

**NEW JERSEY DEPARTMENT OF TRANSPORTATION
TRANSPORTATION TRUST FUND AUTHORITY ACT
STATE AID HANDBOOK**



Revised by:
State Aid Quality Improvement Team
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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 <https://njdotlocalaidrc.com/>.

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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 Fiscal Year 2008, a 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](#)
- [Local Transportation Projects Fund](#)
- [Local Freight Impact Fund](#)
- [Local Bridges Fund](#)
- [Transit Village](#)
- [Safe Streets to Transit](#)
- [Bikeways](#)

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.

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 (through the CAACF process) 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.

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 annually by the Legislature for the improvement of public roads and bridges under municipal jurisdiction.

Funds are appropriated to municipalities in each county based on a formula 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 through the Local Aid Update and Setup Process (LAUSP) in PMRS. The Department shall execute an agreement in PMRS 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. A municipality may voluntarily cancel an agreement and release the funds back to the Department at any time, but at least 30 days before the 24-month deadline. Failure to award a contract within the 24-month deadline will result in the agreement being rescinded unless an extension of time is granted. Any such funds rescinded may be reallocated by the Commissioner to other transportation projects as the Commissioner shall determine.

For how to apply and additional information on the Municipal Aid program can be found in the Municipal Aid Handbook: <https://njdotlocalaidrc.com/state-funded-programs/municipal-aid>

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. LAIF project costs are administered within the same guidelines as the Municipal Aid Program.

Although all projects are 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 (LTPF) is established to address specific focused local transportation issues throughout the State. Any county or municipality

may apply at any time through NJDOT SAGE. Approved projects are administered within the same guidelines as Municipal Aid, unless specified in the grant award letter.

Local Freight Impact Fund

With the adoption of Assembly Bill No. 10(4R) of 2016, a newly created “Local Freight Impact Fund” (LFIF) was established to assist counties and local municipalities in mitigating the impacts on the local transportation system associated with the State’s freight industry. The program is dedicated to the advancement of freight projects and facilitating the movement of large truck traffic, with a focus on enhancing safety, renewing aging infrastructure, promoting economic development, and supporting new transportation opportunities.

For how to apply and additional information on Local Freight Impact Fund program can be found in the Local Freight Impact Fund Handbook: <https://njdotlocalaidrc.com/state-funded-programs/local-freight-impact-fund>

Local Bridges Fund

The New Jersey Department of Transportation (NJDOT) is committed to maintaining and improving New Jersey’s local transportation infrastructure. To support this goal, NJDOT provides financial assistance to the state’s 21 counties for the improvement of county-owned bridges.

Counties may use Local Bridge grants for preventive maintenance, rehabilitation, and replacement of bridges that are structurally deficient, scour critical, or functionally obsolete.

Objectives of the Local Bridges Program:

- **Remove Structurally Deficient Bridges:** To eliminate bridges from the Structurally Deficient list.
- **Remove Scour Critical Bridges:** To address bridges that are Scour Critical, meaning they are at risk of erosion.
- **Remove Functionally Obsolete Bridges:** To update bridges that no longer meet current design standards.
- **Prevent Future Deficiencies:** To prevent bridges from becoming Structurally Deficient or Scour Critical.

For how to apply and additional information on the Local Bridges Fund program can be found in the Local Bridges Fund Handbook: <https://njdotlocalaidrc.com/state-funded-programs/local-bridges-fund>

Transit Village

The Division of Local Aid and Economic Development’s Transit Village Grant program provides grants for non-traditional transportation-related projects to New Jersey municipalities designated as Transit Villages. These municipalities have committed to growth in the area surrounding a transit facility, which can service commuter rail, bus, ferry, or light rail. By focusing on areas with existing infrastructure and diverse transportation options, the program aims to foster sustainable development and improve overall quality of life.

Benefits of the Program:

- **Infrastructure Utilization:** Growth in areas where infrastructure is already in place.
- **Multi-Modal Transportation:** Availability of multiple transportation options.
- **State Goals:** Helps advance vital goals of the State of New Jersey, such as reducing auto dependency and promoting cleaner air and water.

For how to apply and additional information on the Transit Villages program can be found in the Transit Village Handbook: <https://njdotlocalaidrc.com/state-funded-programs/transit-village>

Safe Streets to Transit

In 2006, the State of New Jersey announced a comprehensive Pedestrian Safety Initiative, emphasizing the importance of safe and accessible transit options. One element of this initiative, administered by the New Jersey Department of Transportation (NJDOT), is the Safe Streets to Transit (SST) program. This program provides funding to counties and municipalities to improve access to transit facilities and all nodes of public transportation.

Objectives of the SST Program:

- **Enhance Safety and Accessibility:** Improve the overall safety and accessibility for mass transit riders walking to transit facilities.
- **Encourage Walking:** Encourage mass transit users to walk to transit stations.
- **Implement Safety Projects:** Facilitate the implementation of projects and activities that will improve safety in the vicinity of transit facilities, specifically within approximately one-half mile for pedestrian improvements.

Additional information on the Safe Streets to Transit program can be found in the Safe Streets to Transit Handbook: <https://njdotlocalaidrc.com/state-funded-programs/safe-streets-to-transit>

Bikeways

The New Jersey Department of Transportation's Bikeway Grant Program provides funds to counties and municipalities to promote bicycling as an alternative mode of transportation in New Jersey.

Key Objectives:

- **Primary Objective:** Fund bicycle projects which create new Bike Path Mileage.
- **Facility Requirements:** These bike paths or lanes must be physically separated from motorized vehicular traffic by an open space or barrier, either within the highway right of way or an independent right of way.
- **Paramount Goal:** Fund new construction-ready bike lane/bike path projects that provide connectivity for various uses, not limited to recreation. Special consideration is given if the project is part of a bicycle network adopted in the applicant's Master Plan.

Program Availability:

- This program is available to every municipality and county throughout New Jersey.
- **Priority:** Given to the construction of new bike paths.
- **Consideration:** The proposed construction or delineation of any new bicycle facility will be considered.

Additional information on the Bikeways program can be found in the Bikeways Handbook:
<https://njdotlocalaidrc.com/state-funded-programs/bikeways>

HOW TO APPLY

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 a formula considering county road mileage and county population. 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.

There are three core processes to the County Aid application process in PMRS: CAACF; CARES; and CACPC.

1. CAACF (County Aid Agreement and Certification of Funds)

CAACF Process:

- Each county must create an ATP listing eligible projects, including details such as name, location, description, project limits, and cost estimates.
- The ATP is limited to ten projects; additional projects can be added through the CACPC process.
- The total cost of the project pool may exceed available county aid funds.
- The process is essential to the certification of funds to ATP projects.

2. CARES (County Aid Resolution Submission)

CARES Overview

- When the application is submitted through the CAACF process, the CARES process is automatically generated in PMRS for resolution submission.
- 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. The ATP agreement will be for 100% 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.

CARES Process:

- **First Action:** The Local Public Agency Project Manager (LPA PM) - county engineer - must submit the resolution.
- **Second Action:** The presiding officer, such as the county executive or their delegate, must digitally sign off on the resolution.
- **Third Action:** The Clerk completes the submission of the CARES process.
- **Fourth Action:** The Local Aid Assistant Project Manager (LA APM) reviews the submission.
- **Final Action:** The Local Aid Project Manager (LA PM) approves the submission.

3. CACPC (CA Construction Project Creation)

CACPC Process:

- Approved ATP (CAACF) when completed, will automatically create construction processes (CACPC) from the ATP List.
- The LPA PM will submit the CACPC process.
- The LA APM and LA PM will review the CACPC process and either approve it or request revisions from the LPA PM before giving final approval.

Performance Regulations:

The county must demonstrate satisfactory progress in expending Local Aid funds. Failure to award construction or other approved contracts for 100% 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.

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 by July 1st.

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 online application forms for completeness, performs 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 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.

GRANT MANAGEMENT AND ADMINISTRATION

Force Account

Per N.J.S.A. 27:1B-25.5, 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
<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/environmental-justice/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 percentage 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

Once the Resolution Submission and State Aid Agreement Execution process (LAAE) - or the CA ATP Application, Agreement and Certification of Funds (CAACF), and CA Resolution Submission (CARES) are completed in PMRS - several documents must be submitted within the Local Aid Management Process (LAMP) in PMRS. These submissions are required no later than thirty (30) days prior to the advertisement for the receipt of bids. However, if a railroad crossing exists within the project limits or could impact traffic flow across a railroad crossing outside the project limits, submissions must be made a minimum of 60 days in advance. The following will be a summary of the sections outlined in the LAMP Process. For additional guidance with the LAMP process, please see PMRS training resources on the Local Aid Resource Center: <https://www.njdotlocalaidrc.com/pmrs-resources>

Plans, Specifications & Engineer's Estimate

The engineer's estimate must have an original signature and seal.

Plans should contain at least the following:

1. Key sheet per NJDOT Sample Plans
2. Typical Sections
3. Cross Sections – if required
4. Construction plan sheets showing pavements widths, ROW lines and indicating all proposed work clearly
5. Designed curb ramps per NJDOT Standard Details
6. Existing and Proposed Profiles – if required
7. Existing and Proposed Drainage with inverts – if required
8. Detailed Detour or Maintenance and Protection of Traffic Plan conforming to the current MUTCD
9. Pavement Striping plan – if required
10. Construction Details
11. Comply with the Americans with Disabilities Act (ADA)
12. For further guidance, please refer to the [NJDOT Sample Plans](#)

Scope Modification

Any scope modification shall be submitted in PMRS which will be reviewed and approved by the District Office.

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 in PMRS under the LAMP Process for Local Aid review prior to the additional work being accomplished. If approved, the District Office will approve the Scope Modification in PMRS. 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 the scope modification request through the LAMP Process in PMRS for the Department's approval.

In the event the Grantee rescinds the Agreement, the allotted funds shall revert to the source of the funding.

Railroad Coordination:

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 sixty (60) days prior to advertisement for bids for review by the New Jersey Department of Transportation, Railroad Engineering and Safety Unit. A copy of the plans will be sent to the Railroad Engineering and Safety Unit for review by the Local Aid District Office as part of the LAMP Process in PMRS.

Design Exception:

The Sponsor will notify the Department of any deviations from the standards for all road and bridge projects by answering a question under the Design Exception Section within the LAMP Process. 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, 2019 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/>.

Nonstandard & Nonconforming Features:

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

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

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

Environmental / Historic Preservation:

If the project construction cost is greater than \$3 million, please complete/upload an Environmental Compliance Summary through the LAMP Process in PMRS.

Refer to the Environmental Screening section for additional information.

State Highway / Environmental Permits:

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.

If any portion of the proposed project is within State Right of Way or if any project requires traffic control item to be placed within the State Right of Way, please complete the MT-120A form and contact the Central Region Permits department (<https://www.nj.gov/transportation/business/Highwayoccupancypermits/>).

Bridge Project:

If the project is a Bridge project or if there is a bridge/culvert within the project limits, the PS&E package should be submitted 12 weeks prior to advertisement of bids for NJDOT Bridge Review from the Bridge Engineering and Infrastructure Management.

Technical Infeasibility (TIF):

If technical infeasibility is anticipated and that the project will be in non-compliance of pedestrian facilities, the ADA Technically Infeasible form needs to be completed and submitted through the LAMP Process in PMRS.

Inter-agency Information:

If there is an inter-agency agreement for this project, please upload the agreement in the LAMP Process.

Additional Guidance

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. Police/Uniformed Traffic directors are available for reimbursement while providing traffic safety services for traffic signals at signalized intersections. Police providing traffic safety services shall operate traffic signals when manual control of the signals is required, or shall maintain traffic flow at a signalized intersection when the signals are temporarily out of service.

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.

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

Roundabouts to be designed in accordance with the MUTCD, RDM Chapter 15 and most current applicable AASHTO and NCHRP Guidelines.

Construction and Materials shall conform to the Department's Standard Specifications for 2019 Road and Bridge Construction, which is incorporated herein by reference, as amended and supplemented, and the Department's Special Provisions for State Aid Projects, 2019 Edition.

After Local Aid accepts the PS&E package in the LAMP Process, the LPA can advertise the project. The LPA will upload the award package in the LAMP Process for the District Office to review and approve.

Environmental Screening

- Projects exceeding \$3.0M 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 Executive Order 215 (EO- 215) review. The LPA is responsible for preparing and submitting this EO-215 process in PMRS as the first task to allow NJDOT to screen project for EO-215 applicability. NJDOT will coordinate any approvals with NJDEP on behalf of the LPA.
- Projects with both construction costs in excess of \$7 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.
- 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.

- 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 LAMP process.
- 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. This determination will be made by DOT- BEPR as part of the EO-215 process review in PMRS.
- 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.
- If the project pass through a Historic Area/district or pass next to a historic property then 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.
- The LUCY Website is prepared by the New Jersey Historic Preservation with a GIS map to show if project limits exist within historic or cultural considerations:
<https://njdep.maps.arcgis.com/home/item.html?id=6706acec2a7e46489f6d4dabba02fc9c>
- NJ Register website and application:
<https://www.nj.gov/dep/hpo/2protection/njrreview.htm>
- An Alternatives Analysis, prepared by the LPA, will be required for Historic Sites Council, Green Acres and NJDEP individual permits.
- A minor disposal/diversion application may take up to 12 months to complete.
- Request to Use NJDEP Property Form: <https://dep.nj.gov/otpla/requests-for-use-of-njdep-property-form/>
- LPA Shall identify if the project requires Site Remediation.
- If so, then the LPA must follow Site Remediation Reform Act of 2009 – Follow guidance on links below: N.J.A.C. 7:26E - TECHNICAL REQUIREMENTS FOR SITE REMEDIATION: https://dep.nj.gov/wp-content/uploads/rules/rules/njac7_26e.pdf
- Site Remediation Guidance Library: <https://www.nj.gov/dep/srp/guidance/>
- LPA shall comply with NJDOT Environmental Overview of Regulations and Permits:
<https://www.nj.gov/transportation/eng/>

- Please refer to the Checklist for PS&E Package Submission in the LA AE process in PMRS for further guidance.

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, 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 the 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 the LAMP process in 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.

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 and the grant will be rescinded.

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.

Pre-Construction Requirements

Local Aid Construction Kickoff (LACKO)

The LACKO process will be automatically generated by PMRS as a two-step process. A Pre-Construction meeting is to be 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. The LPA is required to complete the first step of the LACKO process prior to

construction, including submitting information such as the meeting date for the Pre-Construction meeting and the Preconstruction Meeting Minutes. Topics of discussion should include:

- Construction Schedule
- Utility Relocation Coordination
- Maintenance and Protection of Traffic
- Items of Construction
- Material Questionnaire (Form SA-11)
- Construction Methods
- Material Sampling Requirements
- Change Orders (Form SA-1)

The second step of the LACKO process includes submitting the construction start date and the days to Substantial Completion.

Local Aid Material Questionnaire (LAMQ) - Part 1 of 2

The LAMQ process is generated automatically after the LAMP process is completed. The first step of the LAMQ process is to submit the Material Questionnaire (SA-11) form. A copy of this form is available through the Division of Local Aid and Economic Development website and the LAMQ process in 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. HMA testing and waiver requests are included in this process, however that will be discussed in full under the CONSTRUCTION INSPECTION AND MATERIAL TESTING section of this Handbook.

After review and acceptance by Local Aid, the LPA shall enter the information requested under the Asphalt Waiver section of the LAMQ process and submit the LAMQ. This process contains the Asphalt testing waiver request. If a waiver will be requested, please submit to Local Aid a waiver for approval including the total SY of pavement constructed. If the HMA quantity exceeds 5,000 SY, the project is not eligible for a waiver request.

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

After Notice to Proceed

Construction Inspection and Material Testing are completed through PMRS in their own respective processes. Construction Inspection is completed under the Inspection Process (LAINS). Material Testing is completed under two different processes: Materials Questionnaire and Asphalt Waiver Process (LAMQ) & Change Order Process (LACO).

Construction Inspection and Material Testing

Construction Inspection and Material Testing are completed through PMRS in their own respective processes. Construction Inspection is completed under the Inspection Process (LAINS). Material Testing is completed under two different processes: Materials Questionnaire and Asphalt Waiver Process (LAMQ) & Change Order Process (LACO). NJDOT inspections check for compliance to the contract documents and plans. NJDOT does not perform nor is responsible for RFIs, working drawing submissions, etc.

Construction Inspection:

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.

Once construction is substantially completed, the LPA must initiate the LAINS process in PMRS. The LPA will provide the Date when Construction was Completed, then submit this process to the District Office. Once the District Office receives this process, their staff will perform a final inspection and provide any findings/comments within this process. The LPA will need to provide a response and/or address the findings/comments. When addressing any findings/comments, the LPA must provide photographic evidence showing that the comments have been satisfied. Please refer to the Final Payment subsection for the timeframe from inspection date to closeout for submission requirements.

Material Testing:

Local Aid Material Questionnaire (LAMQ) - Part 2 of 2

The Material Waiver request is part of the LAMQ process. The LPA project manager can request an Asphalt Air Voids and Thickness core testing requirements waiver if the total pavement area is less than 5,000 S.Y. If HMA quantity exceeds 5,000 SY, the project is not eligible for a waiver request.

If the above requirement is met, then the LPA Project Manager shall enter the information requested under the Asphalt Waiver section of the LAMQ process and submit it for Approval. In addition, this second step also requires uploading the DS-8 or Certification of Compliance form.

During production, the HMA will be tested at the HMA plant in accordance with the current “HMA, Sampling and Testing” acceptance requirements. Test results must be submitted through the DS-8 form to the engineer for review, approval and signature. The LPA must submit the DS-8 or Certificate of Compliance through the LAMQ process. If a revised/new SA-11 form is required, then the LPA will need to resubmit the LAMQ process.

Upon completion of the paving, the HMA will be tested in accordance with the current “HMA Coring, Testing and Analysis” procedure. Test results must be submitted through the DS8S-PD form to the engineer for review, approval and signature. The LPA must submit the DS8S-PD through the

initial submission of the LACO process. It is not the responsibility of the District Office to perform the adjustment calculations.

Forms DS-8/Certificate of Compliance and DS8S-PD are 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.

There exists an allotment adjustment for the scheduling of asphalt pavement cores that will take effect after December 31, 2024. This adjustment is defined as follows:

Grant Allotment Adjustment for Asphalt Pavement Coring Dates

Calendar Days Between Paving and Coring	Percentage Adjustment for Noncompliant Lot
0-7 Days	0.0%
8-14 Days	0.5%
15-30 Days	1.0%
31-60 Days	2.0%
61+ Days ³	10% ³

1. Pursuant to §XX.A of the Grant Agreement For State Aid to Counties and Municipalities Terms and Conditions, the above adjustments shall be applied to the state-sharing amount of the grant allotment for each lot not in compliance with the timing requirements for coring set forth in §401.03.08 of the Special Provisions.
2. This adjustment is applied once per lot when coring is not completed within 7 days from the date of paving, except as differentiated in note 3.
3. If coring is performed after 60 days on any single lot, then the 10% adjustment will be applied to the state-sharing amount of the grant allotment. This one-time adjustment will be the only adjustment applied to the state-sharing amount of the grant allotment for asphalt pavement coring scheduling, when this situation occurs.

If the project is subject to ride quality requirements, the International Roughness Index (IRI) must be measured and reported pre-construction and post-construction. All routes that are designated as

National Highway System (NHS) and/or under NJDOT jurisdiction are required to evaluate ride quality. Routes that are not designated as National Highway System (NHS) and/or under NJDOT jurisdiction may evaluate ride quality. 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 LPA engineer in accordance with the standard specifications.

Local Aid Change Order (LACO)

If applicable, any asphalt penalties will need to be uploaded in LACO process by using the DS8S-PD form. The Fuel/Asphalt Price Adjustment worksheet will be submitted during this process. The IRI Testing Summary Report Form will need to be submitted during the LACO process, if IRI testing requirements are incorporated into the project. The LACO process contains a template for the Fuel/Asphalt Price Adjustment worksheet. This process must be completed prior to submitting the Final Invoice.

Funding Reimbursement

The following section is about the funding procedure for State Aid programs. The LPA may be eligible to receive reimbursement for construction costs, construction inspection, material testing, and design.

County Aid Projects

The annual County Aid allotment will be made available upon approval of the ATP and the Execution of the Agreement through the County Aid ATP Process (CAACF) in PMRS. 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 will be made available through the Invoice Process (LAINV) in PMRS. The LAINV process will be created and automatically spawned to the Sponsor in PMRS. The Local Aid Project Manager (LA PM) will review and submit the LAINV process in PMRS for payment.

Other State Aid Programs

Upon The District Office approving the LAMP Process in PMRS, the initial invoice will be made available through the LAINV Process (Initial Invoice) in PMRS. The LAINV process will be created and automatically spawned to the Sponsor in PMRS 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 balance of the final eligible costs or allotment of the project upon completing the LAINV Process (Final Invoice) for the final Payment Voucher and supporting documentation of project-associated costs.

Local Aid Change Order (LACO)

The LACO process is initiated by the Local Public Agency Project Manager role (LPA PM) for the purpose of any change to the contract pricing. The process will be required for reporting information about pay item adjustments, price adjustments, as-built quantities, and any change to the process prior to the completion of construction.

Invoicing Requirements:

All types of payments (Initial/Partial/Final) will be made available through the Invoice Process (LAINV) in PMRS.

Participation in the Cost of Construction Inspection and Material Testing

The 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 Pre-Construction 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 must be requested by the LPA through the Invoice Approval Process (LAINV) for final invoice by submitting Proof of Payment documentation of the actual cost. Acceptable documentation shall include an itemized list of eligible reimbursable charges and canceled checks/paid invoices. For Construction Inspection, the itemized list of charges and description of work performed must be broken down to include the following:

- Name of People Worked
- Type of Work
- Date
- Hours
- Hourly Rate
- Total Cost

In all cases, the LPA 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.

Participation in the Cost of 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.

Municipalities and 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 design purposes.

Municipalities receiving Urban Aid: A grant recipient under the local aid program shall be permitted to expend up to 10% of its aid allotment in the fiscal year for design purposes to municipalities qualified by the Department of Community Affairs for Urban Aid funding pursuant to N.J.S.A. 52:27D-178 et seq.

Initial Payment:

Upon completion of the LAMP Process, the District Office will create the initial Payment Voucher and make it available through PMRS within the Local Aid Invoice Approval (LAINV) process. The LPA PM will complete the LAINV process to review, electronically sign, and accept the initial payment voucher to be processed by the District Office.

Partial Payment:

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 under the LAINV Process in PMRS.

The following is required to complete the partial payment (LAINV Process):

1. The LPA will need to create the LAINV Process (Partial Invoice).
2. Please submit copies of the Payment Records with the Contractor/Consultant indicating the amount paid to date.
3. Please submit a breakdown of quantities and amounts paid to date.
4. Please submit a list of State not participating items, if applicable
5. Please start the LACO Process to include any Change Orders (Form SA-1), unless previously submitted (if applicable)

Final Payment:

Prior to the Sponsor initiating the LAINV Process (Final Invoice) in PMRS, it is recommended that the Sponsor reviews the project and make sure all the required processes are completed and there’s no outstanding issues.

The following is required to complete the final payment (LAINV Process):

1. The LPA will need to create the LAINV Process (Final Invoice).
2. Please submit Copies of the Payment Records with Contractor/Consultant indicating the final amount paid.

3. Please submit a breakdown of the final quantities and amounts paid.
4. Please submit a copy of each of the Payment Records with Contractor/Consultant indicating the amount paid for:
 - a. design engineering (if eligible and requesting, along with a breakdown of costs)
 - b. construction inspection (if requesting, along with a breakdown of costs)
 - c. material testing (if requesting)
 - d. other eligible items of workAdministrative costs are not eligible for reimbursement.
5. Please submit a list of state not participating items, if applicable.
6. Please submit Engineer's certification for project completion.
7. Chief Financial Officer's Certification for project completion.

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 in the LAINS PMRS process, the 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.

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 process (LAAEX) must be requested through PMRS by the municipality a minimum of 30 days prior to the 24-month deadline, and shall include a resolution with justification and schedule 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 the 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.

An extension of time is not granted to projects that fall under the regulations of N.J.A.C. 16:20A.

LOCAL AID FORMS AND DOCUMENTS CAN BE FOUND ON THE LOCAL AID RESOURCE CENTER WEBSITE LOCATED AT

Forms: <https://www.njdotlocalaidrc.com/forms>

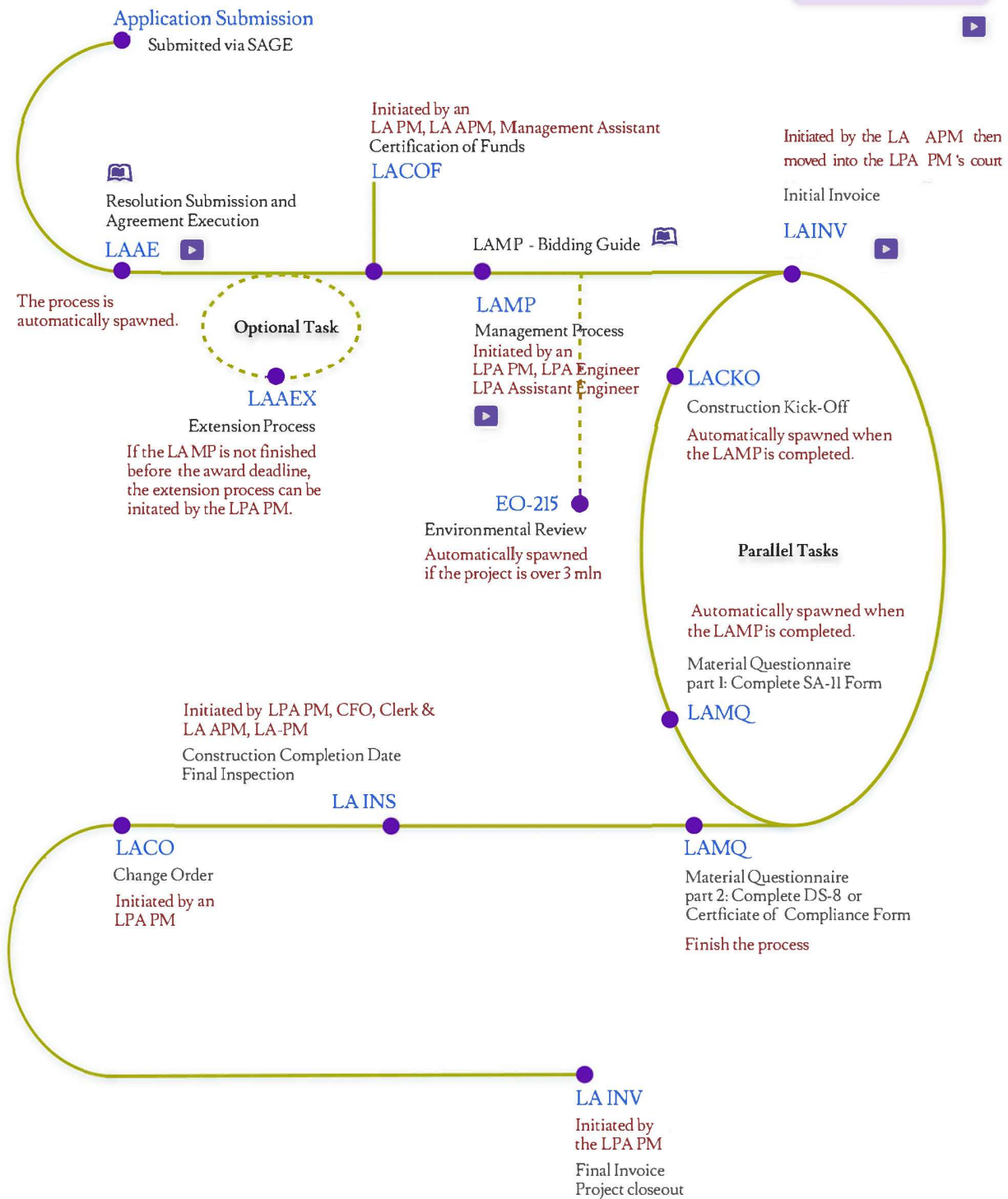
Special Provisions for State Aid Projects: <https://njdotlocalaidrc.com/special-provisions>

PMRS Tools/Help Resources: <https://njdotlocalaidrc.com/pmrs-resources.php>

MUNICIPAL AID* ROADMAP FOR PMRS WORKFLOW

Municipal Aid - PMRS Workflow

[Create PMRS Account](#)



**Also applies to following programs: SST, TV, BIKEWAY, LFIF, LAIF*