

FY2021UPWP

Unified Planning Work Program

Chapter II

Subregional Pass-Through Programs

**FY 2021
UNIFIED PLANNING WORK PROGRAM
SUBREGIONAL PASS-THROUGH PROGRAMS**

TABLE OF CONTENTS

I. INTRODUCTION.....	1
II. SUBREGIONAL TRANSPORTATION PLANNING (STP) PROGRAM	
PROGRAM DESCRIPTION.....	3
WORK PROGRAM BUDGET.....	4
FY 2021 CORE WORK ROGRAMS.....	5
FY 2021 ELECTIVE ACTIVITIES BY SUBREGION.....	13
III.SUBREGIONAL STUDIES PROGRAM (SSP)	
PROGRAM DESCRIPTION.....	133
SSP BUDGET.....	135
SSP STUDY TIMELINE.....	136
FY 2021 – FY 2022 SUBREGIONAL STUDIES.....	137

Introduction

Chapter II describes the federally funded planning and project development work being conducted through the Subregional Pass-Through Programs to support regional transportation planning and project development efforts. Approximately 10 percent of the NJTPA's federal allocation for the FY 2021 UPWP will be passed through to the fifteen subregions that make up the NJTPA region. The award of the pass-through grant is also contingent upon a pre-award evaluation and risk assessment of each subregion, consistent with federal guidelines (2 CFR Chapter I, Chapter II, Part 200, et al).

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

The Subregional Studies Program (SSP) is a competitive grant program that provides federal funds for planning studies conducted by the subregions. Each year a proposal selection committee composed of representatives from the NJTPA central staff, RTAC, NJDOT and NJ TRANSIT selects candidate proposals for two-year studies to refine and develop transportation improvement strategies rooted in the NJTPA's Long Range Transportation Plan.

SUBREGIONAL TRANSPORTATION PLANNING (STP) PROGRAM

PROGRAM DESCRIPTION

The Subregional Transportation Planning (STP) Program allows each subregion to carry out essential transportation planning, programming and administrative activities that support the NJTPA's regional transportation planning efforts, consistent with the comprehensive, coordinated and continuing (3-C) planning process. Participation in the STP Program is mandatory for subregions to be eligible to receive federal funds for transportation improvements through the U.S. Department of Transportation (USDOT). Funding for the STP Program is allocated based on a population-driven formula.

The work performed by the subregions through this program strengthens the NJTPA's ability to understand, evaluate and respond to regional planning issues. Central to this is the NJTPA's implementation of the current Long Range Transportation Plan (LRTP), *Plan 2045 – Connecting North Jersey*, and development of the LRTP update, to be adopted by the Board of Trustees in the fall of 2021. Areas of subregional and central staff coordination include information sharing, analysis, performance measurement, regional studies, and stakeholder and public engagement.

The STP Program allows some flexibility in how local planning efforts support the NJTPA's regional planning effort based on the local needs and goals of each subregion. The program is divided into two task activities: Program Management and Transportation Planning and Coordination. The Program Management task, which does not exceed 10 percent of the total budget, covers all work required to manage the grant, including oversight, record/document management and quarterly reporting.

The Transportation Planning and Coordination task has three major areas: Planning, Public Participation and Capital Programming. The Transportation Planning and Coordination task includes these three areas as subtasks, along with associated core and elective activities. The core activities are required of all 15 subregions throughout the fiscal year. The elective task activities are designed to allow subregions to tailor work programs to directly address the NJTPA's planning goals, and at the same time focus on local priorities and their organizational strengths. Additional funds are allocated for supplemental support, which may be used by the subregion to hire interns, purchase technology such as computers, or support outreach activities with printing or translation services.

WORK PROGRAM BUDGET

The FY 2021 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 is distributed to each subregion (\$50,000), then remaining funds are distributed according to the respective shares of population within the region. The work program requires a 20% local match share.

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

In addition, a total maximum budget of \$225,000 has been allocated for STP Supplemental Support, with a \$15,000 allotment to each subregion. (FY 2021 STP Supplemental Support budget line item; there is no local match requirement for these funds).

**FY2021 SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAMS**

Subregional Core STP Program Products/Outcomes and Activities

Per STP Program guidelines, all subregions are required to conduct a common set of activities to achieve a common set of core products/outcomes under Task 1 and Task 2. Details on these core activities are provided below. For the sake of streamlining the UPWP, Subregions' FY 2021 STP Work Programs provided in this chapter reference these core activities, as opposed to listing them. Work Programs do however list elective products/outcomes and associated activities as well as core products/outcomes.

1.0 TASK 1: PROGRAM MANAGEMENT

The Program Management component of the STP Program includes program management and reporting for the Subregional Transportation Planning Grant in accordance CFR 200 and all applicable federal requirements.

1.1 Core Products

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation for the FY 2021 STP Work Program. Attend training related to the STP Program as requested.

ACTIVITIES:

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2 via the STP Program Quarterly Progress Report Template tailored to each subregion.
 - Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
 - Maintain all subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP Program.
 - Maintain data in the CTS, including regular updates to salaries, fringe rates, personnel, etc.
- **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 report shall include a summary of subregional activities that occurred during the fourth quarter (via the STP Program Quarterly Progress Report Template used in 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 – Highlights of Program Accomplishments, with summary of program impacts
- PRODUCT/OUTCOME: FY 2022 Subregional Transportation Planning (STP) work program proposal.

ACTIVITIES:

- Prepare FY 2022 STP Work Program, Budget and Staffing Plan.

2.0 TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

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

2.1 Core Products/Outcomes and Activities

Subregions will support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the Long Range Transportation Plan. and UPWP through the following efforts:

- PRODUCT/OUTCOME: Participation in the implementation of Plan 2045 and development of the update to the Long Range Transportation Plan.
- ACTIVITIES:
 - Consistent with the needs and goals of the subregion, advance strategies identified in Plan 2045. Plan 2045 includes transportation-related strategies and actions from the Together North Jersey (TNJ) Plan, such as connecting people and places with safe and reliable transportation options. Please refer to chapter 5 of Plan 2045 for strategies and implementation (<https://www.njtpa.org/NJTPA/media/Documents/Planning/Plans-Guidance/Plan-2045/Chapter-5.pdf?ext=.pdf>). Please also refer to Appendix C of the FY 2021 STP Program Solicitation for a list of TNJ Plan Strategies incorporated into Plan 2045.O

- Participate as requested in the development of the update to the Long Range Transportation Plan.
- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2021 Unified Planning Work Program (UPWP)
- **ACTIVITIES:**
 - Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I - Central Staff Activities. Participation may include attendance, review of documents, or other activities as requested. This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include NJTPA's performance-based planning efforts such as the Congestion Management Process (CMP); ; and support for evaluating Intelligent Transportation Systems (ITS) to improve the management of roadways, mitigate traffic congestion, improve safety, support emergency and incident management, and/or implement planning for operations.
 - Support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools, as requested to support coordination with partner agencies to advance a performance-based planning and programming approach in order to guide data-driven investment.
 - Participate in statewide planning initiatives as requested and as appropriate, such as in the update to the Strategic Highway Safety Plan or the update to the statewide Long Range Transportation Plan. Note that the Strategic Highway Safety Plan is anticipated to be completed by the end of CY 2020.
 - Support the development of the FY 2022 UPWP by providing input on activities in addition to the subregion's individual STP work program.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.
 - ACTIVITIES:**
 - Participate with NJTPA, TMAs and human services transportation providers to implement the Travel Demand Management Plan and the Regional Coordinated Human Services Transportation Plan, as applicable.
 - Coordinate and share information with the TMAs related to promoting shared rides, bicycle and pedestrian safety, and responding to construction-related and unexpected travel disruptions, as available.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets, including those related to MAP-21 and FAST Act legislation and others in the NJTPA process.

ACTIVITIES:

- Support NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners in implementing performance-based planning and programming (PBPP). Activities may include supporting development of performance targets and thresholds to comply with federal rules and for other performance measures established in the PBPP process at the NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.
- PRODUCT/OUTCOME: Documentation of NJTPA-funded planning study findings.

ACTIVITIES:

- Enter pertinent information about completed planning studies funded by the NJTPA into the NJTPA's PRIME tool. Subregions that complete Subregional Studies Program (SSP) studies in FY 2020 (FY 2019 - 2020 cycle) should enter pertinent information from these studies into PRIME before the end of the first quarter of FY 2021. Other previous studies funded by the NJTPA should be entered into PRIME on an ongoing basis as staff time permits. Pertinent information includes a description of the study; study documents (i.e. Final Report); identified needs (i.e., issues, challenges and opportunities); and recommendations (i.e., strategies and approaches). More information about PRIME can be found at <http://www.njtpa.org/Data-Maps/Tools/PRIME.aspx>. The PRIME tool can be accessed at: <http://prime.njtpa.org/>. For training and assistance please contact Jeff Vernick at JVernick@njtpa.org or 973-639-8429.
- PRODUCT/OUTCOME: Provision of data and data updates

ACTIVITIES:

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.
- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance documentation (<https://www.njtpa.org/NJTPA/media/Documents/Data-Maps/Demographics-GIS/Enterprise-GIS/Appendix-U3-EGIS-Quality-Assurance-Programcomm.pdf>) for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, subregional studies conducted by other subregions through Chapter II of the FY 2021 UPWP, the Planning for

Emerging Centers Program, and other performance-based planning efforts such regional performance measures, and Congestion Management Process (CMP).

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

ACTIVITIES:

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

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

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

In FY 2017, NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to broaden public outreach. It included special outreach to minority communities, low income residents and others traditionally under-represented in the transportation planning process. It also targeted special outreach to millennials. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities. Subregions should also reference NJTPA’s new Public Engagement Plan (PEP). The plan outlines how NJTPA plans to involve the region’s residents in the county’s programs, projects and plans. The plan also describes NJTPA’s goals and objectives for public engagement while identifying specific approaches, techniques and opportunities for ongoing communication and interaction with the public. The plan is available at <http://www.njtpa.org/pep>.

2.2 Core Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Conduct regional and subregional public participation activities, including assisting the NJTPA with outreach for the update to the Long Range Transportation Plan.. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

ACTIVITIES:

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; information booths at public events; social media postings and ads; and public relations efforts in coordination with central staff and Board members. Special attention should be given to engaging traditionally underserved communities (as outlined in the NJTPA’s Title VI Plan).

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

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

Subregions play a critical role in assisting NJTPA in developing and managing the Transportation Improvement Program (TIP) and the Study and Development Program (S&D) and in supporting NJTPA’s Local Program activities and other NJTPA-funded local capital programming and project development initiatives. Through these programs, the NJTPA advances the goals of the Long Range Transportation Plan through the process of performance-based planning and implementation of specific projects that will improve the regional transportation system. Subregions also play an important role in assisting NJTPA in developing NJDOT’s annual Transportation Capital Program (TCP).

2.3 Core Products/Outcomes and Activities

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

ACTIVITIES:

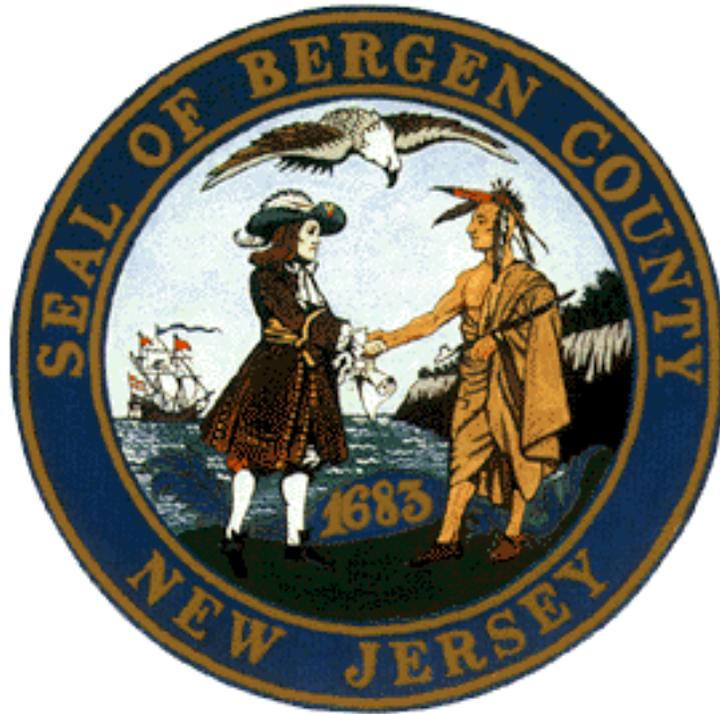
- Assist in the development of the TCP, as applicable.
- Provide input into the development of the Study & Development (S&D) Program by reviewing potential projects and providing feedback to NJTPA, as requested.
- Review NJDOT Capital Program Screening Committee (CPSC) and Capital Program Committee (CPC) project recommendations and provide feedback to NJTPA, as requested.
- Review potential projects scored by NJTPA as part of the Project Pool phase of TIP development and provide feedback on scores to NJTPA, as requested.
- Review scope, scheduling, and funding recommendations of TIP modifications and amendments and provide feedback to NJTPA, as requested.

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

ACTIVITIES:

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

COUNTY OF BERGEN



FY 2021 SUBREGIONAL TRANSPORTATION PLANNING (STP) WORK PROGRAM

Per STP Program guidelines, all subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section above. Core products/outcomes as well as elective products/outcomes and associated elective activities specific to Bergen County are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

1.0 TASK 1: PROGRAM MANAGEMENT

The Program Management component of the STP Program includes program management and reporting for the Subregional Transportation Planning Grant in accordance CFR 200 and all applicable federal requirements.

1.1 Core Products

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation for the FY 2021 STP Work Program. Attend training related to the STP Program as requested.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.
- **PRODUCT/OUTCOME:** FY 2022 Subregional Transportation Planning (STP) work program proposal.

2.0 TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

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

2.1 Core Products/Outcomes

Subregions support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the Long Range Transportation Plan and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of Plan 2045 and development of the update to the Long Range Transportation Plan.
- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2021 Unified Planning Work Program (UPWP).
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets, including those related to MAP-21 and FAST Act legislation and others in the NJTPA process.
- **PRODUCT/OUTCOME:** Documentation of NJTPA-funded planning study findings.
- **PRODUCT/OUTCOME:** Provision of data and data updates.
- **PRODUCT/OUTCOME:** Support for Board activities.

2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Engage in interagency cooperation on transportation-related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Coordinate and collaborate with the Meadowlands/EZ Ride TMA including coordinating and distributing materials about the NJTPA's Street Smart Campaign.
 - Coordinate with the New Jersey Sports and Exposition Authority to ensure consistency between their planning efforts, those of the NJTPA, and county and local transportation plans and programs, including the monitoring of the American Dream development, transit investments in the vicinity, and associated traffic and development impacts.
 - Gauge consistency of county planning efforts with Highlands Council planning efforts as they may emerge.
 - Participate in Together North Jersey (TNJ) 2.0. This may include review of documents, assisting the advancement of TNJ actions, attending task force meetings (to be determined based upon staff resources and areas of expertise), as well as other related activities.
- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation-related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation-related topics.

ACTIVITIES:

- Coordinate and support the following regional and statewide strategic planning initiatives in coordination with the county's partners, including the NJDOT, NJ TRANSIT, and other regional and statewide transportation agencies:

- **Route 17.** Work with NJDOT in order to advance critical projects along Route 17, including the Route 17 Bottleneck Project.
 - **Northern Branch.** Work with NJ TRANSIT to advance light rail via an extension of the Hudson Bergen Light Rail from North Bergen through Englewood Hospital.
 - **Trans-Hudson.** Monitor critical Trans-Hudson capacity projects including the Hudson River Tunnel DEIS, the Gateway Project, Penn Station Expansion, a new Port Authority Bus Terminal, Trans-Hudson Capacity studies, and others. Work with other involved agencies (NJ TRANSIT, Port Authority, AMTRAK, New York Waterway, NJ Sports & Exposition Authority, etc.) to discuss issues, challenges, and opportunities.
 - Collaborate on other regionally significant transportation initiatives as they arise and progress.
- Work to include best practices in the county’s planning efforts, including bicycle and pedestrian accommodations, innovative approaches to transit, transit-oriented development and redevelopment, and response to changing demographic and economic considerations as recommended in the TNJ Plan.
 - Support complete streets planning activities by working with county engineers and land development planners to identify opportunities and constraints, utilizing work products and lessons learned from past initiatives, including the “Central Bergen Bicycle and Pedestrian Plan” subregional study completed in 2015.
 - Elements of complete streets planning will be investigated through the county’s Master Plan activities, as well as the county’s continued involvement in the Street Smart NJ Campaign and the NJTPA’s Walkable Community Workshops.
 - Engage in preparatory activities (coordination with bicycle clubs, crash analysis and associated data analysis) prior to planned application to the Subregional Studies Program (SSP) for FY 2022.
 - Support the NJTPA’s continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies such as the Street Smart NJ Campaign. Participate in the Local Safety Program, including the outcomes of previous initiatives through this program, including monitoring of success of the Local Safety effort on Washington Avenue in Carlstadt through ongoing coordination with local officials and public safety officers.
 - Identify major land development and redevelopment projects, and analyze impacts on the transportation network from a local and regional perspective, including provision of ADA-compliant elements for users, transit-supportive densities, transit accommodation and location of stops/stations, mixed-use opportunities, etc.
 - Coordinate with municipalities to evaluate appropriate parking demand strategies that increase parking efficiency, especially with respect to transit stations, intermodal centers, mixed-use and activity centers, as opportunities arise.

- Support refinement and advancement of study recommendations into project pipeline implementation paths, as timely and appropriate, including on-going work on East Anderson Street/Cedar Lane Bridge (Hackensack/Teaneck), Kingsland Avenue Bridge (Lyndhurst/Nutley), Oradell Avenue Bridge (Oradell), and other opportunities as they may arise.
- Participate in professional development opportunities provided by the NJTPA and other organizations, such as the NJTPA’s Freight Academy, and other opportunities that focus on improving a technical knowledge base in planning, engineering, design, and technology literacy/use.
- Participate in PRIME training sessions, and other training opportunities provided by the NJTPA as they arise, including opportunities to develop and refine planning tools, learn new technologies, discuss the implications of resiliency and sustainability, and gain exposure to best practices in the field.
- Participate in the development and refinement of the countywide Master Plan. The plan allows the county to be proactive and focus on the challenges and opportunities critical to the quality of life of Bergen County residents and businesses, many of which are transportation-related. Staff will focus on the following topical issues in the county’s Master Plan: opportunities to get more out of existing facilities including extending light rail along the Northern Branch; fixing the bottleneck of Route 17; optimizing streamlining bus services and mass transit; emerging trends in demographics and economics, including the aging of the “Baby Boomer” generation and the continued arrival and growth of the “Millennial” workforce; and changing development patterns including the county’s continued emergence as a “redevelopment” economy, with a focus on transit-supported development and efficient use of land.
- Address unanticipated transportation-related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.

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

Subregions should reference NJTPA’s new Public Engagement Plan (PEP). The plan outlines how NJTPA plans to involve the region’s residents in the county’s programs, projects and plans. The plan is available at <http://www.njtpa.org/pep>.

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

2.2 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Conduct regional and subregional public participation activities, including assisting the NJTPA with outreach for the update to the Long Range Transportation Plan. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, and outcomes of the Regional Long-Range Transportation Plan, including project funding announcements, groundbreakings and ribbon-cuttings, as they arise. Distribute announcements and materials, including email blasts, press releases, website postings, flyers, pamphlets, surveys, etc. as appropriate.
- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.

ACTIVITIES:

- Conduct or assist in special outreach efforts, such as the Street Smart NJ Pedestrian Safety Education Campaign, Complete Streets Technical Assistance, Walkable Communities Workshops, Road Safety Audits, outgrowths of the Local Safety Program, and other initiatives.
- **PRODUCT/OUTCOME:** Assemble, refine, and disseminate key datasets with transportation and planning implications for public consumption.

ACTIVITIES:

- Assemble, refine, and disseminate critical data (including GIS data) for agency and public consumption.
- Continue to play a leading role in the U.S. Census Bureau's activities and updates. Staff will continually refine Census data as it is released (including updates through the American Community Survey) and include it in the county's quarterly online publication "Bergen County at a Glance." Related census and economic data are similarly compiled and updated on the website, as well as Municipal Master Plans and Land-Use and Zoning Ordinances. Beyond this, staff will begin preparing for the upcoming Census 2020, which will entail making refinements to Census geography and associated GIS updates. This, along with various troubleshooting efforts, is a sizeable undertaking requiring advance preparation in conjunction with the U.S. Census Bureau.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

Subregions play a critical role in assisting NJTPA in developing and managing the Transportation Improvement Program (TIP) and the Study and Development Program (S&D) and in supporting NJTPA's Local Program activities and other project development initiatives. Subregions also play an important role in assisting NJTPA in developing NJDOT's annual Transportation Capital Program (TCP).

2.3 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Participation in the development and management of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Staff will continue to monitor NJTPA's Local Program activities for opportunities, which may include: Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Local Concept Development, Freight Concept Development, Transportation Alternative Programs and/or Congestion Mitigation and Air Quality Programs. Staff will provide program details and administrative guidelines to relevant staff in order to advance concepts into these programs, and support preparation and proposal development for programs, as appropriate.
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA-funded local capital programming and project development initiatives

ACTIVITIES:

- Follow through on NJTPA-funded Local Program Activities, which will include the following:
 - ***Local Capital Project Delivery Program/Local Concept Development Study, Oradell Avenue Bridge, Oradell.*** Relevant staff will provide project management, facilitate interagency coordination, monitor project team communicate, participate in community and public outreach, provide technical support through review of technical documents and work products produced by consultant, and participate actively in the advancement of this initiative.
 - ***CMAQ/TCAM.*** Further development of Adaptive/Intelligent Signals Program, building on the Hackensack Central Business District Initiative under the CMAQ/TCAM Program, including final setup of control center,

monitoring and expanding system to address additional corridors that could benefit from this technology, as well as improvements to the system through iterative refinements and lessons learned.

- **PRODUCT/OUTCOME:** Advancement of other capital programming and project development initiatives

ACTIVITIES:

- ***Final Design Phase, Bridge & Intersection Improvements at Market Street/Essex Street/Rochelle Avenue. Lodi/Rochelle Park/Saddle Brook.*** Relevant staff will provide project management, technical support, and coordination for the advancement of this longstanding project in the TIP with federal appropriations. Coordination is particularly critical here, in order to resolve conflicts and issues presented by the NJDOT's design efforts for Interstate Route 80 (on an overpass above) and county design for the intersection and bridge (underneath I-80).
- ***Preliminary Engineering Phase, Kingsland Avenue Bridge, Lyndhurst/Nutley. Preliminary Engineering Phase, East Anderson Street/Cedar Lane Bridge, Hackensack/Teaneck.*** Staff will provide project management, technical support and coordination for the next phase of improvements on these two critical bridge crossing projects, including procurement and project kickoff (as anticipated in FY 2021).

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
BERGEN COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 140,268.23		
	2. FRINGE BENEFITS	65.900%	\$ 92,436.76		
			SUBTOTAL \$ 232,705.00		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ 1,000.00		
	2. TRAVEL		\$ 7,000.00		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 7,000.00		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ 15,000.00		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
			STP CORE PROGRAM BUDGET \$ 247,705.00	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ -		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ 3,000.00		
	3. INTERN SUPPORT		\$ 12,000.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. PRINTING AND REPRODUCTION		\$ -		
			STP SUPPLEMENTAL SUPPORT BUDGET \$ 15,000.00	100%	0%
			TOTAL STP PROGRAM BUDGET \$ 262,705.00		

This estimated budget is based upon projected costs to perform the work program for FY 2021 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 213,164.00	Local Match:	\$ 49,541.00
		Total Funding:	\$ 262,705.00

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
BERGEN COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	200	\$ 20,070.58	\$ -	\$ -	\$ 20,070.58	9%
Task 2 - Transportation Planning and Coordination	2,968	\$ 212,634.41	\$ 15,000.00	\$ -	\$ 227,634.41	91%
STP Core Program Budget	3,168	\$ 232,705.00	\$ 15,000.00	\$ -	\$ 247,705.00	100%
STP Supplemental Support Budget	750	\$ 12,000.00	\$ 3,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	3,918	\$ 244,705.00	\$ 18,000.00	\$ -	\$ 262,705.00	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Joseph Femia, Department Director	5%	100
Joseph Baladi, Division Head	6%	125
Nancy Dargis, Division Head	7%	150
Christopher Helms, Supervising Planner	37%	625
Peter Kortright, Principal Planner	12%	250
Laura LiVecchi-Bresaz, Transportation Analyst	100%	1,560
Jaison Alex, Traffic Engineer	12%	250
Martin Maver, Senior Engineer, Bridges	3%	60
Sean Zhang, Principal Planner	1%	30
Intern Support		750
TOTAL	18%	3,918

COUNTY OF ESSEX



**FY 2021
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM**

Per STP Program guidelines, all subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section above. Core products/outcomes as well as elective products/outcomes and associated elective activities specific to Essex County are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

1.0 TASK 1: PROGRAM MANAGEMENT

The Program Management component of the STP Program includes program management and reporting for the Subregional Transportation Planning Grant in accordance CFR 200 and all applicable federal requirements.

1.1 Core Products

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation for the FY 2021 STP Work Program. Attend training related to the STP Program as requested.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.
- **PRODUCT/OUTCOME:** FY 2022 Subregional Transportation Planning (STP) work program proposal.

2.0 TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

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

2.1 Core Products/Outcomes

Subregions support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the Long Range Transportation Plan and UPWP through the following efforts:

- PRODUCT/OUTCOME: Participation in the implementation of Plan 2045 and development of the update to the Long Range Transportation Plan.
- PRODUCT/OUTCOME: Support for planning studies and activities contained in the NJTPA FY 2021 Unified Planning Work Program (UPWP).
- PRODUCT/OUTCOME: Participation in Transportation Management Association (TMA) activities, as applicable.
- PRODUCT/OUTCOME: Participation in the identification of performance measures, thresholds, and targets, including those related to MAP-21 and FAST Act legislation and others in the NJTPA process.
- PRODUCT/OUTCOME: Documentation of NJTPA-funded planning study findings.
- PRODUCT/OUTCOME: Provision of data and data updates
- PRODUCT/OUTCOME: Support for Board activities

2.1 Elective Products/Outcomes and Activities

- PRODUCT/OUTCOME: Engage in interagency cooperation on transportation-related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Work with EZ Ride and Trans Options TMAs to coordinate TMA planning efforts with those of the county and the NJTPA.
- PRODUCT/OUTCOME: Prepare, support and/or review transportation-related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation-related topics.

ACTIVITIES:

- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA's PRIME tool.
- Participate in PRIME training sessions provided by NJTPA and/or participate in the NJTPA PRIME Users Group that will support the system's further development and refinement.
- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths. This will include recommendations from the FY 2019 - 2020 Subregional Studies Program funded Paterson Newark Transit Market Study and the Essex County Hazard Mitigation Plan.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Activities may include, but are not limited to, training in the use of crash analysis tools, aligning crash analysis techniques with the Strategic Highway Safety Plan (SHSP), participation in the Statewide Traffic Records Coordinating Committee (STRCC), or other safety committees.
- Support development of complete streets plans in the Township of Millburn for the Millburn Avenue Streetscape Phase II and III.

- Support advancement of greenway initiatives by serving on the September 11th National Memorial Trail Alliance Board as an executive member.
- Collaborate with the NJTPA on environmental, climate change and or resilience planning activities as opportunities arise.
- Advance adoption of electric vehicles (EV) by participating in the NJDEP’s It Pay\$ to Plug In program. This program provides grants to offset the cost of purchasing and installing electric vehicle charging stations that are open to the public. The county will use this resource to expand the network of public use EV charging stations.
- Participate in resiliency training (e.g. EV readiness) as provided by the NJTPA or others as available.
- Conduct planning activities that support development and advancement of bicycle or pedestrian capital improvements or policies. Essex County will provide input into the development of the following roadway improvements plans.
 - Kingsland Avenue / Route 3 Access Improvements (On3 Redevelopment)- Nutley
 - Bloomfield Avenue Corridor Traffic Signal Improvements- Montclair
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective.
- Prepare grant applications for the Subregional Studies Program (SSP) grant or other funding opportunities.
- Support advancement of county projects that are consistent with the NJTPA’s Congestion Management Plan (CMP).
- Participate in the NJTPA-led NJ Freight Academy.
- Address unanticipated transportation-related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.

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

Subregions should reference NJTPA’s new Public Engagement Plan (PEP). The plan outlines how NJTPA plans to involve the region’s residents in the county’s programs, projects and plans. The plan is available at <http://www.njtpa.org/pep>.

In addition, in FY 2017 NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to broaden public outreach, particularly in minority, low income, and other traditionally under-represented communities in the transportation

planning process. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

2.2 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Conduct regional and subregional public participation activities, including assisting the NJTPA with outreach for the update to the Long Range Transportation Plan. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

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 and appropriate website linkages.

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

ACTIVITIES:

- Support a municipally sponsored Street Smart NJ campaign.

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

ACTIVITIES:

- Work with NJTPA staff to increase local understanding of freight operations and related transportation needs by facilitating field visits to the Port of Newark.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

Subregions play a critical role in assisting NJTPA in developing and managing the Transportation Improvement Program (TIP) and the Study and Development Program (S&D) and in supporting NJTPA's Local Program activities and other project development initiatives. Subregions also play an important role in assisting NJTPA in developing NJDOT's annual Transportation Capital Program (TCP).

2.3 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Participation in the development and management of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support preparation and proposal development for the NJTPA's Local Program activities including: Local Safety and High Risk Rural Roads Program, Local Concept Development (Jackson Street Bridge in Newark/Harrison), and Transportation Alternative Program.

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

ACTIVITIES:

- Follow through on NJTPA-funded Local Program activities, including the following:
 - Irvington Avenue Streetscape Phase II- Maplewood/Irvington
Staff will participate in the following activities:
 - Public outreach
 - Stakeholder Involvement
 - Data gathering and analysis
 - Plan Development
 - Walnut Street and West Hobart Gap Road Roundabout- Livingston
Staff will participate in the following activities:
 - Public outreach
 - Stakeholder Involvement
 - Data gathering and analysis
 - Plan Development
 - LCD graduate studies:
Staff will participate in the following studies:
 - Central Avenue (Newark)
 - Clay Street Bridge (Hudson/Essex),
 - Kingsland Avenue Bridge (Bergen/Essex)
 - Bridge Street Bridge (Hudson/Essex)

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
ESSEX COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 111,505.81		
	2. FRINGE BENEFITS	49.0573%	\$ 54,701.69		
			SUBTOTAL \$ 166,207.50		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ -		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
			STP CORE PROGRAM BUDGET \$ 166,207.50	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ -		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ -		
	3. INTERN SUPPORT		\$ 15,000.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. PRINTING AND REPRODUCTION		\$ -		
			STP SUPPLEMENTAL SUPPORT BUDGET \$ 15,000.00	100%	0%
			TOTAL STP PROGRAM BUDGET \$ 181,207.50		

This estimated budget is based upon projected costs to perform the work program for FY 2021 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 147,966.00	Local Match:	\$ 33,241.50
		Total Funding:	\$ 181,207.50

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
ESSEX COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	186	\$ 10,458.56	\$ -	\$ -	\$ 10,458.56	7%
Task 2 - Transportation Planning and Coordination	2,165	\$ 155,748.93	\$ -	\$ -	\$ 155,748.93	93%
STP Core Program Budget	2,350	\$ 166,207.50	\$ -	\$ -	\$ 166,207.50	100%
STP Supplemental Support Budget	1,000	\$ 15,000.00	\$ -	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	3,350	\$ 181,207.50	\$ -	\$ -	\$ 181,207.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
David Antonio, County Planner	72%	1,500
Nick Bonavita, Planning Aide	33%	680
Janet Pena, Planning Aide	8%	170
Intern Support		1,000
TOTAL	38%	3,350

COUNTY OF HUDSON



**FY 2021
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM**

Per STP Program guidelines, all subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section above. Core products/outcomes as well as elective products/outcomes and associated elective activities specific to Hudson County are provided below. Subregions are not required to include elective activities in their STP Work Programs. However these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

1.0 TASK 1: PROGRAM MANAGEMENT

The Program Management component of the STP Program includes program management and reporting for the Subregional Transportation Planning Grant in accordance CFR 200 and all applicable federal requirements.

1.1 Core Products

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation for the FY 2021 STP Work Program. Attend training related to the STP Program as requested.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.
- **PRODUCT/OUTCOME:** FY 2022 Subregional Transportation Planning (STP) work program proposal.

2.0 TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

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

2.1 Core Products/Outcomes

Subregions support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the Long Range Transportation Plan and UPWP through the following efforts:

- PRODUCT/OUTCOME: Participation in the implementation of Plan 2045 and development of the update to the Long Range Transportation Plan.
- PRODUCT/OUTCOME: Support for planning studies and activities contained in the NJTPA FY 2021 Unified Planning Work Program (UPWP).
- PRODUCT/OUTCOME: Participation in Transportation Management Association (TMA) activities, as applicable.
- PRODUCT/OUTCOME: Participation in the identification of performance measures, thresholds, and targets, including those related to MAP-21 and FAST Act legislation and others in the NJTPA process.
- PRODUCT/OUTCOME: Documentation of NJTPA-funded planning study findings.
- PRODUCT/OUTCOME: Provision of data and data updates
- PRODUCT/OUTCOME: Support for Board activities

2.1 Elective Products/Outcomes and Activities

- PRODUCT/OUTCOME: Engage in interagency cooperation on transportation-related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Participate in the TNJ 2.0 Efficient Task Force by attending quarterly task force meetings and advancing TNJ actions identified by the Task Force and assist with the advancement of TNJ actions. Provide guidance and consulting services to municipal representatives as needed, as they pertain to TNJ action goals.
- Collaborate with Hudson TMA to continue the Street Smart pedestrian safety and enforcement campaign with a focus on JFK Boulevard.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- PRODUCT/OUTCOME: Prepare, support and/or review transportation-related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation-related topics.

ACTIVITIES:

- Advance the objectives of the TNJ Plan's Focus Area 3: Strengthen the region's economy by building on existing assets and infrastructure. Support the redevelopment of Kearny Point through improvement of transportation infrastructure that encourage a safe and welcoming environment for pedestrians and bicyclists.
- Support interested municipalities use the TNJ Hudson County Bike Share study as a template to guide bike share implementation throughout the County and create bikeway connections that enhance the existing bike network.
- Collaborate with private, non-profit, and public agencies such as Hudson Economic Development Corporation, Hudson County Improvement Authority, and Hudson TMA to improve access to jobs in industrial centers.

- Support refinement and advancement of study recommendations into the project pipeline, review, and implementation paths. Participate in public/private collaborative efforts to improve transit, pedestrian and/or bicycle access in areas throughout the county lacking sufficient safety infrastructure needs, such as the Kearny Point region.
- Participate on advisory committees, meetings, webinars, or workshops for Subregional Studies Program (SSP) funded Hudson County Ferry Service Expansion Assessment and City of Jersey City Parking Management Plan studies. NOTE: STP funds used on a subregion’s SSP study may not be used as a local match for the STP program or for the subregion’s SSP study.
- Collaborate with public, private, and nonprofit partners in the Town of Kearny to support complete street implementation efforts in Kearny Point South, adjacent to county facilities and along Central Ave (North of 1&9-CR 659) to encourage more equitable transportation options for workers in the area.
- Provide support in an advisory capacity to municipalities interested in applying for Safe Routes to School or other grants to encourage complete streets.
- Advance the Morris Canal Greenway connection via John F. Kennedy Blvd by constructing bike lanes between Custer Avenue and Mercer Park. Staff will continue intra-agency coordination and dissemination of status updates to the public.
- Conduct activities to improve non-motorized safety in the area of the Bayonne Bridge, as a follow up to a planned APA NJ Technical Tour.
- Seek funding opportunities to advance complete streets and wayfinding, particularly along JFK Blvd.
- Conduct Road Safety Audits, which could focus on Frank E. Rodgers Blvd in Harrison and Paterson Plank Road in North Bergen and Jersey City.
- Prepare grant application for the Subregional Studies Program (SSP) and potentially other funding opportunities.
- Address unanticipated transportation-related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.

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

Subregions should reference NJTPA’s new Public Engagement Plan (PEP). The plan outlines how NJTPA plans to involve the region’s residents in the county’s programs, projects and plans. The plan is available at <http://www.njtpa.org/pep>.

In addition, in FY 2017 NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to broaden public outreach, particularly in minority, low income, and other traditionally under-represented communities in the transportation

planning process. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

2.2 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Conduct regional and subregional public participation activities, including assisting the NJTPA with outreach for the update to the Long Range Transportation Plan. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Engage in non-traditional public outreach activities such as pop-up events for the SSP Program funded Hudson County Ferry Service Expansion Assessment study.
- Assist in public education efforts such as project funding announcements, groundbreakings and ribbon-cuttings, as requested.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

Subregions play a critical role in assisting NJTPA in developing and managing the Transportation Improvement Program (TIP) and the Study and Development Program (S&D) and in supporting NJTPA's Local Program activities and other NJTPA-funded local capital programming and project development initiatives. Through these programs, the NJTPA advances the goals of the Long Range Transportation Plan through the process of performance-based planning and implementation of specific projects that will improve the regional transportation system. Subregions also play an important role in assisting NJTPA in developing NJDOT's annual Transportation Capital Program (TCP).

2.3 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Participation in the development and management of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support proposal development to the NJTPA's Congestion Mitigation and Air Quality (CMAQ) Transportation Clean Air Measures (TCAM) Intelligent Transportation Systems Pilot Program for an adaptive traffic control system to mitigate traffic congestion in the vicinity of the Redbull Arena in Harrison, NJ.
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA-funded local capital programming and project development initiatives

ACTIVITIES:

- If approved, engage in planning activities related to the FY 2020 Local Safety Program funded projects on JFK Boulevard from 43rd to 59th street and sections of Frank E. Rodgers Blvd in Harrison, Paterson Plank Road in North Bergen, and Secaucus Road along the North Bergen and Jersey City municipal boundaries.
- Continue the design and implementation efforts to improve safety, aesthetics and connectivity for the section of the Morris Canal in Mercer Park through a grant from the 2016 Transportation Alternative Program (TAP) program.

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
HUDSON COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 82,719.00		
	2. FRINGE BENEFITS	65.6528%	\$ 54,307.34		
			SUBTOTAL \$ 137,026.34		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ 93.66		
	2. TRAVEL		\$ 2,500.00		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 2,000.00		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ 4,593.66		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
			STP CORE PROGRAM BUDGET \$ 141,620.00	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ 2,500.00		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ 2,500.00		
	3. INTERN SUPPORT		\$ 10,000.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. PRINTING AND REPRODUCTION		\$ -		
			STP SUPPLEMENTAL SUPPORT BUDGET \$ 15,000.00	100%	0%
			TOTAL STP PROGRAM BUDGET \$ 156,620.00		

This estimated budget is based upon projected costs to perform the work program for FY 2021 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 128,296.00	Local Match:	\$ 28,324.00
		Total Funding:	\$ 156,620.00

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
HUDSON COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	190	\$ 12,885.14	\$ -	\$ -	\$ 12,885.14	10%
Task 2 - Transportation Planning and Coordination	1,845	\$ 124,141.20	\$ 4,593.66	\$ -	\$ 128,734.86	90%
STP Core Program Budget	2,035	\$ 137,026.34	\$ 4,593.66	\$ -	\$ 141,620.00	100%
STP Supplemental Support Budget	667	\$ 10,000.00	\$ 5,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	2,702	\$ 147,026.34	\$ 9,593.66	\$ -	\$ 156,620.00	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Byron Nicholas, Supervising Transportation Planner	94%	1,950
Thomas Malavasi, County Engineer	4%	85
Intern Support		667
TOTAL	49%	2,702

COUNTY OF HUNTERDON



**FY 2021
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM**

Per STP Program guidelines, all subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section above. Core products/outcomes as well as elective products/outcomes and associated elective activities specific to Hunterdon County are provided below. Subregions are not required to include elective activities in their STP Work Programs. However these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

1.0 TASK 1: PROGRAM MANAGEMENT

The Program Management component of the STP Program includes program management and reporting for the Subregional Transportation Planning Grant in accordance CFR 200 and all applicable federal requirements.

1.1 Core Products

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation for the FY 2021 STP Work Program. Attend training related to the STP Program as requested.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.
- **PRODUCT/OUTCOME:** FY 2022 Subregional Transportation Planning (STP) work program proposal.

2.0 TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

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

2.1 Core Products/Outcomes

Subregions support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the Long Range Transportation Plan and UPWP through the following efforts:

- PRODUCT/OUTCOME: Participation in the implementation of Plan 2045 and development of the update to the Long Range Transportation Plan.
- PRODUCT/OUTCOME: Support for planning studies and activities contained in the NJTPA FY 2021 Unified Planning Work Program (UPWP).
- PRODUCT/OUTCOME: Participation in Transportation Management Association (TMA) activities, as applicable.
- PRODUCT/OUTCOME: Participation in the identification of performance measures, thresholds, and targets, including those related to MAP-21 and FAST Act legislation and others in the NJTPA process.
- PRODUCT/OUTCOME: Documentation of NJTPA-funded planning study findings.
- PRODUCT/OUTCOME: Provision of data and data updates
- PRODUCT/OUTCOME: Support for Board activities

2.1 Elective Products/Outcomes and Activities

- PRODUCT/OUTCOME: Engage in interagency cooperation on transportation-related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Participate in TNJ 2.0 Competitive Task Force meetings.
- Engage in interagency coordination and data sharing on transportation projects, including but not limited to the following:
 - Route 173 pedestrian safety project in Clinton Town and Clinton Township
 - Route 22 Bridge replacement in Clinton Township
 - Projects to complete the dualization of SR31 from River Road to Church Street
- Collaborate with GoHunterdon TMA to implement transportation recommendations from the county CEDS, “Hunterdon County Plan for the Future.” Staff will attend GoHunterdon Board meetings.
- Update county plans and documents to ensure consistency with the Highland’s Regional Master Plan through Hunterdon County’s Highland’s Plan Conformance process.
- PRODUCT/OUTCOME: Prepare, support and/or review transportation-related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation-related topics.

ACTIVITIES:

Consistent with the needs and goals of Hunterdon County, advance planning-related actions identified in the TNJ Plan. This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level such as potential planning activities recommended in the proposed update to the Regional Comprehensive

Economic Development Strategy (CEDs) which are consistent with the recommendations from the adopted Hunterdon County CEDs

- Work with NJTPA staff to enter completed planning studies NOT funded by the NJTPA into PRIME, including County Access Management information.
- Participate in PRIME training sessions, PRIME Users Group, and webinars as available.
- Participate in crash analysis training as available.
- Participate in EV readiness training as provided by the NJTPA or other organizations as available and applicable.
- Participate in the Development Review process, by analyzing the impacts of major developments on county roads.
- Research potential projects for the Subregional Studies Program (SSP).
- Advance subregional projects (including multimodal, operational and travel demand management strategies) that are consistent with the NJTPA Congestion Management Process.
- Support the vision and goals articulated in the Route 29 Scenic Byway Corridor Management Plan.
- Address unanticipated transportation-related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.

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

Subregions should reference NJTPA's new Public Engagement Plan (PEP). The plan outlines how NJTPA plans to involve the region's residents in the county's programs, projects and plans. The plan is available at <http://www.njtpa.org/pep>.

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

2.2 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Conduct regional and subregional public participation activities, including assisting the NJTPA with outreach for the update to the Long Range Transportation Plan. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

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 activities regarding NJTPA project development through monthly updates at Planning Board meetings and through relevant postings on Hunterdon County’s website.
- **PRODUCT/OUTCOME:** Participation in subregional freight outreach/education efforts.

ACTIVITIES:

- Meet with interested parties such as property and business owners, municipalities, and rail companies to promote freight opportunities and educate the public about the benefits of freight in the county.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

Subregions play a critical role in assisting NJTPA in developing and managing the Transportation Improvement Program (TIP) and the Study and Development Program (S&D) and in supporting NJTPA’s Local Program activities and other project development initiatives. Subregions also play an important role in assisting NJTPA in developing NJDOT’s annual Transportation Capital Program (TCP).

2.3 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Participation in the development and management of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support preparation and proposal development for NJTPA’s Local Program activities regarding road safety on rural roads
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA-funded local capital programming and project development initiatives

ACTIVITIES:

- Request updates from the County Engineering Department concerning the progress of the CR 523, CR 629 and Springtown Road Roundabout project

being funded by the NJTPA's High Risk Rural Roads Program. This information will be shared at County Planning Board meetings and other transportation-related public meetings.

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
HUNTERDON COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 44,883.95		
	2. FRINGE BENEFITS	97.760%	\$ 43,878.55		
			SUBTOTAL \$ 88,762.50		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ -		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
			STP CORE PROGRAM BUDGET \$ 88,762.50	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ 5,000.00		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ 10,000.00		
	3. INTERN SUPPORT		\$ -		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. PRINTING AND REPRODUCTION		\$ -		
			STP SUPPLEMENTAL SUPPORT BUDGET \$ 15,000.00	100%	0%
			TOTAL STP PROGRAM BUDGET \$ 103,762.50		

This estimated budget is based upon projected costs to perform the work program for FY 2021 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$	86,010.00	Local Match:	\$	17,752.50
			Total Funding:	\$	103,762.50

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
HUNTERDON COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	208	\$ 8,848.52	\$ -	\$ -	\$ 8,848.52	10%
Task 2 - Transportation Planning and Coordination	1,003	\$ 79,913.98	\$ -	\$ -	\$ 94,913.98	90%
STP Core Program Budget	1,211	\$ 88,762.50	\$ -	\$ -	\$ 103,762.50	100%
STP Supplemental Support Budget	0	\$ -	\$ 15,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	1,211	\$ 88,762.50	\$ 15,000.00	\$ -	\$ 118,762.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
CARRIE FELLOWS, DIRECTOR - PLANNING & LAND USE	6%	115
MARC SALUK, ECONOMIC DEVELOPMENT DIVISION DIRECTOR	22%	405
KEN BOGEN, SUPERVISING PLANNER	12%	210
ADAM BRADFORD, ASSISTANT PLANNER	13%	243
SUSAN PENA, CLERK 3	11%	208
PATTY LIEDNER, GIS DIVISION HEAD	2%	30
TOTAL	11%	1,211

CITY OF JERSEY CITY



**FY 2021
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM**

Per STP Program guidelines, all subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section above. Core products/outcomes as well as elective products/outcomes and associated elective activities specific to the city of Jersey City are provided below. Subregions are not required to include elective activities in their STP Work Programs. However these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

1.0 TASK 1: PROGRAM MANAGEMENT

The Program Management component of the STP Program includes program management and reporting for the Subregional Transportation Planning Grant in accordance CFR 200 and all applicable federal requirements.

1.1 Core Products

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation for the FY 2021 STP Work Program. Attend training related to the STP Program as requested.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.
- **PRODUCT/OUTCOME:** FY 2022 Subregional Transportation Planning (STP) work program proposal.

2.0 TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

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

2.1 Core Products/Outcomes

Subregions support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the Long Range Transportation Plan and UPWP through the following efforts:

- PRODUCT/OUTCOME: Participation in the implementation of Plan 2045 and development of the update to the Long Range Transportation Plan.
- PRODUCT/OUTCOME: Support for planning studies and activities contained in the NJTPA FY 2021 Unified Planning Work Program (UPWP).
- PRODUCT/OUTCOME: Participation in Transportation Management Association (TMA) activities, as applicable.
- PRODUCT/OUTCOME: Participation in the identification of performance measures, thresholds, and targets, including those related to MAP-21 and FAST Act legislation and others in the NJTPA process.
- PRODUCT/OUTCOME: Documentation of NJTPA-funded planning study findings.
- PRODUCT/OUTCOME: Provision of data and data updates
- PRODUCT/OUTCOME: Support for Board activities

2.1 Elective Products/Outcomes and Activities

- PRODUCT/OUTCOME: Engage in interagency cooperation on transportation-related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Participate in one or more of the four TNJ 2.0 Task Forces (Competitive, Efficient, Livable, and Resilient) by attending quarterly Task Force meetings.
- In collaboration with Hudson TMA and NJDOT, advance projects identified in the recently completed Jersey City School Travel Plan.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- Engage in Vision Zero activities as identified in the Jersey City Vision Zero Action Plan.
- PRODUCT/OUTCOME: Prepare, support and/or review transportation-related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation-related topics.

ACTIVITIES:

- Advance transportation-related recommendations from the TNJ Plan by enhancing and improving existing public and private transit services through city provided networked micro-transit service to residents.
- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA's PRIME tool.
- Participate in PRIME training sessions provided by NJTPA and or participate in the NJTPA PRIME Users Group that will support the system's further development and refinement.
- Support refinement and advancement of study recommendations into the project pipeline, review, and implementation paths such as the 2020 Columbus Drive Corridor Safety study.

- Participate on the Steering Committee and Emphasis Areas teams for the development and implementation of the Strategic Highway Safety Plan.
- Participate on NJTPA Subregional Studies Program (SSP) studies including the FY 2020 Hudson County Ferry Study and the FY 2021 Jersey City Alternative Modes Assessment study. Staff will participate on the Hudson County Ferry Study TAC, attending meetings and reviewing interim and final deliverables where appropriate. Staff will manage the Jersey City Alternative Modes Assessment study, convening and participating in the TAC, managing the consultant team, reporting on progress to the NJTPA, overseeing outreach efforts, reviewing all interim and final study materials, and serving as a liaison between the city agencies, the NJTPA, consultant team, and general public. NOTE: STP funds used on a subregion's SSP study may not be used as a local match for the STP program or for the subregion's SSP study.
- Support complete streets planning activities by advancing recommendation of the recently completed Jersey City Bicycle Master Plan including holding cycling focus groups for women, children, ethnic minority groups and older adults; increasing data collection to capture mode choice for all trips; continuing rollout of protected bike lanes in Jersey City; amending ordinances related to bicycle parking requirements; and publishing a bi-annual JC Cycling Trends report.
- Support greenway initiatives by advancing the Morris Canal Greenway design and construction project in Jersey City funded by the 2017 R-TAP grant.
- Collaborate with the NJTPA on environmental, climate change and resilience planning activities through the development of the Jersey City Climate Action Plan.
- Advance adoption of electric vehicles (EV) by continuing to replace the city fleet with electric vehicles and adding public electric charging stations as appropriate.
- Participate in resiliency (e.g. EV readiness) training as provided by the NJTPA or others as available.
- Advance recommendations from Jersey City's Vision Zero Action Plan by conducting analysis on up to five (5) miles of roadways annually for cycling improvements and assessing the condition of crosswalks along the High Injury Network annually.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements on streets along the Jersey City High Injury Network.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective, specifically in the Bayfront Redevelopment Plan area.
- Work to evaluate appropriate parking demand strategies that increase parking efficiency as recommended by the FY 2019-2020 SSP Jersey City Parking Management Plan.
- Prepare grant applications for the Subregional Studies Program (SSP) or other funding opportunities.

- Support advancement of subregional projects that are consistent with the NJTPA CMP and the development of new projects from strategies (including multimodal, operational and travel demand management strategies) identified in the CMP.
- Participate in the NJTPA-led NJ Freight Academy.
- Address unanticipated transportation-related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.

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

Subregions should reference NJTPA’s new Public Engagement Plan (PEP). The plan outlines how NJTPA plans to involve the region’s residents in the county’s programs, projects and plans. The plan is available at <http://www.njtpa.org/pep>.

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

2.2 Core Products/Outcomes

- PRODUCT/OUTCOME: Conduct regional and subregional public participation activities, including assisting the NJTPA with outreach for the update to the Long Range Transportation Plan. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

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 including project funding announcements, public meetings related to NJTPA-funded studies, and major accomplishments resulting from NJTPA-funded studies.

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

ACTIVITIES:

- Conduct or assist in special outreach efforts, such as the Street Smart NJ pedestrian safety campaign and integrate with Jersey City’s multi-media Vision Zero awareness campaigns.

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

ACTIVITIES:

- Work with NJTPA staff to increase local understanding of freight operations and related transportation needs through subregional freight visits.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

Subregions play a critical role in assisting NJTPA in developing and managing the Transportation Improvement Program (TIP) and the Study and Development Program (S&D) and in supporting NJTPA’s Local Program activities and other project development initiatives. Subregions also play an important role in assisting NJTPA in developing NJDOT’s annual Transportation Capital Program (TCP).

2.3 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Participation in the development and management of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support preparation and proposal development for the NJTPA’s Local Program activities, including the Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Local Concept Development, Freight Concept Development, Transportation Alternative Programs and Congestion Mitigation and Air Quality Programs.

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

ACTIVITIES:

- Follow through on the NJTPA-funded Local Program Activities, including but not limited to the Local Safety Program (including the West Side Avenue and Sip Avenue Local Safety projects) and Transportation Alternative Programs (TAP) (including the Johnston Avenue project).

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
CITY OF JERSEY CITY
BUDGET PLAN**

		PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES			
	1. SALARIES	\$ 87,191.34		
	2. FRINGE BENEFITS Various	\$ 16,612.23		
	SUBTOTAL	\$ 103,803.57		
PART II	DIRECT NON-LABOR COSTS			
	1. SUPPLIES	\$ 2,000.00		
	2. TRAVEL	\$ 3,000.00		
	3. PRINTING & REPRODUCTION	\$ 963.93		
	4. TELEPHONE	\$ -		
	5. POSTAGE	\$ -		
	6. CONFERENCE/TRAINING	\$ 3,395.00		
	7. OTHER (SPECIFY)	\$ -		
	SUBTOTAL	\$ 9,358.93		
PART III:	INDIRECT COSTS			
	INDIRECT COSTS 0.000%	\$ -		
	SUBTOTAL	\$ -		
	STP CORE PROGRAM BUDGET	\$ 113,162.50	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS			
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000	\$ -		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000	\$ -		
	3. INTERN SUPPORT	\$ 12,000.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT	\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS	\$ 3,000.00		
	6. PRINTING AND REPRODUCTION	\$ -		
	STP SUPPLEMENTAL SUPPORT BUDGET	\$ 15,000.00	100%	0%
	TOTAL STP PROGRAM BUDGET	\$ 128,162.50		

This estimated budget is based upon projected costs to perform the work program for FY 2021 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$	105,530.00	Local Match:	\$	22,632.50
			Total Funding:	\$	128,162.50

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
CITY OF JERSEY CITY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	100	\$ 2,870.45	\$ -	\$ -	\$ 2,870.45	3%
Task 2 - Transportation Planning and Coordination	2,614	\$ 100,933.13	\$ 9,358.93	\$ -	\$ 110,292.06	97%
STP Core Program Budget	2,714	\$ 103,803.57	\$ 9,358.93	\$ -	\$ 113,162.50	100%
STP Supplemental Support Budget	600	\$ 12,000.00	\$ 3,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	3,314	\$ 115,803.57	\$ 12,358.93	\$ -	\$ 128,162.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Elias Guseman, Assistant Transportation Planner	100%	1,950
Barkha Patel, Director of Transportation Planning	39%	764
Intern Support		600
TOTAL	15%	3,314

COUNTY OF MIDDLESEX



FY 2021 SUBREGIONAL TRANSPORTATION PLANNING (STP) WORK PROGRAM

Per STP Program guidelines, all subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section above. Core products/outcomes as well as elective products/outcomes and associated elective activities specific to Middlesex County are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

1.0 TASK 1: PROGRAM MANAGEMENT

The Program Management component of the STP Program includes program management and reporting for the Subregional Transportation Planning Grant in accordance CFR 200 and all applicable federal requirements.

1.1 Core Products

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation for the FY 2021 STP Work Program. Attend training related to the STP Program as requested.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.
- **PRODUCT/OUTCOME:** FY 2022 Subregional Transportation Planning (STP) work program proposal.

2.0 TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

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

2.1 Core Products/Outcomes

Subregions support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the Long Range Transportation Plan and UPWP through the following efforts:

- PRODUCT/OUTCOME: Participation in the implementation of Plan 2045 and development of the update to the Long Range Transportation Plan.
- PRODUCT/OUTCOME: Support for planning studies and activities contained in the NJTPA FY 2021 Unified Planning Work Program (UPWP).
- PRODUCT/OUTCOME: Participation in Transportation Management Association (TMA) activities, as applicable.
- PRODUCT/OUTCOME: Participation in the identification of performance measures, thresholds, and targets, including those related to MAP-21 and FAST Act legislation and others in the NJTPA process.
- PRODUCT/OUTCOME: Documentation of NJTPA-funded planning study findings.
- PRODUCT/OUTCOME: Provision of data and data updates
- PRODUCT/OUTCOME: Support for Board activities

2.1 Elective Products/Outcomes and Activities

- PRODUCT/OUTCOME: Engage in interagency cooperation on transportation-related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Participate in the TNJ 2.0 Efficient Task Force by attending quarterly task force meetings.
- Participate in the Central Jersey Transportation Forum.
- Collaborate with Keep Middlesex Moving (KMM) TMA to integrate TMA work with the NJTPA planning process through the following activities:
 - Advancing the transportation multimodal goals and objectives of Middlesex County's new Comprehensive Master Plan's, Destination 2040.
 - Maintaining the county's Comprehensive Transit Guide through periodic updates.
 - Completing the county's Bike Atlas.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC) through attendance of meetings.
- Engage in a collaborative planning approach that engages municipal, county, regional and state level participation in Vision Zero related activities. Staff will review lessons learned from other counties, municipalities, and TMAs that have adopted Vision Zero Action Plans; provide support for expanded municipal adoption of complete street policies; and recommend the development of a county-level Vision Zero Action Plan.
- PRODUCT/OUTCOME: Prepare, support and/or review transportation-related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation-related topics.

ACTIVITIES:

- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA’s PRIME tool.
- Participate in PRIME training sessions provided by the NJTPA and or participate in the NJTPA PRIME Users Group that will support the system’s further development and refinement.
- Support advancement of the East Coast Greenway initiatives with a focus on sections of the Middlesex Greenway and the D& R Canal Tow Path from New Brunswick to Bound Brook in Somerset County in collaboration with Somerset County representatives and other stakeholders.
- Advance adoption of electric vehicles (EV) by expanding charging facilities in Middlesex County.
- Support the update of the Middlesex County Bike Atlas and the Transportation Element of the Comprehensive Master Plan, Destination 2040 in collaboration with stakeholders.
- Address unanticipated transportation-related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.

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

Subregions should reference NJTPA’s new Public Engagement Plan (PEP). The plan outlines how NJTPA plans to involve the region’s residents in the county’s programs, projects and plans. The plan is available at <http://www.njtpa.org/pep>.

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

2.2 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Conduct regional and subregional public participation activities, including assisting the NJTPA with outreach for the update to the Long Range Transportation Plan. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

Subregions play a critical role in assisting NJTPA in developing and managing the Transportation Improvement Program (TIP) and the Study and Development Program (S&D) and in supporting NJTPA's Local Program activities and other project development initiatives. Subregions also play an important role in assisting NJTPA in developing NJDOT's annual Transportation Capital Program (TCP).

2.3 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Participation in the development and management of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support preparation and proposal development for NJTPA's Local Program activities, which may include: Local Safety and High-Risk Rural Roads Programs, Local Capital Project Delivery, Local Concept Development, Freight Concept Development, Transportation Alternative Programs and/or Congestion Mitigation and Air Quality Programs pending consensus to apply from other pertinent Offices in the County.
- **PRODUCT/OUTCOME:** Advancement of NJTPA-funded local capital programming and project development initiatives

ACTIVITIES:

- If approved, provide technical support as needed for the NJDOT Local Freight Impact Funded project at I-287/Route 440 to Mill Road and Executive Avenue in Edison Township.

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MIDDLESEX COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 141,545.46		
	2. FRINGE BENEFITS	61.230%	\$ 86,668.29		
			SUBTOTAL \$ 228,213.75		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ -		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
			STP CORE PROGRAM BUDGET \$ 228,213.75	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ -		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ -		
	3. INTERN SUPPORT		\$ 15,000.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. PRINTING AND REPRODUCTION		\$ -		
			STP SUPPLEMENTAL SUPPORT BUDGET \$ 15,000.00	100%	0%
			TOTAL STP PROGRAM BUDGET \$ 243,213.75		

This estimated budget is based upon projected costs to perform the work program for FY 2021 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$	197,571.00	Local Match:	\$	45,642.75
			Total Funding:	\$	243,213.75

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MIDDLESEX COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	116	\$ 16,096.75	\$ -	\$ -	\$ 16,096.75	8%
Task 2 - Transportation Planning and Coordination	1,680	\$ 212,117.00	\$ -	\$ -	\$ 212,117.00	92%
STP Core Program Budget	1,796	\$ 228,213.75	\$ -	\$ -	\$ 228,213.75	100%
STP Supplemental Support Budget	750	\$ 15,000.00	\$ -	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	2,546	\$ 243,213.75	\$ -	\$ -	\$ 243,213.75	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Anthony Gambilonghi, Supervising Planner, Transportation	55%	1,000
Bruce McCracken, Principal Planner, Transportation	26%	465
Denise Nickel, Principal Planner	7%	135
George M. Ververides, Director of County Planning	11%	196
Intern Support		750
TOTAL	11%	2,546

COUNTY OF MONMOUTH



**FY 2021
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM**

Per STP Program guidelines, all subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section above. Core products/outcomes as well as elective products/outcomes and associated elective activities specific to Monmouth County are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

1.0 TASK 1: PROGRAM MANAGEMENT

The Program Management component of the STP Program includes program management and reporting for the Subregional Transportation Planning Grant in accordance CFR 200 and all applicable federal requirements.

1.1 Core Products

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation for the FY 2021 STP Work Program. Attend training related to the STP Program as requested.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.
- **PRODUCT/OUTCOME:** FY 2022 Subregional Transportation Planning (STP) work program proposal.

2.0 TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

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

2.1 Core Products/Outcomes

Subregions support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the Long Range Transportation Plan and UPWP through the following efforts:

- PRODUCT/OUTCOME: Participation in the implementation of Plan 2045 and development of the update to the Long Range Transportation Plan.
- PRODUCT/OUTCOME: Support for planning studies and activities contained in the NJTPA FY 2021 Unified Planning Work Program (UPWP).
- PRODUCT/OUTCOME: Participation in Transportation Management Association (TMA) activities, as applicable.
- PRODUCT/OUTCOME: Participation in the identification of performance measures, thresholds, and targets, including those related to MAP-21 and FAST Act legislation and others in the NJTPA process.
- PRODUCT/OUTCOME: Documentation of NJTPA-funded planning study findings.
- PRODUCT/OUTCOME: Provision of data and data updates
- PRODUCT/OUTCOME: Support for Board activities

2.1 Elective Products/Outcomes and Activities

- PRODUCT/OUTCOME: Engage in interagency cooperation on transportation-related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Participate in the Efficient and Resilient TNJ 2.0 Task Forces, as staff availability and relevance to Monmouth County allows. This may include participating in task force meetings, assisting with the advancement of TNJ actions, and/or other activities.
- Participate in meetings and activities of groups including, but not limited to, the Central Jersey Transportation Forum, Sustainable Jersey, the Bicycle and Pedestrian Advisory Council, NJ Council on Special Transportation, and County Transportation Councils and Committees.
- Coordinate with other Monmouth County divisions and agencies including, but not limited to, the Fort Monmouth Economic Revitalization Authority, the Monmouth County Parks Department, and the Monmouth County Divisions of Economic Development, Engineering, and Tourism on transportation-related activities.
- Provide technical assistance to municipalities as requested, including but not limited to, grant applications, Environmental Commission activities, studies, and outreach.
- PRODUCT/OUTCOME: Prepare, support and/or review transportation-related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation-related topics.

ACTIVITIES:

- Develop, maintain, create, refine, update, and distribute planning documents such as maps, plans, inventories, policies, and others.

- Seek out and prepare grant applications for funding opportunities that advance planning or project implementation, including public and private grants.
- Collaborate with the NJTPA in environmental, climate change, and resilience planning activities, as opportunities arise.
- Support complete streets planning activities as they relate to Monmouth County's Complete Streets Policy, the NJTPA's complete streets efforts, and the TNJ Plan. This includes, but is not limited to, a review of existing policies and practices to ensure the inclusion of all users, and support for municipalities interested in adopting a complete streets policy.
- Develop, maintain, create, refine, update, and publish data sets that support informed transportation planning and engineering, including but not limited to Straight Line Diagrams.
- Explore opportunities for transportation modeling, simulations, and data processing including but not limited to working with the Monmouth County Travel Demand Model in order to support decision making, and advance understanding of planning issues that affect Monmouth County.
- Participate and seek out training opportunities to improve product and service delivery, including but not limited to the NJTPA's Freight Academy, ESRI product training, crash data analysis tools, presentation support media, modeling and simulation software, sustainability and resilience planning, conflict resolution, media training, and public outreach.
- Encourage and cooperate with municipalities and other stakeholders to develop and advance comprehensive bicycle and pedestrian Master Plans.
- Support development and preservation of New Jersey Scenic Byways and Monmouth County Scenic, Heritage, and Cultural Byways.
- **PRODUCT/OUTCOME:** Advance Existing Plan and Policy Recommendations of the Monmouth County Master Plan (MCMP) and other guiding documents that advance regional goals and objectives.

ACTIVITIES:

- Advance greenway initiatives by engaging in citizen efforts to create the Capital to Coast Trail from Manasquan to Trenton as well as other opportunities that may arise.
- Participate in and aid municipal efforts related to cycling, pedestrian, transit, and road safety planning as opportunities arise.
- Be an "insight engine" that provides decision makers and the public with meaningful knowledge and understanding about the complex planning issues facing Monmouth County and the resources available to address them (Monmouth County Master Plan 14.3).
- **PRODUCT/OUTCOME:** Address unanticipated transportation-related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA

ACTIVITIES:

- Address unanticipated transportation-related needs as needs emerge.

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

Subregions should reference NJTPA’s new Public Engagement Plan (PEP). The plan outlines how NJTPA plans to involve the region’s residents in the county’s programs, projects and plans. The plan is available at <http://www.njtpa.org/pep>.

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

2.2 Core Products/Outcomes

- PRODUCT/OUTCOME: Conduct regional and subregional public participation activities, including assisting the NJTPA with outreach for the update to the Long Range Transportation Plan. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

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 such as project funding announcements, groundbreakings and ribbon-cuttings.
- PRODUCT/OUTCOME: Assistance with special outreach efforts to improve travel safety.

ACTIVITIES:

- Assist in the Street Smart NJ pedestrian safety campaign as additional outreach staff and in coordination with Monmouth County municipalities.
- Participate in Road Safety Audits performed by NJDOT, the Division of Engineering, EZ Ride, or other entities.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

Subregions play a critical role in assisting NJTPA in developing and managing the Transportation Improvement Program (TIP) and the Study and Development Program (S&D) and in supporting NJTPA's Local Program activities and other project development initiatives. Subregions also play an important role in assisting NJTPA in developing NJDOT's annual Transportation Capital Program (TCP).

2.3 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Participation in the development and management of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support preparation and proposal development for the NJTPA's Local Program activities as needs arise, which may include: Local Safety and High Risk Rural Roads Programs, and/or Transportation Alternative Programs.

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

ACTIVITIES:

- Follow through on NJTPA-funded Local Program Activities, which may include but is not limited to: Local Capital Project Delivery (Bridge S-32), Transportation Alternative Programs (Union Transportation Trail and Henry Hudson Trail) and/or Congestion Mitigation and Air Quality Programs.
- Provide support for Local Concept Development (Bridge S-31), including review of technical documents (e.g. Existing Conditions Report, Environmental Screening, Alternatives Analysis, Geotechnical Report, Traffic Analysis, etc.), scheduling of public meetings, and review of presentation materials.

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MONMOUTH COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 105,634.00		
	2. FRINGE BENEFITS	Various	\$ 74,826.18		
		SUBTOTAL	\$ 180,460.18		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 3,527.32		
	7. Software Subscriptions		\$ 7,500.00		
		SUBTOTAL	\$ 11,027.32		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
		SUBTOTAL	\$ -		
		STP CORE PROGRAM BUDGET	\$ 191,487.50	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ -		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ -		
	3. INTERN SUPPORT		\$ 12,500.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ 2,500.00		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. PRINTING AND REPRODUCTION		\$ -		
		STP SUPPLEMENTAL SUPPORT BUDGET	\$ 15,000.00	100%	0%
		TOTAL STP PROGRAM BUDGET	\$ 206,487.50		

This estimated budget is based upon projected costs to perform the work program for FY 2021 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 168,190.00	Local Match:	\$ 38,297.50
		Total Funding:	\$ 206,487.50

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MONMOUTH COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	225	\$ 13,545.97	\$ -	\$ -	\$ 13,545.97	8%
Task 2 - Transportation Planning and Coordination	2,814	\$ 166,914.22	\$ 11,027.32	\$ -	\$ 177,941.54	92%
STP Core Program Budget	3,039	\$ 180,460.18	\$ 11,027.32	\$ -	\$ 191,487.50	100%
STP Supplemental Support Budget	625	\$ 12,500.00	\$ 2,500.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	3,664	\$ 192,960.18	\$ 13,527.32	\$ -	\$ 206,487.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
David Schmetterer, Principal Planner	74%	1,342
James Bonanno, Senior Planner	78%	1,414
Joe Barris, Director	5%	84
David Krady, GIS	3%	57
Inkyung Englehart, Principal Engineer	2%	45
Robyn Snyder, Business Manager	1%	25
Meghan Leavey, GIS Supervisor	1%	24
Bridget Neary, Assistant Planner	1%	24
Kyle DeGroot, Assistant Planner	1%	24
Intern Support		625
TOTAL	19%	3,664

COUNTY OF MORRIS



**FY 2021
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM**

Per STP Program guidelines, all subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section above. Core products/outcomes as well as elective products/outcomes and associated elective activities specific to Morris County are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

1.0 TASK 1: PROGRAM MANAGEMENT

The Program Management component of the STP Program includes program management and reporting for the Subregional Transportation Planning Grant in accordance CFR 200 and all applicable federal requirements.

1.1 Core Products

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation for the FY 2021 STP Work Program. Attend training related to the STP Program as requested.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.
- **PRODUCT/OUTCOME:** FY 2022 Subregional Transportation Planning (STP) work program proposal.

2.0 TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

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

2.1 Core Products/Outcomes

Subregions support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the Long Range Transportation Plan and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of Plan 2045 and development of the update to the Long Range Transportation Plan.
- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2021 Unified Planning Work Program (UPWP).
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets, including those related to MAP-21 and FAST Act legislation and others in the NJTPA process.
- **PRODUCT/OUTCOME:** Documentation of NJTPA-funded planning study findings.
- **PRODUCT/OUTCOME:** Provision of data and data updates
- **PRODUCT/OUTCOME:** Support for Board activities

2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Engage in interagency cooperation on transportation-related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Attend quarterly TNJ 2.0 Competitive Task Force meetings.
- Coordinate with TransOptions TMA to support their work in addressing the transportation needs of businesses and their employees, by serving on and attending their quarterly Board of Directors meetings.

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

ACTIVITIES:

- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA's PRIME tool.
- Participate in PRIME training sessions provided by NJTPA and or participate in the NJTPA PRIME Users Group that will support the system's further development and refinement.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies through the use of crash data and through Morris County's Traffic Count Program and Transportation-related GIS data management.
- Support advancement of the Morris Canal Greenway through participation on the Working Group and assistance with coordination and data collection.
- Collaborate with the NJTPA on environmental, climate change, and resilience planning activities as opportunities arise.

- Support the Morris County Park Alliance’s Connect to Walk and Bike Program by attending meetings and by reviewing and providing input on plans and recommendations.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective, through attendance of Morris County Land Development Review Committee meetings, and review of site plan and subdivision applications.
- Address unanticipated transportation-related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.

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

Subregions should reference NJTPA’s new Public Engagement Plan (PEP). The plan outlines how NJTPA plans to involve the region’s residents in the county’s programs, projects and plans. The plan is available at <http://www.njtpa.org/pep>.

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

2.2 Core Products/Outcomes

- PRODUCT/OUTCOME: Conduct regional and subregional public participation activities, including assisting the NJTPA with outreach for the update to the Long Range Transportation Plan. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

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, such as project funding announcements, groundbreakings, and ribbon-cuttings. The county will post web announcements regarding these events and attend/support events when applicable.

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

ACTIVITIES:

- Assist in special outreach efforts, such as the Street Smart NJ pedestrian safety campaign or other initiatives related to senior driving, distracted driving, etc. The county will continue to post web announcements regarding these outreach efforts and attend/support events when applicable.
- **PRODUCT/OUTCOME:** Participation in subregional freight outreach/education efforts.

ACTIVITIES:

- Work with the NJTPA staff to increase local understanding of freight operations and related transportation needs through subregional freight visits. This could include touring businesses that have significant freight operations in Morris County, and visiting sites along the county-owned rail lines to discuss planned improvements.
- Foster communication, coordination, and economic development with municipalities, businesses, and the public through the following potential activities:
 - Staff and railroad operators meeting with interested businesses to discuss the potential to receive or send goods on county rail.
 - Staff meeting with municipal officials to discuss county railroad improvement projects.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

Subregions play a critical role in assisting NJTPA in developing and managing the Transportation Improvement Program (TIP) and the Study and Development Program (S&D) and in supporting NJTPA’s Local Program activities and other project development initiatives. Subregions also play an important role in assisting NJTPA in developing NJDOT’s annual Transportation Capital Program (TCP).

2.3 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Participation in the development and management of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support preparation and proposal development for the NJTPA’s Local Program activities, which could include Local Safety and High Risk Rural Roads

Programs, Local Capital Project Delivery, Local Concept Development, and Freight Concept Development.

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

ACTIVITIES:

- If approved, provide technical support for Freight Concept Development studies.

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

ACTIVITIES:

- Plan and advance improvements along the three county-owned freight railroads.
- Monitor the construction of the federally-funded NYS&W Bicycle & Pedestrian Path and coordinate future meetings with interested parties.

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MORRIS COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES			
	1. SALARIES	\$ 87,088.31		
	2. FRINGE BENEFITS 87.429%	\$ 76,140.44		
	SUBTOTAL	\$ 163,228.75		
PART II	DIRECT NON-LABOR COSTS			
	1. SUPPLIES	\$ -		
	2. TRAVEL	\$ -		
	3. PRINTING & REPRODUCTION	\$ -		
	4. TELEPHONE	\$ -		
	5. POSTAGE	\$ -		
	6. CONFERENCE/TRAINING	\$ -		
	7. OTHER (SPECIFY)	\$ -		
	SUBTOTAL	\$ -		
PART III:	INDIRECT COSTS			
	INDIRECT COSTS 0.000%	\$ -		
	SUBTOTAL	\$ -		
	STP CORE PROGRAM BUDGET	\$ 163,228.75	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS			
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000	\$ -		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000	\$ -		
	3. INTERN SUPPORT	\$ 15,000.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT	\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS	\$ -		
	6. PRINTING AND REPRODUCTION	\$ -		
	STP SUPPLEMENTAL SUPPORT BUDGET	\$ 15,000.00	100%	0%
	TOTAL STP PROGRAM BUDGET	\$ 178,228.75		

This estimated budget is based upon projected costs to perform the work program for FY 2021 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 145,583.00	Local Match:	\$ 32,645.75
		Total Funding:	\$ 178,228.75

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MORRIS COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	140	\$ 15,131.77	\$ -	\$ -	\$ 15,131.77	10%
Task 2 - Transportation Planning and Coordination	2,057	\$ 148,096.98	\$ -	\$ -	\$ 148,096.98	90%
STP Core Program Budget	2,197	\$ 163,228.75	\$ -	\$ -	\$ 163,228.75	100%
STP Supplemental Support Budget	1,000	\$ 15,000.00	\$ -	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	3,197	\$ 178,228.75	\$ -	\$ -	\$ 178,228.75	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Gerald Rohsler, Transportation Director	35%	640
John J. Hayes, Principal Planner	34%	613
Benjamin Peacock, Senior Planner	26%	472
Elizabeth Murray, Assistant Planner	26%	472
Intern Support		1,000
TOTAL	30%	3,197

CITY OF NEWARK



**FY 2021
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM**

Per STP Program guidelines, all subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section above. Core products/outcomes as well as elective products/outcomes and associated elective activities specific to the city of Newark are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

1.0 TASK 1: PROGRAM MANAGEMENT

The Program Management component of the STP Program includes program management and reporting for the Subregional Transportation Planning Grant in accordance CFR 200 and all applicable federal requirements.

1.1 Core Products

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation for the FY 2021 STP Work Program. Attend training related to the STP Program as requested.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.
- **PRODUCT/OUTCOME:** FY 2022 Subregional Transportation Planning (STP) work program proposal.

2.0 TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

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

2.1 Core Products/Outcomes

Subregions support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the Long Range Transportation Plan and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of Plan 2045 and development of the update to the Long Range Transportation Plan.
- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2021 Unified Planning Work Program (UPWP).
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets, including those related to MAP-21 and FAST Act legislation and others in the NJTPA process.
- **PRODUCT/OUTCOME:** Documentation of NJTPA-funded planning study findings.
- **PRODUCT/OUTCOME:** Provision of data and data updates
- **PRODUCT/OUTCOME:** Support for Board activities

2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Engage in interagency cooperation on transportation-related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Advance transportation-related recommendations from the TNJ Regional Plan Local Government Capacity Grant Program (LGCGP) through implementation of Newark's Greenstreets Initiative. Advance the Regional Comprehensive Economic Development Strategy (CEDS) by leveraging the City's location and its goods movement facilities and infrastructure as a major source of economic growth. Continue to implement strategies developed in the Newark Access to Opportunity Local Demonstration Project (LDP).
- Participate in all four TNJ 2.0 Task Forces (Competitive, Efficient, Livable, and Resilient). Staff will attend task force meetings as appropriate and assist with advancement of TNJ actions.
- Pursue development of a bike share program in the city especially in the downtown area and University Heights.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation-related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation-related topics.

ACTIVITIES:

- Participate in PRIME training opportunities provided by NJTPA and continue to support the development and refinement of PRIME.
- Work with Essex County and the City of Orange and East Orange to evaluate appropriate parking demand strategies that increase parking efficiency.

Strategies may address (but are not limited to) parking minimums or maximums, shared parking options, or incentivizing transportation alternatives.

- Prepare a grant application for Subregional Studies Program (SSP), possibly for a study regarding alternative fuel vehicle infrastructure in the City of Newark, City of Newark Bike Plan and Transportation Impact Fees.
- Participate in the NJTPA-led NJ Freight Academy.
- Address unanticipated transportation-related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform to program requirements, and will require prior written approval from NJTPA.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective.
- Support implementation of the City of Newark Complete Street Policy through the following activities:
 - Advance the Riverfront Pedestrian Access project to provide safe pedestrian and bicycle connection from downtown Newark to the Riverfront Park.
 - Continue to advance the Greenway Bike Route Transit Connector by assessing alternative bike routes to connect Newark Penn Station with Broad Street Station.
 - Continue to search for opportunities to implement the recommendations of the mobility elements of the Newark Master Plan as it relates to pedestrian and bicycle movements.
 - Continue to search for opportunities to implement the Bike IronBound Bicycle Plan.

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

Subregions should reference NJTPA’s new Public Engagement Plan (PEP). The plan outlines how NJTPA plans to involve the region’s residents in the county’s programs, projects and plans. The plan is available at <http://www.njtpa.org/pep>.

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

2.2 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Conduct regional and subregional public participation activities, including assisting the NJTPA with outreach for the update to the Long Range Transportation Plan. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

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, including ongoing efforts as part of the Newark Riverfront Access Project and other capital projects as needed.
- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.

ACTIVITIES:

- Conduct or assist in special outreach efforts, such as the Street Smart NJ pedestrian safety campaign, including continued coordination with Newark corporate partners.
- **PRODUCT/OUTCOME:** Participation in subregional freight outreach/education efforts.

ACTIVITIES:

- Work with NJTPA staff to increase local understanding of freight operations and related transportation needs through staff participation in freight tours, workshops and webinars regarding local and regional freight activities.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

Subregions play a critical role in assisting NJTPA in developing and managing the Transportation Improvement Program (TIP) and the Study and Development Program (S&D) and in supporting NJTPA's Local Program activities and other project development initiatives. Subregions also play an important role in assisting NJTPA in developing NJDOT's annual Transportation Capital Program (TCP).

2.3 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Participation in the development and management of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support preparation and proposal development for the NJTPA's Local Program activities, which may include: Local Safety and High Risk Rural Roads

Programs, Local Capital Project Delivery, Local Concept Development, Freight Concept Development, Transportation Alternative Programs and/or Congestion Mitigation and Air Quality Programs.

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

ACTIVITIES:

- Follow through on the following NJTPA-funded Local Program activities:
 - Bergen Street Pedestrian Safety Corridor Improvements Project
 - Dr. MLK Jr. Blvd Pedestrian Safety Corridor Improvements Project
 - Ferry Street Pedestrian Safety Corridor Improvements Project
 - Delancey Street Roadway Improvements
 - McClellan Street Underpass Roadway and Drainage Improvements
 - Advance McCarter Highway Adaptive Signals project through construction phase.
 - Advance the Broad Street Adaptive Signals project from design phase into construction phase.

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
CITY OF NEWARK
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 119,208.75		
	2. FRINGE BENEFITS	0.000%	\$ -		
			SUBTOTAL \$ 119,208.75		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ -		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
			STP CORE PROGRAM BUDGET \$ 119,208.75	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ -		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ -		
	3. INTERN SUPPORT		\$ 15,000.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. PRINTING AND REPRODUCTION		\$ -		
			STP SUPPLEMENTAL SUPPORT BUDGET \$ 15,000.00	100%	0%
			TOTAL STP PROGRAM BUDGET \$ 134,208.75		

This estimated budget is based upon projected costs to perform the work program for FY 2021 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 110,367.00	Local Match:	\$ 23,841.75
		Total Funding:	\$ 134,208.75

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
CITY OF NEWARK
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	305	\$ 10,617.65	\$ -	\$ -	\$ 10,617.65	10%
Task 2 - Transportation Planning and Coordination	3,012	\$ 108,591.10	\$ -	\$ -	\$ 108,591.10	90%
STP Core Program Budget	3,317	\$ 119,208.75	\$ -	\$ -	\$ 119,208.75	100%
STP Supplemental Support Budget	1,000	\$ 15,000.00	\$ -	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	4,317	\$ 134,208.75	\$ -	\$ -	\$ 134,208.75	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Kimberly Singleton, Manager	3%	57
Trevor Howard, Principal Planner	100%	1,820
Mathew Aina, Principal Engineer - Traffic	33%	599
Juan Feijoo, Principal Engineer - Traffic	27%	500
Uzoma Anukwe, Principal Planner	9%	165
Bethzaida Sequinot, Administrative Analyst Bilingual	10%	176
Intern Support		1,000
TOTAL	20%	4,317

COUNTY OF OCEAN



**FY 2021
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM**

Per STP Program guidelines, all subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section above. Core products/outcomes as well as elective products/outcomes and associated elective activities specific to Ocean County are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

1.0 TASK 1: PROGRAM MANAGEMENT

The Program Management component of the STP Program includes program management and reporting for the Subregional Transportation Planning Grant in accordance CFR 200 and all applicable federal requirements.

1.1 Core Products

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation for the FY 2021 STP Work Program. Attend training related to the STP Program as requested.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.
- **PRODUCT/OUTCOME:** FY 2022 Subregional Transportation Planning (STP) work program proposal.

2.0 TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

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

2.1 Core Products/Outcomes

Subregions support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the Long Range Transportation Plan and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of Plan 2045 and development of the update to the Long Range Transportation Plan.
- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2021 Unified Planning Work Program (UPWP).
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets, including those related to MAP-21 and FAST Act legislation and others in the NJTPA process.
- **PRODUCT/OUTCOME:** Documentation of NJTPA-funded planning study findings.
- **PRODUCT/OUTCOME:** Provision of data and data updates
- **PRODUCT/OUTCOME:** Support for Board activities

2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Engage in interagency cooperation on transportation-related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Attend quarterly meetings for one of the four TNJ 2.0 Task Forces (Competitive, Efficient, Livable, and Resilient) and may assist with advancement of TNJ actions where relevant and appropriate.
- Advance transportation-related recommendations from the TNJ Regional Plan by developing and implementing the Ocean County Long Term Community Recovery Plan to build more resilient communities (including transportation infrastructure) in accordance with the National Disaster Recovery Framework (NDRF). Activities may include participation in the Community Rating System Users Group and assistance to municipalities with mapping and other activities, navigating National Flood Insurance Program (NFIP) issues and making connections between towns and stakeholders.
- Participate in stakeholders working group to develop a water taxi ferry system utilizing the historic ferry route that historically connected Tuckerton to Beach Haven as recommended in the Long-Term Recovery Plan.
- Collaborate with the Greater Mercer TMA and other TMAs as appropriate to conduct transportation workshops at the County's One Stop Career Center.
- Coordinate with Pinelands Commission to ensure consistency between the Pinelands Comprehensive Management Plan, the work of the NJTPA, and the Ocean County Master Plan, the Site Plan and Subdivision Ordinance and all other local transportation plans and programs as relevant.
- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation-related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation-related topics.

ACTIVITIES:

- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA's PRIME tool as needed.
- Participate in PRIME training sessions provided by NJTPA and or participate in the NJTPA PRIME Users Group that will support the system's further development and refinement.
- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths. Study recommendations may include high friction surface treatment, pedestrian safety improvements, pedestrian refuge islands, and others.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Activities may include but are not limited to the use of crash analysis tools and mapping of accident data to identify hot spots, identify needed upgrades, and determine candidates for safety projects.
- Collaborate with the NJTPA in environmental, climate change and resilience planning activities, including participating in workshops and planning activities related to environmental, climate change and resilience planning.
- Support advancement of greenway and bikeway initiatives, such as the Barnegat Branch Rail Trail Project (BBT) and the Union Transportation Trail (Plumsted Township) comprehensive bicycle and walking policy implementation plans.
- Support and encourage municipalities and other stakeholders to develop and advance comprehensive bicycle or walking policy implementation plans to effectuate ordinance changes or capital improvements. Collaborate with municipalities where appropriate.
- Prepare grant applications for the Subregional Studies Program (SSP) or other funding opportunities to be determined from evaluation of county needs.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective for consistency with the County Subdivision and Site Plan Resolution.
- Perform analysis of multi-modal needs in the context of primary and complementary strategies per the NJTPA Congestion Management Process (CMP) in conjunction with a capital project.
- Support advancement of subregional projects that are consistent with the NJTPA CMP and the development of new projects from strategies (including multimodal, operational and travel demand management strategies) identified in the CMP.
- Ocean Ride, the county's transportation services planning department, will work to enhance service options through increased utilization of technology, review of bus routes, and study of ridership trends. Ocean Ride will collaborate

with other county departments and other agencies through the following activities:

- Develop mobile app, utilizing RouteMatch technology to provide real time location for riders.
- Outreach through FaceBook and website to make information about transportation services available electronically to promote the service to their ridership.
- Bus Routes planning –review and revise to reflect ridership needs and trends
- Address unanticipated transportation-related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.

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

Subregions should reference NJTPA’s new Public Engagement Plan (PEP). The plan outlines how NJTPA plans to involve the region’s residents in the county’s programs, projects and plans. The plan is available at <http://www.njtpa.org/pep>.

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

2.2 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Conduct regional and subregional public participation activities, including assisting the NJTPA with outreach for the update to the Long Range Transportation Plan. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

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 such as project funding announcements, groundbreakings and ribbon-cuttings. Ocean Ride will hold annual public hearings on the annual budget, in addition to public meetings to promote the transportation system.
- Outreach to adult communities to provide information on access to transportation opportunities.

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

ACTIVITIES:

- Conduct or assist in special outreach efforts, such as the Street Smart Pedestrian Safety Education Campaign or other initiatives related to senior driving, distracted driving, etc.
- Conduct special outreach efforts, such as the Bicycle Safety Program Bike Rodeo to present bicycle safety to schools throughout the County.
- **PRODUCT/OUTCOME:** Participation in subregional freight outreach/education efforts.

ACTIVITIES:

- Work with NJTPA staff to increase local understanding of freight operations and related transportation needs through subregional freight visits.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

Subregions play a critical role in assisting NJTPA in developing and managing the Transportation Improvement Program (TIP) and the Study and Development Program (S&D) and in supporting NJTPA’s Local Program activities and other project development initiatives. Subregions also play an important role in assisting NJTPA in developing NJDOT’s annual Transportation Capital Program (TCP).

2.3 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Participation in the development and management of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

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

ACTIVITIES:

- If approved, follow through on NJTPA-funded Local Program Activities, which may include Local Safety Program, Local Capital Project Delivery, Transportation Alternative Programs and/or Congestion Mitigation and Air Quality Programs.

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
OCEAN COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 112,117.94		
	2. FRINGE BENEFITS	60.970%	\$ 68,358.31		
			SUBTOTAL \$ 180,476.25		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ -		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
			STP CORE PROGRAM BUDGET \$ 180,476.25	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ 5,000.00		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ -		
	3. INTERN SUPPORT		\$ 10,000.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. PRINTING AND REPRODUCTION		\$ -		
			STP SUPPLEMENTAL SUPPORT BUDGET \$ 15,000.00	100%	0%
			TOTAL STP PROGRAM BUDGET \$ 195,476.25		

This estimated budget is based upon projected costs to perform the work program for FY 2021 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$	159,381.00	Local Match:	\$	36,095.25
			Total Funding:	\$	195,476.25

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
OCEAN COUNTY
STAFFING PLAN**

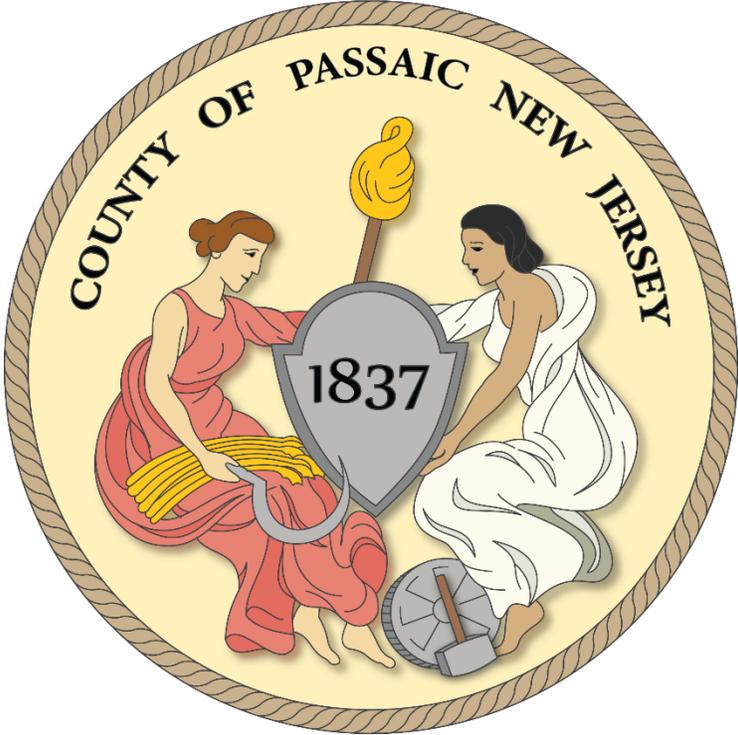
STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	225	\$ 12,980.62	\$ -	\$ -	\$ 12,980.62	8%
Task 2 - Transportation Planning and Coordination	2,332	\$ 167,495.63	\$ -	\$ -	\$ 167,495.63	92%
STP Core Program Budget	2,557	\$ 180,476.25	\$ -	\$ -	\$ 180,476.25	100%
STP Supplemental Support Budget	1,000	\$ 10,000.00	\$ 5,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	3,557	\$ 190,476.25	\$ 5,000.00	\$ -	\$ 195,476.25	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
John Ernst, Director of Engineering	8%	160
Mark Jehnke, RTAC Member, Assistant County Engineer	8%	160
Robin Kuri, Principal Engineer, Engineering	72%	1,500
Victoria Pecchioli, STP Admin., Principal Planner, Planning	11%	225
Mark Villinger, Principal Planner, Planning	16%	325
Stephanie Specht, Assistant Planner, Planning	1%	30
David Fitzgerald, Director, Transportation	5%	100
Kelly Dyson, Ocean Ride, Transportation	3%	57
Intern Support		1,000
TOTAL	14%	3,557

COUNTY OF PASSAIC



**FY 2021
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM**

Per STP Program guidelines, all subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section above. Core products/outcomes as well as elective products/outcomes and associated elective activities specific to Passaic County are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

1.0 TASK 1: PROGRAM MANAGEMENT

The Program Management component of the STP Program includes program management and reporting for the Subregional Transportation Planning Grant in accordance CFR 200 and all applicable federal requirements.

1.1 Core Products

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation for the FY 2021 STP Work Program. Attend training related to the STP Program as requested.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.
- **PRODUCT/OUTCOME:** FY 2022 Subregional Transportation Planning (STP) work program proposal.

2.0 TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

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

2.1 Core Products/Outcomes

Subregions support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the Long Range Transportation Plan and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of Plan 2045 and development of the update to the Long Range Transportation Plan.
- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2021 Unified Planning Work Program (UPWP).
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets, including those related to MAP-21 and FAST Act legislation and others in the NJTPA process.
- **PRODUCT/OUTCOME:** Documentation of NJTPA-funded planning study findings.
- **PRODUCT/OUTCOME:** Provision of data and data updates
- **PRODUCT/OUTCOME:** Support for Board activities

2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Engage in interagency cooperation in Regional Models of Cooperation on transportation-related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Participate in the Competitive and Resilient TNJ 2.0 Task Forces by attending meetings and assisting with advancement of TNJ actions.
 - Collaborate with a EZ Ride and TransOptions TMAs to integrate TMA work with the NJTPA planning process and to advance the Passaic County Complete Streets Program, pedestrian safety activities, and development of transportation-related grants.
 - Coordinate with the Highlands Council in advancing transportation improvements that support economic development in Passaic County Highlands communities.
- **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 transportation-related recommendations from the TNJ Regional Plan that are consistent with Passaic County's needs and goals expressed in the County Master Plan elements. This includes strategies to support bus transit as recommended in the Pompton Lakes Transit Access Study and planning and design activities to support a Riverwalk as recommended in the City of Passaic Riverfront Improvement Strategies Study.

- Coordinate and support regional and statewide strategic planning initiatives such as implementation of ITS, bicycle, pedestrian, complete streets, freight planning, and safety initiatives.
- Support refinement and advancement of study recommendations into the project pipeline. This includes recommendations in the Subregional Studies Program funded Great Falls Circulation Study, county-led Lakeview Avenue Complete Streets Project, and recommendations from the Transportation Element of the county's Master Plan.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. This includes continued efforts to address safety issues identified in previous Street Smart campaigns in the City of Passaic and Paterson, implementation of two separate local safety projects along Market Street in Paterson and Allwood Road in Clifton as well as implementation of recommendations in the county-led Lakeview Avenue Complete Streets project.
- Advance the efforts of the North Jersey Rail Coalition, which is dedicated to expanding access to commuter rail service along the existing NYS&W freight rail line connecting Passaic, Bergen and Hudson Counties. The focus of the county's efforts will be to advance the recommendations outlined in NJ TRANSIT's Passaic-Bergen-Hudson Passenger Rail Technical Study and to develop long-term funding options for the next phases of commuter rail service construction.
- Advance planning and implementation efforts associated with the Passaic Highlands Rail Trail along the historic Right of Way of the New York & Greenwood Lake Railway connecting the communities in the Passaic Highlands to recreational facilities in the southern portion of the County.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. This includes researching ways to address safety concerns identified in Street Smart Campaigns completed along Main Avenue in the City of Passaic and the campaign completed at the Passaic County Court House and Administrative Complex.
- Support complete streets planning activities including continued management and implementation of the County's Complete Streets Implementation Program through collaboration with engineering on all capital investments in the County roadway network based on the county's Complete Streets Guidelines.
- Engage municipalities and other stakeholders to support a comprehensive bicycle and walking plan as an element of the Passaic County Master Plan. Staff will aid municipalities in identifying plans, strategies, and specific improvements that can be coordinated with investments already being made along county roadways and projects such as the Morris Canal Greenway.
- Continue partnering with Rutgers University and the City University of New York (CUNY) on the development of a Smart Transportation Hub at the Paterson Train Station as part of a Global Cities Team Challenged Initiative supported by National Science Foundation (NSF).

- Coordinate with the Highlands Council to ensure consistency between their plans, the work of the NJTPA, and local plans and programs. This includes participation in a Highlands Council Economic Development Grant funded effort to analyze transportation improvements in Highlands communities that advance economic development goals.
- Work with municipalities to evaluate appropriate parking demand strategies that increase parking efficiency and reduce environmental impacts associated with parking.
- Utilize Road Safety Audits (RSA) to generate concept development and implementation activities for capital improvements.
- Work with the NJTPA, NJDOT, NJ TRANSIT and other statewide agencies to address projected transportation impacts from the ON3 redevelopment of the former Hoffman Laroche site in Clifton/Nutley.
- Advance recommendations from the NJTPA-funded transportation studies including the Freight Rail Industrial Opportunities study as well as the Passaic River Basin study.
- Participate in the NJTPA’s ITS working group.

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

Subregions should reference NJTPA’s new Public Engagement Plan (PEP). The plan outlines how NJTPA plans to involve the region’s residents in the county’s programs, projects and plans. The plan is available at <http://www.njtpa.org/pep>.

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

2.2 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Conduct regional and subregional public participation activities, including assisting the NJTPA with outreach for the update to the Long Range Transportation Plan. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

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 such as project funding announcements, groundbreakings and ribbon-cuttings.
- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.

ACTIVITIES:

- Participate in applicable public meetings to support all ongoing projects supported through the NJTPA planning and project development process.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

Subregions play a critical role in assisting NJTPA in developing and managing the Transportation Improvement Program (TIP) and the Study and Development Program (S&D) and in supporting NJTPA’s Local Program activities and other project development initiatives. Subregions also play an important role in assisting NJTPA in developing NJDOT’s annual Transportation Capital Program (TCP).

2.3 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Participation in the development and management of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support preparation and proposal development for the NJTPA’s Local Program activities, including: Local Safety Programs and High Risk Rural Roads, Local Capital Project Delivery, Freight Concept Development, and Transportation Alternative Programs.
- Provide technical support on the City of Passaic Main Avenue Local Concept Development.

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

ACTIVITIES:

- Support the implementation of the recommendations in the Great Falls Circulation Study, through the Spruce Street Gateway (TAP) grant received for the first phase of design and construction.
- Support the design and construction of Smart Signal upgrades anticipated as part of CMAQ funded Smart Signal Corridor Coordination Project in the Cities of Paterson, Passaic and Clifton as well as Haledon and Wayne.

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

ACTIVITIES:

- Support efforts associated with the implementation and programming of the Morris Canal Greenway through participation in the Morris Canal Working Group. This includes leading tours and talks on the Morris Canal Greenway, coordinating capital improvements underway through several engineering design and construction projects, promoting the greenway with our partner municipalities and tourism entities, and working on future improvements to enhance the greenway.
- Support the NJTPA regional freight planning activities through involvement on the Freight Initiatives Committee and through FRIO efforts to advance projects that can expand 286K Plate F freight rail car access to business throughout the county as highlighted in the county's Master Plan.
- Advance the capital programming and construction of the improvements outlined in the Highlands Rail Trail Feasibility Study.
- Develop and implement ITS improvements led by either Passaic County and/or NJDOT, on Grand Street in Paterson, Main Avenue and Paterson-Hamburg Turnpike in various municipalities, and at intersections of various county roadways and state interchanges.

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
PASSAIC COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES			
	1. SALARIES	\$ 92,481.65		
	2. FRINGE BENEFITS 71.280%	\$ 65,920.92		
	SUBTOTAL	\$ 158,402.56		
PART II	DIRECT NON-LABOR COSTS			
	1. SUPPLIES	\$ -		
	2. TRAVEL	\$ 2,357.44		
	3. PRINTING & REPRODUCTION	\$ 1,400.00		
	4. TELEPHONE	\$ -		
	5. POSTAGE	\$ -		
	6. CONFERENCE/TRAINING	\$ 2,900.00		
	7. OTHER (SPECIFY)	\$ -		
	SUBTOTAL	\$ 6,657.44		
PART III:	INDIRECT COSTS			
	INDIRECT COSTS 0.000%	\$ -		
	SUBTOTAL	\$ -		
	STP CORE PROGRAM BUDGET	\$ 165,060.00	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS			
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000	\$ 5,000.00		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000	\$ 1,000.00		
	3. INTERN SUPPORT	\$ 9,000.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT	\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS	\$ -		
	6. PRINTING AND REPRODUCTION	\$ -		
	STP SUPPLEMENTAL SUPPORT BUDGET	\$ 15,000.00	100%	0%
	TOTAL STP PROGRAM BUDGET	\$ 180,060.00		

This estimated budget is based upon projected costs to perform the work program for FY 2021 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 147,048.00	Local Match:	\$ 33,012.00
		Total Funding:	\$ 180,060.00

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
PASSAIC COUNTY
STAFFING PLAN**

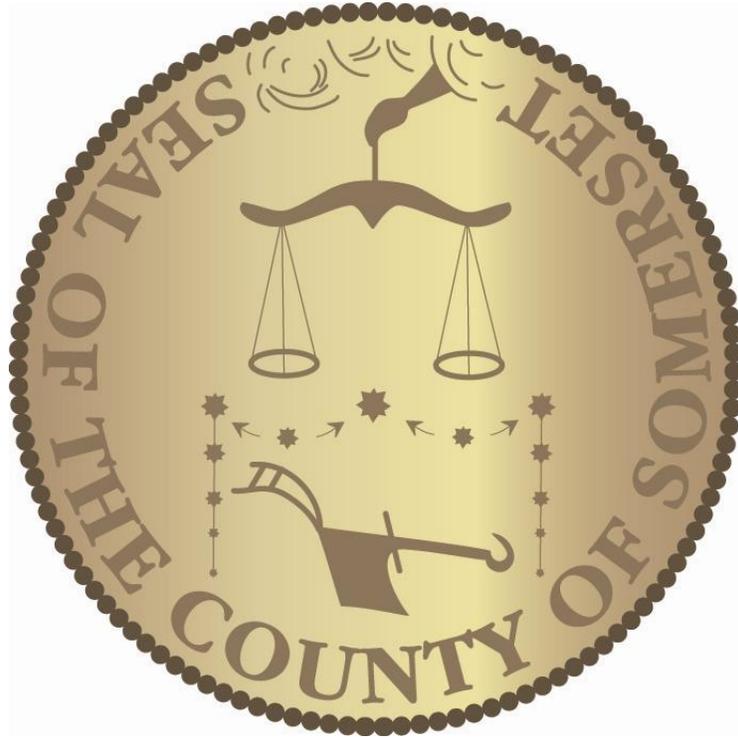
STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	65	\$ 5,347.77	\$ -	\$ -	\$ 5,347.77	4%
Task 2 - Transportation Planning and Coordination	2,349	\$ 153,054.79	\$ 6,657.44	\$ -	\$ 159,712.23	96%
STP Core Program Budget	2,414	\$ 158,402.56	\$ 6,657.44	\$ -	\$ 165,060.00	100%
STP Supplemental Support Budget	600	\$ 9,000.00	\$ 6,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	3,014	\$ 167,402.56	\$ 12,657.44	\$ -	\$ 180,060.00	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Lysicatos, Michael - Director	21%	375
Ward, Elizabeth - Principal Planner	46%	830
Miranda, Jason - Senior Planner	27%	500
Presti, Salvatore - Assistant Planner	39%	709
Intern Support		600
TOTAL	33%	3,014

COUNTY OF SOMERSET



**FY 2021
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM**

Per STP Program guidelines, all subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section above. Core products/outcomes as well as elective products/outcomes and associated elective activities specific to Somerset County are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

1.0 TASK 1: PROGRAM MANAGEMENT

The Program Management component of the STP Program includes program management and reporting for the Subregional Transportation Planning Grant in accordance CFR 200 and all applicable federal requirements.

1.1 Core Products

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation for the FY 2021 STP Work Program. Attend training related to the STP Program as requested.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.
- **PRODUCT/OUTCOME:** FY 2022 Subregional Transportation Planning (STP) work program proposal.

2.0 TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

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

2.1 Core Products/Outcomes

Subregions support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the Long Range Transportation Plan and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the implementation of Plan 2045 and development of the update to the Long Range Transportation Plan.
- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2021 Unified Planning Work Program (UPWP).
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets, including those related to MAP-21 and FAST Act legislation and others in the NJTPA process.
- **PRODUCT/OUTCOME:** Documentation of NJTPA-funded planning study findings.
- **PRODUCT/OUTCOME:** Provision of data and data updates
- **PRODUCT/OUTCOME:** Support for Board activities

2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Engage in interagency cooperation on transportation-related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Participate in the Efficient, Livable, Competitive and Resilient TNJ 2.0 Task Forces. Staff will attend Forum and associated Task Force Meetings, as well as conference calls.
 - Participate in the Central Jersey Transportation Forum as a voting member and on various committees.
 - Integrate RideWise TMA’s work with the NJTPA planning process and/or to advance sub-regional objectives, as appropriate. County staff participates on the RideWise Board of Directors and works with their staff on various activities including RSAs, walkability audits, Safe Routes to Transit and Safe Routes to School. Somerset County staff will work on promoting safe driving such as distracted driving and pedestrian and bicyclist Street Smart safety campaigns where appropriate.
 - Participate in the Bicycle and Pedestrian Advisory Council (BPAC) meetings and on associated subcommittees.
 - Coordinate with the Highlands Council to ensure consistency between their plans, the work of the NJTPA, and local transportation plans and programs that may impact proposed site plans and subdivisions.
- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation-related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation-related topics.

ACTIVITIES:

- Advance transportation-related recommendations from the TNJ Plan where applicable.
- Participate in PRIME training sessions provided by NJTPA and or participate in the NJTPA PRIME Users Group that will support the system’s further development and refinement.
- Support refinement and advancement of study recommendations from the Sub-regional Studies Program (SSP)-funded Walk, Bike Hike, Somerset County: Connecting Vibrant Communities.
- Support the NJTPA’s continued work to improve safety through training in the use of crash analysis tools, aligning crash analysis techniques with the Strategic Highway Safety Plan (SHSP), and or other safety committees, and supporting the Street Smart NJ Safety campaign.
- Work with Healthier Somerset and municipalities within Somerset County to support walkability audits, Safe Routes to Schools, transit and bicycle initiatives (including application of data collection), and development of bike and pedestrian improvements
- Support advancement of greenway initiatives by attending meetings of different greenway organizations and advocating for funding to implement improvements for the East Coast Greenway and D&R Canal Greenways in Somerset County.
- Participate on the County Hazard Mitigation Committee to advance environmental, resilience, and climate change planning activities.
- Advance adoption of electric vehicles (EV) through the purchase of county owned EV vehicles and installation of electric charging stations within the county’s municipalities. Somerset County will also continue to provide technical assistance to municipalities, businesses, and other stakeholders interested in developing EV readiness plans.
- Participate in resiliency (e.g. EV readiness) training as provided by the NJTPA or others, as available.
- Conduct planning activities that support development and advancement of bicycle or pedestrian capital improvements or policies. Somerset County will work to advance recommendations from its recently completed Walk Bike Hike: Somerset County Connecting Vibrant Communities Study.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective where appropriate.
- Prepare grant applications for the Sub Regional Studies (SSP) Program.
- Support advancement of sub-regional projects that are consistent with the NJTPA CMP and the development of new projects from strategies identified in the CMP where appropriate.
- Address unanticipated transportation-related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.

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

Subregions should reference NJTPA's new Public Engagement Plan (PEP). The plan outlines how NJTPA plans to involve the region's residents in the county's programs, projects and plans. The plan is available at <http://www.njtpa.org/pep>.

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

2.2 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Conduct regional and subregional public participation activities, including assisting the NJTPA with outreach for the update to the Long Range Transportation Plan. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Assist the NJTPA's public education efforts through Public Information Office and the County's Public Information Officer, which will promote project funding announcements, groundbreakings and ribbon cuttings via press release and social media postings.
 - **PRODUCT/OUTCOME:** Assist with special outreach efforts to improve travel safety.
- #### **ACTIVITIES:**
- Work with NJDOT, NJ TRANSIT and Ridewise TMA to promote bicycle and pedestrian safety campaigns including senior driving, distracted driving, distracted walking and bike safety where appropriate.
 - **PRODUCT/OUTCOME:** Participation in sub-regional freight outreach/education efforts.

ACTIVITIES:

- Work with NJTPA staff to increase local understanding of freight operations and related transportation needs by hosting a local meeting with the Somerset

County Business Partnership and local businesses to highlight the findings from the NJTPA's Freight Rail Industrial Opportunities (FRIO) study.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

Subregions play a critical role in assisting NJTPA in developing and managing the Transportation Improvement Program (TIP) and the Study and Development Program (S&D) and in supporting NJTPA's Local Program activities and other project development initiatives. Subregions also play an important role in assisting NJTPA in developing NJDOT's annual Transportation Capital Program (TCP).

2.3 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Participation in the development and management of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

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

ACTIVITIES:

- Follow through on NJTPA-funded Local Program Activities including the following Local Concept Development Projects:
 - Main Street (CR 533) in Manville
 - Allen Road (CR 652)
 - Somerville Road roundabout
 - Easton Avenue (CR 527) at Demott Lane
 - Bridge K0607 on New Brunswick Road
 - Bridge C0609 Picket Place
 - Valley Road and Hamilton Street Corridor

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SOMERSET COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 85,822.66		
	2. FRINGE BENEFITS	49.940%	\$ 42,859.84		
			SUBTOTAL \$ 128,682.50		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ -		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
			STP CORE PROGRAM BUDGET \$ 128,682.50	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ 2,000.00		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ -		
	3. INTERN SUPPORT		\$ 13,000.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. PRINTING AND REPRODUCTION		\$ -		
			STP SUPPLEMENTAL SUPPORT BUDGET \$ 15,000.00	100%	0%
			TOTAL STP PROGRAM BUDGET \$ 143,682.50		

This estimated budget is based upon projected costs to perform the work program for FY 2021 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$	117,946.00	Local Match:	\$	25,736.50
			Total Funding:	\$	143,682.50

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SOMERSET COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	185	\$ 10,185.87	\$ -	\$ -	\$ 10,185.87	9%
Task 2 - Transportation Planning and Coordination	1,992	\$ 118,496.62	\$ -	\$ -	\$ 118,496.62	91%
STP Core Program Budget	2,177	\$ 128,682.50	\$ -	\$ -	\$ 128,682.50	100%
STP Supplemental Support Budget	765	\$ 13,000.00	\$ 2,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	2,942	\$ 141,682.50	\$ 2,000.00	\$ -	\$ 143,682.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Walter Lane, Director of Planning	9%	180
Andras Holzmann, Senior Planner	41%	854
Kenneth Wedeen, Supervising Planner	44%	911
Andrew Phillips, Principal DraftsPerson	4%	92
Cindy Mellusi, Office Manager	5%	100
Aarthy Sabesan, Principal Planner	2%	40
Intern Support		765
TOTAL	12%	2,942

COUNTY OF SUSSEX



**FY 2021
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM**

Per STP Program guidelines, all subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section above. Core products/outcomes as well as elective products/outcomes and associated elective activities specific to Sussex County are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

1.0 TASK 1: PROGRAM MANAGEMENT

The Program Management component of the STP Program includes program management and reporting for the Subregional Transportation Planning Grant in accordance CFR 200 and all applicable federal requirements.

1.1 Core Products

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation for the FY 2021 STP Work Program. Attend training related to the STP Program as requested.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.
- **PRODUCT/OUTCOME:** FY 2022 Subregional Transportation Planning (STP) work program proposal.

2.0 TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

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

2.1 Core Products/Outcomes

Subregions support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the Long Range Transportation Plan and UPWP through the following efforts:

- PRODUCT/OUTCOME: Participation in the implementation of Plan 2045 and development of the update to the Long Range Transportation Plan.
- PRODUCT/OUTCOME: Support for planning studies and activities contained in the NJTPA FY 2021 Unified Planning Work Program (UPWP).
- PRODUCT/OUTCOME: Participation in Transportation Management Association (TMA) activities, as applicable.
- PRODUCT/OUTCOME: Participation in the identification of performance measures, thresholds, and targets, including those related to MAP-21 and FAST Act legislation and others in the NJTPA process.
- PRODUCT/OUTCOME: Documentation of NJTPA-funded planning study findings.
- PRODUCT/OUTCOME: Provision of data and data updates
- PRODUCT/OUTCOME: Support for Board activities

2.1 Elective Products/Outcomes and Activities

- PRODUCT/OUTCOME: Engage in interagency cooperation in Regional Models of Cooperation on transportation-related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Participate in the Competitive Task Force and possibly the Efficient Task Force as staff time permits. Participation will include attending task force meetings and assisting with advancement of TNJ actions.
- Analyze the potential for transit-supportive development opportunities in the county, including but not limited to the redevelopment potential around transit stations in Andover Township and Franklin Borough.
- Coordinate with the Highlands Council as necessary to ensure consistency between their plans, the work of the NJTPA, and local transportation plans and programs, such as the Sussex County Strategic Growth Plan Update.
- Engage in Towards Zero Deaths or Vision Zero activities by supporting distracted driving and impaired driving campaigns and pedestrian safety campaigns.
- PRODUCT/OUTCOME: Prepare, support and/or review transportation-related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation-related topics.

ACTIVITIES:

- Advance transportation-related recommendations from the TNJ Plan, including the LGCGP funded Sussex County Strategic Growth Plan Update, with a focus on the second phase of the New Jersey – Pennsylvania Lackawanna Cut-Off Passenger Rail Restoration Project.

- Participate in PRIME training sessions provided by NJTPA and or participate in the NJTPA PRIME Users Group that will support the system’s further development and refinement.
- Support the NJTPA’s continued work to improve safety through data analysis by reviewing crash data for the county.
- Prepare grant applications for the Subregional Studies Program (SSP).
- Review the potential of developing and implementing a complete streets policy for the county based on the county’s Complete Streets Plan which was developed in cooperation with the NJTPA.
- Support recommended improvements to the Morris Canal Greenway as provided for in the Morris Canal Greenway Study.
- Collaborate with the NJTPA on environmental, climate change and resilience planning activities, as applicable and as opportunities arise.
- Participate in resiliency (e.g. EV readiness) training as provided by the NJTPA or others.
- Conduct planning activities that support development and advancement of bicycle or pedestrian capital improvements or policies through activities such as collaboration with NJDEP Parks and Forestry on improving and expanding the rail trail network in the county.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective.
- Support advancement of subregional projects that are consistent with the NJTPA CMP and the development of new projects from strategies (including multimodal, operational and travel demand management strategies) identified in the CMP.
- Participate in the NJTPA-led NJ Freight Academy.
- Support the development of the Western Highlands Scenic Byway in Sussex County, by assessing possible expansion of byway.
- Address unanticipated transportation-related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.

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

Subregions should reference NJTPA’s new Public Engagement Plan (PEP). The plan outlines how NJTPA plans to involve the region’s residents in the county’s programs, projects and plans. The plan is available at <http://www.njtpa.org/pep>.

In addition, in FY 2017 NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort

identified new and innovative methods to broaden public outreach, particularly in minority, low income, and other traditionally under-represented communities in the transportation planning process. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

2.2 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Conduct regional and subregional public participation activities, including assisting the NJTPA with outreach for the update to the Long Range Transportation Plan. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Identify opportunities for and participate in Street Smart NJ pedestrian safety campaigns.

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

ACTIVITIES:

- Work with NJTPA staff to increase local understanding of freight operations and related transportation needs through subregional freight visits.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

Subregions play a critical role in assisting NJTPA in developing and managing the Transportation Improvement Program (TIP) and the Study and Development Program (S&D) and in supporting NJTPA's Local Program activities and other project development initiatives. Subregions also play an important role in assisting NJTPA in developing NJDOT's annual Transportation Capital Program (TCP).

2.3 Core Products/Outcomes

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

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

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support preparation and proposal development for the NJTPA's Local Program activities as requested including: Local Safety and High Risk Rural Roads program; Local Capital Project Delivery; Local Concept Development; the Transportation Alternatives Program and Congestion Mitigation/Air Quality Program

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SUSSEX COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES			
	1. SALARIES	\$ 61,089.12		
	2. FRINGE BENEFITS 52.220%	\$ 31,900.74		
	SUBTOTAL	\$ 92,989.86		
PART II	DIRECT NON-LABOR COSTS			
	1. SUPPLIES	\$ -		
	2. TRAVEL	\$ -		
	3. PRINTING & REPRODUCTION	\$ -		
	4. TELEPHONE	\$ -		
	5. POSTAGE	\$ 52.64		
	6. CONFERENCE/TRAINING	\$ -		
	7. OTHER (SPECIFY)	\$ -		
	SUBTOTAL	\$ 52.64		
PART III:	INDIRECT COSTS			
	INDIRECT COSTS 0.000%	\$ -		
	SUBTOTAL	\$ -		
	STP CORE PROGRAM BUDGET	\$ 93,042.50	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS			
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000	\$ 15,000.00		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000	\$ -		
	3. INTERN SUPPORT	\$ -		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT	\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS	\$ -		
	6. PRINTING AND REPRODUCTION	\$ -		
	STP SUPPLEMENTAL SUPPORT BUDGET	\$ 15,000.00	100%	0%
	TOTAL STP PROGRAM BUDGET	\$ 108,042.50		

This estimated budget is based upon projected costs to perform the work program for FY 2021 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$	89,434.00	Local Match:	\$	18,608.50
			Total Funding:	\$	108,042.50

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SUSSEX COUNTY
STAFFING PLAN**

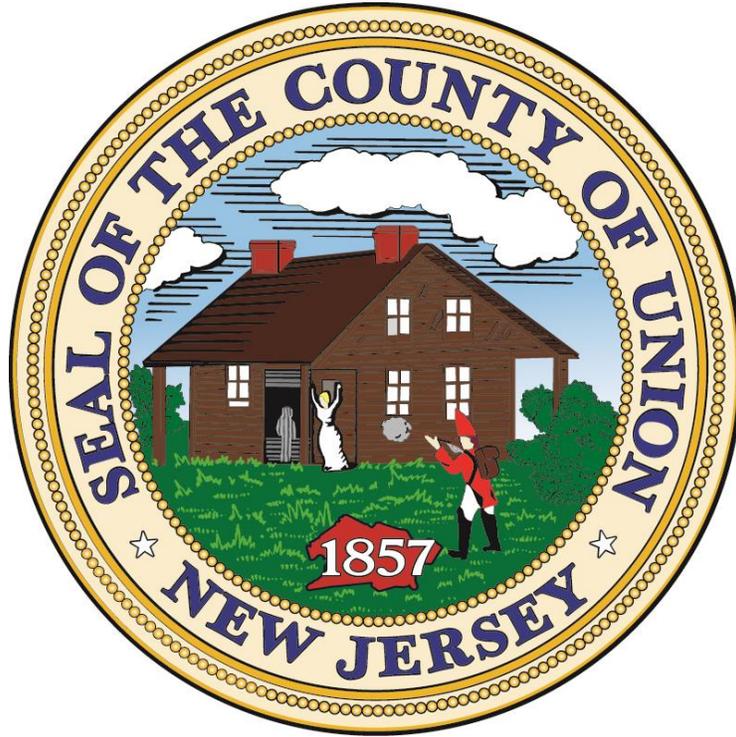
STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	99	\$ 5,714.46	-	-	\$ 5,714.46	7%
Task 2 - Transportation Planning and Coordination	1,512	\$ 87,275.40	\$ 52.64	-	\$ 87,328.04	93%
STP Core Program Budget	1,611	\$ 92,989.86	\$ 52.64	-	\$ 93,042.50	100%
STP Supplemental Support Budget	0	-	\$ 15,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	1,611	\$ 92,989.86	\$ 15,052.64	-	\$ 108,042.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Thomas Drabic, Principal Transportation Planner	77%	1,611
Intern Support		0
TOTAL	77%	1,611

COUNTY OF UNION



**FY 2021
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM**

Per STP Program guidelines, all subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section above. Core products/outcomes as well as elective products/outcomes and associated elective activities specific to Union County are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

1.0 TASK 1: PROGRAM MANAGEMENT

The Program Management component of the STP Program includes program management and reporting for the Subregional Transportation Planning Grant in accordance CFR 200 and all applicable federal requirements.

1.1 Core Products

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation for the FY 2021 STP Work Program. Attend training related to the STP Program as requested.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.
- **PRODUCT/OUTCOME:** FY 2022 Subregional Transportation Planning (STP) work program proposal.

2.0 TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

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

2.1 Core Products/Outcomes

Subregions support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the Long Range Transportation Plan and UPWP through the following efforts:

- PRODUCT/OUTCOME: Participation in the implementation of Plan 2045 and development of the update to the Long Range Transportation Plan.
- PRODUCT/OUTCOME: Support for planning studies and activities contained in the NJTPA FY 2021 Unified Planning Work Program (UPWP).
- PRODUCT/OUTCOME: Participation in Transportation Management Association (TMA) activities, as applicable.
- PRODUCT/OUTCOME: Participation in the identification of performance measures, thresholds, and targets, including those related to MAP-21 and FAST Act legislation and others in the NJTPA process.
- PRODUCT/OUTCOME: Documentation of NJTPA-funded planning study findings.
- PRODUCT/OUTCOME: Provision of data and data updates
- PRODUCT/OUTCOME: Support for Board activities

2.1 Elective Products/Outcomes and Activities

- PRODUCT/OUTCOME: Engage in interagency cooperation on transportation-related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Participate in at least one of the four TNJ 2.0 Task Forces (Competitive, Efficient, Livable, and Resilient) by attending meetings and advancing TNJ goals relevant to the transportation needs of Union County and receptive to the county's municipalities.
- Participate with EZ Ride when invited into Safe Routes to School and/or Street Smart Campaigns involving the communities of Union County.
- Support the Raritan Valley Rail Coalition to advance improvements to the Raritan Valley Rail Line service as well as any planned improvements to all the rail lines and stations serving the County.
- The County will continue to support safety initiatives such as the Union County Route 22 Safety Shuttle.
- PRODUCT/OUTCOME: Prepare, support and/or review transportation-related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation-related topics.

ACTIVITIES:

- Address unanticipated transportation-related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform to program requirements, and will require prior written approval from NJTPA.

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

Subregions should reference NJTPA's new Public Engagement Plan (PEP). The plan outlines how NJTPA plans to involve the region's residents in the county's programs, projects and plans. The plan is available at <http://www.njtpa.org/pep>.

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

2.2 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Conduct regional and subregional public participation activities, including assisting the NJTPA with outreach for the update to the Long Range Transportation Plan. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Conduct or assist with special outreach efforts, such as the Street Smart NJ pedestrian safety campaign or other initiatives related to senior driving, distracted driving, etc.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

Subregions play a critical role in assisting NJTPA in developing and managing the Transportation Improvement Program (TIP) and the Study and Development Program (S&D) and in supporting NJTPA's Local Program activities and other project development initiatives. Subregions also play an important role in assisting NJTPA in developing NJDOT's annual Transportation Capital Program (TCP).

2.3 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Participation in the development and management of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
UNION COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES			
	1. SALARIES	\$ 95,214.69		
	2. FRINGE BENEFITS Various	\$ 74,766.04		
	SUBTOTAL	\$ 169,980.73		
PART II	DIRECT NON-LABOR COSTS			
	1. SUPPLIES	\$ -		
	2. TRAVEL	\$ 1,600.00		
	3. PRINTING & REPRODUCTION	\$ -		
	4. TELEPHONE	\$ -		
	5. POSTAGE	\$ -		
	6. CONFERENCE/TRAINING	\$ 696.77		
	7. OTHER (SPECIFY)	\$ -		
	SUBTOTAL	\$ 2,296.77		
PART III:	INDIRECT COSTS			
	INDIRECT COSTS 0.000%	\$ -		
	SUBTOTAL	\$ -		
	STP CORE PROGRAM BUDGET	\$ 172,277.50	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS			
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000	\$ -		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000	\$ -		
	3. INTERN SUPPORT	\$ 15,000.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT	\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS	\$ -		
	6. PRINTING AND REPRODUCTION	\$ -		
	STP SUPPLEMENTAL SUPPORT BUDGET	\$ 15,000.00	100%	0%
	TOTAL STP PROGRAM BUDGET	\$ 187,277.50		

This estimated budget is based upon projected costs to perform the work program for FY 2021 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$	152,822.00	Local Match:	\$	34,455.50
			Total Funding:	\$	187,277.50

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
UNION COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	206	\$ 14,704.35	\$ -	\$ -	\$ 14,704.35	9%
Task 2 - Transportation Planning and Coordination	1,746	\$ 155,276.38	\$ 2,296.77	\$ -	\$ 157,573.15	91%
STP Core Program Budget	1,952	\$ 169,980.73	\$ 2,296.77	\$ -	\$ 172,277.50	100%
STP Supplemental Support Budget	882	\$ 15,000.00	\$ -	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	2,834	\$ 184,980.73	\$ 2,296.77	\$ -	\$ 187,277.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Phil Kandl, Division Director	15%	264
Liza Betz, Transportation Planning Manager	76%	1,382
Rosa Santos, Secretary	11%	204
Alicja Baszak, Dept of Finance	6%	102
Intern Support		882
TOTAL	12%	2,834

COUNTY OF WARREN



**FY 2021
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM**

Per STP Program guidelines, all subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section above. Core products/outcomes as well as elective products/outcomes and associated elective activities specific to Warren County are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

1.0 TASK 1: PROGRAM MANAGEMENT

The Program Management component of the STP Program includes program management and reporting for the Subregional Transportation Planning Grant in accordance CFR 200 and all applicable federal requirements.

1.1 Core Products

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation for the FY 2021 STP Work Program. Attend training related to the STP Program as requested.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.
- **PRODUCT/OUTCOME:** FY 2022 Subregional Transportation Planning (STP) work program proposal.

2.0 TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

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

2.1 Core Products/Outcomes

Subregions support the metropolitan planning process including the development, maintenance, and implementation of key documents such as the Long Range Transportation Plan and UPWP through the following efforts:

- PRODUCT/OUTCOME: Participation in the implementation of Plan 2045 and development of the update to the Long Range Transportation Plan.
- PRODUCT/OUTCOME: Support for planning studies and activities contained in the NJTPA FY 2021 Unified Planning Work Program (UPWP).
- PRODUCT/OUTCOME: Participation in Transportation Management Association (TMA) activities, as applicable.
- PRODUCT/OUTCOME: Participation in the identification of performance measures, thresholds, and targets, including those related to MAP-21 and FAST Act legislation and others in the NJTPA process.
- PRODUCT/OUTCOME: Documentation of NJTPA-funded planning study findings.
- PRODUCT/OUTCOME: Provision of data and data updates
- PRODUCT/OUTCOME: Support for Board activities

2.1 Elective Products/Outcomes and Activities

- PRODUCT/OUTCOME: Engage in interagency cooperation on transportation-related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- Coordinate with the Highlands Council, to ensure consistency between their plans, the work of the NJTPA, and Warren County's transportation planning including the Technical Study to prepare the County Transportation Plan.
- PRODUCT/OUTCOME: Prepare, support and/or review transportation-related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation-related topics.

ACTIVITIES:

- Support complete streets planning activities as opportunities arise.
- Support advancement of the Morris Canal Greenway through attendance of Morris Canal Greenway meetings.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective.
- Support advancement of subregional projects that are consistent with the NJTPA CMP and the development of new projects from strategies (including multimodal, operational and travel demand management strategies) identified in the CMP.
- Support preservation of New Jersey Scenic Byways by providing administrative and technical support to the Warren Heritage Scenic Byway Committee (Rt. 57).

- Manage interns funded by STP Supplemental Support to map outfalls on the county road system as well as trails and trail head signs, and to assist in supplementing the bicycle compatibility analysis on municipal roadways.
- Address unanticipated transportation-related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.

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

Subregions should reference NJTPA’s new Public Engagement Plan (PEP). The plan outlines how NJTPA plans to involve the region’s residents in the county’s programs, projects and plans. The plan is available at <http://www.njtpa.org/pep>.

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

2.2 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Conduct regional and subregional public participation activities, including assisting the NJTPA with outreach for the update to the Long Range Transportation Plan. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

Subregions play a critical role in assisting NJTPA in developing and managing the Transportation Improvement Program (TIP) and the Study and Development Program (S&D) and in supporting NJTPA’s Local Program activities and other project development initiatives. Subregions also play an important role in assisting NJTPA in developing NJDOT’s annual Transportation Capital Program (TCP).

2.3 Core Products/Outcomes

- **PRODUCT/OUTCOME:** Participation in the development and management of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Follow through on NJTPA-funded Local Program activities, including the TAP grant related to the construction of six segments of the Morris Canal Greenway.

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
WARREN COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES			
	1. SALARIES	\$ 54,168.75		
	2. FRINGE BENEFITS 55.410%	\$ 30,014.90		
	SUBTOTAL	\$ 84,183.65		
PART II	DIRECT NON-LABOR COSTS			
	1. SUPPLIES	\$ -		
	2. TRAVEL	\$ 256.35		
	3. PRINTING & REPRODUCTION	\$ -		
	4. TELEPHONE	\$ -		
	5. POSTAGE	\$ -		
	6. CONFERENCE/TRAINING	\$ 300.00		
	7. OTHER (SPECIFY)	\$ -		
	SUBTOTAL	\$ 556.35		
PART III:	INDIRECT COSTS			
	INDIRECT COSTS 0.000%	\$ -		
	SUBTOTAL	\$ -		
	STP CORE PROGRAM BUDGET	\$ 84,740.00	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS			
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000	\$ -		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000	\$ -		
	3. INTERN SUPPORT	\$ 14,023.10		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT	\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS	\$ -		
	6. PRINTING AND REPRODUCTION	\$ 976.90		
	STP SUPPLEMENTAL SUPPORT BUDGET	\$ 15,000.00	100%	0%
	TOTAL STP PROGRAM BUDGET	\$ 99,740.00		

This estimated budget is based upon projected costs to perform the work program for FY 2021 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$	82,792.00	Local Match:	\$	16,948.00
			Total Funding:	\$	99,740.00

**FY 2021 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
WARREN COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	75	\$ 4,004.32	\$ -	\$ -	\$ 4,004.32	6%
Task 2 - Transportation Planning and Coordination	1,415	\$ 80,179.33	\$ 556.35	\$ -	\$ 80,735.68	94%
STP Core Program Budget	1,490	\$ 84,183.65	\$ 556.35	\$ -	\$ 84,740.00	100%
STP Supplemental Support Budget	910	\$ 14,023.10	\$ 976.90	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	2,400	\$ 98,206.75	\$ 1,533.25	\$ -	\$ 99,740.00	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Dave Dech- Planning Director	16%	290
Brian Appezzato- SenIor Planner	39%	705
Irene Gordon- Admin. Clerk	1%	25
Linda Read - Principal Engineer	7%	130
Valarie Discafani, Senior Planner	7%	130
Al Krouse- Senior Planner	6%	105
Theresa Nichols- Clerk Typist	0.3%	5
Elizabeth Roy- Principal Planner	5.5%	100
Intern Support		910
TOTAL	9%	2,400

SUBREGIONAL STUDIES PROGRAM (SSP)

PROGRAM DESCRIPTION

The Subregional Studies Program (SSP) provides technical and financial assistance to subregions and subregional teams, on a competitive basis, to produce studies of important regional mobility and accessibility issues. This program is an extension of the NJTPA's Subregional Transportation Planning (STP) program. Only NJTPA-member subregions are eligible to serve as the study lead and may submit proposals through this program.

These studies produce recommendations consistent with the Long Range Transportation Plan (LRTP), the Congestion Management Process (CMP), and federal guidance. The SSP is a critical element of the NJTPA's continuous, cooperative, and comprehensive metropolitan planning process. Subregions are encouraged to propose studies that complement other planning work in the NJTPA region. Products developed through this program must address issues of significance to the entire region and must be consistent with plans and priorities at the state and regional level.

Studies include a systematic approach for gathering and analyzing quantitative data and qualitative information; a transparent feedback loop with stakeholders and the public; and active involvement of implementation agencies at the municipal, regional, and state level. Studies outline strategies and performance measures for tracking implementation successes. Studies also capitalize upon opportunities to strengthen relationships between municipalities, counties and regional and state agencies that lead to coordinated land use planning and transportation project implementation.

Subregional studies precede the Concept Development Phase and the Preliminary Engineering phase of the project development process that prepares projects for funding through the Transportation Improvement Program (TIP). Recommendations that require further development, or that require additional review through the National Environmental Policy Act (NEPA) may be eligible to graduate to the Concept Development stage. Some study recommendations that are easily implemented at the local level, particularly those that involve local policy changes, may be developed to a level where they can advance to implementation phases involving appropriate implementing agencies (such as Transportation Management Associations, subregions, or municipalities).

Fiscal Year 2021 is the first year of the FY 2021 – FY 2022 SSP program cycle, and two new studies will be initiated in this cycle as detailed in the following pages. Additionally, FY 2021 is the second and final year of the FY 2020 – FY 2021 SSP cycle, with five studies that began in FY 2020 concluding in FY 2021. Descriptions for these five studies can be found in the FY 2020 UPWP Chapter II Subregional Pass-Through Programs, linked here:

[http://www.njtpa.org/NJTPA/media/Documents/Planning/Plans-Guidance/Work-Program-\(UPWP\)/FY20-UPWP/FY20-UPWP-Chapter-II-Subregional-Programs_Mar2019_Adopted.pdf](http://www.njtpa.org/NJTPA/media/Documents/Planning/Plans-Guidance/Work-Program-(UPWP)/FY20-UPWP/FY20-UPWP-Chapter-II-Subregional-Programs_Mar2019_Adopted.pdf).

Solicitation for the FY 2022 – FY 2023 Subregional Studies Program cycle will occur during FY 2021 and is described in Chapter I, Task 21/304 - Subregional Pass Through Programs.

Studies approved under this program must be performed within a two-year period. Fiscal year FY 2021 studies must be completed by June 30, 2022. The NJTPA works with subregions to manage risk and ensure delivery of quality studies that are on time and within budget.

Program funding is made available through a U.S. Department of Transportation (US DOT) pass-through grant, utilizing Federal Highway Administration (FHWA) funds and/or flexed Federal Transit Administration (FTA) funds (CFDA number 20.205). To be eligible for this program, participants must provide at least a 20 percent local, non-federal match.

SUBREGIONAL STUDIES PROGRAM BUDGET

NEW PROJECTS FY 2021 – FY 2022

<u>Subregion</u>	<u>Title</u>	<u>Project Cost*</u>
City of Jersey City	Alternative Transportation Modes Assessment.....	\$180,000
Passaic County	Bike Passaic County	<u>\$375,000</u>
Subtotal – New Projects Program Cost		\$555,000

CONTINUING PROJECTS FY 2020 – FY 2021

<u>Subregion</u>	<u>Title</u>	<u>Project Cost *</u>
Hudson County	Hudson County Ferry Service Expansion Assessment.....	\$345,000
Monmouth County	Tourism and Event Travel Demand Management Study.....	\$425,000
Somerset County	Roadway Corridor Safety Analysis Study.....	\$332,000
Union County	Union County Truck Mobility Study.....	\$200,000
Warren County	Warren County Transportation Plan.....	<u>\$225,000</u>
Subtotal – Continuing Projects Program Cost		\$1,527,000

*all funds include 20% local match

SSP STUDY TIMELINE

Task/Milestone	Estimated Completion Date
Authorized Study Start Date	July 1, 2020
Kick-off Meeting with NJTPA	July 1 – September 30, 2020
Draft RFP to NJTPA	April 1 – July 31, 2020
Consultant RFP Issued	July 1 – December 31, 2020
Consultant Contract Awarded/Executed	September 1, 2020 – March 1, 2021
Kick-off Meeting with Successful Consultant	September 1, 2019 – March 1, 2021
Draft Final Report Due to TAC/SAC for Review	February 19 – March 19, 2022
Final TAC/SAC meeting	March 19, 2022
Final Report due to NJTPA (This version incorporates all TAC/SAC and subregion comments)	April 30, 2022
Reconciled Final Report due to NJTPA and all final deliverables	May 28, 2022
Conclusion of Consultant Contract	June 30, 2022
Subregional Subcontract & Study Completion Date	June 30, 2022

FY 2021 – FY 2022 SUBREGIONAL STUDIES (SSP)

WORK PROGRAMS

Study Sponsor: City of Jersey City

Title of Study: Alternate Transportation Modes Assessment

Study Budget

	Amount	Percent
NJTPA/Federal Share Request:	\$144,000	80%
Subregion/Local Share Match:	\$36,000	20%
Total Budget:	\$180,000	100%

Anticipated Study Duration (Overall and Consultant Durations): 12 Months

I. Project Information

A. Project Description:

The City of Jersey City is a dense, transit accessible city located between the Hudson and Hackensack Rivers in Hudson County. Forty-seven percent of residents in Jersey City use transit to commute to work, and 38 percent of households in the City do not own a vehicle. However, access to reliable transportation options is not evenly distributed throughout the city, and the city is constrained by its outdated legacy systems (PATH) and a complex street grid with limited capacity and regional connections. The City will explore innovative and emerging transportation modes and determine which of these options can best supplement the service gaps of existing public transit as well as expand the existing network in order to reduce personal automobile use and encourage a majority of all trips to be taken by transit or active transportation. The results of the study will serve as the basis for an update to the goals, objectives, and methodology outlined in the City's Circulation Element to best respond to the City's changing transportation needs.

B. Regional Need:

Jersey City is the state's second most-populous city and a major regional destination for work, shopping, and recreation. Residents from the North Jersey region and beyond commute to Jersey City to access major employment centers along the Hudson River Waterfront and Manhattan. The City is served by a robust public transit network and has one of the highest rates of transit ridership in the nation. However, legacy transit systems connecting Jersey City to the rest of North Jersey and the New York metropolitan area are unable to meet the demands of a growing region. Many of these transit systems are antiquated, difficult and expensive to maintain, and unable to adapt to changing land use and travel patterns. Residents and visitors continue to face congestion, travel delay, service disruptions, and lack of connections daily. Transit deserts exist throughout the city and region, which either cripple neighborhoods or lead to auto-dependency. Moreover, the lack of investment in these transit systems threatens the competitiveness

and livability of the region. Innovations in the transportation industry over the recent years seek to deliver mobility as a service in a more efficient, sustainable and flexible way. As part a region with some of the most densely populated cities in the nation, the City of Jersey City needs to explore new and emerging modes of mobility and assess how they can better serve its needs. As the City and Region continue to advance smart growth policies, Jersey City must take advantage of the innovative transportation solutions available in order to improve and expand the range of mobility options for its growing population. Jersey City can serve as a model for other subregions on strategically incorporating innovative transit options into an existing transportation system to supplement and expand services in an efficient and economical way.

II. Study Scope of Work

A. Introduction

1. Study Background:

Jersey City is served by a robust public transit network and has one of the highest rates of transit ridership in the nation. However, the City does not have an in-depth understanding of the adequacy of transit in the city, particularly in the areas that severely lack reliable transit options. These issues will be addressed in this study in order to equitably provide transit options for its citizens, reduce the use of single occupancy vehicles, and incorporate innovative and emerging transportation modes/technologies within the City.

2. Subregional need:

The City of Jersey City is a densely populated, highly urbanized municipality. It is the second most-populous city in the state with a rapidly growing residential and commuter population. The City is well served by an established street grid and a multi-modal public transportation network, serving a growing population of commuters and residents.

Jersey City experiences one of the highest rates of transit use in the nation, with 47 percent of the population using public transit to travel to work. Naturally, with more than half of the population walking, cycling or taking transit to work, 38 percent of households in the City do not own a vehicle. However, the lack of reliable and sufficient transportation options is often cited as the top issue for residents throughout the City. Legacy rail and subway systems are unable to meet growing and changing mobility needs. The City lacks adequate connectivity between neighborhoods and the rest of the region. Regional connections are made difficult due to the Jersey City's geographical position on the Bergen Neck peninsula that is bordered by the Hudson and Hackensack rivers. Local connections prove to be difficult due to the City's complex street grid and the limited number of relatively narrow streets that do provide continuous connections that are in high demand by those traveling by car, bus, shuttle, bike or on foot.

A number of new, flexible and dynamic transit options have emerged in recent years with the promise of improving connections, filling service gaps and dynamically adjusting to demand. Jersey City has already begun exploring systems that have proven to be

successful in other cities, such as an on-demand micro transit system to meet the mobility needs of residents. This study will explore all of the transportation possibilities available in order to improve mobility for residents and advance the local and regional goals of livability, efficiency, resiliency, and competitiveness.

To ensure the transportation needs of Jersey City's residents are being met, the results of this study will serve as the basis to update the Master Plan Circulation Plan Element. The Master Plan update will replace goals, objectives and methodology that are outdated and no longer best serve Jersey City's rapidly evolving transportation needs. Goals anticipated to be updated include the following as well as any other relevant goals, objectives, and recommendations.

- Goal 2: Increase, improve, and enhance public transit service to, from, and within all areas of Jersey City;
- Goal 8: Improve access between Jersey City and the greater region;
- Goal 14: Encourage the use of new technologies and innovative techniques that are supportive of the other goals.

3. Study Goals:

The goal of this study is to explore innovative and emerging transportation modes and determine which of these options can best supplement the service gaps of existing public transit as well as expand the existing network in order to reduce personal automobile use and encourage a majority of all trips to be taken by transit or active transportation. The primary objective of this study is to identify and assess the various innovative surface, aerial, and maritime transportation modes that are or may soon be available to the public, and assess which of these are feasible for Jersey City. Another objective is to evaluate the function and role of the existing transportation modes available to the public and to create a policy and programmatic framework to clarify how the City can better integrate all of the modes to create an efficient and sustainable multi-modal transportation network for residents.

This study will align with the goals in, and serve as an update to, the Circulation Element of the City's Master Plan to improve access between Jersey City and the greater region, mitigate congestion and reduce the use of the single occupancy vehicles (SOV) in Jersey City, and encourage the use of new technologies and innovative techniques that are supportive of the other goals. The study is also consistent with the goals of the NJTPA's Regional Transportation Plan, particularly the goal of investing in technological advances that can make the transportation system work smarter and more efficiently.

B. Study Methodology

Task 1: Project Management

The study shall be conducted by the City of Jersey City with consultant support. The City's Assistant Transportation Planner will be the liaison to NJTPA and manage day-to-day activities, which include consultant procurement, contract administration, and

processing of consultant invoices. The City's project manager will serve as a liaison between the Consultant and the NJTPA, the Technical Advisory Committee (TAC), and general public. Other work associated with this task will include providing guidance on all aspects of the study to the consultant, reviewing all consultant deliverables for quality and completeness, and the preparation and submission of the quarterly reports and any other documentation required by the NJTPA.

The Consultant shall designate a project manager who will report to the City and be responsible for managing the day-to-day activities of the Consultant team. The Consultant project manager shall establish an effective means of coordinating and reporting its activities with the City throughout the course of the project to ensure an expeditious exchange of information, and shall be responsible for the preparation and submission of progress meeting agendas and minutes, and monthly progress reports, and invoices. A detailed project schedule (Gantt chart) shall be submitted at the kick-off meeting for City review and approval, and reviewed regularly during the course of the project to ensure the timely completion of the project. The Consultant shall submit digital copies of all reports in MS Word format, and will incorporate project manager, NJTPA and TAC comments, as appropriate. The Consultant shall be responsible for quality control of all interim and final deliverables. Final reports incorporating all edits from project teams, stakeholders and technical advisory groups must be submitted to NJTPA for review by May 29, 2022. Contracts must be completed by June 30, 2022, which is the last day to incur costs.

Deliverables:

- The City will prepare and submit quarterly reports and any other documentation required by the NJTPA. The consultant project manager shall prepare and submit monthly progress reports and invoices, progress meeting agendas and minutes, and a detailed progress schedule to be maintained on a regular basis.
- City and consultant project managers, along with NJTPA, will participate in biweekly conference calls, a project kick-off meeting, and up to five (5) interagency meetings.
- All interim, draft and final deliverables shall be provided to NJTPA for review in MS Word format.

Task 2: Needs Assessment

a) Outreach and Partnerships

The Consultant shall prepare a draft and final written outreach strategy at the beginning of the study that describes all meetings, tasks, and activities related to public outreach that includes details on Consultant responsibilities, number of meetings, purpose of meetings, and specific outreach techniques (e.g., meeting advertisement, meeting invitation preparation and dissemination, social media strategies).

The Technical Advisory Committee (TAC) shall help develop a shared vision and identify specific goals and objectives to accomplish this vision. This visioning will build on the Jersey City Master Plan's Circulation Element. Stakeholder and public outreach will be critical to the definition of the vision statement and the list of goals and objectives

for the Alternative Transportation Modes Assessment. This study will identify new transportation modes (identification, assessment, implementation, etc.), evaluation of existing City transit (mode type, performance metrics, etc.), and addressing City transit deserts. It is anticipated that other goals and objectives may be identified for sustainability and public health.

Technical Advisory Committee

The City project manager shall convene the TAC, schedule meetings, and serve as the primary “point person” for the TAC. The schedule of meetings and distribution of meeting notices and associated materials to committee members will be handled by the City project manager. The Consultant shall attend all TAC meetings and prepare meeting agendas, presentations, materials, and minutes. The TAC shall provide input and expertise from subject matter experts. This group shall consist of key professionals that represent the diverse functional areas that may impact this study, including the City Divisions of City Planning, Engineering, Traffic, Parking, and Commerce, Mayor’s Office, City Council, City Department of Public Works, Special Improvement Districts, NJTPA, Hudson County, Hudson TMA, NJDOT, NJ TRANSIT and the PANYNJ. The responsibilities of the TAC shall include, but not be limited to:

- Review and provide feedback on draft and final project interim reports and documents throughout the study.
- Identify stakeholders and partners associated with community outreach and participation for various public participation activities. Special consideration will be given to ensure the commitment and involvement of interested parties familiar with the City’s transportation network, environmental justice issues, and resident and business needs.
- Review the final recommended strategies.
- Ensure that the final report clearly identifies the implementation priorities along with agencies potentially responsible for each project hand-off and range of cost and general time frames for implementation.

Up to three (3) meetings for the Technical Advisory Committee are anticipated. The purpose of these meetings will be 1) introduction to the project, review of public outreach, data collection and transit desert findings, and providing input on the selection matrix criteria, 2) review of preliminary selection matrix and initial recommendations, and 3) presentation of final deliverables.

Community Outreach Strategy

The Consultant shall draft and implement a community outreach strategy, which shall be reviewed and approved by the City project manager and the TAC. The community outreach strategy shall include:

Stakeholder Meetings and/or Presentations

The results of the study shall be presented at regularly scheduled meetings of various stakeholder groups, decision makers, and elected officials such as the Jersey City Planning Board and City Council. Study updates to these groups will be handled by the City project manager. Copies of the draft and final report and other related documents will be provided to stakeholder groups to gain feedback, develop a consensus on the prioritized study recommendations and increase awareness and support for the recommendations. The Consultant shall support these activities by providing project information and materials as needed. The Consultant should be prepared to attend up to two (2) of these meetings, upon request.

Public Meetings

Throughout the study, there will be opportunities for public input into the various phases of the study. The City will hold all public meetings in an ADA and transit-accessible facility. In accordance with federal requirements, attention will be given to notifying Environmental Justice populations (low-income populations and minority populations), Limited-English-Proficiency persons, the elderly, and people with disabilities of the meetings and reduce barriers to meaningful participation. It is envisioned that three (3) public meetings will be held over the course of the study. At the first two public meetings (anticipated during Task 2b), the Consultant shall introduce the project and solicit public input on the preliminary goals and objectives in addition to gathering qualitative information on the perceived quality and level of satisfaction of the City's transportation modes and systems. These meetings will be held in a central location to ensure equal access to all Wards. The issues identified will be incorporated into the mode selection criteria in Task 3. At the third public meeting (anticipated during Task 5), results of the suitability matrix, data collection, recommendations, and the implementation strategy shall be presented. Feedback from the public will be incorporated into the final report. Where appropriate and feasible, public meeting materials will be made available to the public in advance of the public meeting. A public comment period (anticipated two-week duration) will follow all public meetings during which written comments may be submitted to the City project manager. The consultant shall provide an alternate method, such as online survey or dedicated call-in number, to collect public input in addition to the public meetings. Public comments shall be recorded in meeting summaries and the final report.

Project Webpage and Social Media

The Consultant, working with the City and the TAC, will develop materials to post to the City's existing official website. A webpage dedicated to the study will be created by the City on the existing website, which will serve as a repository for draft documents and materials, announce public meetings/events, and raise awareness of the purpose of the study. The consultant, working with the City, will publish study material, announcements and updates on City run social media accounts. Additionally, project material will be disseminated to community organizations to post and share.

Consultant Deliverables:

- Written Community Outreach Strategy
- Participation in up to three (3) meetings of the TAC, including preparation of presentation materials, handouts, and meeting minutes.
- Participation in up to two (2) stakeholder meetings, if necessary, including preparation of presentation materials, handouts, and meeting minutes.
- Participation in three (3) public meetings, including preparation of presentation materials, handouts, and meeting minutes.
- Preparation of outreach materials for website and social media as requested (e.g., descriptive narrative, maps/graphics, fact sheets).
- Technical Memorandum that summarizes all outreach activities, methods, and comment or input received.
- Summary of all Public Meetings and public comments.

b) Data Collection, Review, and Technology Scan

This task will include a review of previously completed related studies to avoid duplication of work, a comprehensive citywide transportation summary, a transit desert analysis, development of a citywide survey, and a technology scan.

The citywide transportation summary will require the consultant to compile existing conditions for the City's public and private transportation options and conduct a demographic profile. The demographic profile will include an Environmental Justice and Title VI assessment considering factors such as poverty, race, Limited English Proficiency, Zero Vehicle households, age, people with disabilities and place of birth. The assessment will compare the average of these factors, calculated separately, at the block group level to the City and the NJTPA regional averages.

The public transportation summary will include, but is not limited to, public ferries, NJ TRANSIT bus and light rail, rideshare, walking, Citibike, PATH, and public jitneys/shuttle busses. The data to be collected will include mode share, ridership, and the condition, quality, and level of satisfaction of existing transit services, as data is reasonably available. The consultant shall be responsible for obtaining necessary data from all relevant transportation agencies. The City shall provide all relevant previously completed studies for the consultant team to review and include in their analysis.

The consultant will then compile mode share data of the private transportation options that must include, but is not limited to, bicycles, automobiles, and motorcycles/mopeds. A summary of the transportation networks within Jersey City and the Northern New Jersey Region will be conducted that must include, but is not limited to, the existing conditions of the roadways, waterways, airways, and railways that will include how these networks connect to the region, and the condition, quality, and level of satisfaction of each.

Based on the transportation and demographic data that is collected, the consultant will conduct a transit desert analysis. The analysis will help the City spatially identify areas of Jersey City that have disproportionately poor access to the public transportation network.

The analysis will be used to define and identify what factors contribute to the City's transit deserts. The results will be included in the ranking criteria outlined in Task 3.

To understand how the residents of Jersey City would assess the quality of citywide public and private transportation, and the transportation networks, in addition to their level of satisfaction with each, the consultant will produce and administer a city-wide survey. The purpose of this effort is to gauge how effectively the current transportation options and networks are working for citizens of Jersey City and identify any deficiencies. The results of the survey shall be included in the criteria outlined in Task 3.

The consultant shall conduct a technology scan and compile a summary of transportation modes and technologies that are new, currently in development, or exist but are not commonly used in the United States or in the New York Metropolitan Area. The topics the consultant will research must include, but not be limited to, transit, micro-transit, personal vehicles, rideshare, ride pooling, aviation, maritime, autonomous vehicles, bicycles, and transportation/network management. All proposed options must fall under two categories: near-term options and long-term options. Near-term options will include modes and technologies that can be implemented between 2020 and 2030. Long-term options will include modes and technologies that can be implemented by 2050. The consultant shall develop preliminary locations and routes for the proposed transportation modes and technologies. This task shall identify the top one (1) to three (3) general locations (neighborhoods, developments, etc.) and routes (street segments, transit corridors, etc.) for future implementation. The routes and locations will help determine the effectiveness of each mode and technology that will be factor in to the scoring of each option in Task 3.

Deliverables:

- Geodatabase of all data collected and appropriate for georeferencing, and any GIS products, will follow the procedures described in the NJTPA's EGIS User Manual, specifically Appendix U3 – EGIS Quality Assurance Program. This manual can be found on the NJTPA [website](#).
- Technical Memorandum that summarizes the Data Collection. This memo will include narrative text, mapping and other graphics to describe the literature review findings, the demographics and environmental justice assessment, and existing transportation conditions, including mode share, ridership, transit desert analysis and other identified needs.
- Transportation Modes and Technologies Technical Memorandum that includes an overview table of the options identified through the technology scan and a profile for each mode/technology that will include, but not be limited to, a brief description, current uses, how and where it could be used in Jersey City (including locations and routes, advantages/ disadvantages, and key takeaways.
- Jersey City Transportation Quality and Level of Satisfaction Survey.

Task 3: Mode Selection and Assessment

Taking the data that was collected in Task 2b, the consultant shall create a matrix with the transportation modes and technologies that were identified in the previous task. The purpose of the matrix is to serve as a prioritization tool to help inform the final study recommendations. The matrix will include, but is not limited to: A complete list of identified transportation modes and technologies, a feasibility assessment based on a predetermined set of criteria, and a score that will be used to determine the best-suited options for Jersey City. Short-term and long-term options must be included and differentiated between.

To determine feasibility, the consultant must review and score each identified mode and technology based on a predetermined set of criteria. The purpose of this task is to narrow down the possible solutions and identify the best possible options for Jersey City. The City and consultant, with input from the TAC, shall determine the final set of criteria and scoring system that to be used to score each proposed option. The scoring system may consider, but not be limited to, the following criteria.

- Physical Considerations
 - Right-Of-Way Constraints
 - Environmental Impact
 - Impact to Communities
 - Space Requirements for Storage and Operation
- Financial Considerations
 - Available Federal, State and Local Funding
 - Construction and Maintenance Costs
 - Operations Costs
 - Equipment Costs
- Legal Considerations
 - City Zoning and Engineering Standards
 - Federal, State and City Policies
- Social Considerations
 - Transit Desert Populations
 - Environmental Justice Populations
 - Needs of the Residents determined by public meetings and survey results

The consultant shall refine the locations and routes for the transportation modes and technologies deemed feasible through the scoring process. The recommended locations and routes will serve as guidelines for future investment by the City and shall be included in the final report.

Deliverables:

- Technical Memorandum that summarizes Mode Selection and Assessment, and the locations and routes for each feasible option that shall include narrative text, graphics (concept renderings of top scored options), and mapping

- Mode Selection Matrix that includes a complete list of transportation modes and technologies, a feasibility assessment, and a final score

Task 4: Development of Implementation Plan

Based on the data collected, the Mode Selection Matrix, and comments from the TAC, stakeholders and the public, the Consultant shall develop recommendations in the form of a final matrix that will outline each future transportation mode and technology that has been determined to be a feasible option for Jersey City. The matrix must include short-term and long-term options, or an explanation justifying an exclusion of either time frame, and briefly address how each proposed option meets the feasibility criteria. The consultant shall develop an implementation plan that must include, but is not limited to, any legislation changes, potential funding sources, right-of-way needs, timeframe, an integration or replacement strategy of existing transportation modes and technologies, case studies for each option, the challenges and benefits of each option.

Deliverables:

- Technical Memorandum that summarizes the overarching recommendations, and includes the final matrix and implementation strategy
- Summary of Public Meeting 3 and public comments.

Task 5: Final Report and Final Deliverables

The Consultant will prepare a final report outline and table of contents for review prior to the drafting of a final report. Once approved, the consultant will prepare a draft final report, which will be comprised of the following sections: Abstract, Executive Summary, Introduction, Methodology, Existing Transportation and Networks Summary with key statistics and transit desert analysis, Final Selection Matrix, and Implementation Plan, which shall include the elements outlined in Task 4.

The consultant shall include the Jersey City Transportation, Quality and Level of Satisfaction Survey and the results in the final report appendices. The final report shall draw from the deliverables of the previous tasks, and individual reports for the public meetings shall be included in the final report appendices. The document will identify existing local, state, and federal funding resources available to advance recommendations within the report.

The Consultant shall revise the draft final report per comments from the public, TAC, stakeholders, NJTPA staff, and the City project manager in order to produce the final report.

Deliverables:

- Final Report Outline and Table of Contents
- Draft Final and Final Report PowerPoint Presentation
- Brochure for the public that graphically summarizes the study findings
- Study Materials: The Consultant will provide digital copies of all presentation materials developed during the project; the final report will follow NJTPA reporting

guidelines. All data, including images, raw data from surveys, derived GIS layers, will be provided to the City of Jersey City. All Consultant GIS products will follow the procedures described in the NJTPA's EGIS User Manual, specifically Appendix U3 – EGIS Quality Assurance Program.

- PRIME data entry: All identified needs and recommendations generated by the study final report should be catalogued in a database for upload into the Planning Recommendations Integration Management Engine (PRIME) by the consultant at study completion. PRIME data field names will be provided by NJTPA.

Contact Information:

Subregional Project Manager Name: Elias Guseman

Title: Assistant Transportation Planner

Office: Division of City Planning

Address: 1 Jackson Square, Jersey City, NJ 07305

Telephone: (201) 547-4922

E-mail: eguseman@jcnj.org

Subregional Chief Financial Officer Name: Lubna Muneer

Title: Chief Financial Officer

Office: Department of Administration, Division of Management and Budget

Address: 280 Grove Street, Jersey City, NJ 07302

Telephone: (201) 547-5042

E-mail: LMuneer@jcnj.org

**FY 2021 - FY 2022 SUBREGIONAL STUDIES PROGRAM
CITY OF JERSEY CITY
ALTERNATE TRANSPORTATION MODES ASSESSMENT PLAN
BUDGET PLAN**

			PROPOSED BUDGET
PART I:	DIRECT COSTS - PERSONNEL SERVICES		
	1. SALARIES		\$ -
	2. FRINGE BENEFITS	0%	\$ -
		SUBTOTAL	\$ -
PART II:	DIRECT NON-LABOR COSTS		
	1. SUPPLIES		\$ -
	2. TRAVEL		\$ -
	3. PRINTING & REPRODUCTION		\$ -
	4. TELEPHONE		\$ -
	5. POSTAGE		\$ -
	6. CONFERENCE/TRAINING		\$ -
	7. OTHER (SPECIFY)		\$ -
		SUBTOTAL	\$ -
PART III:	INDIRECT COSTS		
	INDIRECT COST ALLOCATION	0%	\$ -
		SUBTOTAL	\$ -
PART IV:	CONSULTANT COSTS		
	CONSULTANT		\$ 180,000.00
		SUBTOTAL	\$ 180,000.00
		TOTAL PROGRAM BUDGET	\$ 180,000.00

This estimated budget is based upon projected costs to perform the work program for FY 2021-FY 2022 as outlined in the Subregional Studies Agreement. Changes within or between Parts I, II, III & IV will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

FUNDING SOURCES:

Federal Share (80%):	\$ 144,000.00	Local Match (20%):	\$ 36,000.00	Total:	\$ 180,000.00
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FY 2021 - FY 2022 SUBREGIONAL STUDIES PROGRAM
CITY OF JERSEY CITY
ALTERNATE TRANSPORTATION MODES ASSESSMENT PLAN
STAFFING PLAN

Project Task Budget

Task	In-house Subregional Staff Activities					Consultant Support Activities		Total Project	
	Subregional Staff Hours	Direct Labor Costs	Direct Non-Labor Costs	Indirect Costs	Costs	Consultant Hours	Consultant Costs	Total Costs	% of Total Budget
Task 1 - Project Management	60	\$ -	\$ -	\$ -	\$ -	220	\$ 27,500.00	\$ 27,500.00	15%
Task 2 - Outreach and Partnerships	30	\$ -	\$ -	\$ -	\$ -	140	\$ 21,250.00	\$ 21,250.00	12%
Task 3 - Data Collection and Review	45	\$ -	\$ -	\$ -	\$ -	200	\$ 31,250.00	\$ 31,250.00	17%
Task 4 - Mode Selection and Assessment	60	\$ -	\$ -	\$ -	\$ -	300	\$ 47,500.00	\$ 47,500.00	26%
Task 5 - Development of Readiness Plan	50	\$ -	\$ -	\$ -	\$ -	230	\$ 35,000.00	\$ 35,000.00	19%
Task 6 - Final Report and Final Deliverables	35	\$ -	\$ -	\$ -	\$ -	120	\$ 17,500.00	\$ 17,500.00	10%
TOTAL	280	\$ -	\$ -	\$ -	\$ -	1,210	\$ 180,000.00	\$ 180,000.00	100%

Subregional Staff Plan

Personnel (Name & Title)	Estimated % of Time Needed for Study <i>(based on total work hours for the year)</i>	Total Estimated Hours for Study
Elias Guseman, Assistant Transportation Planner	7%	280
TOTAL	7%	280

Study Sponsor: Passaic County

Title of Study: Bike Passaic County

Study Budget

	Amount	Percent
NJTPA/Federal Share Request:	\$300,000	80%
Subregion/Local Share Match:	\$75,000	20%
Total Budget:	\$375,000	100%

Anticipated Study Duration (Overall and Consultant Durations): 12 months

I. Project Information

A. Project Description

The purpose of Bike Passaic County is to create a county-wide bicycle master plan that provides a framework to improve and encourage bicycling throughout Passaic County. This Plan will focus on connecting destinations, linking communities to County parks and regional trails, including the Morris Canal Greenway and Highlands Rail Trail, and help to create a safer, healthier, and more accessible bicycling network for residents and visitors of all ages and abilities. The Plan will include recommendations covering the “6 E’s” of bicycle planning: engineering, education, encouragement, enforcement, evaluation, and equity. Engineering recommendations will primarily focus on county roadways and county-owned property. However, the Plan may also consider other public rights-of-way, including municipal roadways, since local roads are often more suitable for bicycling than the higher volume, higher speed county roads.

B. Regional Need

Bicycling is a healthy, environmentally-friendly and cost-effective mode of transportation that can help the region achieve its goals of improving quality of life, increasing economic activity and competitiveness, and providing affordable, accessible and dynamic transportation systems. Bike Passaic County will create a comprehensive vision of priority bikeways along roadways, rivers, parks and trails to enhance the bicycling environment and improve the safety of all users. By developing and promoting projects that enhance bicycle access to major activity centers, transit, and recreational opportunities, it will have positive impacts on health, safety and quality of life for residents and visitors. In addition, a more bike friendly Passaic County will be more affordable, economically competitive, and sustainable.

II. Study Scope of Work

A. Introduction

1. Study Background

Interest and investment in bicycle facilities and trails is increasing in communities throughout Passaic County. In addition to the County, four municipalities have Complete Streets Policies. Pompton Lakes recently completed a Complete Streets Implementation Plan, and Ringwood has an adopted a Bicycle and Pedestrian Master Plan. A county-wide Bicycle Master Plan will create a unified vision for bicycle and trail infrastructure investments. Passaic County sees this plan as an opportunity to engage the community on how to improve the bicycle network, educate the public, and encourage bicycle use for transportation as well as access to the County's many physical, historical and cultural assets. The Plan will provide the County and municipal partners with a blueprint for future capital projects, and will be a tool for coordinating policies and programs related to bicycling.

The diverse landscape of urban, suburban and rural communities that make up the County pose a wide array of needs and barriers to bicycling access. The southern, more populous half of the county is mostly flat with some moderate elevation changes. The northern section is more rural and mountainous with dozens of lakes. The County is also crisscrossed by multiple highways including I-287, I-80, the Garden State Parkway, Route 3, Route 23 and Route 46. Rivers, streams and mountains present natural barriers for bicyclists to cross.

At 0.3%, the number of the County's 510,000 residents who currently commute by bicycle is low. However, 16% of households in Passaic County do not have access to a vehicle and are more likely to depend on walking, bicycling and transit options for travel. In addition, more than 10% of residents' travel time to work is less than 10 minutes and another 13% travel between 10-14 minutes. Commuter trips are a significant portion of all traffic. Shorter trip distances have greater potential to be made by bicycle if the infrastructure is in place. According to the County Health Rankings developed by Robert Wood Johnson Foundation, 24% of the County's adult population are physically inactive and 29% are obese. As a means of transportation and as a form of physical activity, bicycling generates benefits to the bicyclist as well as to the community as a whole. But safety concerns can deter some people from cycling. Over the three-year period 2015-2017, there has been an average of 117 bicycle crashes per year in Passaic County. Just over half (52%) of these 352 crashes occurred on County roadways. The Plan will address safety issues by prioritizing high crash and injury roadways. With targeted investments and outreach, many more trips in Passaic County could be made by bicycle improving the health of residents and linking people to destinations.

2. Subregional need

This Plan will build upon the successful implementation of bicycle facilities through the Passaic County Complete Streets resurfacing program, the Bicycle and Pedestrian Priority Routes identified in the County's 2012 Transportation Element of the Master Plan, and the momentum created by the Morris Canal Greenway and Highlands Rail Trail projects.

Since adopting a Complete Streets Policy in 2014, Passaic County has been committed to planning, designing, operating, and maintaining streets to enable safe, convenient and comfortable travel and access for all ages and abilities regardless of their mode of transportation. Through its Complete Streets Resurfacing Program, Passaic County has installed 7.5 miles of bike lanes, almost 10 miles of shared lane markings, and 15 miles of bike-compatible shoulders along County roadways. However, this approach is inherently piecemeal and has generally been limited to restriping.

The 2012 Transportation Element of the County Master Plan outlines priority corridors that will create a cohesive county-wide framework of pedestrian, bicycle, and river access and the Complete Streets Guidelines provide the template for designing facilities. However, there is a need to take the next step in implementation of these priority corridors by assigning appropriate bicycle facilities. The recommended facility will reflect the County's diverse development patterns, landscape, and desire to attract cyclists of all ages and abilities and will be based on current state and local national guidance. For example, a cycle track or sidepath may be assigned to a suburban or urban roadway with higher volumes and speeds, while a bike-compatible shoulder may be preferred for a rural roadway with less traffic.

This Plan will also evaluate connections to the Highlands Rail Trail (HRT) and Morris Canal Greenway (MCG) as well as the County Park System. Construction of the first phase of the Highlands Rail Trail in Wanaque is anticipated for spring and summer in 2020. Connecting to these two off-road spine systems will be a consideration for selecting priority corridors.

The study will also develop preliminary planning concepts and cost estimates for up to 10 priority corridors or spot locations selected based on connections to existing bike facilities, links to key destinations, local support and geographic distribution across the County. This study will utilize the major destinations defined in the Heritage Tourism Element of the County Master Plan and will consider the Green Streets Guidelines created as part of the Green Stormwater Infrastructure Plan.

3. Study Goals

Study goals include:

- Creating a vision statement and defining goals

- Developing performance measures (such as crashes or miles of new or improved facilities)
- Summarizing current bicycling conditions
- Identifying gaps and barriers to bicycling
- Defining a countywide bicycle facility network of on- and off-road corridors
- Developing preliminary planning concepts with cost estimates for priority corridors
- Encouraging broader participation, appreciation and awareness of bicycling through activities and outreach events

B. Study Methodology

Task 1: Project Management

Passaic County staff will manage the study's day to day technical and financial activities. These activities include the consultant selection process, contract administration, and processing of consultant invoices. Other work associated with this task will include the preparation and submission of the quarterly reports and any other documentation required by the NJTPA. Passaic County shall designate a project manager for the duration of the study. If there is a need to replace the designated project manager, the County will reassign this responsibility as soon as possible.

Passaic County's project manager is the primary point of contact with the consultant team. In addition to the administrative tasks described above, the County's project manager is responsible for keeping the project on schedule, reviewing and commenting on all consultant products, participating in public outreach for the study, and for resolving study issues. The NJTPA program manager is available to support the County project manager as requested.

The consultant shall also designate a project manager who will be responsible for managing the day to day activities of the consultant team and will serve as the primary source of contact with Passaic County. The consultant project manager shall establish an effective means of coordinating and reporting its activities with the County throughout the course of the project, including a regularly scheduled bi-weekly meeting to review progress and upcoming deliverables with relevant personnel and stakeholders. The consultant project manager shall be responsible for the preparation and submission of progress meeting agendas and minutes, and monthly progress reports and invoices. A detailed project schedule (Gantt chart) shall be submitted at the kick-off meeting for County review and approval, and reviewed regularly during the course of the study to ensure the timely completion of the study. Final reports incorporating all edits from project teams, stakeholders and technical advisory groups must be submitted to NJTPA for review by May 29, 2022. Contracts must be completed by June 30, 2022, which is the last day to incur costs.

All deliverables shall be to a level of quality that meets generally accepted professional standards, and that is fit for use by end users, which may include County staff, NJTPA staff and elected officials.

Deliverables:

- Detailed project schedule to be submitted at the kick-off meeting
- Bi-weekly updates
- The consultant project manager shall prepare and submit monthly progress reports and invoices, progress meeting agendas and minutes, and a detailed progress schedule to be maintained on a regular basis
- The County will prepare and submit quarterly reports and any other documentation required by the NJTPA

Task 2: Public Involvement

Stakeholder Advisory Committee

The County, in consultation with the consultant, shall create a Stakeholder Advisory Committee (SAC) to provide input, oversight and direction for the study. The SAC shall consist of representatives from key groups including but not limited to:

- Local municipal representatives from government, health, schools, police, advocacy groups, community-based organizations and nonprofit organizations
- NJ Bike Walk Coalition
- NJ Highlands Council
- NYNJ Trails Conference
- Passaic County Parks and Recreation
- Passaic County Department of Engineering
- NJTPA
- NJDOT
- TransOptions TMA
- EZ Ride TMA

The SAC will provide, at a minimum, the following contributions to the development of the Study:

- Meet three (3) times over the course of the project.
- Identify stakeholders, community groups and partners for community outreach and to participate in public participation activities. Special consideration will be given to ensure the commitment and involvement of interested parties familiar with the County transportation network, environmental justice issues and land use patterns.
- Develop the study's vision and goals, identify opportunities and constraints, evaluate key destinations and routes, and prioritize recommendations. Vision and goals shall advance equity.
- Review and provide feedback to the County project manager on draft and final study interim reports and documents throughout the study. It also includes review of final recommended action items and strategies and the draft final report.

Public Outreach Activities

The consultant shall draft and implement a community involvement strategy. The NJTPA Public Engagement Plan (PEP) outlines how to involve the region's residents in all NJTPA programs, projects and plans. Subregional studies must have public input, and refer to the PEP for guidance. The PEP describes the NJTPA's goals and objectives for public engagement while also

identifying specific approaches, techniques and opportunities for ongoing communication and interaction with the public. See <https://www.njtpa.org/get-involved/public-engagement-plan> for the PEP and public engagement toolkit.

Public outreach efforts will engage a diverse range of Passaic County residents with a focus on disadvantaged groups. Some residents face greater vulnerabilities and disparities in the transportation system. The more groups a person identifies with, the greater the disparity. These groups include women, people of color, children and seniors, people who don't own cars or do not drive, people with limited English proficiency, people with disabilities, and people with no- or low-income. This study will strive to engage these groups and the public at large through its outreach efforts. The community involvement strategy will describe all meetings, meeting purposes, and activities related to public outreach. The County will hold all public meetings in a convenient and ADA accessible facility. The community involvement strategy should include the following:

- Public meetings, one each in the northern, central and southern part of the county in locations and dates approved by the County;
- Pop-up events or mobile workshops at venues such as farmers' markets, festivals, neighborhood meeting or other scheduled activities;
- Focus group/interview sessions with entities such as municipal representatives, residents, business leaders, and community organizations as determined by the County or the SAC;
- Online engagement including development and administration of an online survey and an online interactive mapping tool to collect public input on attitudes towards bicycling, vision, goals, opportunities and constraints; and
- Development of study newsletters. The consultant will develop the format and content but they will be designed to be distributed electronically and in print. The County will assist in the development of the newsletters' and will be responsible for printing and distributing the newsletters.

The community involvement strategy will include online and/or social media participation, demonstration projects that would use temporary striping to show potential projects, and group bicycle rides to assess existing conditions.

Public outreach efforts must include non-English translation services. Special effort must be made to ensure engagement of environmental justice communities by working to eliminate any barriers to their meaningful participation in the Study process. The Consultant will conduct research to identify areas where low income, minority, and limited English proficiency populations reside. The goal is to increase participation of environmental justice communities in order to identify the needs and travel patterns of vulnerable users as well as identify barriers to bicycling such as lack of bicycle retailers and crime.

Using the most recent U.S. Census, American Community Survey 5-year estimates at the block group level, the following factors will be examined to determine if an area is disadvantaged:

1. Poverty
2. Race (defined by US DOT as Black, Hispanic or Latino, Asian American, American Indian and Alaskan Native, Native Hawaiian or other Pacific Islander)
3. Limited English Proficiency
4. Zero Vehicle households
5. Age - Population over 65 years of age, under 5, and 5-17
6. People with Disabilities
7. Place of Birth

The assessment will compare the average of the above factors, calculated separately, at the block group level to the County and the NJTPA regional averages. This assessment is the minimum requirement. The assessment may also include a calculation of the share of the County population factor that lives within the block group, which results in the identification of clusters of the population factor within the County.

Deliverables:

- Community Involvement Plan including an Environmental Justice (EJ) analysis
- Development and administration of an online survey and an online mapping tool and summary of comments received
- Vision statement, goals and performance measures
- Three (3) meetings of the SAC. County staff will schedule and distribute meeting notices and materials to committee members
- The consultant shall participate in three (3) public meeting
- The consultant shall participate in three (3) pop-up events
- The consultant shall conduct up to three (3) interview sessions/focus group meetings
- Summary of comments received from outreach activities including pop-up events, focus groups and interviews to be included as an appendix to the Plan
- The consultant, with assistance from Passaic County staff, will develop three (3) study newsletters during the study
- The consultant shall be responsible for preparing PowerPoint presentations and preparing all meeting materials, attending meetings and making presentations as appropriate, and preparing minutes and summaries for all public outreach meetings and activities

Task 3: Data Collection and Review

The consultant will determine existing conditions for bicycling in Passaic County through a review of existing planning documents, field work, and public outreach. Tasks will include, but are not limited to:

- Summary of existing plans and policies from the County and all 16 municipalities. The Boroughs of Ringwood and Pompton Lakes have completed Bicycle and Pedestrian Plans. The County is currently working with the City of Paterson on

bicycle planning activities that are anticipated to be completed prior to the kickoff of Bike Passaic County.

- Inventory and mapping of existing, planned and proposed bicycle infrastructure including on- and off-road bicycling facilities
- Review of Priority Bicycle Routes identified in the County's 2012 Transportation Element
- Review of bicycle level of traffic stress data developed by NJTPA
- Analysis of most current five (5) years of bicycle crash data available on both county and municipal roadways, mapping crash locations and identifying the high crash and injury corridors
- Summary of bicycle count data as available and collection of new counts as needed. The County and NJTPA have counters available.
- Analysis of demographic data including journey to work, vehicle ownership, health statistics and other pertinent data.
- Identification and mapping of major destinations including transit stops, parks, schools, employment centers, historic and cultural sites, downtowns and commercial districts.
- Identification of potential corridors that could be utilized for off-road connections.
- Identification of gaps and barriers in the network.

Deliverables:

- Technical memorandum including GIS mapping summarizing existing conditions and all collected data.

Task 4: Data Analysis and Mapping

Defining the Network

Based upon the information gathered in Tasks 2 and 3, the consultant will develop a preliminary bicycle network map that connects destinations and serves the needs of current and future bicyclists. Factors used to identify preliminary bikeway routes shall include, but not limited to, eliminating gaps in the network, connections with existing facilities, access to major destinations (transit stations, employment centers, parks, universities), concurrence with regional and local plans, crash history, and county roadway or property. Local roads may be included if they provide better connections for bicycling compared to adjacent county roads or provide a better connection to an important destination.

The County bicycle network will be composed of many types of facilities, ranging from separated paths to buffered bike lanes and paved shoulders. The consultant team will assess each route in the preliminary bicycle network map to determine the appropriate facility for each corridor. Identification of facility types for each corridor will depend on a number of factors, including speed, traffic volumes, land use and topography, and environmental constraints. While roadway right-of-way can be a limitation to bicycle facility implementation, the study will not eliminate routes based on constrained rights-of-way. In addition, since roadway conditions often change along the length of the corridor, this may result in the need to transition to different types of bicycle facilities. The consultant shall use the most current design guidance when determining

facility type. The preliminary bicycle network map and proposed bicycle facility network map will be reviewed and vetted by the SAC.

Priority Bikeways

This task involves the creation of methodology to develop a prioritized ranking of priority bikeway corridors based on criteria developed by the consultant in partnership with the County and SAC. Criteria may include, but will not be limited to, connections to existing bike facilities, links to key destinations, first and last mile connections to transit, demand, location within an environmental justice community, local support and geographic distribution across the County.

The ranking of bikeways will be presented to the SAC. Based on stakeholder feedback, data analysis, and professional judgement, up to ten (10) priority corridors and/or spot locations, such as a challenging intersection or highway crossing, will be selected for development of planning concepts and preliminary costs estimates in Task 5. The identified priority locations will form the backbone of an enhanced county-wide bicycle network.

Deliverables:

- Technical memorandum explaining the development of both the preliminary bicycle network map and the proposed bicycle facility network map and supporting GIS files
- Technical memorandum summarizing the methodology and results of the priority bikeway selection process

Task 5: Findings and Recommendations

Bicycle Network Map

The consultant will work with the County to finalize the county-wide bicycle facility network map and to summarize the recommendations (miles of protected bike lanes, etc.)

Concept Level Plans

Based on the selection of priority bikeways under Task 4, the consultant will develop concept level plans and preliminary cost estimates for up to ten priority bikeway corridors or spot locations. The concepts shall be graphic in nature and will show the recommended facilities including dimensions. Concepts shall also include a description of the location including, but not limited to, start and end points, existing cross section, right-of-way width, land use and destinations, and list considerations that may influence implementation such as property ownership, utility conflicts, and environmental constraints. Concepts should support and must not impede access to public transportation. Any concepts located along a municipal road will require municipal approval. It is important to note that concepts developed through this Plan will need further data collection, analysis and survey to fully assess the impacts prior to advancement.

Policy and Programmatic Recommendations

In order to create a bicycle friendly Passaic County, recommendation must go beyond engineering to include policy and programmatic strategies that address the five other E's of planning — education, encouragement, evaluation, enforcement and equity. The consultant will develop recommendations for policies and programs that promote bicycling, educate both motorists and bicyclists to operate safely, evaluate progress, as well as identify any potential

partnerships for implementation. The findings will also ensure equitable distribution of the policy and programmatic recommendations in communities identified as high in disadvantaged populations within the County.

Deliverables:

- Comprehensive county-wide bicycle facility network map
- Concept level plans and preliminary cost estimates for up to ten (10) priority bikeway corridors or spot locations
- Technical memorandum describing recommended policy and programmatic activities to support and encourage bicycling

Task 6: Final Report and Final Deliverables

The consultant shall prepare an outline for the final report to be reviewed by the project manager and the NJTPA prior to preparation of the draft final report. The consultant will prepare the final report, which will be comprised of the following sections: an Abstract, Executive Summary, Introduction, Methodology, Findings, Recommendations and an Implementation Plan, which shall include a matrix of recommended action items for implementation and will identify private, local, state and federal funding streams that may be pursued in the future. After concurrence on the draft report outline, the consultant will prepare a draft final report to be reviewed by the project manager, NJTPA, the Stakeholder Advisory Committee and other stakeholders. After receiving feedback, the consultant will then revise the draft final report and submit to NJTPA for final review with all previous comments addressed.

The draft and final document will be based on the results of the previous tasks. After receiving final edits from NJTPA, the consultant will prepare a final report. The consultant will deliver five (5) hard copies and five (5) digital copies of the final report.

PowerPoint Presentation: A PowerPoint presentation must include graphic oriented slides and accompanying presentation notes or script. The presentation follows the same format as the Executive Summary and must be in an editable format with high resolution.

The Consultant will conduct the PRIME data entry. PRIME, the NJTPA Planning Recommendations Integration Management Engine (PRIME), is an interactive online database to help manage and provide access to the findings of all SSP studies. PRIME makes the findings of all SSP studies widely available to subregional, NJTPA and partner agency planners, engineers and other transportation professionals. PRIME organizes study results as a series of records that are categorized, entered and mapped in this online application. PRIME makes SSP findings readily searchable and features tools designed to facilitate inter-agency collaboration and further project scoping and development. Information about PRIME, including PRIME Quick Start Guide, Introductory and How-To Videos, FAQs, Glossary and the full PRIME User Guide are available at www.njtpa.org/PRIME.

Study Materials: The consultant will provide digital copies of all presentation materials developed during the study. All data, including images, raw data from surveys, derived GIS layers, databases, mailing lists, etc. will be provided to the subregion in its original source format. All consultant GIS products will follow the procedures described in the NJTPA's EGIS

User Manual, specifically Appendix U3 – EGIS Quality Assurance Program. This manual can be found on the NJTPA website. <https://www.njtpa.org/getmedia/71ec161d-9b73-4e89-abf8-d5a769be735b/Appendix-U3-EGIS-Quality-Assurance-Programcomm.pdf.aspx>

Deliverables:

- Draft and revised Final Report
- PowerPoint presentation with talking points
- PRIME data entry
- Digital copies of all data and materials

Contact Information:

Subregional Project Manager Name: Michael Lysicatos

Title: Planning Director

Office: Department of Planning and Economic Development

Address: 930 Riverview Drive, Suite 250, Totowa, NJ 07512

Telephone: 973-569-4045

E-mail: mlysicatos@passaiccountynj.org

Subregional Chief Financial Officer Name: Richard Cahill

Title: Chief Financial Officer

Office: Finance Division

Address: 401 Grand Street, Room 439, Paterson, NJ 07505

Telephone: 973-881-4440

E-mail: rcahill@passaiccountynj.org

**FY 2021 - FY 2022 SUBREGIONAL STUDIES PROGRAM
PASSAIC COUNTY
BIKE PASSAIC COUNTY
BUDGET PLAN**

		PROPOSED BUDGET
PART I:	DIRECT COSTS - PERSONNEL SERVICES	
	1. SALARIES	\$ 43,976.90
	2. FRINGE BENEFITS 65.140%	\$ 28,646.55
	SUBTOTAL	\$ 72,623.45
PART II:	DIRECT NON-LABOR COSTS	
	1. SUPPLIES	\$ -
	2. TRAVEL	\$ 100.00
	3. PRINTING & REPRODUCTION	\$ 2,226.55
	4. TELEPHONE	\$ -
	5. POSTAGE	\$ 50.00
	6. CONFERENCE/TRAINING	\$ -
	7. OTHER (SPECIFY)	\$ -
	SUBTOTAL	\$ 2,376.55
PART III:	INDIRECT COSTS	
	INDIRECT COST ALLOCATION 0%	\$ -
	SUBTOTAL	\$ -
PART IV:	CONSULTANT COSTS	
	CONSULTANT	\$ 300,000.00
	SUBTOTAL	\$ 300,000.00
	TOTAL PROGRAM BUDGET	\$ 375,000.00

This estimated budget is based upon projected costs to perform the work program for FY 2021-FY 2022 as outlined in the Subregional Studies Agreement. Changes within or between Parts I, II, III & IV will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

FUNDING SOURCES:

Federal Share (80%):	\$ 300,000.00	Local Match (20%):	\$ 75,000.00	Total:	\$ 375,000.00
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FY 2021 - FY 2022 SUBREGIONAL STUDIES PROGRAM
 PASSAIC COUNTY
 BIKE PASSAIC COUNTY
 STAFFING PLAN

Project Task Budget

Task	In-house Subregional Staff Activities					Consultant Support Activities		Total Project	
	Subregional Staff Hours	Direct Labor Costs	Direct Non-Labor Costs	Indirect Costs	Costs	Consultant Hours	Consultant Costs	Total Costs	% of Total Budget
Task 1 - Project Management	140	\$ 9,599.92	\$ 172.84	\$ -	\$ 9,772.76	125	\$ 17,500.00	\$ 27,272.76	7%
Task 2 - Public Involvement	220	\$ 15,105.03	\$ 510.90	\$ -	\$ 15,615.93	464	\$ 65,000.00	\$ 80,615.93	21%
Task 3 - Data Collection and Review	180	\$ 12,196.58	\$ 476.41	\$ -	\$ 12,672.99	446	\$ 62,500.00	\$ 75,172.99	20%
Task 4 - Data Analysis and Mapping	180	\$ 12,196.58	\$ 460.46	\$ -	\$ 12,657.04	429	\$ 60,000.00	\$ 72,657.04	19%
Task 5 - Study Findings and Recommendations	180	\$ 12,196.58	\$ 428.57	\$ -	\$ 12,625.15	393	\$ 55,000.00	\$ 67,625.15	18%
Task 6 - Final Report and Final Deliverables	165	\$ 11,328.77	\$ 327.37	\$ -	\$ 11,656.14	286	\$ 40,000.00	\$ 51,656.14	14%
TOTAL	1,065	\$ 72,623.45	\$ 2,376.55	\$ -	\$ 75,000.00	2,143	\$ 300,000.00	\$ 375,000.00	100%

Subregional Staff Plan

Personnel (Name & Title)	Estimated % of Time Needed for Study <i>(based on total work hours for the year)</i>	Total Estimated Hours for Study
Michael Lysicatos, Director	5%	180
Elizabeth Ward, Principal Planner	14%	515
Jason Miranda, Senior Planner	10%	370
TOTAL	3%	1,065