



## State of New Jersey

DEPARTMENT OF TRANSPORTATION  
P.O.Box 600  
Trenton, New Jersey 08625-0600

CHRIS CHRISTIE  
Governor

JAIME FOX  
Commissioner

KIM GUADAGNO  
LT. GOVERNOR

May 29, 2015

Honorable Peter Hughes  
Mayor, Borough of Glen Ridge  
P O Box 66  
825 Bloomfield Avenue  
Glen Ridge, New Jersey 07028-0066

Re: Various Streets – 2015 – Glen Ridge  
Glen Ridge, Essex County  
2015 Municipal Aid Program

Dear Mayor Hughes:

Enclosed is one copy of the executed Agreements approved by the Department of Transportation for the above referenced project in the amount of **\$232,000.00**.

This project will be funded from the New Jersey Transportation Trust Fund Authority Act. State participation in the cost of the project is limited to 100 percent of the cost of the completed construction work including construction supervision, inspection and material testing, or the amount of the allotment, whichever is less.

Municipal Aid Regulations (16:20B) - specify that a contract must be awarded by the municipality within 24 months from the date of grant notification, therefore, the construction of this project is to be awarded by April 10, 2017 to comply with these regulations. Failure to do so will jeopardize the use of State funds on this project.

At any time, but at minimum of 30 days prior to the 24-month deadline, a municipality may voluntarily cancel a municipal local aid agreement and release the funds back to the Department. It is further noted that the project must be in compliance with the Americans with Disabilities Act, ADA, requirements for accessibility. The Municipal Aid Regulations and terms and conditions can be found on the Local Aid Website at:

[www.state.nj.us/transportation/business/localaid/municaid.shtm](http://www.state.nj.us/transportation/business/localaid/municaid.shtm)

Through the approval of this agreement and all future agreements, the sponsor is required to provide phased submission updates that are to be tracked through the on-line SAGE System in accordance with the State Aid Checklist (see attached) for this project. Please note, that the Sponsor is responsible for continued updates with respect to the construction administration/management phase of the project in the SAGE System. The preparation of contract documents shall use the 2007 Standard Specifications as amended by the 2011 Special Provisions for Local Aid Projects. All requirements of this program can be found in the State Aid Handbook, available at the above website.

If you have any questions regarding the above, please contact me at 973-877-1500.

Sincerely,



Richard Loveless  
Acting Manager  
Bureau of Local Aid – District 2

C:   Municipal Clerk  
      Municipal Engineer ✓

Attachments

FOR THE DEPARTMENT OF TRANSPORTATION

Subject Project: **Various Streets – 2015 – Glen Ridge**

Name of Sponsor: Glen Ridge Borough

Address: 825 Bloomfield Avenue, Glen Ridge, New Jersey 07028

Vendor ID Number: **226001834**

Fiscal Year/Funds: **FY-2015 MUNICIPAL AID**

Job Number: **2205888**

Account: **15-480-078-6320-AL5-6010**

State Funds: **\$232,000.00**

FAO Number

Glen Ridge ✓

Certification of Funds

5/5/2015

Date

ACTING

By

Ann Fletcher  
ANN FLETCHER

Director, Division of Accounting and Auditing

APPROVED:

Michael Russo

Director, Division of Local Aid and Economic Development

5/13/15  
Date

**ATTEST and SEAL**

It is hereby certified that the foregoing allocation of funds and this Agreement were approved by the Commissioner of Transportation or Designee on May 13, 2015

Jacqueline Trausi  
Jacqueline Trausi

Secretary, Department of Transportation

Approval as to Form by Certification Process.



The  
MAYOR AND BOROUGH COUNCIL  
of the  
BOROUGH OF GLEN RIDGE  
County of Essex  
State of New Jersey



Monday, September 8<sup>th</sup>, 2014

**RESOLUTION NO. 123 - 14**

Offered By Councilperson DAWSON  
Seconded By Councilperson LISOVICZ


**Resolution:** Approval to submit a grant application and execute a grant contract with the New Jersey Department of transportation for the 2015 Municipal Aid Program.

**NOW, THEREFORE, BE IT RESOLVED**, that The Borough Council of The Borough Of Glen Ridge, formally approves the grant application for the above stated project; **and**,

**BE IT FURTHER RESOLVED**, that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as NJDOT SAGE application ID 00070 (Various Streets) to the New Jersey Department of Transportation on behalf of The Borough Of Glen Ridge; **and**,


**BE IT FURTHER RESOLVED**, that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of The Borough Of Glen Ridge and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

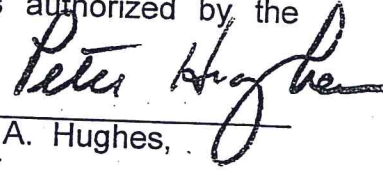
Certified as a true copy of the Resolution adopted by The Council  
on this 9<sup>th</sup> day of September 2014.

  
Michael J. Rohal  
Borough Administrator / Clerk

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

ATTEST and AFFIX SEAL

  
Michael J. Rohal,  
Clerk

  
Peter A. Hughes,  
Mayor

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

**CHECKLIST FOR STATE AID PROJECTS**

The following documents must be submitted to the Division of Local Aid and Economic Development District Office within the time frames specified in the approved Resolution, Application and Agreement for State Aid. Additional information concerning these documents and time frames can be found in the current "State Aid Handbook". Further all document submittals must be posted in the SAGE System and the Sponsor is responsible for continued updates with respect to the construction administration/management phase of the project in the SAGE System.

**Contract Document Submission Phase**

<input type="checkbox"/>	Plans for projects that have Railroad Crossings within 100 feet of project limits (60 days prior to advertisement for bids)
<input type="checkbox"/>	Design Exception (30 days prior to advertisement)
<input type="checkbox"/>	Final Plans, Specifications, Engineer's Estimate of Cost, Engineer's Certification (15 days prior to advertisement for bids)

**Award of Contract Submission Phase**

<input type="checkbox"/>	Tabulation of Bids Form SA-41 (Original signed by Engineer)
<input type="checkbox"/>	Resolution of Award Form SA-22 (Certified by raised seal) or Municipal Resolution
<input type="checkbox"/>	Force Account Agreement Form SA-27 (Applicable if using local government forces to perform work)

**Construction Phase Submission**

(Ongoing updates and submissions "Project Status Submitted" via SAGE only after all items are addressed)

<input type="checkbox"/>	Preconstruction Meeting Notification (Two weeks prior to meeting date)
<input type="checkbox"/>	Material Questionnaire Form SA-11 (Must be submitted before the start of construction)
<input type="checkbox"/>	Minutes of Preconstruction Meeting (To be submitted before the start of construction)
<input type="checkbox"/>	Start of Construction Written Notification (No more than 3 days after start of construction)
<input type="checkbox"/>	Major Construction Changes Form SA-1 (At least 3 days prior to start of construction)
<input type="checkbox"/>	End of Construction Written Notification (As soon as construction items are complete)

**Project Closeout Submission**

<input type="checkbox"/>	Bituminous Concrete Test Results and Analysis Form DS-8S
<input type="checkbox"/>	Major Pay Items Material Certifications
<input type="checkbox"/>	Final Change Order Form SA-1 (2 originally signed)
<input type="checkbox"/>	Engineer's Certification of Project Completion (signed and sealed)
<input type="checkbox"/>	Chief Financial Officer's Certification (originally signed)
<input type="checkbox"/>	Final Payment Voucher Form PV (originally signed)