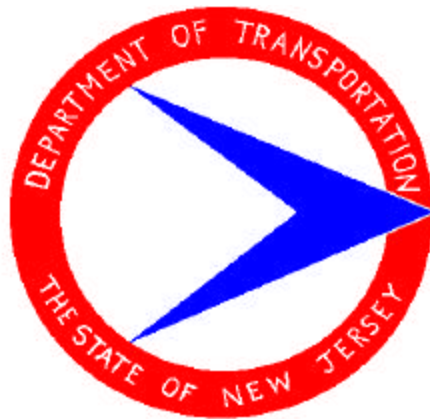


NEW JERSEY DEPARTMENT OF TRANSPORTATION
TRANSPORTATION TRUST FUND AUTHORITY ACT
STATE AID HANDBOOK
PROCEDURES FOR STATE AID TO
COUNTIES AND MUNICIPALITIES



Prepared by:
Local Aid Quality Improvement Team
2003

James E. McGreevey
Governor

John F. Lettiere
Commissioner

Preface

The New Jersey Department of Transportation 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 booklet 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.

The Division of Local Aid and Economic Development District Offices 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 Engineers and their staff 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 – Joseph Jagniatkowski

Roxbury Corporate Center
200 Stierli Court
Mount Arlington, NJ 07856
Phone: (973) 770-5070/5068
Fax: (973) 770-5172
Hunterdon, Morris, Somerset,
Sussex, and Warren

District 2 – Albert Maiocchi, PE

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

District 3 - Robert Werkmeister

100 Daniels Way
Freehold, NJ 07728
Phone: (732) 308-4002
Fax (732) 308-4003
Mercer, Middlesex, Monmouth,
and Ocean

District 4 – Stephen Moy

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

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 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 the Board of Chosen Freeholders and submitted to the Division of Local Aid and Economic Development District Office for approval.

Counties are required to execute one Resolution, Application and Agreement Form (SA-96) for the projects undertaken as indicated on the approved ATP. Forms are obtained through the Division of Local Aid and Economic Development District Office.

The State will pay the annual County allotment after approval of the Annual Transportation Program (ATP) and the Resolution, Application and Agreement Form (SA-96) by the Department of Transportation.

Counties receiving “up front” funding must adhere to the requirements of the New Jersey State Office of Management and Budget’s Circular 89-19 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 obtain from and submit completed Resolution, Application and Agreement Form (SA-96) to the Division of Local Aid and Economic Development District Office.

The Division of Local Aid and Economic Development District Office reviews the SA-96 forms for completeness, makes a field investigation, evaluates each project and assigns a rating to each. Projects for which SA-96 forms have been received are presented to a Screening Committee comprised of Municipal Engineers, and Department of Transportation 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 State will pay a percentage of the award amount or a percentage of the allotment, whichever is less, at the time of award approval by the Department of Transportation and submission of the proper invoice.

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 of Transportation for final approval. Jersey City and Newark are required to execute Resolution, Application and Agreement Form (SA-96) for each project undertaken as indicated on the approved ATP. Forms are obtained through the Division of Local Aid and Economic Development District Office.

State Aid Discretionary

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 safe streets to schools and bikeway projects.

How to Apply

The Resolution, Application, and Agreement Form (SA-96) for County Aid funding is reviewed by the Division of Local Aid and Economic Development District Office, after the project has been included in the County Annual Transportation Program (ATP). Any public road or bridge under the jurisdiction of a county, regardless of location within that county is eligible for funding. The Resolution, Application and Agreement Form (SA-96), County Annual Transportation Program (ATP), and the Payment Voucher (Form PV) covering the annual allocation must be submitted to the Division of Local Aid and Economic Development District Office by February 1 of the fiscal year of the ATP.

Resolution, Application and Agreement Form (SA-96) for Municipal Aid funds must be submitted to the Division of Local Aid and Economic Development District Office, within the deadline established by the Department. Three copies of the current Resolution, Application and Agreement along with an appropriate scale location map must be submitted for review. All Resolution, Application and Agreements must contain original signatures and seals. In the case of more than one Resolution, Application and Agreement being submitted for Municipal Aid funds, a priority listing must also be submitted for consideration. If more than one street is included on an Resolution, Application and Agreement, then a cost estimate and project description for each individual street must be attached to the Resolution, Application and Agreement. A detailed descriptive narrative of the proposed construction is also included as part of the Resolution, Application and Agreement.

Resolution, Application and Agreements for Municipal Aid funds are reviewed by the New Jersey Department of Transportation Screening Committee usually during the month of September. The committee is made up of municipal engineers and Department staff experienced with the workings of the program. This committee only reviews Municipal Aid Resolution, Application and Agreements distributed on a formula basis. In the review of Resolution, Application and Agreements consideration is given to the volume of traffic, safety considerations, growth potential, readiness to obligate funds and local taxing capacity. All Resolution, Application and Agreements are reviewed, rated and compared to other Resolution, Application and Agreements within the particular county under consideration. All recommendations of the Screening Committee are then reviewed and approved by the Commissioner of Transportation.

Resolution, Application and Agreements for traffic signals or channelization will not be considered for funding unless it is accompanied by an Authorization To Design or Authorization To Install, issued by the New Jersey Department of Transportation Bureau of Traffic Engineering. In the case of a county-owned signal, an Authorization To Design is not required. The booklet "Guide for Preparation of Traffic Ordinances", published by the New Jersey Department of Transportation should be followed in order to obtain the required authorizations.

Discretionary Aid funding for eligible county and municipal projects is considered by the Department of Transportation 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.

All projects, regardless of funding type, must be awarded to contract within the time frame specified in the approved Resolution, Application and Agreement or funds may be canceled. The award time frames, depending on funding type and year could vary.

Any request for an extension of the award date must be made by resolution with acceptable reasons through the Division of Local Aid and Economic Development District Office. This request should be submitted at least two (2) months prior to the due date of award.

Please note that the 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.

Copies of the Resolution, Application, and Agreement Form (SA-96) can be obtained through the Division of Local Aid and Economic Development District Office. The booklet, Guide For Preparation of Traffic Ordinances, is available from the Department through the Bureau of Traffic Engineering at 1035 Parkway Avenue, Trenton, NJ 08625.

Any local government, with the approval of the Department of Transportation, 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 District Office.

Design - Plans, Specifications and Estimate

Upon approval of an Resolution, Application, and Agreement for State Aid, construction plans, supplementary specifications, an engineer's estimate and the Engineer's Design Certification must be submitted to the Division of Local Aid and Economic Development District Office no later than fifteen (15) days prior to the first advertisement for the receipt of bids.

The project must conform to the approved Resolution, Application, and Agreement (SA-96) and the appropriate American Association of State Highway and Transportation Officials (AASHTO) design standards. Any modification to the proposed scope of work as shown on the approved Resolution, Application and Agreement must first be reviewed and approved by the Division of Local Aid and Economic Development 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 Division of Local Aid and Economic Development 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 through the Division of Local Aid and Economic Development District Office or at www.state.nj.us/transportation.

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

Plans (if required for a project), as a minimum, should include the following:

- A. Key sheet showing project limits with beginning and ending stations, and a list of items to be constructed.
- B. Typical section showing all existing conditions and proposed design.
- C. Construction plan sheets indicating all existing topography and utilities and proposed construction. Pavement widths and right-of-way widths must be clearly indicated.
- D. Existing and proposed profiles. Existing and proposed drainage with all inverts shown if part of project.
- E. Detailed detour or maintenance and protection of traffic plan conforming to the current Manual on Uniform Traffic Control Devices.

F. Pavement striping plan if traffic stripes and markings are part of the contract.

G. Cross sections if required showing cuts and fills, and an earthwork summary.

H. Standard construction details conforming to the latest requirements of the Department of Transportation. These details are available through the Division of Local Aid and Economic Development District Office.

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.) should be secured prior to contract award.

Projects must conform to the design standards for the handicapped under 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 Division of 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.

Projects involving the installation of traffic signals, or channelizing devices must be approved by the Bureau of Traffic Engineering. The "Authorization to Install" for a traffic signal or channelizing device and a copy of the approved functional layout plan as issued by the Bureau of Traffic Engineering, must be submitted to the Division of Local Aid and Economic Development District Office. Final payment for a project involving the installation of a traffic signal or channelizing devices will not be made until the proper ordinances, as outlined in the "Authorization To Design" are filed with and approved by the Bureau of Traffic Engineering.

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, pavement fabric membranes to prevent reflective cracking and non-essential landscaping or beautification. Any questions concerning non-participating items should be directed to the Division of Local Aid and Economic Development 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, or longer, if approved by the Division of Local Aid and Economic Development District Office, two (2) copies each of 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 of Transportation must be submitted to the Division of Local Aid and Economic Development District Office. It is recommended that the tabulation of bids be submitted as soon as possible, after receipt of bids, to the Division of Local Aid and Economic Development 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 at the Division of Local Aid and Economic Development District Office. 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 Division of Local Aid and Economic Development District Office along with the above.

Along with the above, starting with fiscal year 1996 funding, one (1) copy of the Initial Payment Voucher, Form PV, must be submitted to the Division of Local Aid and Economic Development 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 (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 Of Transportation 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. The following guidelines must be followed:

- A. The extended work is necessary and the existing roadway is the same general condition as the section approved.
- B. The extended section is of the same roadway classification as the original section.

C. The additional work is covered on the final as-built change order. The extended limits must be listed under the location of change.

In order to extend the project limits, the sponsor must complete a new Resolution, Application and Agreement revising the limits as approved on the original Resolution, Application and Agreement. This Resolution, Application and Agreement must be forwarded to the Division of Local Aid and Economic Development District Office for review prior to the additional work being accomplished. The Resolution, Application and Agreement is then processed through the District Office of Division of Local Aid. The sponsor must add to this new Resolution, Application and Agreement the wording, "The previous Resolution, Application and Agreement for this project is null and void" and initial the inserted phrase.

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 of Transportation, a Pre-Construction meeting may be 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 Division of Local Aid and Economic Development 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
- Construction Methods
- Material Sampling Requirements
- Change Orders

If possible, prior to the meeting, the contractor will submit to the engineer for transmittal to the Division of Local Aid and Economic Development District Office, the Material Questionnaires (SA-11). A copy of this form can be obtained through the Division of Local Aid and Economic Development District Office. This form must contain an original signature of the contractor. Any material source of supply listed from a non-approved Department of Transportation source will be considered non-participating unless that source is changed prior to the start of construction. All bituminous concrete and concrete mixes must list the approved serial numbers as determined by the New Jersey Department of Transportation Bureau of Materials.

The Division of Local Aid and Economic Development District Office should be notified at least three (3) days in advance of 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 of Transportation.

Construction and Material Testing

During construction, the project may be visited on a periodic basis by a staff from the Division of Local Aid and Economic Development 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 bituminous concrete will be tested in accordance with the current "Bituminous Concrete Coring, Testing and Analysis" procedure. Test results will be submitted on Form DS-8 to the engineer for review, approval and signature prior to the submission to the Division of Local Aid and Economic Development District Office. It is not the responsibility of the Division of Local Aid and Economic Development District Office to perform the adjustment calculations.

Form DS-8 and the "Bituminous Concrete Coring Testing and Analysis" procedure can be obtained through the Division of Local Aid and Economic Development District Office.

Any private laboratory performing the testing of bituminous concrete 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 bituminous concrete may also be performed by the Department.

Bituminous concrete 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 to by the local engineer in accordance with the standard specifications.

Upon completion of the project, a final inspection will be made by staff of the Local Aid and Economic Development District Office. If no corrective action is required, by the Division of Local Aid and Economic Development District Office then a Final Acceptance Letter will be issued by the District Engineer, Division of Local Aid and Economic Development.

Funding Reimbursement

County Aid Projects

The annual County Aid allotment will be paid upon approval of the County Annual Transportation Program (ATP) and the Resolution, Application and Agreement Form (SA-96). A Payment Voucher (Form PV) for the allotment amount must be submitted at the same time as the ATP and SA-96 forms.

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 of Transportation. The current percentage is 75%. A Payment Voucher (Form PV) shall be submitted at the time the award of contract is submitted to the Division of Local Aid and Economic Development District Office for approval.

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 Division of Local Aid and Economic Development District Office.

Sponsors must notify the Division of Local Aid and Economic Development 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 may include 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 Division of Local Aid and Economic Development 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 10% of the final eligible construction cost.

All reimbursement for construction inspection must follow the Department of Transportation policy entitled "State Participation In Design Engineering and Inspection Costs for State Aid Projects". A copy of this policy can be obtained through the Division of Local Aid and Economic Development District Office.

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 policy entitled "State Participation in Design Engineering and Inspection Costs for State Aid Projects".

All right-of-way acquisition will be in accordance with N.J.A.C. Title 16:20A-4.4 and 16:20B-4.3 requirements and reimbursement will be based on the fair market value.

New Jersey Department of Transportation Resolution, Application, and Agreement for State Aid to Counties and Municipalities

Name of Sponsor: _____

Mailing Address: _____

Federal Tax Identification Number _____
(Must be inserted by Sponsor)

Program (only check one): _____ County Aid _____ Discretionary Aid
_____ Municipal Aid _____ Bikeway
_____ Centers of Place _____ Safe Streets to Schools
_____ Other (Specify) _____ Bridge Bond Act

Sponsor Priority No. _____ (Prioritized by Program)

BE IT RESOLVED, that application is hereby made to the Commissioner of Transportation for an allotment of aid for the improvement of:

(Project Name)

From: _____

To: _____

in the Municipality of _____ County of _____

State of New Jersey for a distance of _____ miles (_____ linear feet for Safe Streets to Schools projects) or such portion thereof as may be approved by the Commissioner of Transportation. The total cost estimate for this improvement is \$ _____. The Sponsor requests \$ _____ in State funds and anticipates contributing \$ _____; AND BE IT RESOLVED that any aid received as a result of this application will only be used for eligible costs for the project.

Type of Improvement (Check only major type of work)

- | | |
|-----------------------------------|--|
| _____ Resurfacing | _____ Culvert (Less than 20 foot span) |
| _____ Roadway Reconstruction | _____ Bridge (20 foot span or greater) |
| _____ Surface Treatment | _____ Safety Improvement |
| _____ Traffic Signal Installation | _____ Safe Streets to Schools |
| _____ Intersection Improvement | _____ Other (Describe Below) |
| _____ Bikeway | _____ |

Scope of Work (Provide a detailed written description of the project - use additional sheets if necessary)

[SUBMIT 3 COPIES OF THIS FORM TO THE DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT ALONG WITH 3 LOCATION MAPS]

Total Estimated Cost of Improvement (Attach a detailed cost estimate)

Construction Cost (From attached estimate)	\$ _____
Design Engineering (List only if eligible for Urban Aid or as a Depressed Rural Center)	\$ _____
Right-of-Way Costs (List only if eligible for Urban Aid or as a Depressed Rural Center)	\$ _____
Construction Inspection & Material Testing if requesting (10% of the final allowable construction cost maximum)	\$ _____
Total Estimated Cost	\$ _____

Project Information

- Is utility work planned within the project limits over the next five (5) years? – Yes _____ No _____
- Is the purchase of right-of-way required before the start of project construction? – Yes _____ No _____
- Does the project intersect a State Highway? – Yes _____ No _____ If yes, which highway? _____
- If Yes, is the intersection signalized? – Yes _____ No _____
- Is there a railroad crossing within the project limits? – Yes _____ No _____
- Is there a railroad crossing 100 feet outside of the project limits? - Yes _____ No _____
- Will the construction impact traffic across a railroad crossing outside the project limits? – Yes _____ No _____

ADDITIONAL FORMS OR DOCUMENTS REQUIRED - ATTACH ONLY THOSE FORMS APPLICABLE TO THE PROJECT

- Traffic Signal and/or Channelization - Attach a copy of the "Authorization to Design or Install"
- Roadway Project – Attach a copy of "Appendix RD"
- Bridge Project – Attach a copy of "Appendix BR" and Appendix RD"
- Bikeway Project – Attach a copy of "Appendix BW"
- Safe Streets to Schools Project – Attach a copy of "Appendix SS"
- Location map - 8 ½" x 11" only, showing project limits (all information must be clear and legible with street names labeled)

NOTE For projects located within right-of-way or on property owned by other jurisdictions, proof of permission to construct this project must be attached to this form or the project will not be considered for possible funding.

AND BE IT FURTHER RESOLVED that if this application is approved and accepted by the New Jersey Department of Transportation ("the Department"), the Sponsor agrees that:

- a. It shall arrange for financing of the total cost of the project provided for in this Agreement.
- b. It recognizes and agrees that continuation of funding under this Agreement is expressly dependent upon the availability to the Department of funds appropriated by the State Legislature from State revenues or such other funding sources as may be applicable. The Department shall not be held liable for any breach of this Agreement because of the absence of available appropriation.
- c. In the event that the Department approves funds in an amount less than requested, the Sponsor, at its option, 1) 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 a letter of justification to the Department for approval. In the event the Sponsor rescinds the Agreement, the allotted funds shall revert to the source of the funding.
- d. The Sponsor must notify the Department of its rescision of this Agreement within sixty (60) days of its receipt of notification of the amount allotted by the Department.
- e. Any purported transfer or assignment of the written obligations of the Sponsor contained herein without prior approval of the Department shall be void.
- f. New Jersey Office of Management and Budget, Circular Letter 89-19, Grant Agreements – Agency Contracts and any supplemental compliance statements by the Department, must be complied with by the Sponsor.
- g. The work to be performed by the Sponsor under this Agreement shall include but not be limited to the following:

1. Preparation of contract drawings and supplementary specifications.
 2. The acquisition of all necessary right-of-way, easements, slope rights and permits.
 3. Construction of the above referenced improvement.
 4. Monitoring and supervising compliance with all provisions of this Agreement.
- h. It shall defend, indemnify, protect and save harmless the State and its officers, agents, servants, and employees from and against any and all suits, claims, demands or damages of whatsoever kind and nature arising out of, or claimed to arise out of, any act, error or omission of the Sponsor, its consultants, contractors, agents, servants and employees in the performance of the work of the project including, but not limited to, expenditures for and costs of investigations, hiring of expert witnesses, court cost, counsel fees, settlements, and judgments.
- i. It shall engage a Professional Engineer, registered in the State of New Jersey, for design services on the project. In its agreement for professional services, the Sponsor shall require the provision of professional liability insurance or errors and omissions insurance sufficient to protect against liabilities arising out of the professional obligations performed pursuant to the agreements.
- j. In its agreements for professional and non-professional services, the Sponsor shall require the provisions of public liability insurance and every such policy shall include the Sponsor and State as additional named insureds.
- k. All design work shall conform to the applicable American Association of State Highway and Transportation Officials (AASHTO) design criteria and the Department's Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines. The design of traffic barriers and drainage systems shall conform to the Department's Roadway Design Manual. No deviation shall be allowed without the knowledge of the Department. If there is deviation from those standards, the Sponsor shall accept any and all responsibility for any injury or damage by such deviation to any person or property and shall indemnify the State as outlined in this Agreement. All design shall also conform to the current "Manual On Uniform Traffic Control Devices" published by Federal Highway Administration.
- l. It shall provide maps, reports, detailed plans, supplementary specification and contract documents required by the Department.
- m. All workmanship and materials shall conform to current "New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction" as amended for State Aid.
- n. It is the responsible authority, without recourse to the State, regarding the settlement and satisfaction of all contractual and administrative issues arising out of the procurement entered in support of this funding.
- o. Prior to advertising for bids, the Sponsor shall notify the Department if it intends to substantially change the scope of the project proposed in the Resolution, Application, and Agreement. No substantial change shall be included in the project unless it has been approved by the Department.
- p. Any changes in work after the award of contract shall be documented with a Department approved change order.
- q. Fifteen (15) calendar days prior to advertisement, the Sponsor shall submit the following to the Division of Local Aid and Economic Development:
1. One (1) copy of the contract plans, specifications, engineer's estimate, and engineer's design certification.
 2. Other documents as required.
- r. It shall advertise and award the contract in accordance with the provisions of the Local Public Contracts Law, N.J.S.A. 40 A:11-1 et. seq.
- s. It shall comply with all applicable Federal, State and Local laws, rules, ordinances and regulations.
- t. Within thirty (30) calendar days of construction bids, unless the Department grants an extension of this time, the Sponsor shall submit the following to the Division of Local Aid and Economic Development.
1. Two (2) copies of the summary of construction bids.
 2. A resolution awarding the contract to the lowest responsible bidder submitting a responsive bid, subject to the approval of the Department.
- u. It shall award a construction contract for the project within twelve (12) months of approval of this Resolution, Application, and Agreement by the Department. The Department in its sole discretion may grant an extension of this twelve (12) month period after receiving an adopted resolution containing the request from the Sponsor. The Department may cancel the funds allotted to the project if the Sponsor does not award the construction contract by the specified time.
- v. Upon prior approval of the Department, it may elect to undertake the work through the use of its own forces when it is deemed applicable and appropriate.
- w. Neither design costs, the costs for acquisition of all necessary right-of-way, easements, slope rights, and permits nor utility costs shall be considered costs of the project for purposes of computation of the allotment of State Aid funds under this Agreement except in special cases approved by the Department.
- x. State participation in the cost of the project shall not exceed the lesser of either 100 percent of the cost of the completed construction work including eligible construction supervision, inspection and material testing, or the original allotment. State participation in inspection and material testing costs combined shall be limited to 10 percent of the eligible construction work cost. The State shall not participate in costs that the Department determines to be beyond the scope of the purposes of the allotment, excessive or otherwise unallowable. The Sponsor shall be afforded an opportunity to challenge this determination at an informal hearing.
- y. At the discretion of the Commissioner of Transportation, payment of the allotted funds may be made to the project Sponsor in the form of a grant. Grant payments shall be made as follows:
1. For programs administered by the Division of Local Aid and Economic Development, a specified percentage, of the lesser of the eligible award amount or allotment amount shall be paid at the time of concurrence in the award of contract by the Department or the full amount of the allotment shall be paid upon approval of this Agreement as determined by the Commissioner. The remaining percentage or balance of funds shall be paid upon submission of a final voucher with

supporting information as required by the Department. The final voucher must be submitted to the Department within six (6) months of project completion.

2. For County Aid and the Local Bridge Bond Act, the full amount of the annual allotment amount shall be paid upon approval of the Annual Transportation Plan (ATP) and the execution of this Agreement.

3. If the Sponsor requests, progress payments shall be on a reimbursement basis. It shall request reimbursement from the Department by submitting vouchers supplied by the Department with supporting information as required by the Department. Progress payments of not less than \$50,000 may be made.

z. The Sponsor hereby certifies that all allotted funds shall only be spent on eligible costs for the approved project(s) as described in this Agreement.

aa. In the event allotted funds remain after completion of the work, the remaining funds shall revert to the source of the funding and shall be reallocated by the Department in a manner determined solely by the Commissioner of Transportation.

bb. In the event that the Department determines that it has reimbursed the Sponsor in an amount in excess of the funds actually due under this Agreement, the Sponsor shall, upon notice from the Department, make timely repayments to the State. Upon failure of the Sponsor to timely repay such funds, the State is hereby authorized by this Agreement to deduct those funds from any monies due the Sponsor under the terms of any agreement between the State, its Departments and Agencies and the Sponsor or to gain reimbursement through any other remedies available at law or equity.

cc. It shall provide cost certification and maintain financial records relating to all costs for the project in accordance with N.J.A.C. 16:20A or 16:20B, as applicable, and comply with State of New Jersey audit requirements specified therein.

dd. It shall maintain complete documentation of the project for a period of three (3) years after receiving final reimbursement or payment by the State.

ee. It shall maintain the completed project in a manner satisfactory to the Department.

ff. It will comply with Title VI of the 1964 Civil Rights Act.

gg. Failure to comply with all provisions contained in this Resolution, Application and Agreement may result in the suspension and/or termination of funding.

hh. Approval as to Form by Certification Process.

AND BE IT FURTHER RESOLVED that the _____ and Clerk are hereby authorized to execute and attest this Resolution, Application and Agreement.

FOR THE SPONSOR

ATTEST and AFFIX SEAL _____

(Clerk)

(Presiding Officer)

FOR THE DEPARTMENT OF TRANSPORTATION

Fiscal Year/Funds: _____

Job Number: _____

Account: _____

State Funds: _____

FAO Number _____

Certification of Funds _____

By _____
Date

Director, Division of Accounting and Auditing

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

Date

It is hereby certified that the foregoing allocation of funds and this Agreement were approved by the Commissioner of Transportation or Designee on _____ .

Secretary, Department of Transportation

"Appendix RD" Roadway Data Sheet

Project - _____

From: - _____ To: - _____

Municipality - _____ County - _____

Existing Road Conditions

Current ADT - _____ % Truck Traffic over 5 Tons - _____ Legal Speed Limit - _____

Commuter Bus Route - Yes _____ No _____

Right of Way Width - _____

Pavement Width - _____ Type - _____ Base Depth - _____ Surface Depth - _____

Shoulder Width - _____ Type - _____ Depth - _____

(If different for each side or varying, provide minimum width for each side)

Curbing - One Side - _____ Both Sides - _____

Sidewalk - One Side - _____ Both Sides - _____

Parking Restrictions - _____

Existing Bridge being replaced or repaired - Yes _____ No _____

If Yes, and is part of project, complete Appendix BR

Proposed Improvements

Right of Way Width - _____

Pavement Width - _____ Type - _____ Base Depth - _____ Surface Depth - _____

Shoulder Width - _____ Type - _____ Depth - _____

(If different for each side or varying, provide minimum width for each side)

Curbing - One Side - _____ Both Sides - _____

Sidewalk - One Side - _____ Both Sides - _____

Parking Restrictions - _____

Will the project meet AASHTO standards? - Yes _____ No _____ If No, list Design Exceptions below

"Appendix BR"
Bridge or Culvert Project Data Sheet

Project - _____

Over the - _____

Municipality - _____ County - _____

Existing Structure

Proposed Improvement

Year Built _____

Bridge or Culvert Type _____

Structure Number _____

Type of Work:

Sufficiency Rating _____

___ New Deck

___ Rehabilitate

___ Widen

Current Load Posting _____

___ New Structure, Same Location

___ New Location

Span Length _____ Number of Spans _____

___ Removal

Structure Width _____

Design Loading _____

Structure Width _____

Superstructure Type _____

Span Length _____ Number of Spans _____

Superstructure Type _____

Substructure Type _____

Substructure Type _____

Attach "Appendix RD" for roadway portion of project

"Appendix BW" Bikeway Data Sheet

Project - _____

Municipality - _____ County - _____

Project Classification

- _____ Bike Path Width - _____ (attach typical section(s))
- _____ Bike Lanes (attach map and list of streets)
- _____ Bike Route (attach map and list of streets)
- _____ Bike Compatible Road (attach map and list of streets)
- _____ Widening
- _____ Hazard Elimination
- _____ Other _____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Is the project part of a local bike network?	_____	_____	_____
Is the project a continuation of a previous funded bikeway project	_____	_____	_____
Is the project part of a regional bike network?	_____	_____	_____
Does the project provide access to community centers?	_____	_____	_____
Does the project provide access to schools?	_____	_____	_____
Does the project provide access to residential areas?	_____	_____	_____
Does the project provide access to employment centers?	_____	_____	_____
Does the project provide access to retail areas?	_____	_____	_____
Does the project provide access to parks?	_____	_____	_____
Does the project provide access to transit facilities?	_____	_____	_____
Is the project in an Urban Coordinating Council neighborhood?	_____	_____	_____

"Appendix SS" Safe Streets to Schools Data Sheet

Project - _____

Municipality - _____ County - _____

Project Classification

- _____ New Sidewalk
- _____ Pedestrian Walkway
- _____ Pedestrian Overpass
- _____ Pedestrian Underpass
- _____ Pedestrian Bridge
- _____ Crosswalks
- _____ Traffic Signals
- _____ Pedestrian Signs
- _____ Warning Devices
- _____ Traffic Calming
- _____ Intersection Improvements
- _____ Other _____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Is the project in an Urban Coordinating Council neighborhood?	_____	_____	_____
Has the sponsor undertaken other related improvements utilizing their own resources to which this project is linked?	_____	_____	_____
Is the project on a walking route (within 2 miles) to a school? (show on location map)	_____	_____	_____
If yes, will it improve the safety of that route? (explain below)	_____	_____	_____

Number of accidents related to the school route reported over the last five (5) years _____

Number of students served by the proposed project (walkers) _____

% of students within community that are not bused _____

(Attach a map and list of streets involved in the project)

**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, Application, and Agreement (Form SA -96) 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, Application, and Agreement (Form SA-96) 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

(Secretary, Department of Transportation)

(Date)

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

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

**CHECK LIST FOR STATE AID PROJECTS
NOVEMBER 1998**

The following must be submitted to the Division of Local Aid and Economic Development 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.

- ?? 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.

- ?? **Authorization to Install**, if required, as issued by the Bureau of Traffic Engineering, for projects that involve the installation or modification to traffic signals or channelizing islands. A copy of the approved traffic signal and/or channelizing plan must accompany the Authorization to Install.

- ?? **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.

- ?? Two (2) copies 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. Along with the above, also submit one (1) copy of the **Initial Payment Voucher**, Form PV. This is only for projects starting with FY 96 funding.

- ?? 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 Award approval by the Department. Any work performed prior to the 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 of the **End of Construction** date.
- ?? **Bituminous Concrete Test Results and Analysis**. Only Form DS-8 is acceptable. All bituminous concrete must be tested for composition, air voids, and if applicable, thickness.
- ?? **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 requested within six (6) months of project completion. 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. Approval of any installed traffic signals and/or channelizing islands, if applicable, as issued by the Bureau of Traffic Engineering.
 7. 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 in my opinion as a licensed Professional Engineer in the State of New Jersey, the design for

(Name of Project)

in the _____ County of

(Name of Municipality)

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.

(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)

New Jersey Department of Transportation
Division of Local Aid and Economic Development
Summary of Bids

Project _____

Municipality _____

County _____

Item #	Description	Quantity	Unit	Contractor Name			Contractor Name			Contractor Name			Contractor Name										
				Street Address	City	State/Zip	Street Address	City	State/Zip	Street Address	City	State/Zip	Street Address	City	State/Zip								

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

(Employee)

**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
Material Questionnaire**

Project	_____
Municipality	_____
County	_____
Contractor	_____
Address	_____

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

Signed: _____ Date: _____
(Contractor)

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

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

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

**BITUMINOUS CONCRETE CORING,
TESTING, AND ANALYSIS
NOVEMBER 2002**

In accordance with of the **New Jersey Department of Transportation Standard Specification for Road and Bridge Construction as amended for State Aid**, all bituminous concrete mixes must be tested for conformance to composition, air voids, and if applicable, thickness.

The method of obtaining composition samples is covered in Subsection 903.03 - Sampling and Testing or Subsection 903.03A - Sampling and Testing (Alternate). Subsection 903.03 covers testing at the plant and Subsection 903.03A covers testing of cores obtained from the finished pavement. Air Voids and Thickness requirements are covered under Subsections 404.17 and 404.19. Thickness requirements do not apply to resurfacing projects and minor widening (less than 8 feet) projects.

If coring is to be selected method of composition testing as opposed to obtaining samples at the plant, it is especially important that only one approved job mix formula from the same plant be used. When more than one job mix formula is used on a project, the paving contractor must supply the Engineer with a record of the locations of mixture placement on the project by job mix formula.

All private testing laboratories performing the testing of bituminous concrete must be approved by the American Association of State Highway and Transportation (AASHTO) Materials Reference Laboratory. The technician who performs the testing must be certified by the Society of Asphalt Technologists of New Jersey as an Asphalt Technologist.

For coring, all projects are divided into lots. A lot is defined as 10,000 square yards of pavement surface area. The number of lots for a project shall be based on the next higher whole number derived by dividing the total pavement square yardage by 10,000. All lots shall be approximately equal in size. Cores obtained from each lot shall consist of five 8" cores for composition and five 6" cores for air voids and thickness. The following are examples of calculations for proper lot size. The calculation applies for full width reconstruction or resurfacing.

Lot Size Calculations

Example 1 - Avenue "A"

Avenue "A"

Begin project	Sta 0 + 00
End Project	Sta 35 + 00
Pavement width	36'

Area = $3500 \times 36/9 = 14,000$ square yards

Number of Lots = $14,000/10,000 = 1.4$ or 2 Lots

The project shall contain two (2) lots each representing 7,000 square yards each

Lot 1

Begin	Sta 0 + 00
End	Sta 17 + 50

Lot 2

Begin	Sta 17 + 50
End	Sta 35 + 00

Example 2 - Avenues "B", "C", and "D"

Avenue "B"

Begin Project	Sta 0 + 00
End Project	Sta 10 + 00
Pavement width	36'

Area = $1,000 \times 36/9 = 4,000$ square yards

Avenue "C"

Begin Project	Sta 0 + 00
End Project	Sta 12 + 00
Pavement width	36'

Area = $1,200 \times 36/9 = 4,800$ square yards

Avenue "D"

Begin Project	Sta 0 + 00
End Project	Sta 15 + 00
Pavement width	36'

$$\text{Area} = 1,500 \times 35/9 = 6,000 \text{ square yards}$$

Total Area = 14,000 square yards

Number of Lots = $14,800/10,000 = 1.48$ or Lots

The project shall contain two (2) lots each representing 7,400 square yards each

Lot 1			
Begin	Sta 0 + 00	Avenue "B"	
End	Sta 8 + 50	Avenue "C"	
Lot 2			
Begin	Sta 8 + 50	Avenue "C"	
End	Sta 15 + 00	Avenue "D"	

Example 3 - Avenues "E" (widening)

In general the base course in a widen area is only cored for thickness if the widening is in excess of 8'. If that is not the case, a separate lot or lots would be established for the base course. The areas would be calculated as in Example 1 and 2. If the widened area is less than 3' then no coring of the base is required for composition, air voids, or thickness. In that case a material certification from the supplier would be acceptable. Use the following table as a guide.

Widened Section (Width)

0' - 3'
3' - 8'
over 8'

Test Required

None - Material Certification
Composition and Air Voids
Composition, Air Voids, and Thickness

Test Result Calculations

Avenues "F" and "G" were reconstructed full width. The pavement section consisted of:

Dense Graded Aggregate Base Course, 4" Thick
 Bituminous-Stabilized Base Course, Mix I-2, 4" Thick
 Bituminous Concrete Surface Course, Mix I-5, 2" Thick

The project consists of one lot. Cores were obtained upon completion of the project.

Results of 8" Cores

Mix I-2

<u>Sieve</u>	<u>Job Mix</u>	<u>C # 1</u>	<u>C # 2</u>	<u>C # 3</u>	<u>C # 4</u>	<u>C # 5</u>	<u>Average</u>
# 8	36.5	45.0	43.0	41.0	44.5	41.5	43.0
# 200	5.8	6.4	6.2	6.4	6.4	6.2	6.3
A.C.	4.50	4.35	3.95	4.00	4.35	4.20	4.15

Mix I-5

<u>Sieve</u>	<u>Job Mix</u>	<u>C # 1</u>	<u>C # 2</u>	<u>C # 3</u>	<u>C # 4</u>	<u>C # 5</u>	<u>Average</u>
# 8	46.0	50.5	49.0	51.0	45.5	50.0	49.0
# 200	5.8	7.6	7.5	7.6	7.8	7.5	7.6
A.C.	5.80	4.80	4.90	5.00	5.15	5.00	5.05

Results of 4" Cores

Mix I-2

	<u>C # 6</u>	<u>C # 7</u>	<u>C # 8</u>	<u>C # 9</u>	<u>C # 10</u>	<u>Average</u>
Air Voids	8.9	6.9	8.1	5.8	4.4	6.8
Thickness	3.10	3.25	3.68	5.68	3.81	6.3

Mix I-5

<u>C # 6</u>	<u>C # 7</u>	<u>C # 8</u>	<u>C # 9</u>	<u>C # 10</u>	<u>Average</u>
--------------	--------------	--------------	--------------	---------------	----------------

Air Voids	8.5	9.7	10.3	11.5	9.0	9.8
Thickness	2.40	1.95	1.62	1.52	1.89	1.88
Total Thickness	5.50	5.20	5.30	5.20	5.70	5.38

Analysis of Core Results and Calculation of Adjustments

Composition (Job Mix Formula)

Mix I-2

<u>Sieve</u>	<u>Job Mix</u>	(1) <u>Tolerance</u>	Allowable <u>Limits</u>	Average of <u>5 Cores</u>	<u>Deviation</u>	(2)
<u>Adjustment</u>						
# 8	36.5	+/- 5.5	31.0 - 42.0	43.0	+ 1.0	2%
# 200	5.8	+/- 1.6	4.2 - 7.4	6.30	--	--
A.C.	4.50	+/- 0.55	3.95 - 5.05	4.15	--	--

Mix I-5

<u>Sieve</u>	<u>Job Mix</u>	(1) <u>Tolerance</u>	Allowable <u>Limits</u>	Average of <u>5 Cores</u>	<u>Deviation</u>	(2)
<u>Adjustment</u>						
# 8	46.0	+/- 5.0	41.0 - 51.0	49.0	--	--
# 200	5.8	+/- 1.6	4.2 - 7.4	7.60	+ 0.2	2%
A.C.	5.80	+/- 0.55	5.25 - 6.35	4.95	- 0.30	5%

(1) Table 903-2A From the State Aid Supplementary Specification, Subsection 903.03A

(2) Table 903-6 From the Standard Specification

The formula used to calculate the percent reduction in Table 903-6 is as follows:

$$\text{Deviation/Tolerance} \times 100 = \text{Deviation of Average}$$

Reduction for Nonconformance to Job Mix Formula

Mix I-2 2%

Mix I-5 5%

Please note that when more than one reduction due to nonconformance to job mix formula is applicable to a lot, only the greatest single reduction will be used (Note 1 - Table 903-6). All job mix formulas can be obtained from the Division of Local Aid and Economic Development District Office.

If samples are obtained at the plant for composition similar calculations would be done using the tolerances in Subsection 903.05, Tables 903-2, 903-3, and 903-4.

Air Voids

	<u>Average of 5 Cores</u>	(1) <u>Adjustment</u>
Mix I-2	6.8	--
Mix I-5	9.8	10%

(1) Table 404-2

Reduction for Nonconformance to Air Void Requirements

Mix I-2	--
Mix I-5	10%

Thickness

Thickness requirements shall apply only when each component bituminous mixture in the pavement structure is specified to be a uniform thickness. The combined total thickness of the mixtures shall be measured to determine compliance with Table 404-3 in the State Aid Supplementary Specification. In addition, the top layer shall be measured to determine compliance with a minimum thickness requirement using an acceptance limit of 1.25 inches.

All calculations for thickness conformance is based on the term QL.

$$QL = \frac{\text{Average Lot Thickness} - \text{Thickness Acceptance Limit}}{\text{Range}}$$

Where:

Average Lot Thickness = The average of the total thickness measurements obtained from the five cores.

Thickness Acceptance Limit = See Table 404-3 of the State Aid Supplementary Specification

Range = The absolute difference between the smallest and largest total thickness measurements obtained from the five cores.

If for the top layer the term QL is

Less than 0.23 - then remove and replace or overlay

Greater than 0.23 - compute QL for the total thickness

The term QL shall be calculated for the top layer and also the total thickness. For the top layer a minimum thickness acceptance limit of 1.25 inches shall be used. When QL is less than 0.23, the top layer shall be removed and replaced or overlaid, and any reduction for that lot based on total thickness requirements shall not be applied. When an unacceptable lot is overlaid, the overlay shall be of the top layer mixture specified for that lot and shall be a minimum of 1 inch thick if that mixture is mix I-5 and 1½ inches thick if that mixture is Mix I-4.

$$QL_{\text{top}} = \frac{1.88 - 1.25}{0.88} = 0.72 \quad \text{Range} = 2.40 - 1.52 = 0.88$$

From Table 404-6 - Complies

$$QL_{\text{total}} = \frac{5.38 - 5.30}{0.50} = 0.16 \quad \text{Range} = 5.70 - 5.20 = 0.50$$

From Table 404-4 of the State Aid Supplementary Specification - 20% Reduction

Summary of Bituminous Concrete Adjustments for Avenues “F” and “G”

Composition (Job Mix Formula)

Mix I-2	2%
Mix I-5	5%

Air Voids

Mix I-2	Complies
Mix I-5	10%

Thickness

Top Layer (Mix I-5)	Complies
Total Thickness (Mix I-5 + Mix I-2)	20%

**New Jersey Department of Transportation
Division of Local Aid and Economic Development
Bituminous Concrete Testing Report**

Project _____						
Municipality _____						
County _____						
Supplier (Name & Plant) _____						
Contractor _____						
Mix # _____		Serial # _____				
Average Weight - _____		lb/sy/in _____				
Lot Size - _____		sy _____				
Date Composition Samples Taken - _____ (at Plant _____ or Cores _____)						
Date Air Void and Thickness Samples Taken - _____						
Analysis of Bituminous Concrete Lot # _____						
Sample #	Sieve Size	No. 8	No. 200	A.C.	% Voids	Thickness
List of Core Locations and Offsets (if applicable): 						
Penalty Calculations (attach additional sheets if necessary): 						
		Complied (Y/N)	Penalty (%)	n/a		
Analysis - Composition		_____	_____	_____		
Air Voids		_____	_____	_____		
Thickness		_____	_____	_____		
Name and Address of Testing Laboratory _____						
Date of AASHTO Accreditation _____			Date of AASHTO Inspection _____			
Asphalt Technologist _____ <small>(Signature)</small>			Approved by _____ <small>(Signature - County/Municipal Engineer)</small>			

(After approval submit to the Division of Local Aid and Economic Development District Office)

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

**PAYMENT VOUCHER INSTRUCTIONS
STATE AID PROJECTS
NOVEMBER 1998**

The current State of New Jersey Payment Voucher Form PV, will be used for all payments. Any revisions made to a voucher prior to submission must be initialed. The format must follow that shown on the enclosed copies of the form. Original forms are available at the Division of Local Aid and Economic Development District Office. The following sections must be completed:

BLOCK (A) - to be filled in with the **FEDERAL TAX IDENTIFICATION NUMBER** and **VENDOR IDENTIFICATION NUMBER**

BLOCK (B) - the term will always be **NET**

BLOCK (C) - enter the **AMOUNT OF REIMBURSEMENT**. Same amount as "TOTAL".

BLOCK (D) - to be filled in with the **OFFICIAL NAME AND ADDRESS** as on file with the New Jersey Department of Treasury

BLOCK (E) - to be filled in with the **DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT DISTRICT OFFICE ADDRESS**

BLOCK (F) - to be signed by the **APPROPRIATE DESIGNATED OFFICIAL**.

BLOCK (G) - to be filled in with information for **CHECK PAYMENT IDENTIFICATION**. No more than 30 characters.

DESCRIPTION SECTION - as per **ATTACHED EXAMPLES**. Only type those lines on the original Form PV that apply to the project.

County Aid Projects:

The following is required for payment of the annual County Aid allotment (starting with FY96 funded projects)

1. Three (3) copies of the yearly Capital Transportation Program (CTP)
2. Three (3) copies of the Resolution, Application, and Agreement for State Aid Form SA-96
3. One (1) original County Aid Payment Voucher Form PV

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

The following is required for initial reimbursement (starting with FY96 funded projects)

1. One (1) original initial Payment Voucher Form PV
2. Two (2) copies of the tabulation of bids
3. Two (2) copies of the resolution of award

4. 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.
5. 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.
11. Approval of any installed traffic signals and/or channelizing islands as issued by the Bureau of Traffic Engineering.

Please note that the State 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 Division of Local Aid and Economic Development 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 front of the approved Resolution, Application, and Agreement, Form SA-96), then it may be necessary to submit more than one Payment Voucher, Form PV. Please consult the Division of Local Aid and Economic Development District Office, for information concerning an individual project for this requirement.



**STATE OF NEW JERSEY
PAYMENT VOUCHER
(VENDOR INVOICE)**

DOCUMENT						BATCH					ACTG PER.	FY
TC	AGY	NUMBER				TC	AGY	NUMBER				
PP START		SCHED PAY			CHK CAT	OFF LIAB	F A	RF TY	CK FL	(A) VENDOR ID NUMBER		
MO	DY	YR	MO	DY	YR					:		
												:
PO #												
PV DATE												

CONTRACT NO	AGENCY REF	BUYER	(B) TERMS	PAYEE: SEE INSTRUCTIONS FOR COMPLETING ITEMS (A) THROUGH (G)				(C) TOTAL AMOUNT

(D) PAYEE NAME AND ADDRESS	(E) SEND COMPLETED FORM TO:

(F) PAYEE DECLARATIONS

I CERTIFY THAT THE WITHIN PAYMENT VOUCHER IS CORRECT IN ALL ITS PARTICULARS, THAT THE DESCRIBED GOODS OR SERVICES HAVE BEEN FURNISHED OR RENDERED AND THAT NO BONUS HAS BEEN GIVEN OR RECEIVED ON ACCOUNT OF SAID DOCUMENT.

..... PAYEE SIGNATURE

..... PAYEE TITLE

..... BILLING DATE

LINE NO	REFERENCE				(G) PAYEE REFERENCE
	CD	AGY	NUMBER	LINE	
1					
2					
3					

	FUND	AGCY	ORG CODE	SUB-ORG	APPR UNIT	ACTIVITY CD	OBJECT CD	SUB-OBJ	REV SRCE	SUB-REV	PROJECT/JOB NO
1											
2											
3											

	RPT CT	BS ACT	DT	DESCRIPTION	QUANTITY	AMOUNT	ID	PF	TX
1									
2									
3									

ITEM NO.	COMMODITY CODE/DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
TOTAL					

<p>CERTIFICATION BY RECEIVING AGENCY: I certify that the above articles have been received or services rendered as stated herein.</p> <p>.....</p> <p>Signature</p> <p>.....</p> <p>Title Date</p>	<p>CERTIFICATION BY APPROVAL OFFICER: I certify that this Payment Voucher is correct and just, and payment is approved.</p> <p>.....</p> <p>Authorized Signature</p> <p>.....</p> <p>Title Date</p>
---	--



**STATE OF NEW JERSEY
PAYMENT VOUCHER
(VENDOR INVOICE)**

DOCUMENT				BATCH				ACTG PER.	FY
TC	AGY	NUMBER		TC	AGY	NUMBER			
PP START	SCHED PAY		CHK	OFF	F	RF	CK	(A) VENDOR ID NUMBER	
MO	DY	YR	CAT	LIAB	A	TY	FL		

PO # _____ PV DATE _____

CONTRACT NO.	AGENCY REF	BUYER	(B) TERMS	PAYEE: SEE INSTRUCTIONS FOR COMPLETING ITEMS (A) THROUGH (G)	(C) TOTAL AMOUNT
--------------	------------	-------	-----------	--	------------------

(D) PAYEE NAME AND ADDRESS	(E) SEND COMPLETED FORM TO:
----------------------------	-----------------------------

(F) PAYEE DECLARATIONS

I CERTIFY THAT THE WITHIN PAYMENT VOUCHER IS CORRECT IN ALL ITS PARTICULARS, THAT THE DESCRIBED GOODS OR SERVICES HAVE BEEN FURNISHED OR RENDERED AND THAT NO BONUS HAS BEEN GIVEN OR RECEIVED ON ACCOUNT OF SAID DOCUMENT.

..... PAYEE SIGNATURE

..... PAYEE TITLE

..... BILLING DATE

LINE NO	REFERENCE				(G) PAYEE REFERENCE
	CD	AGY	NUMBER	LINE	
1					
2					
3					

FUND	AGCY	ORG CODE	SUB-ORG	APPR UNIT	ACTIVITY CD	OBJECT CD	SUB-OBJ	REV SRCE	SUB-REV	PROJECT/JOB NO
1										
2										
3										

RPT CT	BS ACT	DT	DESCRIPTION	QUANTITY	AMOUNT	ID	PF	TR
1								
2								
3								

ITEM NO.	COMMODITY CODE/DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	COUNTY AID				
	COUNTY NAME - _____				
	FISCAL YEAR - _____				
	ANNUAL COUNTY AID ALLOTMENT AMOUNT \$ _____				
	AMOUNT DUE				\$
TOTAL					

CERTIFICATION BY RECEIVING AGENCY: I certify that the above articles have been received or services rendered as stated herein.

.....
Signature

.....
Title

.....
Date

CERTIFICATION BY APPROVAL OFFICER: I certify that this Payment Voucher is correct and just, and payment is approved.

.....
Authorized Signature

.....
Title

.....
Date



**STATE OF NEW JERSEY
PAYMENT VOUCHER
(VENDOR INVOICE)**

DOCUMENT				BATCH				ACTG PER.	FY	
TC	AGY	NUMBER		TC	AGY	NUMBER				
PP START		SCHED PAY		CHK	OFF	F	RF	CK	(A) VENDOR ID NUMBER	
MO	DY	YR	MO	DY	YR	CAT	LIAB	A		TY

PO # _____ PV DATE _____

CONTRACT NO	AGENCY REF	BUYER	(B) TERMS	PAYEE: SEE INSTRUCTIONS FOR COMPLETING ITEMS (A) THROUGH (G)	(C) TOTAL AMOUNT
-------------	------------	-------	-----------	--	------------------

(D) PAYEE NAME AND ADDRESS _____ (E) SEND COMPLETED FORM TO: _____

(F) PAYEE DECLARATIONS
I CERTIFY THAT THE WITHIN PAYMENT VOUCHER IS CORRECT IN ALL ITS PARTICULARS, THAT THE DESCRIBED GOODS OR SERVICES HAVE BEEN FURNISHED OR RENDERED AND THAT NO BONUS HAS BEEN GIVEN OR RECEIVED ON ACCOUNT OF SAID DOCUMENT.

..... PAYEE SIGNATURE

..... PAYEE TITLE

..... BILLING DATE

LINE NO	REFERENCE				LINE	(G) PAYEE REFERENCE
	CD	AGY	NUMBER			
1						
2						
3						

FUND	AGCY	ORG CODE	SUB-ORG	APPR UNIT	ACTVITY CD	CT CD	SUB-OBJ	REV SRCE	SUB-REV	PROJECT/JOB NO
1										
2										
3										

RPT CT	Bs ACT	DT	DESCRIPTION	QUANTITY	AMOUNT	ID	PK	TY
1								
2								
3								

ITEM NO.	COMMODITY CODE/DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	INITIAL PAYMENT				
	NAME AND LOCATION OF PROJECT - _____				
	ALLOTMENT AMOUNT				\$
	AWARD OF CONTRACT AMOUNT				\$
	LESS STATE NOT PARTICIPATING ITEMS				\$
	BALANCE SUBJECT TO STATE PARTICIPATION				\$
	INITIAL STATE PARTICIPATION				\$
	(A) 75% OF ALLOTMENT				\$
	(B) 75% OF STATE PARTICIPATION AMOUNT				\$
	AMOUNT DUE [LESSER AMOUNT OF (A) OR (B) ABOVE]				\$
TOTAL					

CERTIFICATION BY RECEIVING AGENCY: I certify that the above articles have been received or services rendered as stated herein.

..... Signature

..... Title

..... Date

CERTIFICATION BY APPROVAL OFFICER: I certify that this Payment Voucher is correct and just, and payment is approved.

..... Authorized Signature

..... Title

..... Date



**STATE OF NEW JERSEY
PAYMENT VOUCHER
(VENDOR INVOICE)**

DOCUMENT				BATCH				ACTG PER.	FY	
TC	AGY	NUMBER		TC	AGY	NUMBER				
PP START		SCHED PAY		CHK	OFF	F	RF	CK	(A) VENDOR ID NUMBER	
MO	DY	YR	MO	DY	YR	CAT	LIAB	A		TY

PO # _____ PV DATE _____

CONTRACT NO.	AGENCY REF	BUYER	(B) TERMS	PAYEE: SEE INSTRUCTIONS FOR COMPLETING ITEMS (A) THROUGH (G)	(C) TOTAL AMOUNT
--------------	------------	-------	-----------	--	------------------

(D) PAYEE NAME AND ADDRESS _____

(E) SEND COMPLETED FORM TO: _____

(F) PAYEE DECLARATIONS

I CERTIFY THAT THE WITHIN PAYMENT VOUCHER IS CORRECT IN ALL ITS PARTICULARS, THAT THE DESCRIBED GOODS OR SERVICES HAVE BEEN FURNISHED OR RENDERED AND THAT NO BONUS HAS BEEN GIVEN OR RECEIVED ON ACCOUNT OF SAID DOCUMENT.

..... PAYEE SIGNATURE

..... PAYEE TITLE

..... BILLING DATE

LINE NO	REFERENCE			LINE	(G) PAYEE REFERENCE
	CD	AGY	NUMBER		
1					
2					
3					

FUND	AGCY	ORG CODE	SUB-ORG	APPR UNIT	ACTIVITY CD	OBJECT CD	SUB-OBJ	REV SRCE	SUB-REV	PROJECT/JOB NO
1										
2										
3										

RPT CT	BS ACT	DT	DESCRIPTION	QUANTITY	AMOUNT	ID	PF	TX
1								
2								
3								

ITEM NO.	COMMODITY CODE/DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
NAME AND LOCATION OF PROJECT - _____					
PARTIAL PAYMENT NUMBER - _____ OR FINAL PAYMENT					
CUMULATIVE COSTS PAID TO CONTRACTOR					
CUMULATIVE COSTS PAID FOR DESIGN ENGINEERING (IF ELIGIBLE)					
CUMULATIVE COSTS PAID FOR CONSTRUCTION INSPECTION (IF REQUESTING)					
CUMULATIVE COSTS PAID FOR MATERIAL TESTING (IF REQUESTING)					
CUMULATIVE COSTS PAID FOR OTHER ELIGIBLE ITEMS OF WORK					
TOTAL PROJECT COSTS CERTIFIED (CHIEF FINANCIAL OFFICER'S CERTIFICATION)					
LESS STATE NOT PARTICIPATING ITEMS					
BALANCE SUBJECT TO STATE PARTICIPATION					
STATE PARTICIPATION OR ALLOTMENT					
LESS PREVIOUS PAYMENTS					
AMOUNT DUE					
					TOTAL

CERTIFICATION BY RECEIVING AGENCY: I certify that the above articles have been received or services rendered as stated herein.

..... Signature

..... Title

..... Date

CERTIFICATION BY APPROVAL OFFICER: I certify that this Payment Voucher is correct and just, and payment is approved.

..... Authorized Signature

..... Title

..... Date

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.

(Signature)

(Name)

(Title)

(Date)

PE Seal

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

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
STATE AID PROJECTS
CHANGE ORDER NUMBER - _____
Division of Local Aid and Economic Development**

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 Orders _____, _____, _____, _____	\$ _____	Supplemental	\$ _____
		Reduction	\$ _____
		Total Change	\$ _____

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

(Engineer)	(Date)	Approved: _____	(Date)
		(District Manager)	
(Presiding Officer)	(Date)	(Division of Local Aid and Economic Development)	
(Contractor)	(Date)		

(Submit two (2) copies to the Division of Local Aid and Economic Development District Office)

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

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

AUGUST 2001

Purpose

To outline the extent of Department of Transportation 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 in a particular year by the New Jersey Department of Community Affairs for Urban Aid funding under P.L. 1978, c. 14, as amended by P.L. 1983, c. 384 or for Depressed Rural Centers Aid and any municipality or county demonstrating hardship, may be eligible for reimbursement for the cost of design engineering. The Commissioner of Transportation must approve all hardship waivers for participation in design engineering.

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

Reimbursement for all eligible cost, including design engineering, construction, construction inspection, and material testing, cannot exceed the allotment for the project. The Department of Transportation 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 of Transportation 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 of Transportation participation in the cost of design engineering, performed by either the full time municipal engineer or a consulting engineer, shall be in accordance with the “**Schedule of Department of Transportation Participation in Design Engineering**”. It is not intended that said schedule be considered in any way as an indication of the actual cost of design engineering when municipalities are negotiating for the services provided by a consulting engineer.

Schedule of Department of Transportation Participation in Design Engineering

<u>Contract Cost Range</u>	<u>% for Consulting Engineer</u>	<u>% for Full Time Municipal Engineer</u>
0 - 500,000	9	7.2
500,001 - 1,000,000	9 - 8	7.2 - 6.4
1,000,001 - 3,000,000	8 - 7	6.4 - 5.6
3,000,001 - 5,000,000	7 - 6	5.6 - 4.8

Formula used to determine Department of Transportation participation in design engineering:

$$S = A + B [(C - D) / E]$$

S - Department of Transportation Participation (% of Contract Cost)

A - Lower Limit of %

B - Percentage Difference

C - Upper Limit of Contract Cost Range

D - Contract Cost or Final Contract Cost less any Department of Transportation not Participating Construction Items

E - Contract Cost Range Difference

Sample Calculation

Department of Transportation participation in design engineering by a consulting engineer:

$$A = 8$$

$$B = 1$$

$$C = 1,000,000$$

$$D = \$700,000 \text{ (Final Contract Cost)}$$

$$E = 499,999$$

Substituting into the Formula:

$$S = 8 + 1 [(1,000,000 - 700,000) / 499,999] = 8.60\%$$

Department of Transportation participation in design engineering by a consulting engineer:

$$\text{Department of Transportation Participation} = \$700,000 \times 0.086 = \$60,200$$

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 of Transportation not participating items. Department of Transportation 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 of Transportation not participating items. Bituminous concrete 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. Forms are available from the Division of Local Aid and Economic Development District Office.

Participation in the Cost of Construction Inspection and Material Testing

Department of Transportation participation in the cost of construction inspection and material testing combined shall be limited to 10% of the final construction cost less any Department of Transportation not participating items. Bituminous concrete 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. Forms are available from the Division of Local Aid and Economic Development District Office.