



Regional Transportation Advisory Committee (RTAC)

Mark Jehnke, Chair
Byron Nicholas, Vice Chair

Meeting Minutes **August 8, 2022**

I. Roll call

RTAC Chair Mark Jehnke, Ocean County, called the meeting to order at 10:30 a.m. Beverly Morris, Central Staff, called the roll and 17 voting members were present.

II. Approval of Minutes

A motion to approve the minutes of the June 13, 2022 meeting was made by Hudson County, seconded by Union County and carried with 16 affirmative votes. Monmouth County abstained.

III. Presentation: Preparing for Safe Streets for All (SS4A) Grant Opportunities

Lois Goldman, Central Staff, said the SS4A program reflects Infrastructure Investment Jobs Act (IIJA) priorities of safety, equity, resilience, complete streets, and state of good repair—all Plan 2050 goals. She said applications to the SS4A grant program are due September 15, 2022. The five-year, \$5 billion discretionary program is available to counties, municipalities, Metropolitan Planning Organizations, and tribal nations. Joint applications are encouraged.

Ms. Goldman said the SS4A program consists of two kinds of activities – local planning action plans and implementation. She said the NJTPA is considering a consultant effort for the Fiscal Year (FY) 2024 Unified Planning Work Program that would assist subregions with developing Local Safety Action Plans, which are required for SS4A program implementation grants. NJTPA support would include letters of support, ensuring that the action plans are consistent with Plan 2050 goals, assisting with building local partnerships for joint applications, and providing data and analytical tools. She noted that Vision Zero action plans by Hoboken and Jersey City may qualify as Local Safety Action Plans.

Ms. Goldman said the critical first step for the subregions is to apply for their Unique Entity Identifier (UEI) for federal grants. The UEI replaced the DUNS number in April. They can apply

at [Grants.gov](https://www.grants.gov) or [SAM.gov](https://www.sam.gov). For budgeting purposes, Ms. Goldman asked RTAC members to let staff know in the next few months if they are interested in participating.

Ms. Goldman recommended two NJTPA resources for further information – [NJTPA’s IIJA resources web page](#) and the [NJTPA Plan 2050 web page](#). She said helpful federal resources include [Build.gov](https://www.build.gov), [Grants.gov](https://www.grants.gov), and the Federal Highway Administration’s [IIJA web page](#).

During the ensuing Q&A, it was noted that \$1 billion is available this year, there is no state-by-state allotment, and no state can get more than 15 percent of the total pot. The NJTPA will not be applying for the grants this year and will try to see that work on requested action plans begins as early as possible in FY 2024 to be completed within one year, leaving an additional three years of potential implementation grants that the subregions could apply for.

Byron Nicholas, Hudson County, emphasized the importance of leveraging partnerships among the subregions, agencies and advocacy groups when applying for federal grants. He also proposed a list or publication to inform the public about what grants are being applied for and by whom.

IV. Transportation Management Associations (TMAs) Report

Tara Shepherd, goHunterdon, said the TMAs are conducting outreach to solicit participation in the NJTPA’s Regional Active Transportation Plan survey and supporting NJDOT’s effort to encourage participation in New Jersey’s mileage-based user fee pilot program. She said that all TMAs have been promoting electric vehicle adoption by hosting webinars, podcasts and sharing information about the various state incentive programs through newsletters, e-blasts, and social media. Ms. Shepherd said the TMAs’ calendars have been filled this summer with numerous bicycle safety events, and they continue to promote and facilitate Street Smart NJ campaigns. She said the TMAs continue to work on implementation projects based on individual county Coordinated Human Services Transportation Plans, including updating transit guides, exploring the feasibility of micro transit, and facilitating Uber and Lyft rides for human services populations.

V. Information Items

1. Project Prioritization Criteria Goal Rescoring: Environmental Justice / Title VI

John Witsch, Central Staff, said the NJTPA Capital Programming division has made improvements to the environmental justice criterion in the Environment Goal category of the Transportation Improvement Program (TIP) project prioritization criteria. He said the update supports equity and Title VI in the TIP process. The changes that have been made to the criterion include the addition of the foreign-born population data to the existing minority and low-income data. Mr. Witsch said the methodology now utilizes the NJTPA Equity Analysis Tool to identify

disadvantaged and underserved communities and implement a continuous scale to identify project impact on communities.

Mr. Witsch said the final objective is to evaluate the Environment Goal category and to reassign point values to the criteria. He asked RTAC members to assist in the evaluation by participating in a virtual voting exercise, which will be available until August 19. New criteria point values will be utilized when staff scores projects from the NJDOT FY 2024 Project Pool, from which projects will be selected for inclusion in the NJTPA FY 2024 TIP.

2. Demonstration Project Library Update

Peter Bilton, Central Staff, said a library of materials for demonstration projects is still under development and is expected to be available in September. He thanked RTAC members and staff for their input. Physical materials for demonstration projects have been purchased and include bollards, paint, and temporary traffic control materials that could be installed by a municipality for use as part of a study or a temporary street feature for a strategy they want to try. Mr. Bilton said the TMAs and subregions will be key partners in taking advantage of the library. He noted that Hudson TMA and the Hudson County Improvement Authority are currently hosting the materials.

3. PRIME 2.0 Update

Jeff Vernick, Central Staff, said that NJTPA staff and the Michael Baker International consultant team began to streamline and modernize PRIME, the NJTPA application for cataloging planning study findings in the region. He said the team has incorporated ideas and recommendations RTAC members provided last winter through a survey and conversations. Mr. Vernick said one improvement will be a user workspace where individuals can compile findings into their own new products and reports. He said the team will engage RTAC members to test “wire frame” mockups of emerging PRIME features and tools. They will be asked to review new training materials and test the PRIME 2.0 application before it is deployed in early 2023. Mr. Vernick encouraged all to keep adding planning studies into the current system so they will be able to share their important work with colleagues across all subregions and partner agencies and incorporate them into PRIME 2.0 when it is ready.

Mr. Jehnke, who is a member of the project’s Technical Advisory Committee, said he thinks RTAC members will be happy with the new, more intuitive interface.

Liza Betz, Union County, voiced concern about consultants having to spend time entering study findings into PRIME as part of their contractual obligations, sometimes beyond the period they are compensated for. She asked how PRIME would work with the Subregional Studies Program so that consultants who will be entering material into PRIME will have the opportunity to do it before the cutoff date for charging their work. Mr. Vernick said the team is trying to create an

upload feature enabling consultants to enter ongoing work during a contract period. He said one challenge is the process for approvals, which may end after a contract concludes.

Ms. Goldman said that entering project findings into PRIME is an eligible activity under the Subregional Transportation Program (STP), so subregional staff can enter the data and seek funding through the STP if a consultant cannot perform the task within a contract timeframe. She said solid, non-controversial study recommendations can be uploaded by the consultant and amended later.

4. FY 2024 Subregional Transportation Program (STP) Solicitation and Update to the Billing Cycle and Cost Tracking System for FY 2023

Justine Recio-Patel, Central Staff, said staff is developing technical program guidelines for the STP, which will be distributed to RTAC members for review the week of August 22. Feedback can be provided by email or attending a review meeting on September 1.

Pam Lewis, Central Staff, said the NJTPA will make some changes to the subregional pass-through programs billing requirements and Cost Tracking System (CTS) for FY 2023. She said the NJTPA recently reviewed the current grant requirements and policies, and as part of that evaluation, the agency determined that requirements of the pass-through programs be updated to allow the subregions to bill monthly for direct labor costs and quarterly for both direct and non-labor costs line-item expenditures. Ms. Lewis said the update will further streamline the recording of expenditures for sponsors of the pass-through programs and make them more consistent with grant requirements. Additional details of the timeline for the changes to the CTS and the update to the grant billing requirements will be provided at the August 17 CTS training session.

5. Together North Jersey (TNJ) Initiative Update

Blythe Eaman, Central Staff, said TNJ, with support from the Rutgers Voorhees Transportation Center, will solicit applications for the new round of the Vibrant Places Program later in August. The program provides technical assistance to municipalities for place making projects. Ms. Eaman said TNJ Institute will host three training events over the next fiscal year, the first is scheduled for this fall. For more information about the Vibrant Places Program applications and the TNJ Institute events, visit the [TNJ website](#).

VI. Review of Standing Committee Action Items

Members of Central Staff briefed the Committee on action items slated for consideration at the August 15 joint meeting of the Project Prioritization Committee and the Planning and Economic Development Committee.

Project Prioritization Committee

1. Minor Amendments to the FY 2022-2025 Transportation Improvement Program to Add Three Statewide Programs as Requested by the New Jersey Department of Transportation – Ann Ludwig, Central Staff
 - Electric Vehicle Infrastructure Program
 - Carbon Reduction Program
 - Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Program
2. Minor Amendments to the FY 2022 – 2025 Transportation Improvement Program to Transfer CRRSAA Funds to Two NJ TRANSIT Programs as Requested by the North Jersey Transportation Planning Authority and NJ TRANSIT– Ann Ludwig

Planning and Economic Development Committee

3. Endorsement of Established Traffic Congestion Performance Measure Targets for the New York-Newark, Philadelphia, and Allentown-Bethlehem-Easton Urbanized Areas – Keith Miller, Central Staff
 4. Approval of Congestion Mitigation and Air Quality (CMAQ) Emissions Reduction Performance Measure Targets for the NJTPA Region – Keith Miller
- VII. RTAC Teleconference – Mr. Jehnke said an ITS Architecture training session has been proposed for September 19, and RTAC members who have ideas for other topics for discussion should reach out to him or Mr. Nicholas, the RTAC Vice Chair.
- VIII. Next Meeting: **Wednesday, October 12, 2022.**
- X. Adjournment

At 11:00 a.m. a motion to adjourn was made by the City of Newark, seconded by Bergen County and carried unanimously.

Regional Transportation Advisory Committee
Attendance
August 8, 2022

Voting Members	
Mark Jehnke (Chair)	Ocean County
Byron Nicholas (Vice-Chair)	Hudson County
Peter Kortright	Bergen County
David Antonio	Essex County
Katherine Fullerton	Hunterdon County
Elias Guseman	Jersey City
Doug Greenfeld	Middlesex County
Shilpa Bhojappa	Monmouth County
John Hayes	Morris County
Trevor Howard	City of Newark
Andras Holzmann	Passaic County
Tom Drabic	Sussex County
Liza Betz	Union County
David Dech	Warren County
Andrew Clark	NJDOT
Alan Kearns	NJ TRANSIT
Dorian Smith	Governor's Authorities Unit
Other Attendees	
Anna Aleynick	AECOM
Chris Adair	Bike Hoboken
Tara Shepherd	goHunterdon
Bob Werkmeister	GPI
Jason Kelly	HDR
Kris Melchers	Hunterdon County
Mike Manzella	Jersey City
Andrew Lappitt	Middlesex County
Dede Murray	Morris County
Various members of Central Staff	NJTPA
Andrew Mikesh	Northern Valley Greenway
Vichika Iragavarapu	STV Inc.
Michael Sadowski	
Colin DeVries	