

FY2019 UPWP

Unified Planning Work Program

Chapter II

Subregional Pass-Through Programs

**FY 2019
UNIFIED PLANNING WORK PROGRAM
SUBREGIONAL PASS-THROUGH PROGRAMS**

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I. INTRODUCTION

The FY 2019 UPWP is re-organized into four chapters, instead of the six volumes provided in the previous fiscal year. Taken together, these four chapters provide a comprehensive look at all of the region's transportation planning activities as coordinated and monitored by the NJTPA. These activities will serve to implement the goals and achieve the vision of the RTP and Strategic Business Plan, as endorsed by the NJTPA Board of Trustees.

Chapter II describes the federally funded planning and project development work being conducted through the Subregional Pass-Through Programs, to support regional transportation planning and project development efforts. Approximately 24 percent of the NJTPA's federal allocation for the FY 2019 UPWP will be passed through or used to support this local planning work over the next two fiscal years. This also includes selected central staff subregional support tasks in Chapter I.

The Subregional Transportation Planning Program (STP), described in Section II of Chapter II, provides funding based on a formula to each member subregion to carry out essential transportation related planning, programming and administrative activities that support the NJTPA's regional transportation planning efforts. The NJTPA subregions are vital partners of NJTPA central staff in conducting critical planning work and serving as a conduit for public participation. The STP program addresses federal, state, and regional priorities.

Section III of Chapter II contains details on the Subregional Studies Program (SSP), a competitive grant program that provides federal funds for planning studies conducted by the subregions. Each year the NJTPA selects candidate proposals for two-year studies designed to provide assistance to subregions to refine and develop transportation improvement strategies that address regional mobility and accessibility issues.

The administrative guidelines for both of these subregional pass-through programs are included in Section IV of this Chapter.

II. SUBREGIONAL TRANSPORTATION PLANNING (STP) PROGRAM

PROGRAM DESCRIPTION

The Subregional Transportation Planning (STP) Program allows each subregion to carry out essential transportation planning, programming and administrative activities that support the NJTPA's regional transportation planning efforts, including needs assessment and strategy development. The work performed by the subregions through this program strengthens the NJTPA's ability to understand, evaluate and respond to regional planning issues. Participation in the STP Program is mandatory for subregions that wish to be eligible to receive federal planning funds. Funding is allocated based on a population-driven formula.

The NJTPA conducts a continuous and inclusive metropolitan planning process that identifies accessibility and mobility problems, issues and needs, and collaborates with stakeholders, such as subregional partners, and the public to identify a broad array of appropriate strategies to address them. This is done within a data driven analytical framework that takes geographic variation and local needs and preferences into account, while supporting the goals of the Regional Transportation Plan (RTP).

The current RTP, *Plan 2045: Connecting North Jersey*, provides a blueprint to advance an efficient and responsive transportation system over the next two decades through identification of needs and the goals, strategies, implementation steps and investment priorities needed to address them. The NJTPA's Unified Planning Work Program (UPWP) supports the subregional planning work conducted through the STP program in coordination with Central Staff activities to implement *Plan 2045*. Areas of coordination include information sharing, analysis, performance measurement, regional studies, and discrete products that implement *Plan 2045*.

While mobility is a primary concern, *Plan 2045* also considers how transportation investments can promote broader regional objectives. In particular, over the next 25 years, it seeks to make the region more competitive, efficient, livable and resilient, in keeping with the four themes that emerged from Together North Jersey, an extraordinary region-wide planning consortium launched in 2013. The NJTPA continues to play a leadership role in the organization and its task forces, along with Rutgers University and a wide range of partners. *Plan 2045* draws insights and guidance from the Together North Jersey Plan, finalized in 2015, and helps to implement its recommendations by shaping the transportation system in ways that will support communities, families and individuals across an array of issues, beyond just mobility. These include health and safety, natural systems, housing, education, workforce training, job access, arts, culture, business and economic development. Among the key approaches are land use strategies such as promoting development around rail stations or creating improved access to areas targeted for redevelopment. A searchable database of TNJ strategies and actions is available at http://togethernorthjersey.com/?page_id=24537#new-public-search-page/?page_id=24537

Central Staff, with subregional input, updates the core requirements of the STP on an annual basis consistent with the development of Chapter I of the UPWP, which incorporates NJTPA Board of Trustees direction as well as USDOT and NJDOT emphasis areas. Subregions will

participate in the implementation of strategies and priorities identified in *Plan 2045* throughout FY 2019 and engage in a continuous planning process. Subregional work programs should support the goals of *Plan 2045*, as follows:

- Protect and improve natural ecosystems, the built environment and quality of life.
- Provide affordable, accessible and dynamic transportation systems responsive to all current and future travelers.
- Retain and increase economic activity and competitiveness.
- Enhance system coordination, efficiency, overall safety and connectivity for people and goods across all modes of travel.
- Maintain a safe, secure and reliable transportation system in a state of good repair.
- Create great places through select transportation investments that support the coordination of land use with transportation systems.
- Improve overall system safety, reducing serious injuries and fatalities for all travelers on all modes.

In response to FY 2019 USDOT MPO planning priorities and the federal transportation law, Fixing America's Surface Transportation Act (FAST Act), the following federal emphasis areas will be incorporated into all NJTPA plans and programs: MAP-21 Implementation, Models of Regional Planning Cooperation, Ladders of Opportunity, Resiliency, and Travel/Tourism. As vital partners in this regional planning work, the subregions are needed to provide a local perspective with respect to the research and analysis of critical issues, needs and strategies.

Additionally, FY 2019 NJ DOT MPO planning priorities are incorporated into all NJTPA plans and programs. These address the following: collaboration with NJ DOT in FAST Act compliance; pursuit of congestion relief strategies; assisting NJ DOT with data collection; freight corridors and hubs; Complete Streets implementation; development and integration of performance measures and targets; Intelligent Transportation System (ITS) upgrades; improving the problem statement process; improving local project delivery and federal compliance; greater coordination among agencies and subregions in mobility and land use planning; resilience; coordination of services for special needs populations; and public confidence and participation in the planning process. See Appendix A for more detail on federal and state planning priorities for MPOs. The NJTPA continues to seek assistance from the subregions in coordinating with federal, state, regional and municipal officials in addressing these planning priorities, including coordination with the Transportation Management Associations (TMAs) operating in each subregion.

The framework of the STP Program was designed to allow some flexibility in how local planning efforts support the NJTPA's regional planning effort. The program is divided into two Task Activities: Program Management and Transportation Planning and Coordination. The Program Management task, which should not exceed 10 percent of the total budget, covers all work required to manage the grant, including oversight, record/document management and quarterly reporting.

There are three major areas of support the subregions provide on an annual basis to the metropolitan planning process – planning, public participation and capital programming. Therefore, the Transportation Planning and Coordination task includes these three areas as subtasks, along with core and elective activities. The core activities are required of all fifteen subregions in support of the regional metropolitan planning work throughout the fiscal year. The elective task activities are designed to allow subregions to tailor work programs that directly address the NJTPA’s planning goals, and at the same time allow the subregions to focus on their strengths as individual organizations. Overall, the Transportation Planning and Coordination task must account for at least 90 percent of the work program budget.

WORK PROGRAM BUDGET

The proposed FY 2019 STP Program budget and funding allocations below are based on a formula based distribution using the 2010 US Census. An initial even base sum of federal funds was distributed to each subregion (\$50,000), then remaining funds were distributed according to the respective shares of population within the region. The work program requires a 20% local match share.

Subregion	Federal Share	Local Match	Total Annual Funding Allocation
Bergen County	\$198,164.00	\$49,541.00	\$247,705.00
Essex County	\$132,966.00	\$33,241.50	\$166,207.50
Hudson County	\$113,296.00	\$28,324.00	\$141,620.00
Hunterdon County	\$ 71,010.00	\$17,752.50	\$88,762.50
Jersey City	\$ 90,530.00	\$22,632.50	\$113,162.50
Middlesex County	\$182,571.00	\$45,642.75	\$228,213.75
Monmouth County	\$153,190.00	\$38,297.50	\$191,487.50
Morris County	\$130,583.00	\$32,645.75	\$163,228.75
Newark	\$ 95,367.00	\$23,841.75	\$119,208.75
Ocean County	\$144,381.00	\$36,095.25	\$180,476.25
Passaic County	\$132,048.00	\$33,012.00	\$165,060.00
Somerset County	\$102,946.00	\$25,736.50	\$128,682.50
Sussex County	\$ 74,434.00	\$18,608.50	\$93,042.50
Union County	\$137,822.00	\$34,455.50	\$172,277.50
Warren County	\$ 67,792.00	\$16,948.00	\$84,740.00
Total STP Program	\$1,827,100.00	\$456,775.00	\$2,283,875.00

In addition, a total maximum budget of \$225,000 has been allocated in the FY 2019 UPWP's STP Supplemental Support, with a \$15,000 allotment to each subregion (there is no local match requirement for these funds).

**FY2019 SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAMS**

FY 2019
COUNTY OF BERGEN



SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM

BERGEN COUNTY WORK PROGRAM

TASK 1: PROGRAM MANAGEMENT

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

> 1.0 Core Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** FY 2020 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

ACTIVITIES:

- Prepare the FY 2020 work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

ACTIVITIES:

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
- Maintain data in the CTS.

- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

ACTIVITIES:

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

The Fourth Quarter and Final Report are to be submitted as one document (Fourth Quarter/Final Report). The Fourth Quarter/Final Report shall include a summary of subregional activities that occurred during the fourth quarter (in a similar format as the prior quarters), and must also include two to three paragraphs that highlight the annual program's significant accomplishments and summarize how activities that took place during the fiscal year impacted transportation, both locally and regionally. The Fourth Quarter/Final Report should be submitted in the following format:

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

Goal: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the required core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives and the needs of the subregion. Subregions are not required to undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs.

➤ TASK 2.1 SUPPORT THE NJTPA'S REGIONAL PLANNING PROCESS

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA's comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

➤ 2.1 Core Products/Outcomes and Activities

Subregions will support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of *Plan 2045*.

ACTIVITIES:

- Consistent with the needs and goals of the subregion, advance planning related actions identified in Plan 2045. (Plan 2045 includes transportation related actions from the TNJ Regional Plan, such as connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.
 - **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2019 Unified Planning Work Program (UPWP).
- ##### **ACTIVITIES:**
- Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I (central staff activities) and/or UPWP Chapter III

(subregional studies program). Participation may include attendance, data provision, and review of documents or other activities as requested. This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include NJTPA's performance-based planning efforts such as the Congestion Management Process (CMP), participation in DO-IT: Developing Opportunities for Innovation in Transportation, support for evaluating Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety, or support for the NJTPA's efforts regarding emergency and incident management, and planning for operations.

- Support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools, as requested. This year, an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
- Support the development of the FY 2020 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

ACTIVITIES:

- Participate with NJTPA, TMAs and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- Coordinate and share information with the TMAs particularly Meadowlink/EZ Ride TMA (the TMA for Bergen County), related to promoting shared rides, bicycle and pedestrian safety, and responding to construction related and unexpected travel disruptions. Collaborate, where possible, with Meadowlink/EZ Ride TMA to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate. Coordination on TMA activities is also critical in terms of access to workplace and activity centers, innovative approaches to transit, and advocacy for regional priorities and investment.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

ACTIVITIES:

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.

- **PRODUCT/OUTCOME:** Provision of data and data updates

ACTIVITIES:

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.
- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, subregional studies conducted by other subregions through Chapter III of the FY 2019 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and Congestion Management Process (CMP).

- **PRODUCT/OUTCOME:** Support for Board activities

ACTIVITIES:

- Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> ***2.1 Elective Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics.

ACTIVITIES:

- Coordinate and support regional and statewide strategic planning initiatives, including work alongside our partners at the New Jersey Department of Transportation, NJ TRANSIT, and other regional and statewide transportation agencies, including:
 - Route 17. Work with NJDOT in order to advance critical projects along Route 17, Bergen County’s north/south spine, including the Route 17 Bottleneck Project.

- Northern Branch. Work with NJ TRANSIT in order to advance light rail technology via an extension of the Hudson Bergen Light Rail from North Bergen through Englewood Hospital.
- Trans-Hudson. Monitor critical Trans-Hudson capacity projects including the Hudson River Tunnel DEIS, the Gateway Project, Penn Station Expansion, a new Port Authority Bus Terminal, Trans-Hudson Capacity Studies, among others, and work with other involved agencies (NJ TRANSIT, Port Authority, AMTRAK, New York Waterway, Meadowlands Regional Chamber, etc.) to discuss and remain current on the issues, challenges, and opportunities.
- Other broad-reach transportation initiatives as they arise and progress.
- Work to include Best Practices in our planning efforts, including Complete Streets, bicycle and pedestrian accommodations, innovative approaches to transit (rapid transit, integration and seamless connections between modes, and transportation alternatives), transit-oriented development and redevelopment, response to changing demographic and economic considerations (e.g., aging in place, millennials, transit-dependent populations, etc.) as recommended in the TNJ Regional Plan.
- Participate in the TNJ 2.0 Task Forces (Competitive, Efficient, Livable, and Resilient). This may include attending quarterly task force meetings (to be determined based upon staff resources and areas of expertise) assisting with advancement of TNJ actions, and/or other activities.
- Given a geographic overlap of priorities, the County participates alongside the TMA at the Meadowlands Chamber Transportation Committee, where issues of regional import (including ongoing and emerging Trans-Hudson capacity issues and opportunities) are presented for discussion and cooperation.
- Coordinate with the New Jersey Sports and Exposition Authority to ensure consistency between their planning efforts, those of the NJTPA, and County and local transportation plans and programs, including the monitoring of impacts and outcomes of the American Dream development, transit investments in the vicinity, and associated traffic and development impacts. Also, gauge consistency with Highlands Council planning efforts as they may emerge (the Borough of Oakland and the Township of Mahwah are the two Bergen County municipalities that fall within the purview of the Highlands Council).
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies, including Safety Voyager and the Street Smart Program.
- Support Complete Streets Planning activities, working with County engineers and land development planners to identify opportunities and constraints, and incrementally advance Complete Streets where possible, utilizing products issued and lessons learned in past initiatives in this vein, including the prior Subregional Study entitled Central Bergen Bicycle and Pedestrian Plan. This

Plan's work products included the development of a Complete Streets "Toolbox", with an eye toward ultimately adopting a Countywide Complete Streets Policy.

- Participate in PRIME training sessions, and other training opportunities provided by the NJTPA as they arise, including opportunities to develop and refine planning tools, learn new technologies, and gain exposure to best practices in the field.
- Support the NJTPA's efforts to evaluate Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety, including Bergen County's Adaptive/Intelligent Signal initiative (under TCAM) and future opportunities to be identified through the Signal Jurisdiction and Prioritization Plan.
- Identify major land development and redevelopment projects, and analyze impacts on the transportation network from a local and regional perspective, including provision of ADA-compliant elements for users.
- Encourage municipalities to evaluate appropriate parking demand strategies that increase parking efficiency, especially with respect to transit stations, intermodal centers, transfers, terminals, and other transit nodes, mixed-use and other activity centers, and coordinate efforts as opportunities arise.
- Prepare grant applications for various funding streams available to subregions, as applicable and as opportunities arise.
- Support refinement and advancement of study recommendations into project pipeline review and implementation paths, including on-going work on Washington Avenue (Carlstadt), East Anderson Street Bridge (Hackensack/Teaneck), Kingsland Avenue Bridge (Lyndhurst/Nutley), and other such opportunities as they may arise.
- Participate in the NJTPA-led and other professional development opportunities, such as the NJTPA's Freight Academy.

➤ **TASK 2.2 INTEGRATE PUBLIC PARTICIPATION IN THE ONGOING 3-C PLANNING PROCESS**

The NJTPA central staff is available to assist subregions in enhancing public participation. If desired, requests for central staff support should be included in the subregion's STP Program proposal.

In FY 2017, NJTPA shared the results of an "Innovative Public Outreach Methods" study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to broaden public outreach. It included special outreach to minority communities, low income residents and others traditionally under-represented in the transportation planning process. It also targeted special outreach to millennials. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> **2.2 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

ACTIVITIES:

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations efforts. Special attention should be given to engaging traditionally underserved communities.
- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings on transportation related topics; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating links to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Participation in public education efforts regarding the results of NJTPA project development.

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development and outcomes of Plan 2045, including project funding announcements, groundbreakings and ribbon-cuttings, as they arise: Distribution of announcements and materials, including email blasts, press releases, website postings, flyers, pamphlets, surveys, etc. as appropriate.

- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.

ACTIVITIES:

- Conduct or assist in special outreach efforts, such as the Street Smart Pedestrian Safety Education Campaign, outgrowths of the Local Safety Program, and other initiatives.

➤ **TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT**

> **2.3 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Participation in the development of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.

ACTIVITIES:

- Assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments

ACTIVITIES:

- Provide input into TIP modifications and amendments, as requested.

- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable

ACTIVITIES:

- Provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source.

> **2.3 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Preparation and submission of proposals to NJTPA Local Programs

ACTIVITIES:

- Support preparation and proposal development for the NJTPA's Local Program activities, which may include: Local Safety Program, Local Capital Project Delivery, Freight Concept Development, and/or Transportation Alternative Programs, as appropriate. The County is currently participating in a number of these programs on an ongoing basis, including:

- Local Concept Development Program (Kingsland Avenue Bridge, Lyndhurst/Nutley).
- Local Safety Program (Washington Avenue, Carlstadt).
- Local Capital Project Delivery Program (East Anderson Street Bridge, Hackensack/Teaneck).

- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives

ACTIVITIES:

- Participate in the deployment of the NJTPA Online Local Project Management System. Note: NJTPA will deploy an online project management tool for all local programs. The NJTPA will collaborate with NJDOT Local Aid, Bureau of Environmental Program Resources and Subregional Project Managers to identify major milestones to be tracked through the state and federal processes of project development.
- Continue efforts and outgrowths of the County-led initiative for the Kingsland Avenue Bridge through the Local Concept Development Program. Relevant staff will review technical documents produced by consultant and participate actively in the advancement of this initiative.
- Continue efforts and outgrowths of the County-led initiative for the East Anderson Street Bridge through the Local Capital Project Delivery Program. Relevant staff will review technical documents produced by consultant and participate actively in the advancement of this initiative.

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
BERGEN COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 141,591.12		
	2. FRINGE BENEFITS	64.350%	\$ 91,113.88		
	SUBTOTAL		\$ 232,705.00		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ 1,000.00		
	2. TRAVEL		\$ 7,000.00		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 7,000.00		
	7. OTHER (SPECIFY)		\$ -		
	SUBTOTAL		\$ 15,000.00		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
	SUBTOTAL		\$ -		
	TOTAL STP CORE PROGRAM BUDGET		\$ 247,705.00	80%	20%
	STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET		\$ 15,000.00	100%	0%
	TOTAL STP PROGRAM AMOUNT		\$ 262,705.00		

This estimated budget is based upon projected costs to perform the work program for FY 2019 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III or the STP Supplemental Support Program will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 213,164.00	Local Match:	\$ 49,541.00	Total:	\$ 262,705.00
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**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
BERGEN COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	STP Supplemental Support	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	250	\$ 23,510.27	\$ -	\$ -	\$ -	\$ 23,510.27	9%
Task 2 - Transportation Planning and Coordination	3,017	\$ 209,194.74	\$ 15,000.00	\$ -	\$ -	\$ 224,194.74	91%
TOTAL STP CORE PROGRAM BUDGET	3,267	\$ 232,705.00	\$ 15,000.00	\$ -	\$ -	\$ 247,705.00	100%
STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET					\$ 15,000.00	\$ 15,000.00	
TOTAL STP PROGRAM AMOUNT	3,267	\$ 232,705.00	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 262,705.00	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Joseph Femia, Department Director	8%	175
Joseph Baladi, Division Head	12%	250
Nancy Dargis, Division Head	12%	250
Christopher Helms, Supervising Planner	38%	650
Laura LiVecchi-Bresaz, Transportation Analyst	100%	1,560
Jaison Alex, Traffic Engineer	12%	250
Sean Zhang, Principal Planner	2%	40
Sarah Franklin, GIS Specialist III	2%	46
Matthew Spagnuolo, Engineering Aide	2%	46
TOTAL	21%	3,267

**FY 2019
COUNTY OF ESSEX**



**SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM**

ESSEX COUNTY WORK PROGRAM

TASK 1: PROGRAM MANAGEMENT

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

> *1.0 Core Products/Outcomes and Activities*

- PRODUCT/OUTCOME: FY 2020 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

ACTIVITIES:

- Prepare the FY 2020 work program proposal.
- PRODUCT/OUTCOME: Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

ACTIVITIES:

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
- Maintain data in the CTS.

- PRODUCT/OUTCOME: Fourth Quarter/Final Report, invoice and supporting documentation.

ACTIVITIES:

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

The Fourth Quarter and Final Report are to be submitted as one document (Fourth Quarter/Final Report). The Fourth Quarter/Final Report shall include a summary of subregional activities that occurred during the fourth quarter (in a similar format as the prior quarters), and must also include two to three paragraphs that highlight the annual program's significant accomplishments and summarize how activities that took place during the fiscal year impacted transportation, both locally and regionally. The Fourth Quarter/Final Report should be submitted in the following format:

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

Goal: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the required core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives and the needs of the subregion. Subregions are not required to undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs.

➤ TASK 2.1 SUPPORT THE NJTPA'S REGIONAL PLANNING PROCESS

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA's comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

> 2.1 Core Products/Outcomes and Activities

Subregions will support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of *Plan 2045*.

ACTIVITIES:

- Consistent with the needs and goals of the subregion, advance planning related actions identified in Plan 2045. (Plan 2045 includes transportation related actions from the TNJ Regional Plan, such as connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.
 - **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2019 Unified Planning Work Program (UPWP).
- ##### **ACTIVITIES:**
- Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I (central staff activities) and/or UPWP Chapter III

(subregional studies program). Participation may include attendance, data provision, and review of documents or other activities as requested. This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include NJTPA's performance-based planning efforts such as the Congestion Management Process (CMP), participation in DO-IT: Developing Opportunities for Innovation in Transportation, support for evaluating Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety, or support for the NJTPA's efforts regarding emergency and incident management, and planning for operations.

- Support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools, as requested. This year, an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
- Support the development of the FY 2020 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

ACTIVITIES:

- Participate with NJTPA, TMAs and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- Coordinate and share information with the TMAs, and Meadowlink/EZ Ride TMA in particular, related to promoting shared rides, bicycle and pedestrian safety, and responding to construction related and unexpected travel disruptions.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

ACTIVITIES:

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.
- **PRODUCT/OUTCOME:** Provision of data and data updates

ACTIVITIES:

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the

NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.

- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, subregional studies conducted by other subregions through Chapter III of the FY 2019 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and Congestion Management Process (CMP).
- **PRODUCT/OUTCOME:** Support for Board activities

ACTIVITIES:

- Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> ***2.1 Elective Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics.

ACTIVITIES:

- Participate in the Resilient and Efficient TNJ 2.0 Task Forces by attending quarterly meetings advance advancing TNJ actions by translating plan recommendations into implementable projects that are matched to grant opportunities or in-house resources.
- Submit pertinent information about completed planning studies to the NJTPA's PRIME tool. Pertinent information includes study description, identified needs, and recommendations. Submissions may be via an NJTPA provided web form or via upload of properly formatted spreadsheet data through an NJTPA provided ETL (Extract, Translate, Load) tool.

- Participate in PRIME training sessions provided by NJTPA and or participate in an NJTPA PRIME Users Group that will support the system’s further development and refinement.
- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths.
- Support the NJTPA’s continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. The County will at a minimum, provide for the development of Local Safety Program applications for submittal to the NJTPA, performance of Road Safety Audits, and participation in the Street Smart campaign.
- Support Complete Streets Planning through the community outreach and design development stages of the Irvington Avenue Streetscape Improvement Project’s Phase I and II.
- The County will continue to support the advancement of the following greenway initiatives.
 - 9/11 National Memorial Trail Bike/Ped Route
 - Morris Canal Greenway Corridor
 - East Coast Greenway’s Essex-Hudson Greenway Connector
- The County will conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective.
- Work with municipalities to evaluate appropriate parking demand strategies that increase parking efficiency. The County will work with the Township of Livingston’s SID to advance recommendations from the Walkable Communities Workshop Report for Livingston Avenue, which includes consolidation of access points to parking facilities and creating shared central parking facilities.
- The County will actively seek federal funding from grant programs such as TIFIA, FASTLANE and INFRA to advance freight improvements in Port Newark through public private partnerships (P3) with port operators that are allowed under their long term leases to improve their facilities.
- Participate in the NJTPA led NJ Freight Academy.

➤ **TASK 2.2 INTEGRATE PUBLIC PARTICIPATION IN THE ONGOING 3-C PLANNING PROCESS**

The NJTPA central staff is available to assist subregions in enhancing public participation. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

In FY 2017, NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to broaden public outreach. It included special outreach to minority

communities, low income residents and others traditionally under-represented in the transportation planning process. It also targeted special outreach to millennials. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> **2.2 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

ACTIVITIES:

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations efforts. Special attention should be given to engaging traditionally underserved communities. As such, the County will chair and convene the Essex County Transportation Advisory Board (TAB).
- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings on transportation related topics; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating links to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Participation in public education efforts regarding the results of NJTPA project development.

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreaking and ribbon-cuttings. Specifically, the County will hold groundbreaking/ribbon cutting events for STP funded construction project such as the Irvington

Avenue Streetscape Project and also STP funded traffic signal safety improvements, all of which will be under construction in FY 2019. Additionally, Local Concept Development projects which will be underway in FY 2019, such as the Bridge Street Bridge Project, will provide for public education on the NJTPA and project development process.

- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.

ACTIVITIES:

- Conduct or assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign or other initiatives related to senior driving, distracted driving, etc.
- **PRODUCT/OUTCOME:** Participation in subregional freight outreach/education efforts.
- ACTIVITIES:**
- Work with NJTPA staff to increase local understanding of freight operations and related transportation needs through its strong relationship with PNCT to schedule site visits or hosts information exchange sessions.

➤ **TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT**

> **2.3 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Participation in the development of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.

ACTIVITIES:

- Assist in the development of the TCP and TIP, as applicable.
- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

ACTIVITIES:

- Provide input into TIP modifications and amendments, as requested.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

ACTIVITIES:

- Provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source.

> **2.3 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Preparation and submission of proposals to NJTPA Local Programs

ACTIVITIES:

- Support preparation and proposal development for the following NJTPA's Local Program activities:
 - Local Safety and High Risk Rural Roads Programs
 - Local Capital Project Delivery
 - Local Concept Development,
 - Transportation Alternative Programs
 - Congestion Mitigation and Air Quality Programs.
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives

ACTIVITIES:

- Participate in the deployment of the NJTPA Online Local Project Management System.
- Follow through on NJTPA funded Local Program Activities, which may include Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Transportation Alternative Programs and/or Congestion Mitigation and Air Quality Programs.
- Provide technical support for the following ongoing NJTPA Local Concept Development (LCD) studies:
 - Bridge Street Bridge (Essex/Hudson)
 - Clay Street Bridge (Essex/Hudson)
 - Central Avenue Bridge (City of Newark)
 - Kingsland Avenue Bridge (Essex/Bergen)

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
ESSEX COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 113,290.80		
	2. FRINGE BENEFITS	46.709%	\$ 52,916.69		
	SUBTOTAL		\$ 166,207.50		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	SUBTOTAL		\$ -		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
	SUBTOTAL		\$ -		
	TOTAL STP CORE PROGRAM BUDGET		\$ 166,207.50	80%	20%
	STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET		\$ 15,000.00	100%	0%
	TOTAL STP PROGRAM AMOUNT		\$ 181,207.50		

<p>This estimated budget is based upon projected costs to perform the work program for FY 2019 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III or the STP Supplemental Support Program will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.</p>
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FUNDING SOURCES:

Federal Share:	\$	147,966.00	Local Match:	\$	33,241.50	Total:	\$	181,207.50
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**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
ESSEX COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	STP Supplemental Support	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	199	\$ 9,839.95	\$ -	\$ -	\$ -	\$ 9,839.95	6%
Task 2 - Transportation Planning and Coordination	2303	\$ 156,367.54	\$ -	\$ -	\$ 15,000.00	\$ 156,367.54	94%
TOTAL STP CORE PROGRAM BUDGET	2,502	\$ 166,207.50	\$ -	\$ -	\$ -	\$ 166,207.50	100%
STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET					\$ 15,000.00	\$ 15,000.00	
TOTAL STP PROGRAM AMOUNT	2,502	\$ 166,207.50	\$ -	\$ -	\$ 15,000.00	\$ 181,207.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the FY)	Total Estimated Hours for STP Work Program
David Antonio, County Planner	78%	1,622
Nick Bonavita, Planning Aide	34%	701
Janet Pena, Planning Aide	9%	179
TOTAL	40%	2,502

FY 2019

COUNTY OF HUDSON



**SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM**

HUDSON COUNTY WORK PROGRAM

TASK 1: PROGRAM MANAGEMENT

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

> *1.0 Core Products/Outcomes and Activities*

- PRODUCT/OUTCOME: FY 2020 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

ACTIVITIES:

- Prepare the FY 2020 work program proposal.

- PRODUCT/OUTCOME: Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

ACTIVITIES:

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
- Maintain data in the CTS.

- PRODUCT/OUTCOME: Fourth Quarter/Final Report, invoice and supporting documentation.

ACTIVITIES:

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

The Fourth Quarter and Final Report are to be submitted as one document (Fourth Quarter/Final Report). The Fourth Quarter/Final Report shall include a summary of subregional activities that occurred during the fourth quarter (in a similar format as the prior quarters), and must also include two to three paragraphs that highlight the annual program's significant accomplishments and summarize how activities that took place during the fiscal year impacted transportation, both locally and regionally. The Fourth Quarter/Final Report should be submitted in the following format:

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

Goal: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the required core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives and the needs of the subregion. Subregions are not required to undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs.

➤ TASK 2.1 SUPPORT THE NJTPA'S REGIONAL PLANNING PROCESS

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA's comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

> 2.1 Core Products/Outcomes and Activities

Subregions will support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of *Plan 2045*.

ACTIVITIES:

- Consistent with the needs and goals of the subregion, advance planning related actions identified in Plan 2045. (Plan 2045 includes transportation related actions from the TNJ Regional Plan, such as connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.

- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2019 Unified Planning Work Program (UPWP).

ACTIVITIES:

- Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I (central staff activities) and/or UPWP Chapter III (subregional studies program). Participation may include attendance, data

provision, and review of documents or other activities as requested. This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include NJTPA's performance-based planning efforts such as the Congestion Management Process (CMP), participation in DO-IT: Developing Opportunities for Innovation in Transportation, support for evaluating Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety, or support for the NJTPA's efforts regarding emergency and incident management, and planning for operations.

- Support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools, as requested. This year, an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
- Support the development of the FY 2020 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

ACTIVITIES:

- Participate with NJTPA, TMAs and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- Coordinate and share information with the TMAs related to promoting shared rides, bicycle and pedestrian safety, and responding to construction related and unexpected travel disruptions.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

ACTIVITIES:

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.

- **PRODUCT/OUTCOME:** Provision of data and data updates

ACTIVITIES:

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.

- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, subregional studies conducted by other subregions through Chapter III of the FY 2019 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and Congestion Management Process (CMP).
- **PRODUCT/OUTCOME:** Support for Board activities
ACTIVITIES:
 - Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> ***2.1 Elective Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics.
ACTIVITIES:
 - Advance transportation related recommendations from the TNJ Regional Plan through the following activities:
 - Collaborate with Hudson Economic Development Corporation, Hudson County Improvement Authority, and Hudson TMA to work on improving access to jobs in industrial centers.
 - Coordinate with Hoboken and other interested municipalities in using the Hudson County Bike Share (LGCP) study as a template to guide bike share implementation throughout the County.
 - Participate in the TNJ 2.0 Efficient Task Force by attending quarterly task force meetings and helping to advance TNJ actions identified by the Task Force.
 - Collaborate with TMAs and specifically Hudson TMA to continue the Street Smart pedestrian safety and enforcement campaign. Continue to promote

safety for all users of the road. Focus on JFK Boulevard, a high crash corridor, to promote safer driving and walking.

- Submit pertinent information about completed planning studies to the NJTPA's PRIME tool. Pertinent information includes study description, identified needs, and recommendations. Submissions may be via an NJTPA provided web form or via upload of properly formatted spreadsheet data through an NJTPA provided ETL (Extract, Translate, Load) tool.
- Participate in PRIME training sessions provided by NJTPA and or participate in an NJTPA PRIME Users Group that will support the system's further development and refinement.
- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths. Collaborate with NJ TRANSIT, Bayonne and Jersey City on implementing recommendations from the Journal Square/JFK Boulevard Bus Operations Study. Work with TAC members of the Essex/Hudson Connector to target specific recommendations of the plan to create an east/west bicycle connection from Newark to Jersey City. Collaborate with Jersey City on Journal Square improvements to promote pedestrian safety throughout the Transportation Center area.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Provide NJTPA any data that is collected through our subregional studies or work that focuses on safety and infrastructure improvements along County roads.
- Identify next steps in filling gaps in the East Coast Greenway. Work on the Morris Canal Greenway Working Group steering committee to support the overall trail development and branding. Support the 9/11 Memorial Trail by participating in advisory board meetings and conference calls.
- Analyze, study or conduct planning activities that support and encourage municipalities and other stakeholders to develop and advance comprehensive bicycle or walking policy implementation plans to effectuate ordinance changes or capital improvements. Collaborate with County Planning to identify specific streets for on-street biking lanes or off-road paths. Continue to collaborate with Jersey City on filling in gaps using County roads to connect to the existing bike network.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective.
- Work with municipalities to evaluate appropriate parking demand strategies that increase parking efficiency. Strategies may address (but are not limited to) parking minimums or maximums, shared parking options, or incentivizing transportation alternatives. Participate as a TAC member on the Jersey City parking study funded through the Subregional Studies Program.

- Prepare grant applications for the Subregional Studies Program (SSP), CMAQ Program, and Safe Routes to School Program.
- Identify unused or abandoned rail rights of way that may be repurposed for multimodal uses.
- Continue to explore options for repurposing the Bergen Arches right of way in Jersey City with NJ Transit, NJ DOT, local municipalities, local community groups, and other interested parties.

➤ **TASK 2.2 INTEGRATE PUBLIC PARTICIPATION IN THE ONGOING 3-C PLANNING PROCESS**

The NJTPA central staff is available to assist subregions in enhancing public participation. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

In FY 2017, NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to broaden public outreach. It included special outreach to minority communities, low income residents and others traditionally under-represented in the transportation planning process. It also targeted special outreach to millennials. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

➤ ***2.2 Core Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

ACTIVITIES:

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations efforts. Special attention should be given to engaging traditionally underserved communities.
- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings on transportation related topics; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the

following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating links to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

○

> **2.2 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Participation in public education efforts regarding the results of NJTPA project development.

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development through the following activities:
 - Utilize the Hudson County website to engage the public in planning initiatives.
 - Participate in public outreach efforts related to the Local Concept Development activities.
 - Participate in local outreach through the Subregional Studies Planning Initiative.
 - Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings.

- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.

ACTIVITIES:

- Conduct or assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign or other initiatives related to senior driving, distracted driving, etc. through continuation of the JFK Boulevard campaign to spread awareness about safe crossings and distracted driving.

- **PRODUCT/OUTCOME:** Participation in subregional freight outreach/education efforts.

ACTIVITIES:

- Work with NJTPA staff to increase local understanding of freight operations and related transportation needs through subregional freight visits. Work with NJTPA to conduct freight visits for board members and other elected officials to promote education and awareness of the importance of freight and its impact on the region.

➤ **TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT**

> **2.3 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Participation in the development of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.

ACTIVITIES:

- Assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

ACTIVITIES:

- Provide input into TIP modifications and amendments, as requested.

- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

ACTIVITIES:

- Provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source.

> **2.3 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Preparation and submission of proposals to NJTPA Local Programs

ACTIVITIES:

- Support preparation and proposal development for the NJTPA's Local Program activities, which may include: Local Safety Program, Local Capital Project Delivery, Local Concept Development, Freight Concept Development, Transportation Alternative Programs and Congestion Mitigation and Air Quality Programs.

- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives

ACTIVITIES:

- Participate in the deployment of the NJTPA Online Local Project Management System. Note: NJTPA will deploy an online project management tool for all local programs. The NJTPA will collaborate with NJDOT Local Aid, Bureau of Environmental Program Resources and Subregional Project Managers to identify major milestones to be tracked through the state and federal processes of project development.
- Follow through on NJTPA funded Local Program Activities, which include Local Safety Program, Local Capital Project Delivery, Transportation Alternative Programs and Congestion Mitigation and Air Quality Programs.

- Hudson County will also seek to participate in the planning and implementation of capital projects of the various regional transportation facility operators within the County. The County will review all planning documents released impacting Hudson County and the region. This includes, but not limited to, Amtrak's NEC Future and Gateway Projects, Portal Bridge Replacement, PABT Replacement, the Pulaski Skyway – Rt.139 Rehabilitation Projects and the Rt. 7 Bridge Replacement, and several projects that will impact the Rt.3/Rt.495 Corridor.
- Participate in the construction of the NJ Turnpike Interchange 14-A and the redevelopment of the former MOTBY facility in Bayonne.
- Participate in the development of Kopper's Coke site.
- Participate in the long-range capital planning projects of Route 440/1&9T, Helix Replacement, HBLR west side extension proposal, Bergen County extension and the proposed Passaic Bergen Hudson Passenger Service Restoration Study.
- **PRODUCT/OUTCOME:** Technical support for NJTPA Local Concept Development and Freight Concept Development.

ACTIVITIES:

- Review technical documents produced by consultant for the Bridge Street Bridge and Meadowlands Parkway Bridge.

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
HUDSON COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 86,463.00		
	2. FRINGE BENEFITS	58.226%	\$ 50,343.77		
	SUBTOTAL		\$ 136,806.77		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ 2,313.23		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 2,500.00		
	7. OTHER (SPECIFY)		\$ -		
	SUBTOTAL		\$ 4,813.23		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
	SUBTOTAL		\$ -		
	TOTAL STP CORE PROGRAM BUDGET		\$ 141,620.00	80%	20%
	STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET*		\$ 25,945.00	100%	0%
	TOTAL STP PROGRAM AMOUNT		\$ 167,565.00		

This estimated budget is based upon projected costs to perform the work program for FY 2019 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III or the STP Supplemental Support Program will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$	139,241.00	Local Match:	\$	28,324.00	Total:	\$	167,565.00
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*For the FY 2019 STP Supplemental Support Program, each subregion is allotted up to \$15,000; Individual subregional support requests greater than \$15,000 will only be considered if the allocated funds are not fully obligated. Approvals of requests for support items greater than \$15,000 in value will depend on availability of funding and demonstrated ability to utilize eligible items of support. Additional budgets requested will be capped at \$15,000.

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
HUDSON COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	STP Supplemental Support	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	208	\$ 14,592.72	\$ -	\$ -	\$ -	\$ 14,592.72	10%
Task 2 - Transportation Planning and Coordination	1,742	\$ 122,214.05	\$ 4,813.23	\$ -	\$ -	\$ 127,027.28	90%
TOTAL STP CORE PROGRAM BUDGET	1,950	\$ 136,806.77	\$ 4,813.23	\$ -	\$ -	\$ 141,620.00	100%
STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET*					\$ 25,945.00	\$ 25,945.00	
TOTAL STP PROGRAM AMOUNT	1,950	\$ 136,806.77	\$ 4,813.23	\$ -	\$ 25,945.00	\$ 167,565.00	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Megan Massey	94%	1,950
TOTAL	94%	1,950

*For the FY 2019 STP Supplemental Support Program, each subregion is allotted up to \$15,000; Individual subregional support requests greater than \$15,000 will only be considered if the allocated funds are not fully obligated. Approvals of requests for support items greater than \$15,000 in value will depend on availability of funding and demonstrated ability to utilize eligible items of support. Additional budgets requested will be capped at \$15,000.

FY 2019
COUNTY OF HUNTERDON



SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM

HUNTERDON COUNTY WORK PROGRAM

TASK 1: PROGRAM MANAGEMENT

Goal: Hunterdon County will provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

> *1.0 Core Products/Outcomes and Activities*

- **PRODUCT/OUTCOME:** FY 2020 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

ACTIVITIES:

- Hunterdon County will prepare the FY 2020 work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

ACTIVITIES:

- Hunterdon County will prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Hunterdon County will prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Hunterdon County will maintain all Subregional grant-related records and products. Hunterdon County will attend NJTPA-led trainings and workshops on the STP program as requested.
- Hunterdon County will maintain data in the CTS.

- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

ACTIVITIES:

- Hunterdon County will prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

The Fourth Quarter and Final Report will be submitted by Hunterdon County as one document (Fourth Quarter/Final Report). The Fourth Quarter/Final Report shall include a summary of subregional activities that occurred during the fourth quarter (in a similar format as the prior quarters), and must also include two to three paragraphs that highlight the annual program's significant accomplishments and summarize how activities that took place during the fiscal year impacted transportation, both locally and regionally. The Fourth Quarter/Final Report will be submitted in the following format:

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

Goal: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the required core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives and the needs of the subregion. Subregions are not required to undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs.

➤ TASK 2.1 SUPPORT THE NJTPA'S REGIONAL PLANNING PROCESS

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA's comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Hunterdon County's Transportation Management Association (TMA), HART Commuter Information Services.

> 2.1 Core Products/Outcomes and Activities

Hunterdon County will support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of *Plan 2045*.

ACTIVITIES:

- Consistent with the needs and goals of Hunterdon County, advance planning related actions identified in Plan 2045. (Plan 2045 includes transportation related actions from the TNJ Regional Plan, such as connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.

- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2019 Unified Planning Work Program (UPWP).

ACTIVITIES:

- Hunterdon County will participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I (central staff activities) and/or UPWP Chapter III (subregional studies program). An example of this is

participation in NJTPA's Freight Rail Industrial Opportunities (FRIO) study. Participation may include attendance, data provision, and review of documents or other activities as requested. This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include NJTPA's performance-based planning efforts such as the Congestion Management Process (CMP), participation in DO-IT: Developing Opportunities for Innovation in Transportation, support for evaluating Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety, or support for the NJTPA's efforts regarding emergency and incident management, and planning for operations.

- Hunterdon County will support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools, as requested. This year, an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
- Hunterdon County will support the development of the FY 2020 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

ACTIVITIES:

- Hunterdon County will participate with NJTPA, TMAs and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- Hunterdon County will coordinate and share information with the TMAs, particularly HART TMA, related to promoting shared rides, bicycle and pedestrian safety, and responding to construction related and unexpected travel disruptions.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

ACTIVITIES:

- Hunterdon County will participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Hunterdon County staff will also develop other performance measures to support the performance based planning process at NJTPA. Hunterdon County staff will develop, enhance and collect data as needed to support the performance measure process.

- **PRODUCT/OUTCOME:** Provision of data and data updates

ACTIVITIES:

- Hunterdon County will facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.
- Hunterdon County will assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Hunterdon County will provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, subregional studies conducted by other subregions through Chapter III of the FY 2019 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and Congestion Management Process (CMP).

- **PRODUCT/OUTCOME:** Support for Board activities

ACTIVITIES:

- Hunterdon County will provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> ***2.1 Elective Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics.

ACTIVITIES:

- Hunterdon County will participate in NJTPA training session/conferences to improve the exchange of information for transportation planning purposes, particularly in national, state and regional safety-related forums, training and other activities. This includes attending PRIME training sessions provided by NJTPA and or participating in an NJTPA PRIME Users Group that will support the system's further development and refinement.

- Hunterdon County will participate in the TNJ 2.0 Competitive Task Force. This will include attending meetings and supporting the TNJ plan focus areas and strategies on a County level as required.
- Hunterdon County will collaborate with HART to help implement transportation recommendations from the “Hunterdon County Plan for the Future” (County CEDS document).
- Hunterdon County will engage in interagency coordination and data sharing on transportation projects within Hunterdon County, including but not limited to the following: Route 173 pedestrian safety project in Clinton Town and Clinton Township; the Route 22 Bridge replacement in Clinton Township; dualization of SR 31 from River Road to Church Street; and the Flemington Circle project.
- Hunterdon County will provide technical support to municipalities upon request regarding projects in the County’s recently adopted (2016) Multi-Jurisdictional Hazard Mitigation Plan.

➤ **TASK 2.2 INTEGRATE PUBLIC PARTICIPATION IN THE ONGOING 3-C PLANNING PROCESS**

The NJTPA central staff is available to assist subregions in enhancing public participation. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

In FY 2017, NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to broaden public outreach. It included special outreach to minority communities, low income residents and others traditionally under-represented in the transportation planning process. It also targeted special outreach to millennials. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> ***2.2 Core Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

ACTIVITIES:

- Hunterdon County will inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations

efforts. Special attention should be given to engaging traditionally underserved communities.

- Hunterdon County will make information about subregional planning activities and products electronically on the web and or social media, when feasible.
- Hunterdon County will submit to NJTPA the following: agendas of upcoming meetings on transportation related topics; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Hunterdon County will assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating links to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Hunterdon County will participate in public education efforts regarding the results of NJTPA project development.

ACTIVITIES:

- Hunterdon County will participate in of public education activities, including but not limited to the following: updating linkages to the NJTPA website and providing information regarding project funding announcements, and groundbreakings and ribbon-cuttings. Hunterdon County will provide monthly updates at all Planning Board meetings and will provide public outreach by website postings.
- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.

ACTIVITIES:

- Hunterdon County will assist in special outreach efforts. This will include supporting HART's efforts to improve the pedestrian/bicycling environment within the County through meeting attendance and posting information to the County's website and through email distribution regarding public programs and events.

➤ **TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT**

> **2.3 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Participation in the development of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.

ACTIVITIES:

- Hunterdon County will assist in the development of the TCP and TIP, as applicable.
- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.
ACTIVITIES:
 - Hunterdon County will provide input into TIP modifications and amendments, as requested.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.
ACTIVITIES:
 - Hunterdon County will provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source.

> **2.3 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Preparation and submission of proposals to NJTPA Local Programs

ACTIVITIES:

- Hunterdon County will support preparation and proposal development for the NJTPA's Local Program activities, which may include: Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Local Concept Development, Freight Concept Development, Transportation Alternative Programs and/or Congestion Mitigation and Air Quality.

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
HUNTERDON COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 49,018.39		
	2. FRINGE BENEFITS	81.080%	\$ 39,744.11		
		SUBTOTAL	\$ 88,762.50		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
		SUBTOTAL	\$ -		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
		SUBTOTAL	\$ -		
	TOTAL STP CORE PROGRAM BUDGET		\$ 88,762.50	80%	20%
	STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET		\$ 8,100.00	100%	0%
	TOTAL STP PROGRAM AMOUNT		\$ 96,862.50		

<p>This estimated budget is based upon projected costs to perform the work program for FY 2019 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III or the STP Supplemental Support Program will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.</p>
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FUNDING SOURCES:

Federal Share:	\$ 79,110.00	Local Match:	\$ 17,752.50	Total:	\$ 96,862.50
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**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
HUNTERDON COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	STP Supplemental Support	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	208	\$ 8,580.00	\$ -	\$ -	\$ -	\$ 8,580.00	10%
Task 2 - Transportation Planning and Coordination	1,080	\$ 80,182.49	\$ -	\$ -	\$ -	\$ 80,182.49	90%
TOTAL STP CORE PROGRAM BUDGET	1,288	\$ 88,762.50	\$ -	\$ -	\$ -	\$ 88,762.50	100%
STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET					\$ 8,100.00	\$ 8,100.00	
TOTAL STP PROGRAM AMOUNT	1,288	\$ 88,762.50	\$ -	\$ -	\$ 8,100.00	\$ 96,862.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the FY)	Total Estimated Hours for STP Work Program
Sue Dziamara, Director	9%	181
Marc Saluk, Executive Director, ED	22%	450
Ken Bogen, Supervising Planner	12%	240
Adam Bradford, Assistant Planner	10%	209
Josie Glynn, Confidential Assistant	10%	208
TOTAL	12%	1,288

FY 2019
CITY OF JERSEY CITY



SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM

CITY OF JERSEY CITY WORK PROGRAM

TASK 1: PROGRAM MANAGEMENT

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

> *1.0 Core Products/Outcomes and Activities*

- **PRODUCT/OUTCOME:** FY 2020 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

ACTIVITIES:

- Prepare the FY 2020 work program proposal.
 - **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.
- #### ACTIVITIES:
- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
 - Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
 - Maintain all subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
 - Maintain data in the CTS.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

ACTIVITIES:

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

The Fourth Quarter and Final Report are to be submitted as one document (Fourth Quarter/Final Report). The Fourth Quarter/Final Report shall include a summary of subregional activities that occurred during the fourth quarter (in a similar format as the prior quarters), and must also include two to three paragraphs that highlight the annual program's significant accomplishments and summarize how activities that took place during the fiscal year impacted transportation, both locally and regionally. The Fourth Quarter/Final Report should be submitted in the following format:

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

Goal: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the required core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives and the needs of the subregion. Subregions are not required to undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs.

➤ TASK 2.1 SUPPORT THE NJTPA'S REGIONAL PLANNING PROCESS

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA's comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

> 2.1 Core Products/Outcomes and Activities

Subregions will support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of Plan 2045.

ACTIVITIES:

- Consistent with the needs and goals of the subregion, advance planning related actions identified in Plan 2045. (Plan 2045 includes transportation related actions from the TNJ Regional Plan, such as connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.

- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2019 Unified Planning Work Program (UPWP).

ACTIVITIES:

- Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I (central staff activities) and/or UPWP Chapter III (subregional studies program). Participation may include attendance, data

provision, and review of documents or other activities as requested. This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include NJTPA's performance-based planning efforts such as the Congestion Management Process (CMP), participation in DO-IT: Developing Opportunities for Innovation in Transportation, support for evaluating Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety, or support for the NJTPA's efforts regarding emergency and incident management, and planning for operations.

- Support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools, as requested. This year, an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
- Support the development of the FY 2020 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

ACTIVITIES:

- Participate with NJTPA, TMAs and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- Coordinate and share information with the TMAs, particularly Hudson TMA, related to promoting shared rides, bicycle and pedestrian safety, and responding to construction related and unexpected travel disruptions.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

ACTIVITIES:

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.

- **PRODUCT/OUTCOME:** Provision of data and data updates

ACTIVITIES:

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.

- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, subregional studies conducted by other subregions through Chapter III of the FY 2019 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and Congestion Management Process (CMP).
- **PRODUCT/OUTCOME:** Support for Board activities
ACTIVITIES:
 - Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> ***2.1 Elective Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics.
ACTIVITIES:
 - Advance transportation related recommendations from the TNJ Regional Plan, including the Local Demonstration Project: McGinley Square-Montgomery Street Mobility Plan, which relates to Focus Area 11: “Transition to a clean energy economy”.
 - Participate in the TNJ 2.0 Livable Task Force) by attending quarterly task force meetings, assisting with advancement of TNJ actions, participating in subcommittees, etc.
 - Additional collaboration with Hudson TMA to integrate TMA work with the NJTPA planning process with a specific focus on Street Smart efforts and campaigns.
 - Submit pertinent information about completed planning studies to the NJTPA’s PRIME tool. Pertinent information includes study description, identified needs, and recommendations. Submissions may be via an NJTPA

provided web form or via upload of properly formatted spreadsheet data through an NJTPA provided ETL (Extract, Translate, Load) tool.

- Participate in PRIME training sessions provided by NJTPA and or participate in an NJTPA PRIME Users Group that will support the system’s further development and refinement.
- Support the NJTPA’s continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Support Complete Streets Planning activities by participating in pedestrian initiatives such as data collection, walkable communities and Safe Routes to School (including development of a School Travel Plan), and bicycle initiatives such as the application of bike/ped tools.
- Support advancement of greenway initiatives including the East Coast Greenway and participation in the Morris Canal Working Group.
- Analyze, study or conduct planning activities that support and encourage stakeholders to develop and advance comprehensive bicycle or walking policy implementation plans to effectuate ordinance changes or capital improvements. Anticipated planning activities to be completed by City staff and consultant effort include development of a Bicycle Master Plan. The plan will be funded by the City and managed by City staff.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements. RSAs during FY 2019 will focus on the Journal Square and Grand Jersey Redevelopment Plan areas to analyze impacts on the transportation network from approved development, including the local street network and regional transit systems such as PATH and Hudson Bergen Light Rail.
- Prepare grant applications for the Transportation Alternatives Program, and New Jersey Local Aid grants including Municipal Aid, Safe Streets to Transit, and Bikeways.

➤ **TASK 2.2 INTEGRATE PUBLIC PARTICIPATION IN THE ONGOING 3-C PLANNING PROCESS**

The NJTPA central staff is available to assist subregions in enhancing public participation. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

In FY 2017, NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to broaden public outreach. It included special outreach to minority communities, low income residents and others traditionally under-represented in the transportation planning process. It also targeted special outreach to millennials. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> **2.2 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

ACTIVITIES:

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations efforts. Special attention should be given to engaging traditionally underserved communities.
- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings on transportation related topics; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating links to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Participation in public education efforts regarding the results of NJTPA project development.

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings.
- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.

ACTIVITIES:

- Conduct or assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign or other initiatives related to senior driving, distracted driving, etc.

➤ **TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT**

> **2.3 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Participation in the development of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.

ACTIVITIES:

- Assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

ACTIVITIES:

- Provide input into TIP modifications and amendments, as requested.

- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

ACTIVITIES:

- Provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source.

> **2.3 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Preparation and submission of proposals to NJTPA Local Programs

ACTIVITIES:

- Support preparation and proposal development for the NJTPA's Local Program activities, including: Local Safety, Local Concept Development, Freight Concept Development, Transportation Alternative Programs, and Congestion Mitigation and Air Quality Programs.

- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives

ACTIVITIES:

- Participate in the deployment of the NJTPA Online Local Project Management System. Note: NJTPA will deploy an online project management tool for all local programs. The NJTPA will collaborate with NJDOT Local Aid, Bureau of Environmental Program Resources and Subregional Project Managers to identify major milestones to be tracked through the state and federal processes of project development.
- Follow through on NJTPA funded Local Program Activities, and the Local Safety Program.

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
JERSEY CITY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 88,871.00		
	2. FRINGE BENEFITS	16.590%	\$ 14,743.70		
	SUBTOTAL		\$ 103,614.70		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ 2,531.89		
	2. TRAVEL		\$ 3,000.00		
	3. PRINTING & REPRODUCTION		\$ 620.91		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 3,395.00		
	7. OTHER (SPECIFY)		\$ -		
	SUBTOTAL		\$ 9,547.80		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
	SUBTOTAL		\$ -		
	TOTAL STP CORE PROGRAM BUDGET		\$ 113,162.50	80%	20%
	STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET*		\$ 16,200.00	100%	0%
	TOTAL STP PROGRAM AMOUNT		\$ 129,362.50		

<p>This estimated budget is based upon projected costs to perform the work program for FY 2019 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III or the STP Supplemental Support Program will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.</p>
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FUNDING SOURCES:

Federal Share:	\$ 106,730.00	Local Match:	\$ 22,632.50	Total:	\$ 129,362.50
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*For the FY 2019 STP Supplemental Support Program, each subregion is allotted up to \$15,000; Individual subregional support requests greater than \$15,000 will only be considered if the allocated funds are not fully obligated. Approvals of requests for support items greater than \$15,000 in value will depend on availability of funding and demonstrated ability to utilize eligible items of support. Additional budgets requested will be capped at \$15,000.

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
JERSEY CITY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	STP Supplemental Support	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	130	\$ 4,646.34	\$ -	\$ -	\$ -	\$ 4,646.34	4%
Task 2 - Transportation Planning and Coordination	2570	\$ 98,968.35	\$ 9,547.80	\$ -	\$ -	\$ 108,516.15	96%
TOTAL STP CORE PROGRAM BUDGET	2,700	\$ 103,614.70	\$ 9,547.80	\$ -	\$ -	\$ 113,162.50	100%
STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET					\$ 16,200.00	\$ 16,200.00	
TOTAL STP PROGRAM AMOUNT	2,700	\$ 103,614.70	\$ 9,547.80	\$ -	\$ 16,200.00	\$ 129,362.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
1. Barkha R Patel, Senior Planner	100%	1950
2. Annisia Cialone, Planning Director	11%	220
3. Maryann Bucci-Carter, Supervising Planner	5%	100
4. Tanya Marione, Senior Planner	5%	100
5. Matt Ward, Senior Planner	5%	100
6. Kate Lawrence, Senior Planner	5%	100
7. Cameron Black, Senior Planner	5%	100
8. Jeannine Zampella, Management Assistant	1%	30
TOTAL	15%	2,700

*For the FY 2019 STP Supplemental Support Program, each subregion is allotted up to \$15,000; Individual subregional support requests greater than \$15,000 will only be considered if the allocated funds are not fully obligated. Approvals of requests for support items greater than \$15,000 in value will depend on availability of funding and demonstrated ability to utilize eligible items of support. Additional budgets requested will be capped at \$15,000.

FY 2019
COUNTY OF MIDDLESEX



SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM

MIDDLESEX COUNTY WORK PROGRAM

TASK 1: PROGRAM MANAGEMENT

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

> *1.0 Core Products/Outcomes and Activities*

- PRODUCT/OUTCOME: FY 2020 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

ACTIVITIES:

- Prepare the FY 2020 work program proposal.

- PRODUCT/OUTCOME: Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

ACTIVITIES:

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
- Maintain data in the CTS.

- PRODUCT/OUTCOME: Fourth Quarter/Final Report, invoice and supporting documentation.

ACTIVITIES:

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

Middlesex County will submit the Fourth Quarter and Final as one document (Fourth Quarter/Final Report). The Fourth Quarter/Final Report shall include a summary of subregional activities that occurred during the fourth quarter (in a similar format as the prior quarters), and will also include two to three paragraphs that highlight the annual program's significant accomplishments and summarize how activities that took place during the fiscal year impacted transportation, both locally and regionally. The Fourth Quarter/Final Report will be submitted in the following format:

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

Goal: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the required core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives and the needs of the subregion. Subregions are not required to undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs.

➤ TASK 2.1 SUPPORT THE NJTPA'S REGIONAL PLANNING PROCESS

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA's comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

➤ 2.1 Core Products/Outcomes and Activities

Middlesex County will support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of Plan 2045.

ACTIVITIES:

- Consistent with the needs and goals of Middlesex County, advance planning related actions identified in Plan 2045. (Plan 2045 includes transportation related actions from the TNJ Regional Plan, such as connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level. Specifically, Middlesex County will update its Comprehensive Master Plan inclusive of its Transportation Plan Element, which will consist of two key separate components including a Bicycling – Pedestrian Plan and a new comprehensive County Transit Guide. The new Transportation Plan will include goals and strategies consistent with Plan 2045-Connecting North Jersey and the Together North Jersey Regional Plan.

- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2019 Unified Planning Work Program (UPWP).

ACTIVITIES:

- Middlesex County will participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I (central staff activities) and/or UPWP Chapter III (subregional studies program). Participation may include attendance, data provision, and review of documents or other activities as requested. This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include NJTPA's performance-based planning efforts such as the Congestion Management Process (CMP), participation in DO-IT: Developing Opportunities for Innovation in Transportation, support for evaluating Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety, or support for the NJTPA's efforts regarding emergency and incident management, and planning for operations.
 - Middlesex County will support the NJTPA's continuing work on modeling/development of GIS data, applications and tools, as requested. This year, an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
 - Support the development of the FY 2020 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

ACTIVITIES:

- Middlesex County Office of Planning will participate as applicable with NJTPA and other County agencies including Keep Middlesex Moving (KMM) TMA and the Office of Aging and Disabled Services (oversees the Middlesex County Area Transit operations) to implement the Regional Coordinated Human Services Transportation Plan (RCHSTP).
 - Middlesex County will coordinate and share information with the Keep Middlesex Moving TMA related to promoting shared rides, bicycle and pedestrian safety, and responding to construction related and unexpected travel disruptions.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

ACTIVITIES:

- Middlesex County will participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures

calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. County staff may also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.

- **PRODUCT/OUTCOME:** Provision of data and data updates

ACTIVITIES:

- Middlesex County Office of Planning Transportation Division will facilitate coordination, as necessary, with the County Offices of Engineering, Public Works, Aging & Disabled Services; the Department of Business Development and Education; the Office of Planning Transportation Division; and other appropriate County staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.
 - Middlesex County will assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges as requested, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
 - Middlesex County will provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, subregional studies conducted by other subregions through Chapter III of the FY 2019 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and Congestion Management Process (CMP).
- **PRODUCT/OUTCOME:** Support for Board activities

ACTIVITIES:

- Middlesex County Office of Planning staff will provide ongoing technical support to first and alternate Freeholder representatives that serve as NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Office of Planning Staff will also attend all meetings of the NJTPA Trustees, as well as to various NJTPA standing committees. Support may include memo preparation, meeting attendance, response to questions, etc.

> **2.1 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics.

ACTIVITIES:

- Middlesex County will continue to participate in the Efficient TNJ 2.0 Task Force by attending quarterly task force meetings, and where possible, assisting with advancement of TNJ actions, and/or other activities. Specifically, Middlesex County will help promote the TNJ “Efficient” vision of improving transit efficiency by advancing the Perth Amboy Bay City Transit District Strategy in downtown Perth Amboy. The strategy focuses on redeveloping the area around the Perth Amboy Train Station to make it more attractive, more accessible for pedestrians and bicyclists, and better connected to jobs, recreation, shopping and other places of interest. The County will also continue its participation with the City Office of Economic and Community Development in the Access Perth Amboy effort aimed at the creation of a citywide pedestrian network that enables all residents to access destinations within the city through safer sidewalks, crosswalks, and trails.
- Middlesex County will collaborate with Keep Middlesex Moving (KMM) TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate. Specifically, the County will collaborate with KMM on the development of an updated County Comprehensive Transit Guide and comprehensive bicycling facilities map and guide, especially on pedestrian and bicycling safety related activities.
- Middlesex County will participate in PRIME training sessions provided by NJTPA and or participate in an NJTPA PRIME Users Group that will support the system’s further development and refinement.
- Middlesex County will continue to support the advancement of the East Coast Greenway’s off road and on road alignment through the county, including participation in the NJ State Committee for the East Coast Greenway project, by hosting meetings and by working with other counties to advance further study.
- Middlesex County will conduct planning activities that support and encourage municipalities in the county to develop and advance comprehensive bicycle or pedestrian plans that may identify/propose on-street or off-street bicycle lanes/paths and or changes to zoning that would support bicycle use. Examples include anticipated assistance to the Borough of Highland Park in development of the Highland Park Bicycle and Pedestrian Plan and participation in the Access Perth Amboy effort.
- Middlesex County will conduct a comprehensive review of major transportation studies and plans that have been developed from past subregional planning activities in effort to identify opportunities to advance

recommendations closer to implementation. Scope of recommendations may include roadway, transit, freight, passenger ferry, bicycling-pedestrian, and multi-modal opportunities to improve safety, mobility, the environment, and quality of life in Middlesex County.

- Middlesex County will coordinate and collaborate on the review and recommendations of plans, projects, programs, and initiatives that may emanate from state (NJ & NY), regional (PANYNJ & Central Jersey Transportation Forum), county (TMA's and adjacent counties), municipal, or academic (Rutgers) organizations and agencies.
- Middlesex County will support refinement and advancement of study recommendations into the project pipeline review and implementation paths. Type of projects anticipated to be advanced may include those that improve multimodal mobility, traffic control optimization, pedestrian and bicycling safety, and/or truck and rail freight operations.

➤ **TASK 2.2 INTEGRATE PUBLIC PARTICIPATION IN THE ONGOING 3-C PLANNING PROCESS**

The NJTPA central staff is available to assist subregions in enhancing public participation. If desired, requests for central staff support should be included in the subregion's STP Program proposal.

In FY 2017, NJTPA shared the results of an "Innovative Public Outreach Methods" study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to broaden public outreach. It included special outreach to minority communities, low income residents and others traditionally under-represented in the transportation planning process. It also targeted special outreach to millennials. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> ***2.2 Core Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

ACTIVITIES:

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments through Middlesex County's Transportation Coordinating Committee which serves as a Committee of the County Board of Chosen Freeholders. Public education activities will also include: media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and social service agencies such as the County Office of Aging and Disabled Services, the

Coming Home Office that assists the homeless population; and the Travel Information Program (TIP) that provides assistance and engages underserved individuals such as disabled individuals to use transit to jobs and other destinations for greater independent mobility.

- Make information about subregional planning activities, studies and other products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming TCC meetings; meeting summaries/minutes; materials distributed to and received from the public; number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating linkages to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, etc.
- Middlesex County Office of Planning will seek where appropriate joint meetings between its Transportation Coordinating Committee and the Transportation Coordinating Committee or Transportation Advisory Committee/Council of an adjacent county on matter or project of regional impact, interest or mutual concern. Such a meeting would also include an invitation to NJTPA as a possible participant/observer in the main item of discussion.

> **2.2 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Participation in public education efforts regarding the results of NJTPA project development.

ACTIVITIES:

- Middlesex County at its regularly held public meetings of its Transportation Coordinating Committee will provide relevant information on major highway/transit projects/programs in the County and the NJTPA region with goal of enhancing public awareness. This information will include project funding announcements, public meetings, groundbreakings and ribbon-cuttings and specifics about how the public can participate in those meetings and events where appropriate.
- Middlesex County will also host upon request, NJTPA special public outreach meetings on projects, plans, and initiatives of county or regional interest.

- **PRODUCT/OUTCOME:** Participate / assist with promoting driver, motorcyclist, pedestrian and bicyclist safety initiatives and practices to support the Vision Zero-Towards Zero Deaths goals for Middlesex County and the region.

ACTIVITIES:

- Assist and support special safety initiatives and efforts from NJTPA, NJDOT, Keep Middlesex Moving (KMM) and other agencies on programs such as Street-Smart NJ Pedestrian Safety Education Campaign, distracted driving and distracted walking, senior driving limitations, complete streets promotions, and other initiatives intended to make our roads and transportation facilities safer and more user friendly.
- **PRODUCT/OUTCOME:** Address public concerns and inquiries on reported problems and existing conditions on transportation infrastructure and facilities in Middlesex County that warrant maintenance related repairs and/or other capital or operational improvements.

ACTIVITIES:

- Coordinate with the appropriate County, State, municipal or other agency in response to public inquiries and complaints received through the County Transportation Coordinating Committee, County Offices, or outside sources. These reported problems/observations, which may involve safety and operational deficiencies on roadways, transit facilities, and pedestrian – bicycling facilities in Middlesex County will be conveyed to the appropriate transportation / governmental agency having the appropriate jurisdiction.

➤ **TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT**

> ***2.3 Core Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Participation in the development of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.

ACTIVITIES:

- Middlesex County will assist in the development of the TCP and TIP, as applicable.
- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

ACTIVITIES:

- Middlesex County will provide input into TIP modifications and amendments, as requested.

- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

ACTIVITIES:

- Middlesex County will provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source.

> **2.3 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Preparation and submission of proposals to NJTPA Local Programs

ACTIVITIES:

- Support preparation and proposal development for the NJTPA's Local Program activities, which may include: Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Local Concept Development, Freight Concept Development, Transportation Alternative Programs and/or Congestion Mitigation and Air Quality Programs.

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MIDDLESEX COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 142,206.97		
	2. FRINGE BENEFITS	60.480%	\$ 86,006.78		
	SUBTOTAL		\$ 228,213.75		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	SUBTOTAL		\$ -		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
	SUBTOTAL		\$ -		
	TOTAL STP CORE PROGRAM BUDGET		\$ 228,213.75	80%	20%
	STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET		\$ -	100%	0%
	TOTAL STP PROGRAM AMOUNT		\$ 228,213.75		

<p>This estimated budget is based upon projected costs to perform the work program for FY 2019 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III or the STP Supplemental Support Program will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.</p>
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FUNDING SOURCES:

Federal Share:	\$ 182,571.00	Local Match:	\$ 45,642.75	Total:	\$ 228,213.75
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**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MIDDLESEX COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	STP Supplemental Support	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	431	\$ 22,363.66	\$ -	\$ -	\$ -	\$ 22,363.66	10%
Task 2 - Transportation Planning and Coordination	2,295	\$ 205,850.09	\$ -	\$ -	\$ -	\$ 205,850.09	90%
TOTAL STP CORE PROGRAM BUDGET	2,726	\$ 228,213.75	\$ -	\$ -	\$ -	\$ 228,213.75	100%
STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET					\$ -	\$ -	
TOTAL STP PROGRAM AMOUNT	2,726	\$ 228,213.75	\$ -	\$ -	\$ -	\$ 228,213.75	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Anthony Gambilonghi, Supervising Planner, Transportation	53%	960
Bruce McCracken, Principal Planner, Transportation	23%	425
Ryan Rapp, Principal Planner	14%	250
Danielle Britton, Keyboard Clerk I	47%	850
George M. Ververides, Director of County Planning	13%	241
TOTAL	30%	2,726

FY 2019
COUNTY OF MONMOUTH



SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM

MONMOUTH COUNTY WORK PROGRAM

TASK 1: PROGRAM MANAGEMENT

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

> *1.0 Core Products/Outcomes and Activities*

- **PRODUCT/OUTCOME:** FY 2020 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

ACTIVITIES:

- Prepare the FY 2020 work program proposal.
- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

ACTIVITIES:

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
- Maintain data in the CTS.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

ACTIVITIES:

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

The Fourth Quarter and Final Report are to be submitted as one document (Fourth Quarter/Final Report). The Fourth Quarter/Final Report shall include a summary of subregional activities that occurred during the fourth quarter (in a similar format as the prior quarters), and must also include two to three paragraphs that highlight the annual program's significant accomplishments and summarize how activities that took place during the fiscal year impacted transportation, both locally and regionally. The Fourth Quarter/Final Report should be submitted in the following format:

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

Goal: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the required core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives and the needs of the subregion. Subregions are not required to undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs.

➤ TASK 2.1 SUPPORT THE NJTPA'S REGIONAL PLANNING PROCESS

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA's comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

> 2.1 Core Products/Outcomes and Activities

Subregions will support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of Plan 2045.

ACTIVITIES:

- Consistent with the needs and goals of the subregion, advance planning related actions identified in Plan 2045. (Plan 2045 includes transportation related actions from the TNJ Regional Plan, such as connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.

- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2019 Unified Planning Work Program (UPWP).

ACTIVITIES:

- Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I (central staff activities) and/or UPWP Chapter III (subregional studies program). Participation may include attendance, data

provision, and review of documents or other activities as requested. This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include NJTPA's performance-based planning efforts such as the Congestion Management Process (CMP), participation in DO-IT: Developing Opportunities for Innovation in Transportation, support for evaluating Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety, or support for the NJTPA's efforts regarding emergency and incident management, and planning for operations.

- Support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools, as requested. This year, an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
- Support the development of the FY 2020 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

ACTIVITIES:

- Participate with NJTPA, TMAs and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- Coordinate and share information with the TMAs, particularly Meadowlink/EZ Ride TMA, related to promoting shared rides, bicycle and pedestrian safety, and responding to construction related and unexpected travel disruptions.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

ACTIVITIES:

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.
- **PRODUCT/OUTCOME:** Provision of data and data updates

ACTIVITIES:

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the

NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.

- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
 - Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, subregional studies conducted by other subregions through Chapter III of the FY 2019 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and Congestion Management Process (CMP).
- **PRODUCT/OUTCOME:** Support for Board activities

ACTIVITIES:

- Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> ***2.1 Elective Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Prepare, support, review, create, develop, maintain, and/or update transportation related studies, plans, policies, data sets, and grant applications at the subregional and local level that advance regional goals and objectives.

ACTIVITIES:

- Develop and implement regional corridor studies and pilot projects that further the goals and objectives of the Monmouth County Master Plan.
- Develop, maintain, create, refine, and update planning documents such as maps, plans, inventories, policies, and others which include the Monmouth County Transit Map, Monmouth County Bicycle Map, and Monmouth County Master Plan.
- Actively search for new grants and prepare applications for funding opportunities, including but not limited to government, foundation, and not-for-profit grants such as Transportation for America's Creative Placemaking Grant.

- Support Complete Streets Planning activities as they relate to Monmouth County's Complete Streets Policy, the NJTPA's Complete Streets efforts, and TNJ Focus Area 7.2 Action Item #4, which is to update Complete Streets policies to include provisions for all forms of public transit and paratransit. This includes but is not limited to a review of existing policies to ensure the inclusion of all users, and the provision of support for municipalities interested in adopting a Complete Streets Policy.
- Create, maintain, and publish data sets that support informed transportation planning and engineering such as the Monmouth County Straight Line Diagrams.
- Participate on the steering committee for the Monmouth County Multijurisdictional Natural Hazards Mitigation Plan Update.
- **PRODUCT/OUTCOME:** Advance existing plan and policy recommendations of the Monmouth County Master Plan (MCMP), Together North Jersey, and other guiding documents that advance regional goals and objectives.

ACTIVITIES:

- Advance bus system improvements in Monmouth County in accordance with the Bus Rapid Transit Opportunities Study, part of Together North Jersey's Local Government Capacity Grant Program, and Recommendation 8.4 in the MCMP.
- Advance greenway initiatives such as the Henry Hudson Trail and the Union Transportation Trail in Monmouth County in accordance with NJTPA's Livable Communities and Complete Streets Planning activities, and referred to as part of the County's Active Transportation Network in the MCMP. Engage with citizen efforts to create the Capital to Coast Trail from Manasquan to Trenton.
- Work with municipalities to evaluate appropriate parking demand strategies that increase parking efficiency, in accordance with the Monmouth County Master Plan's acknowledgement of parking management as an innovative practice. Potential municipalities may include Asbury Park, Freehold Borough, and Red Bank.
- Continue efforts to update and create maps and data sets for cyclists, and continue an effort to collect data on bicycle infrastructure. Participate in municipal efforts related to cycling and pedestrian planning and safety as they arise.
- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics.

ACTIVITIES:

- Attend and provide input in quarterly meetings of all four TNJ 2.0 Task Forces (Competitive, Efficient, Livable, and Resilient).

- Submit pertinent information about completed planning studies to the NJTPA’s PRIME tool.
- Participate in the NJTPA PRIME Users Group that will support the system’s further development and refinement.
- Participate in the NJTPA led NJ Freight Academy.
- Support the NJTPA’s continuing work on modeling and the development of GIS data, applications and tools through refinement and utilization of the Monmouth County Travel Demand Model, and other data and performance related tasks as requested and appropriate. This addresses TNJ Action Plan Strategy 7.1 item 2, “Catalogue and share data and integrate with other data for analysis and modeling”, as the model directly integrates the Ocean County’s model, and builds off of the NJ-RTME. Data will be shared on request, as appropriate.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective.

➤ **TASK 2.2 INTEGRATE PUBLIC PARTICIPATION IN THE ONGOING 3-C PLANNING PROCESS**

The NJTPA central staff is available to assist subregions in enhancing public participation. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

In FY 2017, NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to broaden public outreach. It included special outreach to minority communities, low income residents and others traditionally under-represented in the transportation planning process. It also targeted special outreach to millennials. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> ***2.2 Core Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

ACTIVITIES:

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards including The Monmouth County Transportation Council; media outreach and publications to raise awareness and support for community planning efforts such as the Transportation Council Quarterly Newsletter; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and

public relations efforts. Special attention should be given to engaging traditionally underserved communities.

- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings on transportation related topics; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating links to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.

ACTIVITIES:

- Assist in the “Be Street Smart NJ” Pedestrian Safety Education Campaign or other initiatives related to senior driving, distracted driving, etc., in campaigns implemented by municipalities and EZ-Ride.

- **PRODUCT/OUTCOME:** Participation in subregional freight outreach/education efforts.

ACTIVITIES:

- In consultation with NJTPA Freight Planning Staff, County Staff will set up visits to freight related facilities in or proximal to Monmouth County. Potential sites include Naval Weapons Station Earle and the industrial and warehouse district in Robbinsville.

- **PRODUCT/OUTCOME:** Support the Monmouth County Transportation Council

ACTIVITIES:

- Provide staff support to the MCTC including but not limited to the development of agendas, creation of meeting minutes, distribution of documents, recruitment of presenters, the publication of the Monmouth County Transportation Council Quarterly Newsletter and New Resident Guide, and management of meeting logistics related to their monthly meetings.

➤ **TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT**

> **2.3 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Participation in the development of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.

ACTIVITIES:

- Assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

ACTIVITIES:

- Provide input into TIP modifications and amendments, as requested.

- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

ACTIVITIES:

- Provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source.

> **2.3 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Preparation and submission of proposals to NJTPA Local Programs

ACTIVITIES:

- Staff will support preparation and proposal development for the NJTPA's Local Program activities, which may include: Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Local Concept Development, Transportation Alternative Programs and/or Congestion Mitigation and Air Quality Programs, as appropriate.

- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives

ACTIVITIES:

- Staff will participate in the deployment of the NJTPA Online Local Project Management System.
- Staff will follow through on NJTPA funded Local Program Activities, which may include Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery (Bridge S-32 in progress), Local Concept Development (Bridge S-31 in progress), Transportation Alternative Programs (Union Transportation Trail in progress) and/or Congestion Mitigation and Air Quality Programs.

- The county will provide technical support for NJTPA Local Concept Development for Bridge S-31. Support may include the following: review all documents such as Existing Conditions Report, Environmental Screening, Alternatives Analysis, Geotechnical Report, Traffic Analysis, etc., and scheduling public meetings and review materials presented.

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MONMOUTH COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 103,049.75		
	2. FRINGE BENEFITS	76.069%	\$ 77,881.31		
			SUBTOTAL \$ 180,931.06		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ 556.44		
	2. TRAVEL		\$ 1,500.00		
	3. PRINTING & REPRODUCTION		\$ 1,000.00		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 1,500.00		
	7. Software Maintenance (Citilabs, Adobe, PM, WebEx)		\$ 6,000.00		
			SUBTOTAL \$ 10,556.44		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
	TOTAL STP CORE PROGRAM BUDGET		\$ 191,487.50	80%	20%
	STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET*		\$ 30,000.00	100%	0%
	TOTAL STP PROGRAM AMOUNT		\$ 221,487.50		

<p>This estimated budget is based upon projected costs to perform the work program for FY 2019 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III or the STP Supplemental Support Program will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.</p>
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FUNDING SOURCES:

Federal Share:	\$	183,190.00	Local Match:	\$	38,297.50	Total:	\$	221,487.50
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*For the FY 2019 STP Supplemental Support Program, each subregion is allotted up to \$15,000; Individual subregional support requests greater than \$15,000 will only be considered if the allocated funds are not fully obligated. Approvals of requests for support items greater than \$15,000 in value will depend on availability of funding and demonstrated ability to utilize eligible items of support. Additional budgets requested will be capped at \$15,000.

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MONMOUTH COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	STP Supplemental Support	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	246	\$ 14,814.60	\$ -	\$ -	\$ -	\$ 14,814.60	8%
Task 2 - Transportation Planning and Coordination	2,999	\$ 166,116.46	\$ 10,556.44	\$ -	\$ -	\$ 176,672.90	92%
TOTAL STP CORE PROGRAM BUDGET	3,245	\$ 180,931.06	\$ 10,556.44	\$ -	\$ -	\$ 191,487.50	100%
STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET*					\$ 30,000.00	\$ 30,000.00	
TOTAL STP PROGRAM AMOUNT	3,245	\$ 180,931.06	\$ 10,556.44	\$ -	\$ 30,000.00	\$ 221,487.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
David Schmetterer, Principal Planner	79%	1,430
James Bonanno, Assistant Planner	81%	1,466
Joe Barris, Assistant Director	3%	48
Ed Sampson, Director	1%	12
Inkyung Englehart, Principal Engineer	2%	48
Robyn Snyder, Business Manager	2%	34
Meghan Leavey, GIS Supervisor	2%	45
Steve daCosta, Planner	2%	36
Kyle Clonan, Assistant Planner	2%	36
TOTAL	16%	3,245

*For the FY 2019 STP Supplemental Support Program, each subregion is allotted up to \$15,000; Individual subregional support requests greater than \$15,000 will only be considered if the allocated funds are not fully obligated. Approvals of requests for support items greater than \$15,000 in value will depend on availability of funding and demonstrated ability to utilize eligible items of support. Additional budgets requested will be capped at \$15,000.

FY 2019
COUNTY OF MORRIS



SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM

MORRIS COUNTY WORK PROGRAM

TASK 1: PROGRAM MANAGEMENT

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

> *1.0 Core Products/Outcomes and Activities*

- PRODUCT/OUTCOME: FY 2020 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

ACTIVITIES:

- Prepare the FY 2020 work program proposal.

- PRODUCT/OUTCOME: Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

ACTIVITIES:

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
- Maintain data in the CTS.

- PRODUCT/OUTCOME: Fourth Quarter/Final Report, invoice and supporting documentation.

ACTIVITIES:

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

The Fourth Quarter and Final Report are to be submitted as one document (Fourth Quarter/Final Report). The Fourth Quarter/Final Report shall include a summary of subregional activities that occurred during the fourth quarter (in a similar format as the prior quarters), and must also include two to three paragraphs that highlight the annual program's significant accomplishments and summarize how activities that took place during the fiscal year impacted transportation, both locally and regionally. The Fourth Quarter/Final Report should be submitted in the following format:

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

Goal: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the required core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives and the needs of the subregion. Subregions are not required to undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs.

➤ TASK 2.1 SUPPORT THE NJTPA'S REGIONAL PLANNING PROCESS

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA's comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

> 2.1 Core Products/Outcomes and Activities

Subregions will support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of Plan 2045.

ACTIVITIES:

- Consistent with the needs and goals of the subregion, advance planning related actions identified in Plan 2045. (Plan 2045 includes transportation related actions from the TNJ Regional Plan, such as connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.

- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2019 Unified Planning Work Program (UPWP).

ACTIVITIES:

- Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I (central staff activities) and/or UPWP Chapter III (subregional studies program). Participation may include attendance, data

provision, and review of documents or other activities as requested. This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include NJTPA's performance-based planning efforts such as the Congestion Management Process (CMP), participation in DO-IT: Developing Opportunities for Innovation in Transportation, support for evaluating Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety, or support for the NJTPA's efforts regarding emergency and incident management, and planning for operations.

- Support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools, as requested. This year, an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
- Support the development of the FY 2020 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

ACTIVITIES:

- Participate with NJTPA, TMAs and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- Coordinate and share information with the TMAs, particularly TransOptions TMA, related to promoting shared rides, bicycle and pedestrian safety, and responding to construction related and unexpected travel disruptions.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

ACTIVITIES:

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.

- **PRODUCT/OUTCOME:** Provision of data and data updates

ACTIVITIES:

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.

- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
 - Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, subregional studies conducted by other subregions through Chapter III of the FY 2019 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and Congestion Management Process (CMP).
 - **PRODUCT/OUTCOME:** Support for Board activities
- ACTIVITIES:**
- Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> ***2.1 Elective Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Prepare, support, and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics.
- ACTIVITIES:**
- Attend quarterly meetings of the Competitive and Livable TNJ 2.0 Task Forces.
 - Coordinate with TransOptions to support their work in addressing the transportation needs of businesses and their employees, when appropriate.
 - Submit pertinent information about completed planning studies to the NJTPA's PRIME tool.
 - Participate in PRIME training sessions provided by NJTPA and participate in an NJTPA PRIME Users Group that will support the system's further development and refinement.
 - Support refinement and advancement of study recommendations into the project pipeline review and implementation paths. The County will work with NJDOT to advance a new design of the NJ 24 / Columbia Turnpike (510) interchange.

- Support the NJTPA’s continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies through Morris County’s Traffic Count Program and Transportation-related GIS data management.
- Support advancement of Morris Canal Greenway through participation on the Working Group and assistance with coordination and data collection.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective, through attendance of Morris County Land Development Review Committee meetings, and review of site plan and subdivision applications.

➤ **TASK 2.2 INTEGRATE PUBLIC PARTICIPATION IN THE ONGOING 3-C PLANNING PROCESS**

The NJTPA central staff is available to assist subregions in enhancing public participation. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

In FY 2017, NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to broaden public outreach. It included special outreach to minority communities, low income residents and others traditionally under-represented in the transportation planning process. It also targeted special outreach to millennials. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> **2.2 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

ACTIVITIES:

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Morris County will continue to hold Board of Transportation and Freight Railroad Advisory Committee quarterly meetings.
- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible. Morris County will continue to update the Morris County Transportation website regarding transportation and planning activities.
- Submit to NJTPA the following: agendas of upcoming meetings on transportation related topics; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.

- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating links to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

- PRODUCT/OUTCOME: Participation in public education efforts regarding the results of NJTPA project development.

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreaking, and ribbon-cuttings.

- PRODUCT/OUTCOME: Assistance with special outreach efforts to improve travel safety.

ACTIVITIES:

- Assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign or other initiatives related to senior driving, distracted driving, etc.

- PRODUCT/OUTCOME: Participation in subregional freight outreach/education efforts.

ACTIVITIES:

- Work with NJTPA staff to increase local understanding of freight operations and related transportation needs through subregional freight visits. The County will continue to work with its freight railroad operator and municipalities to foster communication and coordination.

➤ **TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT**

> **2.3 Core Products/Outcomes and Activities**

- PRODUCT/OUTCOME: Participation in the development of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.

ACTIVITIES:

- Assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

ACTIVITIES:

- Provide input into TIP modifications and amendments, as requested.

- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

ACTIVITIES:

- Provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source.

> **2.3 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Preparation and submission of proposals to NJTPA Local Programs

ACTIVITIES:

- Support preparation and proposal development for the NJTPA's Local Program activities, which may include: Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Local Concept Development, Freight Concept Development, Transportation Alternative Programs and/or Congestion Mitigation and Air Quality Programs.

- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives

ACTIVITIES:

- Participate in the deployment of the NJTPA Online Local Project Management System. Note: NJTPA will deploy an online project management tool for all local programs. The NJTPA will collaborate with NJDOT Local Aid, Bureau of Environmental Program Resources and Subregional Project Managers to identify major milestones to be tracked through the state and federal processes of project development.
- Provide technical support for NJTPA's Freight Concept Development Pilot Program. The County will provide data and input during the study process, and review technical documents produced by consultant.
- Complete the design and start the construction of the NYS&W Bicycle & Pedestrian Path.

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MORRIS COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 92,362.61		
	2. FRINGE BENEFITS	76.726%	\$ 70,866.14		
	SUBTOTAL		\$ 163,228.75		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	SUBTOTAL		\$ -		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
	SUBTOTAL		\$ -		
	TOTAL STP CORE PROGRAM BUDGET		\$ 163,228.75	80%	20%
	STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET		\$ 15,000.00	100%	0%
	TOTAL STP PROGRAM AMOUNT		\$ 178,228.75		

<p>This estimated budget is based upon projected costs to perform the work program for FY 2019 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III or the STP Supplemental Support Program will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.</p>
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FUNDING SOURCES:

Federal Share:	\$ 145,583.00	Local Match:	\$ 32,645.75	Total:	\$ 178,228.75
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**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MORRIS COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	STP Supplemental Support	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	160	\$ 15,027.54	\$ -	\$ -	\$ -	\$ 15,027.54	9%
Task 2 - Transportation Planning and Coordination	2,080	\$ 148,201.21	\$ -	\$ -	\$ -	\$ 148,201.21	91%
TOTAL STP CORE PROGRAM BUDGET	2,240	\$ 163,228.75	\$ -	\$ -	\$ -	\$ 163,228.75	100%
STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET					\$ 15,000.00	\$ 15,000.00	
TOTAL STP PROGRAM AMOUNT	2,240	\$ 163,228.75	\$ -	\$ -	\$ 15,000.00	\$ 178,228.75	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the FY)	Total Estimated Hours for STP Work Program
Gerald Rohsler, Transportation Manager	42%	760
John J. Hayes, Principal Planner	41%	740
Joseph A. Russo, Senior Planner	41%	740
TOTAL	41%	2,240

FY 2019
CITY OF NEWARK



SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM

CITY OF NEWARK WORK PROGRAM

TASK 1: PROGRAM MANAGEMENT

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

> *1.0 Core Products/Outcomes and Activities*

- PRODUCT/OUTCOME: FY 2020 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

ACTIVITIES:

- Prepare the FY 2020 work program proposal.

- PRODUCT/OUTCOME: Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

ACTIVITIES:

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
- Maintain data in the CTS.

- PRODUCT/OUTCOME: Fourth Quarter/Final Report, invoice and supporting documentation.

ACTIVITIES:

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

The Fourth Quarter and Final Report are to be submitted as one document (Fourth Quarter/Final Report). The Fourth Quarter/Final Report shall include a summary of subregional activities that occurred during the fourth quarter (in a similar format as the prior quarters), and must also include two to three paragraphs that highlight the annual program's significant accomplishments and summarize how activities that took place during the fiscal year impacted transportation, both locally and regionally. The Fourth Quarter/Final Report should be submitted in the following format:

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

Goal: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the required core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives and the needs of the subregion. Subregions are not required to undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs.

➤ TASK 2.1 SUPPORT THE NJTPA'S REGIONAL PLANNING PROCESS

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA's comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

> 2.1 Core Products/Outcomes and Activities

Subregions will support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of Plan 2045.

ACTIVITIES:

- Consistent with the needs and goals of the subregion, advance planning related actions identified in Plan 2045. (Plan 2045 includes transportation related actions from the TNJ Regional Plan, such as connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.
- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2019 Unified Planning Work Program (UPWP).

ACTIVITIES:

- Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I (central staff activities) and/or UPWP Chapter II

- (subregional studies program). Participation may include attendance, data provision, and review of documents or other activities as requested. This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include NJTPA's performance-based planning efforts such as the Congestion Management Process (CMP), participation in DO-IT: Developing Opportunities for Innovation in Transportation, support for evaluating Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety, or support for the NJTPA's efforts regarding emergency and incident management, and planning for operations.
- Support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools, as requested. This year, an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
- Support the development of the FY 2020 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

ACTIVITIES:

- Participate with NJTPA, TMAs and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- Coordinate and share information with the TMAs, particularly Meadowlink/EZ Ride TMA, related to promoting shared rides, bicycle and pedestrian safety, and responding to construction related and unexpected travel disruptions.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

ACTIVITIES:

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.
- **PRODUCT/OUTCOME:** Provision of data and data updates

ACTIVITIES:

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the

NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.

- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, subregional studies conducted by other subregions through Chapter III of the FY 2019 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and Congestion Management Process (CMP).
- **PRODUCT/OUTCOME:** Support for Board activities
ACTIVITIES:
 - Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> ***2.1 Elective Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics.
ACTIVITIES:
 - Actively be involved in at least one of the four TNJ 2.0 Task Forces by attending workshops and meetings and advancing TNJ actions including implementing multi-modal transportation options to make the City livable and resilient.
 - Continue to work with EZ Ride, NJIT and Rutgers to pursue a bike share program in the City especially in the downtown area and University Heights.
 - Submit pertinent information about completed planning studies to the NJTPA's PRIME tool. Pertinent information includes study description, identified needs, and recommendations. Submissions may be via an NJTPA provided web form or via upload of properly formatted spreadsheet data

through an NJTPA provided ETL (Extract, Translate, Load) tool. Study products will be designed to seamlessly upload to the PRIME database.

- Participate in PRIME training sessions provided by NJTPA and or participate in an NJTPA PRIME Users Group that will support the system's further development and refinement.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies including but not limited to collecting data to determine locations for the installation of speed humps around the City
- Work with NJTPA to explore ways to apply the recommendations from the Alternative Fuel Vehicle Infrastructure Study in the City.
- Continue to advance Greenstreet Projects in Newark by working with Rutgers Cooperative Extension Water Resources Program to create plans for four individual green infrastructure projects throughout the City.
- Support implementation of the City of Newark Complete Street Policy through the following activities:
 - Advance the Riverfront Pedestrian Access project by identifying recommendations to provide safe pedestrian and bicycle connection from downtown Newark to the Riverfront Park.
 - Continue to advance the Greenway Bike Route Transit Connector by identifying alternative bike routes to connect Newark Penn Station with Broad Street Station.
 - Continue to look for opportunities to implement the recommendations of the mobility elements of the Newark Master Plan as it relates to pedestrian and bicycle movements.
 - Continue to look for opportunities to implement the Bike IronBound Bicycle Plan.
- Support advancement of greenway initiatives by continuing to participate in working group meetings for the Morris Canal and East Coast Greenway projects by attending meetings and providing input.
- Prepare grant application for the Subregional Studies Program (SSP).
- Perform analysis of multi-modal needs in the context of primary and complementary strategies per the NJTPA Congestion Management Process (CMP) in conjunction with a capital project.
- Participate when possible in the NJTPA led NJ Freight Academy.

➤ **TASK 2.2 INTEGRATE PUBLIC PARTICIPATION IN THE ONGOING 3-C PLANNING PROCESS**

The NJTPA central staff is available to assist subregions in enhancing public participation. If desired, requests for central staff support should be included in the subregion's STP Program proposal.

In FY 2017, NJTPA shared the results of an "Innovative Public Outreach Methods" study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to broaden public outreach. It included special outreach to minority communities, low income residents and others traditionally under-represented in the transportation planning process. It also targeted special outreach to millennials. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> **2.2 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

ACTIVITIES:

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations efforts. Special attention should be given to engaging traditionally underserved communities.
- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings on transportation related topics; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating links to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

- PRODUCT/OUTCOME: Participation in public education efforts regarding the results of NJTPA project development.

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings. Provide specifics about public participation.
 - PRODUCT/OUTCOME: Assistance with special outreach efforts to improve travel safety.
- ACTIVITIES:
- Work with NJTPA to continue to advance the Be Street Smart NJ campaign around the City
- PRODUCT/OUTCOME: Participation in subregional freight outreach/education efforts.

ACTIVITIES:

- Work with NJTPA staff to increase local understanding of freight operations and related transportation needs through subregional freight visits. City staff will visit the Port Newark facilities and the Delancy Street Truck Warehouse once completed.

➤ **TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT**

> **2.3 Core Products/Outcomes and Activities**

- PRODUCT/OUTCOME: Participation in the development of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.

ACTIVITIES:

- Assist in the development of the TCP and TIP, as applicable.
 - PRODUCT/OUTCOME: Written responses to TIP modifications and amendments.
- ACTIVITIES:
- Provide input into TIP modifications and amendments, as requested.
 - PRODUCT/OUTCOME: Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

ACTIVITIES:

- > Provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source.
- > **2.3 Elective Products/Outcomes and Activities**
 - **PRODUCT/OUTCOME:** Preparation and submission of proposals to NJTPA Local Programs
ACTIVITIES:
 - Support preparation and proposal development for the NJTPA’s Local Program activities, which may include: Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Local Concept Development, Freight Concept Development, Transportation Alternative Programs and/or Congestion Mitigation and Air Quality Programs.
 - **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives
ACTIVITIES:
 - Follow through on NJTPA funded Local Program Activities by continuing to advance the following NJTPA funded Local Program Activities:
 - Bergen Street Pedestrian Safety Corridor Improvements Project
 - Dr. MLK Jr. Blvd Pedestrian Safety Corridor Improvements Project
 - Broad Street and South Street: Local Pedestrian Safety
 - Broad Street and Tichenor Street: Local Pedestrian Safety Improvement
 - Delancy St Roadway Improvement
 - McClellan Street Underpass Roadway and Drainage Improvements
 - Ferry Street Pedestrian Safety Project
 - **PRODUCT/OUTCOME:** Participation in transportation related implementation activities.
ACTIVITIES:
 - Continue with the FY2015 - 2017 Regional/ Local CMAQ Initiatives Program - Traffic Signal Optimization/ Adaptive Signals along McCarter Highway. The project will upgrade 19 intersection traffic signals from fixed time to adaptive signal technology. Implement similar project on the Broad Street Corridor from Emmet Street to Clay Street.
 - **PRODUCT/OUTCOME:** Identify and apply for funding opportunities for transportation related capital improvement projects.
ACTIVITIES:
 - Continue to apply for State and other grant opportunities to implement Safe Routes to School program in and around the City.
 - Continue to seek funding for bicycle and pedestrian improvements in the City.

- Apply for the NJDOT Freight Improvement and other grants to improve truck route access especially to Port Newark.
- Explore and pursue funding opportunities for Smart Cities.

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
CITY OF NEWARK
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 119,208.75		
	2. FRINGE BENEFITS	0.000%	\$ -		
			SUBTOTAL \$ 119,208.75		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ -		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
	TOTAL STP CORE PROGRAM BUDGET		\$ 119,208.75	80%	20%
	STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET		\$ 15,000.00	100%	0%
	TOTAL STP PROGRAM AMOUNT		\$ 134,208.75		

This estimated budget is based upon projected costs to perform the work program for FY 2019 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III or the STP Supplemental Support Program will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$	110,367.00	Local Match:	\$	23,841.75	Total:	\$	134,208.75
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**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
CITY OF NEWARK
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	STP Supplemental Support	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	360	\$ 12,163.20	\$ -	\$ -	\$ -	\$ 12,163.20	10%
Task 2 - Transportation Planning and Coordination	3,170	\$ 107,045.55	\$ -	\$ -	\$ -	\$ 107,045.55	90%
TOTAL STP CORE PROGRAM BUDGET	3,530	\$ 119,208.75	\$ -	\$ -	\$ -	\$ 119,208.75	100%
STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET					\$ 15,000.00	\$ 15,000.00	
TOTAL STP PROGRAM AMOUNT	3,530	\$ 119,208.75	\$ -	\$ -	\$ 15,000.00	\$ 134,208.75	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Kimberly Singleton	7%	150
Uzoma Anukwe, Principal Planner	100%	2,080
Issac Ojeda, Principal Engineer - Traffic	33%	600
Juan Fejoo	16%	300
Matthew Aina	11%	200
Bethzaida Seguinot, Administrative Analyst Bilingual	10%	200
TOTAL	30%	3,530

**FY 2019
COUNTY OF OCEAN**



**SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM**

OCEAN COUNTY WORK PROGRAM

TASK 1: PROGRAM MANAGEMENT

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

> *1.0 Core Products/Outcomes and Activities*

- **PRODUCT/OUTCOME:** FY 2020 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

ACTIVITIES:

- Prepare the FY 2020 work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

ACTIVITIES:

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
- Maintain data in the CTS.

- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

ACTIVITIES:

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

The Fourth Quarter and Final Report are to be submitted as one document (Fourth Quarter/Final Report). The Fourth Quarter/Final Report shall include a summary of subregional activities that occurred during the fourth quarter (in a similar format as the prior quarters), and must also include two to three paragraphs that highlight the annual program's significant accomplishments and summarize how activities that took place during the fiscal year impacted transportation, both locally and regionally. The Fourth Quarter/Final Report should be submitted in the following format:

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

Goal: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the required core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives and the needs of the subregion. Subregions are not required to undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs.

➤ TASK 2.1 SUPPORT THE NJTPA'S REGIONAL PLANNING PROCESS

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA's comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

> 2.1 Core Products/Outcomes and Activities

Subregions will support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of Plan 2045.

ACTIVITIES:

- Consistent with the needs and goals of the subregion, advance planning related actions identified in Plan 2045. (Plan 2045 includes transportation related actions from the TNJ Regional Plan, such as connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.

- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2019 Unified Planning Work Program (UPWP).

ACTIVITIES:

- Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I (central staff activities) and/or UPWP Chapter III (subregional studies program). Participation may include attendance, data

provision, and review of documents or other activities as requested. This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include NJTPA's performance-based planning efforts such as the Congestion Management Process (CMP), participation in DO-IT: Developing Opportunities for Innovation in Transportation, support for evaluating Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety, or support for the NJTPA's efforts regarding emergency and incident management, and planning for operations.

- Support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools, as requested. This year, an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
- Support the development of the FY 2020 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

ACTIVITIES:

- Participate with NJTPA, TMAs and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- Coordinate and share information with the TMAs related to promoting shared rides, bicycle and pedestrian safety, and responding to construction related and unexpected travel disruptions.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

ACTIVITIES:

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.
- **PRODUCT/OUTCOME:** Provision of data and data updates

ACTIVITIES:

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.

- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, subregional studies conducted by other subregions through Chapter III of the FY 2019 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and Congestion Management Process (CMP).
- **PRODUCT/OUTCOME:** Support for Board activities

ACTIVITIES:

- Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> **2.1 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics.

ACTIVITIES:

- Advance transportation related recommendations from the TNJ Regional Plan (See http://togethernorthjersey.com/?page_id=24537#new-public-search-page/?page_id=24537 for searchable database of recommendations), Local Government Capacity Grant Program (LGCGP), Regional Comprehensive Economic Development Strategy (CEDS), or Local Demonstration Projects (LDP).
- Staff will attend quarterly meetings for one of the four task forces TNJ 2.0 Task Forces (Competitive, Efficient, Livable, and Resilient) and may assist with advancement of TNJ actions where relevant and appropriate.
- Per recommendations from the TNJ initiative, continue to develop and implement the Ocean County Long Term Community Recovery Plan to build more resilient communities, including the infrastructure system, in accordance with the National Disaster Recovery Framework (NDRF).

- Collaborate with the Greater Mercer TMA and other TMAs as appropriate to conduct transportation workshops at the County's One Stop Career Center, to support ridesharing marketing activities, their work with employers, and to help integrate its work with the NJTPA planning process.
- Advance recommendations from the NJTPA's Route 9 Corridor Study – Managing and Accommodating Growth in Lakewood and Toms River, which was concluded in FY 2017.
- Support regional and statewide strategic planning initiatives, including interagency collaboration on the development and implementation of the County's Hazard Mitigation Plan.
- Ocean County will continue to coordinate with Monmouth County on transportation modeling, as the Monmouth model builds on the updated Ocean County model.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Support Complete Streets Planning activities, such as Walkable Communities workshops and continued cooperation with Ocean County municipalities to coordinate their sidewalk efforts along County roadways.
- Support advancement of greenway and bikeway initiatives, such as the Barnegat Branch Rail Trail Project (BBT) and Ocean County's comprehensive bicycle and walking policy implementation plan.
- Ocean Ride, Ocean County's transportation system, will maintain an efficient transit system within the subregion to provide for increased mobility and access, while mitigating traffic congestion and environmental pollution.
- Ocean Ride, the County's transportation services planning department, will work to enhance service options through increased utilization of technology, review of bus routes, and study of ridership trends. Ocean Ride will collaborate with other County departments and other agencies, including senior and social services to meet the needs of their served constituency. Ocean Ride will be developing a mobile app and a FaceBook page, in addition to their website, to make information about transportation services available electronically to promote the service to their ridership.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective for consistency with the County Subdivision and Site Plan Resolution.
- Coordinate with Pinelands Commission to ensure consistency between their plans, the work of the NJTPA, and local plans and programs.
- Work with municipalities to evaluate appropriate parking demand strategies that increase parking efficiency and reduce environmental impacts associated with parking. Strategies may address (but are not limited to) parking

minimums or maximums, shared parking options, or incentivizing transportation alternatives.

- Prepare grant applications for the Subregional Studies Program (SSP) or other funding opportunities.
- Perform analysis of multi-modal needs in the context of primary and complementary strategies per the NJTPA's Congestion Management Process (CMP).
- Submit pertinent information about completed planning studies to the NJTPA's PRIME tool. Pertinent information includes study description, identified needs, and recommendations. Submissions may be via an NJTPA provided web form or via upload of properly formatted spreadsheet data through an NJTPA provided ETL (Extract, Translate, Load) tool.
- Participate in PRIME training sessions provided by NJTPA and or participate in an NJTPA PRIME Users Group that will support the system's further development and refinement.
- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths. Specify which study recommendations are anticipated to be targeted for advancement into capital projects.
- Analyze, study or conduct planning activities that support and encourage municipalities and other stakeholders to develop and advance comprehensive bicycle or walking policy implementation plans to effectuate ordinance changes or capital improvements. Comprehensive bicycle policy implementation plans may identify specific streets for on-street bicycle lanes and/or off-street bicycle paths; or suggest land use and zoning changes to support bicycle use. Comprehensive walking policy implementation plans may identify gaps in existing pedestrian accommodations such as sidewalks, crosswalks, signals or timing; recommend updates to ordinance standards for sidewalks, or other measures.

➤ **TASK 2.2 INTEGRATE PUBLIC PARTICIPATION IN THE ONGOING 3-C PLANNING PROCESS**

The NJTPA central staff is available to assist subregions in enhancing public participation. If desired, requests for central staff support should be included in the subregion's STP Program proposal.

In FY 2017, NJTPA shared the results of an "Innovative Public Outreach Methods" study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to broaden public outreach. It included special outreach to minority communities, low income residents and others traditionally under-represented in the transportation planning process. It also targeted special outreach to millennials. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> **2.2 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

ACTIVITIES:

- The public participation element of the Transportation Program is achieved in part through two Ocean County transportation committees. The Ocean County Advisory Committee, administered by Ocean Ride, will continue to provide recommendations and guidance for the County's Ocean Ride transit system. The Ocean County Board of Transportation, administered by the County's Department of Engineering, will serve as a forum on transportation issues in Ocean County through public information meetings, which provide an opportunity for citizen input into planned County road and bridge improvements.
- Subregional staff will also participate in the NJ Transit Citizens Advisory Committee meetings to provide project updates throughout the county and will meet with adult communities and other public transportation users throughout the county to respond to service requests and present services available through Ocean Ride and upcoming initiatives..
- Provide information about subregional planning activities and transportation issues available electronically on its website.
- Submit to NJTPA the following: agendas of upcoming meetings on transportation related topics; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating links to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Participation in public education efforts regarding the results of NJTPA project development.

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings.

- Ocean Ride will hold annual public hearings on the annual budget, in addition to public meetings to promote the transportation system.
- PRODUCT/OUTCOME: Assistance with special outreach efforts to improve travel safety.

ACTIVITIES:

- Conduct or assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign or other initiatives related to senior driving, distracted driving, etc.

➤ **TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT**

> ***2.3 Core Products/Outcomes and Activities***

- PRODUCT/OUTCOME: Participation in the development of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.

ACTIVITIES:

- Assist in the development of the TCP and TIP, as applicable.

- PRODUCT/OUTCOME: Written responses to TIP modifications and amendments.

ACTIVITIES:

- Provide input into TIP modifications and amendments, as requested.

- PRODUCT/OUTCOME: Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

ACTIVITIES:

- Provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source.

> ***2.3 Core Products/Outcomes and Activities***

- PRODUCT/OUTCOME: Participation in the development of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.

ACTIVITIES:

- Assist in the development of the TCP and TIP, as applicable.

- PRODUCT/OUTCOME: Written responses to TIP modifications and amendments.

ACTIVITIES:

- Provide input into TIP modifications and amendments, as requested.

- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

ACTIVITIES:

- Provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source.

> **2.3 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Preparation and submission of proposals to NJTPA Local Programs

ACTIVITIES:

- Support preparation and proposal development for the NJTPA's Local Program activities, which may include: Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Local Concept Development, Transportation Alternative Programs and/or Congestion Mitigation and Air Quality Programs where relevant and appropriate.

- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives.

ACTIVITIES:

- Participate in the deployment of the NJTPA Online Local Project Management System. Note: NJTPA will deploy an online project management tool for all local programs. The NJTPA will collaborate with NJDOT Local Aid, Bureau of Environmental Program Resources and Subregional Project Managers to identify major milestones to be tracked through the state and federal processes of project development.
- Follow through on NJTPA funded Local Program Activities, which may include Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Transportation Alternative Programs and/or Congestion Mitigation and Air Quality Programs where relevant and appropriate.

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
OCEAN COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 109,270.20		
	2. FRINGE BENEFITS	66.701%	\$ 71,206.05		
	SUBTOTAL		\$ 180,476.25		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	SUBTOTAL		\$ -		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
	SUBTOTAL		\$ -		
	TOTAL STP CORE PROGRAM BUDGET		\$ 180,476.25	80%	20%
	STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET		\$ 15,000.00	100%	0%
	TOTAL STP PROGRAM AMOUNT		\$ 195,476.25		

This estimated budget is based upon projected costs to perform the work program for FY 2019 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III or the STP Supplemental Support Program will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 159,381.00	Local Match:	\$ 36,095.25	Total:	\$ 195,476.25
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**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
OCEAN COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	STP Supplemental Support	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	260	\$ 14,576.00	\$ -	\$ -	\$ -	\$ 14,576.00	8%
Task 2 - Transportation Planning and Coordination	2,608	\$ 165,900.22	\$ -	\$ -	\$ -	\$ 165,900.22	92%
TOTAL STP CORE PROGRAM BUDGET	2,868	\$ 180,476.22	\$ -	\$ -	\$ -	\$ 180,476.25	100%
STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET					\$ 15,000.00	\$ 15,000.00	
TOTAL STP PROGRAM AMOUNT	2,868	\$ 180,476.22	\$ -	\$ -	\$ 15,000.00	\$ 195,476.25	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
John Ernst, Director of Engineering	7%	150
Mark Jehnke, RTAC Member, Supervising Engineer	7%	150
Robin Kuri, Principal Engineer, Engineering	53%	1,100
Victoria Pecchioli, STP Admin., Principal Planner, Planning	28%	592
Mark Villinger, Principal Planner, Planning	14%	300
Jenny Mance, Assistant Planner, Planning	10%	200
David Fitzgerald, Director, Transportation	10%	200
Kelly Dyson, Ocean Ride, Transportation	5%	100
Stephanie Specht, Planner Trainee	4%	76
TOTAL	15%	2,868

FY 2019
COUNTY OF PASSAIC



SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM

PASSAIC COUNTY WORK PROGRAM

TASK 1: PROGRAM MANAGEMENT

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

> *1.0 Core Products/Outcomes and Activities*

- **PRODUCT/OUTCOME:** FY 2020 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

ACTIVITIES:

- Prepare the FY 2020 work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

ACTIVITIES:

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
- Maintain data in the CTS.

- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

ACTIVITIES:

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

The Fourth Quarter and Final Report are to be submitted as one document (Fourth Quarter/Final Report). The Fourth Quarter/Final Report shall include a summary of subregional activities that occurred during the fourth quarter (in a similar format as the prior quarters), and must also include two to three paragraphs that highlight the annual program's significant accomplishments and summarize how activities that took place during the fiscal year impacted transportation, both locally and regionally. The Fourth Quarter/Final Report should be submitted in the following format:

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

Goal: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the required core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives and the needs of the subregion. Subregions are not required to undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs.

➤ TASK 2.1 SUPPORT THE NJTPA'S REGIONAL PLANNING PROCESS

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA's comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including the TMAs.

> 2.1 Core Products/Outcomes and Activities

Subregions will support the regional metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Advancement of action(s) identified in Plan 2045.

ACTIVITIES:

- Consistent with the needs and goals of Passaic County, advance select transportation related actions identified in Plan 2045. (Plan 2045 will include transportation related actions from the TNJ Regional Plan. E.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the county level.
 - **PRODUCT/OUTCOME:** Support for planning studies contained in the NJTPA FY 2019 Unified Planning Work Program (UPWP).
- ##### **ACTIVITIES:**
- Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I (central staff activities) and/or UPWP Chapter III (subregional studies program), including the Passaic River Basin Study. Participation may include attendance, data provision, and review of

documents or other activities as requested. This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include NJTPA's performance-based planning efforts such as the Congestion Management Process (CMP), participation in DO-IT: Developing Opportunities for Innovation in Transportation, support for evaluating Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety, or support for the NJTPA's efforts regarding emergency and incident management, and planning for operations.

- Support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools, as requested. This year, an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
- Support the development of the FY 2020 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

ACTIVITIES:

- Participate with NJTPA, TMAs and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- Coordinate and share information with the TMAs related to promoting shared rides, bicycle and pedestrian safety, and responding to construction related and unexpected travel disruptions.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

ACTIVITIES:

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities as they apply to Passaic County. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will provide support as applicable to enhance and collect data as needed to support the performance measure process.
- **PRODUCT/OUTCOME:** Provision of data and data updates

ACTIVITIES:

- Facilitate coordination, as necessary, with the Passaic County departments of Engineering, Public Works, or other appropriate subregional staff as the

NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.

- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, the Passaic River Basin study, other corridor and subarea studies, environment and climate change studies, freight planning studies, subregional studies conducted by other subregions through Chapter III of the FY 2019 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and Congestion Management Process (CMP).
- **PRODUCT/OUTCOME:** Support for Board activities
ACTIVITIES:
 - Provide ongoing technical support to the Passaic County Board of Chosen Freeholder designee as the NJTPA representative, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> ***2.1 Elective Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Prepare, support, and/or review transportation related studies, plans, and/or engage in interagency coordination and data sharing on transportation related topics as needed.
- **ACTIVITIES:**
 - Assist in advancing transportation related recommendations from the TNJ Regional Plan that are consistent with Passaic County's needs and goals expressed in the various County Master Plan elements. This includes strategies to support bus transit as recommended in the Pompton Lakes study supported by a Local Government Capacity Grant Program (LGCGP) and planning and design activities to support a riverwalk under the City of Passaic Eastside Redevelopment Area plan supported by a Local Demonstration Project (LDP) completed by Passaic County while advancing the TNJ Regional Plan.

- Participate in the Competitive and Resilient TNJ 2.0 Task Forces by attending quarterly meetings, developing and advancing implementation activities and including action items in other implementation work.
- Coordinate and support regional and statewide strategic planning initiatives such as implementation of ITS, bicycle, pedestrian and complete streets implementation best practices, freight planning and safety initiatives.
- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths. This includes recommendations in the Great Falls Circulation Study, improvements to the Market Street Circle outlined in the Lakeview Avenue Corridor Study to be completed in FY 2018, recommendations resulting from the Passaic-Bergen Passenger Service Restoration Project being managed by NJ TRANSIT in FY 2018, and all recommendations in the County's Transportation Element of the Master Plan.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. This includes continued efforts to advance Street Smart campaigns; implementation of two separate local safety projects along Market Street in Paterson and Allwood Road in Clifton; as well as implementation of recommendations in the County led Lakeview Avenue Complete Streets analysis currently underway.
- Advance the efforts of the North Jersey Rail Coalition, which is dedicated to expanding access to commuter rail service along the existing NYS&W freight rail line connecting Passaic, Bergen and Hudson Counties. The focus of the County's efforts will be to advance the recommendations outlined in the \$1 million planning study led by NJ TRANSIT to analyze the opportunities for new Transit Oriented Development (TOD) in Passaic, Bergen and Hudson Counties and how alternatives service could further TOD and lead to ridership estimate gains. Staff will also look to develop long-term funding options for the next phases of funding needs and construction.
- Advance planning and implementation efforts associated with the Passaic Highlands Rail Trail which aims to create a new bicycle and pedestrian asset along the historic Right of Way of the New York & Greenwood Lake Railway connecting the communities in the Passaic Highlands to recreational facilities in the southern portion of the County.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. This includes expanding on the Street Smart Campaigns completed along Main Avenue in the City of Passaic and the campaign completed at the Passaic County Court House and Administrative Complex.
- Support the NJTPA's Complete Streets Planning activities including: pedestrian initiatives such as data collection, walkable communities and Safe Routes to School; continued management of the County's Complete Streets

Implementation Plan recognized as the most comprehensive Complete Streets Policy and Implementation Plan at the county level by the NJDOT, FHWA and Rutgers VTC. The County will also continue to implement its Complete Streets Implementation Program through collaboration with the Engineering Department on all capital investments in the County roadway network based on the County's Complete Streets Guidelines.

- Conduct analysis, study or planning efforts that engage municipalities and other stakeholders to support a comprehensive bicycle and walking plan as an element of the Passaic County Master Plan. County efforts will also aid municipalities in identifying strategies, plans and specific improvements that can coordinate with investment already being made along County roadways and build off projects such as the Morris Canal Greenway.
- The County will continue its partnership with Rutgers University and the City University of New York (CUNY) on the development of a Smart Transportation Hub at the Paterson Train Station as part of a Global Cities Team Challenged Initiative supported by NIST.
- Coordinate with the Highlands Council to ensure consistency between their plans, the work of the NJTPA, and local plans and programs. This includes a Highlands Grant to analyze transportation improvements in Highlands communities that advance economic development goals.
- Work with municipalities to evaluate appropriate parking demand strategies that increase parking efficiency and reduce environmental impacts associated with parking. Strategies may address (but are not limited to) parking minimums or maximums, shared parking options, or incentivizing transportation alternatives. Utilize Road Safety Audits (RSA) to generate concept development and implementation activities.

➤ **TASK 2.2 INTEGRATE PUBLIC PARTICIPATION IN THE ONGOING 3-C PLANNING PROCESS**

The NJTPA central staff is available to assist subregions in enhancing public participation. If desired, requests for central staff support should be included in the subregion's STP Program proposal.

In FY 2017, NJTPA shared the results of an "Innovative Public Outreach Methods" study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to broaden public outreach. It included special outreach to minority communities, low income residents and others traditionally under-represented in the transportation planning process. It also targeted special outreach to millennials. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> **2.2 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings must feature NJTPA programs and products.

ACTIVITIES:

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations efforts. Special attention should be given to engaging traditionally underserved communities.
- Make information about Passaic County’s planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating linkages to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Participation in public education efforts regarding the results of NJTPA project development.

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings.
- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.

ACTIVITIES:

- Assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign.

➤ **TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT**

> **2.3 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Participation in the development of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP).

ACTIVITIES:

- Assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

ACTIVITIES:

- Provide input into TIP modifications and amendments as requested.

- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major transportation projects affecting air quality regardless of funding source.

ACTIVITIES:

- Provide the NJTPA with major sub regional transportation projects affecting air quality regardless of funding source.

> **2.3 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Proposals for Local Programs

ACTIVITIES:

- Support preparation and proposal development for the NJTPA's Local Program activities, including: Local Safety Programs and High Risk Rural Roads, Local Capital Project Delivery, Freight Concept Development, and Transportation Alternative Programs.
- Passaic County will fully support efforts associated with the implementation and programming of the Morris Canal Greenway. The County is heavily invested in advancing projects and improvements identified in the Morris Canal Greenway Feasibility Study in part through continued partnership with the NJTPA Morris Canal Working Group.
- Support the NJTPA regional freight planning activities including rail freight, motor carrier, marine highway and air cargo activities. This includes coordinating with NJTPA staff to advance projects that can expand 286K freight car access to business clusters throughout the County as highlighted in the County's Master Plan through continued involvement on the freight initiatives committee and FRIO effort.
- Work towards the capital programming and construction of the improvements outlined in the Highlands Rail Trail Feasibility Study.

- Advance recommendations in County-led transportation improvements projects include the Lakeview Avenue Corridor study as well as other initiatives programmed in partnership with municipalities.
- PRODUCT/OUTCOME: Participation in interagency capital planning initiatives.

ACTIVITIES:

- Participate in the deployment of the NJTPA Online Local Project Management System.
- Support the implementation of the recommendations in the Great Falls Circulation Study, including a Transportation Alternatives Program (TAP) grant received for the first phase of design and construction.
- Support the design and construction of Smart Signal upgrades anticipated as part of a CMAQ grant in the Cities of Paterson, Passaic and Clifton as well as Haledon and Wayne.
- PRODUCT/OUTCOME: Participation in transportation related implementation activities.

ACTIVITIES:

- Advance the Morris Canal Greenway through multiple capital investments.
- Advance freight rail bridge upgrades as part of improving 286K freight access as identified in the Passaic County Master Plan.
- Advance various projects identified in Subregional Studies Programs studies and NJTPA led corridor studies that impact Passaic County.
- Support the implementation of the recommendations in the Great Falls Circulation Study, including a Transportation Alternatives Program (TAP) grant received for the first phase of design and construction.
- Support the design and construction of Smart Signal upgrades anticipated as part of a CMAQ grant in the Cities of Paterson, Passaic and Clifton as well as Haledon and Wayne.
- Advance recommendations and future funding needs in support of the work of the North Jersey Rail Coalition.

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
PASSAIC COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 97,816.99		
	2. FRINGE BENEFITS	63.230%	\$ 61,849.68		
	SUBTOTAL		\$ 159,666.67		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ 2,500.00		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 2,893.33		
	7. OTHER (SPECIFY)		\$ -		
	SUBTOTAL		\$ 5,393.33		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
	SUBTOTAL		\$ -		
	TOTAL STP CORE PROGRAM BUDGET		\$ 165,060.00	80%	20%
	STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET*		\$ 29,975.00	100%	0%
	TOTAL STP PROGRAM AMOUNT		\$ 195,035.00		

This estimated budget is based upon projected costs to perform the work program for FY 2019 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III or the STP Supplemental Support Program will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 162,023.00	Local Match:	\$ 33,012.00	Total:	\$ 195,035.00
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*For the FY 2019 STP Supplemental Support Program, each subregion is allotted up to \$15,000; Individual subregional support requests greater than \$15,000 will only be considered if the allocated funds are not fully obligated. Approvals of requests for support items greater than \$15,000 in value will depend on availability of funding and demonstrated ability to utilize eligible items of support. Additional budgets requested will be capped at \$15,000.

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
PASSAIC COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	STP Supplemental Support	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	145	\$ 12,550.75	\$ -	\$ -	\$ -	\$ 12,550.75	8%
Task 2 - Transportation Planning and Coordination	2091	\$ 147,115.92	\$ 5,393.33	\$ -	\$ -	\$ 152,509.25	92%
TOTAL STP CORE PROGRAM BUDGET	2,236	\$ 159,666.67	\$ 5,393.33	\$ -	\$ -	\$ 165,060.00	100%
STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET*					\$ 29,975.00	\$ 29,975.00	
TOTAL STP PROGRAM AMOUNT	2,236	\$ 159,666.67	\$ 5,393.33	\$ -	\$ 29,975.00	\$ 195,035.00	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
La Place, Michael J. - Director	10%	175
Lysicatos, Michael - Assistant Director	43%	785
Simmons, Jason - Senior Environmental Planner	30%	550
Miranda Jason - Assistant Planner	35%	646
Willis, Helen C. - Grant Administrator	4%	80
TOTAL	25%	2,236

*For the FY 2019 STP Supplemental Support Program, each subregion is allotted up to \$15,000; Individual subregional support requests greater than \$15,000 will only be considered if the allocated funds are not fully obligated. Approvals of requests for support items greater than \$15,000 in value will depend on availability of funding and demonstrated ability to utilize eligible items of support. Additional budgets requested will be capped at \$15,000.

FY 2019
COUNTY OF SOMERSET



SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM

SOMERSET COUNTY WORK PROGRAM

TASK 1: PROGRAM MANAGEMENT

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

> *1.0 Core Products/Outcomes and Activities*

- **PRODUCT/OUTCOME:** FY 2020 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

ACTIVITIES:

- Somerset County will prepare the FY 2020 work program proposal.

PRODUCT/OUTCOME: Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

ACTIVITIES:

- Somerset County will prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2 under the FY 2020 STP Program.
- Somerset County will prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Somerset County will maintain all subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested by NJTPA staff.
- Somerset County will maintain data in the cost tracking system (CTS)

- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

ACTIVITIES:

- Somerset County will prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

The Fourth Quarter and Final Report are to be submitted as one document (Fourth Quarter/Final Report). The Fourth Quarter/Final Report shall include a summary of subregional activities that occurred during the fourth quarter (in a similar format as the prior quarters), and must also include two to three paragraphs that highlight the annual program's significant accomplishments and summarize how activities that took place during the fiscal year impacted transportation, both locally and regionally. The Fourth Quarter/Final Report should be submitted in the following format:

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

Goal: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the required core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives and the needs of the subregion. Subregions are not required to undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs.

➤ TASK 2.1 SUPPORT THE NJTPA'S REGIONAL PLANNING PROCESS

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA's comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

> 2.1 Core Products/Outcomes and Activities

Subregions will support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of Plan 2045.

ACTIVITIES:

- Consistent with the needs and goals of the subregion, Somerset County will advance planning related actions identified in Plan 2045. (Plan 2045 includes transportation related actions from the TNJ Regional Plan, such as connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of transportation needs, and/or conducting planning studies that address regional transportation issues at the subregional level.

- **PRODUCT/OUTCOME:** Somerset County will support planning studies and activities contained in the NJTPA FY 2019 Unified Planning Work Program (UPWP).

ACTIVITIES:

- Somerset County will participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I (central staff activities) and/or

UPWP Chapter III (subregional studies program). Somerset County participation may include attendance, data provision, and review of documents or other activities as requested. This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include NJTPA's performance-based planning efforts such as the Congestion Management Process (CMP), participation in DO-IT: Developing Opportunities for Innovation in Transportation, support for evaluating Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety, or support for the NJTPA's efforts regarding emergency and incident management, and planning for operations.

- Somerset County will support the NJTPA's continued work on modeling and the development of GIS data, applications and tools, as requested. This year, an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
- Somerset County will support the development of the FY 2020 UPWP.
- **PRODUCT/OUTCOME:** Somerset County will participate in Transportation Management Association (TMA) activities, as applicable.

ACTIVITIES:

- Somerset County will participate with NJTPA, Ridewise and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable to the County and the NJTPA region.
- Somerset County will coordinate and share information with the TMAs related to promoting shared rides, bicycle and pedestrian safety, responding to construction related and unexpected travel disruptions.
- **PRODUCT/OUTCOME:** Somerset County will participate in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation where applicable.

ACTIVITIES:

- Somerset County will participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Somerset County staff will also develop other performance measures to support the performance based planning process at NJTPA as needed. County staff will develop, enhance and collect data as needed to support the performance measure process.

- **PRODUCT/OUTCOME:** Somerset County will provide data and data updates

ACTIVITIES:

- Somerset County will facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.
- Somerset County will assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Somerset County will provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, subregional studies conducted by other subregions through Chapter III of the FY 2019 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and Congestion Management Process (CMP).

- **PRODUCT/OUTCOME:** Support for Board activities

ACTIVITIES:

- Somerset County will provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board of Trustees as a whole. Support may include memo preparation, meeting attendance, response to questions and preparation of white papers and statements on specific transportation issues and projects, and responding to TIP modifications and amendments.

> **2.1 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Somerset County will prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics as needed.

ACTIVITIES:

- Somerset County will work with its partners including NJDOT, NJ TRANSIT Ridewise, Somerset County Business Partnership, local and county governments to advance transportation related recommendations from the TNJ

Regional Plan to improve the quality of life for Somerset County residents, visitors, and businesses.

- Somerset County will participate in all four TNJ 2.0 Task Forces (Competitive, Efficient, Livable, and Resilient) by participating in quarterly task force meetings and working with task force members and stakeholders to advance TNJ actions and activities to benefit Somerset County residents, visitors, and businesses.
- Somerset County will collaborate with RideWise TMA to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate. Specifically, the County will participate on the TMA Board of Directors and coordinate with RideWise on the following efforts: last and first mile service; car and van pooling; promoting public transit usage, various street smart campaigns, conducting walkability and road safety audits, safe routes to schools and safe routes to transit, and collaboration with municipalities to advance adoption and implementation of complete streets policies and improvements.
- Somerset County will submit pertinent information and recommendations from completed planning studies to include in the NJTPA's PRIME database tool. Pertinent information includes study description, identified needs, and recommendations. Submissions will use an NJTPA web form or via upload of properly formatted spreadsheet data through an NJTPA provided ETL (Extract, Translate, Load) tool.
- Somerset County will participate in PRIME training sessions provided by NJTPA and or participate in an NJTPA PRIME Users Group that will support the system's further development and refinement.
- Somerset County will support refinement and advancement of study recommendations into the project pipeline review and implementation paths. Somerset County will advance study recommendations from recently completed subregional studies including Supporting Priority Investment in the County's Phase 2 and 3 studies that include problem statements that may be eligible for state, federal or non-profit funding.
- Somerset County will support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Somerset County planning and engineering will continue to review crash and accident data to identify County roads and bridges that would benefit from local safety funding such as the high risk rural roads or local safety grants.
- Somerset County will collaborate with the NJTPA on resilience planning activities with NJTPA staff participating in upcoming focus group meeting for the County Hazard Mitigation Plan Update and an invitation to participate on the Hazard Mitigation Plan Update Steering Advisory Committee (SAC).
- Somerset County will participate in preparing and submitting applications for CMAQ and TCAM projects when appropriate.

- Somerset County will support Complete Streets Planning activities at the county and municipal levels. Somerset County where appropriate will participate in pedestrian data collection, walkable community’s workshops and Safe Routes to School, bicycle initiatives such as the application of bike/pedestrian tools, and goods movement activity including truck routing, truck parking, deliveries and pick-ups.
- Somerset County will support advancement of greenway initiatives. County staff will support Somerset County and Regional Center Greenway initiatives including the East Coast Greenway and possible development of a new greenway in southern Somerset County connecting Hillsborough Township, Manville Borough, Millstone Borough and Franklin Township, based on recommendations from the Supporting Priority Investment in Somerset County Phase 3 study.
- Somerset County will work with its municipalities to advance bicycle and pedestrian recommendations from the Supporting Priority Investment in Somerset County phase 2 and 3 studies and from the Hamilton Street Road Safety Audit.
- Somerset County will conduct road safety audits (RSAs) to generate recommendations for capital improvements and local safety grants. The County will work with our municipalities that are interested in pursuing road safety audits to address safety issues along a specific street including motorized and non-motorized transportation.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective.
- Somerset County will coordinate with the Highlands Council to ensure consistency between their plans, the work of the NJTPA, and local transportation plans and programs. County staff will review the traffic impacts of proposed developments in the County’s Highlands municipalities.
- Somerset County staff will meet to discuss ideas and may prepare and submit an application for funding to the subregional studies program for the FY 2020 cycle.

➤ **TASK 2.2 INTEGRATE PUBLIC PARTICIPATION IN THE ONGOING 3-C PLANNING PROCESS**

The NJTPA central staff is available to assist subregions in enhancing public participation. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

In FY 2017, NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to broaden public outreach. It included special outreach to minority communities, low income residents and others traditionally under-represented in the transportation planning process. It also targeted special outreach to millennials. To the extent

possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> **2.2 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

ACTIVITIES:

- Somerset County will inform and educate the public on transportation matters and provide a proactive means of soliciting their comments using the County and County Planning Board web site and social media. The county will continue to host monthly planning board meetings along with bi-monthly transportation committee meetings and quarterly planning partner forums. County staff will promote completed transportation studies and planning efforts on the planning board and County web sites.
- Somerset County will make information about subregional planning activities and products available electronically on the Somerset County Planning Board and County Planning Board web sites and/or through Somerset County Public Information office social media feeds where feasible.
- Somerset County will submit to NJTPA the following: agendas of upcoming meetings on transportation related topics; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Somerset County will assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating links to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Participation in public education efforts regarding the results of NJTPA project development.

ACTIVITIES:

- Somerset County will assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings. The County trustee along with planning and engineering staff attend project funding announcements, ground breakings and ribbon cuttings when they occur. County staff will partner with the Somerset County Office of Public Information to run press releases articles

and announcements of project development on the County's web site and social media channels

- PRODUCT/OUTCOME: Assistance with special outreach efforts to improve travel safety.

ACTIVITIES:

- Somerset County will work with RideWise and our municipalities to conduct or assist in special outreach efforts, such as the "Be Street Smart NJ" Pedestrian Safety Education Campaign or other initiatives related to senior driving, distracted driving, or road safety audits. Somerset County is working with Ridewise to promote "Be Street Smart NJ" to our municipalities and have supported pedestrian safety education to County employees and for our residents.
- PRODUCT/OUTCOME: Participation in subregional freight outreach/education efforts.

ACTIVITIES:

- Somerset County staff will work with NJTPA staff to increase local understanding of freight operations and related transportation needs through subregional freight visits and freight education activities where appropriate.

➤ **TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT**

> **2.3 Core Products/Outcomes and Activities**

- PRODUCT/OUTCOME: Participation in the development of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.

ACTIVITIES:

- Somerset County will continue to assist in the development of the TCP and TIP, as applicable.
 - PRODUCT/OUTCOME: Written responses to TIP modifications and amendments.
- ACTIVITIES:
- Somerset County will continue to provide time sensitive responses regarding concurrence for TIP modifications and amendments on an ongoing basis
 - PRODUCT/OUTCOME: Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

ACTIVITIES:

- Provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source.

> **2.3 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Preparation and submission of proposals to NJTPA Local Programs

ACTIVITIES:

- Somerset County will continue to support preparation and proposal development for the NJTPA's Local Safety and High Risk Rural Roads Programs.
 - **PRODUCT/OUTCOME:** Advancement of NJTPA funded local capital programming and project development initiatives
- ACTIVITIES:**
- Somerset County will participate in the deployment of the NJTPA Online Local Project Management System. Note: NJTPA will deploy an online project management tool for all local programs. The NJTPA will collaborate with NJDOT Local Aid, Bureau of Environmental Program Resources and Subregional Project Managers to identify major milestones to be tracked through the state and federal processes of project development.
 - Somerset County will follow through on NJTPA funded Local Program Activities, which may include Local Safety and High Risk Rural Roads Programs.

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SOMERSET COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 88,090.43		
	2. FRINGE BENEFITS	46.080%	\$ 40,592.07		
			SUBTOTAL \$ 128,682.50		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ -		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
	TOTAL STP CORE PROGRAM BUDGET		\$ 128,682.50	80%	20%
	STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET*		\$ 23,000.00	100%	0%
	TOTAL STP PROGRAM AMOUNT		\$ 151,682.50		

This estimated budget is based upon projected costs to perform the work program for FY 2019 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III or the STP Supplemental Support Program will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$	125,946.00	Local Match:	\$	25,736.50	Total:	\$	151,682.50
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*For the FY 2019 STP Supplemental Support Program, each subregion is allotted up to \$15,000; Individual subregional support requests greater than \$15,000 will only be considered if the allocated funds are not fully obligated. Approvals of requests for support items greater than \$15,000 in value will depend on availability of funding and demonstrated ability to utilize eligible items of support. Additional budgets requested will be capped at \$15,000.

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SOMERSET COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	STP Supplemental Support	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	140	\$ 7,725.73	\$ -	\$ -	\$ -	\$ 7,725.73	6%
Task 2 - Transportation Planning and Coordination	2256	\$ 120,956.77	\$ -	\$ -	\$ -	\$ 120,956.77	94%
TOTAL STP CORE PROGRAM BUDGET	2,396	\$ 128,682.50	\$ -	\$ -	\$ -	\$ 128,682.50	100%
STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET					\$ 23,000.00	\$ 23,000.00	
TOTAL STP PROGRAM AMOUNT	2,396	\$ 128,682.50	\$ -	\$ -	\$ 23,000.00	\$ 151,682.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Walter Lane, Director of Planning	9%	180
Kenneth Wedeen, Supervising Planner	46%	966
Andras Holzmann, Senior Planner	50%	1,040
Tanya Rorbach, GIS Planner	4%	80
Andrew Phillips, Principal Draftsperson	4%	80
Cindy Mellusi, Office Manager	2%	50
TOTAL	13%	2,396

*For the FY 2019 STP Supplemental Support Program, each subregion is allotted up to \$15,000; Individual subregional support requests greater than \$15,000 will only be considered if the allocated funds are not fully obligated. Approvals of requests for support items greater than \$15,000 in value will depend on availability of funding and demonstrated ability to utilize eligible items of support. Additional budgets requested will be capped at \$15,000.

FY 2019
COUNTY OF SUSSEX



SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM

SUSSEX COUNTY WORK PROGRAM

TASK 1: PROGRAM MANAGEMENT

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

> *1.0 Core Products/Outcomes and Activities*

- **PRODUCT/OUTCOME:** FY 2020 Sussex County's FY 2020 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

ACTIVITIES:

- Prepare Sussex County's FY 2020 work program proposal.
 - **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.
- #### ACTIVITIES:
- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
 - Prepare Sussex County's quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
 - Maintain all Sussex County's Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
 - Maintain Sussex County's data in the CTS.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

ACTIVITIES:

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

The Fourth Quarter and Final Report are to be submitted as one document (Fourth Quarter/Final Report). The Fourth Quarter/Final Report shall include a summary of subregional activities that occurred during the fourth quarter (in a similar format as the prior quarters), and must also include two to three paragraphs that highlight the annual program's significant accomplishments and summarize how activities that took place during the fiscal year impacted transportation, both locally and regionally. The Fourth Quarter/Final Report should be submitted in the following format:

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

Goal: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the required core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives and the needs of the subregion. Subregions are not required to undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs.

➤ TASK 2.1 SUPPORT THE NJTPA'S REGIONAL PLANNING PROCESS

Extensive time and effort is required by Sussex County as part of the County's involvement in the NJTPA's comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

> 2.1 Core Products/Outcomes and Activities

Sussex County will support the regional metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of Plan 2045.

ACTIVITIES:

- Consistent with the needs and goals of the subregion, advance planning related actions identified in Plan 2045. (Plan 2045 includes transportation related actions from the TNJ Regional Plan. Such as connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the county level.

- **PRODUCT/OUTCOME:** Support for planning studies contained in the NJTPA FY 2019 Unified Planning Work Program (UPWP).

ACTIVITIES:

- Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I (central staff activities) and/or UPWP Chapter II (subregional studies program). Participation may include: attendance, data

provision and review of documents or other activities as requested. This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include NJTPA performance-based planning efforts such as PRIME, and Congestion Management Process (CMP), participation in DO-IT – Developing Opportunities for Innovation in Transportation, support for evaluating Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety, or support for the NJTPA’s efforts regarding emergency and incident management and planning for operations.

- Support the NJTPA’s continuing work on modeling and the development of GIS data, applications and tools, as requested. This year an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
- Support the development of the FY 2020 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

ACTIVITIES:

- Participate with NJTPA, TMAs and Sussex County human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- Coordinate and share information with the TMA’s, particularly TransOptions TMA, related to promoting shared rides, bicycle and pedestrian safety and responding to construction related and unexpected travel disruptions.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

ACTIVITIES:

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.
- **PRODUCT/OUTCOME:** Provision of data and data updates

ACTIVITIES:

- Facilitate coordination, as necessary, with the County Division of Engineering, public works, or other appropriate County staff as the NJTPA

continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.

- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested and if available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, subregional studies conducted by other subregions through Chapter III of the FY 2019 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and Congestion Management Process (CMP).
- **PRODUCT/OUTCOME:** Support for Board activities
ACTIVITIES:
 - Provide ongoing technical support to Sussex County's NJTPA Trustee, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> ***2.1 Elective Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics.
ACTIVITIES:
 - Advance transportation related recommendations from the TNJ Regional Plan and the Local Government Capacity Grant Program (LGCGP) – Sussex County Strategic Growth Plan Update (i.e. support increased and improved transportation options in Sussex County) and the Regional Comprehensive Economic Development Strategy (CEDS). Specifically, regarding the New Jersey – Pennsylvania Lackawanna Cut-Off Passenger Rail Restoration Project, the County will continue to increase coordination and work with partners in Pennsylvania on the next phase of the project west to Stroudsburg PA including any additional study work that may be necessary as recommended by the Federal Transit Administration. Work will also continue on evaluating Transit Supportive Development potential around the new

station area in Andover. This project was identified as one of the High Priority recommendations of the Sussex County Strategic Growth Plan Update, funded through the TNJ Local Government Capacity Grant Program (LGCGP). –

- Sussex will participate in three of the four TNJ 2.0 Task Forces (Competitive, Efficient and Livable). The level of participation will include attending quarterly task force meetings and assisting with advancement of TNJ actions and/or other activities.
- Coordinate and support regional and statewide strategic planning initiatives such as the Adventure Cycling Bicycle Route coordination project; the Regional CEDS; freight and goods movement improvement projects; and technology and ITS improvements.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Support municipal goals and objectives for Complete Streets Planning activities around Sussex County. This may include: support of local governments for streetscape grant applications and TAP grants, pedestrian initiatives such as data collection, walkable community analysis and/or bicycle initiatives such as the application of bike/ped tools and project coordination.
- Support advancement of greenway initiatives. This will include Sussex County's continued participation in Morris Canal Greenway efforts as well as efforts to improve the Rail Trail Network in Sussex County in collaboration with the Sussex County Trails Partnership
- Determine the feasibility of conducting road safety audits (RSAs) to generate recommendations for capital improvements.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective.
- Coordinate with the Highlands Council to ensure consistency between their plans, the work of the NJTPA, and local plans and programs.
- Prepare grant applications including TAP grants and or Local Freight Impact Fund grants.
- Perform analysis of multi-modal needs in the context of primary and complementary strategies per the NJTPA Congestion Management Process CMP in conjunction with a capital project, such as the installation of Adaptive Traffic Signal Systems in the county's main commuter corridors, including Routes 15, 23, and 206.
- Support refinement and advancement of study recommendations into project pipeline review and implementation paths as necessary.
- Participate in local and NJTPA led Freight Planning activities including possibly the NJ Freight Academy

➤ **TASK 2.2 INTEGRATE PUBLIC PARTICIPATION IN THE ONGOING 3-C PLANNING PROCESS**

The NJTPA central staff is available to assist subregions in enhancing public participation. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

In FY 2017, NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to broaden public outreach. It included special outreach to minority communities, low income residents and others traditionally under-represented in the transportation planning process. It also targeted special outreach to millennials. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> **2.2 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

ACTIVITIES:

- Sussex County will inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations efforts. Special attention should be given to engaging traditionally underserved communities.
- Make information about County transportation planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings on transportation related topics; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating linkages to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Participation in public education efforts regarding the results of NJTPA project development.

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings.
 - **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.
- ACTIVITIES:**
- Conduct or assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign or other initiatives related to senior driving, distracted driving, etc. The next potential Street Smart Pedestrian Safety campaign municipality in Sussex County may be Sparta Township which has expressed interest in the program in the past.
 - **PRODUCT/OUTCOME:** Participate in Sussex County freight outreach and education efforts.

ACTIVITIES:

- The County may work with NJTPA staff to increase local understanding of freight operations and related transportation needs through subregional freight visits and other related activities. This may include meetings with the Sussex County Chamber of Commerce and Economic Development Partnership as well as possibly with municipalities.

➤ **TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT**

> **2.3 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Participation in the development of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.

ACTIVITIES:

- Assist in the development of the TCP and TIP, as applicable.
- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

ACTIVITIES:

- Provide input into TIP modifications and amendments, as requested.

- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

ACTIVITIES:

- Provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source.

> **2.3 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Preparation and submission of proposals to NJTPA Local Programs

ACTIVITIES:

- Sussex County planning staff will continue to support County Engineering staff in the preparation and proposal development for the NJTPA's Local Program activities, which may include: Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, and potential Transportation Alternative Program projects. Specifically, County staff may support municipalities in preparing TAP grant applications.

- **PRODUCT/OUTCOME:** Capital Project Management

ACTIVITIES:

- Sussex County will continue to improve, expand and enhance the existing County Transportation Project Map to make it more interactive and provide more information on all State, County and municipal transportation projects in the County.
- Spearhead collaboration within the Sussex County Department of Engineering and Planning to establish a prioritized capital transportation program and facilitate identification of funding opportunities to advance high priority project needs and take advantage of grant opportunities.

- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives

ACTIVITIES:

- Participate in the deployment of the NJTPA Online Local Project Management System. Note: NJTPA will deploy an online project management tool for all local programs. The NJTPA will collaborate with NJDOT Local Aid, Bureau of Environmental Program Resources and Subregional Project Managers to identify major milestones to be tracked through the state and federal processes of project development.

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SUSSEX COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 61,413.33		
	2. FRINGE BENEFITS	51.470%	\$ 31,609.44		
	SUBTOTAL		\$ 93,022.77		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ 19.73		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	SUBTOTAL		\$ 19.73		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
	SUBTOTAL		\$ -		
	TOTAL STP CORE PROGRAM BUDGET		\$ 93,042.50	80%	20%
	STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET		\$ 6,000.00	100%	0%
	TOTAL STP PROGRAM AMOUNT		\$ 99,042.50		

<p>This estimated budget is based upon projected costs to perform the work program for FY 2019 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III or the STP Supplemental Support Program will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.</p>
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FUNDING SOURCES:

Federal Share:	\$	80,434.00	Local Match:	\$	18,608.50	Total:	\$	99,042.50
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FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SUSSEX COUNTY
STAFFING PLAN

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	STP Supplemental Support	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	99	\$ 9,304.25	\$ 19.73	\$ -	\$ -	\$ 9,323.98	10%
Task 2 - Transportation Planning and Coordination	1,540	\$ 83,738.25	\$ -	\$ -	\$ -	\$ 83,738.25	90%
TOTAL STP CORE PROGRAM BUDGET	1,639	\$ 93,042.50	\$ 19.73	\$ -	\$ -	\$ 93,042.50	100%
STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET					\$ 6,000.00	\$ 6,000.00	
TOTAL STP PROGRAM AMOUNT	1,639	\$ 93,042.50	\$ 19.73	\$ -	\$ 6,000.00	\$ 99,042.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Thomas Drabic, Principal Transportation Planner	79%	1,639
TOTAL	79%	1,639

**FY 2019
COUNTY OF UNION**



**SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM**

UNION COUNTY WORK PROGRAM

TASK 1: PROGRAM MANAGEMENT

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

> *1.0 Core Products/Outcomes and Activities*

- PRODUCT/OUTCOME: FY 2020 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

ACTIVITIES:

- Prepare the FY 2020 work program proposal.

- PRODUCT/OUTCOME: Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

ACTIVITIES:

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
- Maintain data in the CTS.

- PRODUCT/OUTCOME: Fourth Quarter/Final Report, invoice and supporting documentation.

ACTIVITIES:

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

The Fourth Quarter and Final Report are to be submitted as one document (Fourth Quarter/Final Report). The Fourth Quarter/Final Report shall include a summary of subregional activities that occurred during the fourth quarter (in a similar format as the prior quarters), and must also include two to three paragraphs that highlight the annual program's significant accomplishments and summarize how activities that took place during the fiscal year impacted transportation, both locally and regionally. The Fourth Quarter/Final Report should be submitted in the following format:

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

Goal: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the required core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives and the needs of the subregion. Subregions are not required to undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs.

➤ TASK 2.1 SUPPORT THE NJTPA'S REGIONAL PLANNING PROCESS

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA's comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

> 2.1 Core Products/Outcomes and Activities

Subregions will support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of Plan 2045.

ACTIVITIES:

- Consistent with the needs and goals of the subregion, advance planning related actions identified in Plan 2045. (Plan 2045 includes transportation related actions from the TNJ Regional Plan, such as connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.

- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2019 Unified Planning Work Program (UPWP).

ACTIVITIES:

- Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I (central staff activities) and/or UPWP Chapter III

(subregional studies program). Participation may include attendance, data provision, and review of documents or other activities as requested. This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include NJTPA's performance-based planning efforts such as the Congestion Management Process (CMP), participation in DO-IT: Developing Opportunities for Innovation in Transportation, support for evaluating Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety, or support for the NJTPA's efforts regarding emergency and incident management, and planning for operations.

- Support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools, as requested. This year, an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
- Support the development of the FY 2020 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

ACTIVITIES:

- Participate with NJTPA, TMAs and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- Coordinate and share information with the TMAs related to promoting shared rides, bicycle and pedestrian safety, and responding to construction related and unexpected travel disruptions.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

ACTIVITIES:

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.
- **PRODUCT/OUTCOME:** Provision of data and data updates

ACTIVITIES:

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the

NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.

- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, subregional studies conducted by other subregions through Chapter III of the FY 2019 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and Congestion Management Process (CMP).
- **PRODUCT/OUTCOME:** Support for Board activities

ACTIVITIES:

- Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> ***2.1 Elective Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics.

ACTIVITIES:

Union County is selecting elective activities below that advance County priorities and needs, and regional goals and priorities.

- Support the NJTPA's continued work to improve pedestrian safety for infrastructure improvements, enforcement, and/or educational strategies. Union County will continue to support local Street Smart Campaigns and other related strategies and look for opportunities to work with the County's Department of Engineering on infrastructure improvements that would increase safety.
- Support the NJTPA regional freight planning activities including rail freight, motor carrier, marine highway, and air cargo activities with particular attention to the Port Newark/Elizabeth facilities. Union County will continue

to support the work of the Freight Initiatives Committee and participate in Technical Advisory Committees (TAC) of freight related studies when invited.

- Support the Raritan Valley Rail Coalition in advancing improvements to the Raritan Valley Rail Line service as well as any planned improvements to the rail lines and stations serving the County. Union County will continue to contribute to the Coalition's website and to plan periodic meetings when necessary. Subregional staff plans to meet with NJ TRANSIT to continue advocacy for improvements to rail service and for station improvements.
- Union County will continue to support the East Coast Greenway, which is routed through several County parks. To support travel by both pedestrian and bicyclist, the County will participate where able, in the Bicycle Pedestrian Advisory Committee at Rutgers State University in order stay informed of current bike/pedestrian tools and funding opportunities. The County will also continue to work with the Greenway Alliance on defining the greenway's route through towns and where possible, to have additional segments endorsed as linkages in the greenway.

➤ **TASK 2.2 INTEGRATE PUBLIC PARTICIPATION IN THE ONGOING 3-C PLANNING PROCESS**

The NJTPA central staff is available to assist subregions in enhancing public participation. If desired, requests for central staff support should be included in the subregion's STP Program proposal.

In FY 2017, NJTPA shared the results of an "Innovative Public Outreach Methods" study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to broaden public outreach. It included special outreach to minority communities, low income residents and others traditionally under-represented in the transportation planning process. It also targeted special outreach to millennials. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> **2.2 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

ACTIVITIES:

- The County of Union will provide a mechanism for citizen input in the planning process in order to inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Union County plans to continue to support the Union County Transportation Advisory Board. The membership of the TAB offers participation from each

of the County's twenty-one municipalities and would continue to share information on the NJTPA projects and products at meetings. Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.

- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings on transportation related topics: meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following; providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating links to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

➤ **TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT**

> ***2.3 Core Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Participation in the development of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.

ACTIVITIES:

- Assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

ACTIVITIES:

- Provide input into TIP modifications and amendments, as requested.

- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

ACTIVITIES:

- Provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source.

> **2.3 Elective Products/Outcomes and Activities**

- PRODUCT/OUTCOME: Proposals for Local Programs

ACTIVITIES:

- Support the advancement of priority transportation improvement projects in Union County including the Tremley Point Connector Road and the re-scoped Kapkowski intersection improvements project.

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
UNION COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 96,292.50		
	2. FRINGE BENEFITS	76.454%	\$ 73,619.47		
	SUBTOTAL		\$ 169,911.97		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ 1,625.53		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 740.00		
	7. OTHER (SPECIFY)		\$ -		
	SUBTOTAL		\$ 2,365.53		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
	SUBTOTAL		\$ -		
	TOTAL STP CORE PROGRAM BUDGET		\$ 172,277.50	80%	20%
	STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET*		\$ 30,000.00	100%	0%
	TOTAL STP PROGRAM AMOUNT		\$ 202,277.50		

This estimated budget is based upon projected costs to perform the work program for FY 2019 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III or the STP Supplemental Support Program will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 167,822.00	Local Match:	\$ 34,455.50	Total:	\$ 202,277.50
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*For the FY 2019 STP Supplemental Support Program, each subregion is allotted up to \$15,000; Individual subregional support requests greater than \$15,000 will only be considered if the allocated funds are not fully obligated. Approvals of requests for support items greater than \$15,000 in value will depend on availability of funding and demonstrated ability to utilize eligible items of support. Additional budgets requested will be capped at \$15,000.

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
UNION COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	STP Supplemental Support	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	205	\$ 13,269.34	\$ -	\$ -	\$ -	\$ 13,269.34	8%
Task 2 - Transportation Planning and Coordination	1937	\$ 156,642.63	\$ 2,365.53	\$ -	\$ -	\$ 159,008.16	92%
TOTAL STP CORE PROGRAM BUDGET	2,142	\$ 169,911.97	\$ 2,365.53	\$ -	\$ -	\$ 172,277.50	100%
STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET*					\$ 30,000.00	\$ 30,000.00	
TOTAL STP PROGRAM AMOUNT	2,142	\$ 169,911.97	\$ 2,365.53	\$ -	\$ 30,000.00	\$ 202,277.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Phil Kandl, Division Director	22%	400
Liza Betz, Transportation Planning Manager	77%	1,393
Rosa Santos, Secretary	14%	249
Alicja Baszak, Clerk, Dept. of Finance	5%	100
TOTAL	13%	2,142

*For the FY 2019 STP Supplemental Support Program, each subregion is allotted up to \$15,000; Individual subregional support requests greater than \$15,000 will only be considered if the allocated funds are not fully obligated. Approvals of requests for support items greater than \$15,000 in value will depend on availability of funding and demonstrated ability to utilize eligible items of support. Additional budgets requested will be capped at \$15,000.

FY 2019
COUNTY OF WARREN



SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM

WARREN COUNTY WORK PROGRAM

TASK 1: PROGRAM MANAGEMENT

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

> *1.0 Core Products/Outcomes and Activities*

- **PRODUCT/OUTCOME:** FY 2020 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

ACTIVITIES:

- Prepare the FY 2020 work program proposal.
 - **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.
- #### ACTIVITIES:
- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
 - Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
 - Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
 - Maintain data in the CTS.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

ACTIVITIES:

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

The Fourth Quarter and Final Report are to be submitted as one document (Fourth Quarter/Final Report). The Fourth Quarter/Final Report shall include a summary of subregional activities that occurred during the fourth quarter (in a similar format as the prior quarters), and must also include two to three paragraphs that highlight the annual program's significant accomplishments and summarize how activities that took place during the fiscal year impacted transportation, both locally and regionally. The Fourth Quarter/Final Report should be submitted in the following format:

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

Goal: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the required core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives and the needs of the subregion. Subregions are not required to undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs.

➤ TASK 2.1 SUPPORT THE NJTPA'S REGIONAL PLANNING PROCESS

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA's comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

> 2.1 Core Products/Outcomes and Activities

Subregions will support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of Plan 2045.

ACTIVITIES:

- Consistent with the needs and goals of the subregion, advance planning related actions identified in Plan 2045. (Plan 2045 includes transportation related actions from the TNJ Regional Plan, such as connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.

- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2019 Unified Planning Work Program (UPWP).

ACTIVITIES:

- Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I (central staff activities) and/or UPWP Chapter III (subregional studies program). Participation may include attendance, data

provision, and review of documents or other activities as requested. This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include NJTPA's performance-based planning efforts such as the Congestion Management Process (CMP), participation in DO-IT: Developing Opportunities for Innovation in Transportation, support for evaluating Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety, or support for the NJTPA's efforts regarding emergency and incident management, and planning for operations.

- Support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools, as requested. This year, an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
- Support the development of the FY 2020 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

ACTIVITIES:

- Participate with NJTPA, TMAs and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- Coordinate and share information with the TMAs related to promoting shared rides, bicycle and pedestrian safety, and responding to construction related and unexpected travel disruptions.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

ACTIVITIES:

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.

- **PRODUCT/OUTCOME:** Provision of data and data updates

ACTIVITIES:

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.

- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, subregional studies conducted by other subregions through Chapter III of the FY 2019 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and Congestion Management Process (CMP).
- **PRODUCT/OUTCOME:** Support for Board activities
ACTIVITIES:
 - Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, updates to projects and to the schedules for project funding, etc.

> ***2.1 Elective Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics.
ACTIVITIES:
 - Additional collaboration with a TMA (or TMAs) to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate.
 - Participate in PRIME training sessions provided by NJTPA and or participate in a PRIME Users Group that will support the system's further development and refinement.
 - Support refinement and advancement of study recommendations into the project pipeline review and implementation paths.
 - Support advancement of greenway initiatives. This may include the East Coast Greenway, the Morris Canal Greenway.
 - Analyze, study or conduct planning activities that support and encourage municipalities and other stakeholders to develop and advance comprehensive bicycle or walking policy implementation plans to effectuate ordinance

changes or capital improvements. Comprehensive bicycle policy implementation plans may identify specific streets for on-street bicycle lanes and/or off-street bicycle paths; or suggest land use and zoning changes to support bicycle use. Comprehensive walking policy implementation plans may identify gaps in existing pedestrian accommodations such as sidewalks, crosswalks, signals or timing; recommend updates to ordinance standards for sidewalks, or other measures.

- Coordinate with the Highlands Council, to ensure consistency between their plans, the work of the NJTPA, and local transportation plans and programs.
- Assist NJTPA with outreach to municipalities regarding USDOT's Alternative Fuels Corridors program along the I-80 corridor in Warren County. Assist NJTPA in identification of potential sites for alternative fuel infrastructure along the corridor.

➤ **TASK 2.2 INTEGRATE PUBLIC PARTICIPATION IN THE ONGOING 3-C PLANNING PROCESS**

The NJTPA central staff is available to assist subregions in enhancing public participation. If desired, requests for central staff support should be included in the subregion's STP Program proposal.

In FY 2017, NJTPA shared the results of an "Innovative Public Outreach Methods" study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to broaden public outreach. It included special outreach to minority communities, low income residents and others traditionally under-represented in the transportation planning process. It also targeted special outreach to millennials. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> ***2.2 Core Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

ACTIVITIES:

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations efforts. Special attention should be given to engaging traditionally underserved communities.

- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings on transportation related topics; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating links to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

- PRODUCT/OUTCOME: Participation in public education efforts regarding the results of NJTPA project development.

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings.
 - PRODUCT /OUTCOME: Assistance with special outreach efforts to improve travel safety.
- ACTIVITIES:
- Conduct or assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign or other initiatives related to senior driving, distracted driving, etc. Provide specifics about special outreach efforts.

➤ **TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT**

> **2.3 Core Products/Outcomes and Activities**

- PRODUCT/OUTCOME: Participation in the development of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.

ACTIVITIES:

- Assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

ACTIVITIES:

- Provide input into TIP modifications and amendments, as requested.

- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

ACTIVITIES:

- Provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source.

- **PRODUCT/OUTCOME:** Advance NJTPA funded local capital programming and project development initiatives.

- **ACTIVITIES:** Participate on the project team of the NJTPA's Freight Concept Development Program. Provide support for the South Main Street Bridge Rail Clearance Project in Phillipsburg.

**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
WARREN COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 52,399.99		
	2. FRINGE BENEFITS	60.140%	\$ 31,513.35		
			SUBTOTAL \$ 83,913.34		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ 526.66		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 300.00		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ 826.66		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
			TOTAL STP CORE PROGRAM BUDGET \$ 84,740.00	80%	20%
			STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET \$ 4,700.00	100%	0%
			TOTAL STP PROGRAM AMOUNT \$ 89,440.00		

<p>This estimated budget is based upon projected costs to perform the work program for FY 2019 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III or the STP Supplemental Support Program will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.</p>
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FUNDING SOURCES:

Federal Share:	\$ 72,492.00	Local Match:	\$ 16,948.00	Total:	\$ 89,440.00
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**FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
WARREN COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	STP Supplemental Support	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	91	\$ 4,200.47	\$ -	\$ -	\$ -	\$ 4,200.47	5%
Task 2 - Transportation Planning and Coordination	1407	\$ 79,712.87	\$ 826.66	\$ -	\$ -	\$ 80,539.53	95%
TOTAL STP CORE PROGRAM BUDGET	1,498	\$ 83,913.34	\$ 826.66	\$ -	\$ -	\$ 84,740.00	100%
STP SUPPLEMENTAL SUPPORT PROGRAM BUDGET					\$ 4,700.00	\$ 4,700.00	
TOTAL STP PROGRAM AMOUNT	1,498	\$ 83,913.34	\$ 826.66	\$ -	\$ 4,700.00	\$ 89,440.00	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Dave Dech- Planning Director	17%	311
Brian Appezzato- Senior Planner	32%	675
Irene Gordon- Administrative Clerk	4%	73
Marie Raffay- Assistant Engineer	4%	92
Bill Gleba- County Engineer	1%	20
Nick Paoella- Asst. County Engineer	1%	20
Al Krouse- Senior Planner	4%	90
Rich Miller- Principal Planner	3%	70
Elizabeth Roy- Principal Planner	6%	125
TOTAL	7%	1,498

III. SUBREGIONAL STUDIES PROGRAM (SSP)

PROGRAM DESCRIPTION

The Subregional Studies Program (SSP) is a critical element of the NJTPA's continuous, cooperative, and comprehensive metropolitan planning process. Products developed through this program must address issues of significance to the entire region and must be consistent with plans at the state and regional level. The purpose of the NJTPA's Subregional Studies Program is to provide technical and financial assistance to subregions and subregional teams, on a competitive basis, to produce studies of important regional mobility and accessibility issues. These studies produce recommendations consistent with the Regional Transportation Plan (RTP), the Congestion Management Process (CMP), the Together North Jersey (TNJ) Regional Plan, and federal guidance. Studies should be data driven and involve a transparent feedback loop with stakeholders and the public. Studies should also involve implementation agencies at the municipal, regional, and state level as well as an analysis of existing and future conditions. The study analysis should lead to the identification of potential transportation and/or transportation-related solutions for a particular system or study area.

Studies proposed through this program should focus on issues of importance to, or that impact, significant areas of the NJTPA region, specifically transportation and land use issues that may impact transportation. Alternatively, studies should have the potential to impact the transportation network (positively or negatively) beyond the borders of a specific county or municipality. Subregions are encouraged to propose studies that complement other planning work in the NJTPA region. Proposals that aim to address a perceived problem should include a transparent, rational course of action for gathering and analyzing data. Conclusions from that analysis, including the potential that critical analysis of the perceived problem may result in a finding that an assumed operational or asset deficiency may not exist as originally predicted. Issues proposed to be addressed through subregional studies should be quantifiable and should be reflected by recent and ongoing data-gathering such as NJDOT asset management systems or alignment to the NJDOT Capital Investment Strategy. Studies should identify metrics or other performance measures that will allow the NJTPA and project sponsors to track the implementation. Studies should capitalize upon opportunities to strengthen relationships between municipalities, counties, and regional and state agencies that lead to coordinated land use planning and transportation project implementation.

Studies selected through this solicitation will be presented to the NJTPA Board of Trustees for consideration of approval as Chapter II of the FY 2019 UPWP. NJTPA operates this program in compliance with 2 CFR 200.

Subregional studies approved under this program must be performed within a two year period, typically with a 12-18 month maximum duration of consultant supported effort (from the study start to the delivery of draft final products). All work and consultant contracts must be completed by June 30, 2020, which is the last day to incur costs. Subregional studies precede the Concept Development Phase and the Preliminary Engineering phase of the Transportation Improvement Program (TIP). Study recommendations should be developed to a level where they may advance to implementation phases involving appropriate implementing agencies (such as NJDOT, NJ TRANSIT, TMAs, subregions, or municipalities). Recommendations that require

further development, or that require additional review through the National Environmental Policy Act (NEPA) may be eligible to graduate to the Concept Development stage.

Fiscal Year 2019 is the first year of the FY 2019 – FY 2020 SSP program cycle. Two new studies will be initiated in the FY 2019 – FY 2020 cycle as detailed in the following pages. Additionally, Fiscal year 2019 is the second and final year of the FY 2018 – FY 2019 SSP cycle. Five studies in the FY 2018 – FY 2019 SSP cycle that began in FY 2018 will conclude in FY 2019. Descriptions for these five studies can be found in the FY 2018 UPWP Volume III Subregional Studies Program, linked here:

http://www.njtpa.org/planning/upwp/njtpa_fy18_upwp_volume_iii_ssp_march2017.aspx

Solicitation for the FY 2020 – FY 2021 Subregional Studies Program cycle will occur during FY 2019 and is described in Chapter I, Task 19/305 - Subregional Studies Program.

SUBREGIONAL STUDIES PROGRAM BUDGET

<u>Subregion</u>	<u>Title</u>	<u>Project Cost *</u>
New Projects FY 2019 – FY 2020		
City of Jersey City	Parking Management Plan.....	\$300,000
Passaic & Essex Counties	Passaic-Essex Bus Rapid Transit Market Study.....	<u>\$315,000</u>
Subtotal – New Projects Program Cost		\$615,000
Continuing Projects FY 2018 – FY 2019		
City of Newark	Newark Downtown Circulation Improvement Study.....	\$350,000
Hudson County	John F. Kennedy Boulevard Corridor Safety Study	\$300,000
Monmouth County	Comprehensive Freight Related Transportation Study in Western Monmouth County and Southern Mercer County.....	\$310,000
Ocean County	Ocean County Bicycle and Pedestrian Linkages from the Barnegat Branch Trail, Northern Section.....	\$200,000
Somerset County	Somerset County Bicycle and Pedestrian Facilities and Trails Plan.....	<u>\$320,000</u>
Subtotal – Continuing Projects Program Cost		\$1,480,000

*all funds include 20% local match

ELIGIBLE APPLICANTS

This program is an extension to the NJTPA's Subregional Transportation Planning (STP) program, which allows each subregion to carry out essential transportation planning, programming and administrative activities that support the NJTPA's regional transportation planning efforts, including needs assessment and strategy development. Only NJTPA-member subregions are eligible to serve as the study lead and may submit proposals through this program. Proposals can be submitted by subregions individually, or as joint lead with another subregion. Non-member municipalities may partner with a member subregion on a study, but may not serve as a study lead.

Solicitations for studies to be conducted through the NJTPA Subregional Studies Program are issued on an annual basis. Subregions are not eligible to serve as a study lead in consecutive annual Subregional Studies Program cycles. Subregions may serve as a project lead for only one study per program cycle. Subregions may partner with another subregion in a non-lead role at any time.

The funding available under this solicitation will be made available through a U.S. Department of Transportation (US DOT) pass-through grant, utilizing Federal Highway Administration (FHWA) funds and/or flexed Federal Transit Administration (FTA) funds (CFDA number is 20.205). To be eligible for this program, participants must provide at least a 20% local match. The local match can include in-kind staff time and/or cash. Funds for the local match may come from municipal, county or state resources. Federal funds cannot be used as local match. Similarly, federally funded staff time cannot be used as local match. The award of the pass-through grant is also contingent upon a pre-award evaluation and risk assessment of the subregion, consistent with federal guidelines (2 CFR Chapter I, Chapter II, Part 200, et al.).

ELIGIBLE ACTIVITIES

Planning activities that address regional mobility and accessibility issues are eligible for the Subregional Studies Program. Activities may include such initiatives as:

- Analyzing the performance of the transportation system (current and future);
- Conducting preliminary needs assessments, including identification of gaps in transportation connectivity, and identification of accessibility needs related to essential services such as housing, employment, health care, schools/education, and recreation, including for traditionally underserved populations, including older people, people with disabilities, and low income people;
- Analysis and recommendations that could lead to capital improvements and/or policy changes;
- Integrating transportation and land use, including cooperative efforts between counties and municipalities to reinforce land use planning with targeted infrastructure investments; or identification of transportation financing solutions;
- Generating corridor- or site-specific planning recommendations for further development; or,
- Studies that advance planning for resilience.

EMPHASIS AREAS

Subregional Studies must address at least one of the goals of the NJTPA RTP and one of the strategy principles outlined in the NJTPA RCIS. The RTP goals and RCIS incorporate federal and state emphasis areas. See Appendix A for more detail on federal and state planning priorities for MPOs. Applicants are also encouraged to address one or more of the emphasis areas or planning priorities, and are asked to identify them in their proposal, where applicable.

SSP STUDY TIMELINE

Task/Milestone	Estimated Completion Date
Authorized Study Start Date	July 1, 2018
Kick-off Meeting with NJTPA	September 1 – October 31, 2018
Draft RFP to NJTPA	April 1 – July 31, 2018
Consultant RFP Issued	July 1 – September 30, 2018
Consultant Contract Awarded/Executed	September 1, 2018 – January 1, 2019
Kick-off Meeting with Successful Consultant	September 1, 2018 – January 1, 2019
Draft Final Report Due to TAC/SAC for Review	March 31, 2020 – April 10, 2020
Final TAC/SAC meeting	April 10, 2020
Final Report due to NJTPA (This is a last review by NJTPA only)	April 30, 2020
Reconciled Final Report due to NJTPA and all final deliverables	May 29, 2020
Conclusion of Consultant Contract	June 30, 2020
Subregional Sub-Contract & Study Completion Date	June 30, 2020

FY 2019 – FY 2020 SUBREGIONAL STUDIES

Proposal Sponsor: City of Jersey City

Title of Proposed Study: Parking Management Plan

**Estimated Budget Requested (Consultant/In-House and \$ Federal/\$ Local): \$300,000
(\$240,000/60,000)**

Project Duration: 24 Months

Anticipated Duration of Consultant Effort: 15 Months

I. Project Management

A. Subregional Project Manager name and title:
Barkha R Patel, Senior Planner

B. Identification of agencies and municipalities from which letters of support and active participation are required: N/A

II. Study Scope of Work

A. Study Overview

1. Addressing a Regional Need

Jersey City is the state's second most-populous city and a major regional destination for recreation, shopping, and work. As of 2015, the City provided 118,206 jobs, 93,537 of which were filled by non-Jersey City residents, and 24,669 by residents. The City experiences heavy congestion due to commuters traveling both to the City to access the Hudson River Waterfront and through the City to access Manhattan. Congestion in Jersey City affects the efficiency of the region's transportation network and the cost of these inefficiencies translates to declining economic competitiveness and quality of life. The NJTPA's RTP (Plan 2040) specifically references capacity issues during morning and afternoon peak congestion that take place on major corridors leading to bridge and tunnel crossings into New York City, several which are located in Jersey City. Traffic mitigation benefits both local residents and regional visitors. As the City and Region's population continues to grow, mitigation of traffic congestion will be more and more important. One strategy is to manage parking supply. A Parking Management Plan can address regional needs by encouraging smart growth, reducing use of motor vehicles in favor of alternate modes of transportation, increasing economic productivity by allowing more affordable, efficient and diverse land uses, and

providing environmental benefits by reducing the amount of impervious surface.

2. Subregional Need

The City of Jersey City is the second-most populous city in New Jersey, with 247,597 residents and a population density of 16,736/square mile according to the 2010 US Census. Population has increased steadily with approximately 265,000 residents in 2017. The City is highly urbanized and well-served by an established street grid and a multi-modal public transportation network.

5,600 new residential units have been constructed in the City since 2013, with approximately 12,000 units approved over the next 5 years and 14,000 additional units projected for the next 15 years. Furthermore, the amount of office space has increased steadily, making Jersey City the ninth largest downtown in the United States with more than 23 million square feet of office space (including space built, under construction and approved). This redevelopment has resulted in growth in resident and worker populations, a trend that is expected to continue and draw even more people to Jersey City in the coming years. NJTPA's Plan 2045 projects between 2015 and 2045 a 42 percent increase in the City's population and 24 percent increase in employment.

The City needs a comprehensive approach to identify appropriate parking regulations for existing anticipated future development, for various residential and commercial building types and neighborhood and business district contexts. Jersey City has eleven parking zones and over ninety redevelopment areas with varying parking requirements; however, there is currently no comprehensive parking management strategy nor database of parking requirements, supply, and demand. There is a need to examine whether existing parking resources and regulations are consistent with development goals through identification of the various factors that affect parking policy, including development density, proximity to mass transit, mix of land uses and other factors.

3. Study Goals and Objectives

The goal of this study is to optimize the use of current parking supply and identify parking management strategies to inform zoning and policy regulations for future development. The primary objective of this study is to create a citywide parking inventory to assess current parking supply (surplus or deficit) and demand (met or latent). The parking inventory will catalog the existing supply of on and off-street, public and private parking (and categorized whether constructed, under construction, approved, or proposed) along with characteristics such as occupancy rate, pricing, and use restrictions based on the latest development information. The inventory will also assess current residential parking zone objectives and regulations and offer recommendations for improvement. This study will align with the goals in the

Circulation Element of the City's Master Plan to limit land dedicated to parking uses near transit stations and to encourage the use of public transit and active modes of transportation throughout the City. The study will also consider impacts of ride-sharing, ride-hailing, and autonomous vehicles on the City's transportation network. The study is also consistent with the following goals of NJTPA's Plan 2045 – Connecting North Jersey:

*Retain and increase economic activity and competitiveness

*Create great places through select transportation investments that support the coordination of land use with transportation systems.

B. Methodology

Task 1: Project Management

The study shall be conducted by the City of Jersey City with consultant support. The City's Transportation Planner will be the liaison to NJTPA and manage day-to-day activities, which include consultant procurement, contract administration, and processing of consultant invoices. The City's project manager will serve as a liaison between the Consultant and the NJTPA, the Technical Advisory Committee (TAC), stakeholders, and general public. Other work associated with this task will include providing guidance on all aspects of the study to the consultant, reviewing all consultant deliverables for quality and completeness, and the preparation and submission of the quarterly reports and any other documentation required by the North Jersey Transportation Planning Authority.

The Consultant shall designate a project manager who will report to the City and be responsible for managing the day-to-day activities of the Consultant team. The Consultant project manager shall establish an effective means of coordinating and reporting its activities with the City throughout the course of the project to ensure an expeditious exchange of information, and shall be responsible for the preparation and submission of meeting agendas and minutes, monthly progress reports, and invoices. A detailed project schedule (Gantt chart) shall be submitted at the kick-off meeting for City review and approval, and reviewed regularly during the course of the project to ensure the timely completion of the project. The Consultant shall submit digital copies of all reports in MS Word format, and will incorporate project manager, NJTPA and TAC comments, as appropriate. The Consultant shall be responsible for quality control of all interim and final deliverables. All deliverables shall be to a level of quality that meets generally accepted professional standards, and that is fit for use by end users, which may include City staff, NJTPA staff, elected officials and the general public. Final reports incorporating all edits from the project team, stakeholders and technical advisory groups must be submitted to NJTPA for review by May 29, 2020. Contracts must be completed by June 30, 2020, which is the last day to incur costs.

Task 1 Deliverables:

- The City will prepare and submit quarterly reports and any other documentation required by the North Jersey Transportation Planning Authority. The consultant project manager shall prepare and submit monthly progress reports and invoices, progress meeting agendas and minutes, and a detailed progress schedule to be maintained on a regular basis.
- City and consultant project managers, along with NJTPA, will participate in biweekly conference calls, a project kick-off meeting, and up to five (5) interagency meetings.
- All interim, draft and final deliverables shall be provided to NJTPA for review in MS Word format.

Task 2: Outreach and Partnerships

The Consultant shall prepare a draft and final written outreach strategy at the beginning of the study that describes all meetings, tasks, and activities related to public outreach that includes details on Consultant responsibilities, number of meetings, purpose of meetings, and specific outreach techniques (e.g., meeting advertisement, meeting invitation preparation and dissemination, social media strategies).

Technical Advisory and Stakeholder Committees shall help develop a shared vision for Jersey City, and identify specific goals and objectives to accomplish this vision. This visioning will build on the Jersey City Master Plan's Circulation Element. Stakeholder and public outreach will be critical to the definition of the vision statement and the list of goals and objectives for the Parking Management Plan. Goals and objectives shall be identified for policy (parking management, updates to requirements and current operations related to parking enforcement, etc.), mobility (congestion mitigation, access, modal split, etc.), and economic vitality. It is anticipated that other goals and objectives may be identified for environmental sustainability, public health and equity.

Technical Advisory Committee

The City project manager shall convene the TAC, schedule meetings, and serve as the primary "point person" for the TAC. The schedule of meetings and distribution of meeting notices and associated materials to committee members will be handled by City project manager. The Consultant shall attend all TAC meetings and prepare meeting agendas, presentations, materials, and minutes. The TAC shall provide input and expertise from subject matter experts. This group shall consist of key professionals that represent the diverse functional areas that may impact this study, including the City Divisions of City Planning, Engineering, Traffic, Parking, and Commerce, Mayor's Office, City Council, City Department of Public Works, Special Improvement Districts, NJTPA, Hudson County and Hudson TMA, and possibly other agencies such as NJDOT, NJ

TRANSIT and the PANYNJ. The responsibilities of the TAC shall include, but not be limited to:

- Review and provide feedback on draft and final project interim reports and documents throughout the study.
- Identify stakeholders and partners associated with community outreach and participation for various public participation activities. Special consideration will be given to ensure the commitment and involvement of interested parties familiar with the City's transportation network, environmental justice issues, and resident and business needs.
- Review the final recommended strategies.
- Ensure that the final report clearly identifies the implementation priorities along with agencies potentially responsible for each project hand-off and range of cost and general time frames for implementation.

Up to five (5) meetings for the Technical Advisory Committee are anticipated. The purpose of these meetings will be 1) introduction and presentation of data collection findings, 2) review of findings from ward meetings and parking model methodology, 3) demonstration and refinement of parking model, 4) presentation of initial recommendations, and 5) presentation of final deliverables.

Community Outreach Strategy

The Consultant shall draft and implement a community outreach strategy, which shall be reviewed and approved by the City project manager and the TAC. The community outreach strategy shall include:

Stakeholder Meetings and/or Presentations

The results of the study shall be presented at regularly scheduled meetings of various stakeholder groups, decision makers, and elected officials such as the Jersey City Planning Board and City Council. Study updates to these groups will be handled by the City project manager. Copies of the draft and final report and other related documents will be provided to stakeholder groups to gain feedback, develop a consensus on the prioritized recommendations of the study and increase awareness and support for its recommendations. The Consultant shall support these activities by providing project information and materials as needed. The Consultant should be prepared to attend up to three (3) of these meetings, upon request.

Public Meetings

Throughout the study, there will be opportunities for public input to guide the development of recommendations for the various phases of the study. The City will hold all public meetings in an ADA and transit-accessible facility. In accordance with federal requirements, attention will be given to notifying

Environmental Justice populations (low income populations and minority populations), Limited-English-Proficiency persons, the elderly, and people with disabilities of the meetings and reducing barriers to meaningful participation. Attention will also be given to ensuring participation by the local business community in each ward. It is envisioned that eight (8) public meetings will be held over the course of the study. Two (2) meetings of the general public shall be convened, and in order to focus on specific neighborhoods and topics, the consultant team shall attend one meeting in each of Jersey City's six (6) wards. Ward meetings shall be held near the beginning of the consultant effort. At these meetings, the consultant shall introduce the study and solicit input to identify the issues to be considered for analysis during the study. The two (2) general public meeting shall be held later in the study, at which the results of the detailed planning analysis and recommendations shall be presented. It is envisioned that the first general public meeting will be a charrette held during October, 2019. The second meeting targeted for February, 2020 will be a presentation of the draft plan, prior to presentation to the Jersey City Planning Board no later than April, 2020.

The first general public meeting will be held following Data Analysis and Review. This meeting will be structured as a workshop including a presentation of findings from Task 3, live demonstration of the Parking Model from Task 4 and interactive activities with different parking scenarios for public discussion. Participants will be able to interact with these scenarios and offer their comments and preferences. This information will help the Consultant create a set of parking management strategies that the City can realistically utilize.

The purpose of Public Meeting 2 will be to present the recommendations and implementation strategy. The Consultant shall also present a summary of Public Meeting 1. The second public meeting will be followed by a two-week public comment period. Where appropriate and feasible, public meeting materials will be made available to the public in advance of the public meeting. The consultant shall provide an alternate method, such as online survey or dedicated call-in number, to collect public input in addition to the ward meetings. A public comment period (anticipated two-week duration) will follow the second larger public meeting during which written comments may be submitted to the City project manager. Public comments shall be recorded in meeting summaries and the final report. The comment period shall conclude prior to a presentation to the Planning Board in April, 2020.

Project Webpage

The Consultant, working with the City and the TAC, will develop materials to post to the City's existing official website. A webpage dedicated to the study will be created by the City on the existing website, which will serve as a repository for draft documents and materials, announce public meetings/events, and raise awareness of the purpose of the study and the importance of a parking study.

Task 2 Deliverables:

- Written outreach strategy
- Participation in up to five (5) meetings of the TAC, including preparation of presentation materials, handouts, and meeting minutes.
- Participation in up to three (3) stakeholder meetings, if necessary, including preparation of presentation materials, handouts, and meeting minutes.
- Participation in eight (8) public meetings, including preparation of presentation materials, handouts, and meeting minutes.
- Preparation of materials for website as requested (e.g., descriptive narrative, maps/graphics, fact sheets).
- Technical Memorandum that summarizes all outreach activities, methods, and comment or input received.

Task 3: Data Collection

This task will include a review of previously-completed related studies to avoid duplication of work and to determine opportunities to incorporate or expand prior recommendations and/or efforts. Existing data includes written parking requirements in the Jersey City Land Development Ordinance and 92 individual Redevelopment Plans, as well as parking zone boundaries, restrictions and regulations as codified by ordinance. GIS data of on-street parking zones are outdated and inaccurate. While previous work has followed the format of traditional supply/demand studies in specific parts of the City, this Plan will be citywide and allow integration of existing data along with new data into a spreadsheet Parking Model to be used for scenario-based parking demand analysis in Task 4. Data review and analysis shall result in an understanding of the existing parking management practices (i.e. zoning, enforcement, and permitting), existing supply and demand, and needs based on parking surplus or deficit. The Consultant shall categorize data to understand these needs at the Ward level.

With assistance from the City project manager and members of the TAC, the Consultant shall compile and synthesize all relevant new and existing data in order to assess current conditions, which will ultimately inform the Parking Model. Data will include current parking supply (including type, occupancy rate, pricing, and user and time restrictions), Census data for demographics (including data related to low-income and minority populations), zoning and land use, general mobility information including a limited number traffic counts, mode choice, etc. Innovative approaches to data collection will be considered. Note that major regional highway construction projects on the Pulaski Skyway and Route 139 have skewed recent travel patterns.

The consultant will conduct an Environmental Justice analysis that will identify areas where low income, minority, and limited English proficiency populations live by block group or census tract. Data sources for the Environmental Justice analysis should include the latest American Community Survey (ACS) data and may also include the NJTPA GIS Environmental Justice portal or the TNJ Fair Housing and Equity Assessment.

Based on data collection, the Consultant shall create a geodatabase of the citywide parking supply, including a catalog of the data by ownership, number of spaces, use restrictions, occupancy, turnover, use duration, and any other relevant distinctions.

Task 3 Deliverables:

- Geodatabase of all data collected, and all GIS products, will follow the procedures described in the NJTPA's EGIS User Manual, specifically Appendix U3 – EGIS Quality Assurance Program. This manual can be found on the NJTPA [website](#).
- Technical Memorandum 1 that summarizes Data Collection, which includes narrative text, mapping, and other graphics to describe relevant existing conditions, including inventory of parking supply and parking requirements, and an environmental justice analysis at the block group or census tract level.

Task 4: Data Analysis & Modeling

Building on the data collected in Task 3, the consultant shall create a spreadsheet Parking Model to be used for scenario-based parking demand analysis. This Parking Model will serve as a tool for forecasting parking demand and development of a parking plan based on analysis of multiple scenarios. The model will allow the user to modify factors within the model, such as adding a parking garage, pricing, a new development, or changing the modal split, and understanding how this would change outcomes. This model shall provide insight into the supply and demand, the impacts of pricing on demand, as well as the extent and location of surplus and deficit.

It is anticipated that this study will involve the compilation of existing GIS datasets, the manipulation of existing GIS datasets (including street parking, surface lots, parking garages, parking zones, etc.), and the development of original GIS datasets, which shall be an iterative process with interim and final deliverables. GIS management will be the responsibility of the Consultant. GIS datasets and mapping applications will be required to be developed and submitted using the data standards and file documentation procedures described in the NJTPA's EGIS User Manual.

The purpose of this task is to depict the spatial relationship between parking and land use, the traffic impacts to a few key roadway corridors to the city or that connect between sections of the city to gain an understanding of the major factors causing parking inefficiencies throughout the city (including, but not limited to,

inconsistent zoning requirements, walking distance between parking facility and destination, user perception, and pricing) and a set of recommendations on how the City may intervene.

Task 4 Deliverables:

- Spreadsheet based Parking Model with geographic display, and accompanying summary and user guide
- Travel Demand Model for a few key roadway corridors in and out of the city and between sections of the city.
- Technical Memorandum 2 that summarizes Data Analysis & Modeling task, including narrative text, mapping, and other graphics. Summary of comments and recommendations from Public Meeting 1. Consultant shall identify common themes amongst the recommendations and opportunities to group broader policy or infrastructure recommendations.

Task 5: Recommendations

Based on the data collection, modeling, and comments from the TAC, stakeholders and the public, the Consultant shall develop recommendations for Parking Management Plan related to both parking policy and parking infrastructure improvements. This task may entail vetting information with pertinent agencies or authorities through one-one-one meetings, if necessary. Recommendations should address exiting residential parking zones and include procedures and policies the City should implement to more effectively manage its parking supply, updates to zoning requirements, and identification of innovative parking management strategies, such as shared parking, fee-in-lieu of parking, dynamic pricing, and remote parking, to support the City's development goals. This task will include development of an implementation strategy that includes an order of magnitude cost estimate, timeframe, potential implementing agency, and potential funding sources. Recommendations shall relate to study goals and objectives and articulate impact to quality of life for residents and the local businesses. Environmental Justice impacts shall also be provided.

Task 5 Deliverables:

- Technical Memorandum 3 that summarizes overarching recommendations related to both infrastructure and policy; Summary of Public Meeting 2 and public comments.

Task 6: Final Report and Final Deliverables

The Consultant will prepare a final report outline and table of contents for review prior to the drafting of a final report. Once approved, the consultant will prepare a draft final report, which will be comprised of the following sections: an Abstract, Executive Summary, Introduction, Methodology, Findings, Parking Inventory and Model, Recommendations of Management Strategies, and Implementation Plan, which shall include overarching actions or strategies and specific recommendations for common parking conditions. The Parking Inventory and Model section should include recommendations for maintenance. The final

report shall draw from the deliverables of the previous tasks, and individual reports for the public meetings shall be included in the final report appendices. The document will identify existing local, state, and federal funding resources available to advance recommendations within the report.

The Consultant shall revise the draft final report per comments from the public, TAC, stakeholders, NJTPA staff, and the City project manager in order to produce the final report.

In addition to providing electronic copies of the final report to municipal officials, the final report will be distributed to the City Council, members of the TAC, and stakeholders. The report will also be made available to members of the public via electronic download from the City website.

Posters: The Consultant shall prepare six 36” x 48” posters that summarize the findings for each ward. Posters shall be mounted on foam core board and contain text, images, and graphics to convey needs as identified by the public comment and data, as well as findings and recommendations. The City intends to use these posters after study completion to educate the public and to advocate for the implementation of recommendations.

Task 6 Deliverables:

- Final Report Outline and Table of Contents
 - Draft Final and Final Report PowerPoint Presentation: The City project manager will prepare a PowerPoint presentation that includes graphic oriented slides, demonstration of the parking model and accompanying presentation notes or script.
 - Six (6) 36” x 48” posters mounted on foam core board
 - Study Materials: The Consultant will provide digital copies of all presentation materials developed during the project; the final report will follow NJTPA reporting guidelines. All data, including images, raw data from surveys, derived GIS layers, will be provided to the City of Jersey City. All Consultant GIS products will follow the procedures described in the NJTPA’s EGIS User Manual, specifically Appendix U3 – EGIS Quality Assurance Program.
 - PRIME data entry: All identified needs and recommendations generated by the study final report should be catalogued in a database for upload into the Planning Recommendations Integration Management Engine (PRIME) by the consultant at study completion. PRIME data field names will be provided by NJTPA.
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C. Environmental Justice

It is anticipated that a major consideration will be Environmental Justice, which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. The public involvement plan shall identify barriers to meaningful involvement for minority populations and ensure outreach to individuals with Limited English Proficiency and limited access to technology, such as phone or email. The Plan shall consider to potential benefits to underserved communities, such as increased housing affordability and transit options with the reduction of required parking spaces. When recommending strategies for efficient parking management, the consultant shall ensure that no socioeconomic or ethnic minority group bears a disproportionate share of negative consequences of the proposed policies.

D. Advisory Committees

Summarize how the study will incorporate study partnerships into the methodology above.

This study will include a Technical Advisory Committee (TAC) with participation of members from the following City offices will be necessary:

- Division of City Planning
- Mayor's Office
- Department of Business Administration (Architecture, Engineering, & Traffic)
- Department of Public Works
- Division of Commerce
- Jersey City Police Department
- Jersey City Division of Parking
- Jersey City Redevelopment Agency
- Special Improvement Districts
- Elected officials & stakeholders

Consultation with outside agencies, including NJDOT, NJ TRANSIT, the Port Authority of NY & NJ, and Hudson County, may also be beneficial.

Contact Information:

Subregional Project Manager Name: Barkha R Patel

Title: Senior Planner

Office: Division of City Planning

Address: 30 Montgomery Street, Suite 1400, Jersey City, NJ 07302

Telephone: (201) 547-5021

Fax: (201) 547-4323

E-mail: bpatel@jcnj.org

Subregional Chief Financial Officer Name: Donna Mauer, CMFO
Office: Department of Administration, Division of Management and Budget
Address: 280 Grove Street, Jersey City, NJ 07302
Telephone: (201) 547-5042
Fax: (201) 547-7244
E-mail: donnam@jcnj.org

**FY 2019 - FY 2020 SUBREGIONAL STUDIES PROGRAM
CITY OF JERSEY CITY
PARKING MANAGEMENT PLAN
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ -		
	2. FRINGE BENEFITS	0%	\$ -		
	SUBTOTAL		\$ -	80%	20%
PART II:	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	SUBTOTAL		\$ -	80%	20%
PART III:	INDIRECT COSTS				
	INDIRECT COST ALLOCATION	0%	\$ -		
	SUBTOTAL		\$ -	80%	20%
PART IV:	CONSULTANT COSTS				
	CONSULTANT		\$ 300,000.00		
	SUBTOTAL		\$ 300,000.00	80%	20%
	TOTAL PROGRAM BUDGET		\$ 300,000.00	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2019-FY 2020 as outlined in the Subregional Studies Program Agreement. Changes within or between Parts I, II, III & IV will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 240,000.00	Local Match:	\$ 60,000.00	Total:	\$ 300,000.00
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**FY 2019 - FY 2020 SUBREGIONAL STUDIES PROGRAM
CITY OF JERSEY CITY
PARKING MANAGEMENT PLAN
STAFFING PLAN**

Project Task Budget

Task	In-house Subregional Staff Activities					Consultant Support Activities		Total Project	
	Subregional Staff Hours	Direct Labor Costs	Direct Non-Labor Costs	Indirect Costs	Costs	Consultant Hours	Consultant Costs	Total Costs	% of Total Budget
Task 1 - Project Management	160	\$ -	\$ -	\$ -	\$ -	300	\$ 28,000.00	\$ 28,000.00	9%
Task 2A - Public Outreach and Partnerships	160	\$ -	\$ -	\$ -	\$ -	250	\$ 30,000.00	\$ 30,000.00	10%
Task 2B - Visioning and Goal Setting	80	\$ -	\$ -	\$ -	\$ -	250	\$ 25,000.00	\$ 25,000.00	8%
Task 2C - Data Collection	80	\$ -	\$ -	\$ -	\$ -	600	\$ 90,000.00	\$ 90,000.00	30%
Task 3 - Data Analysis and Modeling	160	\$ -	\$ -	\$ -	\$ -	400	\$ 55,000.00	\$ 55,000.00	18%
Task 4 - Recommendations	80	\$ -	\$ -	\$ -	\$ -	250	\$ 35,000.00	\$ 35,000.00	12%
Task 5 - Final Report and Final Deliverables	80	\$ -	\$ -	\$ -	\$ -	200	\$ 37,000.00	\$ 37,000.00	12%
TOTAL	800	\$ -	\$ -	\$ -	\$ -	2,250	\$ 300,000.00	\$ 300,000.00	100%

Subregional Staff Plan

Personnel (Name & Title)	Estimated % of Time Needed for Study <i>(based on total work hours for the year)</i>	Total Estimated Hours for Study
Barkha R Patel, Senior Planner	21%	800
TOTAL	2%	800

Proposal Sponsor: Passaic County

Partner Counties or Municipalities: Essex County

Title of Proposed Study: Passaic-Essex Bus Rapid Transit Market Study

**Estimated Budget Requested (Consultant/In-House and \$ Federal/\$ Local): \$315,000
(\$252,000/\$63,000)**

Project Duration: 24 Months

Anticipated Duration of Consultant Effort: 12 Months

I. Project Management

A. Subregional Project Manager:

Michael Lysicatos
Assistant Director, Passaic County Department of Planning & Economic
Development
930 Riverview Dr., Suite 250
Totowa, NJ 07512
973.569.4047
mlyscatos@passaiccountynj.org

Assistant Project Manager
Jason Simmons,
Environmental Planner, Passaic County Department of Planning & Economic
Development
930 Riverview Dr., Suite 250
Totowa, NJ 07512
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jsimmons@passaiccountynj.org

Partner: David Antonio
County of Essex
Department of Public Works
900 Bloomfield Avenue
Verona, NJ 07044
973.226.8500 ext. 2580
dantonio@essexcountynj.org

B. Identification of agencies and municipalities from which letters of support and active participation are required:

- NJ TRANSIT
- County of Passaic
- County of Essex
- City of Clifton (Passaic County)
- City of Paterson (Passaic County)
- Township of Nutley (Essex County)
- Township of Belleville (Essex County)
- City of Newark (Essex County)

II. Study Scope of Work

A. Study Overview: The Passaic-Essex Bus Rapid Transit Market Study is the first phase in determining the feasibility and scope of implementing a Bus Rapid Transit (BRT) service from Paterson to Newark along the existing Paterson-Newark Industrial Track owned and operated by Norfolk Southern. The genesis of the concept is rooted in dialogue between Passaic County and New Jersey TRANSIT during the development of the Transportation Element of the Passaic County Master Plan. This NJTPA supported initiative generated a recommendation to begin studying the feasibility of running the BRT as a way to make regional bus service faster and more efficient and to provide a stronger economic link between Paterson, Clifton and Newark. The recent activity surrounding the master planning of the Hoffman La Roche site along Route 3 in Clifton (Passaic County) and Nutley (Essex County) made it increasingly important to determine the feasibility of the service and the uses it may serve in the near future. A potential new BRT service along the study corridor would meet many of the regional and national goals of helping the region grow wisely, making travel safer through the expansion of mass transit along a dedicated right-of-way, reducing the impact surrounding highway network, and providing ladders of opportunity to jobs and housing through new bus service.

1. Regional Need: The study will help address a regional need of expanding capacity and increasing efficiency in the public transportation (bus) system in northern New Jersey, with particular emphasis along the Route 3, Route 19, Route 46, Garden State Parkway, and Route 21 corridors. The market study would quantify the benefits that a possible dedicated Bus Rapid Transit (BRT) Right of Way (ROW) would allow (See Maps - "Nutley to Paterson" in purple), and potential service impacts to Newark, Montclair, Clifton, Passaic, Paterson and Wayne in Passaic and Essex counties. The proposed corridor intersects one of the busiest bus corridors in New Jersey and will see an increase in demand for trips upon completion of the Seton Hall Medical School, currently under construction at the former Hoffman La Roche site in Clifton and Nutley in Passaic and Essex Counties respectively. The need has been highlighted in the Transportation Element of the Passaic County Master Plan developed in partnership with NJ TRANSIT and funded through the NJTPA.

2. Subregional Need: The need for a market analysis and conditions assessment would provide Passaic and Essex Counties the information needed to determine the potential feasibility of a new Bus Rapid Transit (BRT) service. A new BRT facility could help mitigate some of the automobile traffic that could come with the new medical school and additional corporate, retail and residential development at the former Hoffmann La Roche plant along Route 3 in City of Clifton (Passaic County) and Nutley (Essex County). The study will examine how to provide a more efficient connection to the Newark Broad Street Station, Newark Penn Station and the Newark Central Business District that could support local economic development goals. Ultimately any gains in efficiency or capacity would improve bus patronage and allow for better local service in both Counties.
3. Study Goal: The goal of the study is to produce a market study that identifies potential ridership, capacity, routing, stations, bus vehicle access points, and layover areas for a dedicated Bus Rapid Transit (BRT) line along the Newark Industrial Track Right of Way (ROW) between Passaic and Essex Counties from the Cities of Paterson and Clifton to the north and ending in the vicinity of the Broad Street Station of the Newark Light Rail.

B. Methodology

Task 1: Project Management

Passaic County will be project lead and have primary responsibility for project management of the study, including but not limited to communications with NJTPA, reporting and invoicing submissions to NJTPA, consultant procurement, management of day to day activities, quality control and delivery of a completed study that fulfills the scope of work on time and within budget. It will work in close collaboration with Essex County to ensure project success. The two counties will have equal weight on the consultant selection committee, in reviewing deliverables, and in vetting draft study recommendations through their respective processes and organizations. The counties will conduct bi-weekly conference calls to coordinate study activities and consultant direction.

The project consultant shall designate a project manager who will be responsible for managing the day to day activities of the consultant team and will serve as the primary source of contact with the Counties. The consultant project manager shall establish an effective means of coordinating and reporting its activities with the Counties through the course of the project, including a regularly scheduled meeting (preferably bi-weekly) to review all study progress and upcoming deliverables with relevant consultant team staff and members of each County staff. The project manager will also be responsible for the preparation and submission of progress meeting agenda, minutes, monthly progress reports, and invoices. A detailed project schedule shall be submitted at the kick-off meeting with the counties and NJTPA for review and approval and reviewed regularly

during the course of the study to ensure timely completion. Final reports incorporating all edits from project teams and TAC members must be submitted to the NJTPA for review by May 29, 2020. Contracts must be completed by June 30, 2020, which is the last day to incur costs. The consultant project manager will also be responsible for providing all required deliverable in paper and digital format for review and submission to the NJTPA that meet their digital submission and reporting standards. All deliverables shall be to a level of quality that meets generally accepted professional standards, and that is fit for use by end users, which may include County, NJTPA, and NJ TRANSIT staff and elected officials.

Task 1 Deliverables:

Passaic County will prepare and submit quarterly reports and any other documentation required by the NJTPA. Passaic County will specifically be responsible for executing and reporting all financial information including contract execution, procurement activities with the consultant as well as providing all information on the CTS. The consultant will provide notes and/or minutes from bi-weekly coordination meetings in order to confirm that all deliverables are meeting the management team's needs as well as all financials and progress reports required for quarterly billing to the NJTPA.

Task 2: Outreach

Passaic and Essex Counties along with the consultant team shall create a technical advisory committee (TAC) to provide input and expertise from the municipal governments along the study corridor and State agencies that will review the market analysis and findings. The consultant shall organize and facilitate at least three (3) TAC meetings, and provide a schedule of the anticipated purpose and approach to each. This group shall consist of representatives of groups including:

- NJ TRANSIT
- NJDOT
- NJTPA
- NJ Office of Planning Advocacy
- EZ Ride formerly Meadowlink (TMA)
- County of Passaic
- County of Essex
- City of Clifton (Passaic County)
- City of Paterson (Passaic County)
- Township of Nutley (Essex County)
- Township of Belleville (Essex County)
- City of Newark (Essex County)

The responsibilities of the TAC shall include, but not be limited to:

- Review and provide feedback to the consultant on draft and final study interim reports and documents throughout the study;

- Identify needs and concerns of local stakeholders, community groups and partners along the study corridor or within proximity of a bus stop/station potentially served by the BRT project;
- Review and provide input on the data collection, outreach, development of improvements and recommended implementation strategies of the study;
- Review the final recommended action items and market analysis; and
- Ensure that the final report clearly identifies the implementation priorities along with agencies responsible for each study hand-off.

The consultant team will also conduct up to three (3) focus group/interview sessions to determine specific needs and or land use activities that may drive the market analysis. These meetings can be with local government officials or technical professionals, local developers and or economic development professionals. Two public meetings are expected along the ROW in each County to gauge potential interest.

Special effort will be made to ensure engagement of environmental justice communities in the study outreach process by working to eliminate any barriers to their meaningful participation in the study process. The consultant will conduct research to identify areas where low income, minority, and limited English proficiency populations live under Task 3.

Task 2 Deliverables:

The consultant shall document and provide notes/minutes of all TAC, focus group and public meeting minutes, submittals and activities. The reports will be archived in an appendix of the study. All activities to organize schedule and confirm TAC committee member involvement will be managed by the consultant team. The consultant shall document the public outreach efforts, including to Environmental Justice communities.

Task 3: Data Collection

A. Market Data

The consultant shall identify and assemble routing, ridership, ridership surveys, and trip data (origin-destination) or any other pertinent information for the various NJ TRANSIT routes that traverse the study corridor. This will include but not be limited to the following:

- Demographic profile (current and projected) such as population, age, income, employment, and travel trends that may inform the short and long-term aspects of the market analysis and future demand through review of the Census and Department of Labor data.
- In accordance with Environmental Justice requirements, identify and map areas where low income, minority, and limited English proficiency populations live. Environmental Justice data sources should include the latest American Community Survey (ACS) data and

may also include the NJTPA GIS Environmental Justice portal or the TNJ Fair Housing and Equity Assessment.

- Identify existing development plans and potential future development that may have an impact of demand for services through review of local and county master plans, redevelopment plans, and coordination with planning boards.
- Bus routes operating on NJ Route 3, Route 46, Garden State Parkway, and Route 21 that intersect or are within reasonable proximity the of the study corridor;
- Bus routes that serve major destinations such as large employers /educational institutions/retail centers/employment centers and/or dense residential areas;
- Bus routes that service park-and-ride facilities (including the Allwood Road and Wayne Transit Center, Mothers and Willowbrook facilities), and other mass transit station s (such as Newark Penn Station and other NJ TRANSIT rail stations);
- Generic survey regarding service options within the potential service area, ridership and destinations to be administered by the consultant in consultation with NJ TRANSIT.

This information will serve as the foundation for the market analysis in determining existing travel patterns, utilization rates and potential time savings of any modified or new routes along the study corridor. The data collection effort will also include consideration of traffic operating conditions during peak hours and identify congestion and safety issues that could possibly be alleviated by utilizing the study corridor. This effort will also require coordination with the Technical Advisory Committee (TAC) to document any other concerns or issues with existing service that have been reported to local staff or governing bodies. This dialogue with the TAC will also include identify potential development and redevelopment sites along the study corridor for the future scenario of the market analysis. The types of development and intensity of the uses should be accounted for in order to estimate the mode share that could apply to the future bus service demands.

B. Infrastructure Conditions Assessment

The conditions assessment is consultant supported initiative that will provide a cursory review of the infrastructure conditions used to inform the feasibility of the recommendations generated in the Market Analysis. This would include, but not be limited to photographic documentation and cataloging of all conditions at roadway crossings along the Paterson-Newark Industrial Track. The information gathered will include but no be limited to the following:

- Signal crossing equipment
- Pavement conditions

- Curbing and sidewalks leading to and from each crossing
- Drainage facilities
- Roadway width and cross sections (i.e. lane configurations and measurements)

Based on the initial screening and the results of the market analysis, the consultant will identify potential areas for bus stations and/or park-and-ride facilities along the study corridor. This includes documentation of adjacent vacant or underutilized properties that could provide sites for these facilities. Ideal locations would allow for bus shelters, have sidewalks that access the ROW or would provide easy installation of such facilities. Any readily available information on known contaminated sites or any other information that would prevent the implementation of these facilities will be included in the reporting. All the information will be recorded in a GIS database.

Task 3 Deliverables:

A technical memorandum summarizing the data collection, including demographic and Environmental Justice data, and GIS mapping.

A technical memorandum of the relevant current services, operational conditions and needs (for both current and future operations) that can be addressed with potential BRT service along the study corridor.

Technical memorandum summarizing the existing conditions along the study corridor.

Task 4: Market Analysis and Metrics

The Market Analysis review, which may be led by NJ TRANSIT, will begin with the development of a set of quantitative criteria/measures to compare service options and the feasibility for each option that result from the market analysis. The metrics are to be developed by the consultant in partnership with NJ TRANSIT and Passaic and Essex Counties. The metrics will include but will not be limited to travel time, fare costs, bus utilization rates, cost of operation, emissions reductions, safety impacts, and a measure of impact on overall highway congestion, air quality, and safety. Each option is to be outlined in a matrix that highlights costs and benefits under current conditions and a future scenario based on planned land use developments.

The market analysis will determine the viability and the conditions under which BRT service would be operated along the study corridor. The first scenario of the market analysis will determine the result from utilizing the study corridor to divert/augment existing bus service only. The analysis will utilize the performance matrix mentioned earlier to highlight different outcomes of each recommendation along with a summary on the timing (i.e. peak hour), routing, stops, and markets served for each option. The analysis should specifically recommend beginning and end points, station stops, and potential park-and-ride facilities for each service based on the La Roche or speculated need from

population and employment projections. This will also include anticipated development projects such as the redevelopment of the Hoffmann La Roche site in Clifton/Nutley and/or any other projects identified during coordination meetings with local partners at the county and municipal level. This will also allow for the identification of potential destinations and/or stops that would enhance transit oriented development outside the existing market analysis.

The Environmental Justice data collected in Task 3 will guide the analysis of impacts of any proposed improvements to Environmental Justice communities, including whether there would be disproportionately adverse impacts to Environmental Justice communities.

Task 4 Deliverables:

A technical memorandum that includes:

- The market analysis;
- Metrics that includes but will not be limited to travel time, fare costs, bus utilization rates, cost of operation, emissions reductions, safety impacts, and a measure of impact on overall highway congestion, air quality, and safety;
- A matrix that highlights costs and benefits under current conditions and a future scenario based on planned land use developments;
- A set of recommendations, based on the existing conditions from Task 3, for potential facilities (such as bus stops and stations).
- An Environmental Justice analysis.

Task 5: Recommendations

The final element will be a set of recommendations on how to fund any bus service changes/additions/infrastructure support based on the metrics that have been gathered and the potential for efficiencies in both the timing and facilities impacted in the study. Recommendations can be drawn from the impact to congestion, air quality, augmenting/reducing demand on park-and-rides and bus stations and other impacts that arise in the analysis. A final technical memorandum outlining the feasibility of operating a BRT service along the study corridor will include but not be limited to the following:

Task 5 Deliverables:

Technical memo outlining the following items:

- Summary of existing bus service and impacts on these service routes;
- Identification of any enhanced or new potential bus services;
- Additional vehicles and support facilities required to support new or additional bus services;
- Market analysis performance matrix
- Market analysis feasibility reporting (Existing conditions scenario)

- Market analysis feasibility reporting (Future development scenario illustrating impacts on the service of significant development projects such as the Seton Hall Medical School and future development of the former La Roche Site)
- Funding recommendations and a phased implementation

Task 6: Final Report and Final Deliverables

The consultant will prepare a final report outline and table of contents for review prior to the drafting of a final report. Once approved, the consultant will prepare a draft and final report, which will be comprised of the following sections: an Abstract, Executive Summary, Introduction, Market Analysis, Conditions Assessment, Findings and Recommendations and an Implementation/Funding Plan, which shall include a matrix of recommended action items for implementation. The draft and final document will be based on the results of the previous tasks. The implementation section will identify existing county, state and federal transportation funding resources available to advance recommendations within the report.

The final report shall be presented by the consultant at advertised public meetings within proximity to the Passaic and Essex County stakeholders, and with special attention to inclusion of Environmental Justice communities. In addition to providing electronic and CD copies of the final report to municipal officials and stakeholders, the final report will be distributed to the County Board of Chosen Freeholders, members of the TAC and other relevant parties identified through the planning process. The report will also be provided to municipalities and be made available to members of the public via electronic download from the city/County web site.

Task 6 Deliverables:

Study Outline, Draft Final and Final Report: The consultant will prepare an outline for project team review, and a draft final report to be reviewed by the project managers, NJTPA, the TAC and other stakeholders. The consultant will then revise the draft final report and submit to NJTPA for final review with all previous comments addressed. After receiving final edits from NJTPA, the consultant will prepare a final report. The consultant will deliver 40 hard copies and a digital copy of the final report.

PowerPoint Presentation: PowerPoint presentation must include graphic oriented slides and accompanying presentation notes or script. The presentation follows the same format as the Executive Summary, with images crisp in appearance.

Study Materials: The consultant will provide digital copies of all presentation materials developed during the study; the final report will follow NJTPA reporting guidelines. All data, including images, raw data from surveys, derived GIS layers, will be provided to the Passaic and Essex Counties as well as NJ TRANSIT. All consultant GIS products will follow the procedures described in the NJTPA's EGIS User Manual, specifically Appendix U3 – EGIS Quality Assurance Program. This manual can be found on the NJTPA website.

PRIME data entry: All identified needs and recommendations generated by the study final report should be catalogued in a database for upload into the Planning Recommendations Integration Management Engine (PRIME) by the consultant at study completion. PRIME database field names will be provided by NJTPA.

C. Environmental Justice

One of the opportunities to address environmental justice in transportation planning is to study how public transportation options can provide more efficient and timely access to local and regional employment. This tenant is at the heart of the market analysis and is the driving factor in addressing environmental justice. The local governments will be accounted for in the TAC and can provide their feedback on what services and facilities can address environmental justice issues and provide ladders of opportunity to residents and around issues that are regularly addressed in public forums, local policies and general feedback from the public. The NJTPA Environmental Justice mapping will be used to determine which areas are impacted and used to solicit feedback during TAC meetings.

D. Advisory Committees

The technical advisory committee will be made up primarily of the governmental partners on the study. This includes the following:

- NJ TRANSIT
- NJTPA
- NJDOT
- EZ Ride formerly Meadowlink TMA
- County of Passaic
- County of Essex
- City of Clifton (Passaic County)
- City of Paterson (Passaic County)
- Township of Nutley (Essex County)
- Township of Belleville (Essex County)
- City of Newark (Essex County)

Contact Information:

Subregional Project Manager Name: Michael Lysicatos
Title: Assistant Director
Office: Passaic County Department of Planning and Development
Address: 930 Riverview Dr., Suite 250, Totowa, NJ 07512
Telephone: 973.569.4047
Fax: 973.812.3450
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Subregional Chief Financial Officer Name: Richard Cahill
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Fax: 973.881.0196
E-mail: RCahill@passaiccountynj.org

FY 2019- FY 2020 SUBREGIONAL STUDIES PROGRAM (SSP)
County of Passaic/County of Essex
Passaic-Essex Bus Rapid Transit Study
BUDGET PLAN

			PROPOSED BUDGET		FEDERAL SHARE		LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES						
	1. SALARIES		\$ 38,654.98	\$	\$ 30,923.98	\$	\$ 7,731.00
	2. FRINGE BENEFITS	63.000%	\$ 24,352.64	\$	\$ 19,482.11	\$	\$ 4,870.53
	3. LEAVE ADDITIVE	0.000%	\$ -	\$	\$ -	\$	\$ -
			SUBTOTAL \$ 63,007.62		80%		20%
PART II	DIRECT NON-LABOR COSTS						
	1. SUPPLIES		\$ -	\$	\$ -	\$	\$ -
	2. TRAVEL		\$ -	\$	\$ -	\$	\$ -
	3. PRINTING & REPRODUCTION		\$ 1,992.38	\$	\$ 1,593.90	\$	\$ 398.48
	4. TELEPHONE		\$ -	\$	\$ -	\$	\$ -
	5. POSTAGE		\$ -	\$	\$ -	\$	\$ -
	6. CONFERENCE/TRAINING		\$ -	\$	\$ -	\$	\$ -
	7. OTHER (SPECIFY)		\$ -	\$	\$ -	\$	\$ -
			SUBTOTAL \$ 1,992.38		80%		20%
PART III:	INDIRECT COSTS						
	INDIRECT COST ALLOCATION	0.000%	\$ -	\$	\$ -	\$	\$ -
			SUBTOTAL \$ -	\$	\$ -	\$	\$ -
PART IV:	CONSULTANT COSTS			\$	\$ -	\$	\$ -
	CONSULTANT		\$ 250,000.00	\$	\$ 200,000.00	\$	\$ 50,000.00
			SUBTOTAL \$ 250,000.00	\$	\$ 200,000.00	\$	\$ 50,000.00
					80%		20%
	TOTAL PROGRAM BUDGET		\$ 315,000.00	\$	\$ 252,000.00	\$	\$ 63,000.00

<p>This estimated budget is based upon projected costs to perform the work program for FY 2019-FY 2020 as outlined in the Subregional Studies Program Agreement. Changes within or between Parts I, II, III & IV will be authorized upon written recommendation of the Program Director and approved by the NJTPA.</p>
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FUNDING SOURCES:

Federal Share:	\$	252,000.00	Local Match:	\$	63,000.00	Total:	\$	315,000.00
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FY 2019 - FY 2020 SUBREGIONAL STUDIES PROGRAM (SSP)
County of Passaic/County of Essex
Passaic-Essex Bus Rapid Transit Study
STAFFING PLAN

Project Task Budget

Task	In-house Subregional Staff Activities			Consultant Support Activities		Total Study		
	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Consultant Hours	Consultant Costs	Total Costs	% of Total Budget
Task 1 - Project Management	90	\$ 7,654.48	\$ -	\$ -		\$ -	\$ 7,654.48	2%
Task 2 - Bus Market Analysis	300	\$ 21,311.60	\$ -	\$ -		\$ 150,000.00	\$ 171,311.60	54%
Task 3 - Conditions Assessment	294	\$ 20,764.21	\$ -	\$ -		\$ 75,000.00	\$ 95,764.21	30%
Task 4 - Final Report	180	\$ 13,277.33	\$ 1,992.38	\$ -		\$ 25,000.00	\$ 40,269.71	13%
TOTAL	864	\$ 63,007.62	\$ -	\$ -		\$ 250,000.00	\$ 315,000.00	100%

Subregional Staff Plan

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the	Total Estimated Hours
La Place, Michael J, Director	5%	90
Lysicatos, Michael, Assistant Director	19%	344
Jason Miranda, Assistant Planner	21%	380
Willis, Helen C, Grant Administrator	3%	50
TOTAL	12%	864

IV. ADMINISTRATIVE GUIDELINES

As the federally designated Metropolitan Planning Organization for northern New Jersey, the North Jersey Transportation Planning Authority (NJTPA) is responsible for the development of regional transportation plans and programs. As stated in the board-adopted mission statement: The NJTPA is the regional transportation planning leader and technical and informational resource for the people of northern New Jersey that:

- Creates a vision to meet the mobility needs for people and goods;
- Develops a plan for transportation improvement and management to fulfill the vision;
- Partners with citizens, counties, cities, state, and federal entities to develop and promote the transportation plan;
- Prioritizes federal funding assistance to make the plan a reality; and
- Links transportation planning with safety and security, economic growth, environmental protection, growth management, and quality of life goals for the region.

The NJTPA provides over one third of its federal allocation to support local planning to achieve this mission. The Subregional Transportation Planning Program (STP) provides funding to each member subregion to carry out essential local transportation planning, programming and administrative activities that support regional planning. ***This program was designed to support local transportation planning efforts, emanating from the Regional Transportation Plan (RTP) as they contribute to the mission of the NJTPA.***

The Subregional Studies Program (SSP) is a critical element of the NJTPA's continuous, cooperative, and comprehensive metropolitan planning process. Products developed through this program must address issues of significance to the entire region and must be consistent with plans at the state and regional level. The purpose of the NJTPA's Subregional Studies Program is to provide technical and financial assistance to subregions and subregional teams, on a competitive basis, to produce studies of important regional mobility and accessibility issues.

The following is provided to guide participants in the management and oversight of these pass-through programs.

➤ **1.0 Submission of Pre-Award Audit Documents:**

As part of its pre-award desk audit evaluation, which will be conducted in the fourth quarter of FY 2018, the NJTPA will conduct an assessment of the subrecipient's eligibility to receive federal funds and require the following information be submitted by the subregion before their subcontract agreement(s) (STP and SSP, if applicable) can be executed for the federal pass-through program(s).

1. Single Annual Audit and Financial Statements, including a Corrective Action Plan if applicable (2 CFR 200, Subpart F).

2. The Subregion's work program's direct and indirect cost rates (including supporting documentation and certifications in accordance with 2 CFR Part 200, as applicable), including:
 - a. Fringe Benefit rate(s) (including, but not limited to, the costs of leave (vacation, family related, sick or military, etc.), employee insurance, pensions, and unemployment benefit plans), and
 - b. Indirect (Facilities and Administration) Costs Rate.
3. The subregion's updated staffing plan, including:
 - a. all personnel to be charged to the grant program,
 - b. hourly wage rates and position descriptions, and
 - c. percentage of each individual's anticipated participation in the program.
4. Final work program budget(s) with certified rates listed above for indirect and direct expenses, including direct labor, non-labor and SSP consultant costs, if applicable.
5. Subregion's Data Universal Numbering System (DUNS) Number.
6. Documentation identifying source(s) of Local Match funding for each program in the form of formal letter on agency letterhead or resolution, including the following (letter must be signed by County/City Financial Officer):
 - a. amount of in-kind match funding,
 - b. source of funding (other federal awards/funds cannot be used for match), and
 - c. type of funding identified (County/City, or State funding and account reference number).

➤ **2.0 General Financial Guidelines:**

The NJTPA/NJIT will issue **cost-reimbursement subcontract agreements** that will incorporate the pass-through grant program's scope of work and budget. All work and expenditures associated with the STP and SSP Programs must adhere to applicable federal and state circulars, and must be in keeping with the guiding principles and requirements of the NJTPA work program, including the FHWA grant program provisions (23 CFR Part 420, 23 CFR Part 450, 49 U.S.C 5303, 49 CFR Part 613, and 2 CFR Chapter I, Chapter II, Part 200, et al. - Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards), and the NJDOT's Basic Agreement and Task Order with NJIT and NJTPA (Prime Contract).

The NJTPA's pass-through program expenditures will further be guided by the following:

1. Budgets may be developed using Labor and Direct Non-Labor Categories.

2. Subregions may allocate funds for fringe benefits and indirect (Facilities and Administrative) costs. However, the rates must be developed and certified in accordance with the Federal Acquisition Regulations and Code of Federal Regulations (2 CFR Parts 200.414, 200.415, 200.416 and 200.431), and approved by the NJTPA in advance. Payment for fringe benefits costs and indirect costs of full-time and part-time employees is permitted as a percentage of direct straight time wages, as approved by the NJTPA.
3. All salary costs must be developed using time and effort per task according to the work program.
4. Current salary rates for each employee charged to the program must be supplied in advance. If the salary rate changes, notification must be supplied in writing to NJTPA staff.
5. Budget Modifications: All budget transfers between Labor and Direct Non- Labor categories require written approval. All requests must be in writing and must be submitted with a revised budget and staffing plan. Requests should be submitted no later than the end of the third quarter (the 31st of March). ***No budget modification will be granted in the 4th or final quarter.***
6. Budget Adjustment: up to ten percent (10%) of budget may be transferred within Direct Non-Labor Expenses without pre-approval. Up to ten percent of budget may be transferred within Direct Labor Expenses without pre-approval. However, a copy of the revised budget must be submitted to central staff.
7. Copies of all receipts, vendor invoices and signed payment vouchers (to employees and vendors) or other proof of payment indicating payment issue date/check number for direct non-labor expenses must be attached to the quarterly invoice. This includes employee expense forms and/or travel expense vouchers. The NJTPA will be unable to reimburse subregional expenses incurred without receipts. These expenses need to be reported within the quarter the reimbursement check was issued by the subrecipient to the employee or vendor.
8. All equipment purchases, including office, general or special purpose, computing devices, information technology systems, or capital equipment (regardless of dollar amount), are ineligible for reimbursement under the core STP program.
9. Equipment may be provided for the subregions' use under the Supplemental Support Technology Library (see subsection below on Supplemental Support). All equipment, including office, computing devices, information technology systems, or capital equipment (regardless of dollar amount) must be requested in advance. These requests will be evaluated and, if approved, may be purchased directly by the NJTPA and the

expense drawn from the subregion's annual allocation of funds appropriated under the Supplemental Support budget line.

10. Labor costs and expenditures of staff not listed on the approved staffing plan will not be reimbursed.
11. Subregions must submit quarterly progress reports and invoices by appropriate deadlines, whether or not the subregion is seeking reimbursement.
12. **Back billing of expenditures is not allowed.** Subregions may not bill for expenditures incurred in previous quarters.
13. The source of Local Match funds **cannot** be from another federally funded grant. Match funding sources may either be county or state funds.
14. As a recipients of U.S. DOT funding, the subregions are required to comply with all federal and state procurement guidelines and must comply with the annual federal and State audit requirements (2 CFR 200.331, 2 CFR Subpart F, and State OMB Circular 04-04-OMB); additional procedures for state audits may apply in accordance with the State Grant Compliance Supplement (see Department of Transportation listing on the New Jersey Office of Management and Budget website at: <http://www.state.nj.us/treasury/omb/publications/grant/index.shtml>).
15. All expenditures shall be documented in compliance with applicable federal and state guidelines and be made available for audit review. All records including payroll timesheets are to be kept during the contract period and for a period of three years from the date of the final payment.
16. The subregions must use its own documented procurement procedures that reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and standards identified in 2 CFR Parts 200.318 (General procurement standards) through 200.326 (Contract provisions) and the NJTPA's procedures for procurement of professional services.

➤ **3.0 Guidelines for Direct Non-Labor Expenses:**

Allowable charges include the following line items:

Line Item: Supplies

Allowable costs include:

1. Office supplies used to carry out the STP work program (i.e. paper, pens, ink, etc., which are not included in overhead expenses). Note, computing devices are not eligible for reimbursement under this pass-through program.

Line Item: Travel

Please note: Subregions may only expend up to five percent (5%) of the Total Program Budget on Travel. Any expenses over five percent of budget will be disallowed.

Allowable costs include:

1. Hotel and transportation costs associated with conference travel
 - Subregions must adhere to the current Federal Per Diem rates. Information on the federal travel regulations and current per diem rates can be found at www.gsa.gov. ***Note: Reimbursement will be made based on actual expenses, up to the maximum allowable federal cap.***
2. Parking and Tolls
 - Detailed receipts of all parking and toll expenses must be provided.
3. Mileage
 - Subregion will be reimbursed at the county/city approved POV rate. The rate may not exceed the federal mileage allowance for vehicle use. Information for current P.O.V. rates can be found at www.gsa.gov. Note: The county/city and GSA POV rates do NOT necessarily have the same rate. Proof of mileage in the form of a web-generated mileage calculator (e.g., MapQuest or Google) must also be submitted.
4. Food charges related to overnight travel. All dining charges associated with overnight travel must adhere to the Federal Per Diem rates.
 - Subregions may not charge for dining associated with same day travel (travel days less than 12 hours) such as travel for attendance of a meeting or day conferences (i.e. purchase of lunch while attending NJTPA Board Meetings). This is not an allowable expense.
 - Gratuity is allowed on applicable meal charges. No gratuity will be allowed for services (i.e. maid/room service, bellhop, taxi, and etc.).
5. Subregions will only be reimbursed for a maximum of two staff members (in addition to the Board of Trustees' representative) for all NJTPA Board, Committee and RTAC meetings. Additional Staff may attend. However, their costs will not be reimbursed through the STP Program.

Note: For meeting and conferences not hosted by NJTPA, copies of the Meeting/Conference Agenda must be included as supporting document with the travel expenses.

Line Item: Printing and Reproduction

Allowable costs include:

1. Costs of printing final reports, brochures, promotional materials for events and educational campaigns, etc., which are directly applicable to and included in the subregion's approved work program activities and budget (if not included in overhead expenses).

Note: When budgeting, please make sure to account for the number of reports that are required to be submitted to the NJTPA.

Line Item: Postage

Allowable costs are as follows:

1. Cost associated with mailing STP Program documents.

Line Item: Conference/Training

Note: Subregions may only expend up to three percent (3%) of the Total Program Budget on this line item. Any expenses over three percent of budget will be disallowed.

Allowable costs are as follows:

1. Conference Registration Fees
 - Attendance at conferences, seminars and meetings where the purpose of the conference is the dissemination of technical information is an allowable federal cost ***for staff being supported on the STP Program grant***. Examples of the kind of conferences which staff may expense to the STP grant include: the TransAction Conference, American Planning Association (APA), New Jersey Association of Counties (NJAC), the League of Municipalities and Transportation Research Board (TRB). Although some of these conferences also include policy sessions, they are considered allowable as technical transportation planning information is disseminated.
 - NJTPA Board members will only be reimbursed for attendance at conferences such as TransAction, NJAC, and the League of Municipalities, if they are on a panel and or making a presentation on behalf of the NJTPA.
 - Attendance at events with an emphasis on lobbying is not federally reimbursable. Examples of this kind of event could be the Alliance for Action conferences (or other organizations) aimed at affecting federal legislation. The grant should not be charged for time or travel costs to events such as these, regardless of who is attending.
 - Other Alliance events, where technical information is disseminated (e.g., the effect of congestion on the economy, etc.) would be allowable.

- Attendance at policy conferences is not an allowable cost. An example of this type of conference is the Association of Metropolitan Planning Organizations (AMPO's) policy conference in Washington D.C. The grant should not be charged for time or travel costs to events such as these, regardless of who is attending.

Additionally, you may only be reimbursed for allowable travel if you have a travel or conference line item in your STP budget. ***As always, if you are not sure if the registration fees for a conference you would like to attend is an allowable expense under this federally funded grant, please feel free to contact the NJTPA Program Manager prior to registering or incurring any cost to confirm if they are eligible for reimbursement under this program.***

2. Training w/pre-approval (must be submitted in advance for approval and attributable or supported to the mission and goals of the STP Program).

Line Item: Other

All items that are to be charged to "Other" must be specified in advance and exclusively attributable to the STP Program.

Allowable costs include:

1. Professional Subscriptions
2. Professional Journals, Design Manuals and Publications
3. Computer Software Manuals
4. Software Maintenance

Unallowable costs include:

1. Professional licenses
2. Professional membership fees

It is recognized that all budget projects are performed nearly one year in advance, and that revisions may be required throughout the year. Therefore, individual exceptions that arise throughout the program year will be addressed on a case-by-case basis. Early notification allows staff to provide the necessary assistance to ensure that work continues without interruption and that the subregion is able to fully expend the budget without disallowance.

Budget Modifications are not allowed in the 4th or final quarter of the program year. There are no extensions granted for the pass-through programs.

➤ **4.0 Guidelines for Awarding and Monitoring SSP Consultant Work and Expenditures (Part IV of the SSP Budget):**

1. Consultants shall be retained in accordance with Federal regulations and standards (2 CFR Parts 200.318 through 200.326) and the NJTPA's "Procedures for Procurement of Professional Services".
2. All project consultants must be registered to do business in the State of NJ. Business Registration Certificates are required for all consultants (primes and subconsultants).
3. Consultant contracts are subject to Title 49, Part 26, Code of Federal Regulations (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs" and shall comply with the NJDOT's statewide DBE/ESBE participation goal in effect at the time of consultant solicitation.
4. ESBEs must be certified by NJDOT. DBEs may be certified by any participating member (NJDOT, NJ TRANSIT, and PANYNJ) under the NJ Unified Certification Program (UCP). Please Note: All certified DBEs are ESBEs. Certified DBEs will satisfy an ESBE contract goal. Firms certified as MBE/WBE/SBEs by the NJ Department of Commerce will not satisfy the DBE/ESBE requirement established under this program. However, the NJTPA does not discourage the use of such firms.
5. To be eligible for reimbursement, costs incurred must be included in the original consultant agreement scope of work and cost proposal, and must conform to Federal cost principles.
6. Carefully review invoices before issuing payment:
 - a. Check rates and personnel, should agree with cost proposal.
 - b. Check the math; please be sure the multiplication/addition is correct.
 - c. Consultants must adhere to federal and state cost principles (48 CFR 31.2), including Federal Travel Regulations and current Per Diem rates.
 - d. Check time and efforts reports to ensure that percentage of project completed agrees with percentage of project billed to date.
7. If the Consultant is required to produce extensive reports, maps, brochures and etc., be sure that the cost for these have been budgeted in the agreement.
8. Make sure project is on schedule. Get timely progress reports and invoices. Consultants should bill monthly, at most quarterly. This insures the receipt of regular reports and updates on the project's status. A sample consultant progress report is provided with the Quarterly Reporting Exhibits. The subregions or consultants may use their own standard progress reports but the content and information outlined in the NJTPA sample report must be included. Word copies of the sample report can be provided for the subregions and consultants to use as a template documents for their projects.
9. Alert the NJTPA Program Manager to any problems immediately.
10. Monitor ESBE/DBE goal. Alert the NJTPA as soon as possible if goal attainment is in question.

11. Amendments/Changes to Project:

- a. Changes to scope of work. If during the course of this project it is discovered that the scope of work requires revision, the NJTPA should be notified immediately. Changes in project scope may require Board and FHWA approval.
- b. Budget revisions. The NJTPA also must be aware of any budget changes. A change to the budget may affect the ESBE/DBE goal requirement. If changes to the budget or scope of work affect ESBE/DBE participation, the Subregion will be required to request a waiver of exemption from the ESBE/DBE goal. The Subregion must document that a good faith effort was made in order to meet the goal. All requests for a waiver of exemption from ESBE/DBE goal require the NJTPA's Executive Committee Approval.

12. Ask questions. The consultant is working for you. You should never be afraid to ask questions or direct the consultant to meet the project's needs.

13. All products of the consultant project shall be supplied to the NJTPA upon completion and acceptance by the subregion.

➤ **5.0 Quarterly Reporting Requirements:**

1. Submitting STP Program and SSP Invoices and Reports to NJTPA, if applicable:

(A) Invoice Requirements:

- (1) Signed Invoice. ***The subregions shall submit detailed invoices utilizing the NJTPA's standard invoice form***, which is generated from the NJTPA's web-based Cost Tracking System (CTS) for pass-through grant programs. (See ***QUARTERLY REPORTING EXHIBITS*** for a sample invoice for payment form.)
- (2) Cost Tracking System Reports (CTS)
 - a. Budget Summary
 - b. Employee Time Summary Report
 - c. Time Summary by Task Report
 - d. Intern Time Keeping Report (if applicable)
 - e. Consultant Quarterly Expenses Report (if applicable)
- (3) Direct Expense Receipts. ***Copies of all direct expense receipts must be submitted with invoice.*** This includes but not limited to: Printing, Postage/Express Mail, Travel Vouchers (should detail destination and purpose of trip, and include a web-generated mileage calculator) with toll, transit and parking receipts, detailed hotel and lodging receipts, itemized meal and incidental receipts, and all other direct expense receipts and appropriate proof of payment.

- (4) Payment Vouchers. Payment voucher (signed by treasurer or finance department director) noting payment date or other form of proof of payment. ***Note, invoices submitted with incomplete or unsigned payment vouchers will not be processed until proof of payment can be provided.***

(B) Payment Voucher for SSP Consultant Services

Requests for reimbursement of actual costs incurred for allowable consultant expenses shall be submitted with the quarterly invoices. This is a cost reimbursable program. ***Back billing from a previous fiscal year is not permitted; where applicable, reimbursement must be sought in the billing period in which a consultant is paid.*** A subregion cannot seek reimbursement until it can provide documentation (***signed payment voucher issued by the Finance Department***) stating that the consultant has been paid. If signed payment voucher is unavailable, a copy of a check or financial statement will be sufficient. Such documentation must indicate payment date, check number and amount. Eligibility period for reimbursement is determined by date of payment by subrecipient. For example, if the subregion is billed in the 3rd quarter but does not pay the consultant until the 4th quarter, then reimbursement, accompanied by the payment voucher, the consultant's invoice with all supporting documentation, and activity summary, should be sought at the end of the 4th quarter.

Note: Invoices submitted with incomplete or unsigned payment vouchers or approved form of proof of payment will not be processed until proof of payment can be provided.

Consultant Invoice(s) and Supporting Documentation

- (1) Approved Timesheets
- (2) A Certified Payroll Summary, providing the following information.
 - Name of Employee/Classification
 - Date (Payroll period covered)
 - Hours (by Task)
 - Hourly Rate
 - Total Salary
 - Executed certification of accuracy by authorized personnel.

See ***QUARTERLY REPORTING EXHIBITS*** for sample consultant payroll summary certification language.

- (3) Direct Expense Receipts.

All consultant direct expense receipts must be submitted with their invoice. This includes but not limited to: Printing, Postage/Express Mail, Employee Expense Forms\Travel Vouchers (should detail destination and purpose of

trip, and include a web-generated mileage calculator) with toll, transit and parking receipts, and all other direct expense receipts. All travel must adhere to federal travel regulations and per diems in effect during the time of travel (go to www.gsa.gov for current mileage reimbursement (POV) and per diem rates).

- (4) Time and Efforts summary report that shows percentage of project completed.
- (5) Monthly consultant progress report (see ***QUARTERLY REPORTING EXHIBITS*** for a sample template document)
- (6) Subconsultant invoices and supporting documents (same as above for primes).

(C) Requirements for Quarterly Reports

Quarterly reports must be submitted with the invoice. Each subregion must report on the progress of each task every quarter using the STP and SSP quarterly reporting templates provided by the NJTPA. Subregions must ensure that all core tasks have been completed as stated in the original scope of work. (See ***QUARTERLY REPORTING EXHIBITS*** for sample quarterly reports.)

Each Quarterly Progress Report shall minimally include:

- (1) A narrative description of work performed during the calendar quarter and any difficulties or delays encountered;
- (2) A comparison of actual accomplishments to the goals established for the period;
- (3) A comparison, by tasks, of costs incurred with amounts budgeted;
- (4) A comparison, by task, of work performed compared to the schedule, including a percentage of the total work completed (where appropriate, this requirement can be met by including a bar chart showing schedule timing and actual progress); and
- (5) Other pertinent supporting project information, data or products.

(D) Reporting Deadlines

Interim reports and invoices are due 10 business days after the close each quarter for the with the exception of final quarter. For the final quarter of the program

year, reports and invoices are due no later than 15 business days after close of the final quarter (the 30th of June).

Quarterly Reporting Schedule for FY 2019 Programs

<u>Reporting Period</u>	<u>Program</u>	<u>Due Date</u>
1 st Quarter (ending September 30 th)	STP/SSP	October 15, 2018
2 nd Quarter (ending December 31 st)	STP/SSP	January 15, 2019
3 rd Quarter (ending March 31 st)	STP/SSP	April 12, 2019
4 th Quarter (ending June 30 th) / STP Final Quarter	STP/SSP	<i>STP Final Quarter: July 24, 2018</i> <i>SSP 4th Quarter: July 15, 2019</i>
5 th Quarter (ending September 30 th)	SSP	October 15, 2019
6 th Quarter (ending December 31 st)	SSP	January 15, 2020
7 th Quarter (ending March 31 st)	SSP	April 15, 2020
8 th Quarter (ending June 30 th) / SSP Final Quarter	SSP	July 22, 2020

(E) Submission Documentation Requirements

- (1) One (1) original signed hard copy of quarterly or final invoice. The invoices must also include: Cost Tracking System (CTS) reports, payment voucher(s), and supporting documentation. Final invoice must include or be accompanied by executed final release clause and certification statement (see ***QUARTERLY REPORTING EXHIBITS*** for sample final invoice release clause and certification statement).
- (2) One (1) hard copy of the quarterly and final progress reports, to be submitted with the quarterly and final invoices.
- (3) One (1) electronic copy of all quarterly and final progress reports (in MS Word format) and invoices (in Adobe pdf format), to be e-mailed (please note, products defined in the work program must be available upon request).

- (4) The fourth quarter and final STP progress reports are to be submitted as one document (Fourth Quarter/Final Report). The Fourth Quarter/Final Report shall include a summary of subregional activities that occurred during the fourth quarter (in a similar format as the prior quarters), and must also include two to three paragraphs that highlight the annual program's significant accomplishments and summarize how activities that took place during the fiscal year impacted transportation, both locally and regionally. The Fourth Quarter/Final Report should be submitted electronically in the following format:
 - a. Section I Fourth Quarter Activities
 - b. Section II Summary of Program Impacts
 - c. Section III Highlights of Program Accomplishments
- (5) The eighth and final SSP quarterly report shall include a summary of highlights and key recommendations resulting from the completion of the study along with a copy of the final product.

➤ **6.0 STP Supplemental Support:**

For FY 2019, the NJTPA will continue to make supplemental STP funds available for the subregions to use towards their local planning program activities that support the mission of the NJTPA. A budget of \$15,000 per subregion will be allotted to the FY 2019 STP Supplemental Support (or a total maximum budget of \$225,000 for the program). Individual subregional support requests greater than \$15,000 will be considered (up to a maximum budget of \$30,000) if the allocated funds are not fully obligated; however, approvals of requests for support items greater than \$15,000 in value will depend on availability of funding and demonstrated need and ability to utilize eligible items of support. There is no local match requirement for these funds.

The program is designed to allow the greatest flexibility given the diverse needs and constructs of each subregion. The STP Subregional Support Program consists of five distinct areas of support: Technology Library, Intern Support, Training and Professional Development, Public Outreach Foreign Language Translations, and Printing and Reproduction. The FY 2019 Work Program's planning priorities and activities should be taken into consideration when determining how best these funds can be used to complete your work programs. A subregion may decide to use the entire amount for intern support, or allocate a portion for interns and split the rest between any of the other areas of eligible support.

All subregions are encouraged to take advantage of this program. To participate in this program, the following guidelines must be followed:

- ***All requests must be submitted in writing, as part of the subregion's draft FY19 UPWP work program application, and support the NJTPA's RTP.*** Requests shall be made

using the NJTPA's standard STP Supplemental Support Request Form (utilizing the form provided in the work program budget template Excel file, see **SECTION V**). The completed form should include a prioritized detailed description of the items and/or services requested, and adequate justification to demonstrate the need and how the requested resources will support the regional transportation planning effort.

- ***All items and services requested under this supplemental program must be pre-approved, prior to incurring costs.***
- ***All reimbursable costs for items and services approved under the STP Supplemental Support will be awarded through the STP Program subcontract, as a separate budget line item.*** The NJTPA's CTS shall be utilized to track and invoice all reimbursable costs in the approved STP Supplemental Support budget. It should also be used to monitor all internship program staff time and labor costs. All authorized items and their associated costs shall also be reported quarterly.
- ***All items and services requested must comply with federal grant administration and acquisition regulations.*** All items and services approved under the STP Supplemental Support to be procured by the subregion, shall be procured in accordance with Federal Acquisition Regulations (FAR) and the Code of Federal Regulations, 2 CFR Part 200.

Additional guidelines for each specific area of support and quarterly reporting are provided below.

Technology Library

The technology library support subprogram provides subregions with the technical resources needed to create regionally significant products for use in transportation planning. The following are guidelines for the technology library:

- Requests must note the items needed and provide a rationale for how they will support the goals and objectives of the STP and/or Subregional Study Programs. These requests must support only subregional staff assigned to the STP grant and/or the Subregional Study grant with reasonable percentages of their overall time, and adequate justification of the use of the hardware/software to support the Subregional programs.
- All requested technology equipment and computer hardware with acquisition costs equal to or greater than \$5,000 or considered to be capital assets (i.e. acquisition cost is equal to or greater than the lesser of the capitalization level established by the subregion for financial statement purposes or \$5,000), must be compatible with NJTPA technology to ensure that the NJTPA can provide the necessary technical support, and, if approved, will be purchased directly by the NJTPA and loaned to the subregion for their use. The subregion will be responsible for safeguarding of the item. The equipment will remain the property of the NJTPA and shall be returned by the subregion upon the end of its useful life or until such time it is no longer required by the subregion to support its regional planning efforts. In the event, the item is lost, stolen or damaged, the NJTPA must be notified immediately. By acceptance of the loaned technology equipment, which will be required to be signed upon delivery of the equipment, the subregion

acknowledges that they will be responsible for the full cost of repair or replacement of any lost or damaged equipment.

- All requested software and computing devices with acquisition costs less than \$5,000 and considered to be supplies (i.e. acquisition cost is less than the lesser of the capitalization level established by the subregion for financial statement purposes or \$5,000), if approved, shall be procured by the subregion. The NJTPA may procure computing devices directly, upon request of the subregion or if the NJTPA determines it may procure the item at a more competitive price.
- Requests for traffic and pedestrian data collection services - including intersection turning movement counts and video recordings, roadway Chapter counts, classification counts, speed counts, gap counts, and O-D surveys - will be evaluated and, if approved, procured by the subregion.
- Software upgrade and maintenance warranties are not eligible under this program but can be supported through the STP Program core budget.

Internship Support

This supplemental subprogram was developed to support subregional efforts on a short-term basis. It also provides a valuable training opportunity for planning students in New Jersey. The interns must conduct regionally significant transportation planning work that furthers the goals and objectives of the NJTPA's RTP. The following are guidelines for the internship subprogram:

- The subregions will be responsible for hiring and paying their interns, and will be reimbursed through their STP Program subcontract.
- Interns will be supported up to the maximum hours for a standard work week as established by each subregion. The NJTPA will not reimburse for overtime or for any hours that exceed the subregion's standard work week.
- All requests must be submitted in writing, describing specifically the tasks to be undertaken by the intern and the products to be completed. The request must also identify the anticipated number of hours per week and hourly wage rate.
- Subregions shall invoice the NJTPA quarterly for reimbursement using the NJTPA's online Cost Tracking System (CTS). The Cost Tracking System's Intern Time Keeping Report signed by the intern's supervisor will be accepted in place of the subregion's internal timesheets or certified payroll summary; however, internally approved timesheets for interns must be kept on file and be made available upon request.

Training and Professional Development

The purpose of this supplemental subprogram is to provide training and professional development support to individual subregional staff, which will assist them in meeting the goals of the Subregional Transportation Planning Program. The NJTPA will continue to offer additional regional training sessions, which the subregional staff will be invited to participate in. The following are guidelines apply:

- Any individual training requests must be submitted, in writing, and pre-approved. To be eligible for reimbursement detailed course descriptions and curriculum must be provided in advance for NJTPA approval.
- Allowable expenses include the costs of training seminars, sessions and workshops, course materials, and reference manuals in a variety of transportation technical areas, designed to meet the needs of subregional staff in the development of their professional skills and knowledge of the federal requirements, and to ensure proper performance and oversight of the grant program. Training may include, but not be limited to: various APA, TRB, NHI, and NTI professional transportation and land use planning courses, including refresher and emerging technology courses and webinars; project management; public speaking/communication skills; federal grant management and administration training; and GIS, MS Projects, SharePoint, and other various computer software training.
- This subregional training activity does not include general attendance at conferences (attendance at conferences, however, can be supported through the core STP Program budget); the only exception to this will be if a formal training course is offered at the same time and place as a conference event (which normally requires separate registration).
- Upon approval, the subregion will be responsible registering and paying for the training, and shall submit an invoice to the NJTPA for reimbursement through their STP Program subcontract.

Public Outreach Foreign Language Translations

Requests for foreign translation services must support the public outreach and involvement goals of the Subregional Transportation Planning Program or support studies in the Subregional Study Program.

Printing and Reproduction

Costs of printing brochures, promotional materials for events and educational campaigns, etc., which are directly applicable to and included in the subregion's approved work program activities, are eligible for reimbursement under this program. Unanticipated reproduction costs for additional copies of previously completed subregional study reports, requested after the study's grant period has expired, are also eligible. *Efforts should be made to use and disseminate promotional materials and reports in electronic format, where possible.* Requests must note the specific event, campaign or SSP study, including the items and number of copies to be printed and the justification for why they are needed. Upon approval, the subregion will be responsible for paying for the costs for printing and reproduction services, and shall invoice the NJTPA for reimbursement.

Quarterly Reporting and Invoicing Requirements for Reimbursable Costs under the STP Supplemental Support

All reimbursable costs for items and services approved under the STP Supplemental Support will be awarded through the subregion's STP Program subcontract, as a separate budget line

item. The NJTPA's CTS shall be utilized to track and invoice all reimbursable costs in the approved STP Supplemental Support budget (separate from their core STP Program budget).

The following documents must be included with each quarterly and final report (see also ***QUARTERLY REPORTING EXHIBITS*** for a sample invoice and Subregional Support Program Quarterly Progress Report).

- I. Invoice for payment for reimbursable items incurred during the quarter.
- II. Cost Tracking system reports (Budget Summary, Employee Time Summary Report, Time Summary by Task Report and Intern Time Keeping Report)
- III. Supporting documentation, as applicable (copy of vendor invoice and proof of payment, signed time sheets for interns) Subregional Support Program Progress Report noting all activities including tasks and products completed by any interns for the quarter

QUARTERLY REPORTING EXHIBITS

Sample Invoice

**NORTH JERSEY TRANSPORTATION PLANNING AUTHORITY, INC.
INVOICE FOR PAYMENT**

Date: Fiscal Year: 201* Invoice Period: 7/1/201* - 9/30/201* Program Name: FY 201* STP Program

Invoice Number:	Allowable amount: \$0.00
------------------------	---------------------------------

PAYEE NAME AND ADDRESS:

County Name
Address
Attn:

PAYEE DECLARATION:

I certify that this invoice is correct in all its particulars, that the described services have been furnished or rendered, and that no bonus has been given or received on account of said invoice.

REMIT TO:

North Jersey Transportation Planning Authority, Inc.
One Newark Center – 17th Floor
Newark, NJ 07102

Payee Signature

Title

FUNDING	GROSS BUDGET	EXPENDITURES THIS QUARTER	EXPENDITURES TO DATE	AMOUNT AVAILABLE
FEDERAL	\$00,000.00	\$0.00	\$0.00	\$00,000.00
LOCAL MATCH	\$00,000.00	\$0.00	\$0.00	\$00,000.00
	\$000,000.00	\$0.00	\$0.00	\$000,000.00

Sample Budget Summary Report
Budget Summary Quarterly Request for Payment

Date:

Subregion:

Fiscal Year: 201* **Quarter:** 7/1/201*-9/30/201*

Program: FY 201* STP Program

	Annual Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Expenditures to Date	Available Balance
Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Additive	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Subtotal</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consultants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Subtotal</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Allowable Cost by Funding Source							
Federal	\$00,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$00,000.00
Local Match	\$00,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$00,000.00
Total	\$000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	000,000.00

Sample Time Summary by Task Report

SUBREGION

TIME SUMMARY BY TASK

Period: 7/1/201* - 9/30/201*

		Hours	Salary	Fringe	Total
Program	FY 201* STP Program				
	Task 1 Program Management				
	Task 2 Transportation Planning and Coordination				

Totals: ## \$ \$ \$

Grand Total: \$0.00

Sample Final Invoice Release Clause and Certification Statement*

Final Invoice Release Clause

Project: <insert project name>

Total Funding Amount:

Total Funding Expended:

“In consideration of the requested payment of its final invoice for FY 201* <insert project name>, the <insert county/city name> hereby releases the NJTPA and NJIT from all claims and liabilities for work or services performed by the <county/city insert name> under this Agreement, including claims for extra work or claimed extra work.”

“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).”

Signature: _____
(Print Name and Title) Program

**To be submitted with final invoice.*

Sample STP Program Quarterly Progress Report

*Update all sections that are in **RED**. Not all activities will be conducted and reported each quarter; however, each required core activity should be reported on at least once during FY 2019. If a core product/outcome and/or activity is not undertaken during FY 2019, the fourth / final quarter report should explain why the products/outcomes and/or activities were not undertaken during the fiscal year.*

FY 2019 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM			
SUBREGION			
Reporting Period	Quarter # (Month xx, 20xx – Month xx, 20xx)		
Project Manager	Subregional Project Manager		
Budget Status Report			
Total Budget (fiscal year) (including local match)	Amount Expended to Date	% Expended to Date	
\$ ##	\$ ##	## %	
Quarterly Reporting Deadlines*			
First Quarter	Second Quarter	Third Quarter	Fourth Quarter/ Final Report
October 15, 2018	January 15, 2019	April 12, 2019	July 24, 2018
<p><i>*The quarterly package (including financial documents) must be submitted by the above deadlines. Subregions place financial reimbursement for quarterly activities at risk if the reporting package is submitted after the quarterly reporting deadline. If final reports and products are submitted after the fourth quarter/ final report deadline, full reimbursement cannot be guaranteed.</i></p>			
Work Program Progress			
<p><i>Briefly list - by task - all significant progress and milestone events (with dates) completed within the reporting period. Progress listed should be a summary of work conducted in accordance with the current list of approved STP program activities. Exclude extraneous background information and progress from previous quarters. Provide the amount budgeted for the current fiscal year, amount expended to date, and percent expended to date for Tasks 1 and Task 2.</i></p>			

<p>TASK 1: PROGRAM MANAGEMENT - Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-c) planning process.</p>	<ul style="list-style-type: none"> ▪ Amount Budgeted (fiscal year) - Task 1: \$ ## ▪ Amount Expended to Date - Task 1: \$ ## ▪ % Expended to Date - Task 1: ## % <p><i>Task 1 expenses may not exceed 10% of total STP program budget.</i></p>
<p>PRODUCT/OUTCOME</p>	<p>ACTIVITIES</p> <p><i>Select (by checking boxes) only those activities conducted this quarter in support of the corresponding product or outcome. Please provide supporting information where prompted, including, but not limited to any milestones achieved, and topics, dates, and locations of meetings.</i></p>
<p><input type="checkbox"/> FY 2020 Subregional Transportation Planning Work Program, Budget and Staffing Plan</p>	<p><input type="checkbox"/> Prepare the FY2020 STP work program.</p> <p style="color: red;">Additional comments (optional)</p>
<p><input type="checkbox"/> Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested</p>	<p><input type="checkbox"/> Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.</p> <p><input type="checkbox"/> Prepare quarterly invoices and financial documentation using the NJTPA’s Cost Tracking System (CTS).</p> <p><input type="checkbox"/> Maintain all subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.</p> <p><input type="checkbox"/> Maintain data in the CTS.</p> <p style="color: red;">Additional comments (optional)</p>
<p><input type="checkbox"/> FY 2018 Fourth Quarter/Final Report, invoice and supporting documentation</p>	<p><input type="checkbox"/> Prepared Final Report (including summary of impacts and highlights of accomplishments for the full program year).</p> <p style="color: red;">Additional comments (optional)</p>

<p>TASK 2: TRANSPORTATION PLANNING AND COORDINATION - The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes that inherent in all planning activities are interagency coordination and public participation.</p>	<ul style="list-style-type: none"> ▪ Amount Budgeted (fiscal year) - Task 2: \$ ## ▪ Amount Expended to Date - Task 2: \$ ## ▪ % Expended to Date - Task 2: ## %
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----- Task 2.1: Support the NJTPA’s Regional Planning Process -----

----- (2.1 CORE Products/Outcomes & Activities) -----

PRODUCT/OUTCOME	ACTIVITIES
<input type="checkbox"/> Participation in the implementation of <i>Plan 2045</i>	<p><i>Select (by checking boxes) only those activities conducted this quarter in support of the corresponding product or outcome. Please provide supporting information where prompted, including, but not limited to any milestones achieved, and topics, dates, and locations of meetings.</i></p> <input type="checkbox"/> Consistent with the needs and goals of the subregion, advance planning related actions identified in Plan 2045. (Plan 2045 includes transportation related actions from the TNJ Regional Plan, such as connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level. Explain
<input type="checkbox"/> Support for planning studies and activities contained in the NJTPA FY 2019 Unified Planning Work Program (UPWP)	<input type="checkbox"/> Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I (central staff activities) and/or UPWP Chapter III (subregional studies program). Participation may include attendance, data provision, and review of documents or other activities as requested. This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include NJTPA’s performance-based planning efforts such as the Congestion Management Process (CMP), participation in DO-IT: Developing Opportunities for Innovation in Transportation, support for evaluating Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety, or support for the NJTPA’s efforts regarding emergency and incident management, and planning for operations. Explain

	<ul style="list-style-type: none"> <input type="checkbox"/> Support the NJTPA’s continuing work on modeling and the development of GIS data, applications and tools. This year, an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment. Explain <input type="checkbox"/> Support the development of the FY 2020 UPWP. Explain
<ul style="list-style-type: none"> <input type="checkbox"/> Participation in Transportation Management Association (TMA) activities, as applicable 	<ul style="list-style-type: none"> <input type="checkbox"/> Participate with NJTPA, TMAs and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable. Explain <input type="checkbox"/> Coordinate and share information with the TMAs related to promoting shared rides, bicycle and pedestrian safety, and responding to construction related and unexpected travel disruptions. Explain
<ul style="list-style-type: none"> <input type="checkbox"/> Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation 	<ul style="list-style-type: none"> <input type="checkbox"/> Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process. Explain
<ul style="list-style-type: none"> <input type="checkbox"/> Provision of data and data updates 	<ul style="list-style-type: none"> <input type="checkbox"/> Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System. Explain <input type="checkbox"/> Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-

	<p>24c966cfd18f/EGISQuality-Assurance-Program.aspx) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.</p> <p>Explain</p> <p><input type="checkbox"/> Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, subregional studies conducted by other subregions through Chapter III of the FY 2019 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and Congestion Management Process (CMP).</p> <p>Explain</p>
<p><input type="checkbox"/> Support for Board activities</p>	<p><input type="checkbox"/> Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.</p> <p>Explain</p>
<p>----- (2.1 ELECTIVE Products/Outcomes & Activities) -----</p>	
<p>PRODUCT/OUTCOME</p>	<p>ACTIVITIES</p>
<p><i>Select (by checking boxes) only those activities conducted this quarter in support of the corresponding product or outcome. Please provide supporting information where prompted, including, but not limited to any milestones achieved, and topics, dates, and locations of meetings.</i></p>	
<p><input type="checkbox"/> [Approved work program elective product/outcome(s) to be inserted]</p>	<p><input type="checkbox"/> [Approved work program elective activities to be inserted]</p> <p>Explain</p>
<p>-----Task 2.2: Integrate Public Participation in the Ongoing 3-C Planning Process -----</p>	
<p>----- (2.2 CORE Products/Outcomes & Activities) -----</p>	
<p>PRODUCT/OUTCOME</p>	<p>ACTIVITIES</p>
<p><i>Select (by checking boxes) only those activities conducted this quarter in support of the corresponding product or outcome. Please provide supporting information where prompted, including, but not limited to any milestones achieved, and topics, dates, and locations of meetings.</i></p>	
<p><input type="checkbox"/> Implementation of</p>	<p><input type="checkbox"/> Inform and educate the public on transportation matters and provide a</p>

<p>regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products</p>	<p>proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations efforts. Special attention should be given to engaging traditionally underserved communities.</p> <p>Explain</p> <p><input type="checkbox"/> Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.</p> <p>Explain</p> <p><input type="checkbox"/> Submit to NJTPA the following: agendas of upcoming meetings on transportation related topics; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.</p> <p>Explain</p> <p><input type="checkbox"/> Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating links to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.</p> <p>Explain</p>
<p>----- (2.2 ELECTIVE Products/Outcomes & Activities) -----</p>	
<p>PRODUCT/OUTCOME</p>	<p>ACTIVITIES</p> <p><i>Select (by checking boxes) only those activities conducted this quarter in support of the corresponding product or outcome. Please provide supporting information where prompted, including, but not limited to any milestones achieved, and topics, dates, and locations of meetings.</i></p>
<p><input type="checkbox"/> [Approved work program elective product/outcome(s) to be inserted]</p>	<p><input type="checkbox"/> Approved work program elective activities to be inserted</p> <p>Explain</p>

----- Task 2.3: Capital Programming and Project Development-----	
----- (2.3 CORE Products/Outcomes & Activities) -----	
PRODUCT/OUTCOME	ACTIVITIES
	<i>Select (by checking boxes) only those activities conducted this quarter in support of the corresponding product or outcome. Please provide supporting information where prompted, including, but not limited to any milestones achieved, and topics, dates, and locations of meetings.</i>
<input type="checkbox"/> Participation in the development of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable	<input type="checkbox"/> Assist in the development of the TCP and TIP, as applicable. Explain
<input type="checkbox"/> Written responses to TIP modifications and amendments	<input type="checkbox"/> Provide input into TIP modifications and amendments, as requested. Explain
<input type="checkbox"/> Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.	<input type="checkbox"/> Provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source. Explain
----- (2.3 ELECTIVE Products/Outcomes & Activities) -----	
PRODUCT/OUTCOME	ACTIVITIES
	<i>Select (by checking boxes) only those activities conducted this quarter in support of the corresponding product or outcome. Please provide supporting information where prompted, including, but not limited to any milestones achieved, and topics, dates, and locations of meetings.</i>
<input type="checkbox"/> [Approved work program elective product/outcome(s) to be inserted]	<input type="checkbox"/> Approved work program elective activities to be inserted Explain

Sample SSP Quarterly Progress Report

FY 2019 – FY 2020 SUBREGION STUDIES PROGRAM QUARTERLY PROGRESS REPORT <i>All text in RED must be updated.</i> <i>All dates in BLACK are NJTPA deadlines.</i>			
[SUBREGION]			
[PROJECT TITLE/NAME OF STUDY]			
Reporting Period	Quarter xx (Month xx, 20xx – Month xx, 20xx)		
Project Manager	[Subregional Project Manager]		
In-House and/or Consultant Effort	[In-house and/or Consultant Effort]		
Consultant DBE/ESBE Goal	[12.49% or N.A. if no consultant]		
Budget Status Report			
Total Budget <i>(including local match)</i>	Amount Authorized	Amount Expended to Date	% Expended to Date
In-house	\$	\$	## %
Consultant	\$	\$	## %
Total Budget	\$	\$	## %
DBE Participation	\$	\$	## %
Quarterly Reporting Deadlines*			
First Quarter	Second Quarter	Third Quarter	Fourth Quarter
October 15, 2018	January 15, 2019	April 12, 2019	July 15, 2019
Fifth Quarter	Sixth Quarter	Seventh Quarter	Eighth/Final Quarter
October 15, 2019	January 15, 2020	April 15, 2020	July 22, 2020
<i>*The quarterly Progress Report package (including financial documents) must be submitted by the above deadlines. Subregions place financial reimbursement for quarterly activities at risk if the reporting package is submitted after the quarterly reporting deadline. If final reports and products are submitted after the eighth quarter/ final report deadline, full reimbursement cannot be guaranteed.</i>			

Project Schedule

(The Project Schedule Template must also be updated quarterly)

All work must be performed within the grant performance period. Costs incurred prior to July 1, 2018 and after June 30, 2020 are not eligible for reimbursement.

<p align="center">Milestone</p> <p align="center"><i>(Add additional milestones at project start as needed)</i></p>	<p align="center">Estimated Completion Date</p> <p align="center"><i>(Specific dates to be established no later than the project or consultant kickoff meeting.)</i></p>	<p align="center">Actual Completion Date</p>
Authorized Project Start Date	July 1, 2018	July 1, 2018
Kick-off Meeting with NJTPA	September 1 – October 31, 2018	Insert date
Draft RFP to NJTPA	July 1 – July 31, 2018	Insert date
Consultant RFP Issued	July 1 – September 30, 2018	Insert date
Consultant Contract Awarded/Executed	Insert date	Insert date
Kick-off Meeting with Successful Consultant	Insert date	Insert date
Technical Memorandum #1 – Data Collection Summary Report (Insert Task Name)	Insert date	Insert date
Technical Memorandum #2 – Technical Analysis	Insert date	Insert date
Technical Memorandum #3 – Plan Development	Insert date	Insert date
Draft Final Report Due to TAC/SAC for Review	March 29, 2020	Insert date
Final TAC/SAC meeting	April 12, 2020	Insert date
Final Report due to NJTPA (This is a last review by NJTPA only)	April 30, 2020	Insert date
Reconciled Final Report and all final deliverables due to NJTPA	May 31, 2020	Insert date
Conclusion of Consultant Contract	June 28, 2020	Insert date

Subregional Sub-Contract & Study Project Completion Date	June 28, 2020	June 28, 2020
Project Description		
[Insert a brief description of the project that was provided in the UPWP.]		
Goals and Objectives		
[Insert the project's goal and objectives that were provided in the UPWP.]		
Progress & Milestones by Task		
<p><i>Briefly list - by task - all significant progress and milestone events (with dates) completed in the reporting period. All task activities performed by the Subregion and the consultant must be addressed in each quarterly report, even if no work was done on a particular task for the current reporting period. Exclude work and progress completed in previous quarters. Provide the cumulative percent of work completed to date by task, and the total percent of work completed to date. Add additional tasks at project start, as needed.</i></p>		
Task	Progress & Milestones This Quarter	% Completed to Date
Task 1- Project Management	A consultant kick-off meeting was held on December 12, 2018 (name parties present and agenda discussed).	38%
Task 2A – Outreach and Partnerships	<ul style="list-style-type: none"> • The County conducted a series of focus group meetings with educators, municipal officials, non-profits and business owners (briefly describe meeting goals and objectives). • A TAC meeting was held on March 30, 2019 to discuss the feedback collected from the focus groups and the results of the consultant's data collection effort. • Report on any project milestones and degree of completion. 	60%
Task 2B – Visioning and Goal Setting	<ul style="list-style-type: none"> • 	
Task 2C – Data Collection and Review, Quantification of Need	<ul style="list-style-type: none"> • The data collection task was completed during this quarter. • The consultant (insert consultant work completed this quarter). • A technical memorandum summarizing all data collected was submitted by the consultant on March 30, 2019 (include if this report is in draft or completion form). 	100%

Task 3 – Data Analysis and Mapping	<ul style="list-style-type: none"> No work was completed for this task during this quarter. Technical analysis work is scheduled to begin in the fourth quarter. 	0%
Task 4 – Recommendations and Implementation	<ul style="list-style-type: none"> No work was completed for this task during this quarter. 	0%
Task 5 – Final Report and Final Deliverables	<ul style="list-style-type: none"> No work was completed for this task during this quarter. 	0%
Total Percent of Project Work Completed to Date		33%
Products & Outcomes		
<i>List all interim and final products& outcomes completed this quarter.</i>		
<p>Completion of public outreach focus group meetings (describe advertisement methods, number of participants, date and if EJ requirements were met).</p> <p>Technical Memorandum #1 – Data Collection Summary Report Finalized</p>		
Comments		
<p><i>Note any work program revisions. Fully explain any budget variance greater than 10%, between the % of work completed and the % of budget expended. Note if project is on schedule, or behind or ahead of schedule. Note any problems encountered with any aspect of the study such as administrative, project management, budget, schedule, public response, methodology, product delivery etc. Also note any action being undertaken to address the problem. Briefly note impacts of any work accomplished this quarter.</i></p>		
<p>The study is on schedule and within budget.</p>		

FY 2019 – FY 2020 SUBREGIONAL STUDIES PROGRAM

SUBREGION
STUDY TITLE

PROJECT GANTT CHART

Subregional Studies Program Grant Performance Period (July 1, 2018 - June 30, 2020)

Task # - Description	FY 2018			FY 2019												FY 2020												Final Qtr Report
	Prior Quarter			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			5th Quarter			6th Quarter			7th Quarter			8th/Final Quarter			
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Authorized Study Start Date				★	July 1, 2018																							
Quarterly Reports & Invoices							★			★			★			★			★			★			★			★
RFP Development and Procurement Process	●	April 15, 2018																										
Kick-Off Meeting with NJTPA				●	September 15, 2018																							
Consultant Contract Awarded/Executed										●	January 1, 2019																	
Kick-Off Meeting with Successful Consultant										●	January 1, 2019																	
Draft Final Report Due to TAC/SAC for Review																						●	March 31, 2020					
Final TAC/SAC meeting																						●	April 10, 2020					
Final Report due to NJTPA (subject to review)																						●	April 30, 2020					
Reconciled Final Report due to NJTPA																						●	May 29, 2020					
Conclusion of Consultant Contract																									●	June 30, 2020		★
Subregional Sub-Contract Study Completion Date																									●	June 30, 2020		★
Task 1 - Project Management																												
Task 2B - Visioning and Goal Setting																												
Task 2C - Data Collection and Review																												
Task 3 - Data Analysis and Mapping																												
Task 4 - Recommendations and Implementation																												
Task 5 - Final Report and Final Deliverables																												

All Project Management Deadline dates with circles are NJTPA recommended deadlines. Some of these dates note the end of a range of recommended schedule.

All work must be performed within the grant performance period. Costs incurred prior to July 1, 2018 and after June 30, 2020 are not eligible for reimbursement.

Legend:

- Latest Milestone Date (Recommended) ●
- Milestone Date (Fixed) ○
- Meeting Date ○
- NJTPA Project Management Recommended Schedule ○
- Proposed Timeline [Grey Box]
- Actual Progression of Work Completed [Blue Box]

Sample SSP Consultant Invoice Certified Payroll Summary

Employee Name & Job Position	Rate	Task	Hours	Total
John Smith, Senior Project Manager	\$50.00	Program Management	2	\$100.00
Jane Brown, Planner	\$35.00	Task 2 Transportation Planning and Coordination	2	\$70.00
			Total Salaries	\$170.00

Sample SSP Consultant Invoice Payroll Certification Language

I (insert name of authorized personnel) do hereby certify that during the period covered by this payroll all personnel listed on the certified payroll were gainfully employed in service for the subject project and their classification, rate of pay (exclusive of vacation and holiday pay, social security, unemployment insurance, worker’s compensation, employee bonuses), hours worked, and amount earned is a true and accurate report.

Name

Date

Sample SSP Consultant Monthly Progress Report

Project:

Consultant:

Invoice Number:

Invoice Period:

Overall Project Status / Description of Work Completed This Period

[This section should describe the work activities undertaken during the reporting period organized by task. The level of detail included in the narrative should be commensurate with the reimbursement request. Include reference to specific meeting dates where appropriate. Activities should be listed in bullet format.]

Task 1- Project Management

- Kick off meeting held on...
- Contract invoicing, and general project coordination.

Task 2A- Outreach and Partnerships

Task 2B – Visioning and Goal Setting

Task 2C – Data Collection and Review, quantification of need.

-

Task 3 – Data Analysis and Mapping

-

Task 4 – Recommendations and Implementation

-

Task 5 – Final Report and Final Deliverables

- No activity this period.

Budget Status / Summary of Work Percent Complete

Percent of Task Complete to Date:

Task #	Task Name	% Task Complete to Date	% Billed to Date
1	Project Management		
2A	Outreach and Partnerships		
2B	Visioning and Goal Setting		
2C	Data Collection and Review, Quantification of Need		
3	Data Analysis and Mapping		
4	Recommendations and Implementation		
5	Final Report and Final Deliverables		

- Total Estimated Project Completion to Date: 15%
- Total Project Billed to Date: 18.8%
- Budget Status: As of this invoice the project effort remains within the allotted budget.

[Note: Percent of completion shall be estimated based on actual performance of work compared to the established scope of work goals. Any deviation of percent of total task work completed to percent of project billed to date greater than 10% must be explained and must be addressed by noting, under Project Controls section below, what if any actions are needed to maintain overall budget.]

Scheduled Milestones/Deliverables Status

- No deliverables have been completed to date. *[This section should provide a list of work products/deliverables provided during this period (include product date).]*
- The scheduled completion of the project is June 30, 2018. No deviations from this end date are anticipated at present. *[Any adjustments to the project schedule must be approved and noted here.]*

Primary Work Tasks Scheduled for Next Reporting Period

[This section should describe the primary work activities proposed to be undertaken during the next reporting period organized by task. Activities should be listed in bullet format].

Action Items

None at present.

Project Controls

[This section should describe any problems/issues experience during the period and/or expected during the next period that may or will affect successful completion of the project work plan and/or impact the project budget or schedule. Describe what actions are being taken or are recommended to address the problems/issues described herein.]

No issues at present.

Sample Subregional Support Program Intern Time Keeping Report

SUBREGION

INTERN TIME KEEPING REPORT

- **Program:** FY 201* Subregional Support Program

Period: 7/1/201* - 7/14/201*

<u>Task</u>	<u>Date</u>	<u>Hours</u>
Employee: Smith, John		
Task 2 Transportation Planning and Coordination	1-Jul-14	7.00
Task 2 Transportation Planning and Coordination	2-Jul-14	7.00
Task 2 Transportation Planning and Coordination	3-Jul-14	7.00
Task 2 Transportation Planning and Coordination	7-Jul-14	7.00
Task 2 Transportation Planning and Coordination	8-Jul-14	7.00
Task 2 Transportation Planning and Coordination	9-Jul-14	7.00

Total hours per employee: 42.00

Employee signature: _____

Supervisor's signature: _____

Sample Subregional Support Program Quarterly Progress Report

**SUBREGION
SUBREGIONAL SUPPORT PROGRAM
QUARTERLY REPORT
JULY 1, 20## – SEPTEMBER 31, 20##**

As part of the NJTPA’s Subregional Support Program, the SUBREGION elected and was approved federal funding, in the following eligible areas: Technology Library; Internship Program, Subregional Training\Professional Development, Public Outreach Foreign Language Translations, and Reproduction of Subregional Study Reports.

ACTIVITIES, PRODUCTS & OUTCOMES COMPLETED THIS PERIOD:

TECH LIBRARY:

Requested and was approved for a ..., which will be used to support.....

INTERNSHIP PROGRAM:

- Performed traffic counts.....
- Created GIS maps for...
- Attended the Public Meeting for the County’s Transportation Plan.

SUBREGIONAL TRAINING\PROFESSIONAL DEVELOPMENT:

Attended training on App development for bicycle pedestrian routes.

PUBLIC OUTREACH FOREIGN LANGUAGE TRANSLATIONS:

No activity this quarter.

REPRODUCTION OF SUBREGIONAL STUDY REPORTS:

150 copies FY10-11 Subregional Study Report printed and distributed at Technical Workshop on September 1, 2016.

BUDGET STATUS:

Task Name	Approved Budget	Amount Billed to Date	% Billed to Date
Technology Library			
Internship Program			
Subregional Training\Professional Development			
Public Outreach Foreign Language Translations			
Reproduction of Subregional Study Reports			
Total			

FY 2019 – FY 2020 SUBREGIONAL STUDIES PROGRAM GUIDELINES

As a federal grant program, the NJTPA is required to administer and oversee work conducted through the Subregional Studies Program (SSP) to ensure the efficient, effective, and appropriate use of federal funds. In addition, the Subregional Studies Program is a critical element of the NJTPA's continuous, cooperative, and comprehensive metropolitan planning process. Products developed through this program must address issues of significance to the entire region and must be consistent with plans at the state and regional level to ensure validity and implementation.

Subregional studies should progress through the following schedule and adhere to the following requirements:

Grant Management Requirements

Federal funding awarded for studies selected under this notice will be awarded through UPWP subcontract agreements and be made available to grantees on a reimbursable basis. A subcontract cannot be issued to the subregion until all required Pre-Award information, including the subregion's annual audit, has been received and accepted and reviewed by the NJTPA.

To be eligible for reimbursement, costs must be in accordance with 2 CFR Chapter I, Chapter II, Part 200, et al., Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; the NJTPA's Subregional Pass-through Program Management and Administrative Procedures (which are included in the annual [NJTPA STP Program guidelines](#)); Requirements and Allowable Expenses; [NJTPA's Procedures for Procurement of Professional Services](#); and the following additional grant management requirements for subregional studies.

1. *Quarterly Progress Reports*: At the end of each quarter, the subregional project manager must submit to the NJTPA, with their invoices, the products and status updates for work completed within the quarter, including a comparison of actual accomplishments to the objectives of the Federal award and reasons why established goals were not met, if appropriate. Reports must be based on tasks in the original proposal/scope of work and shall note any favorable significant developments or any major issues that may impact the study's delivery or materially impair the ability to meet the objective of the Federal award. The final quarterly report shall include a summary of highlights and key recommendations resulting from the completion of the study.
2. *Invoices, Supporting Documentation*: Please note that supporting documentation for all consultant expenses to be reimbursed under this program is required for both the prime and subconsultants. This includes and is not limited to:
 - a. Approved Timesheets and Certified Payroll Summary (A Certified Payroll Summary must provide the following information)
 - i. Name of Employee/Classification
 - ii. Date (Payroll period covered)
 - iii. Hours (by Task)
 - iv. Hourly Rate
 - v. Total Salary

- vi. Executed certification of accuracy by authorized personnel.
 - b. Direct Expense Receipts
 - i. All direct expense receipts must be submitted with consultants' invoice. This includes but not limited to: Printing, Postage/Express Mail, Travel Vouchers (should detail destination and purpose of trip, and a web-generated mileage calculator) with toll, transit and parking receipts, detailed hotel and lodging receipts, detailed meal and incidental receipts, and all other direct expense receipts. All travel must adhere to federal travel regulations and per diems in effect during time of travel. (Information for current POV and Per Diem Rates can be found at www.gsa.gov).
 - c. Time and Effort
 - i. Summary/progress report that shows % of study completed (overall and consultant effort, if applicable).
3. *DBE Participation:* Consultant contracts, if and where included in a proposal's work program, are subject to Title 49, Part 26, Code of Federal Regulations (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs" and shall comply with the NJDOT's statewide DBE/ESBE participation goal in effect at the time of consultant solicitation. In order to increase the likelihood that the DBE/ESBE goals will be achieved, applicants should take this requirement into consideration when scoping the study and selecting portions of the work to be performed by consultants. This may include, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE/ESBE participation, even when the applicant might otherwise prefer to perform these work items with its own forces. Once the consultant contracts are awarded the subregions will be required to monitor the proposed DBE participation to insure the proposed goal is maintained as the study progresses. If any subregion is unable to achieve this goal, a formal request to waive the DBE/ESBE goal for the SSP agreement must be provided in writing and presented to the NJTPA Executive Committee for approval. Central Staff must be made aware of any concerns about not obtaining the goal, immediately.
4. *Study Initiation:* Upon approval by the NJTPA Board of Trustees, NJDOT and federal sponsors, FY 2019 – FY 2020 studies will be authorized to begin July 1, 2018. The performance schedule under the SSP's subcontract shall begin on July 1, 2018 and shall end on June 30, 2020. Costs incurred prior to or after these dates will not be reimbursable or credited to the local match share under the federal grant.
5. *Preliminary Meeting with NJTPA:* The subregion's project manager shall hold a preliminary meeting with the NJTPA Central Staff who will be involved on the study, before the consultant commences work, if applicable, to accomplish the following:
- a. Introduce the NJTPA project manager assigned to the study and discuss the regional importance of the study, as well as goals, objectives and anticipated

products, and the role of the NJTPA on the Project Management team. The project team will be comprised of the NJTPA, the subregion, and the consultant if there is consultant support.

- b. Review the roles and responsibilities of the subregional and NJTPA project managers.
 - c. Establish a regular meeting schedule independent of the quarterly report.
 - d. Review quarterly reporting requirements.
 - e. Schedule, if necessary, a presentation by NJTPA Finance and Administration staff covering requirements for invoicing, Cost Tracking System (CTS), etc. Training for the on-line CTS through the NJTPA's Information Technology staff is mandatory for any subregional project manager who is new to the Cost Tracking System.
 - f. Discuss the NJTPA's review and comment procedures.
 - g. Review the scope of work and schedule.
 - h. Discuss how the study will meet the following Environmental Justice requirements: identify and assess the transportation needs of low-income populations and minority populations; avoid recommendations that have disproportionately high and adverse effects on minority populations and low-income populations; and eliminate barriers to participation in the study process by low income populations, minority populations, and Limited-English-Proficiency persons.
 - i. Confirm planned Steering or Technical Advisory Committee membership. NJTPA central staff will assist subregions in identifying and inviting participation from appropriate regional and state agency representatives and will also serve on this committee.
 - j. Review of EGIS requirements and availability of GIS layers that identify Environmental Justice communities.
6. *Adherence to SSP Study Schedule:* The NJTPA requires that subregions adhere to the established study schedule and report progress in meeting the schedule in the quarterly reports. The NJTPA shall be provided immediate notice of any actual or potential condition that is delaying or threatens to delay the timely performance of the contract. NJTPA staff is available to assist where needed to ensure that the schedule is maintained. When a study misses a milestone or falls a month behind schedule, the subregion must provide the NJTPA with a corrective action plan. Additional NJTPA oversight on the study will be provided and interim progress status reports may be required from the subregions until the problem is satisfactorily resolved.
7. *Final Invoice and Local Match requirement:* All reconciled final reports, products, invoices with final release clause and supporting documentation are due by 5:00 PM on July 22, 2020. Deliverables are not considered Final, and the final invoice will not be paid, until all NJTPA edits and comments are reconciled. There is a 20% local match requirement for the Subregional Studies Program. Subregions will only be reimbursed for 80% of the study's total actual expenses. If only federal dollars are assumed for consultant costs and the match is to be met by staff time, and if the total actual staff hours

for the study are lower than projected, then the subregion will not be reimbursed for the full amount of their consultant costs.

Consultant Procurement

8. *Development of Requests for Proposals:* The subregions must use their own documented procurement procedures that reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 2 CFR 200, and the NJTPA procurement policies for professional services. The NJTPA's detailed requirements and applicable checklists for Procurement of Professional Services, including the development of RFPs and current DBE/ESBE participation goal, can be found on the NJTPA's RFP webpage at: <http://www.njtpa.org/Get-Involved/RFPs/Procurement-Guidance-for-Subregions.aspx> . The RFP should reflect the Scope of Work contained in the NJTPA FY 2019 UPWP.
9. *Request for Proposals:* The RFP shall not be issued until NJTPA staff has approved the content. NJTPA encourages subregional project managers to assemble and submit the draft RFP for review prior to the start of FY 2019. To assist consultants in developing proposals, the RFP should identify all tasks and subtasks, deliverables, and a realistic time frame for the study to be completed, incorporating the NJTPA review and comment process outlined below. In addition to the public advertisement process checklist described in the NJTPA procedures for Procurement of Professional Services link referenced above in item 8, the RFP shall be advertised on the subregion's website (where possible) and on the NJTPA website. The subregion must provide NJTPA with the final version of the RFP in PDF format.
10. *Consultant Selection:* Consultant services must be obtained through maximum free and open competition; the study specifications must be clear and unrestrictive; and the selection process should be competitive. Subregions must develop a Consultant Selection Committee, comprised of a minimum of three people, one of which must include the NJTPA Project Manager and, where applicable, may include at least one other representative from the Steering Committee or Technical Advisory Committee (such as NJ TRANSIT, NJDOT, etc.). Prior to publicly distributing the RFP, the consultant selection committee must have an opportunity to review and comment on the RFP (allow a minimum of two weeks for their review), which must include the criteria that will be used by the Consultant Selection Committee for the evaluation of each proposal. Once the proposals are received by the subregional project manager, they should be distributed to the committee for evaluation (allow a minimum of two (2) weeks for proposal scoring - additional if interviews are held). This requirement must be built into the overall study schedule.
11. *Consultant Interviews (if applicable):* It is highly recommended that interviews are held with the three highest scoring consultant team(s) prior to selecting a team. Interviews typically consist of a 15-minute presentation by the proposed consultant project manager followed by 15 minutes of questions from the consultant selection committee. It is also

recommended that key members of the proposed study team, including representatives of proposed subconsultants, are present.

12. *Consultant Selection Report and Recommendation:* Once a consultant is selected by the Consultant Selection Committee and a final scope of work agreed upon, the subregional project manager shall prepare a selection report or memorandum documenting the Consultant Selection Committee's recommendation for award. The memorandum shall be submitted to the Consultant Selection Committee for their review and concurrence; and shall summarize the solicitation and selection process, including all considerations upon which the recommendations are based. NJTPA can provide guidance on what to include in the memo upon request. A decision to select the recommended consultant shall be made by the subregion's agency head or designated selection authority.
13. *Award of Consultant Contract:* Contracts shall not be awarded to consultants until the NJTPA has issued a Letter to Incur Costs to the subregion for their Subregional Studies Program subcontract, which is contingent upon federal and NJDOT approval of the NJTPA's FY 2019 UPWP.
14. *Contract Duration:* The consultant contract must be completed by June 30, 2020, which is the last day to incur costs. Therefore, to meet this deadline, it is recommended that the final report is submitted by May 29, 2020. This allows sufficient time for processing of invoices, finalization of the report and to address any remaining issues prior to the grant deadline.
15. *Quality Control/Assurance:* The subregions must maintain oversight to ensure that their consultant performs in accordance with the terms, conditions and specifications of their contracts. The Consultant Project Manager and the Subregional Project Manager should coordinate frequently to ensure that interim and final deliverables and other products for dissemination to the public or stakeholders are of the highest quality. All written and graphic materials should be reviewed by the consultant before delivery to the subregion for accuracy, clarity, spelling, and grammar. The Subregional Project Manager shall return products to the consultant for revision, if necessary.
16. *Press Releases:* The NJTPA welcomes any opportunity to increase public awareness of our various metropolitan planning activities. The Subregional Project Manager shall coordinate any announcement/advertisement of study milestones, such as the study's kick-off, public meeting, or public comment period, with the NJTPA Project Manager. The NJTPA Public Affairs Division can assist in developing a press release and can advertise events through our traditional and social media outlets, such as our Twitter or Facebook page. The NJTPA requires any press releases developed by a subregion concerning an NJTPA-funded study be shared with the NJTPA Project Manager a minimum of five (5) days in advance.

Development and Approval of Study Deliverables

17. *Interim Study Deliverables:* In addition to the final study deliverables, the work plans for the Subregional Studies should provide for interim deliverables, such as technical memoranda or preliminary drafts of the final technical report's chapters as the study develops. Interim deliverables should be spaced appropriately throughout the duration of the study to facilitate project management and oversight, and to identify and address gaps and/or challenges to the successful completion of the study as they arise. The subregion retains the right to delay/refuse payment to the consultant should they be dissatisfied with inferior or unacceptable work products, especially products that have not undergone a thorough quality control/quality assurance process that includes grammar and spell-checking and verification of facts/statistics. The NJTPA should be notified as early as possible if this type of problem arises.
18. *Review of Study Deliverables and Required Deliverable Format for Written/Text Deliverables:* All meeting and outreach materials presented the SAC/TAC or public (e.g. meeting agendas, flyers, handouts, display boards, PowerPoint) must be provided in Microsoft Word or other editable format to the NJTPA for review and comment at least two (2) weeks prior to their presentation or release. All draft study deliverables must be provided in Microsoft Word or other editable format to the NJTPA for review and comment at least two (2) weeks prior to their release to the public.
19. *NJTPA Review Process:* All written and graphic products produced by the consultant must be approved by the Subregional Project Manager and the NJTPA Project Manager. NJTPA staff will provide specific comments through the Track Changes function in Word with additional comments through e-mail. NJTPA staff strive to review and provide consolidated comments on technical memorandum within a two week timeframe. This is not always feasible, but it is a goal. Final deliverables require additional review time. NJTPA will work with subregions to discuss and address all comments. This is required for all deliverables.
20. *Required Deliverable Format for GIS/Mapping:* GIS (interim and final) datasets and mapping applications are required to be developed and submitted using the metadata standards and file nomenclature documentation procedures described in the NJTPA's EGIS User Manual, specifically Appendix U3 – EGIS Quality Assurance Program. This manual can be found at <http://www.njtpa.org/Data-Maps/Maps-GIS-Data/Enterprise-GIS.aspx>. These standards are established to assist in the interagency sharing process and to create consistency in the data products published by NJTPA. For any technical questions relating to the NJTPA EGIS standards, please contact Gabrielle Fausel at gfausel@njtpa.org and copy the NJTPA Project Manager.
21. *Funding Streams:* Due to the uncertainty of whether current funding programs will be continued, studies should not identify specific funding programs to be pursued to implement recommendations. It is best to simply identify that local, state and/or federal funding streams will be pursued. Subregions are encouraged to explore multiple funding sources for projects, including local, state, federal and public-private partnerships.

Study Conclusion/Closeout Procedures

22. *Delivery of Draft Report to Steering Advisory Committee or Technical Advisory Committee (SAC or TAC) for Review:* The recommended milestone for delivery of all drafts of the deliverables to the members of the SAC or TAC for their review is **March 31, 2020**. The subregion should have approved these deliverables prior to their dissemination to the SAC or TAC. The NJTPA project manager should receive the draft documents for review concurrent with the SAC or TAC.
23. *Final Meeting of the Steering Advisory Committee Review or Technical Advisory Committee (SAC or TAC):* The recommended milestone for the final SAC or TAC meeting is **April 10, 2020**, at which presentation and discussion of the draft study report should occur, to allow time for revisions based on SAC or TAC feedback.
24. *Develop Final Report, Executive Summary, PowerPoint presentation and GIS Files:* All draft final deliverables, reflecting all other SAC, TAC, stakeholder and/or public input, are requested to be submitted to the NJTPA for final review and comment by **April 30, 2020**. Due to the number of studies that conclude concurrently, allow two to four weeks for NJTPA review and comment on the Draft Final Report. The Executive Summary and PowerPoint should adhere to the following guidance: The Executive Summary should begin with a brief section highlighting the major findings or recommendations of the report. This does not necessarily have to be very detailed, but it should quickly let the reader know why this report matters and what the key takeaways are. Next, it should briefly outline the study's scope of work, the regional significance of this study, stakeholders, public outreach, methodology, relevant data, and summarize study findings, final recommendations and next steps. The PowerPoint presentation should follow the same organizational structure as the Executive Summary, avoid overly wordy slides, and be accompanied by a written script. All images used in PowerPoint presentation must be of print quality (minimum of 300 dpi) and provided in electronic form with the final deliverables.
25. *Submit the Final Reconciled Report to NJTPA:* Include on the report cover the NJTPA Logo and disclaimer statement. Also, submit GIS files (if applicable), Executive Summary, and PowerPoint presentation. The final report, reflecting all reconciled revisions, is due by **May 29, 2020**.
26. *PRIME data entry:* All identified needs and recommendations generated by the study shall be entered into the NJTPA Planning Recommendations Integration Management Engine (PRIME) by the consultant upon completion of the final report.
27. *Problem Statements:* Study recommendations can be addressed for implementation through the NJTPA Problem Definition Process, a step-wise procedure that will provide a format for how identified recommendations for projects from planning studies are reviewed, selected and prepared for advancement. Further guidance will be provided as this process is developed.

28. *Final Report Copies:* After final review by NJTPA, please submit to NJTPA two (2) hard copies of the final report, including the Executive Summary, as well as, two (2) electronic copies on CDs (submitted on two separate CDs) of the study's final technical reports and products, including the final report, GIS files (if any), the Executive Summary and PowerPoint. These deliverables are required for final submission on **June 30, 2020**. Deliverables are not considered final, and the final invoice will not be paid, until NJTPA edits and comments are reconciled.