

Unified Planning Work Program

**UPWP**

**FY2017**

**Volume II  
Subregional Transportation  
Planning Program**



**North Jersey  
Transportation  
Planning  
Authority, Inc.**



**UNIFIED PLANNING WORK PROGRAM**  
**FY 2017**  
**VOLUME II: SUBREGIONAL TRANSPORTATION PLANNING PROGRAM**  
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# **NJTPA FY 2017 UPWP SUBREGIONAL TRANSPORTATION PLANNING PROGRAM**

## **I. 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 understanding, evaluation and response to regional planning issues. Participation in the Subregional Transportation Planning 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 an inclusive metropolitan planning process that identifies accessibility and mobility problems, issues and needs, and selects appropriate strategies to address them. The NJTPA and its subregional partners work together to assess travel needs and evaluate a comprehensive array of strategies that can be implemented at various geographic scales.

Plan 2040, the Regional Transportation Plan (RTP) for northern New Jersey, guides transportation investment in the region to advance a more efficient and responsive transportation system over the next two decades. Plan 2040 sets out a process to guide the region's transportation planning and strategically direct capital resources to urgent regional needs. The NJTPA's Unified Planning Work Program (UPWP) supports the subregional planning work conducted through this program in coordination with Central Staff activities. Areas of coordination include information analysis, performance measurement, regional studies and strategy selection, and discrete products that implement Plan 2040. During FY 2017, Central Staff will begin preparations for updating the RTP, which will include implementation strategies for the Together North Jersey Plan (TNJ). The STP work program will be structured to provide support for this effort.

In response to FY 2017 U.S. Department of Transportation (USDOT) planning priorities and the new federal transportation law, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), MAP-21 Implementation, Models of Regional Planning Cooperation, and Ladders of Opportunity will be incorporated into all NJTPA plans and programs. These emphasis areas advance the goals of MAP-21. As vital partners in this regional planning work, the subregions are needed to provide a local perspective in the research and analysis of critical issues, needs and strategies.

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. Recognizing that 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 – the Transportation Planning and Coordination task includes three subtasks, as well as 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.

Central Staff update the core requirements of the STP on an annual basis consistent with the development of Volume I of the UPWP, which incorporates NJTPA Board of Trustees directives as well as USDOT and New Jersey Department of Transportation (NJDOT) emphasis areas. These regional efforts will inform the STP solicitation each year.

The STP Program will also continue to emphasize the integration of planning and environmental processes, the enhancement of technical capacity, non-motorized travel, and climate change activities.

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. Areas of coordination include fostering information exchange; participating in efforts to broaden planning and decision-making forums to include less traditional municipal planning organization planning partners, especially municipalities; efforts to enhance the technical capacity of the region; efforts to assimilate technical analyses and collaborative decisions into existing and new frameworks for prioritizing and planning; and support for the coordination of transportation services for various disadvantaged populations.

## II. PLANNING PRIORITIES

### **FEDERAL EMPHASIS AREAS**

As federal, state and regional planning priorities are provided on an annual basis, the subregions will help to address them as part of their individual STP work programs. Primarily, the work to be conducted through the FY 2017 STP Program is intended to support the following USDOT planning priorities for the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA):

- **MAP-21 Implementation**

*Transition to Performance Based Planning and Programming.* – We encourage State DOTs and Metropolitan Planning Organizations (MPOs) to further develop their performance management approach to transportation planning and programming. Performance-based planning and programming includes using transportation performance measures, setting targets, reporting performance and programming transportation investments directed toward the achievement of transportation system performance outcomes. Appropriate UPWP work tasks could include working with local planning partners to identify how to implement performance-based planning provisions such as collecting performance data, selecting and reporting performance targets for the metropolitan area, and reporting actual system performance related to those targets. The MPOs might also explore the option to use scenario planning to develop their metropolitan transportation plan. We encourage you to use the following resources to develop your approach: *Performance Based Planning and Programming Guidebook; Model Long Range Transportation Plans Guidebook and Small Metropolitan Areas: Performance Based Planning.*

- **Regional Models of Cooperation**

*Ensure a Regional Approach to Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, MPO and State Boundaries* – To improve the effectiveness of transportation decision-making, we encourage State DOTs and MPOs, and providers of public transportation to think beyond traditional borders and adopt a coordinated approach to transportation planning. A coordinated approach supports common goals and capitalizes on opportunities related to project delivery, congestion management, safety, freight, livability and commerce across boundaries. Improved multi-jurisdictional coordination by State DOTs, MPOs, providers of public transportation and rural planning organizations can reduce project delivery times and enhance the efficient use of resources, particularly in urbanized areas that are served by multiple MPOs. The MPOs can revisit their metropolitan area planning agreements to ensure that there are effective processes for cross-jurisdictional communication among State DOTs, MPOs, and providers of public transportation to improve collaboration, policy implementation, technology use and performance management. State DOTs and MPOs can explore the opportunity to partner with regional planning organizations (RPOs) to conduct transportation planning in nonmetropolitan areas. We encourage you to visit FHWA's [Regional Models of Cooperation and Every Day Count Initiative](#) webpages for more information.

- **Ladders of Opportunity**

*Access to Essential Services* – We encourage State DOTs, MPOs and providers of public transportation, as part of the transportation planning process, to identify transportation connectivity gaps in accessing essential services. Essential services include employment, health care, school/education, and recreation. Suggested UPWP work tasks include developing and implementing analytical methods to identify gaps in connectivity of transportation system and developing infrastructure and operation solutions that provide the public, especially the traditionally underserved populations, with adequate access to essential services. Other effective work tasks could include: evaluating the effectiveness of public participation plans for engaging transportation disadvantaged communities in the transportation decision-making process; updating the Section 5310 Coordinated Human Service Public Transportation plans; assessing the safety and condition of pedestrian and bicycle facilities; and evaluating compliance with Americans with Disabilities Act, particularly around schools, concentrations of disadvantaged populations, social services, medical and transit facilities.

### **NJTPA REGIONAL TRANSPORTATION PLAN GOALS**

Subregional work programs should support the following goals:

- Protect and improve the quality of natural ecosystems and the human environment.
- Provide affordable, accessible and dynamic transportation systems responsive to current and future customers.
- Retain and increase economic activity and competitiveness.
- Enhance system coordination, efficiency and intermodal connectivity.
- Maintain a safe and reliable transportation system in a state of good repair.
- Support the coordination of land use with transportation systems.

### **TOGETHER NORTH JERSEY STRATEGIC ACTION PLAN**

TNJ was created in 2011 to help develop a regional plan for North Jersey. Funded by a nearly \$10 million of federal grant and leveraged funds from members, TNJ brought together a coalition of nearly 100 diverse partners—counties, municipalities, educational institutions, nonprofits, businesses and other groups—to develop the first comprehensive plan for sustainable development for the NJTPA region. The TNJ Strategic Action Plan includes 16 focus areas, describing over 100 strategies that can be implemented to achieve the region’s vision. **The focus areas and strategies are listed at [www.togethernorthjersey.com/actionplans](http://www.togethernorthjersey.com/actionplans).**

### **NJDOT MPO TRANSPORTATION PLANNING PRIORITIES**

- Continue to collaborate with NJDOT in meeting USDOT’s MAP-21 requirements.
- Implement actions to collect pavement condition data at the local level and foster performance management of the non-state-owned National Highway System (NHS) bridges and pavements in accordance with MAP-21 requirements.

- Coordinate with NJDOT in the development and integration of standards and measures necessary to meet a performance based approach to Asset Management and to implement the Capital Investment Strategy.
- With the updated Comprehensive Strategic Highway Safety Plan, focus on local safety planning efforts particularly relating to intersections, lane departures and pedestrians traffic.
- Improve traffic operations through Intelligent Transportation System (ITS) upgrades and enhanced coordination at the interstate, state, county and local level. Support NJDOT Traffic Operations for the Integrated Corridor Management (ICM) Study for the I-495 Corridor and New Jersey Northeast Corridor.
- Pursue the following congestion relief strategies:
  - Low-cost operational improvements at intersections, interchanges, and identified bottlenecks; and
  - Transportation Demand Management (TDM) to help maximize the efficiency of the existing transportation system from the demand side, encouraging greater use of alternatives to single occupant vehicles.
- In partnership with the Complete Team, institutionalize an improved process for initiating mobility improvements with an updated, coordinated and streamlined approach to developing and vetting problem statements.
- Improve primary freight corridors and hubs for more efficient access and improved system performance.
  - Coordinate with NJDOT in updating the NHS Intermodal Connectors
  - Pursue the advancement of the Freight Concept Development for freight projects
  - Continue to monitor federal grant programs. Develop a list of projects ready (with necessary federal approvals, local support, and environmental documents) for when grants become available.
- Maximize opportunities for Complete Streets implementation.
  - Where possible, support the collection of bicycle and pedestrian volume data on county roadways.
  - The MPOs should refine their local project prioritization process to include scoring factors that are based on potential health outcomes, safety improvements, connectivity for all modes, proximity to schools and transit stops, and other factors.
- Support implementation of enhanced problem intake process, and provide technical support to NJDOT to help improve the problem and project prioritization process.
- Implement actions to foster improved local public agency project delivery and compliance with federal regulations during project development and construction in coordination with NJDOT Division of Local Aid and the FHWA.
- Continue to support greater coordination with other MPOs, NJDOT transit agencies, TMAs and subregions in mobility and land use planning. This can include Regional

Models of Cooperation like the Central Jersey Transportation Forum, grant or technical assistance programs to encourage vibrant, sustainable communities, and developing and maintaining databases in support of smart growth, and other related activities.

- Work with NJDOT and other partners on risk management strategies for improving the resilience of transportation infrastructure against the impacts of extreme weather.
- Implement actions that support fairness and improved coordination of services, access and mobility for low income, minority, persons with disabilities and seniors.
- Continue to engage with the public to strengthen public confidence and participation in the planning process through the use of web tools/technology, social media, outreach, education and public forums/meetings.

### III. WORK PROGRAM BUDGET

The proposed FY 2017 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.

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



**SUBREGIONAL PASS-THROUGH PROGRAM MANAGEMENT AND  
ADMINISTRATIVE PROCEDURES, REQUIREMENTS  
AND ALLOWABLE EXPENSES**



## **SUBREGIONAL PASS-THROUGH PROGRAM MANAGEMENT AND ADMINISTRATIVE PROCEDURES, REQUIREMENTS AND ALLOWABLE EXPENSES**

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 2016, the NJTPA will conduct an assessment of the subrecipients 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:**

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 31<sup>st</sup> 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 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.

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 Subregional Support Program's Technology Library (see subsection below on Subregional Support Program). 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, purchased directly by the NJTPA and the expense drawn from the subregion's annual allocation of funds appropriated under the Subregional Support Program.
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](http://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](http://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 4<sup>th</sup> 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 reports and invoices. Try to have consultant bill monthly, at most quarterly. This insures that you receive regular reports and that you are kept up to date on the project's status.
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 TMA will be required to request a waiver of exemption from the ESBE/DBE goal. The TMA 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 4<sup>th</sup> 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](http://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 30<sup>th</sup> of June).

**Quarterly Reporting Schedule for FY 2017 Programs**

<u>Reporting Period</u>	<u>Program</u>	<u>Due Date</u>
1 <sup>st</sup> Quarter (ending September 30 <sup>th</sup> )	STP/SSP	October 17, 2016
2 <sup>nd</sup> Quarter (ending December 31 <sup>st</sup> )	STP/SSP	January 17, 2017
3 <sup>rd</sup> Quarter (ending March 31 <sup>st</sup> )	STP/SSP	April 17, 2017
4 <sup>th</sup> Quarter (ending June 30 <sup>th</sup> ) / STP Final Quarter	STP/SSP	<i>STP Final Quarter: July 24, 2017</i> <i>SSP 4<sup>th</sup> Quarter: July 17, 2014</i>
5 <sup>th</sup> Quarter (ending September 30 <sup>th</sup> )	SSP	October 16, 2017
6 <sup>th</sup> Quarter (ending December 31 <sup>st</sup> )	SSP	January 16, 2018
7 <sup>th</sup> Quarter (ending March 31 <sup>st</sup> )	SSP	April 13, 2018
8 <sup>th</sup> Quarter (ending June 30 <sup>th</sup> ) / SSP Final Quarter	SSP	July 23, 2018

(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 Subregional Support Program:**

For FY 2017, the NJTPA will continue to make Subregional Support Program funds available to the subregions to use towards the diverse needs of 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 2017 Subregional Support Program (or a total of \$225,000 for the program). Individual subregional support requests greater than \$15,000 will be considered; however, 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.

The FY 2017 Work Program's planning priorities and activities should be taken into consideration when determining how best these funds can be used to complete your program. A subregion may decide to use the entire amount for intern support, or allocate a portion for interns, and split the rest between technology needs, training\professional development and/or foreign language translations services. The goal of the program is designed to allow the greatest flexibility given the diverse needs and constructs of each subregion.

The Subregional Support Program consists of five distinct components: the Technology Library, the Internship Program, Subregional Training\Professional Development, Public Outreach Foreign Language Translations, and Reproduction of Subregional Study Reports. 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 for pre-approval.*** Requests for support for this program must be submitted to the STP program manager with adequate details and justification for how the request will support the regional transportation planning effort. Requests shall include a completed copy of the NJTPA's standard Subregional Support

Program Request Form (see standard request form included in the ***QUARTERLY REPORTING EXHIBITS***).

- ***All requests must be submitted by September 30, 2016.***
- For budgeting purposes, each subregion is also requested to ***submit a preliminary estimate of how they plan to utilize the Subregional Support Program funding*** in advance, with their draft STP work programs submittals ***on November 6, 2015*** (utilizing the form provided in the work program budget template file, a copy of which is included in ***SECTION VI***)
- The guidelines of each specific support type are provided below. All requests must meet federal eligibility requirements.
- The CTS shall be utilized to track and invoice all *reimbursable* costs in the subregional support program 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 (see ***QUARTERLY REPORTING EXHIBITS*** for a sample invoice and Subregional Support Program Quarterly Progress Report).

### **Technology Library**

The technology library 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 hardware and software must be compatible with NJTPA technology to ensure that the NJTPA can provide the necessary technical support, and if approved will be purchased by the NJTPA.
- Requests for traffic and pedestrian data collection services - including intersection turning movement counts and video recordings, roadway volume counts, classification counts, speed counts, gap counts, and O-D surveys - will be evaluated and, if approved, procured by the subregion (in accordance with Federal Acquisition Regulations and Code of Federal Regulations (2 CFR Part 200)).
- Software upgrade and maintenance warranties are not eligible under this program but can be supported through the STP budget.

### **Internship Program**

This program 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 program:

- 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 number of hours per week and hourly wage rate.
- Quarterly Reporting Requirements for the Internship Program include:
  1. Progress Report, noting all tasks and products completed by intern for the quarter.
  2. The NJTPA online Cost Tracking System's (CTS) Employee Time Summary Report, Time Summary by Task Report and Intern Time Keeping Report.
    - The subregions issued a subcontract for this Internship Program will be responsible for paying the interns and invoicing 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.
    - The subregions assigned an intern hired by the NJIT/NJTPA must also submit approved timesheets (generated by the CTS), with hours worked by task, on a biweekly basis.

### **Subregional Training\Professional Development**

Any individual training requests must be submitted, in writing, to the STP Program Manager and must support the goals of the Subregional Transportation Planning program. 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. 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). To be eligible for reimbursement detailed course descriptions and curriculum must be provided in advance for NJTPA approval. The NJTPA will continue to offer additional regional training sessions, which the RTAC membership will be invited to participate in.

## **Public Outreach Foreign Language Translations**

Requests for foreign translation services must be submitted, in writing, to the STP Program Manager and must support the public outreach and involvement goals of the Subregional Transportation Planning Program or support projects in the Subregional Study Program.

## **Reproduction of Subregional Study Reports**

Unanticipated reproduction costs for additional copies of previously completed subregional study reports, requested after the study's grant period has expired, are eligible for reimbursement under this program to support projects in the Subregional Studies Program. Requests must note the specific SSP program year, study, number of copies and reasons why additional copies are needed. Upon approval, the subregion will be responsible for paying for the costs for Reproduction of Subregional Study Reports and shall invoice the NJTPA for reimbursement.

*Efforts should be made to use and disseminate reports in electronic format, where possible.*

## **Quarterly Reporting and Invoicing Requirements for Reimbursable Costs under the Subregional Support Program**

1. Invoice for payment for reimbursable items incurred during the quarter.
2. Cost Tracking system reports (Budget Summary, Employee Time Summary Report, Time Summary by Task Report and Intern Time Keeping Report)
3. Supporting documentation, as applicable (copy of vendor invoice and proof of payment, signed time sheets for interns)
4. Subregional Support Program Progress Report noting all activities including tasks and products completed by any interns for the quarter (see ***QUARTERLY REPORTING EXHIBITS***).

**QUARTERLY REPORTING EXHIBITS**



Sample Invoice

**NORTH JERSEY TRANSPORTATION PLANNING AUTHORITY, INC.  
INVOICE FOR PAYMENT**

<b>Date:</b>	
<b>Fiscal Year:</b>	<b>201*</b>
<b>Invoice Period:</b>	<b>7/1/201* - 9/30/201*</b>
<b>Program Name:</b>	<b>FY 201* STP Program</b>

<b>Invoice Number:</b>	<b>Allowable amount: \$0.00</b>
------------------------	---------------------------------

**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 – 17<sup>th</sup> 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**

	<b>Annual Budget</b>	<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>	<b>Expenditures to Date</b>	<b>Available Balance</b>
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
<b>Total</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Allowable Cost by Funding Source</b>							
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
<b>Total</b>	\$000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	000,000.00

**Sample Employee Time Summary Report**

**SUBREGION  
EMPLOYEE TIME SUMMARY**

**Period: 7/1/201\* - 9/30/201\***

		Hours	Salary	Fringe	Total
<b>Employee</b>	<b>Jane Doe</b>				
<b>Program</b>	<b>FY 201* STP Program</b>				
	Task 1 Program Management				
	Task 2 Transportation Planning and Coordination				
		##	\$	\$	\$
<b>Employee</b>	<b>John Smith</b>				
<b>Program</b>	<b>FY 201* STP Program</b>				
	Task 1 Program Management				
	Task 2 Transportation Planning and Coordination				
		##	\$	\$	\$
	<b>Totals:</b>	##	\$	\$	\$
	<b>Grand Total:</b>		<b>\$0.00</b>		

**Sample Time Summary by Task Report**

**SUBREGION  
TIME SUMMARY BY TASK**

**Period: 7/1/201\* - 9/30/201\***

		Hours	Salary	Fringe	Total
<b>Program</b>	<b>FY 201* STP Program</b>				
	Task 1 Program Management				
	Task 2 Transportation Planning and Coordination				
	<b>Totals:</b>	##	\$	\$	\$
	<b>Grand Total:</b>		<b>\$0.00</b>		

## **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

*Check all applicable boxes and complete sections in RED. Not all activities will be conducted and reported on every quarter; however, each required core activity should be reported on at least once during FY 2017. If a required activity is not undertaken during the FY 2017, the fourth quarter report should explain why the activity was not undertaken during the fiscal year.*

FY 2017 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM QUARTERLY PROGRESS REPORT			
SUBREGION			
<b>Reporting Period</b>	Quarter xx (Month xx, 20xx – Month xx, 20xx)		
<b>Project Manager</b>	Subregional Project Manager		
Budget Status Report			
Total Budget <i>(including local match)</i>	Amount Authorized	Amount Expended to Date	% Expended to Date
<b>Total Budget</b>	\$	\$	## %
Quarterly Reporting Deadlines*			
First Quarter	Second Quarter	Third Quarter	Fourth Quarter/ Final Report
October 17, 2016	January 17, 2017	April 17, 2017	July 24, 2017
<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 in 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 cumulative hours worked, amount expended and percent of work completed to date for Tasks 1 and 2.</i></p>			

PRODUCT/OUTCOME	PRODUCT ACTIVITIES THIS QUARTER	
<b>TASK 1: PROGRAM MANAGEMENT</b> - Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-c) planning process.	Amount Budgeted: \$ Amount Expended: \$ % Expended:	
<input type="checkbox"/> FY 2018 Subregional Transportation Planning Work Program, Budget and Staffing Plan	<input type="checkbox"/> Prepared the following year's work program proposal.  <b>Additional comments (optional):</b>	
<input type="checkbox"/> Timely quarterly Progress Reports, invoices and supporting documentation	<input type="checkbox"/> Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2 <input type="checkbox"/> Prepared quarterly invoices and financial documentation using the Cost Tracking System (CTS) <input type="checkbox"/> Maintained all Subregional grant-related records and products. <input type="checkbox"/> Maintain data in the Cost Tracking System (developed by NJTPA) <input type="checkbox"/> Attend NJTPA-led trainings and workshops on the STP program  <b>Additional comments (optional):</b>	
<input type="checkbox"/> Fourth Quarter/Final Report, invoice and supporting documentation	<input type="checkbox"/> Prepared Final Report (including summary of impacts and highlights of accomplishments for the full program year)  <b>Additional comments (optional):</b>	

PRODUCT/OUTCOME	PRODUCT ACTIVITIES THIS QUARTER	
<p><b>TASK 2: TRANSPORTATION PLANNING AND COORDINATION</b> - 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>	<p>Amount Budgeted: \$ Amount Expended: \$ % Expended:</p>	
<p>----- <b>Task 2.1: Support the NJTPA’s Regional Planning Process</b> -----</p>		
<p>----- <b>(2.1 CORE Products/Outcomes &amp; Activities)</b> -----</p>		
<p><input type="checkbox"/> Participation in the implementation of Plan 2040, and in development of the FY 2017 RTP update, entitled, “Plan 2045 - Connecting North Jersey”</p>	<p><input type="checkbox"/> Continued to assist in the implementation of Plan 2040, including ongoing needs identification and assessment, advancement of subregional capital projects, and the conduct of planning studies that address regional transportation and land use issues at the local scale. <b>(list specific projects)</b></p> <p><input type="checkbox"/> Participated as requested in the development of the 2017 update to the Regional Transportation Plan. <b>(explain)</b></p>	
<p><input type="checkbox"/> Participation on NJTPA technical advisory and working committees, and the NJTPA Strategic Business Plan (SBP), as appropriate</p>	<p><input type="checkbox"/> Participated on Steering or Technical Advisory Committees, as requested, for 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 Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, and the Air Quality Conformity Determination. <b>(explain)</b></p> <p><input type="checkbox"/> Supported the development of the FY 2018 UPWP. Assist in the implementation of the central staff’s FY 2017 UPWP task activities (Volume I) <b>(explain)</b></p> <p><input type="checkbox"/> Collaborated with the Transportation Management Associations (TMAs) to integrate TMA work with the NJTPA planning process as appropriate <b>(explain)</b></p> <p><input type="checkbox"/> Assisted in the implementation of the recommendations of the NJTPA’s Strategic Business Plan <b>(explain)</b></p>	

PRODUCT/OUTCOME	PRODUCT ACTIVITIES THIS QUARTER
<input type="checkbox"/> Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.	<input type="checkbox"/> Participated with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to develop performance measures and identify targets and thresholds for these measures related to current federal transportation legislation. Provide data as needed to evaluate system performance for these measures. <b>(explain)</b>
<input type="checkbox"/> Provision of data and data updates	<input type="checkbox"/> Facilitated 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. <b>(explain)</b>  <input type="checkbox"/> Assisted 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. <b>(explain)</b>  <input type="checkbox"/> Provided data as requested to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, Air Quality Conformity Determination. <b>(explain)</b>
<input type="checkbox"/> Support for Board activities	<input type="checkbox"/> Provided ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. <b>(explain)</b>
<input type="checkbox"/> Advancement of select (consistent with the needs and goals of the subregion) core transportation-related actions identified in the Together North Jersey Plan (TNJ)	<input type="checkbox"/> Consistent with the needs and goals of the subregion, advanced select transportation related actions identified in the TNJ (e.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). <b>(explain)</b>

PRODUCT/OUTCOME	PRODUCT ACTIVITIES THIS QUARTER
<b>----- (2.1 ELECTIVE Products/Outcomes &amp; Activities) -----</b>	
<input type="checkbox"/> Prepare transportation related studies and plans, support preparation of transportation related studies and plans, review transportation related studies and plans, and/or engage in interagency coordination and data sharing on transportation related topics	<p>[Insert elective activities from approved work program]</p>
<input type="checkbox"/> Participation in meetings, seeking funding commitments, and/or other transportation related implementation activities	<p>[Insert elective activities from approved work program]</p>
<b>-----Task 2.2: Integrate Public Participation in the Ongoing 3-C Planning Process -----</b>	
<b>----- (2.2 CORE Products/Outcomes &amp; Activities) -----</b>	
<input type="checkbox"/> Implementation of regional and subregional public participation activities. A minimum of 2 outreach meetings must feature NJTPA programs and products	<input type="checkbox"/> Provided a mechanism for citizen input in the planning process in order to inform and educate the public on transportation matters and to provide a proactive means of soliciting their comments. Information about subregional planning activities and products should be made available electronically on the web and/or social media. <b>(explain)</b>  <input type="checkbox"/> Submitted to NJTPA of 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. <b>(explain)</b>  <input type="checkbox"/> Assisted in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited

PRODUCT/OUTCOME	PRODUCT ACTIVITIES THIS QUARTER
	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. (explain)
----- (2.2 ELECTIVE Products/Outcomes & Activities) -----	
<input type="checkbox"/> Participation in public education efforts regarding the results of NJTPA project development	[Insert elective activities from approved work program]
<input type="checkbox"/> Assistance with special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign	[Insert elective activities from approved work program]
----- Task 2.3: Capital Programming and Project Development-----	
----- (2.3 CORE Products/Outcomes & Activities) -----	
<input type="checkbox"/> Participation in the development of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP)	<input type="checkbox"/> Assisted in the development of the TCP and TIP. (explain)
<input type="checkbox"/> Written responses to TIP modifications and amendments	<input type="checkbox"/> Provided input into TIP modifications and amendments as requested. (explain)
<input type="checkbox"/> Submission to the NJTPA of information about major transportation projects	<input type="checkbox"/> Provided the NJTPA with major transportation projects affecting air quality regardless of funding source. (explain)

PRODUCT/OUTCOME	PRODUCT ACTIVITIES THIS QUARTER
affecting air quality regardless of funding source	
<input type="checkbox"/> Where applicable, technical support on NJTPA Local Concept Development	<input type="checkbox"/> Reviewed technical documents produced by consultant. (explain)
----- (2.3 ELECTIVE Products/Outcomes & Activities) -----	
<input type="checkbox"/> Proposals for Local Programs	<input type="checkbox"/> [Insert elective activities from approved work program]
<input type="checkbox"/> Participation in interagency capital planning initiatives	<input type="checkbox"/> [Insert elective activities from approved work program]

**Subregional Support Program Request Form**

**NJTPA UPWP**

**Subregional Support Program Request Form**



**Subregion:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Fiscal Year:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

<b>Program Category</b>	<b>Allocated \$15,000 Budget</b>	<b>Additional Budget Requested</b>	<b>Total Estimated Budget Requested</b>	<b>Brief Description of Requested Item(s) or Services</b>
<b>Technology Library</b>	\$ -	\$ -	\$ -	
<b>Internship Support</b>	\$ -	\$ -	\$ -	
<b>Subregional Training\Professional Development</b>	\$ -	\$ -	\$ -	
<b>Public Outreach Foreign Language Translations</b>	\$ -	\$ -	\$ -	
<b>Reproduction of Subregional Study Reports</b>	\$ -	\$ -	\$ -	

**Total Estimated Budget:** \$ \_\_\_\_\_

Attach detailed description of item(s) and/or services requested, along with adequate justification of how they will support the subregional programs. Equipment requests should include project specifications and/or vendor quotes, when possible. Intern requests must describe specific tasks and products to be completed by the intern, and the number of hours per week and hourly wage the intern will be paid.

**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>
<b>Employee: Smith, John</b>		
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			
<b>Total</b>			



**NJTPA**

**NORTH JERSEY  
TRANSPORTATION  
PLANNING AUTHORITY**

**FY 2017**

**STP WORK PROGRAMS**



**FY 2017**

**BERGEN COUNTY**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**



## **I. WORK PROGRAM DOCUMENT DEVELOPMENT**

### **1.0 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 and Activities***

- **PRODUCT/OUTCOME:** FY 2018 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

##### **ACTIVITIES:**

- Prepare the following year’s work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation.

##### **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 Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products.
- Maintain data in the Cost Tracking System (developed by NJTPA).
- Attend NJTPA-led trainings and workshops on the STP program.

- **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

## **2.0 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 that inherent in all planning activities are interagency coordination and public participation. It is also recognized that each subregion is unique and pursues transportation planning in ways that may differ from other subregions. In addition to performing the 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.

### **➤ 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:** Participation in the implementation of Plan 2040, and in development of the FY 2017 RTP update, entitled, "Plan 2045 - Connecting North Jersey."

##### **ACTIVITIES:**

- Continue to assist in the implementation of Plan 2040, including ongoing needs identification and assessment, advancement of subregional capital projects, and the conduct of planning studies that address regional transportation and land use issues at the local scale.
- Participate as requested in the development of the 2017 update to the Regional Transportation Plan.
- **PRODUCT/OUTCOME:** Participation on NJTPA technical advisory and working committees, and the NJTPA Strategic Business Plan (SBP), as appropriate.

##### **ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for 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 Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, and the Air Quality Conformity Determination.

- Support the development of the FY 2018 UPWP. Assist in the implementation of the central staff's FY 2017 UPWP task activities (Volume I).
- Collaborate with the Meadowlink TMA to integrate TMA work with the NJTPA planning process as appropriate.
- Assist in the implementation of the recommendations of the NJTPA's Strategic Business Plan.

- **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 develop performance measures and identify targets and thresholds for these measures related to current federal transportation legislation. Provide data as needed to evaluate system performance for these measures.
- **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, political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, Air Quality Conformity Determination.

- **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.
- **PRODUCT/OUTCOME:** Advancement of select (consistent with the needs and goals of the subregion) core transportation-related actions identified in the Together North Jersey Plan (TNJ)

**ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in the TNJ (e.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit).

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

***Integrated Bergen Transit Study.*** Bergen County for years has both benefitted and confronted challenges due to its proximity to New York City and its gateway role via the George Washington Bridge. Transportation has traditionally been a top quality-of-life issue for the County, and Bergen’s location lends itself to its desirability as a place for home, work, and recreation. Various transportation investments and installation of infrastructure have arisen over the years that cater to Bergen’s role, and the needs of people to move effectively around and through the County to reach various activity centers. As investment and development has continued, and travel behavior has changed over the years, congestion has arisen as a tremendous challenge to Bergen residents and businesses alike. While tradition holds that Bergen County is a so-called “bedroom community” for New York City, it has emerged as center of business and commerce in its own right. According to the latest Census Transportation Planning Package Data available (2006-2010), well over half (62%) of Bergen residents are employed within the County. New York City, weighted heavily toward Manhattan, ranks second at 16%, and neighboring Hudson and Passaic Counties each attract approximately 6% of the workforce residing in Bergen County.

Given our built-out landscape, the possibility to widen highways or build new roadways is almost non-existent. As such, we need to find more efficient ways to utilize our existing transportation infrastructure. Given the connection between transportation and land use, housing, and the balance between environmental and economic sustainability, we have commenced an Integrated Transit Study that will look at the existing transit network seeking ways to fill in transit voids and identify potential transit nodes and or hubs that encourage greater transferability to gain access to greater destinations within the County. An early outgrowth of the Transportation Element of the Bergen County Master Plan, this effort will also look to create economic development opportunities at these nodes/hubs, improve and increase parking for all County residents at transit stations, and better integrate various modes of transit to one another.

- **PRODUCT/OUTCOME:** Prepare associated analyses, surveys, and plans, engage in interagency coordination with NJ Transit and municipalities to identify opportunities for parking and hub/node development as part of the Integrated Bergen Transit Study.

**ACTIVITIES:**

- Gather necessary data for analysis of transit use, need, location, and scope and breadth of service. This includes base demographic and economic data, attention to special needs populations and the transit-dependent, land use and development/redevelopment data, parking and station site information, transit services and levels of service, locations served, and other relevant data.
- Inventory current parking assets within the county. This is currently underway.
- Utilize these datasets to determine gaps in service (both spatial and temporal).
- Utilize these datasets to identify logical transit nodes and hub locations where transit services intersect and interface. Identify opportunities and obstacles for bicycle/pedestrian access to said hubs.
- Analyze data to determine indices of need and priority. These will help to focus future transit investment, redevelopment, and public/private partnerships in order to provide safe and effective access, as well as economically viable.
- Analyze data to determine where services may be reoriented somewhat in order to better serve transit nodes and hubs, interface with other services and activity centers, etc.
- Utilize analysis to prioritize investment in areas that are well-served by transit.

***Rapid Transit.*** We continue our efforts in developing Rapid Transit Technology in Bergen County. In our built-out mature suburban landscape, with little virgin land available for development let alone space to create new rights-of-way for mass transit, we have gauged the potential for a Bus Rapid Transit (BRT) system to serve Bergen County. BRT is loosely defined as a transit system that combines the ***efficiency*** of trains with the ***flexibility*** of buses. An existing bus system can implement various improvements that together make up a BRT system. BRT has the ability to take on the image of a “surface subway” type transit service, with typical improvements including more frequent service, limited and clearly-defined stops, traffic signal priority, cleaner and quieter vehicles, more convenient fare collection, and better passenger information. A BRT system in Bergen County could build on existing bus ridership and an already extensive bus system. A well designed BRT system can connect the other modes of transit in the County (commuter rail, shuttle bus, and existing local and regional bus services) and link major destinations (shopping centers, schools, employment centers) by transit. Many trips that could only be made by private automobile would now be possible by transit, thereby enabling people to leave their cars at home. BRT has serious potential to give people an alternative to driving for some trips; thereby decreasing automobile use and

increasing transit use as well as reducing both greenhouse gas emissions and traffic congestion.

In the past, we developed a number of conceptual routes for such a BRT system, and continue to study the feasibility of providing trunk-line service along and/or parallel to the heavily traveled Route 17 and Route 4 corridors, connecting such destinations as the New Jersey Sports and Exposition Authority (NJSEA); the Bergen Town Center, Garden State Plaza, Paramus Park, and other Bergen County shopping centers and commercial districts; Bergen Community College and other educational complexes; the Bergen County Courthouse and Administration Building; Hackensack University Medical Center; and other major trip generators. These and other critical corridors are currently being studied in a joint effort with NJ Transit, the Bergen BRT Implementation Study.

As far as the conceptual routes we have recommended for further study, some of these routes would complement existing bus routes and rail lines, attracting even more transit riders. Other routes may not generate enough ridership to justify capital costs. Many of these routes have potential and have warranted further examination such as forecasting their ridership and estimating their constructability. We continue to work with NJ Transit on these activities, and we also refer our current efforts back to the Draft Northeast New Jersey Metro Mobility Study and the Bus Rapid Transit Planning and Development Program within NJ Transit. The Bergen BRT Implementation Study has and will continue to build upon previous and current work to introduce BRT in Bergen County. NJ Transit and Bergen County have each contributed \$300,000 for a total of \$600,000 to identify initial operating segments and prepare design concepts. The consulting firm of Parsons Brinckerhoff was selected to conduct the study back in autumn of 2012, following the Federal Procurement Process. The effort is expected to be completed within this Fiscal Year, with recommendations for Initial Operating Routes that have the best chance for early success. Additional routes or extensions of the selected route(s) remain viable options, and will be investigated further upon initial successes.

- **PRODUCT/OUTCOME:** Complete analyses and issue an Implementation Strategy and Appendices that discuss the optimal routes including a discussion of ridership, operations, branding, and capital/operating costs. Continue working with NJ Transit to identify funds and opportunities to implement these routes, either individually or in combination including the modifications necessary within the existing bus network to support the BRT routes.

**ACTIVITIES:**

- A set of initial routes have been identified from the greater universe of possible services, and have been put through a quantitative and qualitative evaluation.
- Through further refinement, a short-list of potential routes will be developed and proceed through further refinement.

- Finalize Potential Routes, finalize draft report and appendices, final public outreach.
- Continue regular coordination with NJ Transit on this and other related transit efforts.

**Transportation Strategy outgrowth of County Master Plan.** Isolate and further develop the Transportation Element of the County Master Plan which in turn, will be presented as the County’s Transportation Strategy – a stand-alone document outlining the County’s Transportation Policies and Implementation Plan. This Strategy will guide the County’s transportation policies, planning, and priorities, as well as creating greater efficiencies – all while ensuring continued economic viability, quality of life, and coordinated, suitable, and well-situated growth throughout the county. Further, this Transportation Strategy will allow us to look regionally – at the big picture – in order to address many of today’s most critical challenges and issues and, in effect, serves as a blueprint to guide future actions and policies of the County, to help us prioritize our work efforts and direct funding, and to serve as a resource to guide municipal decision-making in their own planning and land use efforts. This effort also takes into account information and trends gleaned during the State Planning Process. This Strategy stems from a process that culled information from Existing Conditions, combined with input received during our Visioning Workshops and Symposium. The Visioning Process we conducted from fall 2009 into early 2010 informed the early stages of the County Master Plan, taking advantage of common geography, location, characteristics, natural features, community goals, and activity nodes in order to draw constituent municipalities together to promote a “shared vision” around central shared resources. Subsequent workshops held between multiple Departments and Agencies around key topic areas in the Master Plan have been central to moving this project forward, through identification of key issues for the County, as well as an iteration of goals, objectives, and action items to be addressed through the Master Plan process.

- **PRODUCT/OUTCOME:** Complete analyses and issue a draft Transportation Strategy that encompasses all aspects of transportation within the County and surrounding region.

**ACTIVITIES:**

- The overarching goal of the Transportation Strategy is to promote the rational nexus between the County’s policies and operations and quality of life in the County, recognizing that the work product should serve as a long-spanning benefit to Bergen County residents and businesses. As such, this Strategy is being developed as a “living document” of sorts, with corollary regulations, strategies, and coordination efforts that, taken together, work toward improving transportation and maximizing the quality of life for Bergen County. Activities include developing an understanding of existing conditions, and creating Goals, Objectives, and an Implementation Matrix.

## Various NJTPA Related Transportation Planning and Coordination Activities

- **PRODUCT/OUTCOME:** Prepare transportation related studies and plans, Support the preparation of transportation related studies and plans, Review transportation related studies and plans, and/or engage in interagency coordination and data sharing on transportation related topics.

### ACTIVITIES:

- Advance selected recommendations from TNJ transportation related actions. This may include recommendations from the TNJ Strategic Action Plan, the Local Government Capacity Grant Program (LGCGP), Regional Comprehensive Economic Development Strategy (CEDS), or Local Demonstration Projects (LDP) program.
- Coordinate and support selected regional and statewide strategic planning initiatives.
- 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.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Collaborate with the NJTPA in environmental, climate change and resilience planning activities, including providing input into vulnerability assessment and adaptation planning activities.
- Support the NJTPA's Livable Communities and Complete Streets Planning activities including: participation in FHWA's Transportation Alternatives Program (TAP) (refer to <http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm> for more information); pedestrian initiatives such as data collection, walkable communities and Safe Routes to School; bicycle initiatives such as the application of bike/ped tools, as well as the advancement of greenway initiatives.
- As needed, conduct analysis, study or planning efforts that engage municipalities and other stakeholders to develop comprehensive bicycle and walking policy implementation plans. Comprehensive bicycle policy implementation plans may identify specific streets for on street bicycle lanes and/or off street bicycle paths, bicycle parking through zoning requirements and/or bike rack sponsorship programs, updates to bicycle riding ordinances, and safe cycling and driving education and enforcement campaigns. Comprehensive walking policy implementation plans may identify gaps in existing pedestrian accommodations such as sidewalks and crosswalks, updates to ordinance standards for sidewalks, and planning for StreetSmart pedestrian safety campaigns.
- Support the development of NJTPA's initiatives for DO-IT: Developing Opportunities for Innovation in Transportation.

- 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.
- Support the NJTPA regional freight planning activities including rail freight, motor carrier, marine highway and air cargo activities.
- Through our Site Plan and Subdivision Reviews, continue to 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 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 (RSAs) to generate capital programming recommendations.
- When appropriate, prepare grant applications for the Subregional Studies Program (SSP), or other funding opportunities.
- Ongoing analysis of multi-modal needs.

➤ **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 mechanisms. If desired, requests for central staff support should be included in the subregion's STP Program proposal.

➤ *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:**

- Provide a mechanism for citizen input in the planning process in order to inform and educate the public on transportation matters and to provide a proactive means of soliciting their comments. Additional examples 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. Information about subregional planning activities and products should be made available electronically on the web and/or social media.
- Submit to NJTPA of 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:** Maintain outreach efforts and portals for continued information and data dissemination on key transportation activities that impact Bergen County.

#### ACTIVITIES:

- Continue to update Bergen County Planning website regarding transportation related data, Subregional Study results, Cross-Acceptance, municipal projections, rail transit network, and TIP projects.
  - Continue to provide web-based dissemination of key County data utilizing our parcel mapping initiative, via the Bergen County Planning website.
  - Maintain linkages to the NJTPA website and social media outlets.
  - Coordinate with elected officials for various Route 17 and Northern Branch, as well as other NJDOT and NJ Transit efforts.
  - Continue outreach with elected officials (Local, County, State, and Federal), as well as various commerce and industry associations and local communities, on such pivotal matters as the rail transit network – especially the Northern Branch, and the Route 17 improvements, progress of TIP projects, and various NJTPA Programs.
  - In concert with Master Plan effort, advance concept of Regional Planning Approaches around regional resources, including important transportation facilities, including Route 17, Route 4, the Northern Branch Rail Line, and pedestrian facilities, in concert with efforts put forth by the NJTPA, NJDOT, NJ Transit, and other State and regional agencies.
- **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.
- Assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign.

- **PRODUCT/OUTCOME:** Support pilot technical assistance program, including acceptance of up to 100 hours of direct technical assistance from Rutgers VTC.

**ACTIVITIES:**

- Support the development and pilot program of Rutgers VTC research team and NJTPA staff for on-call technical assistance to subregions - accept assistance ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Assistance equal to approximately 100 hours for the NJTPA region in total is available.

➤ **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.

- **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 transportation projects affecting air quality regardless of funding source.
- Participation in CMAQ/TCAM Program: Staff prepared an application and all materials for the for the FY 2016 -2017 CMAQ/TCAM Program. The Bergen County Division of Planning wrote and submitted a proposal, and successfully secured grant funding, for the TCAM program, a competitive grant opportunity under the auspices of the NJTPA. Our submission was to look at instituting an adaptive/intelligent signal program in a phased approach along appropriate corridors in Bergen County, starting with the Hackensack Central Business District, with the Hackensack Bus Transfer at its heart. The aim here is to move traffic (including buses) more efficiently through the densely-travelled street grid in order to reduce idling time and emissions.

> **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.
  - Continue to advance Local Safety Program: Washington Avenue Corridor Safety Improvements
  - Where applicable, provide technical lead on NJTPA Local Concept Development studies.
- **PRODUCT/OUTCOME:** Participation in interagency capital planning initiatives.

**ACTIVITIES:**

- Participate in the Online Interagency Project Management System.
- **PRODUCT/OUTCOME:** Technical support for NJTPA Local Concept Development.

**ACTIVITIES:**

- Review technical documents produced by consultant.
- **PRODUCT/OUTCOME:** Participation in transportation related implementation activities.

**ACTIVITIES:**

- Prepare grant applications for the Transportation Alternatives Program (TAP), or other funding opportunities, where applicable.
- Provide data.
- Attend meetings.

**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF BERGEN  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 145,530.82		
	2. FRINGE BENEFITS	58.410%	\$ 85,004.55		
	<b>SUBTOTAL</b>		<b>\$ 230,535.37</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ 3,669.63		
	2. TRAVEL		\$ 6,250.00		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 6,250.00		
	(ArcGis Basic license renewal from NJTPA)		\$ 1,000.00		
	<b>SUBTOTAL</b>		<b>\$ 17,169.63</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
	<b>TOTAL PROGRAM BUDGET</b>		<b>\$ 247,705.00</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2017 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b> \$	198,164.00	<b>Local Match:</b> \$	49,541.00	<b>Total:</b> \$	247,705.00
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**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF BERGEN  
STAFFING PLAN**

**Project Task Budget**

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non- Labor Costs	Indirect Costs	Total Costs	Estimated Share of Program (%)
Task 1 - Program Management	160	\$ 15,596.41	\$ -	\$ -	\$ 15,596.41	6%
Task 2 - Transportation Planning and Coordination	3,442	\$ 214,938.96	\$ 17,169.63	\$ -	\$ 232,108.59	94%
<b>TOTAL</b>	<b>3,602</b>	<b>\$ 230,535.37</b>	<b>\$ 17,169.63</b>	<b>\$ -</b>	<b>\$ 247,705.00</b>	<b>100%</b>

**Subregional Staffing Plan**

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the year)	Total Estimated Hours
Department Director (TBD)	4%	75
Donna Orbach, Supervising Planner	24%	405
Christopher Helms, Supervising Planner	24%	405
Kenneth Aloisio, Principal Planner Transportation	26%	536
Laura LiVecchi-Bresaz, Transportation Analyst	100%	1,560
Sean Zhang, Principal Planner	1%	25
Sara Franklin, GIS Specialist III	2%	50
Joseph Baladi, Traffic Engineer	13%	273
Jaison Alex, Traffic Engineer	13%	273
<b>TOTAL</b>	<b>23%</b>	<b>3,602</b>

**FY 2017**

**COUNTY OF ESSEX**



**SUBREGIONAL TRANSPORTATION  
PLANNING WORK PROGRAM**



## **I. WORK PROGRAM DOCUMENT DEVELOPMENT**

### **1.0 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 and Activities***

- **PRODUCT/OUTCOME:** FY 2018 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

##### **ACTIVITIES:**

- Prepare the following year’s work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation.

##### **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 Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products.
- Maintain data in the Cost Tracking System (developed by NJTPA).
- Attend NJTPA-led trainings and workshops on the STP program.

- **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

## 2.0 **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 that inherent in all planning activities are interagency coordination and public participation. It is also recognized that each subregion is unique and pursues transportation planning in ways that may differ from other subregions. In addition to performing the 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.

### ➤ **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:** Participation in the implementation of Plan 2040, and in development of the FY 2017 RTP update, entitled, "Plan 2045 - Connecting North Jersey."

##### ACTIVITIES:

- Continue to assist in the implementation of Plan 2040, including ongoing needs identification and assessment, advancement of subregional capital projects, and the conduct of planning studies that address regional transportation and land use issues at the local scale.
  - Participate as requested in the development of the 2017 update to the Regional Transportation Plan.
- **PRODUCT/OUTCOME:** Participation on NJTPA technical advisory and working committees, and the NJTPA Strategic Business Plan (SBP), as appropriate.

##### ACTIVITIES:

- Participate on Steering or Technical Advisory Committees, as requested, for 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 Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, and the Air Quality Conformity Determination.

- Support the development of the FY 2018 UPWP. Assist in the implementation of the central staff's FY 2017 UPWP task activities (Volume I).
- Collaborate with the TransOptions and Meadowlink TMAs to integrate TMA work with the NJTPA planning process as appropriate.
- Assist in the implementation of the recommendations of the NJTPA's Strategic Business Plan.

- **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 develop performance measures and identify targets and thresholds for these measures related to current federal transportation legislation. Provide data as needed to evaluate system performance for these measures.

- **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, political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, Air Quality Conformity Determination.

- **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.
- **PRODUCT/OUTCOME:** Advancement of select (consistent with the needs and goals of the subregion) core transportation-related actions identified in the Together North Jersey Plan (TNJ)

**ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in the TNJ (e.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit).

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

- **PRODUCT/OUTCOME:** Prepare transportation related studies and plans, Support the preparation of transportation related studies and plans, Review transportation related studies and plans, and/or engage in interagency coordination and data sharing on transportation related topics.

**ACTIVITIES:**

- Advance recommendations from TNJ transportation related actions. This may include recommendations from the TNJ Strategic Action Plan, the Local Government Capacity Grant Program (LGCGP), Regional Comprehensive Economic Development Strategy (CEDS), or Local Demonstration Projects (LDP) program, as contained in the TNJ appendix (e.g. advancement of recommendations from Crime Prevention Through Environmental Design (CPTED) studies, coastal resiliency studies, etc.).
- Coordinate and support regional and statewide strategic planning initiatives.
- 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.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Based upon the results of the recently completed Essex County Strategic Recovery Planning Report, a post-Super Storm Sandy recovery planning effort, the County of Essex intends to review existing permitting procedures to determine improvements for fast-tracking/streamlining for expediting transportation infrastructure related projects. The purpose of the task to evaluate the roadway and bridge permit and application review process within the County and determine where efficiencies can be implemented that will yield schedule and quality improvements. The current and proposed processes will be documented and linked to resilience planning efforts such

as the Essex County Strategic Recovery Planning Report which identified the time and cost associated with bridge and roadway repair permitting in the aftermath of super storm Sandy as an obstacle to the transportation system's resiliency.

- Collaborate with the NJTPA in environmental, climate change and resilience planning activities, including providing input into vulnerability assessment and adaptation planning activities.
- Support the NJTPA's Livable Communities and Complete Streets Planning activities including: participation in FHWA's Transportation Alternatives Program (TAP) (refer to <http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm> for more information); pedestrian initiatives such as data collection, walkable communities and Safe Routes to School; bicycle initiatives such as the application of bike/ped tools, as well as the advancement of greenway initiatives such as the East Coast Greenway and the Morris Canal Greenway.
- The County's most important mechanism to compel private development to contribute its fair share to the improvement of the public space which is the County roadway system is the site plan and subdivision regulations of the Essex County Planning Board. These documents are key to promoting the public health, safety, convenience and general welfare of the County's transportation network as well as its resiliency to future weather related events such as Super Storm Sandy. These current land development standards have been effective and unchanged since 1970. County staff will undertake an effort to review and make recommendations on the existing subdivision and site plan review requirements. The existing standards are not necessarily appropriate for today's urbanized Essex County nor they take into account post Sandy lessons and resiliency needs. Changes that have since occurred in the ASHTO and MUTCD manuals plus the emergence of NJ Stormwater Regulations and the County's Complete Streets policy will be considered at a minimum, as the requirements for major developments along County roadways are reexamined.
- Assist in development of NJTPA's initiatives for DO-IT: Developing Opportunities for Innovation in Transportation.
- 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.
- Support the NJTPA's efforts regarding emergency and incident management, planning for operations, and data sharing.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective.
- Utilize road safety audits (RSAs) to generate capital programming recommendations.

- Prepare grant applications for the Subregional Studies Program (SSP), or other funding opportunities.
- The Office of the County Engineer’s ordinances and policies regulating bridge and roadway construction activities within the County’s roadway right-of-way are in need of reexamination and modification as required. County staff will develop and review code modifications, ordinances, standards, and regulations related to the recovery effort. The goal is to develop a code of roadway and bridge construction standards and policies that will make Essex County more resilient to future flood damages as well as reflect modern design and engineering standards.

➤ **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 mechanisms. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

➤ *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:**

- Provide a mechanism for citizen input in the planning process in order to inform and educate the public on transportation matters and to provide a proactive means of soliciting their comments. Additional examples 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. Information about subregional planning activities and products should be made available electronically on the web and/or social media.
- Submit to NJTPA of 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, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign.

**ACTIVITIES:**

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

- **PRODUCT/OUTCOME:** Pilot technical assistance program, including acceptance of up to 100 hours of direct technical assistance from Rutgers VTC.

**ACTIVITIES:**

- Work with Rutgers VTC research team and NJTPA staff to develop and pilot a program of on-call technical assistance to subregions - accept assistance ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Assistance equal to approximately 100 hours for the NJTPA region in total is available.

➤ **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.

- **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 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.
- Where applicable, provide technical lead on NJTPA Local Concept Development studies.

- **PRODUCT/OUTCOME:** Participation in interagency capital planning initiatives.

**ACTIVITIES:**

- Participate in the Online Interagency Project Management System.

- **PRODUCT/OUTCOME:** Technical support for NJTPA Local Concept Development.

**ACTIVITIES:**

- Review technical documents produced by consultant.

**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF ESSEX  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 114,534.78		
	2. FRINGE BENEFITS	45.115%	\$ 51,672.72		
		<b>SUBTOTAL</b>	<b>\$ 166,207.50</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
		<b>SUBTOTAL</b>	<b>\$ -</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COST ALLOCATION	0.000%	\$ -		
		<b>SUBTOTAL</b>	<b>\$ -</b>	80%	20%
		<b>TOTAL PROGRAM BUDGET</b>	<b>\$ 166,207.50</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2017 as outlined in the Subregional Transportation Planning Agreement. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$ 132,966.00	<b>Local Match:</b>	\$ 33,241.50	<b>Total:</b>	\$ 166,207.50
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**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF ESSEX  
STAFFING PLAN**

**Project Task Budget**

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share of Program (%)
Task 1 - Program Administration	185	\$ 8,464.26	\$ -	\$ -	\$ 8,464.26	10%
Task 2 - Transportation Planning and Coordination	2,400	\$ 157,743.24	\$ -	\$ -	\$ 157,743.24	90%
<b>TOTAL</b>	<b>2,585</b>	<b>\$ 166,207.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 166,207.50</b>	<b>100%</b>

**Subregional Staff Plan**

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the year)	Total Estimated Hours
David Antonio, Supervising Planner	87%	1,800
Nick Bonavita, Planning Aide	29%	605
Sara Pena, Planning Aide	9%	180
<b>TOTAL</b>	<b>41%</b>	<b>2,585</b>

**FY 2017**

**COUNTY OF HUDSON**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**



## **I. WORK PROGRAM DOCUMENT DEVELOPMENT**

### **1.0 TASK I: 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 and Activities

- **PRODUCT/OUTCOME:** FY 2018 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

##### ACTIVITIES:

- Prepare the following year's work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation

##### 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 Cost Tracking System (CTS).
- Maintain all Subregional grant related records and products.
- Maintain data in the Cost Tracking System (developed by the NJTPA).
- Attend NJTPA led trainings and workshops on the STP program.

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

##### ACTIVITIES:

- Prepare the Final Report including summary of impact 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

## **2.0 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 that inherent in all planning activities are interagency coordination and public participation. It also recognized that each Subregion is unique and pursues transportation planning in ways that may differ from other Subregions. In addition to performing the 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.

### **➤ TASK 2.1 SUPPORT THE NJTPA'S REGIONAL PLANNING PROCESS**

Extensive time and effort is required by the Subregional 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 TMA's.

#### **➤ 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 the UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of Plan 2040 and in the development of the FY 2017 RTP update, entitled, "Plan 2045 – Connecting North Jersey."

##### **ACTIVITIES:**

- Continue to assist in the implementation of Plan 2040, including ongoing needs identification and assessment, advancement of Subregional capital projects and the conduct of planning studies that address regional transportation and land use issues at the local scale.
  - Participate as requested in the development of the 2017 update to the Regional Transportation Plan.
- **PRODUCT/OUTCOME: PRODUCT/OUTCOME:** Participation on NJTPA technical advisory and working committees, and the NJTPA Strategic Business Plan (SBP), as appropriate.

##### **ACTIVITIES:**

- Participate on the Steering or Technical Advisory Committees as requested, for NJTPA Planning studies, including, but not limited to, corridor and subarea studies, environmental and climate change studies, freight planning studies, Subregional studies conducted by other Subregions through Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and

other performance-based planning efforts such as PRIME, CMP, and the Air Quality Conformity Determination.

- Support the development of the FY 2018 UPWP. Assist in the implementation of the Central Staff's FY 2017 UPWP task activities (Volume I).
  - Collaborate with the Hudson TMA to integrate TMA work with the NJTPA planning process as appropriate.
  - Assist in the implementation of the recommendations of the NJTPA's Strategic Business Plan.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

**ACTIVITIES:**

- Participate with the NJTPA Central Staff, NJDOT, NJ Transit and other planning partners to develop performance measures and identify targets and thresholds for these measures related to current federal transportation legislation. Provide data as needed to evaluate system performance for these measures.
- **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, political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance documentation for guidance on the data exchanges process, metadata requirements and proper format of data deliverables.
  - Provide data as requested to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environmental and climate change studies, freight planning studies, the Coordinated Human Services Transportation Plan (CHSTP), Subregional studies conducted by other Subregions through Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program and other performance based planning efforts such as PRIME, CMP, Air Quality Conformity Determination.
- **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.
- **PRODUCT /OUTCOME:** Advancement of select (consistent with the goals of the Subregion) core transportation-related actions identified in the Together North Jersey Plan (TNJ).

**ACTIVITIES:**

- Consistent with the needs and goals of the Subregion, advance select transportation related actions identified in the TNJ (e.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit).

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

Subregions have the flexibility to select one or multiple tasks from the list of elective activities below. This list is not all-inclusive. Subregions may also advance their own elective subtasks (not on this list) that best represent those Subregional priorities and needs within their jurisdiction which will best serve to advance regional goals and priorities.

- **PRODUCT/OUTCOME:** Prepare transportation related studies and plans. Support the preparation of transportation related studies and plans, and/or engage in interagency coordination and data sharing on transportation related topics.

**ACTIVITIES:**

- Support East Coast Greenway and NJ Bike Walk Coalition promotion of bike/pedestrian access across the Hackensack's Witpenn Bridge.
- Continue to promote the Morris Canal Greenway and support Jersey City's plan for Morris Canal Greenway development. An example of support includes participation in Morris Canal Greenway TAC meetings.
- As a portal between New York and New Jersey, 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. County staff will review all planning documents released impacting Hudson County and the Region. This includes Amtrak's NEC Future and Gateway Projects, Portal Bridge Replacement, PABT Replacement, the Bayonne Bridge Clearance Project, the Pulaski Skyway – Rt.139 Rehabilitation Projects and the Rt.7 Bridge Replacement, several projects that will impact the Rt.3/Rt.495 Corridor and NJ Transit's plans to extend the HBLR into Bergen County.
- The southern Jersey City and Bayonne area of the County represent a challenge to coordinate plans for a new NJ Turnpike Interchange 14-A, the expansion Global Marine Terminal intermodal facility to include larger vessels and an Express Rail facility at Greenville Yards and the redevelopment of the former MOTBY facility in Bayonne. There is also the ongoing Bayonne Bridge Air Draft Project. In addition, there are long range planning projects such as the Rt.440 Urban Boulevard proposal, the HBLR

West Side Extension proposal and the NY Cross Harbor Tier II DEIS process which also involves the Greenville Yards. County staff will seek to be involved in all these projects and studies. Involvement may include attending meetings, engaging in negotiations, or serving as liaison for the County Executive.

- Advance recommendations from the TNJ funded *Exploration of a Public Bike Share Program in Hudson County*, and the TNJ Regional Comprehensive Economic Development Strategy.
- Participating in TAC meetings for the Rebuild by Design initiative.
- Coordinate and support regional and statewide Strategic planning initiative, GIS data, applications and tools. This year, an emphasis will be coordination with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
- Support the NJTPA's continuing work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Collaborate with the NJTPA in environmental, climate change and resilience planning activities, including providing input into vulnerability assessment and adaption planning activities.
- Support the NJTPA's Livable Communities and Complete Streets Planning activities including: participation in FHWA's Transportation Alternatives (TAP) pedestrian initiatives such as data collection, walkable communities and Safe Routes to School; bicycle initiatives such as the application of bike/ped tools, as well as the advancement of greenway initiatives such as the East Coast Greenway and the Morris Canal Greenway.
- Conduct analysis, study or planning efforts that engage municipalities and other stakeholders to develop comprehensive bicycle and walking policy implementation plans. Comprehensive bicycle policy implementation plans may identify specific streets for on street bicycle lanes and/or off street bicycle paths, bicycle parking through zoning requirements and/or bike rack and driver education and enforcement campaigns. Comprehensive walking policy implementation plans may identify gaps in existing pedestrian accommodations such as sidewalks and crosswalks, updates to ordinance standards for sidewalks and planning for StreetSmart pedestrian safety campaigns.
- Assist in development of NJTPA's initiatives for DO-IT: Developing Opportunities for Innovation in Transportation.
- 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. Staff will apply for grants and demonstration projects to implement additional ITS improvements.
- Planning staff will provide GIS support to the engineering department.
- Support the NJTPA regional freight planning activities including rail freight, motor carrier, marine highway and air cargo activities.
- Support the NJTPA's efforts regarding emergency and incident management, planning for operations and data sharing.

- Identify major land developments and analyze impacts on transportation network from a local and regional perspective.
- Coordinate with the New Jersey Sports and Exposition Authority (NJSEA) 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 minimums or maximums, shared parking options, or incentivizing transportation alternatives.
- Utilize road safety audits (RSAs) to generate capital programming recommendations.
- Prepare grant applications for Subregional Studies Programs (SSP), or other funding opportunities.
- Analysis of multi-modal needs.
- Advance recommendations from NJTPA corridor studies and past subregional studies, such as the Jersey City/Greenville/Bayonne Bus Rapid Transit Study and the jitney study.

➤ **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 mechanisms. If desired, requests for central staff support should be included in the subregion's STP Program proposal.

➤ ***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:**

- The Hudson County CEDS Committee is our local public outreach entity and we prepare summaries and presentations for their quarterly meetings, outlining local and Regional transportation related developments, the status of projects and seek their input on the transportation needs of the County. The CEDS Committee has representatives of each community, the Hudson County Chamber of Commerce and colleges and universities within the County.
- Submit to NJTPA the following: agendas of upcoming meetings; meeting summaries; materials distributed to and received from the public; and information on the number of meetings, number of people in attendance, number and type 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: provide 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**

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

**ACTIVITIES:**

- Utilize the Hudson County website to engage the public in planning initiatives.
- Participate in public outreach related to the Clay Street Bridge transition to preliminary engineering including maintaining the LCD website until it is taken over by the preliminary engineering consultant team.
- Participate in public outreach efforts related to the Local Concept Development activities related to the Bridge Street Bridge where Essex County will be in the lead.
- Assist in public education efforts regarding the results of NJTPA project development such as project funding announcements, groundbreakings and ribbon-cutting ceremonies.

- **PRODUCT/OUTCOME:** Assistance with special outreach efforts such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign.

**ACTIVITIES:**

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

- **PRODUCT/OUTCOME:** Pilot technical assistance program including acceptance of up to 100 hours of direct technical assistance from Rutgers VTC.

**ACTIVITIES:**

- Work with Rutgers VTC research team and NJTPA staff to develop and pilot a program of on-call technical assistance to Subregions; accept assistance ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Assistance equal to approximately 100 hours for the NJTPA Region in total is available.

➤ **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 the Transportation Improvement Program (TIP)

**ACTIVITIES:**

- Assist in the development of the TCP and TIP
- **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 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.
- Where applicable, provide technical lead on NJTPA Local Concept Development studies.
- **PRODUCT/OUTCOME:** Participation in interagency capital planning initiatives.

**ACTIVITIES:**

- Participate in the Online Interagency Project Management System.
- Support the development of the Annual Transportation Program (ATP) for State Aid.
- **PRODUCT/OUTCOME:** Technical support for NJTPA Local Concept Development.

**ACTIVITIES:**

- Review technical documents produced by the consultant.

- **PRODUCT/OUTCOME:** Participation in transportation related implementation activities.

**ACTIVITIES:**

- Prepare grant applications for the Transportation Alternatives Program (TAP), or other funding opportunities.
- Provide data.
- Attend meetings.
- Hudson County will participate in all planning and construction coordination activities impacting Hudson County and the Region. This includes Amtrak's NEC Future and Gateway Projects, Portal Bridge Replacement, PABT Replacement, the Bayonne Bridge Clearance Project, the Pulaski Skyway – Rt.139 Rehabilitation Projects and the Rt.7 Bridge Replacement, several projects that will impact the Rt.3/Rt.495 Corridor and NJ Transit's plans to extend the HBLR into Bergen County.
- We will work to advance to the replacement of the Clay Street Bridge which graduated from Local Concept Development to preliminary and final design and take part in the Local Concept Development process for the Bridge Street Bridge which we jointly own with Essex County.

**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF HUDSON  
BUDGET PLAN**

		<b>PROPOSED BUDGET</b>	<b>FEDERAL SHARE</b>	<b>LOCAL MATCH</b>
<b>PART I: DIRECT COSTS - PERSONNEL SERVICES</b>				
1. SALARIES		\$ 85,571.20		
2. FRINGE BENEFITS	61.991%	\$ 53,046.44		
<b>SUBTOTAL</b>		<b>\$ 138,616.00</b>	80%	20%
<b>PART II DIRECT NON-LABOR COSTS</b>				
1. SUPPLIES		\$ 548.00		
2. TRAVEL		\$ 1,856.00		
3. PRINTING & REPRODUCTION		\$ -		
4. TELEPHONE		\$ -		
5. POSTAGE		\$ -		
6. CONFERENCE/TRAINING		\$ 600.00		
7. OTHER (SPECIFY)		\$ -		
<b>SUBTOTAL</b>		<b>\$ 3,004.00</b>	80%	20%
<b>PART III: INDIRECT COSTS</b>				
INDIRECT COSTS	0.000%	\$ -		
<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
<b>TOTAL PROGRAM BUDGET</b>		<b>\$ 141,620.00</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2017 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$ 113,296.00	<b>Local Match:</b>	\$ 28,324.00	<b>Total:</b>	\$ 141,620.00
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**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF HUDSON  
STAFFING PLAN**

**Project Task Budget**

<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share of Program (%)</b>
Task 1 - Program Management	416	\$ 13,861.60	\$ 300.40	\$ -	\$ 14,162.00	10%
Task 2 - Transportation Planning and Coordination	3,744	\$ 124,754.40	\$ 2,703.60	\$ -	\$ 127,458.00	90%
<b>TOTAL</b>	<b>4,160</b>	<b>\$ 138,616.00</b>	<b>\$ 3,004.00</b>	<b>\$ -</b>	<b>\$ 141,620.00</b>	<b>100%</b>

**Subregional Staffing Plan**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project (based on total work hours for</b>	<b>Total Estimated Hours</b>
Planner #1	100%	2,080
Planner #2	100%	2,080
<b>TOTAL</b>	<b>100%</b>	<b>4,160</b>



**FY 2017**

**COUNTY OF HUNTERDON**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**



# I. WORK PROGRAM DOCUMENT DEVELOPMENT

## 1.0 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 and Activities*

- **PRODUCT/OUTCOME:** FY 2018 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

#### ACTIVITIES:

- Hunterdon County will prepare the following year's work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation.

#### 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 Cost Tracking System (CTS).
- Hunterdon County will provide maintenance of all Subregional grant-related records and products.
- Hunterdon County will maintain data in the Cost Tracking System (developed by NJTPA).
- Hunterdon County will attend NJTPA-led trainings and workshops on the STP program.

- **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 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

## **2.0 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 that inherent in all planning activities are interagency coordination and public participation. It is also recognized that each subregion is unique and pursues transportation planning in ways that may differ from other subregions. In addition to performing the 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.

### **➤ 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 TMA, HART Commuter Information services.

#### **> 2.1 Core Products/Outcomes and Activities**

Hunterdon 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 2040, and in development of the FY 2017 RTP update, entitled, “Plan 2045 - Connecting North Jersey.”

#### **ACTIVITIES:**

- Hunterdon County will continue to assist in the implementation of Plan 2040, including ongoing needs identification and assessment, advancement of subregional capital projects, and the conduct of planning studies that address regional transportation and land use issues at the local scale.
- Participate as requested in the development of the 2017 update to the Regional Transportation Plan.

- **PRODUCT/OUTCOME:** Participation on NJTPA technical advisory and working committees, and the NJTPA Strategic Business Plan (SBP), as appropriate.

**ACTIVITIES:**

- Hunterdon County will participate on Steering or Technical Advisory Committees, as requested, for 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 Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, and the Air Quality Conformity Determination.
  - Hunterdon County will support the development of the FY 2018 UPWP. Assist in the implementation of the central staff's FY 2017 UPWP task activities (Volume I).
  - Hunterdon County will collaborate with HART TMA to integrate TMA work with the NJTPA planning process as appropriate.
  - Hunterdon County will assist in the implementation of the recommendations of the NJTPA's Strategic Business Plan.
- **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 develop performance measures and identify targets and thresholds for these measures related to current federal transportation legislation. Provide data as needed to evaluate system performance for these measures.

- **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.
- 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, political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change

studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, Air Quality Conformity Determination.

- **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.
- **PRODUCT/OUTCOME:** Advancement of the select (consistent with the needs and goals of Hunterdon County) core transportation-related actions identified in the Together North Jersey Plan (TNJ)

**ACTIVITIES:**

- Hunterdon County will be consistent with the needs and goals of the subregion, advance select transportation related actions identified in the TNJ (e.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit).

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

- **PRODUCT/OUTCOME:** Hunterdon County will prepare, support and/or review transportation related studies and plans; and/or engage in interagency coordination and data sharing on transportation related topics.

**ACTIVITIES:**

- Advance recommendations from Together North Jersey Plan. Hunterdon County will continue to support and promote the County's Comprehensive Economic Development Strategy (CEDS) and Kingwood Route 12 Local Development Project.
- Coordinate and support regional and statewide strategic planning initiatives.
- Support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Collaborate with the NJTPA in environmental, climate change and resilience planning activities, including providing input into vulnerability assessment and adaptation planning activities.
- Support the NJTPA's Livable Communities and Complete Streets Planning activities as: pedestrian initiatives such as data collection, walkable communities and Safe Routes to School; bicycle initiatives such as the application of bike/ped tools.

- Continue to follow the Borough of Flemington’s efforts to bring commuter rail access to the Borough.
- Participate in 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.

**PRODUCT/OUTCOME:**

- Hunterdon County will continue their efforts to implement the activities identified in the Hunterdon County Comprehensive Economic Development Strategy (CEDS).
- Hunterdon County will continue to participate in NJTPA’s Asset Management Data Model Project and other GIS-related workshops to enhance data collection and management.
- Hunterdon County will support the implementation of recommendations of the Kingwood Route 12 Local Development Project.
- Hunterdon County will work with HART, the local TMA, to encourage Hunterdon County’s support of a Complete Streets Policy.
- Hunterdon County will participate in all meetings and reconnection of commuter rail access to Flemington Borough.
- Hunterdon County will continue to participate in seminars and training to improve the exchange of information for transportation planning purposes.

➤ **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 mechanisms. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

➤ **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:**

- Hunterdon County will provide a mechanism for citizen input in the planning process in order to inform and educate the public on transportation matters and to provide a proactive means of soliciting their comments. Additional examples 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.

Information about subregional planning activities and products should be made available electronically on the web and/or social media.

- Submit to NJTPA of 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.
- 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 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:**

- Hunterdon County will assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings.
- Hunterdon County will provide updated linkages to the NJTPA website and social media outlets, local website development and enhancements.

- **PRODUCT/OUTCOME:** Provide assistance with special outreach efforts

**ACTIVITIES:**

- Hunterdon County will assist in special outreach efforts, such as the Walkable Communities and Safe Routes to School
- Hunterdon County will assist in promoting a countywide Complete Streets Policy

➤ **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:**

- Hunterdon County will assist in the development of the TCP and TIP.

- **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 transportation projects affecting air quality regardless of funding source.

**ACTIVITIES:**

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

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

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

**ACTIVITIES:**

- Hunterdon County will 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.
- Where applicable, provide technical lead on NJTPA Local Concept Development studies.

**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF HUNTERDON  
BUDGET PLAN**

			<b>PROPOSED BUDGET</b>	<b>FEDERAL SHARE</b>	<b>LOCAL MATCH</b>
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 49,852.57		
	2. FRINGE BENEFITS	78.050%	\$ 38,909.93		
	<b>SUBTOTAL</b>		<b>\$ 88,762.50</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
	<b>TOTAL PROGRAM BUDGET</b>		<b>\$ 88,762.50</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2017 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$ 71,010.00	<b>Local Match:</b>	\$ 17,752.50	<b>Total:</b>	\$ 88,762.50
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**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF HUNTERDON  
STAFFING PLAN**

**Project Task Budget**

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share of Program (%)
Task 1 - Program Management	208	\$ 7,488.36	\$ -	\$ -	\$ 7,488.36	8%
Task 2 - Transportation Planning and Coordination	1,497	\$ 81,274.14	\$ -	\$ -	\$ 81,274.14	92%
<b>TOTAL</b>	<b>1,705</b>	<b>\$ 88,762.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 88,762.50</b>	<b>100%</b>

**Subregional Staffing Plan**

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the year)	Total Estimated Hours
Sue Dziamara, Director	19%	389
Ken Bogen, Principal Planner	19%	389
Adam Bradford, Assistant Planner	24%	495
Bill Millette, Senior Planner	11%	224
Josie Glynn, Confidential Assistant	10%	208
<b>TOTAL</b>	<b>16%</b>	<b>1,705</b>



**FY 2017**

**CITY OF JERSEY CITY**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**



# I. WORK PROGRAM DOCUMENT DEVELOPMENT

## 1.0 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 and Activities*

- **PRODUCT/OUTCOME:** FY 2018 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

**ACTIVITIES:**

- Prepare the following year's work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation.

**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 Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products.
- Maintain data in the Cost Tracking System (developed by NJTPA).
- Attend NJTPA-led trainings and workshops on the STP program.

- **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

## 2.0 **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 that inherent in all planning activities are interagency coordination and public participation. It is also recognized that each subregion is unique and pursues transportation planning in ways that may differ from other subregions. In addition to performing the 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.

### ➤ **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:** Participation in the implementation of Plan 2040, and in development of the FY 2017 RTP update, entitled, "Plan 2045 - Connecting North Jersey."

#### **ACTIVITIES:**

- Continue to assist in the implementation of Plan 2040, including ongoing needs identification and assessment, advancement of subregional capital projects, and the conduct of planning studies that address regional transportation and land use issues at the local scale.
  - Participate as requested in the development of the 2017 update to the Regional Transportation Plan.
- **PRODUCT/OUTCOME:** Participation on NJTPA technical advisory and working committees, and the NJTPA Strategic Business Plan (SBP), as appropriate.

#### **ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for 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 Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, and the Air Quality Conformity Determination.
- Support the development of the FY 2018 UPWP. Assist in the implementation of the central staff's FY 2017 UPWP task activities (Volume I).

- Collaborate with the Hudson TMA to integrate TMA work with the NJTPA planning process as appropriate.
- Assist in the implementation of the recommendations of the NJTPA's Strategic Business Plan.
- **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 develop performance measures and identify targets and thresholds for these measures related to current federal transportation legislation. Provide data as needed to evaluate system performance for these measures.
  - **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, political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
  - Provide data as requested to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, Air Quality Conformity Determination.
  - **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.
- **PRODUCT/OUTCOME:** Advancement of select (consistent with the needs and goals of the subregion) core transportation-related actions identified in the Together North Jersey Plan (TNJ)

**ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in the TNJ (e.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit).

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

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

**ACTIVITIES:**

- Advance recommendations from TNJ transportation and resilience related actions. This may include recommendations from the TNJ Strategic Action Plan, the Local Government Capacity Grant Program (LGCGP) product, *The Visualizations of Adaptation Scenarios and Next Steps White Paper*, Regional Comprehensive Economic Development Strategy (CEDS), or Local Demonstration Projects (LDP) program product, *The McGinley Square – Montgomery Corridor Mobility Project*, as contained in the TNJ appendix. Particular emphasis will be paid on TNJ topic areas Land Use & Urban Design, Transportation (especially alternatives to the private automobile), and Energy and Climate (especially resilience building). This activity will require coordination amongst various City offices and agencies, as well as regional planning partners.
- Coordinate and support regional and statewide strategic planning initiatives.
- 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.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Collaborate with the NJTPA in environmental, climate change and resilience planning activities, including providing input into vulnerability assessment and adaptation planning activities and supporting NJTPA-led corridor studies.
- Support the NJTPA's Livable Communities and Complete Streets Planning activities including: participation in FHWA's Transportation Alternatives Program (TAP); pedestrian initiatives such as data collection, walkable communities and Safe Routes to School; bicycle initiatives such as the application of bike/ped tools, as well as the advancement of greenway initiatives such as the East Coast Greenway and the Morris Canal Greenway.
- Implementation of the Morris Canal Greenway in Jersey City per recommendations from *The Morris Canal Greenway Plan* (FY 2012-2013 Subregional Study), which advances prior planning work to accommodate bicyclists and pedestrians. Activities include construction of off-road

segments of the greenway, development of a public education materials, and design and installation of greenway route signage. This activity entails continued participation on the NJTPA Morris Canal Working Group, a regional strategic planning initiative.

- Conduct analysis, study or planning efforts that engage stakeholders to develop comprehensive bicycle and walking policy implementation plans. Comprehensive bicycle policy implementation plans may identify specific streets for on street bicycle lanes and/or off street bicycle paths, bicycle parking through zoning requirements and/or bike rack sponsorship programs, updates to bicycle riding ordinances, and safe cycling and driving education and enforcement campaigns. Comprehensive walking policy implementation plans may identify gaps in existing pedestrian accommodations such as sidewalks and crosswalks, updates to ordinance standards for sidewalks, and planning for StreetSmart pedestrian safety campaigns.
- Assist in development of NJTPA's initiatives for DO-IT: Developing Opportunities for Innovation in Transportation.
- 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.
- Support the NJTPA regional freight planning activities including rail freight, motor carrier, marine highway and air cargo activities.
- Support the NJTPA's efforts regarding emergency and incident management, planning for operations, and data sharing.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective.
- Coordinate with the New Jersey Sports and Exposition Authority (NJSEA) to ensure consistency between their plans, the work of the NJTPA, and local plans and programs.
- Work with appropriate partners 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 (RSAs) to generate capital programming recommendations.
- Prepare grant applications for the Subregional Studies Program (SSP) or other funding opportunities.
- Analysis of multi-modal needs.
- Participate in the NJ Department of Community Affairs (DCA) Post Sandy Planning Assistance Grant (PSPAG) program in order to develop planning documents related to resilience building, particularly as it relates to the built environment. Continued development of PSPAG deliverables, including a Resilience Master Plan, Adaptation Master Plan, Green Infrastructure Strategy, Proposed Amendments to Zoning and Building Code with Design Standards, and a Capital Improvement Plan.

- Participate in NJDEP’s Rebuild by Design Hudson River project. This effort advances the concepts developed during the design competition phase, which fall under four categories: resist, delay, store, discharge, in order to mitigate the impacts of flooding caused by coastal storm surge and severe rainfall events. While the study area is primarily in Hoboken, it includes a portion of Jersey City in the Newport neighborhood. Staff serve as members of the Executive Steering Committee and Citizen Advisory Group. Funded by HUD, tasks include the completion of a Feasibility Study, the preparation of an Environmental Impact Statement, and the identification of a locally-preferred alternative.
- Continue work on the City of Jersey City’s Routes 440/1&9T Multi-Use Urban Boulevard Supplemental Concept Development study. The re-design of Routes 440/1&9T as an urban boulevard is critical to the major redevelopment anticipated along this corridor and an example of how the City is integrating transportation and land use planning. This phase of work will complete the remaining NJDOT Concept Development tasks in order to finalize the preliminary preferred alternatives for the boulevard south of Communipaw Avenue and for the intersection of Communipaw and Routes 1&9T.
- Begin first year of FY 2017-2018 Subregional Studies Program, the preparation of a *Pedestrian Enhancement Plan*. FY 2017 tasks include the preparation of a request for proposals and the selection of a consultant to prepare the 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 mechanisms. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

> **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:**

- Provide a mechanism for citizen input in the planning process in order to inform and educate the public on transportation matters and to provide a proactive means of soliciting their comments. Additional examples 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. Information about

subregional planning activities and products should be made available electronically on the web and/or social media.

- Submit to NJTPA of 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, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign.

**ACTIVITIES:**

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

- **PRODUCT/OUTCOME:** Pilot technical assistance program, including acceptance of up to 100 hours of direct technical assistance from Rutgers VTC.

**ACTIVITIES:**

- Work with Rutgers VTC research team and NJTPA staff to develop and pilot a program of on-call technical assistance to subregions - accept assistance ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Assistance equal to approximately 100 hours for the NJTPA region in total is available.

- **PRODUCT/OUTCOME:** Public outreach to support transportation and resilience related planning activities

**ACTIVITIES:**

- Develop and implement stakeholder and public outreach related to Post Sandy Planning Assistance Grant, including management of advisory committee and organization of public meetings.

- Participate in Rebuild by Design Hudson River stakeholder and public outreach, including coordination of Jersey City Citizen Advisory Group.
- Participate in stakeholder and public outreach associated with Routes 440/1&9T Multi-Use Urban Boulevard Supplemental Concept Development study
- Implement stakeholder and public outreach related to FY 2017-2018 Subregional Studies Program, *Pedestrian Enhancement Plan*.

➤ **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.

- **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 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.
- Where applicable, provide technical lead on NJTPA Local Concept Development studies.

- **PRODUCT/OUTCOME:** Participation in interagency capital planning initiatives.

**ACTIVITIES:**

- Participate in the Online Interagency Project Management System.

- **PRODUCT/OUTCOME:** Technical support for NJTPA Local Concept Development.

**ACTIVITIES:**

- Review technical documents produced by consultant.

- **PRODUCT/OUTCOME:** Participation in transportation related implementation activities.

**ACTIVITIES:**

- Prepare grant applications for the Transportation Alternatives Program (TAP) or other funding opportunities.
- Advance Local Safety Program Transportation Projects.
- Provide data.
- Attend meetings.

**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
CITY OF JERSEY CITY  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 84,602.26		
	2. FRINGE BENEFITS	23.120%	\$ 19,560.24		
	<b>SUBTOTAL</b>		<b>\$ 104,162.50</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ 2,000.00		
	2. TRAVEL		\$ 3,000.00		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 3,000.00		
	7. OTHER (PROFESSIONAL PUBLICATIONS)		\$ 1,000.00		
	<b>SUBTOTAL</b>		<b>\$ 9,000.00</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COST ALLOCATION	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
	<b>TOTAL PROGRAM BUDGET</b>		<b>\$ 113,162.50</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2017 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$ 90,530.00	<b>Local Match:</b>	\$ 22,632.50	<b>Total:</b>	\$ 113,162.50
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**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
CITY OF JERSEY CITY  
STAFFING PLAN**

**Project Task Budget**

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non- Labor Costs	Indirect Costs	Total Costs	Estimated Share of Program (%)
Task 1 - Program Management	80	\$ 3,386.77	\$ -	\$ -	\$ 3,386.77	3%
Task 2 - Transportation Planning and Coordination	2,472	\$ 100,775.73	\$ 9,000.00	\$ -	\$ 109,775.73	97%
<b>TOTAL</b>	<b>2,552</b>	<b>\$ 104,162.50</b>	<b>\$ 9,000.00</b>	<b>\$ -</b>	<b>\$ 113,162.50</b>	<b>100%</b>

**Subregional Staffing Plan**

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the year)	Total Estimated Hours
Naomi Hsu, Senior Planner - Transportation	100%	1,950
Jeff Wenger, Principal Planner	10%	202
Maryann Bucci-Carter, Supervising Planner	3%	60
Robert Cotter, Planning Director	3%	60
Jeannine Zampella, Management Assistant	1%	30
Tanya Marione, Senior Planner	13%	250
<b>TOTAL</b>	<b>22%</b>	<b>2,552</b>



**FY 2017**

**COUNTY OF MIDDLESEX**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**



# I. WORK PROGRAM DOCUMENT DEVELOPMENT

## 1.0 TASK 1: PROGRAM MANAGEMENT (MIDDLESEX)

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 and Activities*

- **PRODUCT/OUTCOME:** FY 2018 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

#### ACTIVITIES:

- Prepare the following year's work program proposal.
- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation.
- #### 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 Cost Tracking System (CTS).
  - Maintain all Subregional grant-related records and products.
  - Maintain data in the Cost Tracking System (developed by NJTPA).
  - Attend NJTPA-led trainings and workshops on the STP program.
- **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

## **2.0 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 that inherent in all planning activities are interagency coordination and public participation. It is also recognized that each subregion is unique and pursues transportation planning in ways that may differ from other subregions. In addition to performing the 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.

### **➤ 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**

Middlesex 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 2040, and in development of the FY 2017 RTP update, entitled, "Plan 2045 - Connecting North Jersey."

##### **ACTIVITIES:**

- Continue to assist in the implementation of Plan 2040, including ongoing needs identification and assessment, advancement of subregional capital projects, and the conduct of planning studies that address regional transportation and land use issues at the local scale.
- Participate as requested in the development of the 2017 update to the Regional Transportation Plan.

- **PRODUCT/OUTCOME:** Participation on NJTPA technical advisory and working committees, and the NJTPA Strategic Business Plan (SBP), as appropriate.

##### **ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for 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 Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, and the Air Quality Conformity Determination.

- Support the development of the FY 2018 UPWP. Assist in the implementation of the central staff's FY 2017 UPWP task activities (Volume I).
  - Collaborate with the Transportation Management Association (TMA) of Middlesex County, Keep Middlesex Moving – KMM, to integrate TMA work with the NJTPA planning process as appropriate.
  - Assist in the implementation of the recommendations of the NJTPA's Strategic Business Plan.
- **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 develop performance measures and identify targets and thresholds for these measures related to current federal transportation legislation. Provide data as needed to evaluate system performance for these measures.
- **PRODUCT/OUTCOME:** Provision of data and data updates
- ACTIVITIES:**
- Facilitate coordination as necessary with the Middlesex County Office of Engineering, Office of Public Works, Office of Aging – Division of Transportation, and Office of Planning Divisions of Comprehensive Planning, Data Management, and Land Development Review 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 Middlesex County include: cadastral, design plans, environmental, facilities, general, planning, political boundaries, transportation, and utilities layers. [Staff may refer to the EGIS Quality Assurance documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables].
  - Middlesex County will provide data as requested to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, Air Quality Conformity Determination.

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

**ACTIVITIES:**

- Provide ongoing technical support to Middlesex County NJTPA Trustee, as well as to various NJTPA standing committees and to the Board as a whole.

- **PRODUCT/OUTCOME:** Advancement of select (consistent with the needs and goals of the Middlesex County Adopted Transportation Plan) core transportation-related actions identified in the Together North Jersey Plan (TNJ)

**ACTIVITIES:**

- Consistent with the needs and goals of the Middlesex County Adopted Transportation Plan, advance select transportation related actions identified in the TNJ (e.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit).

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

- **PRODUCT/OUTCOME:** Prepare transportation related studies and plans. Support the preparation of transportation related studies and plans. Review transportation related studies and plans, and/or engage in interagency coordination and data sharing

on transportation related topics.

**ACTIVITIES:**

- Advance recommendations from TNJ transportation related actions. This may include recommendations from the TNJ Strategic Action Plan, the Local Government Capacity Grant Program (LGCGP), Regional Comprehensive Economic Development Strategy (CEDS), or Local Demonstration Projects (LDP) program, as contained in the TNJ appendix (e.g. advancement of recommendations from Crime Prevention Through Environmental Design (CPTED) studies, coastal resiliency studies, etc.).
- Work with the City of Perth Amboy in advancing TNJ initiatives including the update of the Perth Amboy Master Plan, its Bicycle / Pedestrian Element, and the proposed Transit Village designation for the area in the proximity of the Train Station.
- Coordinate and support regional and statewide strategic planning initiatives.
- 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.
- Collaborate with the NJTPA in environmental, climate change and resilience planning activities, including providing input into vulnerability assessment and adaptation planning activities. Middlesex County Office of Planning staff will also collaborate with the County Office of Emergency Management and related State and local agencies in the vulnerability assessment, and

advancing adaptation and resiliency of the transportation infrastructure in the County.

- Support the NJTPA's Livable Communities and Complete Streets Planning
- activities including: participation and/or collaboration in FHWA's Transportation Alternatives Program (TAP) (refer to <http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm> for more information); the New Jersey Complete Streets Summit and other workshops; the Rutgers Transportation Safety Resource Center, pedestrian initiatives such as data collection, walkable communities and Safe Routes to School; bicycle initiatives such as the application of bike/ped tools, as well as the advancement of greenway initiatives such as the East Coast Greenway and feasible extensions to the existing Middlesex Greenway.
- Conduct analysis, study or planning efforts that engage municipalities in Middlesex County such as the City of Perth Amboy and the Township of Old Bridge and other stakeholders to develop comprehensive bicycle and walking policy implementation plans. Comprehensive bicycle policy implementation plans may identify specific streets for on street bicycle lanes and/or off street bicycle paths, bicycle parking through zoning requirements and/or bike rack sponsorship programs, updates to bicycle riding ordinances, and safe cycling and driving education and enforcement campaigns. Comprehensive walking policy implementation plans may identify gaps in existing pedestrian accommodations such as sidewalks and crosswalks, updates to ordinance standards for sidewalks, and planning for Street Smart pedestrian safety campaigns.
- Support the NJTPA regional freight planning activities including rail freight, motor carrier, marine highway and air cargo activities.
- Support the NJTPA's efforts regarding emergency and incident management, planning for operations, and data sharing.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective.
- Utilize road safety audits (RSAs) where and when possible to generate capital programming recommendations.
- Prepare grant applications for the Subregional Studies Program (SSP), or other funding opportunities pending availability of resources to undertake such studies.
- Analysis of multi-modal needs including the expansion of ferry services in coastal communities of Middlesex County such as the City of South Amboy, Borough of Carteret and others that may have the needed local support and funding opportunities to advance and integrate these services within other existing multimodal transportation facilities in the County.

## **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 mechanisms. If desired, requests for central staff support should be included in the subregion's STP Program proposal.*

### **> 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:**

- Provide a mechanism for citizen input in the planning process in order to inform and educate the public on transportation matters and to provide a proactive means of soliciting their comments through the Middlesex County Transportation Coordinating Committee which serves as an advisory body to the Middlesex County Board of Chosen Freeholders on matters of transportation in the County.

In FY 2017 the Middlesex County public outreach mechanism through its Transportation Coordinating Committee (TCC) will continue to serve as a public forum to address transportation issues and concerns, solicit public input, and provide information on transportation activities and events of interest to Middlesex County and the region. Officers of the TCC include the Chairman, Vice Chairman, a Freeholder liaison, and Secretary who is responsible for the transcribing of the minutes of the meetings, distribution of meeting notices and agendas, monitoring the annual reappointment process of the TCC members, and keeping the membership current.

Activities of the Middlesex County TCC in FY 2017 will continue to promote active citizen participation on transportation related matters/issues by the members of this broad based Committee. At the end of the calendar year letters will be sent to the offices of the mayors and to the Middlesex County State legislative and congressional delegation requesting the reappointment or new appointments of representatives to their offices. Each mayor and legislator may appoint one or more representatives to attend meetings of the TCC on their behalf or in addition to him or herself. Letters of invitation to reappoint the current representatives or a new representatives will also be sent to regional agencies. At the County level the Committee is appointed at the annual reorganization meeting of the Board of Chosen Freeholders. The TCC begins its first meeting of the year at the traditional time and place. A typical meeting will often generate public input and inquiries which are addressed either by County

staff or staff of participating State or local agencies. The membership of the MCTCC is extended to:

- Mayors of the twenty five (25) municipalities in the County and/or their designees. These municipalities include urban, suburban, semi rural areas with populations of middle, low and high income groups.
- A Freeholder liaison representing the Middlesex County Board of Chosen Freeholders and who also serves as member of the NJTPA Board of Trustees
- Middlesex County State Legislative delegation
- Congressional representatives
- New Jersey Department of Transportation
- New Jersey Transit
- Private transit operators
- North Jersey Transportation Planning Authority
- New Jersey Turnpike Authority
- Rutgers University
- Middlesex County College
- National Transit Institute
- Middlesex County Office of Engineering
- Middlesex County Office of Transportation
- Middlesex County Office of Public Works
- Middlesex County Department of Business and Education
- Middlesex County Department of Community Services Office of Aging and Disabled Services, and its Division of Transportation services
- Middlesex County Department of Public Safety and Health, Office of Emergency Management, Communications and Preparedness
- the Middlesex County Board of Social Services
- the Middlesex County Improvement Authority
- Keep Middlesex Moving (KMM), the County Transportation Management Association
- East Coast Greenway Alliance
- Travel Independence Program of the Alan M. Voorhees Transportation Center
- Puerto Rican Action Board
- Representatives of the planning departments/offices of adjacent Counties of Somerset, Union, Monmouth and Mercer.

In addition to the above agencies and organizations members of the general public are always encouraged to attend. The County's Office of Planning, Transportation Division website includes reference to subregional transportation planning related activities including the activities of the County's TCC and its public outreach public forum to address transportation issues and concerns, solicit public input, and provide information on transportation activities and events of interest to the general public. Meetings are held in the County Administration Building, First Floor Meeting Room of the Board of Freeholders. It is conveniently located in center of New Brunswick accessible by bus and train services for those who do not drive.

- Additional examples 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. Information about subregional planning activities and products should be made available electronically on the web and/or social media.
- Middlesex County will submit to NJTPA: 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.
- Middlesex 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 linkages to the NJTPA website and social media outlets, development and enhancements of Middlesex County Office of Planning Transportation Division websites in coordination with other Office of Planning Divisions, the NJTPA, and other transportation agencies.

> **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. Middlesex County will assist NJTPA in advancing public awareness for regional projects and programs through such means as hosting public meetings that may be held in the County and which are regionally significant.
- **PRODUCT/OUTCOME:** Assistance with special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign. Middlesex County will continue to work with agencies such as KMM and the Rutgers Transportation Resource Center in promoting pedestrian and bicycling safety through educational and engineering activities including the advancement of such projects involving proposals for pedestrian – bicycling improvements in municipalities such as the City of New Brunswick

**ACTIVITIES:**

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

- **PRODUCT/OUTCOME:** Pilot technical assistance program, including acceptance of direct technical assistance from Rutgers VTC / Rutgers Transportation Resource Center.

**ACTIVITIES:**

- Work with Rutgers VTC research team and NJTPA staff to develop and pilot a program of on-call technical assistance to subregions - accept assistance ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Assistance equal to approximately 100 hours for the NJTPA region in total is available.

➤ **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), the Transportation Improvement Program (TIP), and the Middlesex County Capital Transportation Program (CTP) for State Aid.

**ACTIVITIES:**

- Assist in the development of the TCP and TIP, and in the development/County Board of Freeholders endorsement of the Middlesex County CTP for submission to NJDOT, Bureau of Local Aid.

- **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 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.

- Attend and help to coordinate scheduled kick off and subsequent meetings of the NJTPA, NJDOT Local Aid and Bureau of Environmental Program Resources, Middlesex County offices and municipal engineers and other officials in advancing local projects that are federally funded in the Transportation Improvement Program.
- **PRODUCT/OUTCOME:** Technical support for NJTPA Local Concept Development.  
**ACTIVITIES:**
  - Review and provide comments on technical documents produced by consultant.
- **PRODUCT/OUTCOME:** Participation in transportation related implementation activities.  
**ACTIVITIES:**
  - Participate in development of any planning related grant applications for Transportation Alternatives Program (TAP), or other funding opportunities that the County may wish to apply.
  - Advance Transportation Projects in the County's list of priority projects monitored by the Middlesex County Technical Advisory Committee (MTAC) in collaboration with the County Offices of Engineering, the County Improvement Authority, and the County Department of Economic and Business Development.  
This includes participation in the advancement of transportation projects that are funded with federal, State, County and local/other sources for concept development, preliminary engineering work, final design, and implementation.
  - Provide available data.
  - Attend meetings.

**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM  
COUNTY OF MIDDLESEX  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 126,623.62		
	2. FRINGE BENEFITS	80.230%	\$ 101,590.13		
			<b>SUBTOTAL \$ 228,213.75</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
			<b>SUBTOTAL \$ -</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COST ALLOCATION	0.000%	\$ -		
			<b>SUBTOTAL \$ -</b>	80%	20%
			<b>TOTAL PROGRAM BUDGET \$ 228,213.75</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2017 as outlined in the Subregional Transportation Planning Agreement. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$ 182,571.00	<b>Local Match:</b>	\$ 45,642.75	<b>Total:</b>	\$ 228,213.75
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**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM  
COUNTY OF MIDDLESEX  
STAFFING PLAN**

**Project Task Budget**

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non- Labor Costs	Indirect Costs	Total Costs	Estimated Share of Program (%)
Task 1 - Program Administration	201	\$ 21,445.62	\$ -	\$ -	\$ 21,445.62	9%
Task 2 - Transportation Planning and Coordination	2,076	\$ 206,768.13	\$ -	\$ -	\$ 206,768.13	91%
<b>TOTAL</b>	<b>2,277</b>	<b>\$ 228,213.75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 228,213.75</b>	<b>100%</b>

**Subregional Staff Plan**

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the year)	Total Estimated Hours
Anthony Gambilonghi, Supervising Planner,	49%	885
Bruce McCracken, Principal Planner, Transportation	22%	400
Ryan Rapp, Principal Planner	15%	270
Danielle Bitton, Keyboard Clerk I	28%	511
George M. Ververides, Director of County Planning	12%	211
<b>TOTAL</b>	<b>25%</b>	<b>2,277</b>

**FY 2017**

**COUNTY OF MONMOUTH**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**



# I. WORK PROGRAM DOCUMENT DEVELOPMENT

## 1.0 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 and Activities*

- **PRODUCT/OUTCOME:** FY 2018 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

#### ACTIVITIES:

- Prepare the following year's work program proposal.
- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation.
- #### 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 Cost Tracking System (CTS).
  - Maintain all Subregional grant-related records and products.
  - Maintain data in the Cost Tracking System (developed by NJTPA).
  - Attend NJTPA-led trainings and workshops on the STP program.
- **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

## **2.0 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 that inherent in all planning activities are interagency coordination and public participation. It is also recognized that each subregion is unique and pursues transportation planning in ways that may differ from other subregions. In addition to performing the 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.

### **➤ 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:** Participation in the implementation of Plan 2040, and in development of the FY 2017 RTP update, entitled, "Plan 2045 - Connecting North Jersey."

##### **ACTIVITIES:**

- Continue to assist in the implementation of Plan 2040, including ongoing needs identification and assessment, advancement of subregional capital projects, and the conduct of planning studies that address regional transportation and land use issues at the local scale.
- Participate as requested in the development of the 2017 update to the Regional Transportation Plan.

- **PRODUCT/OUTCOME:** Participation on NJTPA technical advisory and working committees, and the NJTPA Strategic Business Plan (SBP), as appropriate.

##### **ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for 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 Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, and the Air Quality Conformity Determination.

- Support the development of the FY 2018 UPWP. Assist in the implementation of the central staff's FY 2017 UPWP task activities (Volume I).
- Collaborate with the Meadowlink TMA to integrate TMA work with the NJTPA planning process as appropriate.
- Assist in the implementation of the recommendations of the NJTPA's Strategic Business Plan.

- **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 develop performance measures and identify targets and thresholds for these measures related to current federal transportation legislation. Provide data as needed to evaluate system performance for these measures.
- **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, political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, Air Quality Conformity Determination.
- **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.

- **PRODUCT/OUTCOME:** Advancement of select (consistent with the needs and goals of the subregion) core transportation-related actions identified in the Together North Jersey Plan (TNJ)

**ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in the TNJ (e.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit).

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

- **PRODUCT/OUTCOME:** Identification and prioritization of new planning efforts. Preparation of new transportation related studies and plans as well as the updating and maintenance of existing plans. Participation in any ongoing Together North Jersey efforts.

**ACTIVITIES:**

- Update and maintain the Transportation Element of the Monmouth County Master Plan as needed.
  - Incorporate public feedback received via email and/or anticipated public meetings
  - Alter objectives as goals are met or changed
  - Track changes to other sections of the Master Plan that may be related to the Transportation Element
- Work to implement the recommendations within the Monmouth County Bus Rapid Transit Feasibility Study, an effort originally funded by Together North Jersey's Local Government Capacity Grant Program
- Continue to develop and implement regional corridor studies and pilot projects that further the goals and objectives of the Master Plan
- Finalize, disseminate, and maintain the Monmouth County Transit Map and create a Monmouth County Multi-Modal Transportation Guide
- Maintain and update as needed the Monmouth County Road Plan and Monmouth County Scenic Roadway Plan
- Support the NJTPA's Livable Communities and Complete Streets Planning activities including: participation in FHWA's Transportation Alternatives Program (TAP); pedestrian initiatives such as data collection, walkable communities, and Safe Routes to School; bicycle initiatives such as the application of bike/ped tools, as well as the advancement of greenway initiatives such as the Henry Hudson Trail. Develop a set of standards for bike lanes in Monmouth County based on federal and state regulations.
- Coordinate planning activities with the Monmouth County Department of Public Works and Engineering to help identify and prioritize transportation

related projects and assist with developing and implementing capital improvements.

➤ **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 mechanisms. If desired, requests for central staff support should be included in the subregion's STP Program proposal.

> **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:**

- Provide a mechanism for citizen input in the planning process in order to inform and educate the public on transportation matters and to provide a proactive means of soliciting their comments. Additional examples 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. Information about subregional planning activities and products should be made available electronically on the web and/or social media.
- Submit to NJTPA of 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 ongoing Master Plan development efforts.

**ACTIVITIES:**

- Participate in any Master Plan meetings with Monmouth County Planning Board, Monmouth County Transportation Council, and/or members of the public
- Update Monmouth County Master Plan website with latest information
- Respond to public inquiries related to the Master Plan
- **PRODUCT/OUTCOME:** Eleven Monthly Meetings of the Monmouth County Transportation Council
 

**ACTIVITIES:**

  - Creation of agendas, minutes, and other meeting materials
  - Scheduling of meetings
  - Maintenance of Monmouth County Transportation Council website
  - Securing of presenters and meeting venues
- **PRODUCT/OUTCOME:** Deployment of the “Be Street Smart NJ” campaign in municipalities in Monmouth County
 

**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.
- **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 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.
- **PRODUCT/OUTCOME:** Participation in transportation related implementation activities.

**ACTIVITIES:**

  - Prepare grant applications for the Transportation Alternatives Program (TAP), or other funding opportunities.
  - Advance BRT in Monmouth County in accordance with the Bus Rapid Transit Feasibility Study
  - Provide data to NJTPA when requested
  - Attend meetings

**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF MONMOUTH  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 109,922.54		
	2. FRINGE BENEFITS	73.310%	\$ 80,584.03		
			<b>SUBTOTAL \$ 190,506.56</b>	80%	20%
<b>PART II:</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ 280.94		
	2. TRAVEL		\$ 100.00		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 600.00		
	7. OTHER (SPECIFY)		\$ -		
			<b>SUBTOTAL \$ 980.94</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
			<b>SUBTOTAL \$ -</b>	80%	20%
			<b>TOTAL PROGRAM BUDGET \$ 191,487.50</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2017 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$ 153,190.00	<b>Local Match:</b>	\$ 38,297.50	<b>Total:</b>	\$ 191,487.50
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**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF MONMOUTH  
STAFFING PLAN**

**Project Task Budget**

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non- Labor Costs	Indirect Costs	Total Costs	Estimated Share of Program (%)
Task 1 - Program Management	280	\$ 13,358.79	\$ -	\$ -	\$ 13,358.79	7%
Task 2 - Transportation Planning and Coordination	3,242	\$ 177,147.77	\$ 980.94	\$ -	\$ 178,128.71	93%
<b>TOTAL</b>	<b>3,522</b>	<b>\$ 190,506.56</b>	<b>\$ 980.94</b>	<b>\$ -</b>	<b>\$ 191,487.50</b>	<b>100%</b>

**Subregional Staffing Plan**

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the year)	Total Estimated Hours
Anthony Gamallo, Senior Planner	83%	1,516
James Bonanno, Assistant Planner	83%	1,516
Ed Sampson, Planning Director	9%	165
Joe Barris, Assistant Planning Director	9%	165
Daria Jakimowska, Chief Engineer	4%	80
Inkyung Englehart, Principal Engineer	4%	80
<b>TOTAL</b>	<b>22%</b>	<b>3,522</b>



**FY 2017**

**COUNTY OF MORRIS**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**



# I. WORK PROGRAM DOCUMENT DEVELOPMENT

## 1.0 TASK 1: PROGRAM MANAGEMENT

Goal: Morris 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 and Activities*

- **PRODUCT/OUTCOME:** FY 2018 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

**ACTIVITIES:**

- Prepare the following year’s work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation.

**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 Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products.
- Maintain data in the Cost Tracking System (developed by NJTPA).
- Attend NJTPA-led trainings and workshops on the STP program.

- **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

## **2.0 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 that inherent in all planning activities are interagency coordination and public participation. It is also recognized that each subregion is unique and pursues transportation planning in ways that may differ from other subregions. In addition to performing the 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.

### **➤ 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**

Morris 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 2040, and in development of the FY 2017 RTP update, entitled, "Plan 2045 - Connecting North Jersey."

##### **ACTIVITIES:**

- Continue to assist in the implementation of Plan 2040, including ongoing needs identification and assessment, advancement of subregional capital projects, and the conduct of planning studies that address regional transportation and land use issues at the local scale.
- Participate as requested in the development of the 2017 update to the Regional Transportation Plan.

- **PRODUCT/OUTCOME:** Participation on NJTPA technical advisory and working committees, and the NJTPA Strategic Business Plan (SBP), as appropriate.

##### **ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for 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 Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, and the Air Quality Conformity Determination.

- Support the development of the FY 2018 UPWP. Assist in the implementation of the central staff's FY 2017 UPWP task activities (Volume I).
- Collaborate with the TransOptions TMA to integrate TMA work with the NJTPA planning process as appropriate.
- Assist in the implementation of the recommendations of the NJTPA's Strategic Business Plan.

- **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 develop performance measures and identify targets and thresholds for these measures related to current federal transportation legislation. Provide data as needed to evaluate system performance for these measures.

- **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, political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, Air Quality Conformity Determination.

- **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.

- **PRODUCT/OUTCOME:** Advancement of select (consistent with the needs and goals of the subregion) core transportation-related actions identified in the Together North Jersey Plan (TNJ)

**ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in the TNJ (e.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit).

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

- **PRODUCT/OUTCOME:** Morris County will prepare transportation related studies and plans, support the preparation of transportation related studies and plans, review transportation related studies and plans, and/or engage in interagency coordination and data sharing on transportation related topics.

**ACTIVITIES:**

- Advance recommendations from TNJ transportation related actions, such as the Regional Comprehensive Economic Development Strategy (CEDS).
- Support the NJTPA in economic development activities, including implementation of the regional Comprehensive Economic Development Strategy (CEDS), a key product of the RPSD effort.
- Assist in implementation of the Regional Plan for Sustainable Development (RPSD).
- Coordinate and support regional and statewide strategic planning initiatives.
- 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.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Collaborate with the NJTPA in environmental, climate change, and resilience planning activities, including providing input into vulnerability assessment and adaptation planning activities.
- Support the NJTPA's Livable Communities and Complete Streets Planning activities including: participation in FHWA's Transportation Alternatives Program (TAP) (refer to <http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm> for more information); pedestrian initiatives such as data collection, walkable communities and Safe Routes to School; bicycle initiatives such as the application of bike/ped tools, as well as the advancement of greenway

initiatives such as the September 11<sup>th</sup> National Memorial Trail and the Morris Canal Greenway.

- Assist in development of NJTPA's initiatives for DO-IT: Developing Opportunities for Innovation in Transportation.
- 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.
- Support the NJTPA regional freight planning activities including rail freight, motor carrier, marine highway and air cargo activities, including efforts along the Morris County Freight Railroad line.
- Support the NJTPA's efforts regarding emergency and incident management, planning for operations, and data sharing.
- 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.
- Utilize road safety audits (RSAs) to generate capital programming recommendations.
- Prepare grant applications for the Subregional Studies Program (SSP), or other funding opportunities.

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

Morris County will integrate public participation in the ongoing 3-C Planning Process.

➤ **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:**

- Provide a mechanism for citizen input in the planning process in order to inform and educate the public on transportation matters and to provide a proactive means of soliciting their comments. Additional examples 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. Information about subregional planning activities and products should be made available electronically on the web and/or social media.

- Morris County holds quarterly Board of Transportation meetings which are open to the public. These meetings act as a forum for regional transportation issues and opportunities. The public is encouraged to attend and voice opinions on matters of concern. Meetings are advertised in local newspapers, on the Morris County website, and the division's website, [www.MorrisDOT.org](http://www.MorrisDOT.org). Meetings will continue to be held on a regular basis and NJTPA initiatives will be included on the agenda.
- Morris County will continue to host the Morris County Freight Railroad Advisory Committee. The committee meets quarterly and allows for the free exchange of ideas from the divergent groups that are closely associated with freight railroad activities on the three Morris County owned railroad lines, including the operator, municipalities, and customers.
- Submit to NJTPA of 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.
- Morris County will continue to provide regular content updates to its transportation website on [www.MorrisDOT.org](http://www.MorrisDOT.org), with connections to NJTPA initiatives and social media.

> ***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, such as the "Be Street Smart NJ" Pedestrian Safety Education Campaign.

**ACTIVITIES:**

- Assist in special outreach efforts, such as the "Be Street Smart NJ" Pedestrian Safety Education Campaign in Morris County.

- **PRODUCT/OUTCOME:** Pilot technical assistance program, including acceptance of up to 100 hours of direct technical assistance from Rutgers VTC.

**ACTIVITIES:**

- Work with Rutgers VTC research team and NJTPA staff to develop and pilot a program of on-call technical assistance to subregions - accept assistance ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Assistance equal to approximately 100 hours for the NJTPA region in total is available.

➤ **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.

- **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 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.
- Where applicable, provide technical lead on NJTPA Local Concept Development studies.

- **PRODUCT/OUTCOME:** Participation in interagency capital planning initiatives.

**ACTIVITIES:**

- Participate in the Online Interagency Project Management System.
  
- **PRODUCT/OUTCOME:** Technical support for NJTPA Local Concept Development.  
**ACTIVITIES:**
  - Review technical documents produced by consultants.
  
- **PRODUCT/OUTCOME:** Participation in transportation related implementation activities.  
**ACTIVITIES:**
  - Prepare grant applications for the Transportation Alternatives Program (TAP), or other funding opportunities.
  - Provide data and attend meetings, as requested.

**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF MORRIS  
BUDGET PLAN**

			<b>PROPOSED BUDGET</b>	<b>FEDERAL SHARE</b>	<b>LOCAL MATCH</b>
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 94,533.29		
	2. FRINGE BENEFITS	72.668%	\$ 68,695.45		
			<b>SUBTOTAL \$ 163,228.75</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
			<b>SUBTOTAL \$ -</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
			<b>SUBTOTAL \$ -</b>	80%	20%
			<b>TOTAL PROGRAM BUDGET \$ 163,228.75</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2017 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$	130,583.00	<b>Local Match:</b>	\$	32,645.75	<b>Total:</b>	\$	163,228.75
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**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF MORRIS  
STAFFING PLAN**

**Project Task Budget**

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non- Labor Costs	Indirect Costs	Total Costs	Estimated Share of Program (%)
Task 1 - Program Management	160	\$ 15,653.39	\$ -	\$ -	\$ 15,653.39	10%
Task 2 - Transportation Planning and Coordination	2,213	\$ 147,575.36	\$ -	\$ -	\$ 147,575.36	90%
<b>TOTAL</b>	<b>2,373</b>	<b>\$ 163,228.75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 163,228.75</b>	<b>100%</b>

**Subregional Staffing Plan**

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the year)	Total Estimated Hours
Gerald Rohsler, Transportation Manager	44%	800
John J. Hayes, Principal Planner	44%	793
Joseph A. Russo, Assistant Planner	43%	780
<b>TOTAL</b>	<b>43%</b>	<b>2,373</b>

**FY 2017**

**CITY OF NEWARK**



**SUBREGIONAL TRANSPORTATION  
PLANNING WORK PROGRAM**



# I. WORK PROGRAM DOCUMENT DEVELOPMENT

## 1.0 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 and Activities*

- **PRODUCT/OUTCOME:** FY 2018 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

#### ACTIVITIES:

- Prepare the following year’s work program proposal.
- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation.
- #### 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 Cost Tracking System (CTS).
  - Maintain all Subregional grant-related records and products.
  - Maintain data in the Cost Tracking System (developed by NJTPA).
  - Attend NJTPA-led trainings and workshops on the STP program.
- **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

## **2.0 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 that inherent in all planning activities are interagency coordination and public participation. It is also recognized that each subregion is unique and pursues transportation planning in ways that may differ from other subregions. In addition to performing the 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.

### **➤ 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:** Participation in the implementation of Plan 2040, and in development of the FY 2017 RTP update, entitled, "Plan 2045 - Connecting North Jersey."

##### **ACTIVITIES:**

- Continue to assist in the implementation of Plan 2040, including ongoing needs identification and assessment, advancement of subregional capital projects, and the conduct of planning studies that address regional transportation and land use issues at the local scale.
  - Participate as requested in the development of the 2017 update to the Regional Transportation Plan.
- **PRODUCT/OUTCOME:** Participation on NJTPA technical advisory and working committees, and the NJTPA Strategic Business Plan (SBP), as appropriate.

##### **ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for 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 Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, and the Air Quality Conformity Determination.

- Support the development of the FY 2018 UPWP. Assist in the implementation of the central staff's FY 2017 UPWP task activities (Volume I).
- Collaborate with the Meadowlink TMA to integrate TMA work with the NJTPA planning process as appropriate.
- Assist in the implementation of the recommendations of the NJTPA's Strategic Business Plan.

- **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 develop performance measures and identify targets and thresholds for these measures related to current federal transportation legislation. Provide data as needed to evaluate system performance for these measures.

- **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, political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, Air Quality Conformity Determination.

- **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.

- **PRODUCT/OUTCOME:** Advancement of select (consistent with the needs and goals of the subregion) core transportation-related actions identified in the Together North Jersey Plan (TNJ)

**ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in the TNJ (e.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit).

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

- **PRODUCT/OUTCOME:** Prepare transportation related studies and plans, Support the preparation of transportation related studies and plans, Review transportation related studies and plans, and/or engage in interagency coordination and data sharing on transportation related topics.

**ACTIVITIES:**

- Advance recommendations from TNJ transportation related actions, such as the Safe Passage to Broad Street Station project, the City of Newark Greenstreets Initiative, the Newark Access to Opportunity program, and the Assessment and Training for Fairmont Neighborhood NGO micro-grant.
- Coordinate and support regional and statewide strategic planning initiatives, such as the NJTPA led Assessment of System Connectivity TAC and Inventory and Assessment of Waterborne Transportation Assets Study.
- 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.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
  - Support efforts to advance the Broad St. and Ferry St. pedestrian safety improvement; and the Bergen Street and MLK Blvd pedestrian safety improvement
- Collaborate with the NJTPA in environmental, climate change and resilience planning activities, including providing input into vulnerability assessment and adaptation planning activities.
- Support the NJTPA's Livable Communities and Complete Streets Planning activities including: participation in FHWA's Transportation Alternatives Program (TAP); pedestrian initiatives such as data collection, walkable communities and Safe Routes to School; bicycle initiatives such as the application of bike/ped tools, as well as the advancement of greenway

initiatives such as the East Coast Greenway, Meadowlands Greenway and the Morris Canal Greenway.

- Engage stakeholders and advance recommendations from the Bike Ironbound plan, which is focused on improving bicycle facilities in the Ironbound neighborhood making bicycling safer and easier for all residents and visitors.
- Conduct analysis, study or planning efforts that engage municipalities and other stakeholders to develop comprehensive bicycle and walking policy implementation plans. Comprehensive bicycle policy implementation plans may identify specific streets for on street bicycle lanes and/or off street bicycle paths, bicycle parking through zoning requirements and/or bike rack sponsorship programs, updates to bicycle riding ordinances, and safe cycling and driving education and enforcement campaigns. Comprehensive walking policy implementation plans may identify gaps in existing pedestrian accommodations such as sidewalks and crosswalks, updates to ordinance standards for sidewalks, and planning for StreetSmart pedestrian safety campaigns.
- Assist in development of NJTPA's initiatives for DO-IT: Developing Opportunities for Innovation in Transportation.
- 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.
- Support the NJTPA regional freight planning activities including rail freight, motor carrier, marine highway and air cargo activities.
- Support the NJTPA's efforts regarding emergency and incident management, planning for operations, and data sharing.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective.
  - Newark Downtown Circulation Improvements Study. This project will analyze current and future vehicle, freight, pedestrian, bicycle and transit circulation, local and regional access in Newark's core, and provide recommendations for future improvements. Staff will manage the effort to collect and analyze comprehensive traffic, parking and pedestrian statistics; construction of a calibrated traffic model; and development of data backed recommendations to support future transportation system improvements for all modes and users.
- 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 (RSAs) , such as the 2015 Ferry Street RSA, the 2014 Broad Street RSA, the 2013 Bergen Street RSA and the 2012 Martin Luther King Jr. Boulevard RSA, to generate capital programming

recommendations. Advance RSA recommendations through the NJTPA Local Safety/ High Risk Rural Road Program at Bergen Street, Martin Luther King Jr. Boulevard, Broad Street at Lincoln Park and South Street.

- Prepare grant applications for the Subregional Studies Program (SSP), or other funding opportunities.
- Analysis of multi-modal needs.

## ➤ **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 mechanisms. If desired, requests for central staff support should be included in the subregion's STP Program proposal.

### ➤ *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:**

- Provide a mechanism for citizen input in the planning process in order to inform and educate the public on transportation matters and to provide a proactive means of soliciting their comments. Additional examples 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. Information about subregional planning activities and products should be made available electronically on the web and/or social media.
  - Citizen input into the planning process is solicited on a project by project basis and the level of solicitation is determined by the scope and potential impact of the project upon the community.
- Submit to NJTPA of 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, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign.

**ACTIVITIES:**

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

- **PRODUCT/OUTCOME:** Pilot technical assistance program, including acceptance of up to 100 hours of direct technical assistance from Rutgers VTC.

**ACTIVITIES:**

- Work with Rutgers VTC research team and NJTPA staff to develop and pilot a program of on-call technical assistance to subregions - accept assistance ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Assistance equal to approximately 100 hours for the NJTPA region in total is available.

➤ **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.

- **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 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.

- Where applicable, provide technical lead on NJTPA Local Concept Development studies.

- **PRODUCT/OUTCOME:** Technical support for NJTPA Local Concept Development.

**ACTIVITIES:**

- Review technical documents produced by consultant.

- **PRODUCT/OUTCOME:** Participation in transportation related implementation activities.

**ACTIVITIES:**

- Prepare grant applications for the Transportation Alternatives Program (TAP), or other funding opportunities.
- Advance Local Safety and High Risk Rural Roads, Local Concept Development, Regional/ Local CMAQ Initiative Program, and Subregional Studies Transportation Projects.
- Provide data.
- Attend meetings.
- Finalize and implement recommendations from DOT funded Bike Ironbound Bicycle Plan.
- Advance goals of the Local Capital Project Delivery (LCPD), Local Concept Development (LCD): The FY 2016 LCD Central Avenue Bridge project will address structural deficiencies and low sufficiency ratings of the Central Avenue bridge. The bridge serves local traffic and as a county roadway provides important regional connection to points west of Newark. The project will develop viable alternatives for the structure. Subregional staff will manage all aspects of the project to ensure a satisfactory outcome.
- Support the FY15 – 17 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.

**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
CITY OF NEWARK  
BUDGET PLAN**

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

<p>This estimated budget is based upon projected costs to perform the work program for FY 2017 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.</p>
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**FUNDING SOURCES:**

<b>Federal Share:</b>	\$	95,367.00	<b>Local Match:</b>	\$	23,841.75	<b>Total:</b>	\$	119,208.75
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**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
CITY OF NEWARK  
STAFFING PLAN**

**Project Task Budget**

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non- Labor Costs	Indirect Costs	Total Costs	Estimated Share of Program (%)
Task 1 - Program Management	370	\$ 12,202.31	\$ -	\$ -	\$ 12,202.31	10%
Task 2 - Transportation Planning and Coordination	3,001	\$ 107,006.44	\$ -	\$ -	\$ 107,006.44	90%
<b>TOTAL</b>	<b>3,371</b>	<b>\$ 119,208.75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 119,208.75</b>	<b>100%</b>

**Subregional Staffing Plan**

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the year)	Total Estimated Hours
Jordan Kocak - Principal Planner, Transportation	100%	2,088
Sing Wong P.E. - Principal Engineer, Traffic	35%	633
Isaac Ojeda Engineer, Traffic	36%	650
<b>TOTAL</b>	<b>57%</b>	<b>3,371</b>

**FY 2017**

**COUNTY OF OCEAN**



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



# I. WORK PROGRAM DOCUMENT DEVELOPMENT

## 1.0 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 and Activities*

- **PRODUCT/OUTCOME:** FY 2018 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

**ACTIVITIES:**

- Prepare the following year's work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation.

**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 Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products.
- Maintain data in the Cost Tracking System (developed by NJTPA).
- Attend NJTPA-led trainings and workshops on the STP program.

- **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

## **2.0 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 that inherent in all planning activities are interagency coordination and public participation. It is also recognized that each subregion is unique and pursues transportation planning in ways that may differ from other subregions. In addition to performing the 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.

### **➤ 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:** Participation in the implementation of Plan 2040, and in development of the FY 2017 RTP update, entitled, "Plan 2045 - Connecting North Jersey."

##### **ACTIVITIES:**

- Continue to assist in the implementation of Plan 2040, including ongoing needs identification and assessment, advancement of subregional capital projects, and the conduct of planning studies that address regional transportation and land use issues at the local scale.
  - Participate as requested in the development of the 2017 update to the Regional Transportation Plan.
- **PRODUCT/OUTCOME:** Participation on NJTPA technical advisory and working committees, and the NJTPA Strategic Business Plan (SBP), as appropriate.

##### **ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for 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 Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, and the Air Quality Conformity Determination.

- Support the development of the FY 2018 UPWP. Assist in the implementation of the central staff's FY 2017 UPWP task activities (Volume I).
- Collaborate with the Greater Mercer TMA to integrate TMA work with the NJTPA planning process as appropriate.
- Assist in the implementation of the recommendations of the NJTPA's Strategic Business Plan.

- **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 develop performance measures and identify targets and thresholds for these measures related to current federal transportation legislation. Provide data as needed to evaluate system performance for these measures.

- **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, political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, Air Quality Conformity Determination.

- **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.
- **PRODUCT/OUTCOME:** Advancement of select (consistent with the needs and goals of the subregion) core transportation-related actions identified in the Together North Jersey Plan (TNJ)

**ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in the TNJ (e.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit).

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

- **PRODUCT/OUTCOME:** Prepare transportation related studies and plans, Support the preparation of transportation related studies and plans, Review transportation related studies and plans, and/or engage in interagency coordination and data sharing on transportation related topics.

**ACTIVITIES:**

- Advance recommendations from TNJ transportation related actions. This may include recommendations from the TNJ Strategic Action Plan, the Local Government Capacity Grant Program (LGCGP), Regional Comprehensive Economic Development Strategy (CEDS), or Local Demonstration Projects (LDP) program, as contained in the TNJ appendix (e.g. advancement of recommendations from Crime Prevention Through Environmental Design (CPTED) studies, coast resiliency studies, etc.)
- 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 to conduct transportation workshops at the County's One Stop Career Center.
- Continue to collaborate with the NJTPA and the Working Group for the Route 9 Corridor Study – Managing and Accommodating Growth in Lakewood and Toms River.
- Coordinate and support regional and statewide strategic planning initiatives.
- Support regional and statewide strategic planning initiatives, including collaborating with interagencies on the development and implementation of the County's Hazard Mitigation Plan.
- 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.

- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Collaborate with the NJTPA in environmental, climate change and resilience planning activities, including providing input into vulnerability assessment and adaptation planning activities.
- Support the NJTPA's Livable Communities and Complete Streets Planning activities including: participation in FHWA's Transportation Alternatives Program (TAP) (refer to <http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm> for more information); pedestrian initiatives such as data collection, walkable communities and Safe Routes to School; bicycle initiatives such as the application of bike/ped tools, as well as the advancement of greenway initiatives such as the East Coast Greenway and the Morris Canal Greenway.
- Support bicycle initiatives, such as the Barnegat Branch Rail Trail Project (BBT).
- Conduct analysis, study or planning efforts that engage municipalities and other stakeholders to develop comprehensive bicycle and walking policy implementation plans. Comprehensive bicycle policy implementation plans may identify specific streets for on street bicycle lanes and/or off street bicycle paths, bicycle parking through zoning requirements and/or bike rack sponsorship programs, updates to bicycle riding ordinances, and safe cycling and driving education and enforcement campaigns. Comprehensive walking policy implementation plans may identify gaps in existing pedestrian accommodations such as sidewalks and crosswalks, updates to ordinance standards for sidewalks, and planning for StreetSmart pedestrian safety campaigns.
- Support alternative transportation to provide for increased mobility and access, while mitigating traffic congestion and environmental pollution, by developing and maintaining an efficient transit system within the subregion.
- 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.
- Collaborate with the Greater Mercer TMA to help integrate its work with the NJTPA planning process, including coordinating with the TMA on marketing to increase ridership.
- Ocean Ride to collaborate with other County departments and other agencies, including senior and social services to meet the needs of their served constituency.
- Assist in development of NJTPA's initiatives for DO-IT: Developing Opportunities for Innovation in Transportation.

- 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.
- Support the NJTPA regional rail planning activities including passenger rail, rail freight, motor carrier, and marine highway and air cargo activities where relevant within the Subregion.
- Support the NJTPA regional freight planning activities including rail freight, motor carrier, marine highway and air cargo activities.
- Support the NJTPA's efforts regarding emergency and incident management, planning for operations, and data sharing.
- Review new development applications for impact on the county transportation network and facilities from a local and regional perspective for consistency with the County Subdivision and Site Plan Resolution.
- Coordinate with the 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.
- Utilize road safety audits (RSAs) to generate capital programming recommendations.
- Prepare grant applications for the Subregional Studies Program (SSP), or other funding opportunities.
- Analysis of multi-modal needs.

➤ **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 mechanisms. If desired, requests for central staff support should be included in the subregion's STP Program proposal.

> ***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:**

- Provide a mechanism for citizen input in the planning process in order to inform and educate the public on transportation matters and to provide a proactive means of soliciting their comments. This includes: 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. Information about subregional planning activities and products should be made available electronically on the web and/or social media.

- Submit to NJTPA of 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.
- The public participation element of the Transportation Program is achieved in part through being a liaison with the Ocean County Transportation Advisory Board, which serves as a public forum on transportation in Ocean County and provides recommendations and guidance to the County on transportation related issues. Subregional Staff also participate in the NJ Transit Citizens Advisory Committee meetings to provide project updates in the County.
- Public information meetings, hosted by the County Engineering Department, to provide an opportunity for citizen input into planned County road and bridge improvements.
- Quarterly meetings of the Ocean County Traffic Safety Division, held in the County Engineering Department, to promote traffic safety to diverse segments of the population.
- Ocean County Subregional staff will continue to 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.

- **PRODUCT/OUTCOME:** Assistance with special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign and Transportation Planning Alternatives.

**ACTIVITIES:**

- Assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign.
- **PRODUCT/OUTCOME:** Pilot technical assistance program, including acceptance of up to 100 hours of direct technical assistance from Rutgers VTC.

**ACTIVITIES:**

- Work with Rutgers VTC research team and NJTPA staff to develop and pilot a program of on-call technical assistance to subregions - accept assistance ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Assistance equal to approximately 100 hours for the NJTPA region in total is available.

➤ **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.
- **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 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.
- Where applicable, provide technical lead on NJTPA Local Concept Development studies.
- **PRODUCT/OUTCOME:** Participation in interagency capital planning initiatives.  
**ACTIVITIES:**
  - Participate in the Online Interagency Project Management System.
- **PRODUCT/OUTCOME:** Technical support for NJTPA Local Concept Development.  
**ACTIVITIES:**
  - Review technical documents produced by consultant.
- **PRODUCT/OUTCOME:** Participation in transportation related implementation activities.  
**ACTIVITIES:**
  - Prepare grant applications for the Transportation Alternatives Program (TAP), or other funding opportunities.
  - Provide data.
  - Attend meetings.

**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF OCEAN  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 111,890.64		
	2. FRINGE BENEFITS	61.297%	\$ 68,585.61		
	<b>SUBTOTAL</b>		<b>\$ 180,476.25</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
	<b>TOTAL PROGRAM BUDGET</b>		<b>\$ 180,476.25</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2017 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$	144,381.00	<b>Local Match:</b>	\$	36,095.25	<b>Total:</b>	\$	180,476.25
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**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF OCEAN  
STAFFING PLAN**

**Project Task Budget**

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share of Program (%)
Task 1 - Program Management	200	\$ 10,384.30	\$ -	\$ -	\$ 10,384.30	6%
Task 2 - Transportation Planning and Coordination	2,362	\$ 170,091.95	\$ -	\$ -	\$ 170,091.95	94%
<b>TOTAL</b>	<b>2,562</b>	<b>\$ 180,476.25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 180,476.25</b>	<b>100%</b>

**Subregional Staffing Plan**

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the year)	Total Estimated Hours
Frank Scarantino, County Engineer	5%	100
John Ernst, Director of Engineering	5%	100
Edwin Giovanelli, Principal Engineer	48%	1,000
Mark Jehnke, RTAC Member, Supervising Engineer	13%	262
Victoria Pecchioli, STP Admin., Principal Planner,	14%	300
Mark Villinger, Principal Planner, Planning	10%	200
David Fitzgerald, Director, Transportation	14%	300
Ryan Reilly, Ocean Ride, Transportation	5%	100
<b>TOTAL</b>	<b>14%</b>	<b>2,562</b>



**FY 2017**

**COUNTY OF PASSAIC**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**



# I. WORK PROGRAM DOCUMENT DEVELOPMENT

## 1.0 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 and Activities*

- **PRODUCT/OUTCOME:** FY 2018 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

#### ACTIVITIES:

- Prepare the following year's work program proposal.
- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation.
- #### 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 Cost Tracking System (CTS).
  - Maintain all Subregional grant-related records and products.
  - Maintain data in the Cost Tracking System (developed by NJTPA).
  - Attend NJTPA-led trainings and workshops on the STP program.
- **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

## **2.0 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 that inherent in all planning activities are interagency coordination and public participation. It is also recognized that each subregion is unique and pursues transportation planning in ways that may differ from other subregions. In addition to performing the 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.

### **➤ 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:** Participation in the implementation of Plan 2040, and in development of the FY 2017 RTP update, entitled, "Plan 2045 - Connecting North Jersey."

##### **ACTIVITIES:**

- Continue to assist in the implementation of Plan 2040, including ongoing needs identification and assessment, advancement of County capital projects, and the conduct of planning studies that address regional transportation and land use issues at the local scale.
- Participate as requested in the development of the 2017 update to the Regional Transportation Plan.

- **PRODUCT/OUTCOME:** Participation on NJTPA technical advisory and working committees, and the NJTPA Strategic Business Plan (SBP), as appropriate.

##### **ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, studies conducted by other subregions through Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, and the Air Quality Conformity Determination.

- Support the development of the FY 2018 UPWP. Assist in the implementation of the central staff's FY 2017 UPWP task activities (Volume I).
- Collaborate with the TransOptions and Meadowlink TMA to integrate TMA work with the NJTPA planning process as appropriate.
- Assist in the implementation of the recommendations of the NJTPA's Strategic Business Plan.

- **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 develop performance measures and identify targets and thresholds for these measures related to current federal transportation legislation. Provide data as needed to evaluate system performance for these measures.

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

**ACTIVITIES:**

- Facilitate coordination as necessary with the County departments 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 may include: cadastral, design plans, environmental, facilities, general, planning, political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), studies conducted by other subregions through Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, Air Quality Conformity Determination.

- **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.

- **PRODUCT/OUTCOME:** Advancement of select (consistent with the needs and goals of the Passaic County) core transportation-related actions identified in the Together North Jersey Plan (TNJ)

**ACTIVITIES:**

- Consistent with the needs and goals of Passaic County, advance select transportation related actions identified in the TNJ (e.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit).

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

- **PRODUCT/OUTCOME:** Prepare transportation related studies and plans, Support the preparation of transportation related studies and plans, Review transportation related studies and plans, and/or engage in interagency coordination and data sharing on transportation related topics.

**ACTIVITIES:**

- Assist in advancing recommendations from TNJ transportation related actions that are consistent with Passaic County needs and goals expressed in the various County Master Plan elements. This includes recommendations from the TNJ Strategic Action Plan, the Local Government Capacity Grant Program (LGCGP), and Local Demonstration Project (LDP) completed by Passaic County while participating in the TNJ effort.
- Coordinate and support regional and statewide strategic planning initiatives.
- Support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Advance the efforts of the North Jersey Rail Coalition, dedicated to expanding access to commuter rail service along the existing NYS&W freight rail line connecting Passaic, Bergen and Hudson Counties. The first phase of this work is to bring completed DEIS documents into compliance and ready the Passaic-Bergen Commuter Rail project for construction funds. Later phases of this effort will expand rail access from the City of Hackensack to the Hudson-Bergen Rail Line in an effort to create a coordinated system of rail infrastructure throughout North Jersey that would provide new choices to commuter and spark investment in Transit Oriented Development sites.
- Advance planning and implementation efforts associated with the Passaic Highlands Greenway 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.

- The County will fully support all efforts associated with the implementation and programming of the Morris Canal Greenway. The County is heavily invested in advancing all projects and improvements identified in the Morris Canal Greenway Feasibility Study and have had a very successful partnership with the NJTPA Morris Canal Working Group in funding several implementation projects associated with this regional asset.
- Collaborate with the NJTPA in environmental, climate change and resilience planning activities, including providing input into vulnerability assessment and adaptation planning activities. These efforts will specifically apply to the development and implementation of the Passaic River Basin Vulnerability Assessment being completed as an NJTPA corridor study.
- Support the NJTPA's Livable Communities and Complete Streets Planning activities including: participation in FHWA's Transportation Alternatives Program (TAP) (refer to <http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm> for more information); 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.
- 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.
- Support the development and implementation of a Streets Smart campaign in the City of Passaic.
- Assist in development of NJTPA's initiatives for DO-IT: Developing Opportunities for Innovation in Transportation.
- 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. County staff will coordinate with NJTPA Central Staff in applying for grants and possible demonstration projects to implement ITS improvements where identified in the County Transportation Element of the Master Plan.
- 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.
- Support the NJTPA's efforts regarding emergency and incident management, planning for operations, and data sharing.

- Coordinate with the Highlands Council 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.
- Utilize road safety audits (RSAs) to generate capital programming recommendations and apply for funding to implement recommendations identified in previous RSAs completed in the City of Paterson and Clifton.
- Prepare grant applications for the Subregional Studies Program (SSP), or other funding opportunities offered through the NJTPA, NJDOT, FHWA and any other outside funding source.

➤ **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 mechanisms. If desired, requests for central staff support should be included in the subregion's STP Program proposal.

➤ ***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:**

- Provide a mechanism for citizen input in the planning process in order to inform and educate the public on transportation matters and to provide a proactive means of soliciting their comments. Additional examples 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. Information about subregional planning activities and products should be made available electronically on the web and/or social media.
- Submit to NJTPA of 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, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign.

**ACTIVITIES:**

- Assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign.
- **PRODUCT/OUTCOME:** Pilot technical assistance program, including acceptance of up to 100 hours of direct technical assistance from Rutgers VTC.

**ACTIVITIES:**

- Work with Rutgers VTC research team and NJTPA staff to develop and pilot a program of on-call technical assistance to subregions - accept assistance ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Assistance equal to approximately 100 hours for the NJTPA region in total is available.

> **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.
- **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 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.
- Where applicable, provide technical lead on NJTPA Local Concept Development studies.

- **PRODUCT/OUTCOME:** Participation in interagency capital planning initiatives.

**ACTIVITIES:**

- Participate in the Online Interagency Project Management System.

- **PRODUCT/OUTCOME:** Technical support for NJTPA Local Concept Development.

**ACTIVITIES:**

- Review technical documents produced by consultant.

- **PRODUCT/OUTCOME:** Participation in transportation related implementation activities.

**ACTIVITIES:**

- Prepare grant applications for the Transportation Alternatives Program (TAP), or other funding opportunities.
- 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.
- Provide data.
- Attend meetings.

**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF PASSAIC  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 87,312.34		
	2. FRINGE BENEFITS	53.720%	\$ 46,904.19		
			<b>SUBTOTAL \$ 134,216.53</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ 2,500.00		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 2,533.94		
	7. OTHER (SPECIFY)		\$ -		
			<b>SUBTOTAL \$ 5,033.94</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	29.560%	\$ 25,809.53		
			<b>SUBTOTAL \$ 25,809.53</b>	80%	20%
			<b>TOTAL PROGRAM BUDGET \$ 165,060.00</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2017 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$	132,048.00	<b>Local Match:</b>	\$	33,012.00	<b>Total:</b>	\$	165,060.00
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**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF PASSAIC  
STAFFING PLAN**

**Project Task Budget**

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non- Labor Costs	Indirect Costs	Total Costs	Estimated Share of Program (%)
Task 1 - Program Management	215	\$ 14,458.27	\$ -	\$ 2,780.29	\$ 17,238.57	10%
Task 2 - Transportation Planning and Coordination	2,210	\$ 119,758.26	\$ 5,033.94	\$ 23,029.24	\$ 147,821.43	90%
<b>TOTAL</b>	<b>2,425</b>	<b>\$ 134,216.53</b>	<b>\$ 5,033.94</b>	<b>\$ 25,809.53</b>	<b>\$ 165,060.00</b>	<b>100%</b>

**Subregional Staffing Plan**

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the year)	Total Estimated Hours
La Place, Michael J. - Director	10%	175
Lysicatos, Michael - Assistant Director	44%	800
Simmons, Jason - Senior Environmental Planner	36%	650
Burfeind, Nicole - GIS Specialist	36%	650
Willis, Helen C. - Grant Administrator	8%	150
<b>TOTAL</b>	<b>27%</b>	<b>2,425</b>

**FY 2017**

**COUNTY OF SOMERSET**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**



## **I. WORK PROGRAM DOCUMENT DEVELOPMENT**

### **1.0 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 and Activities***

- **PRODUCT/OUTCOME:** FY 2018 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

##### **ACTIVITIES:**

- Somerset County will prepare the following year's work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation.

##### **ACTIVITIES:**

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

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

##### **ACTIVITIES:**

- Somerset County will prepare the Fourth Quarter /Annual 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

## **2.0 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 that inherent in all planning activities are interagency coordination and public participation. It is also recognized that each subregion is unique and pursues transportation planning in ways that may differ from other subregions. In addition to performing the 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.

### **➤ 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:** Somerset County will participate in the implementation of Plan 2040, and in development of the FY 2017 RTP update, entitled, “Plan 2045 - Connecting North Jersey.”

#### **ACTIVITIES:**

- Somerset County will continue to assist in the implementation of Plan 2040, including ongoing needs identification and assessment, advancement of subregional capital projects, and the conducting of planning studies that address regional transportation and land use issues at the local scale.
- Somerset County will participate as requested in the development of the 2017 update to the Regional Transportation Plan.

- **PRODUCT/OUTCOME:** Somerset County will participate on NJTPA technical advisory and working committees, and the NJTPA Strategic Business Plan (SBP), as appropriate.

#### **ACTIVITIES:**

- Somerset County will participate on Steering or Technical Advisory Committees, as requested, for 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 Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, and the Air Quality Conformity Determination.

- Somerset County will continue to support the development of the FY 2018 UPWP. Somerset County will continue to assist in the implementation of the central staff's FY 2017 UPWP task activities (Volume I).
  - Somerset County will collaborate with the Transportation Management Associations (RideWise) to integrate TMA work with the NJTPA planning process as appropriate.
  - Somerset County will assist in the implementation of the recommendations of the NJTPA's Strategic Business Plan as requested.
- **PRODUCT/OUTCOME:** Somerset County will participate in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

**ACTIVITIES:**

- Somerset County will participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to develop performance measures and identify targets and thresholds for these measures related to current federal transportation legislation. Somerset County will provide data as needed to evaluate system performance for these measures.
- **PRODUCT/OUTCOME:** Provision of data and data updates

**ACTIVITIES:**

- Somerset County will facilitate coordination as necessary with the County Department of Public Works and other appropriate sub-regional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System. Somerset County will continue supporting our Public Works Department to update the county's and NJTPA asset management systems and uploading the latest GIS asset data to the NJTPA.
- 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, political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Somerset County will provide data as requested to support NJTPA planning studies, including, but not limited to, corridor and subarea studies,

environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, Air Quality Conformity Determination.

- **PRODUCT/OUTCOME:** Somerset County 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 as a whole.

- **PRODUCT/OUTCOME:** Somerset County will continue advancement of select (consistent with the needs and goals of the subregion) core transportation-related actions identified in the Together North Jersey Plan (TNJ)

**ACTIVITIES:**

- Consistent with the needs and goals of Somerset County the county will advance select transportation related actions identified in the TNJ (e.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit).

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

- **PRODUCT/OUTCOME:** Somerset County will continue to prepare transportation related studies and plans, Support the preparation of transportation related studies and plans, Review transportation related studies and plans, and/or engage in interagency coordination and data sharing on transportation related topics.

**ACTIVITIES:**

- Somerset County will continue to advance recommendations from TNJ transportation related actions This may include recommendations from the TNJ Strategic Action Plan, the Local Government Capacity Grant Program (LGCGP), Regional Comprehensive Economic Development Strategy (CEDS), or Local Demonstration Projects (LDP) program, as contained in the TNJ appendix.
- Somerset County will coordinate and support regional and statewide strategic planning initiatives.
- Somerset County will 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.

- Somerset County will continue to support the update process for the County Master Plan Trends and Indicators Report in order to support data driven transportation investment planning activities in Somerset County.
- Somerset County will support the implementation of the Small Area Land Use Impact Tool (SALUIT) by working with our municipalities to employ the tool to run a variety of different planning scenarios to determine the impacts of potential zoning changes or land use changes and their impacts on traffic and other public assets. The impacts measured by the small area land use tool will inform the municipalities to make sound short and long range planning decisions.
- 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 will collaborate with the NJTPA in environmental, climate change and resilience planning activities, including providing input into vulnerability assessment and adaptation planning activities.
- Somerset County will support the NJTPA's Livable Communities and Complete Streets Planning activities including: participation in FHWA's Transportation Alternatives Program (TAP); pedestrian initiatives such as data collection, walkable communities and Safe Routes to School; bicycle initiatives such as the application of bike/ped tools, as well as the advancement of greenway initiatives such as the East Coast Greenway.
- Somerset County will assist municipalities and act as a resource for towns wishing to adopt a complete streets policy. Somerset County will coordinate with VTC, NJDOT and municipalities to host a municipal complete streets workshop to assist towns in preparing and implementing complete streets plans.
- Somerset County will assist in development of NJTPA's initiatives for DO-IT: Developing Opportunities for Innovation in Transportation.
- Somerset County will 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.
- Somerset County will support the NJTPA regional freight planning activities including rail freight, motor carrier, marine highway and air cargo activities.
- Somerset County will support the NJTPA's efforts regarding emergency and incident management, planning for operations, and data sharing.
- Somerset County will 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 plans and programs.
- Somerset County will continue to utilize road safety audits (RSAs) to generate capital programming recommendations when needed.

- Somerset County will continue to prepare grant applications for the Subregional Studies Program (SSP), or other funding opportunities.
- Somerset County will undertake analysis of multi-modal needs when necessary.

➤ **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 mechanisms. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

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

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

**ACTIVITIES:**

- Somerset County will continue to provide a mechanism for citizen input in the planning process in order to inform and educate the public on transportation matters and to provide a proactive means of soliciting their comments. Additional examples 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. Information about subregional planning activities and products should be made available electronically on the web and/or social media.
- Somerset County will submit to NJTPA of 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.
- 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 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:** Somerset County will participate 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.
- **PRODUCT/OUTCOME:** Somerset County will provide assistance with special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign.

**ACTIVITIES:**

- Somerset County will assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign.
- Somerset County will continue to support transportation planning activities with RideWise TMA in support of the Somerset County Green Leadership Hub as part of the Sustainable Jersey efforts to certify municipalities as sustainable communities.

- **PRODUCT/OUTCOME:** Pilot technical assistance program, including acceptance of up to 100 hours of direct technical assistance from Rutgers VTC.

**ACTIVITIES:**

- Somerset County will work with Rutgers VTC research team and NJTPA staff to develop several options that the county may pursue including developing a health impact assessment workshop for municipalities; develop a municipal walkability assessment for municipal downtowns and main streets and or develop a countywide complete streets workshop focused on 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).

**ACTIVITIES:**

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

**ACTIVITIES:**

- Somerset County will provide input into TIP modifications and amendments as requested.
- **PRODUCT/OUTCOME:** Somerset County will submit to the NJTPA information about major transportation projects affecting air quality regardless of funding source.

**ACTIVITIES:**

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

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

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

**ACTIVITIES:**

- Somerset County will 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.
- Where applicable, Somerset County will provide technical lead on NJTPA Local Concept Development studies.

- **PRODUCT/OUTCOME:** Participation in interagency capital planning initiatives.

**ACTIVITIES:**

- Somerset County will participate in the Online Interagency Project Management System.

- **PRODUCT/OUTCOME:** Technical support for NJTPA Local Concept Development.

**ACTIVITIES:**

- Somerset County will review technical documents produced by consultant.

- **PRODUCT/OUTCOME:** Participation in transportation related implementation activities.

**ACTIVITIES:**

- Somerset County will assist in preparing grant applications for the Transportation Alternatives Program (TAP), or other funding opportunities where applicable.
  - Advance Somerset County priority transportation projects including:
    - Route 206 Bypass
    - Route 206 15N
    - Route 22 Sustainable Corridor

- 1-287/Easton Avenue Interchange Improvements
- Davenport Street Tunnel
- West Trenton Passenger Service Restoration
- RVRL One Seat Ride
- Gateway Tunnel Project
- Diamond Hill Road Interchange Improvements
- Route 202/1<sup>st</sup> Avenue Improvements
- Route 206 South /I287 South Ramps
- Route 287/78, I-287/202/206 Interchange Improvements
- Route 27 Corridor Improvements
- Provide data.
- Attend meetings.

**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF SOMERSET  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 82,473.75		
	2. FRINGE BENEFITS	55.210%	\$ 45,533.75		
	<b>SUBTOTAL</b>		<b>\$ 128,007.50</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (Maintenance fee for Community Viz)		\$ 675.00		
	<b>SUBTOTAL</b>		<b>\$ 675.00</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
	<b>TOTAL PROGRAM BUDGET</b>		<b>\$ 128,682.50</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2017 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$ 102,946.00	<b>Local Match:</b>	\$ 25,736.50	<b>Total:</b>	\$ 128,682.50
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**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF SOMERSET  
STAFFING PLAN**

**Project Task Budget**

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share of Program (%)
Task 1 - Program Management	250	\$ 12,154.04	\$ 675.00	\$ -	\$ 12,829.04	10%
Task 2 - Transportation Planning and Coordination	2,106	\$ 115,853.47	\$ -	\$ -	\$ 115,853.47	90%
<b>TOTAL</b>	<b>2,356</b>	<b>\$ 128,007.50</b>	<b>\$ 675.00</b>	<b>\$ -</b>	<b>\$ 128,682.50</b>	<b>100%</b>

**Subregional Staffing Plan**

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the year)	Total Estimated Hours
Walter Lane	15%	266
Kenneth Wedeen, Supervising Planner	50%	907
Andras Holzmann, Planner	36%	655
Andrew Phillips, Draftsperson	5%	100
Cindy Mellusi, Office Manager	5%	100
Vacant Principal Planner Position	16%	288
Galina Chernikova, Senior Planner	2%	40
<b>TOTAL</b>	<b>14%</b>	<b>2,356</b>



**FY 2017**

**COUNTY OF SUSSEX**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**



# I. WORK PROGRAM DOCUMENT DEVELOPMENT

## 1.0 TASK 1: PROGRAM MANAGEMENT

Goal: This Task provides for program management and reporting information for the Sussex County Subregional Transportation Planning Program Grant in order to meet the requirements of the Comprehensive, Coordinated and Continuing (3-C) Transportation Planning Process.

### *1.0 – Core Products and Activities*

- **PRODUCT/OUTCOME:** Preparation of Sussex County’s FY 2018 Subregional Transportation Planning (STP) Work Program, Budget and Staffing Plan.

**ACTIVITIES:**

- Prepare the following year’s work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation for Sussex County.

**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 Cost Tracking System (CTS).
- Maintain all of Sussex County’s grant-related records and products.
- Maintain Sussex County’s data in the Cost Tracking System (developed by NJTPA).
- Attend NJTPA-led trainings and workshops on the STP program.

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

**ACTIVITIES:**

- Prepare the Final Report for Sussex County (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 will include a summary of Sussex County’s 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

## **2.0 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 that inherent in all planning activities are interagency coordination and public participation. It is also recognized that Sussex County is unique and pursues transportation planning in ways that may differ from other subregions. In addition to performing the core activities, Sussex County has selected those efforts identified and eligible under the elective tasks that best serve the advancement of County and regional goals and objectives.

### **➤ 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 the County's 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**

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 2040, and in development of the FY 2017 RTP update, entitled, "Plan 2045 - Connecting North Jersey."

##### **ACTIVITIES:**

- Continue to assist in the implementation of Plan 2040, including ongoing needs identification and assessment, advancement of Sussex County capital projects, and the conduct of planning studies that address regional transportation and land use issues at the local scale.
- Participate as requested in the development of the 2017 update to the Regional Transportation Plan.

- **PRODUCT/OUTCOME:** Participation on NJTPA technical advisory and working committees, and the NJTPA Strategic Business Plan (SBP), as appropriate.

##### **ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for NJTPA planning studies, including, but not limited to, corridor and subarea studies as well as other studies, freight planning studies, subregional studies conducted by other subregions through Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based

planning efforts such as PRIME, CMP, and the Air Quality Conformity Determination.

- Support the development of the FY 2018 UPWP. Assist in the implementation of the central staff's FY 2017 UPWP task activities (Volume I).
  - Collaborate with the TransOptions TMA to integrate TMA work with the NJTPA planning process as appropriate.
  - Assist in the implementation of the recommendations of the NJTPA's Strategic Business Plan.
- **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 develop performance measures and identify targets and thresholds for these measures related to current federal transportation legislation. Provide available data as needed, to evaluate system performance for these measures.
- **PRODUCT/OUTCOME:** Provision of data and data updates
- ACTIVITIES:**
- Facilitate coordination as necessary with the County Department 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 that may be collected from the County include: cadastral, design plans, environmental, facilities, general planning, political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
  - Provide data as requested if available, to support NJTPA planning studies, including, but not limited to, corridor and subarea studies as well as other studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, Air Quality Conformity Determination.
- **PRODUCT/OUTCOME:** Support for Board activities

**ACTIVITIES:**

- Provide ongoing technical support to Sussex County’s NJTPA Board Trustee, as well as to various NJTPA standing committees and to the Board as a whole.
- **PRODUCT/OUTCOME:** Advancement of select (consistent with the needs and goals of Sussex County) core transportation-related actions identified in the Together North Jersey Plan (TNJ)

**ACTIVITIES:**

- Consistent with the needs and goals of the County, advance select transportation related actions identified in the TNJ (e.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit).

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

- **PRODUCT/OUTCOME:** Prepare transportation related studies and plans, Support the preparation of transportation related studies and plans, Review transportation related studies and plans, and/or engage in interagency coordination and data sharing on transportation related topics.

**ACTIVITIES:**

- Advance recommendations from TNJ transportation related actions. This may include recommendations from the TNJ Strategic Action Plan, the Sussex County Local Government Capacity Grant Program (LGCGP) – Sussex County Strategic Growth Plan Update, Regional Comprehensive Economic Development Strategy (CEDS), as contained in the TNJ appendix (e.g. support increased and improved transportation options in Sussex County).
  - In regards to the New Jersey – Pennsylvania Lackawanna Cut-Off Passenger Rail Service Restoration Project, the County will increase coordination and work with our 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 any Transit Oriented Development (TOD) potential around the new station area in Andover. This project was identified as one of the High Priority recommendations in the County’s TNJ Local Capacity Grant Project – the Sussex County Strategic Growth Plan Update, to help ensure a sustainable future for the County.
- Coordinate and support regional and statewide strategic planning initiatives.
- 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.

- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Continue efforts in FY-2017 to improve the Rail Trail network in Sussex County
- Support the NJTPA's Livable Communities and Complete Streets Planning activities including: advancing recommendations from the County's recently completed Complete Streets Plan, supporting walkable communities and Safe Routes to School initiatives in municipalities; bicycle initiatives such as the application of bike/ped tools and rail trail development, as well as the advancement of greenway initiatives such as the Morris Canal Greenway.
- Support and participate in the StreetSmart pedestrian safety campaigns such as the effort currently underway in Newton and potentially in Franklin Borough
- Support the NJTPA's efforts to evaluate Intelligent Transportation Systems (ITS) to improve the management of roadways – in particular traffic signal systems to help mitigate traffic congestion and improve highway corridors
- Sussex County will collaborate with the NJTPA on improving regional rail freight facilities in Northern New Jersey
- Identify major land developments in Sussex and analyze impacts on the transportation network from a local and regional perspective.
- Utilize road safety audits (RSAs) to generate capital programming recommendations in the County.
- Continue to coordinate with County Human Service transportation efforts in the County including the County Transit System, JARC and United We Ride Efforts.
- Review and provide input on various reports and, proposals and programs put forth by other transportation related agencies or departments
- Participate in training sessions and conferences intended to build technical expertise and improve and enhance the exchange of information for transportation planning purposes.
- Continue to advance the New Jersey – Pennsylvania Lackawanna Cut-Off Passenger Rail Service Restoration Project. The goal of this effort is to ensure that the project – which started construction in 2011, continues construction to completion to Andover. Activities in FY-2017 will include continuing close coordination with the County's State and Federal representatives, as well as NJ Transit, to ensure that the project continues construction on the second section of the MOS to Andover.
- Sussex County will continue in FY-2017 to support and participate in the development and implementation and the strategic safety plans at the state, regional and County levels.

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

> **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:**

- Sussex County will continue to provide a number of mechanisms for citizen input in the planning process in order to inform and educate the public on transportation matters and to provide a proactive means of soliciting their comments. These mechanisms include: The County Transit Citizens Advisory Committee; The County Human Services “United We Ride” Stakeholders group; the County Chamber of Commerce and Trails Committee and the County Planning Board. NJTPA transportation planning activities are always presented at these meetings. Other transportation planning activities and projects are made available electronically on the County web page and/or social media.
- Submit to NJTPA of 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.

> **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, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign.

**ACTIVITIES:**

- Assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign. Sussex county planning staff assisted with the FY 2016 Street Smart NJ Pedestrian Safety Education campaign in Newton. The next effort may take place in Franklin Borough.

➤ **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.

- **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 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 and Transportation Alternative Programs.

- **PRODUCT/OUTCOME:** Participation in interagency capital planning initiatives.

**ACTIVITIES:**

- Participate in the Online Interagency Project Management System.

- **PRODUCT/OUTCOME:** Participation in transportation related implementation activities.

**ACTIVITIES:**

- Prepare grant applications for the Transportation Alternatives Program (TAP), or other funding opportunities as needed.
- Advance the Route 23 Safety Improvement TIP project in Hardyston Township
- Attend meetings and provide data.
- The County will actively seek out funding opportunities to implement the identified safety recommendations.
- Continue development of Local Project status reports for State, County and municipal projects including GIS mapping

**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF SUSSEX  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 61,605.32		
	2. FRINGE BENEFITS	51.030%	\$ 31,437.18		
	<b>SUBTOTAL</b>		<b>\$ 93,042.50</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
	<b>TOTAL PROGRAM BUDGET</b>		<b>\$ 93,042.50</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2017 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$ 74,434.00	<b>Local Match:</b>	\$ 18,608.50	<b>Total:</b>	\$ 93,042.50
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**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF SUSSEX  
STAFFING PLAN**

**Project Task Budget**

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share of Program (%)
Task 1 - Program Management	150	\$ 9,304.25	\$ -	\$ -	\$ 9,304.25	10%
Task 2 - Transportation Planning and Coordination	1,549	\$ 83,738.25	\$ -	\$ -	\$ 83,738.25	90%
<b>TOTAL</b>	<b>1,699</b>	<b>\$ 93,042.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 93,042.50</b>	<b>100%</b>

**Subregional Staffing Plan**

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for	Total Estimated Hours
Thomas Drabic, Principal Transportation Planner	82%	1,699
<b>TOTAL</b>	<b>82%</b>	<b>1,699</b>

**FY 2017**

**COUNTY OF UNION**



**SUBREGIONAL TRANSPORTATION PLANNING (STP)**

**WORK PROGRAM**



# I. WORK PROGRAM DOCUMENT DEVELOPMENT

## 1.0 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 and Activities*

- **PRODUCT/OUTCOME:** FY 2018 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

**ACTIVITIES:**

- Prepare the following year's work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation.

**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 Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products.
- Maintain data in the Cost Tracking System (developed by NJTPA).
- Attend NJTPA-led trainings and workshops on the STP program.

- **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 Union County 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 of the Union County STP Program 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

## **2.0 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 that inherent in all planning activities are interagency coordination and public participation. It is also recognized that each subregion is unique and pursues transportation planning in ways that may differ from other subregions. In addition to performing the 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.

### **➤ 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**

Union 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 2040, and in development of the FY 2017 RTP update, entitled, "Plan 2045 - Connecting North Jersey."

##### **ACTIVITIES:**

- Continue to assist in the implementation of Plan 2040, including ongoing needs identification and assessment, advancement of subregional capital projects, and the conduct of planning studies that address regional transportation and land use issues at the local scale.
- Participate as requested in the development of the 2017 update to the Regional Transportation Plan.

- **PRODUCT/OUTCOME:** Participation on NJTPA technical advisory and working committees, and the NJTPA Strategic Business Plan (SBP), as appropriate.

##### **ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for 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 Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, and the Air Quality Conformity Determination.

- Support the development of the FY 2018 UPWP. Assist in the implementation of the central staff's FY 2017 UPWP task activities (Volume I).
- Collaborate with the TransOptions and Meadowlink TMA to integrate TMA work with the NJTPA planning process as appropriate.
- Assist in the implementation of the recommendations of the NJTPA's Strategic Business Plan.

- **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 develop performance measures and identify targets and thresholds for these measures related to current federal transportation legislation. Provide data as needed to evaluate system performance for these measures.

- **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, political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, Air Quality Conformity Determination.

- **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.
- **PRODUCT/OUTCOME:** Advancement of select (consistent with the needs and goals of the subregion) core transportation-related actions identified in the Together North Jersey Plan (TNJ)

**ACTIVITIES:**

- Consistent with the needs and goals of Union County, advance select transportation related actions identified in the TNJ (e.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit).

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

- **PRODUCT/OUTCOME:** Prepare transportation related studies and plans, Support the preparation of transportation related studies and plans, Review transportation related studies and plans, and/or engage in interagency coordination and data sharing on transportation related topics.

**ACTIVITIES:**

- Advance recommendations from TNJ transportation related actions This may include recommendations from the TNJ Strategic Action Plan, the Local Government Capacity Grant Program (LGCGP), Regional Comprehensive Economic Development Strategy (CEDS), or Local Demonstration Projects (LDP) program, as contained in the TNJ appendix
- Coordinate and support regional and statewide strategic planning initiatives.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Support the NJTPA regional freight planning activities including rail freight, motor carrier, marine highway and air cargo activities.
- Support the NJTPA's efforts regarding emergency and incident management, planning for operations, and data sharing.
- Support the Raritan Valley Rail Coalition to advance improvements to the Raritan Valley Rail Line as well as any planned improvements to the rail lines and stations serving the County.
- Continue to support the efforts of the local governments towards Transit Oriented Development which promote the livability and vitality of their communities.
- Continue to support the Union County Bicycle Master Plan to encourage and support bicycle facilities and encourage pedestrian safety.
- Continue to support the Route 22 Safety Shuttle and recommendations from the Union County Route 1&9 Corridor Study.

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

> **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:**

- 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. In the reporting process, the County can offer agendas of meetings and meeting minutes of the Transportation Advisory Board. The designated NJTPA staff to the board will continue to be notified of the meetings and be invited to present information to the membership on NJTPA programs and products. Two of the meetings can include more extensive description of feature NJTPA programs and products.
- The County will submit to NJTPA of 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.

> **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.
- Through the meetings of the Union County Transportation Advisory Board and the NJTPA representative who regularly attends the meeting, the County can 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.

ACTIVITIES:

- Assist in 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).

ACTIVITIES:

- Assist in the development of the TCP and TIP.

- 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 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.

- Where applicable, provide technical lead on NJTPA Local Concept Development studies.

- PRODUCT/OUTCOME: Participation in interagency capital planning initiatives.

ACTIVITIES:

- When possible, participate in meetings with NJDOT or NJ TRANSIT on capital planning initiatives to improve transportation in Union County.

**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF UNION  
BUDGET PLAN**

		<b>PROPOSED BUDGET</b>	<b>FEDERAL SHARE</b>	<b>LOCAL MATCH</b>
<b>PART I: DIRECT COSTS - PERSONNEL SERVICES</b>				
1. SALARIES		\$ 96,544.26		
2. FRINGE BENEFITS	76.609%	\$ 73,961.60		
	<b>SUBTOTAL</b>	<b>\$ 170,505.86</b>	80%	20%
<b>PART II DIRECT NON-LABOR COSTS</b>				
1. SUPPLIES		\$ -		
2. TRAVEL		\$ 1,076.64		
3. PRINTING & REPRODUCTION		\$ -		
4. TELEPHONE		\$ -		
5. POSTAGE		\$ -		
6. CONFERENCE/TRAINING		\$ 695.00		
7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>	<b>\$ 1,771.64</b>	80%	20%
<b>PART III: INDIRECT COSTS</b>				
INDIRECT COST ALLOCATION	0.000%	\$ -		
	<b>SUBTOTAL</b>	<b>\$ -</b>	80%	20%
<b>TOTAL PROGRAM BUDGET</b>		<b>\$ 172,277.50</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2017 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$ 137,822.00	<b>Local Match:</b>	\$ 34,455.50	<b>Total:</b>	\$ 172,277.50
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**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF UNION  
STAFFING PLAN**

**Project Task Budget**

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non- Labor Costs	Indirect Costs	Total Costs	Estimated Share of Program (%)
Task 1 - Program Management	173	\$ 12,675.61	\$ -	\$ -	\$ 12,675.61	7%
Task 2 - Transportation Planning and Coordination	1,995	\$ 157,830.25	\$ 1,771.64	\$ -	\$ 159,601.89	93%
<b>TOTAL</b>	<b>2,168</b>	<b>\$ 170,505.86</b>	<b>\$ 1,771.64</b>	<b>\$ -</b>	<b>\$ 172,277.50</b>	<b>100%</b>

**Subregional Staffing Plan**

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the year)	Total Estimated Hours
William Reyes, Deputy County Manager	2%	42
Amy Wagner, Deputy Director, Dept. of Eco.	29%	532
Liza Betz, Transportation Planning Manager	77%	1,408
Rosa Santos, Secretary	10%	186
<b>TOTAL</b>	<b>30%</b>	<b>2,168</b>

**FY 2017**

**COUNTY OF WARREN**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**



# I. WORK PROGRAM DOCUMENT DEVELOPMENT

## 1.0 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 and Activities*

- **PRODUCT/OUTCOME:** FY 2018 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

#### ACTIVITIES:

- Prepare the following year's work program proposal.
- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation.
- #### 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 Cost Tracking System (CTS).
  - Maintain all Subregional grant-related records and products.
  - Maintain data in the Cost Tracking System (developed by NJTPA).
  - Attend NJTPA-led trainings and workshops on the STP program.
- **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

## **2.0 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 that inherent in all planning activities are interagency coordination and public participation. It is also recognized that each subregion is unique and pursues transportation planning in ways that may differ from other subregions. In addition to performing the 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.

### **➤ 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:** Participation in the implementation of Plan 2040, and in development of the FY 2017 RTP update, entitled, "Plan 2045 - Connecting North Jersey."

##### **ACTIVITIES:**

- Continue to assist in the implementation of Plan 2040, including ongoing needs identification and assessment, advancement of subregional capital projects, and the conduct of planning studies that address regional transportation and land use issues at the local scale. Work with NJTPA on our SSP submissions.
  - Participate as requested in the development of the 2017 update to the Regional Transportation Plan.
- **PRODUCT/OUTCOME:** Participation on NJTPA technical advisory and working committees, and the NJTPA Strategic Business Plan (SBP), as appropriate.

##### **ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for 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 Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other

- performance-based planning efforts such as PRIME, CMP, and the Air Quality Conformity Determination.
  - Support the development of the FY 2018 UPWP. Assist in the implementation of the central staff's FY 2017 UPWP task activities (Volume I).
  - Collaborate with the TransOptions TMA to integrate TMA work with the NJTPA planning process as appropriate.
  - Assist in the implementation of the recommendations of the NJTPA's Strategic Business Plan.
- **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 develop performance measures and identify targets and thresholds for these measures related to current federal transportation legislation. Provide data as needed to evaluate system performance for these measures.
- **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, political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
  - Provide data as requested to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2017 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME, CMP, Air Quality Conformity Determination.
- **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.
- **PRODUCT/OUTCOME:** Advancement of select (consistent with the needs and goals of the subregion) core transportation-related actions identified in the Together North Jersey Plan (TNJ)

**ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in the TNJ (e.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). The county does not participate in TNJ although it is working with NJT to institute better shuttle service to our Park and Rides along I-78 in Clinton Township.

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

- **PRODUCT/OUTCOME:** Prepare transportation related studies and plans, Support the preparation of transportation related studies and plans, Review transportation related studies and plans, and/or engage in interagency coordination and data sharing on transportation related topics.

**ACTIVITIES:**

- Coordinate and support regional and statewide strategic planning initiatives.
- 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.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Collaborate with the NJTPA in environmental, climate change and resilience planning activities, including providing input into vulnerability assessment and adaptation planning activities.
- Support the NJTPA's Livable Communities and Complete Streets Planning activities including: participation in FHWA's Transportation Alternatives Program (TAP) (refer to <http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm> for more information); pedestrian initiatives such as data collection, walkable communities and Safe Routes to School; bicycle initiatives such as the application of bike/ped tools, as well as the advancement of greenway initiatives such as the and the 9/11 Memorial Trail and the Morris Canal Greenway.
- Conduct analysis, study or planning efforts that engage municipalities and other stakeholders to develop comprehensive bicycle and walking policy

implementation plans. Comprehensive bicycle policy implementation plans may identify specific streets for on street bicycle lanes and/or off street bicycle paths, bicycle parking through zoning requirements and/or bike rack sponsorship programs, updates to bicycle riding ordinances, and safe cycling and driving education and enforcement campaigns. Comprehensive walking policy implementation plans may identify gaps in existing pedestrian accommodations such as sidewalks and crosswalks, updates to ordinance standards for sidewalks, and planning for StreetSmart pedestrian safety campaigns.

- Assist in development of NJTPA's initiatives for DO-IT: Developing Opportunities for Innovation in Transportation.
- 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. The county would like to plan a potential study of US 22 in Warren County to see if ITS can improve traffic flow along this busy roadway.
- The county will promote installation of sidewalks along US22 for better pedestrian safety and seek to advance the CR519 and SR 57 intersection improvement project.
- The county will work to address a critical height restricted rail freight bridge in Phillipsburg, which builds on previous freight rail studies conducted by NJTPA and Warren and Morris counties.
- Support the NJTPA regional freight planning activities including rail freight, motor carrier, marine highway and air cargo activities.
- Support the NJTPA's efforts regarding emergency and incident management, planning for operations, and data sharing.
- 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.
- Work with the Highlands on a TAC committee to look at goals in the Highlands Region of Warren County.
- Work with NJDOT to improve the Park and Ride Network
- 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 (RSAs) to generate capital programming recommendations.
- Initiate a study proposal for the FY2019-FY2020 Subregional Studies Program, possibly as a follow up to the FY 2017-2018 Transportation Plan update to be completed by June, 2018.

➤ **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 mechanisms. If desired, requests for central staff support should be included in the subregion's STP Program proposal.

> **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:**

- Provide a mechanism for citizen input in the planning process in order to inform and educate the public on transportation matters and to provide a proactive means of soliciting their comments. Additional examples 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. Information about subregional planning activities and products should be made available electronically on the web and/or social media.
- Submit to NJTPA of 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.
- Participate in a County TAC that meets every two months to talk about transportation and shuttle issues in the county.

> **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, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign.

**ACTIVITIES:**

- Work with municipalities and TransOptions TMA to implement the Street Smart NJ pedestrian safety education campaign in Warren County with at least one town.”
- **PRODUCT/OUTCOME:** Pilot technical assistance program, including acceptance of up to 100 hours of direct technical assistance from Rutgers VTC.

**ACTIVITIES:**

- Work with Rutgers VTC research team and NJTPA staff to develop and pilot a program of on-call technical assistance to subregions - accept assistance ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Assistance equal to approximately 100 hours for the NJTPA region in total is available. We would like to use VTC more to conduct intersection studies and look at areas where we have high pedestrian crashes.

➤ **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.
- **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 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.
  - Where applicable, provide technical lead on NJTPA Local Concept Development studies.
  - Assist towns in grant applications for any monies they may be seeking for road and pedestrian safety improvements.
- **PRODUCT/OUTCOME:** Participation in interagency capital planning initiatives.

**ACTIVITIES:**

- Participate in the Online Interagency Project Management System.
- **PRODUCT/OUTCOME:** Technical support for NJTPA Local Concept Development.

**ACTIVITIES:**

- Review technical documents produced by consultant.
- **PRODUCT/OUTCOME:** Participation in transportation related implementation activities.

**ACTIVITIES:**

- Prepare grant applications for the Transportation Alternatives Program (TAP), or other funding opportunities.
- Advance US 22 and CR 519 intersection improvement project.
- Advance CR519 and US22 improvement project
- Provide data.
- Coordinate with NJDOT, NJTPA and stakeholders to advance transportation improvements in the county.

**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF WARREN  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 56,126.60		
	2. FRINGE BENEFITS	49.920%	\$ 28,018.40		
			<b>SUBTOTAL \$ 84,145.00</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ 300.00		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 295.00		
	7. OTHER (SPECIFY)		\$ -		
			<b>SUBTOTAL \$ 595.00</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
			<b>SUBTOTAL \$ -</b>	80%	20%
			<b>TOTAL PROGRAM BUDGET \$ 84,740.00</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2017 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$	67,792.00	<b>Local Match:</b>	\$	16,948.00	<b>Total:</b>	\$	84,740.00
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**FY 2017 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
COUNTY OF WARREN  
STAFFING PLAN**

**Project Task Budget**

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share of Program (%)
Task 1 - Program Management	130	\$ 5,761.70	\$ -	\$ -	\$ 5,761.70	7%
Task 2 - Transportation Planning and Coordination	1,478	\$ 78,383.30	\$ 595.00	\$ -	\$ 78,978.30	93%
<b>TOTAL</b>	<b>1,608</b>	<b>\$ 84,145.00</b>	<b>\$ 595.00</b>	<b>\$ -</b>	<b>\$ 84,740.00</b>	<b>100%</b>

**Subregional Staffing Plan**

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the year)	Total Estimated Hours
David Dech, Planning Director	14%	260
Bill Gleba, County Engineer	6%	120
Brian Appezzato, Senior Planner	43%	885
Albert Krouse, Senior Planner	3%	60
Richard Miller, Principal Planner	1%	20
Nick Paoella, Supervising Engineer	6%	120
Irene Gordon, Administrative Clerk	4%	73
Elizabeth Roy, Principal Planner	2%	50
Marie Raffay, Assistant Engineer	1%	10
<b>TOTAL</b>	<b>9%</b>	<b>1,608</b>