must also complete a Responsible Charge Qualification Form (RC).
- The EAF and RC will be used as a tool to identify the risk associated with the LPA receiving funds.
- The EAF covers risk areas including: the LPA's Financial Capability, Organization, Project Management, Construction Contract Administration, and Federal Aid Experience.



A Responsible Charge is:

- A full-time employee with municipality/county.
- Familiar with budgets, roadway projects, standards, and specifications.
- Capable of collaborating with the consulting engineer, CFO, Administrator, and DPW Director.
- Knowledgeable about the municipality/ County
- Capable of adjusting to address a crisis

Responsibilities Include:

- Adherence to Scope, Cost, Time, Quality & Requirements
 - Review finances to prevent fraud, waste & abuse
 - Included in decisions for changes requiring more funds
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Assess Your Municipality's Financial Capability

- Funds are not provided upfront but is reimbursed as you spend.



Additional Resources

- Rutgers CAIT Training: <https://cait.rutgers.edu/>
- NJDOT Local Aid Resource Center:
<https://njdotlocalaidrc.com/>
- Federal-aid Essentials for Local Public Agencies:
(Link from LARC Learning Center)