



New Jersey Infrastructure Bank

NJ Transportation Bank

Loan Application Outline

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LOAN APPLICATION - STEP 3

PLANS AND SPECIFICATIONS

Upon Clicking Step 3 on the initial Apply page, you will be redirected to the following screen detailing required documents and guidance on how to submit them to the Transportation Bank.

Please Note: Step 3 must be completed no later than thirty (30) days prior to the advertisement for the receipt of bids & projects which have been advertised for construction are ineligible for Transportation Bank Funding.



NJ TRANSPORTATION BANK



NJ Transportation Bank Loan Application Step 3

Plans and Specifications

Click [HERE](#) to see a sample PDF of Step 3.

Introduction. Submission of documentation in Step 3 of the Transportation Bank Loan Application provides the relevant information to the Transportation Bank to issue Authorization to Advertise construction. STEP 3 must be completed no later than thirty (30) days prior to the advertisement for the receipt of bids. It is recommended that the applicant complete Step 3 with the assistance of its engineer. Step 3 Submissions will be reviewed subsequent to a project sponsor's submission of Step 2 (Engineering Design Contract and Financial Information).

Projects which have been advertised for construction are ineligible for Transportation Bank funding.

Application – Step 3 Submission. STEP 3 submissions require borrowers to upload the following documents to the Transportation Bank website:

- i. Construction plans;
- ii. Construction contract specifications;* ([NJIB Division 100 Spec](#))
- iii. Engineer's Design Certification; ([Sample Design Cert](#)) and
- iv. Right of Way Certification (if applicable). ([Sample ROW Cert](#))



Click here to view
Sample documents

Program Action. The Transportation Bank will review the Step 3 submissions and advise the borrower of deficiencies in writing. Upon a Borrower's compliance with all program requirements, including but not limited to plans, specifications, and compliance with Executive Order 215, Disadvantaged Business / Small Business Enterprise requirements, the I-Bank will issue a written Authorization to Advertise Construction.

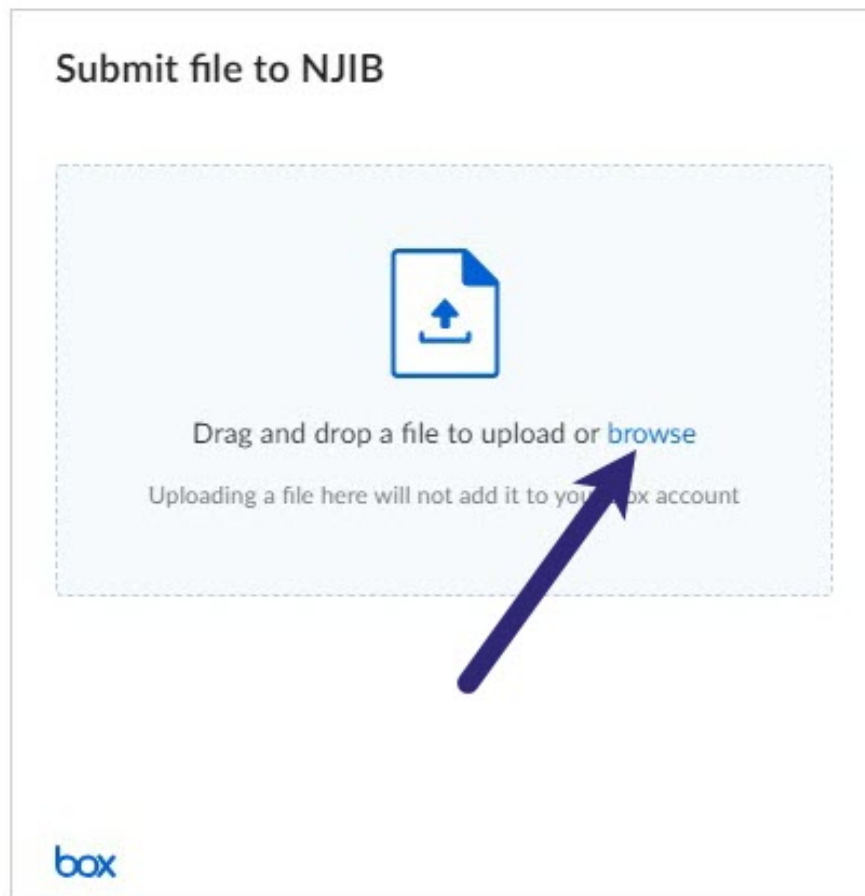
*Note: Specific special provisions to the Division 100 Specifications have been developed for Transportation Bank Financing.

Form of Submissions. Step 3 Submissions are to be made electronically and three (3) hard copies mailed to the following address:

LOAN APPLICATION – STEP 3

FORM OF SUBMISSIONS - ELECTRONIC

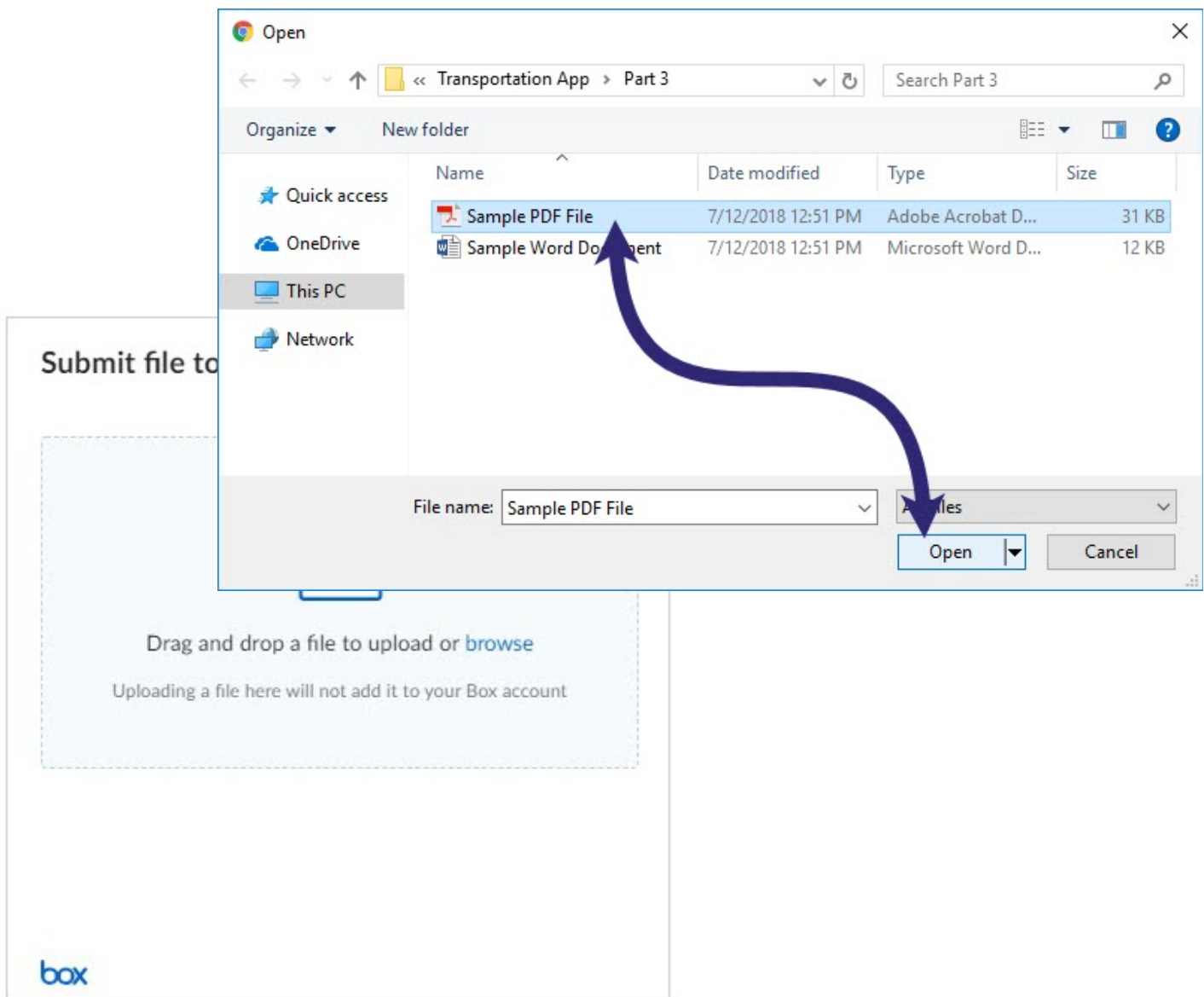
Once you have gathered all the necessary documents in PDF form, you may begin the digital upload by clicking the blue text “Browse” located at the bottom of the introductory page as shown below.



LOAN APPLICATION – STEP 3

FORM OF SUBMISSIONS – ELECTRONIC BROWSE

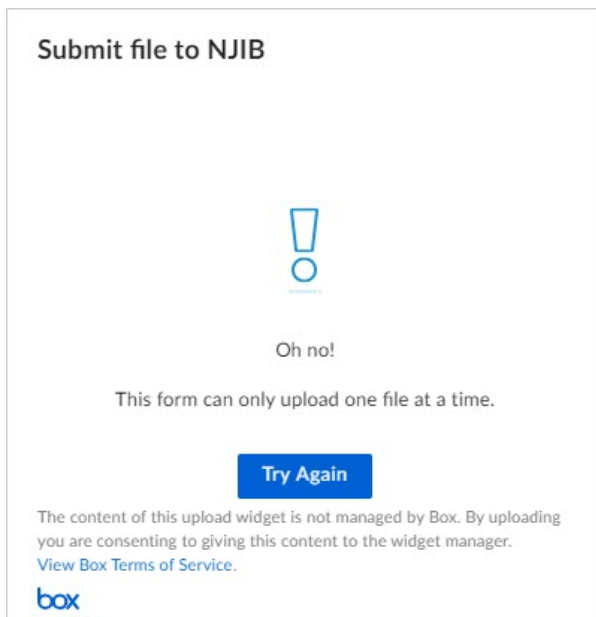
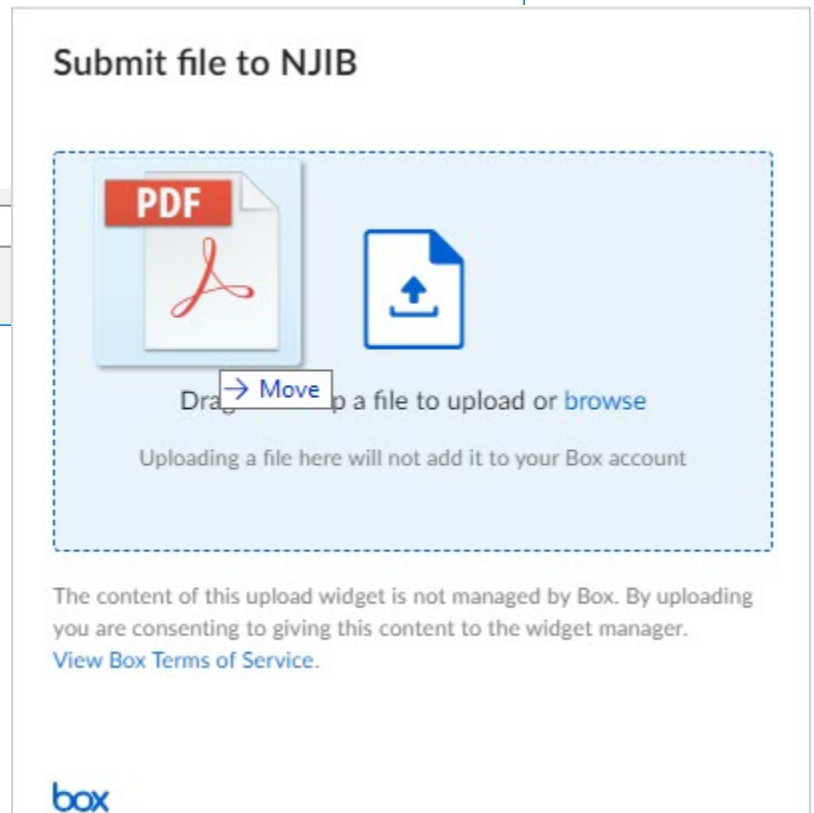
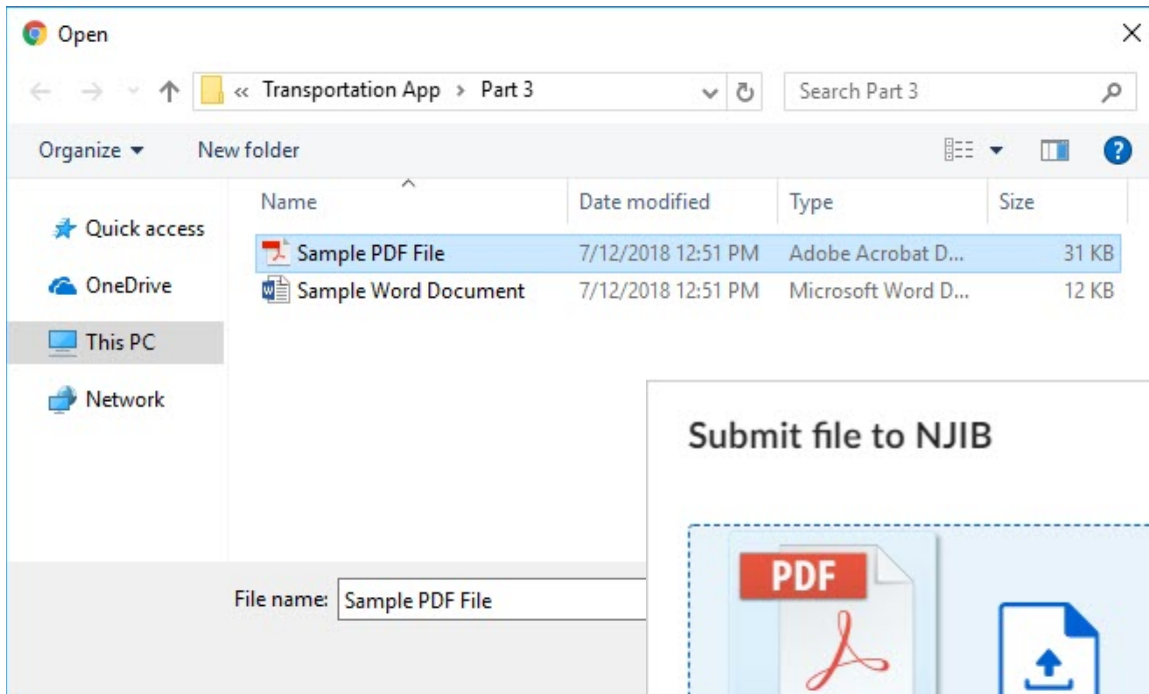
Immediately following the click of the blue text “Browse”, the following window will appear. Simply select the PDF document you wish to upload and select the “Open” button to upload that file. After the appropriate file is selected and uploaded please refer to [page 6](#) of this outline for the **File Naming Convention** to complete the upload.



LOAN APPLICATION – STEP 3

FORM OF SUBMISSIONS – ELECTRONIC DRAG AND DROP

If the file location is already open in a separate window, you can simply “Drag & Drop” the desired PDF document over the upload area. Seen below with a blue highlight.



Note: You will only be able to upload one file at a time. The window seen to the left will appear. Simply click the “Try Again” button to select the files one at a time.

LOAN APPLICATION – STEP 3

FORM OF SUBMISSIONS – ELECTRONIC UPLOAD

File Naming Convention. When making your Step 3 Submission, the following naming convention will ensure your submissions are properly referenced:

[Project Sponsor name] _[PIN]_ Document type]

For example: Burlington_County_45783_Plans

Submit file to NJIB

File

✓ Sample PDF File.pdf 30.9 KB

File Description

Project Sponsor name_PIN_Document type

Your Email Address (required)

JNotte@njib.gov

Cancel Upload

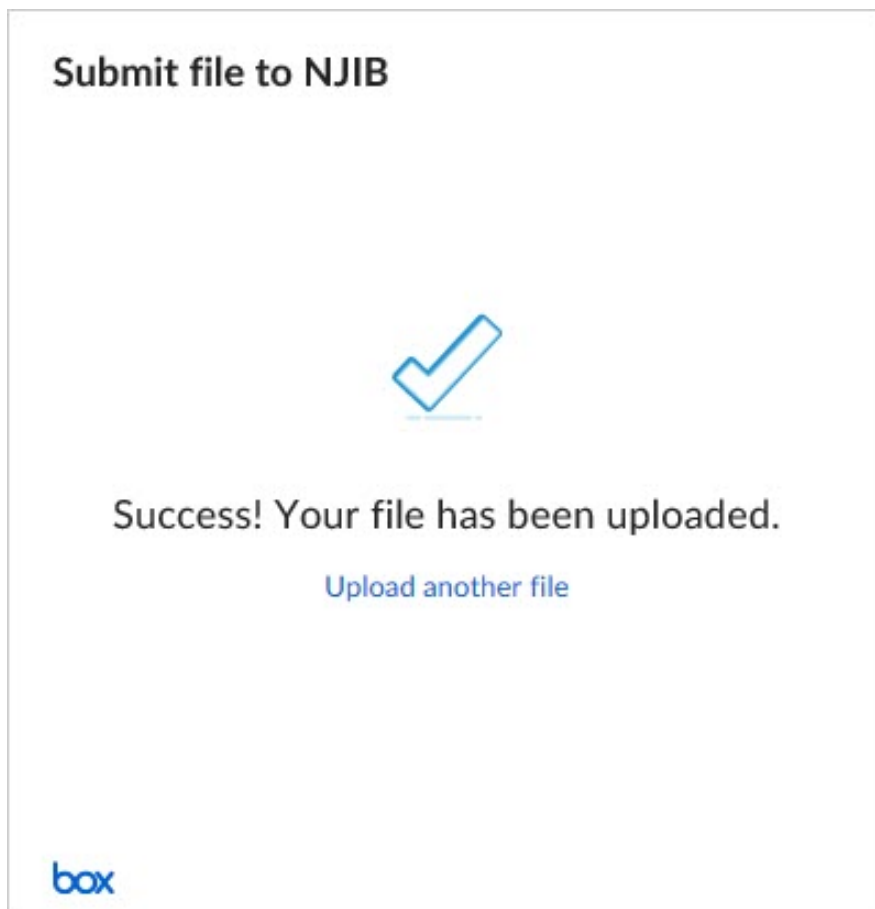
box

Once the PDF is appropriately named using the convention seen above. Click the “Upload” button to complete the upload of the file. This process will have to be repeated for each of the desired file uploads.

LOAN APPLICATION – STEP 3

FORM OF SUBMISSIONS – ELECTRONIC UPLOAD SUCCESS

The following window will pop up upon proper execution of the upload. If another file is to be uploaded, click the “Upload another file” text in blue and repeat steps described on pages 4-7.



LOAN APPLICATION – STEP 3

FORM OF SUBMISSIONS - HARD COPIES

After you have uploaded the required documents, you will also need to mail **Three (3) hard copies** of Plans & Specifications to the following address:

**Brian Wirtz
Division of Local Aid and Economic Development
State of New Jersey Department of Transportation
1035 Parkway Avenue
Trenton, New Jersey 08625**

