

FY 2022 UPWP

Unified Planning Work Program

Chapter II

Subregional Pass-Through Programs

Draft

**FY 2022
UNIFIED PLANNING WORK PROGRAM
SUBREGIONAL PASS-THROUGH PROGRAMS**

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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 18 percent of the NJTPA's federal allocation for the FY 2022 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. The NJTPA's Unified Planning Work Program (UPWP) supports the subregional planning work conducted through the STP program in coordination with Central Staff activities. 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, *Plan 2050: People, Transportation, Opportunity*, 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 2022 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 FY 2022 STP Supplemental Support, with a \$15,000 allotment to each subregion. (FY 2022 STP Supplemental Support budget line item; there is no local match requirement for these funds).

**FY2022 SUBREGIONAL TRANSPORTATION
PLANNING (STP) WORK PROGRAMS**

Core Subregional Transportation Program (STP) Program Products/Outcomes and Activities

STP Program guidelines require all subregions 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 2022 STP Core Activities are listed below and are followed by each subregion's elective activities.*

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/Outcomes and Activities*

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation for the FY 2022 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).
- **PRODUCT/OUTCOME:** FY 2023 Subregional Transportation Planning (STP) work program proposal.

ACTIVITIES:

- Prepare FY 2023 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 are 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:** 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.

- **PRODUCT/OUTCOME:** Participate in the Regional Technical Advisory Committee (RTAC).

ACTIVITIES:

- Attend RTAC meetings, respond to requests for information from Central Staff sent to RTAC, participate in RTAC subcommittees or other RTAC related activities as appropriate.

- **PRODUCT/OUTCOME:** Adhere to the NJTPA's Title VI Implementation Plan (https://www.njtpa.org/NJTPA/media/Documents/About-NJTPA/Federal-Regulations/Title-VI/Title_VI_Implementation_Plan.pdf), which endeavors to ensure that the planning process includes traditionally underserved populations (e.g. low income and minority populations) as required by federally funded subrecipients. Please see additional information about traditionally underserved populations at the NJTPA's Title VI page (<http://www.njtpa.org/TitleVI.aspx>).

ACTIVITIES:

- Conduct STP funded activities that adhere to the NJTPA's Title VI Implementation Plan. To achieve this, Subregions must strive to accomplish the following as provided in the adopted NJTPA's adopted Title VI Implementation Plan:
 - Provide adequate opportunity to traditionally underserved populations to be involved in the transportation planning process. An example of this is to seek out members of these communities for participation on a Technical Advisory Committee (TAC), Stakeholder Advisory Committee (SAC), or focus group.
 - Conduct extensive public outreach to traditionally underserved populations, as outlined in the NJTPA's Public Engagement Plan (<http://www.njtpa.org/pep>). An example of this is to identify such populations and tailor outreach with the purpose of removing barriers to participation.
 - Analyze the impacts of transportation investment benefits and burdens to traditionally underserved populations and assist in making sure the benefits and burdens are shared as equally as possible across all populations including traditionally underserved populations. See the NJTPA's Equity Assessment Guide for guidance on this task. (<https://www.njtpa.org/NJTPA/media/Documents/About-NJTPA/Federal-Regulations/Title-VI/Equity-Assessment-Guide-2020-07.pdf>)
 - Consider equity when developing studies for the NJTPA's Unified Planning Work Program (UPWP). Specific guidance can be found in the annual Subregional Studies Solicitation and in other NJTPA program solicitations.
- **PRODUCT/OUTCOME:** Participation in the implementation of Plan 2045 and development of Plan 2050, the update to the long range transportation plan.

ACTIVITIES:

- Consistent with the needs and goals of the subregion, advance strategies identified in Plan 2045 and Plan 2050. Please refer to the strategies and implementation chapter of these plans (<http://www.njtpa.org/Planning/Plans-Guidance/Plan-2045.aspx>) and (<https://njtpa-plan-2050-njtpa.hub.arcgis.com/>).
- Participate as requested in the development of Plan 2050, the update to the long range transportation plan.
- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2022 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.
- Support the NJTPA's continuing work on modeling, scenario analysis, and the development of GIS data, applications and tools, as requested, supporting

coordination with partner agencies to advance a performance-based planning and programming approach and data-driven investment.

- Participate in statewide planning initiatives as requested and as appropriate, such as the update to the statewide Long Range Transportation Plan.
 - As appropriate, implement the strategies of the New Jersey Strategic Highway Safety Plan, adopted in August 2020 (<https://www.saferoadsforallnj.com/>). Many strategies can be implemented by or in partnership with subregions. Please see the strategies in the plan for Equity (pg. 21-22), Lane Departure (pg. 26), Intersections (pg. 30), Driver Behavior (pg. 37-38), Pedestrians and Bicyclists (pg. 42-43), other Vulnerable Road Users (pg. 49-50)
 - As appropriate, implement the transportation related strategies and goals of the NJ Energy Master Plan ([EMP](#)), adopted in January 2020 (https://www.bpu.state.nj.us/bpu/pdf/publicnotice/NJBPU_EMP.pdf).
 - The EMP has two strategies that subregions should focus on with an emphasis on Strategy 1: Reduce Energy Consumption and Emissions from the Transportation Sector and to a lesser extent, Strategy 6: Support Community Energy Planning and Action with an Emphasis on Encouraging and Supporting Participation by Low and Moderate-Income and Environmental Justice Communities.
 - Support the development of the FY 2023 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 NJTPA Transportation Demand Management and Mobility Plan, anticipated to be completed in spring 2021, and the Regional Coordinated Human Services Transportation Plan, completed in 2017, 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. Coordinate with TMAs on Street Smart Pedestrian Safety Campaigns, as requested.
- **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.

- 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 the 2020 – 2021 cycle should enter pertinent information from these studies into PRIME before the end of the first quarter of FY 2022. Other previous studies funded by the NJTPA should be entered into PRIME on an ongoing basis as staff time permits. More information about PRIME can be found at <http://www.njtpa.org/Data-Maps/Tools/PRIME.aspx>.

- 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 and subregional studies conducted by other subregions through Chapter II of the FY 2022 UPWP.

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

To the extent possible, subregions are encouraged to incorporate the recommendations and techniques provided in the NJTPA's Public Engagement Toolkit (<https://www.njtpa.org/engage.aspx>) into their outreach activities. Subregions should also reference NJTPA's Public Engagement Plan (PEP). The NJTPA Central Staff is available to assist subregions in enhancing public participation.

2.2 Core Products/Outcomes and Activities

Subregions will integrate public participation throughout their involvement in the NJTPA's comprehensive, continuing and cooperative (3-C) planning process through the following efforts:

- **PRODUCT/OUTCOME:** Conduct regional and subregional public participation activities, including assisting the NJTPA with outreach for the update to the long range transportation plan and the Statewide Long-Range Transportation Plan. Engage in and document efforts to gain input from communities of color, low income communities, people with disabilities, and people with limited English proficiency. 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; 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 (https://www.njtpa.org/NJTPA/media/Documents/About-NJTPA/Federal-Regulations/Title-VI/Title_VI_Implementation_Plan.pdf).
- 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. 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.

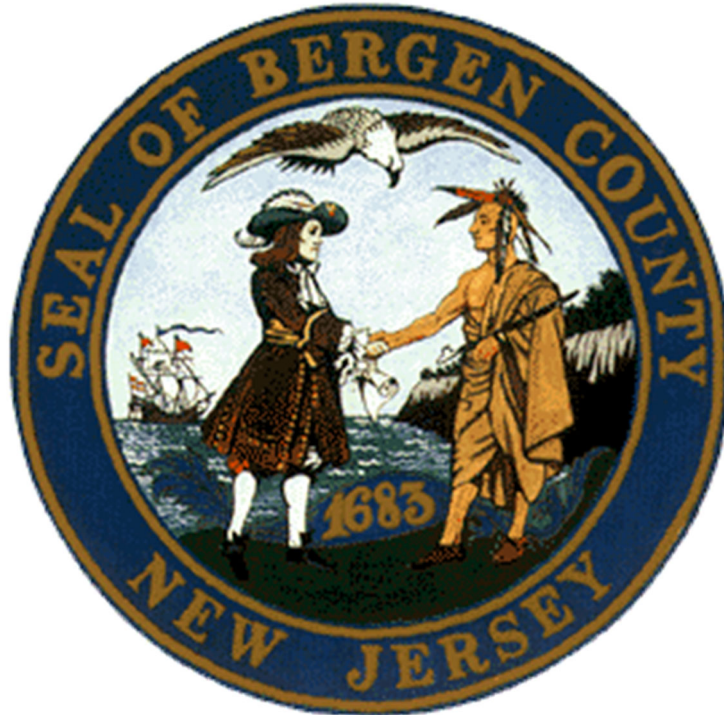
ACTIVITIES:

- Assist in the development of the TCP.
 - 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 2022 SUBREGIONAL TRANSPORTATION PLANNING (STP) WORK PROGRAM - ELECTIVES

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Task 1 is program management and is entirely core activities. 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.

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

2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participate on the RTAC in a leadership capacity.
ACTIVITIES:
 - Help create, review, and refine agendas, actively participate in RTAC meetings, guide priorities and focus areas, and lead discussion.
 - Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee)
 - Represent RTAC on planning study TACs.
- **PRODUCT/OUTCOME:** Engage in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.
ACTIVITIES:
 - Coordinate and collaborate with the 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 impacts and outcomes 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. The Borough of Oakland and the Township of Mahwah fall within the purview of the Highlands Council.

- Participate in Together North Jersey (TNJ) 2.0. This may include review of documents assisting with 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 regional and statewide strategic planning initiatives, including work alongside the county's partners at the New Jersey Department of Transportation, NJ TRANSIT, and other regional and statewide transportation agencies, including:
 - **Route 17.** Work with NJDOT in order to advance critical projects along Route 17, 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, among others, and work with other involved agencies (NJ TRANSIT, Port Authority, AMTRAK, New York Waterway, NJ Sports & Exposition Authority, etc.) to discuss the issues, challenges, and opportunities.
 - Collaborate on other regionally significant transportation initiatives as they arise and progress.
- Work to include best practices in our planning efforts, including complete streets, bicycle and pedestrian accommodations, innovative approaches to transit, transit-oriented development and redevelopment, response to changing demographic and economic considerations, safety for all users, social/environmental justice considerations, emerging technologies (including EVT), as recommended in the TNJ Plan and consistent with NJTPA Plan 2045/Plan 2050.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies, and the Street Smart NJ Campaign, as well as Bergen County's continued involvement in the Local Safety Program and 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. Safety analysis will continue to be conducted in line with NJDOT Safety Voyager and associated data releases, as well as outcomes and strategies included in the recently-released New Jersey Strategic Highway Safety Plan (SHSP).

- 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-supporting densities, transit accommodation and location of stops/stations, mixed-use opportunities, impacts on demographic and economic forecasting, etc.
- 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 such opportunities as they may arise.
- Pursue additional training and professional development opportunities offered through the NJTPA or other organizations, with a focus on improving technical knowledge base in planning, engineering, and 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 alike, many of which are transportation related.
- 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

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 long range transportation plan (Plan 2045 and Plan 2050). The focus will be on the Oradell Avenue Bridge LCD which should graduate into PE in FY 2022, and the East Anderson Street/Cedar Lane Bridge PE and Kingsland Avenue PE, which should graduate into FD in FY 2022.

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

ACTIVITIES:

- Conduct or assist in special outreach efforts, such as the StreetSmart NJ Pedestrian Safety Education Campaign, Complete Streets Technical Assistance, Walkable Communities Workshops, Road Safety Audits, outgrowths of completed Local Safety Program projects (e.g. Washington Avenue Carlstadt project), strategies and outcomes of the New Jersey Strategic Highway Safety Plan (SHSP), 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 to include:
 - Monitoring of Census 2020 activities and data dissemination, and subsequent compilation in the “Bergen County at a Glance” quarterly online publication for public information.
 - Compiling and updating municipal Master Plans, land-use and zoning ordinances, and information on transportation assets countywide on the website.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

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 Alternatives 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 and technical support 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*** - Staff will assist in building on the completed CMAQ/TCAM Program funded Hackensack Central Business District smart traffic signal system project. Activities will include the final setup of the control center, monitoring transportation corridors and identifying candidates that could benefit from adaptive signals technology, and potentially developing an application through the CMAQ/TCAM program as appropriate.

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

ACTIVITIES:

- Follow through and technical support on locally-advanced Federally-funded projects, which will include the following:
 - ***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.
 - ***Preliminary Engineering Phase, Kingsland Avenue Bridge, Lyndhurst/Nutley*** - Relevant staff will provide project management, technical support and coordination for the next phase of improvements on this critical bridge crossing project, including procurement and project kickoff (as anticipated in FY 2021).
 - ***Preliminary Engineering Phase, East Anderson Street/Cedar Lane Bridge, Hackensack/Teaneck*** - Relevant staff will provide project management, technical support and coordination for the next phase of improvements on this critical bridge crossing project, including procurement and project kickoff (as anticipated in FY 2021).

**FY 2022 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
BERGEN COUNTY
BUDGET PLAN**

	PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES	\$ 137,402.57		
2. FRINGE BENEFITS 69.360%	\$ 95,302.43		
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	\$ 5,000.00		
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	\$ 262,705.00		

This estimated budget is based upon projected costs to perform the work program for FY 2022 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 2022 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	250	\$ 25,611.47	\$ -	\$ -	\$ 25,611.47	10%
Task 2 - Transportation Planning and Coordination	2,865	\$ 207,093.53	\$ 15,000.00	\$ -	\$ 222,093.53	90%
STP Core Program Budget	3,115	\$ 232,705.00	\$ 15,000.00	\$ -	\$ 247,705.00	100%
STP Supplemental Support Budget	625	\$ 10,000.00	\$ 5,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	3,740	\$ 242,705.00	\$ 20,000.00	\$ -	\$ 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 - Planning	5%	100
Nancy Dargis, Division Head - Engineering	5%	100
Christopher Helms, Supervising Planner	44%	750
Peter Kortright, Principal Planner	14%	300
Laura LiVecchi-Bresaz, Transportation Analyst	100%	1,560
Jaison Alex, Traffic Engineer	5%	100
Martin Maver, Senior Engineer - Bridges	2%	50
Sean Zhang, Principal Planner	1%	25
Intern Support		625
TOTAL	18%	3,740

COUNTY OF ESSEX



**FY 2022
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM - ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Task 1 is program management and is entirely core activities. 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.

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

2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participate on the RTAC in a leadership capacity.

ACTIVITIES:

- Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee)
- Represent RTAC on planning study TACs.

- **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).
- The County will conduct or assist in special outreach efforts or other initiatives related to Toward Zero Deaths’ goals to reduce distracted driving, increase safety of older drivers and reduce impaired driving.

- **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 sessions provided by the NJTPA and/or participate in the NJTPA PRIME Users Group that will support the system’s further development and refinement.

- Collaborate with Passaic County to refine the recommendations from the Paterson-Newark Transit Market Study (PNTMS) for advancement to the project pipeline.
- Continue to advance the East Coast Greenway’s Hudson Essex Connection through planning and collaboration with the Open Space Institute, Norfolk Southern, and Hudson County.
- Serve on a TAC or provide other technical support to NJTPA on environmental, climate change and resilience planning.
- Continue to implement electric vehicle infrastructure through the available grant opportunities from the NJDEP such as “It Pay\$ to Plug In” or EV America.
- Participate in resiliency (e.g. EV readiness) training as provided by the NJTPA or others.
- Conduct road safety audits (RSAs), as health conditions permit, to generate recommendations for capital improvements.
- Analyze the impacts from proposed or approved developments on the transportation network from a local and regional perspective.
- Analyze the impacts of zoning changes and Development and Redevelopment Plans on the transportation network from a local and regional perspective.
- Work with the Township of Livingston’s SID to advance parking related recommendations from the Walkable Communities Workshop Report for Livingston Avenue.
- 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.
- 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

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 ribbon cutting events for projects completed in FY 2021. Staff will focus on the Irvington Avenue Streetscape Project Phase II, various traffic signal safety improvements, and Local Concept Development graduate

projects under preliminary engineering , such as the Bridge Street, Clay Street and Kingsland Street Bridges projects.

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

ACTIVITIES:

- Assist partner municipalities in special outreach efforts, such as the Street Smart NJ Pedestrian Safety Education Campaign or other initiatives related to senior driving, distracted driving, etc.
- **PRODUCT/OUTCOME:** Participation in environmental education or other educational efforts.

ACTIVITIES:

- Undertake public education and outreach as part of its National Pollutant Discharge Elimination System (NPDES) storm water permit. This public outreach aims to make communities aware of responsibilities, including the individual actions that can be taken to protect or improve the quality of area waters.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

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 Concept Development, and 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, including the following:
 - Irvington Avenue Streetscape Phase II- Maplewood/Irvington
Staff will assist in the completion of the right-of-way acquisition phase and final design phase.
 - Walnut Street and West Hobart Gap Road Roundabout- Livingston
Staff will assist in the completion of the right-of-way acquisition phase and final design phase.
 - LCD graduate studies including: Clay Street Bridge (Hudson/Essex), Kingsland Avenue Bridge (Bergen/Essex), and Bridge Street Bridge (Hudson/Essex).

**FY 2022 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
ESSEX COUNTY
BUDGET PLAN**

	PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES	\$ 111,523.51		
2. FRINGE BENEFITS 49.0336%	\$ 54,683.99		
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 2022 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 2022 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	245	\$ 15,845.33	\$ -	\$ -	\$ 15,845.33	10%
Task 2 - Transportation Planning and Coordination	2,020	\$ 150,362.17	\$ -	\$ -	\$ 150,362.17	90%
STP Core Program Budget	2,265	\$ 166,207.50	\$ -	\$ -	\$ 166,207.50	100%
STP Supplemental Support Budget	1,000	\$ 15,000.00	\$ -	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	3,265	\$ 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	70%	1,460
Nick Bonavita, Planning Aide	31%	635
Janet Pena, Planning Aide	8%	170
Intern Support		1,000
TOTAL	36%	3,265

COUNTY OF HUDSON



**FY 2022
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM - ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Task 1 is program management and is entirely core activities. 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.

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

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 Task Force by attending quarterly meetings, advancing TNJ actions identified by the Task Force. Provide guidance and assistance to municipal representatives, who may need them, as they pertain to TNJ actions.
- Collaborate with Hudson TMA’s on its Street Smart NJ pedestrian safety campaign by providing crash data and other information about traffic related injuries.
- **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:

- Conduct work to accomplish TNJ Plan’s focus on Strengthening the region’s economy. Assist in the redevelopment of Kearny Point by improving transportation infrastructure and facilities that would encourage a safe and welcoming environment for pedestrians and bicyclists commuting to and from work in the area.
- Advance the Regional Comprehensive Economic Development Strategy (CEDS) by collaborating with private, non-profit, and other public agencies

such as Hudson Economic Development Corporation, Hudson County Improvement Authority, and Hudson TMA to improve access to jobs in industrial centers.

- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA's PRIME tool. More information about PRIME can be found at: <http://www.njtpa.org/Data-Maps/Tools/PRIME.aspx>. PRIME can be accessed at: <http://prime.njtpa.org/>.
- 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 by participating in the 2020 Strategic Highway Safety's Implementation Plan's Equity, Intersections, and Bicycle and Pedestrian Emphasis Area Team meetings.
- Participate on the Subregional Studies Program (SSP) funded Hudson County Freight Routes and Impacts Assessment. Staff will participate on the study's Technical Advisory Committee (TAC), public meetings, forums, webinars and workshops as applicable. **Activities that are included as part of the SSP local match are NOT eligible for STP funding. Please only report on activities that were funded with STP funds as opposed to SSP funds.**
- Assist NJ TRANSIT with updating the agency's Planning-for-Transit-Friendly-Land-Use Handbook.
- Assist municipalities to prepare and submit grant applications (e.g. Safe Routes to School and Safe Routes to Transit programs) to advance complete streets.
- Advance the Morris Canal Greenway connection via John F. Kennedy Blvd. by implementing bike lanes between Custer Avenue and Mercer Park.
- Advance the East Coast Greenway by assisting in planning and programming of the Essex-Hudson Greenway.
- Explore options for repurposing the Bergen Arches right of way in Jersey City with NJ TRANSIT, NJDOT, local municipalities, local community groups, and other interested parties.
- Participate in resiliency (e.g. EV readiness) training as provided by the NJTPA or others.
- Conduct road safety audits (RSAs), as health conditions permit, to generate recommendations for capital improvements. Staff to identify corridors on the high injury network list and seek opportunities to conduct an RSA.
- Analyze the impacts of zoning changes and Development and Redevelopment Plans on the transportation network from a local and regional perspective.
- Work with municipalities to evaluate appropriate parking demand strategies that increase parking efficiency. Strategies may address (but are not limited to) parking minimums or maximums, shared parking options, or incentivizing transportation alternatives.
- Participate in the Eastern Transportation Coalition Freight Academy when held in New Jersey.
- 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

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings. The focus will include the Clay Street Bridge and JFK Blvd. projects.
- Assist in the public education efforts in pursuit of successfully accomplishing the Hudson Bergen Light Rail extension.
- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.

ACTIVITIES:

- Utilize the Hudson County website and social media platform to engage the public in planning initiatives such as the Street Smart NJ pedestrian safety campaign or other initiatives related to senior driving, distracted driving, etc.
- Participate in public outreach efforts related to the Local Concept Development, Local Safety Program, and Subregional Studies Program activities.
- Engage in non-traditional public outreach activities such as pop-up events.
- Assist in public education regarding the development of the Essex-Hudson Greenway.
- **PRODUCT/OUTCOME:** Participation in subregional freight outreach/education efforts.

ACTIVITIES:

- Continue to provide representation on NJTPA's Freight Initiatives Committee and 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

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 Capital Project Delivery, Freight Concept Development, Transportation Alternative Programs, and Congestion Mitigation and Air Quality Program.
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives.

ACTIVITIES:

- 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.
- Advance 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.
- Advance the Secaucus Meadowlands Parkway Bridge LCD and the JFK Blvd. from Pavonia Avenue to St Paul's Avenue LCD.

**FY 2022 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
HUDSON COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 83,380.15		
	2. FRINGE BENEFITS	65.880%	\$ 54,930.85		
			SUBTOTAL \$ 138,311.00		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ 2,109.00		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 1,200.00		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ 3,309.00		
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. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ 1,223.99		
	3. INTERN SUPPORT		\$ 13,776.01		
	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 2022 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 2022 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	195	\$ 13,230.67	\$ -	\$ -	\$ 13,230.67	9%
Task 2 - Transportation Planning and Coordination	1,852	\$ 125,080.33	\$ 3,309.00	\$ -	\$ 128,389.33	91%
STP Core Program Budget	2,047	\$ 138,311.00	\$ 3,309.00	\$ -	\$ 141,620.00	100%
STP Supplemental Support Budget	918	\$ 13,776.01	\$ 1,223.99	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	2,965	\$ 152,087.01	\$ 4,532.99	\$ -	\$ 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%	1,955
Thomas Malavasi, County Engineer	4%	92
Intern Support		918
TOTAL	33%	2,965

COUNTY OF HUNTERDON



**FY 2022
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM - ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Task 1 is program management and is entirely core activities. 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.

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

2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participate on the RTAC in a leadership capacity.
ACTIVITIES:
 - Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee)
 - Represent RTAC on planning study TACs.
- **PRODUCT/OUTCOME:** Engage in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.
ACTIVITIES:
 - Participate in the TNJ 2.0 Competitive Task Force by attending quarterly meetings and assisting in the advancement of planning related actions identified in the TNJ Plan.
 - 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 Highlands Regional Master Plan through Hunterdon County’s Highlands Conformance Plan. Continue the County’s Highlands Conformance Plan process, including transportation efficiency.
 - Engage in Towards Zero Deaths or Vision Zero activities with the needs and goals of the Hunterdon County Transportation Plan and the NJTPA’s Long Range 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:

- 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, to 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. Participate in NJ Safety Voyager training, potentially including training in the use of other crash analysis tools, crash analysis techniques, or participation in other safety committees that align with the Hunterdon County Transportation Plan.
- Collaborate with the NJTPA on environmental, climate change and resilience planning activities by attending relevant NJTPA webinars and presentations.
- Participate in resiliency (e.g. EV readiness) training as provided by the NJTPA or others.
- Conduct road safety audits (RSAs), as health conditions permit, to generate recommendations for capital improvements.
- Analyze the impacts from proposed or approved developments on the transportation network from a local and regional perspective.
- Support preservation of New Jersey Scenic Byways, by attending NJTPA webinars and presentations.
- Address unanticipated transportation-related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge (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

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 NJTPA project development through monthly updates at Planning Board meetings and through relevant postings on Hunterdon County’s website.

- **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, by supporting goHunterdon TMA’s outreach by posting relevant information and advertisements on the county website.

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

ACTIVITIES:

- Work to increase local understanding of freight operations and related transportation needs by meeting with interested parties such as property and business owners, municipalities, and rail companies to promote freight opportunities educating public about the benefits of freight in the county.

- **PRODUCT/OUTCOME:** Participation in environmental education or other educational efforts.

ACTIVITIES:

- Increase local understanding of environmental issues and strategies consistent with NJTPA’s long range transportation plan and the Hunterdon County Master Plan by collaborating with the NJTPA, state agencies, and/or nonprofits to conduct applicable educational and outreach.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

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 regarding rural road safety.

- **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 CR 523, CR 629, and Springtown Road Roundabout projects funded through the High Risk Rural Roads Program.

**FY 2022 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	74.790%	\$ 33,568.71		
3. LEAVE ADDITIVE	22.970%	\$ 10,309.84		
	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		\$ -		
2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ 15,000.00		
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 2022 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 2022 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	909	\$ 79,913.98	\$ -	\$ -	\$ 79,913.98	90%
STP Core Program Budget	1,117	\$ 88,762.50	\$ -	\$ -	\$ 88,762.50	100%
STP Supplemental Support Budget	0	\$ -	\$ 15,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	1,117	\$ 88,762.50	\$ 15,000.00	\$ -	\$ 103,762.50	

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	7%	140
Marc Saluk, Economic Development Division Director	19%	390
Adam Bradford, Assistant Planner	19%	400
Susan Pena, Clerk 3	8%	158
Patty Liedner, GIS Division Head	1%	30
TOTAL	11%	1,117

CITY OF JERSEY CITY



**FY 2022
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM - ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Task 1 is program management and is entirely core activities. 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.

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

2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participate on the RTAC in a leadership capacity.

ACTIVITIES:

- Volunteer to serve as RTAC Chair or Vice Chair for a two-year term.
- Help create agendas, run meetings, and lead discussion.
- Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee)
- Represent RTAC on planning study TACs.

- **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 meetings.
- Collaborate with Hudson TMA and/or NJDOT as appropriate, to advance the objectives of the Jersey City’s Complete Streets, Vision Zero, and Jersey City School Travel plans.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- Engage in Towards Zero Deaths or 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 the TNJ Plan through participation in the TNJ Task Forces and the following transportation related recommendations:
 - Enhance and improve existing public and private transit services by operating and improving its first networked micro-transit service to residents in alignment with the goal and working with Citibike to expand bike sharing services city wide.
 - Advance environmental goals such as reducing carbon emissions through encouraging alternate transportation modes and addressing storm water management by incorporation green infrastructure into complete streets projects and transportation projects where feasible.
- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA's PRIME tool. More information about PRIME can be found at: <http://www.njtpa.org/Data-Maps/Tools/PRIME.aspx>. PRIME can be accessed at: <http://prime.njtpa.org/>.
- 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 with a focus on building protected bicycle lanes outlined in the Columbus Drive Corridor Study and continuing to advance curb extensions, parklets and additional pedestrian projects as outlined in the Jersey City Pedestrian Enhancement Plan.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies through training in the use of crash analysis tools such as NJ Safety Voyager and aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP) to further recommendations in the Jersey City Vision Zero Action Plan.
- Participate in the Subregional Studies Program (SSP) funded Hudson County Ferry Service Expansion Study. Staff will participate on the study's TAC and review of interim and final deliverables.
- Participate in the Subregional Studies Program (SSP) funded Jersey City Alternative Modes Assessment study. Staff will manage the study including managing the consultant team, convening the TAC, reporting on progress to the NJTPA, overseeing outreach efforts, reviewing all interim and final study materials, and serving as a liaison between the city, the NJTPA, the consultant team and general public. **NOTE:** STP funds may not be used as match for an SSP study. Please only report on activities that were funded with STP funds as opposed to SSP funds.
- Support complete streets planning activities by advancing recommendations from the Jersey City Bicycle Master Plan including increasing data collection to capture mode choice for all trips; continuing rollout of protected bike lanes in Jersey City; working with community partners to strategically implement short

- and long term bicycle parking; amending ordinances related to bicycle parking requirements; and publishing a bi-annual JC Cycling Trends report.
- Support advancement of greenway initiatives by advancing construction of the Morris Canal Greenway and working with partners on regional greenways such as the Essex Hudson Greenway.
 - Collaborate with the NJTPA on environmental, climate change and resilience planning activities through the development and implementation of the Jersey City Climate Action Plan.
 - Advance adoption of electric vehicles by continuing to replace the Jersey 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.
 - Collaborate with Citibike to analyze ridership trends, key origin and destination pairs and make strategic investments to improve micromobility
 - Conduct road safety audits (RSAs), as health conditions permit, to generate recommendations for capital improvements.
 - Analyze the impacts from proposed or approved developments on the transportation network from a local and regional perspective specifically in the Bayfront Redevelopment Plan area, Canal Crossing Redevelopment Plan area and the Liberty Harbor North Redevelopment Plan Area.
 - Analyze the impacts of zoning changes and Development and Redevelopment Plans on the transportation network from a local and regional perspective.
 - Work with municipalities to evaluate appropriate parking demand strategies such as revising Jersey City's zone parking process and fee schedule and conducting targeted on-street meter pricing pilot projects as recommended by the Subregional Studies (SSP) Program funded Jersey City Parking Management Plan.
 - Prepare grant applications for the Subregional Studies Program (SSP).
 - 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 Eastern Transportation Coalition Freight Academy when held in New Jersey.
 - 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

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, including project funding announcements, public meetings related to NJTPA-funded studies, and major accomplishments resulting from NJTPA-funded studies including the development of the Morris Canal Greenway and the Jersey City Alternate Transportation Modes Assessment.

- **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.

- **PRODUCT/OUTCOME:** Participation in environmental education or other educational efforts.

ACTIVITIES:

- Increase local understanding of environmental issues and strategies by engaging with the public through a series of working groups and committees during the development Jersey City's Climate Action Plan and posting educational information about the plan on the city's website.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

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

ACTIVITIES:

- Follow through on NJTPA funded Local Program activities, including, but not limited to the Local Safety Program funded Marin Boulevard, West Side Avenue, and Sip Avenue projects, and Transportation Alternative Program funded Johnston Avenue project.

**FY 2022 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
CITY OF JERSEY CITY
BUDGET PLAN**

	PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES	\$ 86,727.41		
2. FRINGE BENEFITS 0.000%	\$ -		
3. LEAVE ADDITIVE Various	\$ 19,635.09		
SUBTOTAL	\$ 106,362.50		
 PART II DIRECT NON-LABOR COSTS			
1. SUPPLIES	\$ 2,000.00		
2. TRAVEL	\$ 3,000.00		
3. PRINTING & REPRODUCTION	\$ 300.00		
4. TELEPHONE	\$ -		
5. POSTAGE	\$ -		
6. CONFERENCE/TRAINING	\$ 1,500.00		
7. OTHER (SPECIFY)	\$ -		
SUBTOTAL	\$ 6,800.00		
 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 2022 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 2022 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	\$ 3,773.63	\$ -	\$ -	\$ 3,773.63	3%
Task 2 - Transportation Planning and Coordination	2,251	\$ 102,588.86	\$ 6,800.00	\$ -	\$ 109,388.86	97%
STP Core Program Budget	2,351	\$ 106,362.50	\$ 6,800.00	\$ -	\$ 113,162.50	100%
STP Supplemental Support Budget	600	\$ 12,000.00	\$ 3,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	2,951	\$ 118,362.50	\$ 9,800.00	\$ -	\$ 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, Senior Transportation Planner	85%	1,650
Barkha Patel, Director of Transportation Planning	36%	701
Intern Support		600
TOTAL	60%	2,951

COUNTY OF MIDDLESEX



FY 2022 SUBREGIONAL TRANSPORTATION PLANNING (STP) WORK PROGRAM - ELECTIVES

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Task 1 is program management and is entirely core activities. 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.

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

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. Participation will include attending quarterly task force meetings. Involvement in other Task Forces and associated activities will be based on availability of staff resources. Review and consider grant applications for the Together North Jersey Technical Assistance Grant.
- Participate in the Central Jersey Transportation Forum meetings and Steering Committee meetings.
- Collaborate with state and regional agencies, Keep Middlesex Moving (KMM) and other adjacent TMAs as needed, in the planning and implementation of transportation-related chapters of Destination 2040.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC) 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:

- Support planning and implementation of Middlesex County’s Destination 2040 Strategic Plan, including but not limited to development of a Vision Zero Plan, Bicycle and Pedestrian Plan, Priority Growth Investment Framework Plan, and

Integrated Landscape Plan; and updates to the county R.O.W. map, and site plan resolution.

- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths. Recommendations could include proposed projects to be considered for inclusion in prospective applications in programs such as the NJDOT Transportation Alternatives Program Set-asides, the NJDOT Local Freight Impact Fund (LFIF), and other significant projects/initiatives which may enter the capital project pipeline during the course of this work program. In Middlesex County these may include projects ferry projects in Carteret and South Amboy, and potential electric vehicle charging stations to be determined.
- Support the NJTPA's continued work to improve safety through data analysis, planning and implementation of infrastructure improvements, interagency collaboration, and promotion of educational strategies. Activities may include, but are not limited to, training in the use of crash analysis tools including the Numetric tool and aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP).
- Advance adoption of electric vehicles (EV) through projects in collaboration with municipalities and applying for grants from NJDEP (e.g. It Pay\$ to Plug In grant) and other sources for installation of charging stations and other supporting infrastructure to promote the use of electric vehicles.
- Participate in resiliency (e.g. EV readiness) training as provided by the NJTPA or others.
- 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

2.2 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Supplemental public and stakeholder engagement

ACTIVITIES:

- Conduct or support stakeholder or public engagement in support of Middlesex County's Destination 2040 planning or implementation activities, including engagement that targets Title VI populations.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

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

**FY 2022 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MIDDLESEX COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 144,622.15		
	2. FRINGE BENEFITS	57.800%	\$ 83,591.60		
			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 2022 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 2022 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	150	\$ 20,138.34	\$ -	\$ -	\$ 20,138.34	9%
Task 2 - Transportation Planning and Coordination	1,736	\$ 208,075.41	\$ -	\$ -	\$ 208,075.41	91%
STP Core Program Budget	1,886	\$ 228,213.75	\$ -	\$ -	\$ 228,213.75	100%
STP Supplemental Support Budget	750	\$ 15,000.00	\$ -	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	2,636	\$ 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	58%	1,062
Bruce McCracken, Principal Planner, Transportation	27%	500
Marie Capella, Clerk 1	1%	14
Ryan Rapp, Supervising Planner	5%	96
Roma Patel, Assistant Planner	5%	96
Vijayant (VJ) Rajvanshi, Deputy Director of Planning	4%	72
Doug Greenfeld, Planning Director	3%	46
Intern Support		750
TOTAL	15%	2,636

COUNTY OF MONMOUTH



**FY 2022
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM - ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Task 1 is program management and is entirely core activities. 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.

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

2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participate in RTAC planning initiatives.

ACTIVITIES:

- Volunteer for and review documents created by RTAC sub-committees
- Represent Monmouth County on the RTAC and participate in RTAC activities and on planning study TACs.

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

ACTIVITIES:

- Participate in the Competitive, Efficient, Livable, and/or Resilient TNJ 2.0 Task Forces, as staff availability and relevance to Monmouth County allows. This may include participation 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 (BPAC), NJ Council on Special Transportation, and county and municipal transportation councils and committees.
- Collaborate with EZ Ride TMA to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives by attending and participating in local meetings, and projects for programs such as The Safe

- Routes to School Program and advertising EZ Ride educational material and Ryde4Life services through email newsletters.
- Conduct planning activities that support the development and advancement of bicycle, pedestrian, and micromobility strategies and encourage and assist municipalities partaking in similar planning activities. The activities will include collecting bicycle infrastructure locations and related information to identify gaps in the transportation network, and working to build a regional bikeshare program.
 - Work to advance the recommendations of Subregional Studies Program funded Moving Mindfully: Monmouth\Mercer study, which focuses on freight planning in western Monmouth and southern Mercer Counties, providing strategies for accommodating and managing freight traffic in the area.
 - Coordinate and provide assistance to the Fort Monmouth Economic Revitalization Authority as opportunities arise.
 - Coordinate on transportation related activities with other Monmouth County divisions and agencies including, but not limited to, the Parks Department, and the Divisions of Economic Development, Engineering, and Tourism.
- **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:

- Provide technical assistance to municipalities as requested, including but not limited to, grant applications, Environmental Commission activities, studies, and outreach.
- Develop, maintain, create, refine, update, and distribute planning documents such as Monmouth County’s Bicycle Infrastructure and Bicycle Level of Stress Map, Interactive Transportation Guide, and Transit Map.
- 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 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 such as NJ Safety Voyager, presentation support media, modeling and simulation software, sustainability and resilience planning, conflict resolution, media training, and public outreach.
- Assist the Monmouth County Transportation Council in advising the Monmouth County Planning Board
- Advance transportation related recommendations and strategies from the TNJ Plan which aim to promote tourism and agortourism, arts, culture, and other

- entertainment through the development and maintenance of publicly available byways and by improving access through the use of travel demand strategies.
- Enter pertinent information about completed Monmouth County 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, such as distributing documents and maps with up to date bicycling laws and safety guidance.
 - Participate on advisory committees, meetings, webinars, or workshops of studies performed other NJTPA subregions as requested.
 - Support planning activities that advance Monmouth County's Complete Streets Policy, the NJTPA's complete streets efforts, and the Together North Jersey Plan. Support municipalities interested in adopting complete streets policies by providing example legislation and supportive research.
 - Support advancement of greenway initiatives within Monmouth County. Engage with citizen efforts to create the Capital to Coast Trail from Manasquan to Trenton as well as other opportunities that may arise.
 - Collaborate with the NJTPA on environmental, climate change and resilience planning activities, as opportunities arise.
 - Advance adoption of electric vehicles (EV) through the development of an EV Readiness Plan and providing technical assistance to municipalities, businesses, and others interested in developing EV infrastructure.
 - Participate in resilience (e.g. EV readiness) training as provided by the NJTPA or others as applicable and as staff availability allows.
 - Participate in road safety audits (RSAs), as health conditions permit, performed by NJDOT, the Monmouth County Division of Engineering, EZ Ride TMA, or other entities to generate recommendations for capital improvements.
 - Work with municipalities and event/tourism locations identified by Monmouth County's Monmouth Within Reach Study to be completed in June FY 2021 and upon request to evaluate travel demand strategies recommended by the study that increase parking efficiency and encourage alternative transportation modes.
 - Seek out funding opportunities that advance planning or project implementation and prepare applications for grants such as the Subregional Studies Program (SSP), CMAQ Program's Transportation Clean Air Measures (TCAM), It Pays To Plug In Program, and other funding opportunities as applicable.
 - Support development and preservation of New Jersey Scenic Byways and Monmouth County Scenic, Heritage, and Cultural Byways by participating in committees and meetings upon request and developing and maintaining publicly available ArcGIS Online Byway Story Maps.

- 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).
- Seek to deploy publicly available electric vehicle charging infrastructure through approved CMAQ Transportation Clean Air Measures (TCAM) Grants.
- 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

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings through on site distribution of informational pamphlets, flyers, and brochures in coordination with Monmouth County municipalities, and through Monmouth County’s Quarterly Transportation Newsletter.

- **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 or other initiatives related to senior driving, distracted driving, etc. through on site distribution of informational pamphlets and brochures in coordination with Monmouth County municipalities, and through Monmouth County’s Quarterly Transportation Newsletter.

- **PRODUCT/OUTCOME:** Participation in environmental education or other educational efforts.

ACTIVITIES:

- Increase local understanding of environmental issues and strategies that are consistent with NJTPA’s regional goals. Participate with the NJTPA, state agency, and/or nonprofits by distributing and presenting educational materials.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

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

ACTIVITIES:

- Follow through on NJTPA funded Local Program activities, including, but not limited to the Local Safety Program funded Marin Boulevard, West Side Avenue, and Sip Avenue projects, and Transportation Alternative Program funded Johnston Avenue project.

**FY 2022 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MONMOUTH COUNTY
BUDGET PLAN**

	PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES	\$ 107,993.12		
2. FRINGE BENEFITS 51.055%	\$ 55,135.88		
3. LEAVE ADDITIVE Various	\$ 23,121.62		
SUBTOTAL	\$ 186,250.62		
 PART II DIRECT NON-LABOR COSTS			
1. SUPPLIES	\$ -		
2. TRAVEL	\$ -		
3. PRINTING & REPRODUCTION	\$ -		
4. TELEPHONE	\$ -		
5. POSTAGE	\$ -		
6. CONFERENCE/TRAINING	\$ 1,036.88		
7. OTHER(CUBE VOYAGER MAINTENANCE/ADOBE CREATIVE CI	\$ 4,200.00		
SUBTOTAL	\$ 5,236.88		
 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	\$ 15,000.00		
4. TRAINING AND PROFESSIONAL DEVELOPMENT	\$ -		
5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS	\$ -		
6. PRINGTING 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 2022 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 2022 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	322	\$ 16,143.13	\$ -	\$ -	\$ 16,143.13	8%
Task 2 - Transportation Planning and Coordination	3,257	\$ 170,107.50	\$ 5,236.88	\$ -	\$ 175,344.38	92%
STP Core Program Budget	3,579	\$ 186,250.62	\$ 5,236.88	\$ -	\$ 191,487.50	100%
STP Supplemental Support Budget	833	\$ 15,000.00	\$ -	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	4,412	\$ 201,250.62	\$ 5,236.88	\$ -	\$ 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, Assistant Director	12%	225
James Bonanno, Principal Planner	80%	1,453
Joe Barris, Director	2%	30
Quinn Ruff, Assistant Planner	1%	20
Inkyung Englehart, Principal Engineer	3%	55
Robyn Snyder, Business Manager	1%	12
Meghan Leavey, GIS Supervisor	1%	20
Bridget Neary, Assistant Planner	1%	20
Kyle DeGroot, Assistant Planner	1%	25
Assistant Transportation Planner TBD	81%	1,474
Victor Furmanec, Integrated Planning Supervisor	13%	245
Intern Support		833
TOTAL	18%	4,412

COUNTY OF MORRIS



FY 2022 SUBREGIONAL TRANSPORTATION PLANNING (STP) WORK PROGRAM - ELECTIVES

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Task 1 is program management and is entirely core activities. 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.

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

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 to support the TMA’s work in addressing the transportation needs of businesses and their employees, by serving on the Board of Directors and attending quarterly meetings.
- 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 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 the analysis of crash data, ongoing traffic counts via Morris County’s Traffic Count Program, and transportation-related GIS analysis and data management.
- Support advancement of the Morris Canal Greenway through participation on the Working Group and associated assistance with coordination and data collection.

- Support the Morris County Park Alliance’s Connect to Walk and Bike Program by attending meetings, providing data support, and reviewing and providing input on plans and recommendations.
- 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

2.2 Elective Products/Outcomes and Activities

- **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. by posting web announcements and attending/supporting events when applicable.

- **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. This could include touring businesses that have significant freight operations in Morris County, and visiting sites along the Morris County-owned rail lines to discuss planned improvements.
- Foster communication, coordination, and economic development with municipalities, businesses, and the public. This could include the following activities:
 - County staff and railroad operators meeting with interested businesses to discuss the potential to receive or send goods on county rail.
 - County staff meeting with municipal officials to discuss county railroad improvement projects.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

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

ACTIVITIES:

- Follow through on NJTPA funded Local Program activities, including, but not limited to the Local Safety Program funded Marin Boulevard, West Side Avenue, and Sip Avenue projects, and Transportation Alternative Program funded Johnston Avenue project.

**FY 2022 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MORRIS COUNTY
BUDGET PLAN**

	PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES	\$ 88,758.55		
2. FRINGE BENEFITS 67.380%	\$ 59,805.51		
3. LEAVE ADDITIVE 16.522%	\$ 14,664.69		
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 2022 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 2022 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	180	\$ 13,948.47	\$ -	\$ -	\$ 13,948.47	9%
Task 2 - Transportation Planning and Coordination	2,410	\$ 149,280.28	\$ -	\$ -	\$ 149,280.28	91%
STP Core Program Budget	2,590	\$ 163,228.75	\$ -	\$ -	\$ 163,228.75	100%
STP Supplemental Support Budget	1,000	\$ 15,000.00	\$ -	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	3,590	\$ 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
John J. Hayes, Supervising Planner	51%	930
Benjamin Peacock, Senior Planner	46%	830
Elizabeth Murray, Assistant Planner	46%	830
Intern Support		1,000
TOTAL	47%	3,590

CITY OF NEWARK



**FY 2022
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM - ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Task 1 is program management and is entirely core activities. 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.

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

2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participate on the RTAC in a leadership capacity

ACTIVITIES:

- Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee)
- Represent RTAC on planning study TACs.

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

ACTIVITIES:

- Participate in the TNJ 2.0 Competitive, Efficient, and Livable Task Forces. by attending quarterly meetings and assisting in the advancement of TNJ actions and activities.
- 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:

- Support the NJTPA’s continued work to improve safety by attending NJ Safety Voyager training and participating in the Statewide Traffic Records Coordinating Committee (STRCC)
- Support complete streets planning activities by assisting in the design and construction of improvements outlined in the Newark 2018 Safe Routes to

Schools Program grant to construct bicycle and pedestrian improvements at thirteen schools in the five wards of Newark.

- Support Newark's bike share program expected to debut in the Spring of 2021.
- Prepare a grant application for the Subregional Studies Program (SSP).
- Conduct road safety audits (RSAs), as health conditions permit, to generate recommendations for capital improvements.
- 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 Eastern Transportation Coalition Freight Academy when held in New Jersey.
- Manage the Newark Riverfront Pedestrian Access and North Broad Street Redevelopment concept development studies.

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

2.2 Elective Products/Outcomes and Activities

- **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 or other initiatives related to senior driving, distracted driving, etc.

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

ACTIVITIES:

- Work with NJTPA to increase local understanding of freight operations and related transportation needs through subregional freight visits. Work with Newark's Department of Economic and Housing Development to coordinate with the NJTPA on the Forward Bound: Doremus Port Master Plan, which will gather input from residents and the freight sector to create a vision for future growth in the Port Area.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

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

ACTIVITIES:

- Follow through on the following NJTPA funded Local Program Activities:
 - Bergen Street Pedestrian Safety Corridor Improvements Project Phase I
 - 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
 - Bergen Street Pedestrian Safety Corridor Improvement Project Phase II
 - Riverfront Pedestrian and Bicycle Access Study
 - North Broad Street Redevelopment Project

**FY 2022 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	\$ 4,000.00		
2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000	\$ 2,000.00		
3. INTERN SUPPORT	\$ -		
4. TRAINING AND PROFESSIONAL DEVELOPMENT	\$ 5,000.00		
5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS	\$ 4,000.00		
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 2022 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 2022 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	\$ 10,587.10	\$ -	\$ -	\$ 10,587.10	9%
Task 2 - Transportation Planning and Coordination	3,007	\$ 108,621.65	\$ -	\$ -	\$ 108,621.65	91%
STP Core Program Budget	3,312	\$ 119,208.75	\$ -	\$ -	\$ 119,208.75	100%
STP Supplemental Support Budget	0	\$ -	\$ 15,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	3,312	\$ 119,208.75	\$ 15,000.00	\$ -	\$ 134,208.75	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
TBD ,Manager	1%	15
Trevor Howard , Principal Planner	100%	1,820
Mathew Aina, Prinicpal Engineer	33%	599
Juan Feijoo, Principal Engineer - Traffic	27%	500
Charlie Trafficante, Principal Engineer	11%	203
Bethzaida Sequinot, Administrative Analyst Bilingual	10%	175
Intern Support		0
TOTAL	30%	3,312

COUNTY OF OCEAN



**FY 2022
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM - ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Task 1 is program management and is entirely core activities. 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.

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

2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participate on the RTAC in a leadership capacity.

ACTIVITIES:

- Volunteer to serve as RTAC Chair or Vice Chair for a two-year term.
- Help create agendas, run meetings, and lead discussion.
- Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee)
- Represent RTAC on planning study TACs.

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

ACTIVITIES:

- Participate in one of the four TNJ 2.0 Task Forces (Competitive, Efficient, Livable, and Resilient) that would be most relevant to the county’s goals and objectives. Subregional staff will attend quarterly meetings and may assist with advancement of TNJ actions where relevant and appropriate.
- In addition to the core TMA activity, Subregional staff will collaborate with the Greater Mercer TMA as appropriate to conduct transportation workshops, either in person or virtually.
- Coordinate with the Pinelands Commission as appropriate to ensure consistency between the Pinelands Comprehensive Management Plan, the work of the NJTPA, the Ocean County Master Plan, the county’s 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:

- Advance transportation related recommendations from the TNJ Plan. Develop and implement 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 providing assistance to municipalities with mapping and other activities, navigating National Flood Insurance Program (NFIP) issues, and making connections with stakeholders.
- Participate in a stakeholder’s 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.
- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA’s PRIME tool as applicable. Pertinent information includes study description, identified needs, and recommendations.
- 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 be related to high frictions 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 NJDOT screening lists and in-house mapping of accident data to identify hot spots, implement upgrades, and determine candidates for safety project applications.
- Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA Subregional Studies Program (SSP) studies conducted by another subregion.
- 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; participate in initiatives such as Walkable Communities and Safe Route to School; and participate in the collection of bike/ped data. Collaborate with municipalities where appropriate.
- 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.
- Collaborate with the NJTPA as opportunities arise in environmental, climate change and resilience planning activities, including participating in workshops and planning activities.

- Analyze the impacts from proposed or approved developments on the transportation network from a local and regional perspective and for consistency with the County Subdivision and Site Plan Resolution and Master Plan.
- Analyze the impacts of zoning changes and Development and Redevelopment Plans on the transportation network from a local and regional perspective.
- Conduct road safety audits (RSAs), as health conditions permit, to generate recommendations for capital improvements.
- Prepare grant applications for the Subregional Studies Program (SSP) or other funding opportunities to be determined from evaluation of county needs.
- Perform analysis of multi-modal needs in the context of primary and complementary strategies per the NJTPA Congestion Management Process (CMP) in conjunction with capital projects as applicable.
- 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, and conduct thorough planning of its transit routes to reflect ridership needs and trends.
- Address unanticipated related transportation planning needs that may not be foreseen during STP Work Program development. Details 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

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 by including announcements on the county's website, holding public informational meetings and preparing press releases for publication.

- **PRODUCT/OUTCOME:** Assistance with special outreach efforts.

ACTIVITIES:

- Conduct or assist in special outreach efforts, such as the Street Smart NJ pedestrian safety campaign or other initiatives related to senior driving, distracted driving, etc. by providing information on the county's website and preparing press releases for publication, etc.
- Make information about Ocean Ride transportation services available through the county's website and Facebook account.

- Conduct outreach to adult communities to provide information on access to transportation opportunities.
- **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.
- **PRODUCT/OUTCOME:** Participation in environmental education or other educational efforts.

ACTIVITIES:

- Increase local understanding of environmental issues and strategies that are consistent with NJTPA’s regional goals through local outreach and education by collaborating with the NJTPA, state agencies, county departments, and nonprofits, as appropriate, on creating and presenting educational efforts.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support preparation and proposal development for the following NJTPA’s Local Program activities: Local Safety and High Risk Rural Road programs, Local Capital Project Delivery, Transportation Alternative Program, and Congestion Mitigation and Air Quality Program (CMAQ).
- **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 Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Transportation Alternative Programs and/or Congestion Mitigation and Air Quality Programs.

**FY 2022 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
OCEAN COUNTY
BUDGET PLAN**

	PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES	\$ 112,854.08		
2. FRINGE BENEFITS 59.920%	\$ 67,622.17		
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	\$ 10,000.00		
2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000	\$ -		
3. INTERN SUPPORT	\$ 5,000.00		
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 2022 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 2022 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
OCEAN COUNTY
STAFFING PLAN**

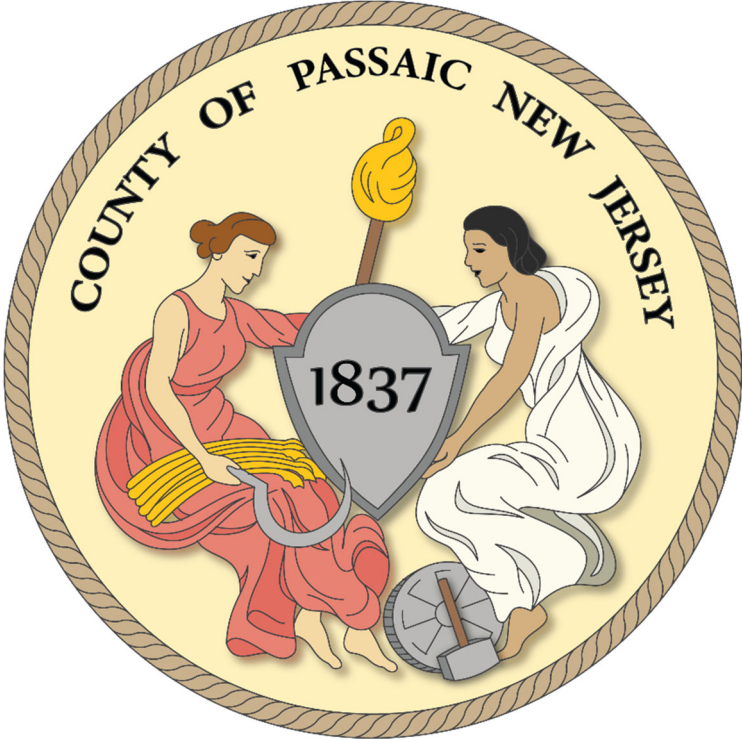
STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	175	\$ 10,245.67	\$ -	\$ -	\$ 10,245.67	6%
Task 2 - Transportation Planning and Coordination	2,506	\$ 170,230.58	\$ -	\$ -	\$ 170,230.58	94%
STP Core Program Budget	2,681	\$ 180,476.25	\$ -	\$ -	\$ 180,476.25	100%
STP Supplemental Support Budget	385	\$ 5,000.00	\$ 10,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	3,066	\$ 185,476.25	\$ 10,000.00	\$ -	\$ 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
Victoria Pecchioli, STP Admin., Principal Planner	13%	275
Mark Villingner, Supervising Planner	19%	400
Nicole Leaf, Planner Trainee,	10%	210
Markian Borkowsky, Planner Trainee	10%	210
John Ernst, Director of Engineering	6%	120
Mark Jehnke, Assistant County Engineer	6%	120
Robin Kuri, Principal Engineer	36%	750
Lynn Lamunyon, Traffic Engineer	5%	114
Charles Gordon, Principal Engineer	5%	110
Gregory Smith, Principal Engineer	5%	110
Lauren Wines, Senior Engineer	5%	110
David Fitzgerald, Director, Transportation	5%	100
Kelly Dyson, Ocean Ride, Transportation	2%	52
Intern Support		385
TOTAL	10%	3,066

COUNTY OF PASSAIC



**FY 2022
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM – ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Task 1 is program management and is entirely core activities. 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.

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

2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participate on the RTAC in a leadership capacity.

ACTIVITIES:

- Help create agendas, run meetings, and lead discussion.
- Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee)
- Represent RTAC on planning study TACs.

- **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 with a focus on the Competitive Task Force. The county will stay engaged in all relevant work stemming from the TNJ forums and apply to county work programs or priorities.
- Coordinate with the Highlands Council to ensure consistency between their plans, the work of the NJTPA, and local transportation plans and programs, specifically as it relates to the Highlands Council grant supported planning in Bloomingdale and Ringwood to support economic development and enhanced bike/ped mobility.

- **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:

- Assist in advancing transportation related recommendations from the TNJ Plan that are consistent with Passaic County's needs and goals expressed in the county Master Plan elements. This includes advancing additional concepts for a Passaic Riverwalk that have already begun with the completion of Dundee Island Park in the City of Passaic.
- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths. Recommendations will come from the following studies: Paterson-Newark Transit Market Study, Passaic-Bergen-Hudson Transit Technical Study, Highlands Rail Trail, Morris Canal Greenway, Main Avenue Concept Development Process, Green Stormwater Infrastructure Plan, various elements of the County Transportation Element, and other studies as applicable.
- Support the NJTPA's continued work to improve safety by assisting with developing policies and methodologies that will result in more accurate crash data in social justice communities. A lack of such data has hindered the identification of safety priorities in these communities in past efforts.
- Support complete streets planning activities. The county will continue the annual review of the Passaic County Roadway Resurfacing Program to ensure compliance with the Complete Streets Guidelines adopted by the Board of Chosen Freeholders as a product of the Transportation Element of the Subregional Studies Program funded Passaic County Master Plan. Review projects (capital and otherwise) for compliance with Complete Streets Guidelines as requested by various county departments. Provide guidance on implementing complete streets through professional seminars and conferences wherever possible.
- Participate in resiliency (e.g. EV readiness) training as provided by the NJTPA or others.
- Conduct planning activities that support development and advancement of micromobility strategies, including bicycle or pedestrian capital improvements or policies. The foundation of these activities include the Bike Plan for the City of Paterson funded through an NJDOT Technical Assistance Grant, the countywide Bike Plan funded through the Subregional Studies Program (SSP) and the implementation measures highlighted in the Transportation Element of the county Master Plan.
- Conduct road safety audits (RSAs), as health conditions permit, to generate recommendations for capital improvements.
- Analyze the impacts from proposed or approved developments on the transportation network from a local and regional perspective.
- Analyze the impacts of zoning changes and Development and Redevelopment Plans on the transportation network from a local and regional perspective where applicable.

- Support advancement of existing 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. Activities to include advancing mass transit projects supported in the Paterson-Newark Transit Market Study and Passaic-Bergen-Hudson Transit Study and working with NJDOT to implement ITS on key state highway corridors and intersections along Route 3/46, specifically the interchange adjacent to the ON3 redevelopment in the City of Clifton.
- 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

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. County staff will coordinate with NJTPA on messaging to share through the Passaic County website, social media outlets as well as traditional press releases. The focus will include the following projects: Fair Lawn Avenue Bridge, Two Bridges Road, Morris Canal Greenway (various phases), Main Avenue, Highlands Rail Trail, and Spruce Street Gateway.

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

ACTIVITIES:

- Conduct or assist in special outreach efforts by supporting Street Smart campaigns including the ongoing campaign in the City of Paterson, and through messaging efforts to support traffic safety.

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

ACTIVITIES:

- Work with NJTPA staff to increase local understanding of freight operations and related transportation needs through subregional freight visits. The County is interested in highlighted freight infrastructure needs of local businesses, with specific emphasis in implementing recommendations in the NJTPA's Freight Rail

Industrial Opportunities (FRIO) study analysis in the Cities of Paterson and Clifton.

- **PRODUCT/OUTCOME:** Participation in environmental education or other educational efforts.

ACTIVITIES:

- Increase local understanding of environmental issues and strategies that are consistent with NJTPA’s regional goals. The County will work to support education on the Green Stormwater Infrastructure Plan strategies, and implementation goals developed through the SSP and the various capital projects that will use this guidance document in their implementation such as the Allwood Road, Market Street and Lakeview Avenue Safety Projects.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

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. Submissions will continue Passaic County’s work to implement the Morris Canal Greenway, Highlands Rail Trail, as well as emerging projects from the countywide and Paterson Bike Plans.
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives.

ACTIVITIES:

- Follow through on the following NJTPA funded Local Program Activities:
 - Spruce Street Gateway TAP Project
 - Morris Canal Greenway Phase IV (Regional TAP)
 - Highlands Rail Trail Phase I (TAP)
 - Highlands Rail Trail Phase II (CMAQ)
 - Smart Signal Project (CMAQ)
 - Main Ave Local Concept Development
 - Market Street Local Safety Project (Paterson)
 - Allwood Road Local Safety Project (Clifton)
 - Lakeview Avenue Complete Streets Local Safety (Paterson)
- Technical support for NJTPA Local Concept Development (LCD) studies including the Main Avenue LCD project in the City of Passaic.

**FY 2022 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
PASSAIC COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 92,497.86		
	2. FRINGE BENEFITS	71.280%	\$ 65,932.48		
			SUBTOTAL \$ 158,430.34		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ 2,329.66		
	3. PRINTING & REPRODUCTION		\$ 1,400.00		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 2,900.00		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ 6,629.66		
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		\$ -		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ 2,000.00		
	3. INTERN SUPPORT		\$ 13,000.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. PRINGTING AND REPRODUCTION		\$ -		
			STP SUPPLEMENTAL SUPPORT BUDGET \$ 15,000.00	100%	0%
			TOTAL STP PROGRAM BUDGET \$ 180,060.00		

<p>This estimated budget is based upon projected costs to perform the work program for FY 2022 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.</p>

FUNDING SOURCES:

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

**FY 2022 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
PASSAIC COUNTY
STAFFING PLAN**

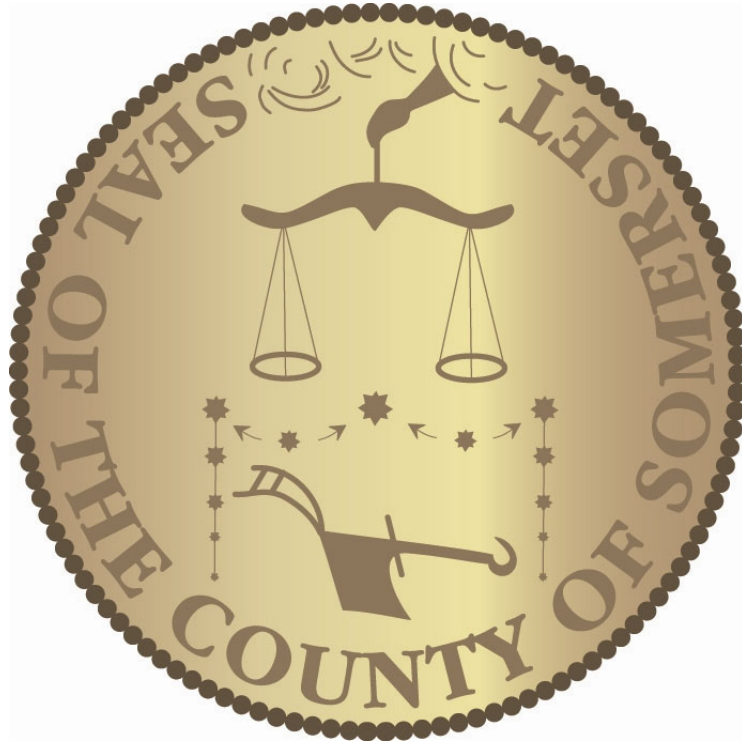
STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	73	\$ 7,099.79	\$ -	\$ -	\$ 7,099.79	4%
Task 2 - Transportation Planning and Coordination	2,467	\$ 151,330.55	\$ 6,629.66	\$ -	\$ 157,960.21	96%
STP Core Program Budget	2,540	\$ 158,430.34	\$ 6,629.66	\$ -	\$ 165,060.00	100%
STP Supplemental Support Budget	867	\$ 13,000.00	\$ 2,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	3,407	\$ 171,430.34	\$ 8,629.66	\$ -	\$ 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	17%	317
Andras Hozmann - Supervising Planner	23%	423
Miranda, Jason - Senior Planner	27%	500
Presti, Salvatore - Assistant Planner	44%	800
Noah Berkowitz - GIS Specialist	27%	500
Intern Support		867
TOTAL	28%	3,407

COUNTY OF SOMERSET



FY 2022 SUBREGIONAL TRANSPORTATION PLANNING (STP) WORK PROGRAM – ELECTIVES

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Task 1 is program management and is entirely core activities. 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.

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

2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participate on the RTAC in a leadership capacity.

ACTIVITIES:

- Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee), when appropriate.
- Represent RTAC on a planning study TAC when appropriate.

- **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 by attending quarterly meetings, assisting with advancement of TNJ actions, and/or other activities.
- Participate in the Central Jersey Transportation Forum (CJTF) by attending committee and full forum meetings representing Somerset County.
- Collaborate where appropriate, with Ridewise TMA (or TMAs) to integrate TMA work with the NJTPA planning process by advancing bicyclist and pedestrian safety, public transit routing, Safe Routes To School, and human service and paratransit initiatives.
- Attend and participate in the Bicycle and Pedestrian Advisory Council (BPAC) full meetings and on several sub-committees including the Safety sub-committee.
- Coordinate with the Highlands Council, to ensure consistency between its growth regulations, the work of the NJTPA, and county transportation plans.

- Work with Highlands Council and municipalities to secure available funding for studies to advance planning recommendations from previous NJTPA sub-regional studies that included areas within the Highlands Council region.
- **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 that are appropriate for Somerset County and its municipalities by collaborating with the Somerset County Business Partnership to update the county's CEDS Plan.
- Work with municipalities in Somerset County, RideWise TMA and the Somerset County Business Partnership to advance transportation and land use recommendations from the Subregional Studies Program (SSP) including Supporting Priority Investment in Somerset County studies, Walk Bike Hike study, and the County Investment Framework.
- 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, as opportunities arise.
- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths including recommendations from studies funded through the Subregional Studies Program (SSP), Local Concept Development (LCD), and High Risk Rural Road programs.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies by participating in training and use of crash analysis tools such as NJ Safety Voyager; aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP).
- Participate in meetings and workshops for the Middlesex County's Master Plan (Destination 2040) update and Hunterdon County's Master Plan Land Development Element update.
- Somerset County will continue to support bicycle and pedestrian data collection.
- Support advancement of greenway initiatives for the Peters Brook Greenway, the D&R Canal Greenway and East Coast Greenways, with staff participating in meetings when scheduled.
- Advance adoption of electric vehicles (EV) by further developing the Somerset County EV Readiness Plan and providing technical assistance (including assistance with applying for grants) to municipalities, businesses, and other stakeholders interested in developing EV infrastructure (e.g. charging stations)
- 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 micro-mobility strategies, by collaborating with RideWise TMA to assist

municipalities to improve walking biking and hiking facilities, ride hailing, last mile connections, ebike, scooter rental facilities, and services by implementing recommendations from the Walk, Bike Hike study.

- Work with municipalities to conduct road safety audits (RSAs), as health conditions permit, to generate recommendations for capital improvements to address safety issues on identified corridors as requested.
- Analyze the impacts from proposed developments on the transportation network from a local and regional perspective. Collaborate with county's land development review unit to identify proposed developments that based on the number of proposed units, proposed square footage or proposed parking spaces may impact the transportation network.
- Support municipalities with redevelopment planning by providing technical assistance.
- Support advancement of sub-regional 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. A focus will be on advancing recommendations from Subregional Studies Program (SSP) funded Supporting Priority Investment in Somerset County studies and the Walk, Bike Hike study.
- Support preservation of New Jersey Scenic Byways by participating in the Millstone Scenic Byway meetings when hosted.
- 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 to program requirements, and will require prior written approval from NJTPA.

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

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 NJTPA project development (e.g. safety improvements in Manville Borough on County Route 533), such as project funding announcements, groundbreakings and ribbon-cuttings including participation by the county trustee elected officials and promoting events on the Somerset County social media, web site, email blasts and press releases where 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 campaign or other safety initiatives related to senior driving, distracted driving, SRTS, walking audits, and pedestrian and bicyclist safety. Work with RideWise, NJTPA, Somerset County Business Partnership, Healthier Somerset, Regional Center Partnership, and municipalities to address travel safety as needed.

- **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 and serving on the TAC of the Port Secondary Freight Concept Development Study. Engage with the Somerset County Business Partnership, Ridewise TMA, local business organizations, and elected officials with an interest in goods movement as needed.

- **PRODUCT/OUTCOME:** Participation in environmental education or other educational efforts.

ACTIVITIES:

- Work to increase local understanding of environmental issues and strategies that are consistent with NJTPA’s regional goals. Somerset County will collaborate with the NJTPA, state agencies, and nonprofits such as Sustainable New Jersey to highlight a variety of issues including, but not limited to greenhouse gas reduction strategies, green infrastructure, resiliency, and environmental justice. Somerset County staff will work with municipal green teams along with the Sustainable Jersey and other local environmental organizations to increase understanding of environmental issues and strategies that are consistent with NJTPA goals.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

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 Programs, Local Concept Development and Freight Concept Development Programs.

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

ACTIVITIES:

- Work to advance the following NJTPA Local Program funded projects through the various project development stages.
 - Main Street (CR 533) Local Safety Improvements in Manville Borough
 - Allen Road (CR 652) Roundabout in Bernard's Township
 - Somerville Road Roundabout in Bernard's Township
 - Easton Avenue (CR 527) at Demott Lane Intersection Improvements in Franklin Township
 - Bridge K0607 New Brunswick Road in Franklin Township
 - Bridge C0609 Picket Place in Hillsborough and Branchburg Townships
 - Bridge H1110 Valley Road Bridge Local Concept Development in Bernard's Township and Long Hill Township
 - Bridge DO105 Great Road in Montgomery Township
 - Hamilton Street Corridor Local Safety Improvements in Franklin Township
- Technical support for NJTPA Local Concept Development (LCD) studies including the Main Avenue LCD project in the City of Passaic.

**FY 2022 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SOMERSET COUNTY
BUDGET PLAN**

	PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES	\$ 84,950.16		
2. FRINGE BENEFITS 51.480%	\$ 43,732.34		
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	\$ 2,000.10		
2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000	\$ -		
3. INTERN SUPPORT	\$ 12,999.90		
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 2022 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 2022 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	145	\$ 8,550.82	\$ -	\$ -	\$ 8,550.82	7%
Task 2 - Transportation Planning and Coordination	1,938	\$ 120,131.68	\$ -	\$ -	\$ 120,131.68	93%
STP Core Program Budget	2,083	\$ 128,682.50	\$ -	\$ -	\$ 128,682.50	100%
STP Supplemental Support Budget	765	\$ 12,999.90	\$ 2,000.10	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	2,847	\$ 141,682.40	\$ 2,000.10	\$ -	\$ 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
Senior Planner Position to be filled	38%	793
Kenneth Wedeen, Supervising Planner	44%	910
Andrew Phillips, Principal Draftsperson	4%	80
Cynthia Mellusi, Office Manager	4%	80
Aarthy Sabesan, GIS Manager	2%	40
Intern Support		765
TOTAL	17%	2,847

COUNTY OF SUSSEX



**FY 2022
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM - ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Task 1 is program management and is entirely core activities. 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.

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

2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participate on the RTAC in a leadership capacity.
ACTIVITIES:
 - Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee)
 - Represent RTAC on planning study TAC as opportunities arise.
- **PRODUCT/OUTCOME:** Engage in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.
ACTIVITIES:
 - Participate in the Competitive, Efficient, and Livable TNJ Task Forces. Staff level of participation will include attending quarterly task force meetings, assisting with advancement of TNJ actions, and/or other activities as applicable. Increase bicycle and pedestrian opportunities by improving connectivity for the county’s rails-to-trails and sidewalk networks
 - Engage in Towards Zero Deaths or Vision Zero activities as appropriate and as staff resources permit.
- **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 Local Government Capacity Grant Program (LGCGP) funded study entitled *Sussex County*

Strategic Growth Plan Update, with a focus on the Lackawanna Cut-Off Passenger Rail Restoration Project.

- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA's PRIME tool. More information about PRIME can be found at: <http://www.njtpa.org/Data-Maps/Tools/PRIME.aspx>. PRIME can be accessed at: <http://prime.njtpa.org/>.
- 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 by participating in training in the use of crash analysis tools such as NJ Safety Voyager and aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP).
- Update Sussex County's Complete Streets Policy and Implementation Plan, developed in cooperation with the NJTPA.
- Assist in connecting the Morris Canal Greenway to other greenways in the county including the Sussex Branch Rail Trail.
- Collaborate with the NJTPA on environmental, climate change and resilience planning activities as available and applicable for Sussex County.
- Participate in resiliency (e.g. EV readiness) training as provided by the NJTPA or others.
- Conduct planning activities that support development and advancement of micromobility strategies, including bicycle or pedestrian capital improvements or policies.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Analyze the impacts of zoning changes and Development and Redevelopment Plans on the transportation network from a local and regional perspective.
- Prepare a grant application for the Subregional Studies Program (SSP).
- 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 Eastern Transportation Coalition Freight Academy when held in New Jersey.
- Support preservation of New Jersey Scenic Byways by participating in the Steering Committee and providing technical support as needed and applicable.
- 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

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings.
 - **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.
- #### **ACTIVITIES:**
- Conduct or assist in special outreach efforts, such as the Street Smart NJ pedestrian safety campaign or other initiatives related to senior driving, distracted driving, etc.
 - **PRODUCT/OUTCOME:** Participation in subregional freight outreach/education efforts.

ACTIVITIES:

- Work with NJTPA staff to increase local understanding of freight operations and related transportation needs through subregional freight visits with a focus on the benefits of freight development in the county along the NYSW Railroad.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

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

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

ACTIVITIES:

- Follow through on NJTPA funded Local Program Activities, which may include Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Transportation Alternative Programs and/or Congestion Mitigation and Air Quality Programs.

**FY 2022 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SUSSEX COUNTY
BUDGET PLAN**

	PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES	\$ 60,444.48		
2. FRINGE BENEFITS 53.890%	\$ 32,573.53		
SUBTOTAL	\$ 93,018.01		
 PART II DIRECT NON-LABOR COSTS			
1. SUPPLIES	\$ -		
2. TRAVEL	\$ -		
3. PRINTING & REPRODUCTION	\$ -		
4. TELEPHONE	\$ -		
5. POSTAGE	\$ 24.49		
6. CONFERENCE/TRAINING	\$ -		
7. OTHER (SPECIFY)	\$ -		
SUBTOTAL	\$ 24.49		
 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	\$ -		
2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000	\$ 15,000.00		
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	\$ 108,042.50		

This estimated budget is based upon projected costs to perform the work program for FY 2022 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 2022 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SUSSEX COUNTY
STAFFING PLAN**

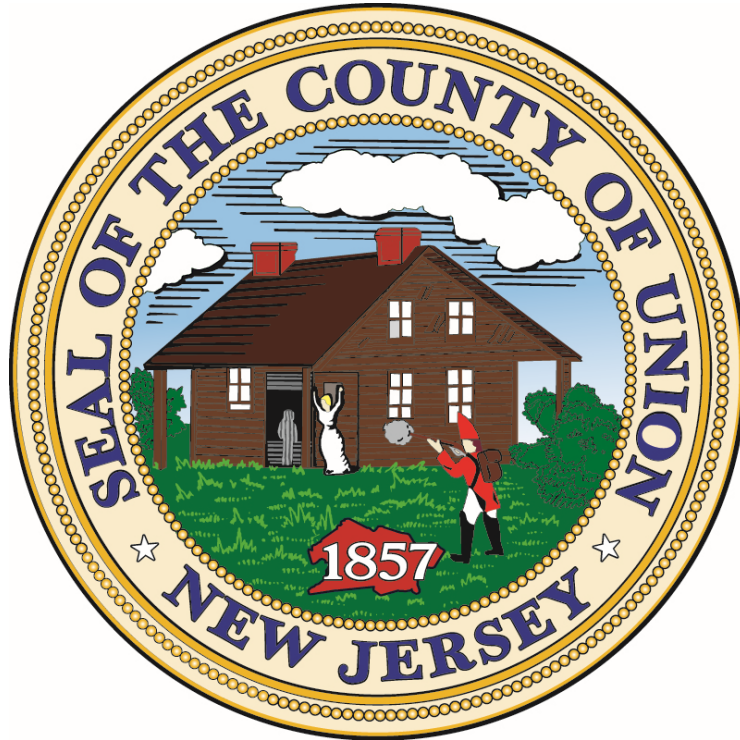
STP Work Program Budget by Task

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	\$ 5,777.15	\$ 24.49	\$ -	\$ 5,801.64	6%
Task 2 - Transportation Planning and Coordination	1,495	\$ 87,240.86	\$ -	\$ -	\$ 87,240.86	94%
STP Core Program Budget	1,594	\$ 93,018.01	\$ 24.49	\$ -	\$ 93,042.50	100%
STP Supplemental Support Budget	0	\$ -	\$ 15,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	1,594	\$ 93,018.01	\$ 15,024.49	\$ -	\$ 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%	1,594
TOTAL	77%	1,594

COUNTY OF UNION



**FY 2022
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM - ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Task 1 is program management and is entirely core activities. 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.

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

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 Task Forces by attending quarterly Task Force meetings and assisting with advancement of TNJ actions, and/or activities.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- Participate with EZ Ride, as appropriate, on Safe Routes to School and/or Street Smart Campaigns involving the communities of Union County.
- Support the Raritan Valley Rail Coalition (RVRC) to advance improvements to the NJ TRANSIT Raritan Valley Line (RVL) service as well as any planned improvements to all the rail lines and stations serving Union County.

- **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:

- The County will continue to support safety initiatives such as the Union County Route 22 Safety Shuttle.
- 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

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

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

**FY 2022 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
UNION COUNTY
BUDGET PLAN**

	PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES	\$ 96,877.98		
2. FRINGE BENEFITS 50.753%	\$ 49,168.48		
3. LEAVE ADDITIVE Various	\$ 25,675.36		
SUBTOTAL	\$ 171,721.82		
 PART II DIRECT NON-LABOR COSTS			
1. SUPPLIES	\$ -		
2. TRAVEL	\$ 255.68		
3. PRINTING & REPRODUCTION	\$ -		
4. TELEPHONE	\$ -		
5. POSTAGE	\$ -		
6. CONFERENCE/TRAINING	\$ 300.00		
7. OTHER (SPECIFY)	\$ -		
SUBTOTAL	\$ 555.68		
 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	\$ 5,000.00		
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	\$ 187,277.50		

This estimated budget is based upon projected costs to perform the work program for FY 2022 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 2022 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	243	\$ 15,987.04	\$ -	\$ -	\$ 15,987.04	9%
Task 2 - Transportation Planning and Coordination	1,719	\$ 155,734.78	\$ 555.68	\$ -	\$ 156,290.46	91%
STP Core Program Budget	1,962	\$ 171,721.82	\$ 555.68	\$ -	\$ 172,277.50	100%
STP Supplemental Support Budget	556	\$ 10,000.00	\$ 5,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	2,518	\$ 181,721.82	\$ 5,555.68	\$ -	\$ 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	16%	298
Liza Betz, Transportation Planning Manager	73%	1,336
Rosa Santos, Secretary	12%	225
Cynthia Walker, Dept. of Finance	6%	103
Intern Support		556
TOTAL	27%	2,518

COUNTY OF WARREN



**FY 2022
SUBREGIONAL TRANSPORTATION PLANNING (STP)
WORK PROGRAM - ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Task 1 is program management and is entirely core activities. 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.

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

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 local transportation plans and programs.
- **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 assisting to advance the I-80 Alternatives Fuel Corridor. Staff will assist Knowlton Twp. in Warren County to site EV charging stations along I-80.
- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths by participating in meetings with NJDOT to advance the signal retiming of US 22 and State Route 31 in Warren County and the construction of the SR 57 and CR 519 intersection.
- Prepare grant applications for the Safe Routes to School Program.
- Support initiatives that increase truck parking along I-78 and I-80 in Warren County.
- Distribute the Warren County Bike map to the public through printed and online publication.

- Conduct road safety audits (RSAs), as health conditions permit, to generate recommendations for capital improvements.
- Support preservation of the SR 57 Warren Heritage Scenic Byway with staff participating in regular Warren County Heritage Scenic Byway meetings.
- Provide assistance as needed to address clearance issues regarding bridges along the Washington Secondary Line.

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

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

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

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

ACTIVITIES:

- Assist in conducting a Street Smart NJ pedestrian safety campaign to include follow-up activities related to previously conducted campaigns.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

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

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

ACTIVITIES:

- Follow through on NJTPA funded Local Program activities, including the Transportation Alternative Program (TAP) funded Morris Canal Greenway construction project.

**FY 2022 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
WARREN COUNTY
BUDGET PLAN**

	PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES	\$ 53,224.86		
2. FRINGE BENEFITS 58.790%	\$ 31,290.90		
SUBTOTAL	\$ 84,515.76		
 PART II DIRECT NON-LABOR COSTS			
1. SUPPLIES	\$ -		
2. TRAVEL	\$ 224.24		
3. PRINTING & REPRODUCTION	\$ -		
4. TELEPHONE	\$ -		
5. POSTAGE	\$ -		
6. CONFERENCE/TRAINING	\$ -		
7. OTHER (SPECIFY)	\$ -		
SUBTOTAL	\$ 224.24		
 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	\$ 2,500.00		
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	\$ 99,740.00		

This estimated budget is based upon projected costs to perform the work program for FY 2022 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 2022 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	130	\$ 7,017.57	\$ -	\$ -	\$ 7,017.57	8%
Task 2 - Transportation Planning and Coordination	1,371	\$ 77,498.19	\$ 224.24	\$ -	\$ 77,722.43	92%
STP Core Program Budget	1,501	\$ 84,515.76	\$ 224.24	\$ -	\$ 84,740.00	100%
STP Supplemental Support Budget	667	\$ 10,000.00	\$ 5,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	2,168	\$ 94,515.76	\$ 5,224.24	\$ -	\$ 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- Director	15%	272
Albert Krouse- Senior Planner	4%	80
Brian Appezzato-Senior Planner	27%	561
Valerie Discafani- Senior Planner	11%	230
Theresa Nicholls- Keyboard Clerk II	4%	93
Irene Gordon- Administrative Clerk	3%	70
Joao Dsouza- Principal Traffic Engineer	5%	100
Linda Read-Assistant County Engineer	5%	95
Intern Support		667
TOTAL	9%	2,168

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 2022 is the first year of the FY 2022 – FY 2023 SSP program cycle, and five new studies will be initiated in this cycle as detailed in the following pages. Additionally, FY 2022 is the second and final year of the FY 2021 – FY 2022 SSP cycle, with two studies that began in FY 2021 concluding in FY 2022. Descriptions for these two studies can be found in the FY 2021 UPWP Chapter II: [https://www.njtpa.org/NJTPA/media/Documents/Planning/Plans-Guidance/Work-Program-\(UPWP\)/NJTPA_FY21_UPWP_Chp_2_SubregionalPrograms_March2020_Adopted.pdf](https://www.njtpa.org/NJTPA/media/Documents/Planning/Plans-Guidance/Work-Program-(UPWP)/NJTPA_FY21_UPWP_Chp_2_SubregionalPrograms_March2020_Adopted.pdf).

Solicitation for the FY 2023 – FY 2024 Subregional Studies Program cycle will occur during FY 2022 and is described in Chapter I, Task 22/304 - Subregional Pass Through Programs.

Studies approved under this program must be performed within a two-year period. FY 2022 studies must be completed by June 30, 2023. 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

FY 2022 – FY 2023 STUDIES

<u>Subregion</u>	<u>Title</u>	<u>Project Cost*</u>
Essex County	Essex County Transportation Plan – 2045	\$380,395
Hudson County	Hudson County Truck Routes Assessment.....	\$400,000
Middlesex County	Southern Middlesex County Freight Movement Study.....	\$500,000
Somerset County	Somerset County Master Plan Circulation Element	\$400,000
Union County	Electric Charging Stations Location Study.....	<u>\$220,000</u>
Total – New Studies		\$1,900,395

FY 2021 – FY 2022 STUDIES

<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>
Total – Continuing Studies		\$555,000

*all funds include 20% local match

SSP STUDY TIMELINE

Task/Milestone	Estimated Completion Date
Authorized Study Start Date	July 1, 2021
Kick-off Meeting with NJTPA	July 1 – September 30, 2021
Draft RFP to NJTPA	April 1 – July 31, 2021
Consultant RFP Issued	July 1 – December 30, 2021
Consultant Contract Awarded/Executed	September 1, 2021 – February 1, 2022
Kick-off Meeting with Successful Consultant	September 1, 2021 – February 1, 2022
Draft Final Report Due to TAC/SAC for Review	March 17 – March 31, 2023
Final TAC/SAC meeting	March 31, 2023
Final Report due to NJTPA (This version incorporates all TAC/SAC and subregion comments)	April 28, 2023
Reconciled Final Report due to NJTPA and all final deliverables	May 31, 2023
Conclusion of Consultant Contract	June 30, 2023
Subregional Subcontract & Study Completion Date	June 30, 2023

FY 2022 – FY 2023 SUBREGIONAL STUDIES (SSP)

WORK PROGRAMS

Study Sponsor: Essex County

Title of Study: Essex County Transportation Plan – 2045

Study Budget

	Amount	Percent
NJTPA/Federal Share Request:	\$ 304,316	80%
Subregion/Local Share Match:	\$ 76,079	20%
Total Budget:	\$ 380,395	100%

Anticipated Study Duration: 12 Months

I. Project Information

Essex County is a diverse area of New Jersey, as it contains one of the most urban areas in the State, the City of Newark, and inner ring urban and outer ring suburban municipalities such as Essex Fells and Livingston. Despite visual and functional differences, the County’s twenty-two municipalities have at least one thing in common: they are at or nearing full build out. This fully developed character places the majority of the County’s planning focus on improving or replacing existing infrastructure. During the County’s previous planning processes there were common concerns echoed by nearly all participating municipalities, which was preservation of our aging transportation infrastructure.

The proposed study will create an updated transportation plan that will take into account the comprehensive needs of all the County’s transportation users including motorists, pedestrians, bicyclist and transit users. The plan will build upon the work of other studies conducted since the last transportation plan update including but not limited to the following:

- Paterson-Newark Transit Market Study – 2020
- 2020 Essex County All Hazard Mitigation Plan- 2020
- Freeway Drive & Station Area Safety and Public Realm Study- 2017
- 2017 Bloomfield Avenue Complete Corridor Plan- 2015
- East Coast Greenway Essex-Hudson Routing Study- 2017

The most up-to date data such as the 2020 US Census information and the latest transportation network modeling tools will provide data driven guidance. Additionally, the plan will rely heavily on public/community input gain insight on post-COVID19 social and equity needs. The ultimate goal is to generate a prioritized set of recommendations that will reflect the transportation priorities of the County.

The Essex County's transportation network is relied upon daily by inter-state, regional and local traffic as well as for freight movement traveling to and from the region's core including destinations as the downtown Newark, Newark Liberty International Airport, Newark Penn Station, University Heights and Port Newark. Continuing expansion and efficiency gains in freight movement at the Port of Newark and Newark Liberty International Airport along with organic population and economic growth will continue to add volume and congestion to this regionally significant roadway network.

II. Study Scope of Work

A. Introduction

The Essex County's transportation network is relied upon daily by inter-state, regional and local traffic as well as for freight movement traveling to and from the region's core including destinations such as downtown Newark, Liberty International Airport, and Port Newark. The continuing expansion and efficiency gains in freight movement at the Port of Newark and Newark Liberty International Airport, along with the organic population and economic growth, will continue to add volume and congestion to the county's regionally significant roadway network. Increasingly, due to the success of generators such as the Prudential Center and the expanded Turtle Back Zoo and South Mountain Recreation Complex, the County has seen increases in off-peak recreational travel as well.

The cost of maintaining the transportation network in a state of good repair has become increasingly expensive as the price of materials and labor has increased many times over the last several years. This has resulted in an increased strain on limited funding resources to maintain the older infrastructure found in New Jersey. In addition to funding becoming more constrained and highly competitive, the need for transportation improvements to consider and reduce adverse impacts on the environment has increased as well. As an outcome of this plan, transportation needs will be analyzed in order to properly assess and prioritize future transportation investment in a manner that best optimizes the County's transportation system's life cycle with the available funding.

The Essex County Transportation Plan will be an implementation agenda for a countywide, multi-modal transportation network for the movement of people and goods, while addressing environmental concerns, traffic congestion and pedestrian and bicyclist safety. In addition, the plan will be the guidance for the development of traffic calmed, congestion mitigated transportation system that provides connections to home, workplace, school, recreation and shopping destinations for the regional commuter as well as county residents.

This update will include transportation demand management (TDM) in its planning process by assessing the potential of TDM strategies to improve the economic, environmental, and social quality of County residents. The most up to definition provided in an FHWA report on TDM is that managing demand is about providing travelers, regardless of whether they drive alone, with travel choices, such as work location, route, time of travel and mode. In the

broadest sense, demand management is defined as providing travelers with effective choices to improve travel reliability.

The selected TDM strategies will not be a separate listing or grouping to all other strategies and recommendations in the plan. The TDM strategies will be afforded the same rigor and consideration as all other solution strategies and be depicted in the same plan implantation strategies matrix in the final plan.

The approach to updating the plan will take place through six primary steps.

1. Plan Initiation, Outreach & Data Collection
2. GIS Mapping
3. Assessment of Existing Conditions
4. Identification of Needs and Goals
5. Strategy Development & Recommendations
6. Report Preparation

B. Study Methodology

Task 1: Project Management

The subregion will manage the grant's day to day activities of this study. 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.

The subregional project manager is the primary point of contact with the consultant team, if consultants are being used. In addition to the administrative tasks described above, the subregion 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 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 the subregion. The consultant project manager shall establish an effective means of coordinating and reporting its activities with the subregion 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 shall be submitted at the kick-off meeting for subregion 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 April 30, 2023. Contracts must be completed by June 30, 2023.

Deliverables: The County 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. 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.

- A project management plan, including project schedule.
- A project kick-off meeting with CONSULTANT, the County of Essex, and the NJTPA.
- Four project management meetings excluding telephone and email updates that may be required.
- Bi-weekly project management team telephone conference calls.
- Continuous updating of the project schedule.
- Preparation and submittal of monthly reports and invoices to the County of Essex.

Task 2: Needs Assessment

a) Outreach and Partnerships

Essex County's project team will create a broad based steering advisory committee (SAC) to oversee and direct this Plan consisting of representatives from the Essex County Planning Board, Essex County Transportation Advisory Board, Essex County Office of Special Transportation, Essex County Department of Engineering, NJDOT, NJTPA, NJ TRANSIT, New Jersey Department of Environmental Protection and interested municipal officials. In addition, Newark Alliance representatives, other business interests, and representatives from Title VI and Environmental Justice communities such as La Casa de Don Pedro, HANDS and others will be invited.

The responsibilities of the SAC shall include, but not be limited to:

- Review and provide feedback to the consultant on draft and final project reports and documents throughout the project schedule.
- Identify stakeholders, community groups and partners associated with community outreach and participation for various public participation activities.
- Develop, guide and participate in community involvement activities.
- Guide the development of sections in the Transportation Plan.
- Review and provide input on the needs assessment, public outreach, the technical efforts and recommended implementation strategies for the Plan.
- Review the final report's short, medium and long-term transportation strategies, implementation priorities, and agency responsibilities.

Based upon input from the SAC and through input from the public outreach efforts, a brief vision statement will be developed by the consultant team. This vision statement will guide the efforts of the consultant team as well as the SAC as the Plan progresses.

Working with the SAC and through input from the public outreach process, the consultant will develop a set of goals and objectives to guide the development of various mobility strategies to improve mobility throughout the County. The vision statement will be used as the basis for identifying expanded goals and objectives. Detailed guiding principles would also be developed to provide guidance for each of the sections of the Transportation Plan. It is envisioned that these goals and objectives would build upon the ones found in the NJTPA's Long Range Transportation Plan and Essex County's existing Transportation Plan.

Public Outreach Activities

The consultant will coordinate with Essex County on the development of a draft community/stakeholder involvement strategy, which will be reviewed and finalized by the SAC. The proposed strategy will follow the principles of Environmental Justice and will demonstrate explicit consideration and response to all public input received and will summarize, analyze, and report public comments and responses. The County is committed to engaging and involving all residents of Essex County, including those with Limited English Proficiency (LEP). The consultant, in accordance with the best practice standards for public participation, will incorporate Limited *English Proficiency (LEP) measures into the* community/stakeholder involvement strategy.

The consultant shall refer to the NJTPA's Public Engagement Plan (PEP), which outlines how to involve the public in all NJTPA programs, projects and plans. 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. The NJTPA also maintains an online database of public engagement strategies and best practices. The plan and database are available at <http://njtpa.org/PEP>.

The Essex County Transportation Plan - 2045 community involvement strategy may include, but shall not be limited to the following activities:

Focus Groups/Interview Sessions

Up to three (3) focus group/interview sessions shall be held by the consultant with municipal representatives, residents, business leaders, and civic and planning organizations to identify the transportation and land use issues early in the study process. Potential participants include municipal and county elected officials, NJDOT, NJ TRANSIT, NJTPA, TMA, and community organizations, commercial real estate brokers, economic development professionals, and representatives from any identified Title VI or environmental justice communities.

Public Officials Briefings and Public Meetings

Throughout the study there will be opportunities for public input to guide the development of recommendations for the various phases of the study. The subregion will hold the public meetings in a facility that is transit accessible and ADA accessible. The public meetings must ensure that all persons who may be interested in attending or participating are able to do so, regardless of race, color, or national origin. It is envisioned that at least two (2) public meetings shall be held during this study. Social media promotion/engagement (such as visual preference surveys) and other innovative, non-traditional public outreach methods

(such as pop-up community-based kiosks) should be employed in this study. Refer to the NJTPA's Public Engagement Plan for further guidance. At the final public meeting, the results of the detailed planning analysis, sketch plans and recommended improvements will be presented, including any specific land use and zoning recommendations for use by the municipalities to support their development or redevelopment planning efforts.

Media Relations

Under the direction of the County's public information officer, the consultant shall provide study information and materials that may be needed for press releases, cable TV and radio announcements, feature articles, press briefings, and interviews distributed to local media outlets.

Study Newsletters

The consultant will develop three (3) study newsletters during the study. The consultant will develop the format and content of these newsletters. The study newsletters will be designed to be distributed electronically and in print. The County will assist in the development of the newsletters' content and will be responsible for printing and distributing the newsletters. The newsletters will be used to inform the various stakeholders about the study's objectives and the status of the study. The first newsletter will provide an overview of the study and describe how the various stakeholders can become involved. The second newsletter will give an overview of the proposed study recommendations and the final newsletter will outline the final report. The newsletter will provide information about how the public can provide input to the study. The newsletter will be made available at municipal buildings and libraries as well as being posted to the County's website and can be distributed by stakeholder organizations. It will be translated into appropriate languages (anticipated to be Spanish and Portuguese).

Study Webpage and Survey

The consultant, working with the County and the SAC, will develop materials to post to the Essex County Department of Public Work's (ECDPW) current webpage. The existing webpage will have a section regarding this study and will be used to solicit comments on draft documents and materials during the public involvement process. The consultant will propose a list of materials which will benefit and/or enhance the public comment experience. The project team will develop an online survey to solicit public input to identify the most pressing transportation needs and potential solutions within Essex County through a series of questions to gauge the public's view regarding desirable development levels and packages of transportation improvements needed to support those levels of development. The consultant will provide language translation for the website, survey and all materials.

Deliverables:

- The consultant shall draft and implement a community involvement strategy.
- Three (3) meetings of the SAC are anticipated, at which consultant participation will be required. A mailing list of stakeholders, community groups, and partners will be prepared and maintained by the Consultant who will also be responsible for

- preparing PowerPoint presentations and all meeting materials.
- The project team shall provide and implement a plan for involving the public – approved by the project manager - meeting minutes, meeting materials, and maintenance of the web site.
 - The consultant shall conduct three (3) interview sessions/focus groups and provide summaries of each meeting as well as provide an overall summary of the findings and recommendations from the focus groups/interview process.
 - The consultant shall participate in a minimum of two (2) public meetings and prepare the necessary materials for these meetings. Summaries of the public meetings shall be prepared by the consultant.
 - The consultant shall present the final report at a regularly scheduled Essex County Planning Board Meeting.
 - The Subregion and consultant will develop three (3) study newsletters during the study.
 - Three (3) meetings of the SAC are anticipated, at which consultant participation shall be required. The schedule of meetings and distribution of meeting notices and associated materials to committee members will be handled by Essex County staff. Summaries of the SAC meetings shall be prepared by the consultant. Planning staff will handle posting of meeting materials on the Subregion Planning Division web site.
 - The consultant shall be responsible for preparing PowerPoint presentations and preparing all meeting materials, attending meetings and making presentations as appropriate, and preparing minutes or meeting summaries.

b) Data Collection and Review & Quantification of Need

Equity Assessment

Using the most recent [U.S. Census, American Community Survey](#) 5-year estimates at the block group or census tract level, the following Title VI and Environmental Justice factors will be examined:

1. Minority (defined by US DOT as Black, Hispanic or Latino, Asian American, American Indian and Alaskan Native, Native Hawaiian or other Pacific Islander)
2. Place of Birth
3. Low income
4. Limited English Proficiency- defined as those individuals who have identified themselves as speaking a language other than English and speaking it less than well.
5. Age - Population over 65 years of age, under 5, and 5-17
6. People with Disabilities
7. Sex
8. Zero Vehicle households

After collecting data for each of the factors at the block group/census tract level, the same data will be collected for each factor at additional levels of comparison, such as the County or the NJTPA region. The Equity Assessment will compare percentages in each

factor to subregional and NJTPA regional percentages. While data may be available at a census tract and block group level, and should be analyzed at that level, the study's geography should guide how this data may be aggregated to arrive at analysis relevant to the study.

The consultant will assess whether the proposed recommendations generated by the plan have potential significant adverse effects on the environmental justice communities during construction (short-term) or upon completion (long-term). Beneficial impacts, such as improved accessibility and safety improvements, will be identified as well. Finally, the consultant will compare the proposed projects' potential significant adverse effects on minority and low-income communities to its overall effects to determine whether any potential significant adverse effects on those communities would be disproportionate and/or whether denial, reduction, or delay of benefits will be predominantly borne by these communities.

Literature Review

Review all existing report, plans, policies, guidelines, and studies, including but not limited to the below list. The project team will analyze and identify information that is beneficial to the advancement of the plan.

- Paterson-Newark Transit Market Study – 2020
- NJTPA Plan 2050: People, Transportation, Opportunity (anticipated adoption Fall 2021)
- Freeway Drive & Station Area Safety and Public Realm Study – 2017
- East Coast Greenway- Essex Hudson Greenway Connector – 2017
- Bloomfield Avenue Complete Corridor Plan – 2015
- Essex County All Hazard Mitigation Plan – 2020
- Essex County Comprehensive Transportation Plan 2014
- Essex County Complete Streets Implementation Plan – 2014
- Latest Municipal Zoning and Land Use Master Plans maintained by the Essex County Planning Board
- NJTPA Transportation Demand Management and Mobility Plan

The project team will develop a facility inventory for different transportation modes and a technical memorandum summarizing information from previous planning work. To the extent possible, the consultant shall utilize publicly available data from sources such as the US Census Bureau, NJ TRANSIT, NJDOT, Essex County and NJTPA to create base maps which show existing conditions including system deficiencies, impediments and safety hazards for county roads and bridges. These existing conditions maps will also identify linkages to transit hubs, schools and major trip generators. The existing conditions maps will be used to develop targeted improvement recommendations to address identified system needs.

At a minimum the consultant will compile the following data:

- Bridges
- Roadway system with volumes, condition, etc.
- Employment with projections

- Employment centers
- Crash data – vehicles, pedestrians, bicycles, etc.
- Public transportation
- Bicycle/Pedestrian/trails/parks
- Sidewalks
- Goods/Truck movement
- Airports
- Environmental

The project team will also collect any new data that will be needed to complete this study such as additional pedestrian or traffic counts and data based identification of Environmental Justice populations (defined as low income populations and minority populations) to inform outreach and analysis. This data will help direct the analytical tasks in this study. An assumption will be that pedestrian counts at five locations and traffic counts at five locations as directed by the project manager. Counts would be taken during one peak travel hour only.

The plan will summarize the County’s existing transportation system and highlight the key planning and infrastructure challenges the County faces. Maps and figures will be utilized to convey this information.

Deliverables: The team will develop a facility inventory for different transportation modes and a technical memorandum summarizing information from previous planning work. The consultant will also prepare a technical memo that summarizes the all of data collected. The consultant will develop mapping that shows existing conditions, system deficiencies impediments and safety issues. The mapping will also show locations for proposed improvements. The mapping will conform to the County and NJTPA standards for documenting GIS maps and data reporting

Task 3: Data Analysis and Mapping

The consultant will use the North Jersey Regional Transportation Model - Enhanced (NJRTM-E) as the backbone of the Travel Demand Modeling analysis.

The consultant will utilize GIS mapping and the Model to identify areas of congestion, high crash rates and modal conflicts where investment in improvements to the circulation system will have the greatest benefit. The results of the County’s wastewater build out analysis and the total regional model of the NJRTM-E area will be used to establish growth scenarios for both the County and beyond its borders to simulate what traffic pattern changes may be caused by factors within and outside the County. The development of alternative plan scenarios will also use the NJTRM-E model to evaluate the impact of build-out on the existing transportation system in its current condition. Additionally, alternative build-out scenarios assuming various land use and transportation assumptions within the County will be generated. These different scenarios will be evaluated and compared for impacts on congestion and levels of service.

Existing and Future Conditions

The study will examine the current state of infrastructure to determine the Existing Conditions. The NJRTM-E will be run for the base year morning and evening peak periods.

The Future Conditions analysis consists of modifying and running the NJRTM-E to forecast changes to travel patterns entering and exiting Essex County.

Three future year scenarios will be coded into the NJRTM-E. Each scenario will consist of a population and employment forecast and a defined set of highway and transit improvements. One scenario is the "baseline" and will be based largely on the available NRJTM-E future year no-build scenario. Another scenario is the "current growth trend" and will be based largely on the available NJRTM-E future year build scenario. The third scenario will begin with the "current growth trend" scenario but will be modified and enhanced in conjunction with the SAC as part of the earlier tasks. The NJRTM-E will be run for the future year morning and evening peak periods for each of the three scenarios.

Measures of Effectiveness and Selection of the Preferred Transportation Plan

The measure of effectiveness will be used to measure if a goal or objective is being met. In the context of a large plan like the Essex County Comprehensive Transportation Plan- 2045 with many goals and objectives, Measures of Effectiveness will prioritize these elements first by creating a set of criteria, and then by adapting and transposing the criteria into more specific measurement tools for the various build-out scenarios. For this effort the measures of effectiveness would be developed and the selection of the preferred plan will be made using the following process:

- Create a list of criteria based on the objectives from the Vision Statement including projected time horizons.
- Develop Measures of Effectiveness (MOEs) based on these criteria.
- Plug each build-out scenario into the list to create a matrix.
- Rank each scenario based on their ability to meet each criterion.
- Identify the various project components of the scenario.
- Plug each project component into the matrix. Include feasibility as one of the criteria.
- Recommend the best scenario determined by the ranking.

Processing the outcomes to test the alternative scenarios using the modeling approach outline above will be key to measuring their effectiveness and enabling the SAC and public come to a consensus on the Preferred Plan. Results of the MOE comparisons among the future scenarios will be presented to the SAC for use in selecting the Preferred Plan.

The results of this analysis will be used to determine what transportation improvements will be needed to meet the projected growth in Essex County.

The modeling will also be used to identify current and future development areas to show heavy travel patterns between specific destinations and identify any road network segments that are not operating efficiently. These should be analyzed, and solutions proposed. The

model will include running several scenarios to identify future areas of development and segments on the transportation network that will experience increasing traffic congestion. These scenarios may include a current growth trend scenario including the current levels of road and public transit service and proposed system improvements.

The technical analysis will also include a section on walking, biking and trails with emphasis on walking and biking to transit. The Consultant shall collect pertinent available data from sources like the NJTPA, NJDOT and other agencies. The analysis should identify issues, needs and recommendations to improve the connectivity of the County sidewalk, bicycle and greenways network including where adequate shoulders exist on county roads and where missing segments are located.

Deliverables: The consultant will prepare a series of technical memoranda summarizing the results of the analysis of following areas: travel demand modeling, pedestrian and biking, and freight. The travel demand modeling memorandum will include the process utilized in calibrating and running the model and summarize the results including GIS maps for each scenario.

Task 4: Study Findings and Recommendations

The Plan will outline the preferred County Transportation system and identify a series of transportation improvement recommendations that will implement the vision and recommendations of the County's Plan. Transportation improvements and strategies will be developed for the following areas: bridge, roadway, freight, safety, bicycle and pedestrian enhancements. A section of the Plan will highlight the importance of connecting and coordinating transportation and land use decisions.

The Plan will prioritize and identify the top initiatives for each element including bridge, roadway, freight, safety, bicycle and pedestrian enhancements. The goal is to make the implementation agenda more focused through prioritizing recommendations. The proposed strategies will be broken into short, medium and long timeframes and will have listed key stakeholders needed to advance each strategy. This element will also include a set of benchmarks that will allow Essex County to monitor its progress in implementing the strategies and projects in the plan.

Project priority matrix will be developed using a prioritization number established from the operational and safety data, as well as other information obtained from the NJTPA, NJDOT, Essex County, municipalities and public outreach. Implementation feasibility will be considered a function of time and effort for each candidate project.

Deliverables: The consultant shall prepare a memorandum summarizing the study findings and a matrix of recommendations.

Task 5: 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 Steering 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.

Entry of Study Findings into 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.

<http://www.njtpa.org/NJTPA/media/Documents/Data-Maps/Demographics-GIS/Enterprise-GIS/Appendix-U3-EGIS-Quality-Assurance-Programcomm.pdf>

Deliverables:

- Draft and revised Final Report
- PowerPoint presentation with talking points

- PRIME data entry
- Digital copies of all data and materials

Contact Information:

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**FY 2022 - FY 2023 SUBREGIONAL STUDIES PROGRAM
 ESSEX COUNTY
 ESSEX COUNTY TRANSPORTATION PLAN- 2045
 BUDGET PLAN**

				PROPOSED BUDGET
PART I:	DIRECT COSTS - PERSONNEL SERVICES			
	1. SALARIES			\$ 49,809.72
	2. FRINGE BENEFITS	49.0573%		\$ 24,435.28
			SUBTOTAL	\$ 74,245.00
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		\$ 306,150.00
			SUBTOTAL	\$ 306,150.00
			TOTAL PROGRAM BUDGET	\$ 380,395.00

This estimated budget is based upon projected costs to perform the work program for FY 2022 - FY 2023 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%):	\$	304,316.00	Local Match (20%):	\$	76,079.00	Total:	\$	380,395.00
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**FY 2022 - FY 2023 SUBREGIONAL STUDIES PROGRAM
ESSEX COUNTY
ESSEX COUNTY TRANSPORTATION PLAN- 2045
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	180	\$ 12,334.79	\$ -	\$ -	\$ 12,334.79	70	\$ 13,650.00	\$ 25,984.79	7%
Task 2A - Outreach and Partnerships	165	\$ 11,304.88	\$ -	\$ -	\$ 11,304.88	325	\$ 63,375.00	\$ 74,679.88	20%
Task 2B - Data Collection and Review	185	\$ 12,651.31	\$ -	\$ -	\$ 12,651.31	325	\$ 63,375.00	\$ 76,026.31	20%
Task 3 - Data Analysis and Mapping	185	\$ 12,651.31	\$ -	\$ -	\$ 12,651.31	325	\$ 63,375.00	\$ 76,026.31	20%
Task 4 - Study Findings and Recommendations	185	\$ 12,651.31	\$ -	\$ -	\$ 12,651.31	300	\$ 58,500.00	\$ 71,151.31	19%
Task 5 - Final Report and Final Deliverables	185	\$ 12,651.41	\$ -	\$ -	\$ 12,651.41	225	\$ 43,875.00	\$ 56,526.41	15%
TOTAL	1,085	\$ 74,245.00	\$ -	\$ -	\$ 74,245.00	1,570	\$ 306,150.00	\$ 380,395.00	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
David Antonio, County Planner	10%	415
Nick Bonavita, Planning Aide	9%	370
Janet Pena, Planning Aide	7%	300
TOTAL	9%	1,085

Study Sponsor: Hudson County

Title of Study: Hudson County Truck Routes Assessment

Study Budget

	Amount	Percent
NJTPA/Federal Share Request:	\$ 320,000	80%
Subregion/Local Share Match:	\$ 80,000	20%
Total Budget:	\$ 400,000	100%

Anticipated Study Duration: 12 Months

Municipalities with jurisdiction over infrastructure to be studied (Letters of support and active participation required): Bayonne, Kearny, Jersey City, North Bergen, Secaucus

I. Project Information

A. One paragraph description of the project

Through the Hudson County Truck Routes Assessment, the Hudson County Division of Planning will consider the movement of freight through the county by trucks in the context of the local community. The study will provide an understanding of existing conditions and the contributions of this industry to the county's economy and the livelihood of county residents, including the volume, type, and value of goods and products moved and delivered. Data collected on traffic volumes, congestion, average speed, and travel times will be applied to analyze and identify bottlenecks and inefficiencies. A set of recommendations for truck route regulations and use of local roadways for through travel and deliveries, including weight restrictions and enforcement responsibilities, will be developed. Tied to the analysis of routes and volumes, a re-pavement plan and schedule, as well as a comprehensive prioritized Capital Investment Program list for roadway infrastructure to serve the needs of the freight trucking industry, with potential funding sources identified including projects for future funding applications through the NJDOT Local Freight Impact Fund program, will be developed to maintain County and local roads in a state of good repair. Building on top of this travel route and volumes analysis, the health impacts of the truck traffic, including noise and emissions will be identified, and a spatial analysis will determine adverse impacts on local communities, with a special focus on disproportionately affected populations, specifically those protected from discrimination under Federal programs and activities under Title VI of the Civil Rights Act of 1964. The study will profile the implications of the impacts and make recommendations to reduce adverse impacts. All analyses will also be forecasted to look at the potential future impacts. Finally, the outreach component of the study will engage the public to increase their awareness and encourage their participation,

and will also bring together public and private sector professionals to create a collaborative dialogue regarding key points and issues related to freight movement requirements and impacts.

B. How the project addresses a regional need

The impacts of freight transportation are worthy of a comprehensive examination for recommendations to enhance regional economic competitiveness while also reducing negative externalities because of the central role Hudson County has in goods movement in the region. Hudson County is located at the crossroads of the New York and New Jersey Metropolitan Area, and is a critical origin and destination for transportation, including the movement of goods. Hudson County's proximity to ports and markets makes it a center for the movement of freight. The county is host to significant infrastructure, including ports, unloading facilities, warehouses and distribution centers, and transportation infrastructure. Although some facilities are served by rail lines, much of the freight is moved by trucks through Hudson County and beyond.

II. Study Scope of Work

A. Introduction

1. Study Background

Hudson County actively contributes to nearly every stage of the production and delivery of goods: manufacturing, unloading, storage, and delivery. Although this contributes greatly to the local economy, this large amount of freight traveling through Hudson County affects our roads, people, and environment.

Trucking has a central role in the movement of freight, and due to Hudson County's central position and contributions in the freight industry, trucks have an outsized function within the county's transportation network. According to the NJTPA Freight Forecasting Tool, in 2020, 79% of domestic freight tonnage traveling to, from, or within Hudson County will be transported by truck.

Due to geometries, lack of connectivity, and surrounding land uses, not all roads are fit for the transportation of freight. Trucks in New Jersey are required to travel on roads designated as part of the New Jersey Large Truck Network, which are typically state or interstate highways with high capacities and limited access. However, Harrison Avenue/Newark-Jersey City Turnpike, John F. Kennedy Boulevard/Boulevard East, and Schuyler Avenue are County roads which are also designated as part of the Access Network. Additionally, other County roads provide access to designated Truck Network roads, or serve as detour routes for truck traffic during construction. While these roads serve as connecting corridors for through traffic, they also have neighborhood scale residential and commercial communities which may be affected by heavy truck traffic.

While the movement and delivery of good by trucks is essential to the region’s economy, business, and personal needs, it also generates undesirable impacts. These impacts are felt most greatly by the communities in closest proximity to this activity. Addressing the reduction of transportation emissions will have a consequential impact at every level from local to global.

It is essential for policy makers and private firms to adapt. New technologies have the potential to increase efficiency, improve safety, and reduce impacts, and further, may offer the potential to shift the movement of freight away from trucks. This study will also consider safety issues related to trucking on Hudson County roadways in coordination with and furthering the implementation of the New Jersey 2020 Strategic Highway Safety Plan.

A comprehensive examination of routes, infrastructure needs, regulations, and enforcement will provide Hudson County and the northern New Jersey region with the opportunity to further define and enhance coordination and best practices for management of the movement and delivery of freight and goods by trucks. Resources will be most efficiently utilized as part of a coordinated, long term, strategic plan. A combination of policies, regulation, infrastructure improvements, and enforcement may further improve efficiencies and reduce impacts.

Description of how this study addresses a subregional need

Numerous warehouses and distribution centers are located in Hudson County, with concentrations in Bayonne, Jersey City, south Kearny, North Bergen, and Secaucus, where goods are stored and processed before being put onto trucks and delivered. As the importance of this industry continues to grow, it is essential that infrastructure and oversight keeps up to promote efficiency, safety, and reduce adverse impacts.

Recognizing this need, the Hudson County community is undertaking local planning and infrastructure development efforts. This study will take a step further and conduct a comprehensive examination to support and go beyond these local efforts. The study will focus on County roads, as well as selected local roads and facilities in the identified municipalities above. These municipalities were identified specifically due to the presence of significant freight trucking routes or facilities.

Although trucks generally seek efficient long-distance routes, due to a variety of conditions, as well as deliveries within the county, trucks sometimes utilize local roads. Further, environmental justice communities are frequently located closer to industrial facilities and preferred trucking routes, and the impacts caused by this activity has an adverse effect on these communities, including detrimental effects on air quality, noise, and traffic safety issues. Through a study of these effects, mitigation actions may be possible to reduce negative impacts.

Hudson County is also a significant market for local deliveries. Congested roadway networks and lack of available on and off-street parking and loading areas may present a

challenge for coordinating timely and efficient deliveries of products and supplies to local businesses. The enhanced management of curb space offers an opportunity to improve the efficiency and speed of deliveries and reduce potential conflicts with cascading impacts to traffic, movement, and roadway users.

The rise of e-commerce and online shopping has increased our reliance on deliveries and shifted needs to new times, speed, and geographic areas. The coronavirus pandemic has further exposed our reliance on the global supply chain and the effect that disruptions may have. This crisis has highlighted the importance of understanding and management of the movement of essential goods.

Through this study, Hudson County seeks to measure impacts and make recommendations for truck transportation, to ensure it is competitive, efficient, safe, and serves the needs of all county residents and businesses.

2. Study Goals

Hudson County will achieve several goals through the Hudson County Truck Routes Assessment. The County will develop a comprehensive understanding of freight trucking in Hudson County, and direct investment towards creating a safe and efficient roadway network to support our economy. The study will assess the effects of trucking on the community, emphasizing environmental justice populations, developing policy recommendations to reduce negative impacts, and identifying best practices for roadway design and exploring new technologies for truck transportation. The study will determine and prioritize roadway needs on all County freight roads and coordinate repaving schedules and other upgrades and repairs through a comprehensive long-term plan. The County will assess roadway needs and develop recommendations in coordination with the municipalities to effectively manage roadway space and deliveries. Finally, the County intends to foster dialogue between freight industry professionals, local government decision makers, and community members to support an inclusive collaborative process for truck transportation planning in Hudson County.

B. Study Methodology

Task 1: Project Management

The County's Project Manager will manage daily activities of this study and will serve as the liaison between the consultant and the North Jersey Transportation Planning Authority (NJTPA). Additionally, the County's Project Manager will serve as a liaison between the consultant and members of a Technical Advisory Committee (TAC), as well as the general public. The Project Manager will be tasked with managing the consultant selection process, preparing and submitting quarterly reports, reviewing and approving all consultant deliverables, and processing consultant invoices.

The consultant shall assign a qualified individual to serve as their Project Manager for this consultant effort. The consultant shall be prepared to submit monthly progress reports and

invoices that are up to the standards set forth by the NJTPA to the County's Project Manager. In addition, the consultant shall be available to discuss project status on a bi-weekly basis with Hudson County and NJTPA Project Manager (either in person or via conference call) to ensure the project remains on track and within budget. A minimum of three (3) face to face meetings shall be held throughout the project, at the County's offices, to discuss the project including a project kickoff meeting with the County, NJTPA staff and other agencies as necessary.

The consultant shall meet with staff from Hudson County at the beginning of the project to obtain data and information that has previously been collected. The consultant will maintain an open dialogue with the County and TAC members regarding data collection and review, quantification of need, and Data Assessment, Analysis, and Mapping throughout the project.

The County's Project Manager will be responsible for ensuring the successful completion of all consultant tasks, on time and within budget. Throughout the duration of the study, Hudson County, the TAC, the selected consultant, and the general public will work collaboratively to develop the final product. The consultant shall submit all deliverables to the County's Project Manager according to a schedule which allows sufficient review time for the County, NJTPA, and TAC members. 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 and municipal staff, NJTPA staff, elected officials, and freight industry professionals.

Deliverables:

- Kickoff meeting with successful consultant to discuss data collection and analysis (subregion, consultant)
- Monthly progress meetings including a minimum of three (3) face to face progress meetings. (subregion, consultant)
- Monthly written progress reports. (consultant)
- Monthly invoices and quarterly NJTPA Progress Reports. (subregion, consultant)
- Timely submission of all project deliverables (subregion, consultant)

Task 2: Needs Assessment

a) Outreach and Partnerships

Through the Outreach and Partnerships task, the County seeks to engage professional stakeholders to gain knowledge of best practices as well as challenges faced by the trucking industry. The County also seeks to understand the effects and impacts of the trucking industry on residents and businesses, with an overall goal of creating a dialogue inclusive of different perspectives and insights that will help inform decision making in the study process.

The study process will be open and accessible, allowing for continuous communication between Hudson County, the TAC and the general public. The process will also be equitable,

and allow for anyone who would like to participate and comment on the study to have the opportunity to do so.

To facilitate the dissemination of information, a project website will be developed and will include report updates, meeting announcements, meeting minutes and handouts, draft and final work products, and contact information. The site will allow for questions and comments to be provided directly to County Planning staff.

Studies funded under the Subregional Studies Program require transparency and the active and substantive participation of the general public, with special attention paid to engaging historically underrepresented and non-English speaking communities. In keeping with the NJTPA's Public Engagement Plan (available at <https://www.njtpa.org/get-involved/public-engagement-plan>), public outreach and engagement should be an integral part of, and occur concurrently with, the study tasks. Innovative public engagement methods are encouraged, such as conducting outreach at free community events (to reach people where they live, work, shop, and play) and including an online and/or social media participation option where possible to boost participation. In addition, public outreach efforts may include non-English translation services and interpreters at events.

Develop and Implement a Public Involvement Strategy

From the outset of the study process, a public involvement strategy will be developed and executed. Key stakeholders, including non-profits, community groups, and other organizations will be identified to assist with reaching a broad base of the public for their input. The public involvement strategy to be developed for the study will identify populations to include in the study process, as well as effective methods to engage them and encourage their participation.

The public outreach materials and strategies are intended to be appealing, engaging, and encourage interest and participation through unconventional and fun ideas. A branding design will be developed for the study and be applied to all study materials to allow for recognition. The public involvement strategy will utilize several mediums of communication, including meetings, events, a dedicated project website, surveys, interactive online applications, newsletters, and social media with study updates and opportunities to provide ideas and opinions. All study outreach events will be either virtual, or in-person with any necessary restrictions as appropriate, according to prevailing regulations and guidelines. Public meeting materials and content must be approved by the County of Hudson and NJTPA prior to dissemination, and review time must be built into the consultant schedule. All public outreach materials will be published in English/Spanish.

Throughout the course of the project, the project team will hold well-advertised (in both English and Spanish) in person or online (as appropriate) meetings or events targeted to locations within the study area. Through the meetings, the project team will share information with the public, and encourage discussion and sharing of ideas through engagement strategies and activities. The meetings will be accessible and encourage all

members of the public to participate, and they will occur during evening hours to allow for working populations to attend.

Stakeholder Partnerships

On an ongoing basis throughout the course of the study, the Project Team will communicate and coordinate with stakeholder partners who may serve as a resource for the study. Local knowledge from municipal governments, transportation agencies, and industry professionals will be accessible through TAC meetings and individual outreach discussions. The project team may also obtain transportation data and statistics from outreach partners, which will be crucial to the study's quantitative component.

Convene Technical Advisory Committee

A Technical Advisory Committee (TAC) will be convened to serve as a resource for study team. The TAC will share of local knowledge and best practices, identify other stakeholders and community groups for outreach, review work products, and provide overall support for the project.

A TAC plan shall be developed and executed that identifies prospective TAC members, an outreach strategy, uniform project messaging, and the purpose and anticipated outcomes for each meeting.

The TAC should include representatives from at least the following agencies:

- The County of Hudson, including the Planning Division, Roads Division and Engineering Division
- NJTPA
- Hudson Regional Health Commission
- Hudson County Chamber of Commerce
- The Port Authority of New York and New Jersey
- The Regional Plan Association
- Port Authority Air Quality Strategy Group
- New York City Department of City Planning, Division of Regional Planning
- New York City Department of Transportation, Office of Freight Mobility
- Officials and representatives from the Hudson County municipalities with freight facilities (Bayonne, Jersey City, Kearny, North Bergen, Secaucus)
- NJDOT Freight Division
- NJ TRANSIT
- Hudson TMA

The TAC will meet a minimum of three times over the course of the project. The County's Project Manager will be responsible for scheduling and notifying the TAC of meetings, and preparing meeting agendas. The consultant shall prepare the presentation material, write the meeting minutes and be prepared to participate in each TAC meeting.

The responsibilities of the TAC shall include, but not be limited to:

- 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 subregion transportation network, Title VI and environmental justice issues and land use patterns.
- Develop, guide and participate in community involvement activities.
- Review and provide feedback to the subregional project manager on draft and final study interim reports and documents. This includes input on data collection, public outreach, development of improvements and recommended implementation strategies. It also includes review of final recommended action items and strategies and the draft final report.

In addition to their participation on the TAC, throughout the study process, the project team will consult and coordinate with officials and other representatives from Hudson County's municipalities. This open dialogue will ensure that all resources are utilized efficiently and that the different levels of government are unified in working towards the objectives.

Convene Freight Forums

The project team will conduct a series of Freight Forum discussions to engage private and public partners and gain insight and guidance into the freight and trucking industries, from an administrative, business, and operational perspective. The project team will identify freight and trucking operators, logistics companies, and other industry stakeholders to engage them in the study process. The intent is to gather feedback and data, but also to bring both the public and private sector together to create a collaborative dialogue regarding key points and issues related to freight movement requirements and impacts. The Division of Planning and consultant team will identify and invite interested participants.

Through the course of the study, three Freight Forums will be held. The first will be to introduce the study to the attendees and gather initial thoughts regarding topics for consideration and further study through the course of the project, determine issues affecting trucking in the study area, identify local projects and updates for coordination, as well as request data which can be helpful for analysis. The second will be to review initial findings, draft recommendations, and request feedback. The final Freight Forum will review the draft report with the project team for comments and to discuss next steps for implementation, including responsibilities and compliance.

Freight Forum discussions may include:

- The Port Authority of New York and New Jersey
- New York City Department of Transportation, Office of Freight Mobility
- Union County, New Jersey
- Hudson County Chamber of Commerce
- NAIOP New Jersey Chapter

- Council of Supply Chain Management Professionals (CSCMP), NY/NJ Chapter
- South Kearny Industrial Association/River Terminal Development
- Kearny Point Industrial Park
- Trucking operators
- Warehousing, logistics, and distribution companies

Deliverables:

- Development and execution of a written public involvement strategy, including Technical Advisory Committee meetings, public outreach, and freight forums. (consultant)
- Content for posting on the project website, including report updates, meeting announcements, meeting minutes and handouts, draft and final work products, and contact information (consultant)
- Branding design with logo, color palette, graphics, style guide, and messaging slogans (subregion, consultant)
- Survey and other innovative outreach mechanisms and products, including but not limited to online applications, flyers, post cards, newsletters, used for public outreach, dissemination (in both English and Spanish, with consultant to provide translation support) via project website, and social media outreach (subregion, consultant)
- Preparation of materials for outreach meetings, including presentation materials, handouts, and summaries (subregion, consultant)
- Preparation of invitations, presentation materials and minutes for three Technical Advisory Committee meetings (subregion, consultant)
- Presentation slides and other meeting materials for and minutes from outreach events and Freight Forums. (consultant)
- Conduct and prepare notes from at least three Freight Forums. (The County will identify and invite participants and handle logistics for the Freight Forums) (subregion, consultant)
- Draft and final Technical Memorandum #1 summarizing the outreach process and input received. (consultant)
- An appendix to the final report containing a typed summary of all public comments received from meetings, events, and survey materials. (consultant)

b) Data Collection and Review

The purpose of this task is to collect, evaluate, and review relevant data, including but not limited to existing truck routes, freight facilities and customers, environmental impacts, demographics, economic conditions, and environmental justice populations. This data will be utilized to allow the project team to identify gaps, develop an understanding of existing conditions, and make recommendations.

Equity Assessment

Using the most recent U.S. Census, American Community Survey 5-year estimates at the block group or census tract level, the following Title VI and Environmental Justice factors will be examined:

1. Minority (defined by US DOT as Black, Hispanic or Latino, Asian American, American Indian and Alaskan Native, Native Hawaiian or other Pacific Islander)
2. Place of Birth
3. Low income
4. Limited English Proficiency- defined as those individuals who have identified themselves as speaking a language other than English and speaking it less than well.
5. Age - Population over 65 years of age, under 5, and 5-17
6. People with Disabilities
7. Sex
8. Zero Vehicle households

After collecting data for each of the factors at the block group/census tract level, the same data will be collected for each factor at additional levels of comparison, such as the County or the NJTPA region. The Equity Assessment will compare percentages in each factor to subregional and NJTPA regional percentages. While data may be available at a census tract and block group level, and should be analyzed at that level, the study's geography will guide how this data may be aggregated to arrive at analysis relevant to the study. The County will also examine and incorporate the CDC's Social Vulnerability Index to supplement the study's Equity Assessment, and will explore other ways to represent this data in the study.

Once the demographic profile is complete, the study team will conduct an assessment with insights gained on the study area population. The assessment will identify patterns of vulnerable populations; avoid recommendations that have disproportionately high and adverse effects; and strive to reduce and eliminate barriers to meaningful participation in the planning process to the identified populations.

As part of the data collection task, a literature review will be conducted to identify existing conditions and best practices, which will provide background and inform the study findings. Planning studies and data sources to be reviewed include the following:

- NJTPA 2050 Freight Industry Level Forecasts, including Regional Freight Commodity Profiles
- NJTPA Hudson County Subregional Freight Profile
- 2017 New Jersey Statewide Freight Plan
- NJTPA Goods Movement Strategies for Communities Tool
- NJTPA Freight Activity Locator Tool
- NJTPA North Jersey Truck Parking information NJTPA Subregional Study - Union County Truck Mobility Study
- NYC DOT's Urban Freight Initiative Study

- Port Authority Port Master Plan

As an essential component of the study process, the project team will collect necessary data, including:

- Population (American Community Survey)
- Land use (County to provide through spatial analysis)
- Environmental justice populations, including low income, minority, limited-English proficiency, elderly, and disabled residents within the study area (American Community Survey)
- Existing trucking and warehouse facilities (spatial analysis)
- Origin/Destination data for trucks in Hudson County, to determine routes and travel patterns (consultant/contracted source)
- Geometries and roadway design of truck routes in use as identified through travel patterns analysis (spatial/visual analysis, Office of the County Engineer, municipal engineers)
- Delivery locations and demand (spatial analysis, industry data)
- Economic impacts of freight and the industry's contribution to county economy, revenues, and jobs (NJTPA, other economic and industry data)
- Types and volumes of goods and commodities transported (NJTPA, other economic and industry data)
- Roadway network traffic volumes and congestion/delays, including speeds and travel times (NJDOT, supplement as necessary)
- Bridges and weight limits (spatial/visual analysis, Office of the County Engineer, municipal engineers)
- Roadway network capacity and congestion (NJDOT, (spatial/visual analysis, Office of the County Engineer, municipal engineers)
- Collisions and other traffic incidents involving trucks, additional background data on other crashes as necessary for context (NJ State Police Reports)
- Truck emissions (USEPA, FHWA, NJTPA)
- Truck noise levels (FHWA, supplement with simple field measurements)
- Intermodal facilities including but not limited to railyards and maritime terminals (spatial analysis)
- Other information as appropriate

Additionally, the consultants shall be familiar with the following resources and utilize them to inform any recommendations:

- New Jersey 2020 Strategic Highway Safety Plan
- NJTPA's Long Range Transportation Plan (Plan 2045) and Plan 2050, anticipated to be adopted in the fall of 2021
- Together North Jersey Regional Comprehensive Economic Development Strategy (CEDS) 2015
- Hudson County Master Plan Re-examination Report 2016
- Hudson County Comprehensive Economic Development Strategy (CEDS) 2020-2025

- Jersey City Vision Zero Plan
- Jersey City Master Plan Circulation Element
- Jersey City Parking Plan

The data collection and review process will also incorporate qualitative data obtained through surveys, events, and meetings with residents, community groups, and industry professionals that was collected under Task 2a.

The selected consultant will provide a technical memorandum on data collection for the NJTPA, County staff and TAC members to review.

The consultant shall also be prepared to discuss the data collected at the TAC meeting as well as during the public engagement process.

Deliverables:

- Draft and final Technical Memorandum #2 that summarizes the data collection effort and literature review. The memorandum will specify the data collected, the purpose, and the sources of all data to be used in the study

Task 3: Data Analysis and Mapping

Utilizing the data collected in Task 2 b, the project team shall conduct analyses of the data and produce maps to fulfill the identified goals and objectives of the study. The data analysis and mapping will be a collaborative process, performed by the consultant team, with review and cartographic design assistance provided by the Division of Planning staff in coordination.

Mobility and Efficiency

A spatial analysis will be conducted to determine origin/destination demand and travel patterns for trucking movement of freight and volumes. Geometry and roadway design of these current routes used by trucks will be analyzed to determine their suitability for truck traffic and any mobility issues or restrictions, to inform any recommendations for safety and efficiency. Data collected on traffic volumes, congestion, average speed, and travel times will be applied to analyze and identify bottlenecks and inefficiencies.

Safety

Safety issues related to the roadway network and truck volumes will be identified and considered for coordination and furthering the implementation of the NJ 2020 Strategic Highway Safety Plan. Crashes and other traffic safety incidents related to trucks will be visualized spatially, and any contributing conditions or issues will be identified. Conflicts between trucks and pedestrians and bicyclists will be specifically delineated for consideration of recommendations to address concerns.

Conditions

Based on volumes and truck weights, the impacts to County and local roadways and infrastructure will be analyzed. This includes the roadway and pavement conditions for truck routes in comparison to repair and re-pavement schedules to determine if accelerated repairs or mitigation measures along specific corridors are necessary. The County's Road Repair Pavement Detail will be reviewed for consideration of its adequacy and durability to accommodate current and future demands. Truck weights and the impacts on bridge structures will also be examined. While examining pavement schedules, opportunities for adding bicycle and pedestrian and micromobility crossings or other striping will be recommended where needed.

Community Impacts

Building on top of this travel route and volumes analysis, land use, and the locations of environmental justice populations will be added as another layer. Finally, the impacts of the truck traffic, including noise and emissions, amplified based on the trucking volumes, will be added to spatially visualize these impacts and allow comparison with other areas as a high-level overview. This will also be forecasted to look at the potential future impacts.

An analysis of health impacts will be conducted for the preparation of a high-level overview. Findings on the impacts of truck traffic, including noise and emissions on the health of nearby residents, will be reviewed and then applied to the context of Hudson County to detail impacts based on truck volumes and population.

Economic Activity and Value

Economic data will be reviewed, analyzed, and displayed to determine the impacts of freight and the industry's contribution to county and regional economy. The types, amounts, and values of goods and commodities moved by trucks will be identified for a summary of the composition and share of the flow of freight transportation throughout the county and region. This will also be forecasted to look at the potential future change. The economic analysis will build upon and coordinate with the Hudson County Freight Profile identified in the NJTPA's Freight Industry Level Forecasts, as well as the Hudson County's 2020-2025 Comprehensive Economic Development Strategy (CEDS) Plan.

Preferred Network and Industry Needs

Based on literature, research and information collected from industry professionals and local government agencies through the outreach in task 2 a, the consultant will determine preferences and conditions necessary for preferred truck routes, and compare these with the existing Hudson County route network.

According to the NJTPA's Freight Activity Locator Tool, there are currently five truck parking facilities in Hudson County; four private and one public. Given the variation in routes, hours, schedules, and deliveries, truckers may need space to rest or wait to coordinate

pickups and drop-offs. The consultant will consider feedback from industry professionals on the adequacy of these facilities within the county and consider the need and location for any additional facilities based on land use, location, route access, and volumes.

Deliveries and Curb Management

Utilizing travel patterns, economic data, and spatial data on businesses and firms, the consultant will identify demand for deliveries and frequent delivery customers. This will be applied through a spatial analysis to determine the locations of these deliveries. The local roadway conditions, including geometry, loading zones, existing municipal parking regulations, and traffic will then be considered with these locations and volumes to inform the development of any policy recommendations for deliveries, including curb management, truck size, and restricted hours and schedules.

Technology and Best Practices

Utilizing the studies identified in the literature review under Task 2 b as well as further research, the consultant will identify 21st century best practices for street design standards to ensure safety among all modes of transportation along truck routes. These will be examined in coordination with and furthering Hudson County's Complete Streets Policy to provide safe access for all roadway users. Additionally, the consultant will identify new trucking technology that would enhance efficiency, improve communications, and mitigate effects on people and the environment. (i.e electric and alternative fuel truck vehicles and infrastructure, enhanced safety features for trucks, and weight in motion devices to collect and analyze truck weight data). These case studies are intended to provide a relevant example to aid in understanding the considerations for any proposed freight routes and delivery considerations.

The consultant shall also be prepared to discuss the results of the data analysis, and share all maps at the TAC meeting as well as for the interactive engagement component and other public engagement methods employed during the public meetings.

Deliverables:

- Data files, maps, and Technical Memorandum #3 that summarizes the quantitative analysis. Any GIS data that is collected and used for this task must be submitted to the NJTPA using the NJTPA E-GIS standards for naming conventions and metadata (consultant)
- Results of all data analyses identified above, summarized in written and visual form, prepared for use to inform study recommendation and for inclusion into presentations and final report. (subregion, consultant)
- List of preferred truck route attributes (consultant)

Task 4: Study Findings and Recommendations

The purpose of this task is to review all study findings to develop recommendations, and to then incorporate the findings and recommendations into a draft final study report that includes qualitative and quantitative data and analysis.

The findings and recommendations will include a study document detailing existing conditions, data analysis outcomes, and a strategic implementation plan, that at a minimum addresses the following:

1. Map and profile of existing designated truck routes
2. Map and profile of freight truck traffic movement and volumes, current and projected
3. Profile of economic impacts of freight movement and deliveries, including jobs, type and quantity of goods, and values
4. Map and profile of freight truck route network and congestion, including travel times and speeds
5. Overview of crashes and other traffic safety incidents related to trucks, identification of any contributing conditions or issues, and infrastructure, enforcement, and policy recommendations to reduce these incidents
6. Re-pavement plan, including recommendations for Pavement Repair Detail, and schedule, to maintain County and local roads in a state of good repair
7. Prioritized list of project recommendations for truck infrastructure, including roadway design, capacities, pavements, and bridge structures, with potential funding sources identified.
8. Set of recommendations for truck route regulations and use of local roadways for through travel and deliveries, including weight restrictions and enforcement responsibilities
9. Develop model guidance/regulations for truck parking and deliveries, integrating best practices, to maximize curb space and mitigate adverse traffic impacts. This includes truck size, delivery times, use of curb space for loading zones, and enforcement responsibilities. A recommended County policy will be developed for County roads, and a model policy/guidelines will be developed which could be adopted for municipal roads
10. Health assessment overview of truck traffic on surrounding neighborhoods, with a focus on disproportionate adverse impacts to environmental justice communities
11. Set of recommendations for mitigation actions for the impacts of trucking on health for residential communities
12. Outline of new technologies for efficient, healthy, and safe movement of freight and deliveries
13. Policy recommendations for accommodating overweight and oversize vehicles in Hudson County
14. Profile of existing truck rest stops and outline of gaps and industry needs, including list of identified potential suitable sites

The consultant will prepare a draft of the final report and executive summary for review by staff from Hudson County, NJTPA, and the TAC, with sufficient time to allow for review and any necessary revisions. Public comments shall be typed in a separate written

supplement. The consultant will revise the draft final report per received comments from the public, the TAC, Hudson County, and the NJTPA, where appropriate. Hudson County and the NJTPA shall make a final consensus determination as whether or not to make revisions to the report based upon the comments received from the TAC and the public.

The consultant will develop a PowerPoint Presentation and conduct presentations of the Final Report to the Hudson County Planning Board, or other County departments of transit agencies, upon request.

As an appendix to the final report document, the consultant shall provide a matrix with all final recommendations of the study along with corresponding actions to be taken to implement the recommendations. Additionally, an appendix will contain a matrix detailing recommended capital investments to improve road and infrastructure necessary to serve freight transportation and deliveries by trucks. Actions should identify the potentially responsible implementing agency, prioritization rankings, and the time frame for implementation. Projects for potential future funding through the NJDOT Local Freight Impact Fund program will be specifically identified. Study data and analyses that may also be applicable for the preparation of future applications for these projects will be considered, to the extent feasible.

Deliverables:

- Timely submission of draft final report in editable format, including all findings, recommendations, data analysis, public comment, and summaries of all public meetings and TAC meetings (consultant)

Task 5: Final Report and Final Deliverables

Prior to the development of the final report, the consultant will prepare an outline of the report for review by subregional and NJTPA staff. After concurrence on the draft report outline, the consultant will prepare the final report, executive summary, and all appendices. The final report will address all comments received for the final draft of the report. The consultant shall provide both hardcopies and digital copies of the final report to the project manager for distribution. All graphics and materials shall be appropriately sized to avoid an unnecessarily large file size for the final report.

All findings and recommendations from the study shall be organized and entered into PRIME, the NJTPA's planning information management system, in accordance with PRIME requirements. Further details on PRIME can be found in the *PRIME User Guide* (user manual) the *PRIME Quick Start Guide* (basic instructions and best practices), the PRIME Frequently Asked Questions (FAQs) pages, the *PRIME Glossary* (PRIME system terminology) and the *PRIME Bulk Import User Guide* (instructions).

Deliverables:

- Final report document, including an abstract, an executive summary, implementation matrix, capital investment program list, and all relevant appendices, including a compilation of public comments. (consultant)

- Three (3) hardcopies and an electronic version for distribution, and a PowerPoint presentation with script following the same structure as the executive summary will be provided. (consultant)
 - All final GIS data which was collected and used for the study submitted to the NJTPA using the NJTPA E-GIS standards for naming conventions and metadata. (consultant)
 - PRIME data entry (subregion)
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Contact Information:

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**FY 2022 - FY 2023 SUBREGIONAL STUDIES PROGRAM
HUDSON COUNTY
HUDSON COUNTY TRUCK ROUTES ASSESSMENT
BUDGET PLAN**

		PROPOSED BUDGET
PART I:	DIRECT COSTS - PERSONNEL SERVICES	
	1. SALARIES	\$ 49,347.50
	2. FRINGE BENEFITS 65.8804%	\$ 30,652.50
	SUBTOTAL	\$ 80,000.00
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	\$ 320,000.00
	SUBTOTAL	\$ 320,000.00
	TOTAL PROGRAM BUDGET	\$ 400,000.00

This estimated budget is based upon projected costs to perform the work program for FY 2022 - FY 2023 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%):	\$	320,000.00	Local Match (20%):	\$	80,000.00	Total:	\$	400,000.00
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**FY 2022 - FY 2023 SUBREGIONAL STUDIES PROGRAM
HUDSON COUNTY
HUDSON COUNTY TRUCK ROUTES ASSESSMENT
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	250	\$ 16,606.65	\$ -	\$ -	\$ 16,606.65	250	\$ 25,000.00	\$ 41,606.65	10%
Task 2A - Outreach and Partnerships	326	\$ 17,911.55	\$ -	\$ -	\$ 17,911.55	450	\$ 50,000.00	\$ 67,911.55	17%
Task 2B - Data Collection and Review	205	\$ 11,454.80	\$ -	\$ -	\$ 11,454.80	550	\$ 66,000.00	\$ 77,454.80	19%
Task 3 - Data Analysis and Mapping	145	\$ 7,744.32	\$ -	\$ -	\$ 7,744.32	650	\$ 82,000.00	\$ 89,744.32	22%
Task 4 - Study Findings and Recommendations	265	\$ 16,815.86	\$ -	\$ -	\$ 16,815.86	500	\$ 62,000.00	\$ 78,815.86	20%
Task 5 - Final Report and Final Deliverables	150	\$ 9,466.83	\$ -	\$ -	\$ 9,466.83	300	\$ 35,000.00	\$ 44,466.83	11%
TOTAL	1,341	\$ 80,000.00	\$ -	\$ -	\$ 80,000.00	2,700	\$ 320,000.00	\$ 400,000.00	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
Francesca Giarratana, Division Chief	4%	170
Kevin Force, Principal Planner	8%	340
Samuel Schroeder, Principal Planner	2%	90
New Hire, Assistant Planner	2%	85
Planning Intern	4%	141
Thomas Malavasi, County Engineer	1%	60
Jose Sieira, Director of Transportation and Traffic	1%	60
Daryl Krasnuk, Director, Office of Digital Information	2%	85
Archana Chokalingam, Software Development	1%	60
GIS Specialist New Hire 1	3%	125
GIS Specialist New Hire 2	3%	125
TOTAL	3%	1,341

Study Sponsor: Middlesex County Department of Transportation (MC DOT)

Title of Study: Southern Middlesex County Freight Movement Study

Study Budget

	Amount	Percent
NJTPA/Federal Share Request:	\$ 400,000	80%
Subregion/Local Share Match:	\$ 100,000	20%
Total Budget:	\$ 500,000	100%

Anticipated Study Duration (Overall and Consultant Durations): 18 months overall (12 months of consultant supported effort)

Municipalities with jurisdiction over infrastructure to be studied (Letters of support and active participation required): Townships of Cranbury, Monroe, and South Brunswick in Middlesex County. Additionally, Counties of Mercer and Monmouth, as well as DVRPC.

I. Project Information

The growth of warehousing businesses in southern Middlesex County has led to a significant increase in daily truck trips in the area. This increase in truck trips, along with workforce-related trips generated by the distribution centers, results in additional congestion, increased delays and traffic collisions, noise and air pollution, and an impact on the quality of life for residents, as well as a decrease in efficiency in the movement of people and goods. The Southern Middlesex County Freight Movement Study will examine freight-related travel needs and impacts and provide county and state agencies with suggested multi-modal strategies to mitigate freight movement's adverse effects while maintaining an efficient multi-modal network. The study will examine potential improvements to truck routing, spot improvements, and rail access, among other strategies. The effort will also evaluate the impact of journey-to-work trips, including a cursory look at employees' options to get to freight intensive employment centers and any effects of traffic congestion on bus service to these centers. The study will identify and address conflicts between local vehicular traffic and regional freight traffic and address localized roadway conflicts by looking at local land use and regional freight traffic movements. Solutions to problems will be identified based on documented traffic safety data and the need for adequate and safe accommodations of truck movements and all other roadway users (including pedestrians, bicyclist, public transit users where applicable, and all other motorized traffic with compliance to appropriate ADA accommodations) The project will also evaluate modal optimization options, such as improved rail and short sea/marine highway options. The project team will employ a collaborative approach involving affected municipalities, adjacent counties, and other

stakeholders; and will pay special attention to engaging environmental justice communities in the planning process. The study will also identify potential funding opportunities.

A map identifying the primary, secondary, and tertiary study areas is provided at the end of this document.

Addressing a regional need

Freight movement is critical to the regional economy. The study area is home to extensive warehousing facilities that serve the tri-state region. Southern Middlesex County currently has large warehousing facilities in the NJ Turnpike Exit 8A area, which provides excellent connectivity to other nearby highway facilities (including US Route 130, NJ Route 33, US Route 9, NJ Route 18, and US Route 1), and in turn access to regional destinations. This area of the County is also served by nearby Conrail freight lines that support regional freight activities. Over time, increased volumes of freight truck traffic on these highways and other local roadways within the study area have led to safety concerns and conflicts with local automobile traffic and existing land uses. This study will recommend strategies for routing freight truck traffic in the Southern Middlesex County region with an intent to improve freight movements, provide safer travel conditions, improve regional access, and achieve better overall environmental conditions.

II. Study Scope of Work

A. Introduction

1. Study Background

Southern Middlesex County became a major growth and development location with the construction of the New Jersey Turnpike in the late 1950's and with office and warehouse development close to 8A Exit in South Brunswick, Monroe, Jamesburg and Cranbury on former agricultural land. Monroe made retirement communities a major part of their zoning. South Brunswick has access to rail, and many industrial sites were built to take advantage of this rail and highway access.

The road system that had been built included US 130 which was designed to carry trucks from New Brunswick, via US Route 1 to Yardville and Trenton area suburbs in southern New Jersey. In the 1940's and 50's, the vision of the 20th Century post WWII was to develop New Jersey along the I-95 corridor (NJ Turnpike). The Turnpike widening project from Exit 9 to Exit 6, which was completed in the end of 2013, extended the designated truck lanes from Exit 9 to Exit 8A. Over the years, there has been an increase in trucks using Exit 8A supported by the improved capacity accommodations on the Turnpike, which ultimately access the warehouses in the region through a combination of county and local roads.

How this study addresses a subregional need

The continued growth of warehouse facilities in southern Middlesex County serving the New York and Philadelphia area has created truck traffic impacts, including congestion, traffic collisions, as well as noise and air pollution, adversely affecting the quality of life for residents and adult communities. Utilizing the New Jersey Division of Highway Traffic Safety (NJDHHS) web-based crash analysis tool (Numetric), the Middlesex County Office of Planning notes that in the area of the NJ Turnpike Exit 8A, which is a representative area of the subregional need to be addressed by this study, there were a total of 430 crashes involving 439 trucks during the five year period between 2015 and 2019. In this period the number of crashes involving trucks doubled from 56 crashes reported in 2015 to 112 crashes reported in 2019. The predominant truck type involved in these crashes is classified as a “tractor semi-trailer” accounting for 199 or 45% of the 439 total trucks involved.

The roadway system problems resulting from geometric deficiencies, congestion, travel delays, and traffic crashes persist, resulting in unsafe conditions for vehicular and pedestrian traffic movements, and undesirable impacts on the environment and quality of life of local residents. The study will recommend actions to remediate these issues and increase system effectiveness and efficiency.

High tech warehouses are being built in Cranbury Township which borders on Monroe Township and South Brunswick Township. According to data from the NJ Department of Community Affairs, over the past 10 years there has been a total of 6,504,898 square feet of storage space authorized by building permits in Cranbury and Monroe. This number includes 6,359,614 square feet built in Cranbury between 2012 to 2018 and 145,284 square feet built in Monroe from 2009 to 2014.

Many County and local roads through these municipalities and some others in the subregion are not designed to accommodate “tractor semi-trailer” trucks which serve the warehouses in the area. The study will address this problem from the perspective of safety by identifying routes that are better suited to accommodate truck traffic, and minimize adverse impacts related to noise and air pollution on sensitive locations including environmental justice communities.

2. Study Goals:

This study will focus on the following goals:

- Evaluate the existing transportation facilities used for regional and local travel both within the study area and the wider travel catchment area related to freight movement needs.
- Recommend improvements to existing facilities and routing to address congestion, safety, multi-modal mobility, accessibility, traffic operations, and impacts of regional traffic on local communities.

- Avoid recommendations that cause a disproportionate burden on environmental justice communities.
- Identify public and private sector partnerships for improvements

B. Study Methodology

Task 1: Project Management

A staff member from the Office of Planning will serve as the Subregional Project Manager for Middlesex County for the duration of this study. The subregional project manager will coordinate meetings, develop schedules in coordination with NJTPA, maintain clear contact with the consultant to ensure the project is on schedule and within budget, and provide all required financial reports for NJTPA.

The Subregional Project Manager will:

- Serve as the primary point of contact on all matters relating to this study.
- Facilitate the constitution of the Technical Advisory Committee (TAC) that will include public and private sector stakeholders and coordinate the meetings and activities of the TAC with the consultant and NJTPA.
- Monitor, evaluate and where necessary, guide the consultant's work efforts throughout the duration of the study.
- Coordinate resources and data needed for the efficient performance of all project tasks.
- Review and provide feedback on all work products and deliverables produced by the consultant.
- Organize stakeholder and community outreach events to be jointly performed by the County and the consultant.
- Actively participate in public outreach for the study and resolve any issues related to the study.
- Perform all administrative responsibilities related to the project, such as review and approval of consultant invoices and progress reports in accordance with County and federal requirements, and monitoring of contract conformity.
- Consult with the NJTPA program manager throughout the project duration to ensure that the project is always closely aligned with the NJTPA Subregional Studies Program (SSP) requirements.

The consultant shall also designate a project manager who will:

- Serve as the primary point of contact on the on the consultant team for the subregional project manager.
- Be responsible for ensuring that the consultant team performs the work tasks specified in the project Scope of Work included in the Request for Proposal.

- Perform project management and quality assurance tasks including coordination of all consultant activities and overall project administration, as well as preparing and submitting financial reports and invoices to the subregional project manager.
- Ensure that all work deliverable and documents have been technically reviewed before submission to the County.
- Provide a monthly progress report detailing tasks completed, tasks under progress, upcoming deliverables, and outstanding issues and concerns.
- Provide to the County all documentation, including financial and progress reports, as required by the NJTPA.

The consultant project manager will establish an effective coordination and reporting protocol with the subregional project manager to ensure that regular coordination takes place and will 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 prior to the kick-off meeting for County review and approval and reviewed regularly during the study to ensure the timely completion of the study.

Deliverables:

- Prepare and submit quarterly reports and other documentation required by the NJTPA (County)
- Prepare a request for proposals in conformance with the approved work program. (County)
- Procure a consultant in conformance with all applicable requirements. (County)
- Prepare and submit monthly progress reports and invoices, and regularly maintain a detailed progress schedule. (Consultant)
- Prepare meeting agendas, handouts, presentations and minutes of project management and Technical Advisory Committee meetings. (Consultant)
- Hold weekly project management calls, as well as a project kick-off meeting and up to five (5) project team meetings as needed. (Consultant)

Task 2: Needs Assessment

a) Outreach and Partnerships

This study is based on the commitment of Cranbury, Monroe, and South Brunswick Townships in resolving the problems of truck collisions, congestion, safe accommodations of trucks and truck delays impacting the quality of life for residents. In order to maximize the outreach of this study to communities with limited English proficiency, the study will provide language translation in flyers, websites, surveys, and at outreach meetings. In addition, Middlesex County has also received commitment from the Counties of Mercer and Monmouth to support this study and participate in developing its recommendations. This study may help address similar truck freight issues affecting both Mercer and Monmouth Counties, and will coordinate its recommendations with the recommendations from the Monmouth County study "Moving Mindfully" which addresses important freight movement issues including the safe and efficient interaction and management of freight traffic with

local automobile traffic. The County will also conduct outreach and coordination with Norfolk Southern, CSX, Conrail, NJ TRANSIT and Amtrak which are the major rail operators in the region.

Technical Advisory Committee

The Subregion and the consultant team shall convene a Technical Advisory Committee (TAC) that will meet regularly during the course of this study and provide input and expertise from a technical perspective on various aspects and work products on the study. The TAC shall be composed of representatives from Middlesex County Office of Public Works, County Office of Planning (MCOP), County office of Engineering; representatives from the townships of Cranbury, Monroe, and South Brunswick; representatives from NJDOT, NJTPA, NJ TRANSIT, New Jersey Turnpike Authority, NJ Office of Planning Advocacy; Keep Middlesex Moving Inc.; Greater Mercer TMA; representatives of identified Title VI and Environmental Justice communities; the Mercer County Planning Department and the Monmouth County Department of Planning and Economic Development; and private sector businesses, including warehouse managers. The TAC shall:

- Identify stakeholders, community groups and partners for community outreach and to participate in public participation activities. This outreach will include private sector industrial developers and operators, trucking firms, and other freight stakeholders. Special consideration will be given to ensure the commitment and involvement of interested parties familiar with the subregion transportation network, Title VI and environmental justice issues and land use patterns.
- Develop, guide and participate in community involvement activities.
- Review and provide feedback to the subregional project manager on interim reports and documents, and draft and final study reports throughout the study. This will include providing input on data collection, public outreach activities and materials, final recommended action items and strategies, and the draft final report.

Public Outreach Activities

The consultant shall draft and implement a community involvement strategy, in accordance with the NJTPA guidelines. The NJTPA Public Engagement Plan (PEP) outlines how to involve the region's residents in all NJTPA programs, projects and plans. (Subregional studies must include public input and should 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. The consultant's community involvement strategy will include various virtual activities such as surveys, *Wikimap* or other data collection mechanisms for engaging local residents and community leaders. The consultant will participate in two or more public meetings. The NJTPA also maintains Engage!, an online database of public engagement strategies and best practices. The plan and database are available at <http://njtpa.org/PEP>. The community involvement strategy may include, but shall not be limited to the following activities:

Focus Groups/Interview Sessions

Up to three (6) focus group/interview sessions shall be held by the consultant with municipal representatives, residents, business leaders, civic and planning organizations, and Title VI communities to identify early-on the transportation and land use issues. Potential participants include municipal and county elected officials, NJDOT, NJ Turnpike Authority, NJ TRANSIT, NJTPA, Greater Mercer TMA, representatives from land use, transportation, environmental planning and community organizations, commercial real estate brokers, economic development professionals, and representatives from any identified Title VI or environmental justice communities.

Municipal Meetings

During the study, there will be an ongoing series of meetings/conference calls with all municipalities participating in this study. The intent of these meetings is to ensure open communication and close collaboration between the County, the municipalities and the consultant team. These meetings will review current planning activities underway in each community, review and discuss the draft work products and study recommendations. The Consultant Team shall budget to prepare meeting materials and to have a representative participate at up to five (5) of these municipal meetings/conference calls. At the municipal meetings, the consultant and County Staff will seek municipal input on potential issues and strategies and review draft work products. The meetings will be conducted as face to face meetings, conference calls or webcast meetings.

Stakeholder Meetings

In addition to stakeholder representation on the TAC and/or participation in various interview and focus group sessions and public meetings, the results of the study will be presented at regularly scheduled meetings of various stakeholder groups that will be identified by the TAC. Study updates to groups with regularly scheduled meetings will be handled by the subregion's planning staff. Copies of the draft and final report and other related documents will be provided to stakeholder groups to gain feedback, develop a consensus on the prioritized recommendations of the study and increase awareness and support for its recommendations. The consultant shall support these activities by providing study information and materials as needed.

Public Officials Briefings and Public Meetings

Throughout the study there will be opportunities for public input to guide the development of recommendations for the various phases of the study. The subregion will attempt to hold public meetings in a facility that is transit accessible and ADA accessible. The subregion may conduct virtual public meetings (using a platform such as Zoom or Microsoft Teams) if needed due to the current COVID-19 in-person meeting restrictions, or any other factors. It is envisioned that at least two (2) public meetings shall be held during this study. Social media promotion/engagement (such as visual preference surveys) and other innovative, non-traditional public outreach methods (such as pop-up community-based kiosks) should be employed in this study. Refer to the NJTPA's Public Engagement Plan for further guidance. At the final public meeting, the results of the detailed planning analysis, sketch plans and recommended improvements will be presented, including any specific land use and zoning

recommendations for use by the municipalities to support their development or redevelopment planning efforts.

Media Relations

Press releases, cable TV and radio announcements, feature articles, press briefings, and interviews will be provided to all major local newspapers and media outlets. Subregion Planning Staff will work with the subregion's public information officer in preparing and distributing press related materials and scheduling events. The consultant shall support these activities by providing study information and materials as needed.

Study Newsletters

The consultant will develop three (3) study newsletters during the study. The consultant will develop the format and content of these newsletters. The study newsletters will be designed to be distributed electronically and in print. The County will assist in the development of the newsletters' content and will be responsible for printing and distributing the newsletters. The newsletters will be used to inform the various stakeholders about the study's objectives and the status of the study. The first newsletter will provide an overview of the study and describe how the various stakeholders can become involved. The second newsletter will give an overview of the proposed study recommendations and the final newsletter will outline the final report's recommendations. The newsletter will be distributed in print and electronically to the subregion's various distribution lists and by the stakeholder organizations, including business organizations and community groups. The newsletter will be made available at municipal buildings and libraries as well as being posted to the subregion's website.

Study Webpage

The consultant, working with the subregion and the TAC, will develop materials to post on the County Office of Planning webpage. The existing webpage will have a section regarding this study and will be used to solicit comments on draft documents and materials during the public involvement process.

Deliverables:

- The consultant will develop a Public Involvement Plan with a community involvement strategy.
- The consultant shall conduct three (3) interview sessions/focus groups and provide summaries of each meeting as well as provide an overall summary of the findings and recommendations from the focus groups/interview process.
- Up to five (5) municipal coordination meetings/conference calls will be held at which consultant participation will be required.
- The consultant shall participate in a minimum of two (2) public meetings and prepare the necessary materials for these meetings. Summaries of the public meetings shall be prepared by the consultant.
- The consultant shall present the final report at a regularly scheduled Subregion Planning Board Meeting.
- The Subregion and consultant will develop three (3) study newsletters during the study.

- Five (5) meetings of the TAC are anticipated, at which consultant participation shall be required. The schedule of meetings and distribution of meeting notices and associated materials to committee members will be handled by Subregion staff. Summaries of the TAC meetings shall be prepared by the consultant. Planning staff will handle posting of meeting materials on the County Office of Planning web site.
- The consultant shall be responsible for preparing PowerPoint presentations and preparing all meeting materials, attending meetings and making presentations as appropriate, and preparing minutes.

b) Data Collection and Review & Quantification of Need

This subtask will include collection of data on the existing roadway network and current transportation trends (including literature review) with a focus on the freight travel in the study area to establish existing conditions. Vehicle collision statistics, existing traffic counts, and other existing data will allow identification of travel trends, patterns and traffic circulation including traffic and/or collision hot spots. Data collection and quantification of need will be followed in Task 3 with analysis of the data collected. As part of the data collection task we will seek to obtain information to do select link analysis at the subregional level that will evaluate all the various modes of traffic including motorized vehicles and pedestrians to assess the interaction of all movements.

Agencies with jurisdiction within the study area will be requested to provide available information on roadways assets, local master plans and zoning, active subdivision and site plan applications (including those that are approved but not built), existing planning initiatives that may affect this study, and existing Complete Street policies under their respective jurisdictions.

Information will be reviewed, inventoried and mapped as appropriate. Information from local master plans and zoning, and redevelopment plans; mapped farmland, open space and other preservation areas; and active sub-division and site plan applications will be used to identify future freight related growth areas. An additional source for this information could be the NJTPA 2050 Freight Forecasts of June 2020 which could help identify where concentrations of freight movement activity can be expected, type of commodities, and strategic investments affecting economic growth and regional benefits. This study will also review the NJTPA Freight Rail Industrial Opportunity (FRIO) Study's Amboy Secondary Corridor between Jamesburg and the Northeast Corridor Line between Jamesburg and the Northeast Corridor. It will examine traffic impacts resulting from intermodal rail and truck shipments generated from nearby warehousing facilities along this corridor. Existing traffic counts will be updated for key locations in Middlesex, Mercer and Monmouth Counties to determine the actual truck traffic along specific roads within the study area roadway network.

The COVID-19 pandemic has altered vehicular travel demand and patterns with more people working from home, and more schools opting for virtual web-based instruction. The pandemic has also led to an increase in e-commerce related freight traffic with more and more households choosing to shop online. The consultant will estimate the impact of the pandemic on freight truck traffic as part of this study.

The consultant will conduct an origin and destination (OD) study for trucks stopping at termini in Monroe and Cranbury in order to assess the current paths/routes that trucks are traveling within a multi-county region. Location-based services (LBS) data, collected anonymously from cellular phones and GPS units, will be procured and used for the OD study and analysis. The cost of procuring LBS data is anticipated to be significant. The consultant will procure the LBS data on behalf of the County, and will transfer the data to the County at the end of the study.

As part of the assessment, the consultant will also conduct a select link analysis for identifying critical locations with congestion or safety issues within the study area. Existing transportation management systems (ITS, incident management, etc.) will also be inventoried. The consultant shall also develop a high-level summary of fixed route and demand-responsive public transportation options, and viable last mile connection options for the freight industry workforce within the primary study area.

The New Jersey Division of Highway Traffic Safety (NJDHHS) web-based crash analysis tool (Numetric) will be used to identify all motor vehicle crashes involving trucks on municipal and county roads within the study area and occurring during the five-year period of 2016 to 2020. This data will then be used to identify locations within the study area that area prone to truck related crash incidents. In addition, the study will examine the NJ 2020 Strategic Highway Safety Plan goals, objectives, strategies, and NJDOT high crash data as basis for developing recommendations for safety improvements. The consultant will also identify locations for systemic safety improvements based on roadway context and configuration.

The consultant will also conduct a literature review of best practices for infrastructure for supporting autonomous vehicles, and examine applicability to freight movement in the study area; recently completed freight study in Monmouth and Mercer Counties (Moving Mindfully); State Freight Plan; and, other local initiatives for freight routing.

Deliverables:

- Technical memorandum detailing existing conditions for further analysis, including:
 - Policy Documents
 - County and Municipal Master Plans
 - Complete Streets Policies
 - Land Use and Transportation
 - Land use, including freight related uses
 - High-level summary of fixed route and demand-responsive public transportation options, and viable last mile connection options
 - Transportation infrastructure inventory, including but not limited to capacities, weight limits, clearances, turning radii, non-motorized user facilities, multi-modal facilities, and signals
 - Crash data, with a focus on truck related incidents
 - Management systems inventory (ITS, incident management plans, etc.)
 - Existing traffic counts
 - Freight Industry and Goods Movement

- Identification of freight related growth areas. Data collection would include collaboration by County staff and consultant with municipal and public agencies resources. Data will be sought to allow analysis of the interaction between trucks and other modes of traffic including pedestrians, bicyclists and transit users.
- Origin/destination inventory of freight traffic at the local and regional level
- Wayfinding system inventory
- Available freight modes and Congestion data
- Demographics
 - Community Demographics
 - Title VI and Environmental Justice Communities

Task 3: Data Analysis and Mapping

As part of this task, the consultant will analyze the collected data (traffic counts, traffic classification, crash statistics, origin-destination study for truck traffic, and other traffic data) to determine modal travel patterns within the study area. The existing and future roadway capacity and Level of Service will be determined at key locations along the existing roadway network. Traffic volumes and crash data on the existing roadway network will be evaluated to establish routes with heavy truck traffic, identify missing links for truck traffic, identify congested locations for trucks and safety issues and potential countermeasures, determine which elements of the Complete Street Policies could be integrated into the existing and revised roadway network, and examine other measures including transportation demand management options to alleviate heavy truck traffic from the residential areas within the study area. The analysis will also look to apply the NJTPA Goods Movement Strategies for Communities as part of the various possible practices.

The consultant will conduct speed studies along specific roadway corridors and routes that will help in determining whether adjustments in posted speed limits may be required to enhance the safety of all roadway users. This task will also include an analysis of the effectiveness and appropriateness of the existing roadway signage and wayfinding system in directing truck traffic towards preferred routes. As part of this effort the identified existing transportation management systems will be assessed for their effectiveness in meeting current and future freight related transportation needs in the study area. In addition, other strategies and measures for freight transportation management will be evaluated as to their applicability in the study area.

The crash prone locations, congested locations for trucks, missing links, locations identified for potential truck and other safety related improvements including transportation management systems will be mapped. The need for truck parking facilities will be examined, in coordination with the NJTPA Freight Division, as well as identification of potential sites for safe and lawful accommodations. An equity assessment will look at the spatial location of Title VI and Environmental Justice communities and their locational relationship and interaction with warehouses and freight traffic corridors.

The consultant will prepare a technical memorandum documenting the study area profile based on data and information gathered for the existing conditions (2020) and the future horizon year scenario (2040) which will include data from the NJTPA approved demographic projections. This memorandum will include:

- Demographic profile
- Employment profile
- Warehouse workforce related commuting patterns
- Speed Studies
- Equity Assessment
- Freight Needs Assessment with identification of assets and deficiencies in the freight network

Deliverables:

- The consultant will prepare a technical memorandum, that includes the following:
 - Existing and future demographic profiles (using data from the NJTPA approved demographic projections)
 - Mapping of collected data
 - Existing and future Level of Service (LOS) and roadway capacity analysis
 - Identification and mapping of commercial truck generating growth areas based on analysis of existing land use, master plans, zoning ordinances, and development applications
 - Analysis of regional and study area truck origin and destination data, including select link analysis for sensitive areas inclusive of avoiding disproportionate impacts on communities of concern.
 - Crash analysis results with a map of crash prone locations (truck-related) within the study area
 - Transportation Management System Analysis
 - Complete Streets policy incorporation analysis
 - Roadway classification map including any new proposals for roads within the study area
 - Existing wayfinding system analysis

Task 4: Study Findings and Recommendations

The study findings and recommendations will be developed based on the results of data analyses and on comprehensive review of the stakeholder and public input received. As part of this task, the consultant will use the results of the web-based truck crash analysis (using the Numetric tool) to provide the appropriate data which would support recommendations for various safety improvements at high-priority crash locations. The consultant will also recommend any systemic safety improvements based on roadway context and configuration. Recommendations will include freight truck routing that focus on increasing the efficiency and safety of the existing roadway network and enhancing accessibility for all roadway users. The recommendations resulting from this study will support the ability of the County or interested municipalities to apply for funding to implement proposed improvements through programs such as the NJDOT Local Freight Impact Funding (LFIF) Program.

The consultant will recommend improvements such as changes to intersection geometrics where geometric deficiencies prevent safe truck traffic movement and compromise safety of other roadway users, and actions for reducing air pollution and traffic congestion from trucks within the study area to minimize adverse impacts on vulnerable populations. Recommendations will also include potential pilot and demonstration projects for large warehouse operators that focus on enhancing transportation safety (e.g., providing additional training to freight truck drivers to enhance their familiarity with preferred regional truck routes that could potentially reduce truck related crash incidents). The consultant will evaluate and report on the NJTPA Freight Rail Industrial Opportunities (FRIO) sites in the study area freight corridor program including the Monmouth Junction and South Brunswick properties that currently use intermodal shipments on both trucks and rail. Recommendations will also address strategies for reducing adverse impacts of freight traffic on environmental justice communities within the study areas. These would be high-level recommendations to advance along the project development pipeline and receiving further study along the respective stages towards implementation.

Deliverables:

- Consultant will develop a draft report documenting the draft study findings and recommendations, including:
 - Freight Transportation Infrastructure recommendations
 - identification of locations with heavy truck traffic
 - identification of missing links for trucks, and recommendations for a range of feasible improvements
 - Freight Related Transportation Management Systems recommendations
 - Freight Related Signage and wayfinding recommendations
 - Implementation matrix (interim-, short-, medium-, and long-term time-frame recommendations and preliminary cost estimates)
 - Identification of potential grant programs (such as NJDOT LFIF) application requirements.
 - Prioritized implementation program for recommendations
 - Map of recommendations and expected future conditions

Task 5: 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 regional project manager, NJTPA, the Technical 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 final report will document the study recommendations for routing truck traffic, improving roadway and intersection geometry, enhancing pedestrian and vehicular safety, addressing needs of environmental justice communities and maintaining accessibility. Recommended strategies and action items may vary in their scope, cost, and implementation timeframes.

The draft and final documents 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 will follow the same format as the Executive Summary and must be in an editable format with high resolution.

Entry of Study Findings into PRIME: The consultant will enter the study recommendations into the PRIME system. 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. Further information about PRIME is 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.

<http://www.njtpa.org/NJTPA/media/Documents/Data-Maps/Demographics-GIS/Enterprise-GIS/Appendix-U3-EGIS-Quality-Assurance-Programcomm.pdf>

Deliverables:

- Draft and Final Reports
- Final Report Executive Summary
- PowerPoint Presentation following the outline of the Executive Summary
- PRIME data entry
- Digital copies of all data and materials

Contact Information:

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Subregional Chief Financial Officer Name: Joe Pruiti

Title: Chief Financial Officer

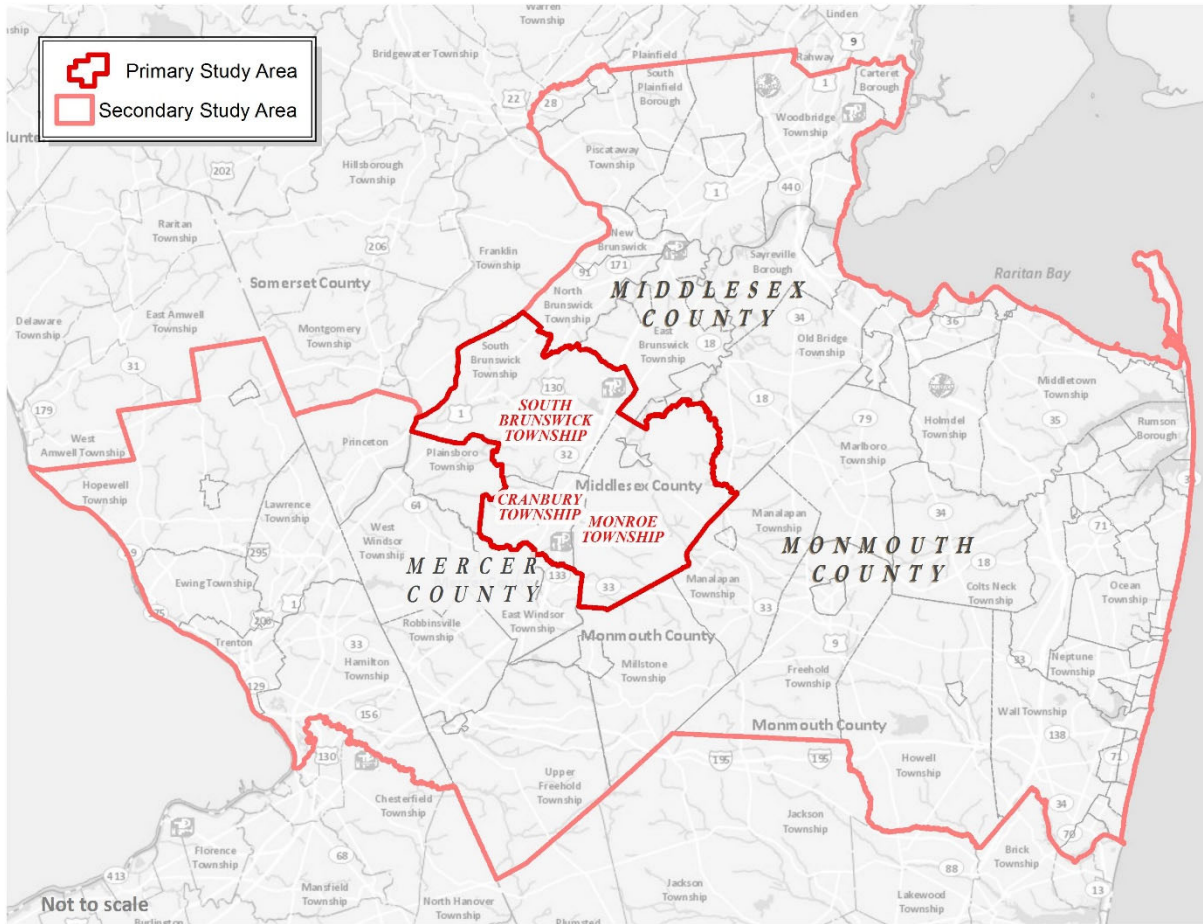
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Study Area Map



**FY 2022 - FY 2023 SUBREGIONAL STUDIES PROGRAM
MIDDLESEX COUNTY
SOUTHERN MIDDLESEX COUNTY FREIGHT MOVEMENT STUDY
BUDGET PLAN**

		PROPOSED BUDGET
PART I:	DIRECT COSTS - PERSONNEL SERVICES	
	1. SALARIES	\$ 63,371.36
	2. FRINGE BENEFITS 57.80%	\$ 36,628.64
	SUBTOTAL	\$ 100,000.00
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	\$ 400,000.00
	SUBTOTAL	\$ 400,000.00
	TOTAL PROGRAM BUDGET	\$ 500,000.00

This estimated budget is based upon projected costs to perform the work program for FY 2022 - FY 2023 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%):	\$	400,000.00	Local Match (20%):	\$	100,000.00	Total:	\$	500,000.00
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**FY 2022 - FY 2023 SUBREGIONAL STUDIES PROGRAM
MIDDLESEX COUNTY
SOUTHERN MIDDLESEX COUNTY FREIGHT MOVEMENT STUDY
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	77	\$ 10,371.42	\$ -	\$ -	\$ 10,371.42	270	\$ 36,818.18	\$ 47,189.60	9%
Task 2A - Outreach and Partnerships	205	\$ 25,064.87	\$ -	\$ -	\$ 25,064.87	650	\$ 87,500.00	\$ 112,564.87	23%
Task 2B - Data Collection and Review	140	\$ 15,993.58	\$ -	\$ -	\$ 15,993.58	280	\$ 38,798.49	\$ 54,792.07	11%
Task 3 - Data Analysis and Mapping	80	\$ 9,321.48	\$ -	\$ -	\$ 9,321.48	1,030	\$ 138,787.40	\$ 148,108.88	30%
Task 4 - Study Findings and Recommendations	180	\$ 21,717.70	\$ -	\$ -	\$ 21,717.70	275	\$ 38,116.66	\$ 59,834.36	12%
Task 5 - Final Report and Final Deliverables	150	\$ 17,530.95	\$ -	\$ -	\$ 17,530.95	432	\$ 59,979.27	\$ 77,510.22	16%
TOTAL	832	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	2,937	\$ 400,000.00	\$ 500,000.00	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
Anthony Gambilonghi, Supervising Planner,	7%	263
Bruce McCracken, Principal Planner, Transportation	16%	569
TOTAL	11%	832

Study Sponsor: Somerset County

Title of Study: Somerset County Master Plan Circulation Element

Study Budget

	Amount	Percent
NJTPA/Federal Share Request:	\$320,000	80%
Subregion/Local Share Match:	\$80,000	20%
Total Budget:	\$400,000	100%

Anticipated Study Duration (Overall and Consultant Durations): Overall 18 months
Consultant 12 months

Municipalities with jurisdiction over infrastructure to be studied (Letters of support and active participation required): Study will focus on county transportation policies and facilities.

I. Project Information

Since 2011, when the Somerset County Circulation Element “Making Connections” was released, the landscape of land use and transportation policies has greatly changed. The FHWA, USDOT, NJDOT and NJ TRANSIT have released new guidance documents on transportation, roadway safety, complete streets, and equitable impacts of transportation projects on disadvantaged or underserved communities. With the adoption of the County Investment Framework Map in 2014, the Somerset County Planning Board has been updating the various elements of the County Master Plan to ensure these documents are consistent with the goals, objectives, and strategies of the County Investment Framework. Since 2011, Somerset County and 15 of its municipalities have adopted Complete Streets policies. Somerset County has also completed various transportation studies and adopted master plan elements whose recommendations and policies impact transportation, land use and economic development planning in Somerset County. The award-winning County Investment Framework initiative is a multi-year, multi-phase regional effort to advance opportunities for regional and local smart growth, preservation, economic revitalization, and resiliency planning initiatives. This effort has resulted in the tactical alignment of land use, infrastructure and preservation plans, resources, programs, policies, and investment decisions at all levels of government. The framework conveys a clear and decisive message regarding local and regional land use and infrastructure investment priorities to both the public and private sectors. To date the Housing Element of the County Master Plan has been adopted (November 2017) and the new Preservation Master Plan (Open Space Master Plan, Farmland Preservation Master Plan and a Historic Preservation Plan Element) are planned to be adopted in winter 2021. An updated Somerset County Master Plan Circulation Element will

ensure all County Master Plan elements are consistent with the County Investment Framework.

In addition, newly adopted state of New Jersey Long Range plans, which include the NJDOT Model Complete Streets Policy & Guide, NJ TRANSIT Strategic & Capital Plans and NJ Energy Master Plan, have recommendations and policies that impact transportation in Somerset County. Some of the Somerset County Master Plan Circulation Element sections will be refreshed and updated with recommendations from master plan elements and studies completed since 2011, while new emerging transportation topics such as electrification of the transportation network, electric vehicles, ecommerce, micro mobility, complete streets, green infrastructure, opportunities to connect the numerous affordable housing units created as part of the Mount Laurel IV court settlement agreements to the multi-modal transportation system, goods movement and impacts of COVID 19 on transportation modes will be addressed.

The updated Master Plan Circulation Element will include guidance on how Somerset County will more fully incorporate equitable impacts from the transportation planning process and investments on underserved and disadvantaged communities. The plan will include transportation modes for users of all ages and abilities, disadvantaged populations, senior citizens and service workers. This will include developing inclusive public outreach campaigns and equity analysis to increase the participation of disadvantaged or underserved communities in the transportation planning process.

The Somerset County Circulation Element Update will address the following regional needs:

- **Protect and improve natural ecosystems, the built environment and quality of life.** The updated Circulation Element will provide recommendations to support the electrification of the transportation sector by increasing opportunities for electric charging stations and the purchase of electric buses, trucks and work vehicles. This will help advance efforts to lower carbon emissions and reducing greenhouse emissions. The study will also support sustainable and resilient roadways by recommending the implementation of green infrastructure, ITS and other technologies to reduce negative impacts of the transportation network on natural ecosystems, the human environment and quality of life of Somerset county residents.
- **Improve overall system safety, reducing serious injuries and fatalities for all travelers on all modes.** The study will advance the implementation of the New Jersey 2020 Strategic Highway Safety Plan (SHSP), Road Safety Audits, Complete Streets and other transportation study recommendations to improve overall system safety to reduce serious and fatal injuries for all travelers using all transportation modes.
- **Retain and increase economic activity and competitiveness.** The study will promote more efficient transportation modes including improved public transit to aid in retaining existing businesses, while encouraging new businesses to locate within the county. The study will support transportation recommendations to bolster employment opportunities for all residents.

II. Study Scope of Work

A. Introduction:

1. Study Background

Since the last Somerset County Circulation Element Update “Making Connections” in 2011, new transportation and land use planning policies have emerged and are shaping Somerset County’s transportation network. With the adoption of the County Investment Framework Map in 2014, the Somerset County Planning Board has been updating the various elements of the County Master Plan to ensure these documents are consistent with the goals, objectives and strategies of the County Investment Framework. An updated Somerset County Circulation Element will ensure all of the major County Master Plan elements are consistent with the County Investment Framework. The need to address the numerous changes in federal, State and County transportation policies and emerging trends since the 2011 “Somerset County Circulation Element Update Making Connections” highlights the need to update this master plan element.

2. Subregional Need

In addition to the need to update the Somerset County Circulation Element to ensure it is consistent with the County Investment Framework, numerous new transportation plans, policies, and trends have emerged since 2011 and the last Circulation Element Update.

These emerging transportation themes include the resurgence in biking, walking and hiking to promote active transportation, age friendly and healthy lifestyles, modernization of the electric grid to support increased electrification of the transportation network to reduce the impacts of climate change, and the changing role of ecommerce. In addition, growth continues in bicycle and pedestrian transportation options such as electric scooters, electric skateboards, e-bikes and mopeds as a substitute for a second vehicle. There has been rapid growth and acceptance of working from home and the resulting potential long-term changes in commuting patterns and impacts on land use. These emerging trends will work to change the land use and transportation connection going forward into the future.

An additional emerging transportation trend is the growing importance of electrifying the transportation system as outlined in the recently released New Jersey State Energy Master Plan. Somerset County and the consultant team will work to advance the transportation related strategies and goals of the NJ Energy Master Plan (NJEMP). The NJEMP has two strategies the study should focus with an emphasis on Strategy 1: Reduce Energy Consumption and Emissions from the Transportation Sector, and Strategy 6: Support Community Energy Planning and Action with an Emphasis on Encouraging and Supporting Participation by Low and Moderate-Income and Environmental Justice Communities. Strategy 1 focusses on decarbonizing the transportation sector improving connections between people. Strategy 6 focuses on several goals, but the study focus will be prioritizing clean transportation options. Increased ownership of electric vehicles has resulted in the need for coordinated EV Readiness Plans and Policies. The need to incorporate green

infrastructure into roadway (re)design to reduce flooding using the natural environment to improve roadway safety and advance climate adaptation strategies has also taken on new importance.

With the Transportation sector contributing nearly 42% of the air pollution emissions in the state, the electrification of the transportation network is a critical strategy to help reduce air pollution and climate change by reducing our reliance on fossil fuels. The Master Plan Circulation Element Update will include an enhanced EV Readiness Plan Component. This plan will advance the county's efforts to promote electric vehicle ownership by providing municipal guidance on how to encourage construction of electric vehicle charging stations to reduce negative impacts on the natural environment and involve more underserved communities. The importance of planning for electric vehicles continues to grow as the number of affordable electric vehicles and electric vehicle charging stations increases annually.

Equity Considerations

The study will look to provide adequate opportunity to traditionally underserved populations to be more involved in the transportation planning process. An example of this is to seek out members of these underserved communities for participation on the Technical Advisory Committee (TAC), stakeholder meetings and in focus group/interview meetings. The consultant will develop strategies to conduct inclusive public outreach to traditionally underserved populations, as outlined in the NJTPA's Public Engagement Plan by identifying underserved populations and tailoring outreach with the purpose of removing barriers to participation in the transportation planning process. The consultant will also analyze the impacts of transportation investment benefits and burdens to traditionally underserved communities and develop a process to prioritize proposed improvements making sure the benefits and burdens are shared as equally as possible across all populations including minority communities, low income residents, communities of color and other groups traditionally under-represented in the transportation planning process.

With the increase of court mandated affordable housing developments, there is a need to ensure affordable housing developments are accessible to public transit and to existing pedestrian and bicycle facilities and connections. This plan will also provide for increased opportunities for greater participation by underserved communities in the transportation planning process.

3. Study Goals

The goals of this study are: 1) Ensure the County Circulation Element is consistent with and advances recommendations from adopted county master plan elements, planning studies and state long range plans. 2) Strength economic development by improving the linkage between jobs and residential development through increased mobility options. 3) Target transportation improvements to support economic growth in priority investment areas. 4) Work to improve environmental quality in all communities by implementing transportation solutions that reduce reliance on fossil fuels and their negative impacts on climate change. 5) Direct

constrained transportation funding to maintain county roadways in a state of good repair, construct improvements to make the county transportation system safer and operate more efficiently. 6) Incorporate new recommendations from emerging transportation topics such as equity, green infrastructure, bicycle and pedestrian facility design, SRTS, active transportation, working from home, complete streets, roadway safety, healthier lifestyles, age friendly livable communities and transportation policies that support COVID-19 recovery into the Plan. 7) Create an enhanced EV Readiness Plan for Somerset County. 8) Work to increase affordable, accessible, transportation options for the most vulnerable residents including LEP, low income, seniors, disabled, and zero car households. 9) Ensure an equitable distribution of benefits and burdens of the transportation system across all communities.

B. Study Methodology

Task 1: Project Management

Somerset County Planning Division staff will provide project oversight by keeping the project on schedule, reviewing and commenting on all consultant products, participating in outreach advertisement and events, as well as performing the administrative tasks associated with this study. These County staff activities include the consultant selection process, contract administration and processing of consultant invoices. Other work associated with this task includes preparation and submission of quarterly project status reports and any other documentation required by the North Jersey Transportation Planning Authority (NJTPA). Somerset County will designate a project manager for the duration of the study. If there is a need to replace the designated project manager, the subregion will reassign this responsibility as soon as possible.

The consultant shall designate a project manager and a Deputy Project Manager who will be responsible for overseeing the day-to-day activities of the consultant team and who will serve as the primary contact with county staff. The project manager shall establish an effective means of coordinating and reporting its activities to county staff throughout the course of the project and ensure the timely and efficient exchange of information. The consultant project manager (and other key members of the consultant team) will participate in a project kick-off and bi-weekly project progress meetings. The progress meetings can take place in person or via telecom with county staff. The project manager shall be responsible for the preparation and submission of progress meeting agendas and minutes, monthly progress reports and final reports incorporating all edits from project teams, stakeholders and technical advisory members. All final reports must be submitted to the NJTPA for review by May 31, 2023. Contracts must be completed by June 30, 2023, which is the last day to incur costs. A detailed schedule of project tasks and associated timeline (Gantt chart) shall be submitted at a project kick-off meeting for county and NJTPA approval. The project schedule will be evaluated at regular intervals during the project to ensure the timely completion of all tasks. 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 and NJTPA staff and elected officials.

Deliverables:

County staff will provide overall project oversight and administration including:

- The preparation and submission of eight (8) quarterly reports and any other documentation required by the NJTPA.
- The consultant project manager shall participate in and provide summaries of a project kick-off meeting and bi-weekly project meetings and provide bi-weekly meeting agendas, progress reports and project invoices.
- The consultant shall prepare and submit a schedule of tasks (GANTT) chart and timeline for county review and approval.
- The consultant project manager shall prepare and submit monthly progress reports and invoices, meeting agendas and minutes, and a detailed progress schedule to be maintained on a regular basis.

Task 2: Needs Assessment

This task will include the consultant team developing a Public Involvement Plan (PIP), identifying study goals and objectives, a vision statement and stakeholder outreach activities, including but not limited to Title VI and Environmental Justice communities outreach identified in the data collection phase. Somerset County will be responsible for establishing a Technical Advisory Committee (TAC), maintaining a list of TAC members, and scheduling all TAC and other meetings.

a) Outreach and Partnerships

Technical Advisory Committee

County staff, in consultation with the consultant team, will establish a Technical Advisory Committee (TAC) to provide expert advice related to this project. The TAC shall consist of representatives but not limited to the Somerset County Planning Board, Somerset County Engineering Division, Somerset County Road and Bridge Department, Somerset County Office of Transportation, Somerset County Office on Aging, AARP, NJ Office of Planning Advocacy, NJDEP, Highlands Council, Somerset County Energy Council, NJDOT, NJTPA, NJ TRANSIT, Ridewise, Somerset County Business Partnership, United Way of Northern New Jersey, Literacy Volunteers of America, Zufall Health Center and other organizations that served on the Somerset County Complete Count Committee. The TAC will convene four times over the course of the project. The consultant will lead the TAC meetings and will be responsible for preparing draft agendas, meeting displays, meeting handouts, PowerPoint presentations and meeting summaries. All materials will be reviewed and approved in advance by NJTPA and county staff.

The responsibilities of the TAC shall include, but are not limited to:

- Review and provide feedback to county staff and the consultant on draft and final project reports and documents.

- Identify stakeholders, community groups and partners associated with community outreach and participation in various public participation activities. Special consideration will be given to ensure the commitment and involvement of interested parties familiar with the county's transportation network, environmental and land use issues.
- Develop, guide and participate in community involvement activities.
- Guide the development of sections in the Circulation Element Update.
- Review and provide input on the needs assessment, public outreach and recommended implementation strategies. This includes input on data collection, public outreach, and development of recommended implementation strategies. It also includes review of final recommended action items and strategies and the draft final report.

The purpose of the first TAC meeting will be to introduce and review the previous circulation element goals and objectives and vision statement. The TAC will review proposed new goals and objectives and a new vision statement. The TAC will review and provide comment on the draft Public Involvement Plan (PIP). The TAC will also provide guidance on representatives to invite to participate in the focus group/interviews. The TAC will comment on draft questions to be used in the focus group interviews.

At the second TAC meeting will be to review the results from the public outreach activities, finalize the goals and objectives, vision statement and to review technical memorandum of the public outreach and mapping completed as part of the analysis. The consultant will also review the findings of the mapping and research used in identifying existing conditions and new emerging transportation topics. During the third TAC meeting, the TAC to review the draft study recommendations and findings. The TAC will approve the outline of the final report and the recommendations to be included in the draft implementation matrix. The goal of the final TAC meeting will be to review the draft final report for the project. The TAC will provide their input and comments on the draft final report along with any technical memos, GIS mapping, implementation matrix and presentation of the recommendations.

Public Outreach Activities

The consultant, in collaboration with the County Planning Division and TAC, shall draft and implement a Public Involvement Plan (PIP), which will include a schedule of meetings that coincide with key project milestones. The draft public involvement plan will be submitted to the TAC for review and approval early in the study.

The consultant will review the NJTPA Public Engagement Plan (PEP) which outlines how to involve the region's residents in all NJTPA programs, projects and plans. The study must have public input and should refer to the NJTPA PEP plan for guidance. The consultant will review the NJTPA's PEP goals and objectives for public engagement while also identifying specific approaches, techniques and opportunities for ongoing communication and interaction with the public for the study. The study will employ language translation services of public outreach materials, such as flyers, web site, meetings and surveys into languages such as Spanish, Hindi and others to better serve underserved communities. The consultant will also

review and incorporate public engagement strategies and best practices from the NJTPA Engage!, into the Public Involvement Plan. The plan and database are available at <http://njtpa.org/PEP>.

The Public Involvement Plan (PIP) may include, but shall not be limited to the following activities:

Focus Groups/Interview Sessions

The consultant will develop questions and host up to eight (8) focus group/interview sessions with municipal representatives, residents, business leaders, civic and planning organizations to identify early on the transportation issues and possible solutions. Potential participants include municipal and county elected officials, municipal boards of education and school superintendents, emergency service providers, NJDOT, NJ TRANSIT, NJTPA, RideWise, representatives from land use, transportation, environmental planning, economic development, educational and health institutions, local sustainability committees/green teams and bus and transit operators. The county will coordinate with members from the Somerset County Complete Count Committee to engage representatives from low income LEP, persons of color, elderly, and disabled county residents in one or more focus group/interviews. One or more focus groups will be in Spanish and or other languages. The consultant will draft a series of discussion questions for the eight (8) focus group/interview meetings. The consultant will prepare a summary for each of the eight focus group meetings and a technical memorandum summarizing the overall themes.

Municipal Meetings

During the study there will be an ongoing series of in person or virtual meetings with municipalities. The intent of these meetings is to ensure open communication and close collaboration between the County, the municipalities and the consultant team. These meetings will review current planning activities underway, review and discuss draft study work products and recommendations. The number of anticipated municipal meetings will be up to five. The Consultant Team shall be responsible for preparing meeting materials and to have a representative participate in up to five of these virtual meetings. At the municipal meetings, the consultant and county staff will seek municipal input on transportation issues and strategies. The consultant will prepare a summary of each meeting to be reviewed by the county, TAC and NJTPA staff.

Stakeholder Group Meetings

In addition to stakeholder representation on the TAC and/or participation in various interview and focus group sessions and public meetings, the results of the study will be presented at regularly scheduled meetings of various stakeholder groups including but not limited to the Somerset County Planning Board and Transportation Committee meetings, the Board of County Commissioners, quarterly Somerset County Planning Partners Forums (meetings with municipal elected officials, municipal planning board members and partners such as RideWise and the Somerset County Business Partnership), the Somerset County Business Partnership, RideWise, Healthier Somerset, AARP, Central Jersey Transportation Forum, municipal planning boards and governing bodies. Study updates to groups with regularly scheduled meetings will be handled by County Planning staff. Copies of the draft and final

report and other related documents will be provided to stakeholder groups to gather their feedback, develop a consensus on the prioritized recommendations of the study and increase awareness and support for its recommendations. The consultant shall support these activities by providing study information and materials on an as needed basis.

Public Meetings

Studies funded under the NJTPA Subregional Studies Program require transparency and the active and substantive participation of the general public, with special attention paid to engaging historically underrepresented and non-English speaking communities. In keeping with the NJTPA's Public Engagement Plan (available at <https://www.njtpa.org/get-involved/public-engagement-plan>), public outreach and engagement should be an integral part of, and occur concurrently with, the study tasks. Innovative public engagement methods are encouraged, such as conducting outreach at free community events (to reach people where they live, work, shop, and play) and including an online and/or social media participation option where possible to boost participation. Language translation services will be available for the public meetings. This will include translating PowerPoint and other meeting handouts and promotional materials into languages such as Spanish, Hindi, Tagalog, and others

Opportunities for public involvement will be provided throughout the course of the project, which will enable stakeholders to provide feedback on any transportation topics or recommendations. Public meetings will be as interactive as possible, utilizing interactive displays, break-out groups and other innovative communication and public feedback techniques. In accordance with federal equity requirements, Somerset County will work to reduce barriers to meaningful participation. The County will engage with organizations represented on the Somerset County Complete Count Committee to engage community leaders throughout the study. Members of the consultant team will participate in each of the public meetings. They will be responsible for preparing and presenting project information, including but not limited to developing PowerPoint presentations, agendas, resource materials, display maps and graphics. The consultant will also provide written summaries of each public meeting. County staff will handle scheduling, logistics, invitations and announcements in coordination with the consultant. Two (2) public meetings shall be held during the course of this study, which are outlined as follows:

At the first public meeting, the consultant shall introduce the project to the general public and solicit input on goals and objectives and vision statement and identify transportation issues and possible solutions to be addressed in the Master Plan Circulation Element Update. The consultant will review the results from the technical analysis and mapping to identify existing conditions and transportation issues. Public input will validate the county's identified transportation needs and provide input on the draft study recommendations with the goal that Somerset County has a multi-modal transportation system that serves all communities. At the second public meeting the consultant shall present a draft of the Master Plan Circulation Element Update recommendations for public review and input from stakeholders before finalizing the draft final report. The consultant will prepare a PowerPoint presentation along with meeting displays, handouts, meeting agenda and meeting summaries for both public meetings. All meeting materials must be reviewed by

Somerset County and NJTPA staff in advance. Based on CDC, state and county health department COVID 19 guidance both meetings may be held virtually.

Vision Statement

Based upon input from the TAC and through input from the public outreach efforts, the 2011 vision statement shall be reviewed and revised by the consultant team and TAC as needed. This vision statement shall guide the efforts of the consultant team as well as the TAC as the study progresses. If needed the vision statement should be updated to reflect new transportation planning goals, objectives and policies.

Goals and Objectives

Working with the TAC and through input from the public outreach process, the consultant shall review the 2011 Circulation Element goals and objectives and revise existing and create new goals and objectives to guide the development of mobility strategies. Detailed guiding principles would also be developed to provide guidance for each of the sections of the Circulation Element.

Media Relations

The consultant, working with the Public Information Office (PIO), will prepare press releases, e-mail announcements and other event marketing strategies. Cable TV, radio announcements, feature articles, press briefings, and interviews (as requested) will be provided to all major local newspapers and media outlets. The consultant team will work with county staff to ensure appropriate project-related documents are made available via the Planning Board's website in advance of scheduled meetings to promote public involvement. County staff will work with the County Public Information Office in finalizing and distributing press-related materials and advertising scheduled events. Drafts of all materials will be reviewed by county and NJTPA staff in advance of the materials being distributed to the public.

Pop Up Events, Online Surveys and Mapping

The consultant will participate in the planning and execution of several pop-up events (if restrictions put in place due to COVID-19 are lifted) where the consultant and county staff can host in person community-based events. These events may include but not limited to municipal and county farm markets, street fairs, 4-H Fair and events sponsored by county and municipal governments and stakeholders. The consultant will also develop a virtual online survey and Wikimap tools to gather public input to identify the top transportation issues and potential solutions impacting Somerset County residents. The public involvement plan may include a combination of in person and virtual public engagement activities based on the status of COVID-19 at the time the study gets underway. Language translation will be available for translating study work products and promotional materials into languages such as Spanish and others.

Project Web Page and Internet based- File Sharing

An appropriate location will be established on the Somerset County Planning Division webpage for hosting a study web page where event announcements, meeting presentations and summaries, background information, draft and final reports and other appropriate

project-related documents will be posted. The consultant and county staff will collaborate to determine what documents will be posted and may develop other communications materials such as a project title, project email address, project web page and social media strategies. All documents for posting will be reviewed and approved by county staff prior to being submitted to the NJTPA. The public will be encouraged to review draft documents posted on the website and submit comments via e-mail or social media.

The consultant will provide an internet-based file sharing service as a tool for facilitating collaboration among key participants in the project. A file sharing service such as Share Point, or BaseCamp, an FTP site and/or other similar services will be used to share the project calendar, draft meeting materials, draft reports and preliminary recommendations with the TAC and other key stakeholders involved in reviewing and commenting on draft work products prior being made available to the general public. The tool will enable specified users to post and share comments on interim work products as well as enable them to upload/download relevant draft documents and background information.

Report Distribution

The final plan shall be presented by County staff at a regularly scheduled County Planning Board Meeting. In addition to providing electronic access to the final plan to municipal officials and stakeholders, the final report will be distributed to the County Commissioners, TAC members and stakeholders for their input. The report will also be provided to municipalities and be made available to members of the public via electronic download from the County's website. Language translation will be available for translating study work products and promotional materials into languages such as Spanish, Hindi, Tagalog and others.

Deliverables:

- Four (4) meetings of the TAC are anticipated, at which consultant participation shall be required. The schedule of meetings and distribution of meeting notices and materials to committee members will be handled by County Planning Board Staff. Summaries of the TAC meetings shall be prepared by the consultant. The mailing list of stakeholders, community groups, and partners will be prepared and maintained by the County Planning Board Staff. Planning staff will handle posting of meeting materials on the Somerset County web site. The consultant shall be responsible for preparing TAC materials, PowerPoint presentations, meeting displays, handouts and meeting summaries and preparing all meeting materials to be reviewed and approved by NJTPA and county staff.
- The consultant, in collaboration with the County Planning Division and TAC shall prepare a Public Involvement Plan (PIP) for approval by the TAC early in the study.
- The consultant shall conduct eight interview sessions/focus groups and provide meeting agendas and questions, meeting summaries of each meeting as well as provide an overall summary of the findings and recommendations from the focus groups process in a technical memorandum.

- The Consultant Team shall be responsible for having a representative participate at up to five municipal meetings either in person or virtually. The consultant shall prepare meeting agendas and summaries for each meeting.
- The consultant shall support stakeholder meeting updates by providing study information and materials to county staff on an as needed basis.
- The consultant will participate in two public meetings. The consultant will be responsible for preparing and presenting project information, including but not limited to developing PowerPoint presentations, agendas, resource materials, display maps and graphics. The consultant will also provide written summaries for each public meeting. All meeting materials will be reviewed by Somerset County and NJTPA staff. The consultant will provide language translation at all public meetings.
- The consultant will provide study information to the Public Information Office for press releases, social media and other media outlets on as needed basis.
- The consultant will provide county staff with study information and work products to be posted on the planning board web page for the study.
- The consultant will prepare meeting materials for both in person and virtual pop up events. The pop-up events may include in person events and or developing a virtual online survey and mapping tool to gather public input to identify transportation issues and potential solutions. The consultant will prepare a technical memorandum summarizing the results from the pop up and virtual events.
- The consultant will provide an internet-based file sharing service as a tool for facilitating collaboration among key participants in the project.
- The final report shall be made available in paper and electronic format so it can be presented by County staff at a regularly scheduled County Planning Board Meeting and other stakeholder meetings.

Task 3: Data Collection and Review

The consultant, with assistance from County Planning staff, shall undertake the following data collection and analysis activities.

Review of Current Applicable Legislation, Plans, Studies and Technical Reports The consultant shall review all existing reports, plans and mapping provided by the County, technical advisory committee and stakeholders. The studies and or master plan elements listed below are some of but not limited to the current and applicable documents that shall be reviewed. Data from new emerging transportation topics will be collected, analyzed and new recommendations developed by the consultant using new sources of information.

- Supporting Priority Investments in Somerset County studies 1, 2 and 3
- Walk, Bike, Hike Study
- Somerset County Road Safety Audits
- Somerset County Human Services Transportation Plan
- Somerset Complete Streets Policy
- NJTPA Transportation Improvement Program (TIP)
- Safe Routes to School Improvement Plans

- NJTPA Alternate Fuel Vehicle Readiness: A Guidebook for Municipalities
- NJDOT State Freight Master Plan
- Highlands Master Plan
- Federal environmental and transportation plans
- Somerset County CEDS

The work products listed below are new and will need to be reviewed and additional data collection and analysis will be needed to develop recommendations to be included in the Master Plan Circulation Element.

- EV data collection
- Somerset County Housing Master Plan Element
- Somerset County Preservation Plan
- Somerset County Hazard Mitigation Plan
- Somerset County Wastewater Build Out Analysis
- NJTPA Long Range Transportation Plan 2050
- New Jersey Strategic Highway Safety Plan (SHSP)
- Somerset County Design Guide from Walk, Bike Hike Study
- Title VI requirements
- NJTPA and NJDOT Safety and Asset Management Systems
- Somerset County Hansen Asset Management System
- New Jersey State Energy Master Plan
- NJTPA Transportation Demand Management and Mobility Plan

The consultant shall also develop a facility inventory for different transportation modes and a technical memorandum summarizing information from previous planning work. The consultant shall create base maps which show existing conditions, including system deficiencies, impediments and safety hazards for county roads and bridges. These existing conditions maps shall also identify linkages to transit hubs, schools and major trip generators. The existing conditions maps shall be used to develop targeted recommendations to address identified system needs.

The following maps and descriptions shall be revised and updated in a GIS Format consistent with Somerset County and NJTPA GIS Standards by the consultant:

- County functional road classifications
- County right of way
- County bridges
- County road standards
- Scenic roadways and designated corridors
- New County road alignments
- County road speed limits, road volumes and traffic crashes
- Bicycle and pedestrian facilities
- County and private operator bus and rail routes and facilities
- NJ TRANSIT bus and rail routes

- Existing and future park and ride locations
- County general aviation airports
- Regional goods movement including rail freight and truck routes
- At-grade rail crossings

The data shall be collected, analyzed and summarized into a predefined format addressing changes in each area within the Circulation Element by the consultant.

Review of County Transportation Polices

The consultant team shall review Somerset County's land development and capital programming standards and polices to ensure the County's standards support all the County's planning goals and policies. As part of this effort, the consultant shall review the county development regulations to insure they provide for adequate alternative transportation facilities and mechanisms and ensure that the County's policies embrace the County Complete Streets policy. The consultant team shall also review the County's and NJTPA Human Services Transportation Plan and para-transit program to identify potential changes to ensure there are sustainable transportation options for disabled and senior citizens populations.

Review of Electric Vehicle Readiness Plan Data

The consultant team shall review the Somerset County Electric Vehicle (EV) Readiness Plan and the NJTPA Alternative Fuel Vehicle Readiness: A Guidebook for Municipalities and NJTPA Interagency Collaboration on Alternatively Fueled Infrastructure Report. The consultant will take the data from these plans and develop data appropriate for use at the County and Municipal level using methodologies from these plans. The consultant will collect data on EV registrations and current EV charging locations in the County and create GIS demand maps for residential, public and workplace EV charging. The consultant will provide estimated costs of installing charging infrastructure and making new buildings EV ready. The consultant shall review best practices for locating electric charging stations and examples of municipal EV ordinances and shall provide recommendations and sample ordinances for municipalities to refer.

Review of Best Practices at the County/Municipal Level

The consultant team shall review various county and municipal land use and transportation planning initiatives from around the country to identify the current best practices underway by various levels of government. The consultant will identify best practices such as strategies to coordinate land use and transportation planning, active mobility, dealing with the impacts of E-Commerce that are being implemented to advance sound planning policies. The best practices should be able to be implemented easily under New Jersey regulatory law and can be replicated by our municipalities. This information will be used to update County policies as appropriate and add new planning recommendations to the Master Plan Circulation Element.

State Strategic Highway Safety Plan

The study will incorporate equity considerations from The State Strategic Highway Safety Plan to help prioritize safety recommendations located in low income, LEP communities and

communities of color in Somerset County. The consultant will develop methods to analyze demographic data to identify needs and anticipated impacts of transportation projects on underserved populations, in keeping with other guiding documents such as the statewide SHSP. The SHSP defines equity as to “Ensure highway safety investment is inclusive of the interests of traditionally underserved populations and is considered more deliberately.” SHSP Emphasis Areas can be used to evaluate potential needs of and impacts on underserved populations are: lane departures, driver behavior, other vulnerable road users, pedestrian and bicyclists, and intersections. The consultant will undertake this equity analysis and develop tools to determine impacts of each strategy on underserved and disadvantaged communities in Somerset County for the five strategies using NJTPA and NJDOT transportation management systems, safety databases and GIS mapping. This consultant will then develop a set of equity-based recommendations addressing the five SHSP Emphasis Areas and their application to Somerset County roads, bridges and public transit network. Other needs of these communities and residents, such as accessibility and mobility, will also be examined in addition to safety needs.

Equity Assessment

Somerset County, being a recipient of federal funding, is required to comply with various civil rights statutes, executive orders, and regulations intended to ensure the transportation planning process includes traditionally underserved populations and that recommendations meet their needs and do not intentionally or unintentionally harm them. The New Jersey State Highway Safety Plan (SHSP) states “equity in transportation seeks fairness in mobility and accessibility needs for all community members. It includes evaluating circumstances that impact a community’s mobility, connectivity and safety in determining the measures needed to develop an equitable network. Further, it recognizes the importance to provide residents in traditionally underserved Communities access to opportunities.” The SHSP states a special focus on equity in highway safety investment, which will consider traditionally underserved populations in the development of strategies to improve infrastructure, increase education, and carry out law enforcement as well to provide reliable emergency response.” Identifying populations that traditionally have been underrepresented in the planning process is a starting point for equity assessment, not the end of the analysis.”

The consultant, using the most recent U.S. Census American Community Survey 5-year estimates at the block group or census tract level, will examine the required Title VI and Environmental Justice factors of race, national origin, poverty and limited English Proficiency and additional equity factors based on input from the TAC. The consultant will then select demographic and other data to represent each factor on a census tract, municipal, county and NJTPA region geography. Below is a list of the potential equity factors to include in the assessment:

1. Minority (defined by US DOT as Black, Hispanic or Latino, Asian American, American Indian and Alaskan Native, Native Hawaiian or other Pacific Islander)
2. Place of Birth
3. Low income

4. Limited English Proficiency- defined as those individuals who have identified themselves as speaking a language other than English and speaking it less than well.
5. Age - Population over 65 years of age, under 5, and 5-17
6. People with Disabilities
7. Sex and Gender Identify
8. Zero Vehicle households
9. Education

The Equity Assessment will compare percentages in each factor to subregional and NJTPA regional percentages. While data may be available at a census tract and block group level, and should be analyzed at that level, the study's county level geography should guide how this data may be aggregated to arrive at analysis relevant to the study. Graded comparisons are generally more useful than binary threshold-based comparisons that provide an above/below analysis. The data should be represented in a way that provides insight into the population in the study area. Identifying these areas and patterns in a study area enables the project team to target additional efforts to engage underserved populations and consider their needs in the planning process.

Opportunities to Connect New Mount Laurel IV Affordable Housing Units to the Multi-modal Network

The existing conditions analysis will include reviewing County prepared GIS data layers of existing and newly proposed affordable housing developments and their accessibility to existing public transit, sidewalk, trail and bike facilities and connections to public transit hubs, education, employment and medical destinations. The consultant will use GIS mapping to identify clusters of affordable housing and their proximity to walking, biking, trail and public transit facilities such as identified in the Walk, Bike, Hike Study and Supporting Priority Investment in Somerset County studies. The locations of affordable housing will become focus areas to examine if there is a need for new biking, walking, and trail and transit connections to connect affordable housing with employment, shopping, educational and medical destinations.

Deliverables

- The consultant shall develop a facility inventory for different transportation modes and a technical memorandum summarizing information from previous planning work. The consultant shall also prepare a technical memo that summarizes all the data collected.
- The consultant shall develop mapping that shows existing conditions, system deficiencies, impediments and safety issues. The mapping shall conform to the County and NJTPA standards for documenting EGIS maps and data reporting requirements.
- The consultant shall create base maps which show existing conditions including system deficiencies, impediments and safety hazards for county roads and bridges.
- The consultant team shall review Somerset County's land development and capital programming standards and polices. The consultant shall produce a technical memorandum of the results of the review.

- The consultant team shall review various county and municipal land use and transportation planning initiatives from around the country to identify current best practices for advancing transportation planning underway by various levels of government.
- The consultant, with assistance from County staff, shall develop a web based survey and mapping tools. The survey and online mapping tool will be posted on the county web site and all of the responses will be tabulated by the consultant and prepare a technical memorandum summarizing the responses for inclusion in the final report.
- The consultant will prepare an Equity Assessment following NJTPA guidelines.

Task 4: Data Analysis and Scenario Planning

Using the information collected and analyzed in Task 3, the consultant shall perform a series of analyses and develop up to three future land uses and transportation scenarios that will be used to develop the preferred Somerset County Transportation System Plan. The methodology for defining and conducting each scenario analysis will include reviewing the recommendations from the consultant’s literature review of county and state studies and master plan documents. The consultant will also review and include TAC input on each of the three analysis areas. The consultant will also review and include recommendations from the eight (8) focus group/interviews. The consultant will review and include recommendations from all public engagement activities. The consultant will review and include recommendations on natural and manmade disasters and how sustainability and resilience of the county transportation network can be strengthened. The three scenarios will be informed from recommendations from the above various study tasks to help guide each planning scenario. The scenario analysis will include impacts of COVID19 on the transportation network and what opportunities and or challenges COVID19 may present the County transportation network. The Preferred Scenario will include input from all sources of study recommendations.

The consultant will review literature on the short and long term COVID19 impacts have had on commuting patterns, public transit ridership, goods movement and delivery of consumer items by package delivery companies. The consultant will summarize the literature search and develop a technical memorandum on how COVID19 has impacted Somerset County’s transportation network including commuting patterns, public transit, goods movement, and non-motorized transportation modes. The consultant will also develop a set of recommendations on how the county transportation network needs to change to become more sustainable and resilient to natural and manmade events.

Transit Analysis

A key component of the new circulation element shall be a review of existing transit services. More aggressive investments in public transportation making for a “richer” public transportation environment such as additional regional and local “shuttle type” transit services, ride hailing, last mile services and micro mobility e-bike, e-scooter and bicycle rental services will be included in the transit analysis. These expanded transit services would be augmented by widespread use of roadway and transit ITS technologies. This technical analysis, conducted by the consultant, shall include but not limited to analyzing census data,

NJ TRANSIT, other private carrier and Somerset County Office of Transportation ridership data. The consultant team will use the data sources as a starting point and propose data and analysis methods to best address each scenario.

Equity

The consultant will include equity as part of each of the three scenarios and how proposed recommendations would help better serve underserved communities and distributes opportunities and burdens of transportation improvements more evenly in underserved communities.

Environmental Analysis

The technical analysis, conducted by the consultant, shall include a section on how to reduce air pollution impacts from the transportation sector. Recommendations from but not limited to the New Jersey Energy Master Plan and Highlands Master Plan can be used to inform the analysis. Also included will be the impact of electrification of the transportation sector and use of alternative transportation modes such as e-bicycles and e-scooters. Modernization of the Electric Grid is needed to accommodate the transition to distributed renewable energy sources (solar, wind) as well as electrification of our building systems and the transportation system as called for in the New Jersey State Energy Master Plan; however, anything more than cursory analysis of this is beyond the scope of this study. The consultant will also review the implementation of green infrastructure and how it can aid in reducing flooding and impacts of climate change on the county transportation network.

Pedestrian and Bicyclist Analysis

The technical analysis, conducted by the consultant, shall also include a section on walking, biking and hiking with emphasis on walking and biking to destinations and public transit. The analysis shall review the recommendations from the Somerset County Preservation Plan, the Walk, Bike, Hike study, Supporting Priority Investment studies and Age Friendly community's studies. The consultant will identify issues, needs and recommendations to improve the connectivity of the County sidewalk, bicycle and greenways networks to residential, educational medical, recreational and shopping destinations. Recommendations from the Walk, Bike, Hike Study will be incorporated into the Circulation Element. The consultant will also develop strategies to further implement Somerset County Complete Streets policies to provide walking, biking or hiking facilities for persons of all ages and abilities where appropriate.

Freight Analysis

The freight and goods movement technical analysis conducted by the consultant shall include a section highlighting County and regional freight and goods movement issues. Goods movements in Somerset County are defined by the county's rail and truck freight network including the growing trend of warehouses/fulfillment centers located near highway interchanges. The consultant will also review the analysis of the recently completed NJDOT Freight Master Plan and NJTPA State and County Freight Forecasts and Somerset County Freight Profile. The consultant will also review the changing role of ecommerce and the impact the growing number of package delivery vehicles are having on traffic volumes, safety and air pollution on county roadways and bridges. The consultant will review the

recent NJTPA work on supply chain vulnerability. The consultant will prepare a technical memorandum summarizing the analysis and recommendations for all the four technical analyses.

Deliverables: The consultant shall prepare a series of technical memoranda summarizing the results of the various analysis including transit analysis, environmental analysis, pedestrian and biking analysis, and freight analysis.

Task 5: Development of Draft Somerset County Master Plan Circulation Element

The consultant shall prepare the final report comprised of the following sections: Vision Statement, Goals and Objectives, Overview and Planning Framework, Measures and Benchmarks, Existing Conditions of the County Transportation System, Preferred County Transportation System and the Plan Implementation Matrix. The draft and final documents shall be based on the results of the previous tasks. Prior to the development of the final report, the consultant will prepare an outline of the report for review by Somerset County and NJTPA staff. After concurrence on the draft report outline, the consultant will prepare the draft and final reports for review by Somerset County TAC and stakeholders.

Overview and Planning Framework

This element, prepared by the consultant, shall provide an overview of the County's transportation system and the planning framework in which the County operates. This section shall also discuss new state and federal transportation legislation that has been enacted since 2011.

Existing Conditions of the County Transportation System

This element, prepared by the consultant, shall summarize the County's existing transportation system and highlight the key planning and infrastructure challenges and opportunities the County faces in the future. Maps and figures shall be utilized to convey this information.

Preferred County Transportation System Plan

This section, prepared by the consultant, shall outline the Preferred County Transportation system and identify a series of transportation recommendations that will implement the vision goals and objectives of the County's Master Plan Circulation Element. Transportation recommendations and strategies shall be developed for the following areas: roadway, transit, bicycle and pedestrian, freight and environment. A section of the element shall highlight the benefits of coordinating transportation and land use planning decisions.

Somerset County Government Electric Vehicle Readiness Plan

The consultant team, working with County Planning staff, RideWise and the Somerset County Energy Council, shall develop a set of strategies and policy recommendations to promote electric vehicle (EV) ownership and the construction of electric vehicle infrastructure. This plan will include best practices on encouraging EV adoption including but not limited to ordinances for new buildings being constructed as EV ready, placement of electric vehicle charging infrastructure, and workplace charging stations. The plan will also

include what funding programs are available from state and national sources. The EV Readiness Plan will also include a larger goal of supporting electrification of the transportation network to reduce greenhouse gas emissions created by the transportation sector. The County plan will be consistent with the recommendations of the New Jersey State Energy Master Plan. The assessment will lead the county to become EV ready and offer guidance to municipalities and other stakeholders.

Development of Measures and Benchmarks

The consultant shall develop a series of measures and benchmarks that will allow the County to gauge how successful the County is in implementing recommendations from the County Master Plan Circulation Element over time. These measures and benchmarks shall cover transportation, land use, economic development and other factors. The County will review these benchmarks on a regular basis to measure progress in implementing Master Plan Circulation Element recommendations.

Plan Implementation Matrix

This element shall prioritize and identify the top initiatives including transit, freight, congestion mitigation, and bicycle and pedestrian improvements and include equity considerations. The goal is to make the implementation agenda more focused through prioritizing proposed recommendations. The proposed strategies shall be broken into short, medium and long timeframes and list key stakeholders and funding resources needed to advance each strategy. This element shall also include a set of benchmarks that will allow Somerset County to monitor its progress in implementing the strategies and projects in the plan. The plan will include which recommendations impact specific underserved communities.

Deliverables: The consultant working with the TAC shall prepare the draft Somerset County Master Plan Circulation Element comprised of the following sections: Vision Statement, Goals and Objectives, Overview and Planning Framework, Existing Conditions of the County Transportation System, Preferred County Transportation System, Measures and Benchmarks and the Plan Implementation Matrix.

Task 6: Produce Final Report, Executive Summary and Plan Implementation Matrix

After concurrence on the draft report outline, the consultant will prepare the draft and final report for review by County, municipalities and TAC. The report will be comprised of the following chapters 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 opportunities. The sections of final report will be based upon the deliverables from each task.

The consultant will develop an implementation matrix and any problem statements for the study recommendations as appropriate. County staff will input study recommendations into the NJTPA PRIME database. 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.

All GIS products prepared by the consultant will follow the NJTPA's E-GIS guidelines and Somerset County GIS guidelines and will be delivered to the County. The consultant will provide digital copies of all data and presentation materials developed for the study including images, raw data from surveys, GIS layers to the sub-region and NJTPA.

The consultant will prepare a summary PowerPoint presentation that will be presented at a regularly scheduled Somerset County Planning Board meeting. The consultant will also upload attachments for the final report and appendices and list one or more contacts for communication into the PRIME database. Digital copies of all data and presentation materials developed for the study including images, raw data from surveys GIS layers must be delivered to the sub-region and NJTPA. All GIS products will follow the NJTPA EGIS User manual Appendix U3 EGIS Quality Assurance Program.

After concurrence on the draft report outline, the consultant will prepare a draft final report to be reviewed by the project manager, NJTPA, the TAC Committee and other stakeholders. After receiving feedback from those groups, the consultant will then revise the draft final report once and the county will submit the final report to the 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 plan. The consultant will deliver fifty (50) paper copies and fifty (50) digital thumb drive copies of the final plan.

PowerPoint Presentation: The consultant will prepare a PowerPoint presentation which 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 photos and illustrations.

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.

<http://www.njtpa.org/NJTPA/media/Documents/Data-Maps/Demographics-GIS/Enterprise-GIS/Appendix-U3-EGIS-Quality-Assurance-Programcomm.pdf>

The Consultant shall provide the following:

- Summaries of all SAC, stakeholder and public meetings
- Five thumb drive and Five paper copies summarizing the results of the review of current applicable plans, studies and reports (MS word and .pdf versions of all files)

- Five thumb drive and Five paper copies of GIS mapping of existing conditions needs assessment and recommended improvements (Somerset County GIS Standards, Arc GIS v9.3)
 - Five thumb drive and twenty-five paper copies of the draft Final Circulation Element
 - Fifty thumb drive and twenty-five copies of the Final Circulation Element
 - Five thumb drive and twenty-five copies of the Executive Summary
 - Five thumb drives with all the PowerPoint presentations and other presentation materials used to facilitate various meetings
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Contact Information:

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**FY 2022 - FY 2023 SUBREGIONAL STUDIES PROGRAM
SOMERSET COUNTY
SOMERSET COUNTY CIRCULATION ELEMENT
BUDGET PLAN**

			PROPOSED BUDGET
PART I:	DIRECT COSTS - PERSONNEL SERVICES		
	1. SALARIES		\$ 52,812.25
	2. FRINGE BENEFITS	51.480%	\$ 27,187.75
	SUBTOTAL		\$ 80,000.00
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		\$ 320,000.00
	SUBTOTAL		\$ 320,000.00
	TOTAL PROGRAM BUDGET		\$ 400,000.00

This estimated budget is based upon projected costs to perform the work program for FY 2022 - FY 2023 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%):	\$ 320,000.00	Local Match (20%):	\$ 80,000.00	Total:	\$ 400,000.00
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**FY 2022 - FY 2023 SUBREGIONAL STUDIES PROGRAM
SOMERSET COUNTY
SOMERSET COUNTY CIRCULATION ELEMENT
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	180	\$ 11,832.48	\$ -	\$ -	\$ 11,832.48	350	\$ 28,167.52	\$ 40,000.00	10%
Task 2 - Public Outreach Activities	170	\$ 10,825.90	\$ -	\$ -	\$ 10,825.90	400	\$ 60,000.00	\$ 70,825.90	18%
Task 3 - Data Collection and Review	200	\$ 13,038.49	\$ -	\$ -	\$ 13,038.49	400	\$ 70,000.00	\$ 83,038.49	21%
Task 4 - Data Analysis and Scenario Planning	265	\$ 16,355.75	\$ -	\$ -	\$ 16,355.75	350	\$ 65,000.00	\$ 81,355.75	20%
Task 5 - Development of Draft Study Findings and Report	225	\$ 16,891.91	\$ -	\$ -	\$ 16,891.91	350	\$ 50,000.00	\$ 66,891.91	17%
Task 6 - Final Report and Final Deliverables	151	\$ 11,055.47	\$ -	\$ -	\$ 11,055.47	150	\$ 46,832.48	\$ 57,887.95	14%
TOTAL	1,191	\$ 80,000.00	\$ -	\$ -	\$ 80,000.00	2,000	\$ 320,000.00	\$ 400,000.00	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
Walter Lane, Director of Planning	4%	165
Kenneth Wedeen, Supervising Planner	9%	365
Andras Holzmann Senior Planner	8%	351
Aarthy Sabesan, GIS Staff	2%	100
Andrew Phillips, GIS staff	1%	35
Alicia Meyers, County Traffic Engineer	4%	175
TOTAL	5%	1,191

Study Sponsor: Union County

Title of Study: Electric Charging Stations Location Study

Study Budget

	Amount	Percent
NJTPA/Federal Share Request:	\$ 176,000	80%
Subregion/Local Share Match:	\$ 44,000	20%
Total Budget:	\$ 220,000	100%

Anticipated Study Duration (Overall and Consultant Durations): Overall: 7.1.21 – 6.30.23
Consultant: 1.1.22 – 5.30.23 15 months

Municipalities with jurisdiction over infrastructure to be studied: Letters of support from: the municipalities of Berkeley Heights, Rahway, Westfield and Summit as well as EZ Ride TMA are included with this proposal.

I. Project Information

The Study will make a countywide preliminary examination of the electric vehicle registration from the New Jersey Department of Environmental Protection (NJDEP) and the current locations of electric vehicle charging stations, sometimes also known as electric vehicle service equipment (EVSE). The study will also assess locations where the electric vehicle charging infrastructure might be prioritized. The plan will also include a review of current municipal ordinances in Union County related to EVSE. A model ordinance for municipalities is expected to be available from the NJDEP.

Regional Need

This Study will take a comprehensive approach, identifying strategies to provide the necessary charging infrastructure in Union County to meet the energy demands of electric vehicles and to further goals determined by the New Jersey State Legislature NJSA 48:25-1 et seq (which is further discussed in the Study Background below). The work on this subject supports the Federal Emphasis area on electric vehicles to facilitate:

“Automated/Connected/Electric/Shared-use vehicles into the transportation planning process, to determine how best to address challenges and opportunities these technologies present.”

The idea is also supported as a NJDOT MPO Transportation Priority for FY 2022. It is characterized as: “work to incorporate automated/connected/electric/shared vehicles into the Planning process.” The recently completed 2019 New Jersey Energy Plan lists as a strategy, “Reducing Energy Consumption and Emissions from the Transportation Sector, including electric vehicle adoption, electrifying transportation systems and leveraging technology to reduce emissions and miles traveled.” And, as noted in the *NJTPA Alternative Fuel Vehicle Readiness: A Guidebook for Municipalities, December 2017*, “One of the central challenges

with AFV deployment is the accessibility of adequate fueling infrastructure to support the vehicles.”

II. Study Scope of Work

A. Introduction

1. Study Background

The popularity of plug-in electric vehicles and plug-in hybrids is growing and more car models are introduced by manufacturers each year. The technology has improved and vehicles have longer ranges on a single charge. These vehicles offer benefits of improved air quality and lower greenhouse gas emissions as well as savings in operating costs to the owners. As an example of cost savings to individual owners, the utility company, JCP&L, estimates the equivalent of a gallon of gas costs an electric car owner \$1.10.

As this sector grows, many electric car drivers like the convenience of Level 1 (relatively slow) charging for plugging-in their vehicles at home but other options are necessary. Not all households have a privately owned parking space and drivers need public charging for when they travel longer distances. As a result, the need for a charging infrastructure network, with Level 2 and DC Fast Charging exists and the private market as well as local and state government are in positions to facilitate this. The challenge is to locate the infrastructure in areas of highest demand and/or need.

Charging stations are tied to the grid structure of local electric utility companies and Union County is served by two different utilities. Of the County’s 21 municipalities, the four in the northwestern section are in the service area of JCP&L and the remaining seventeen communities are served by PSE&G. Both companies offer incentive programs for EVSEs.

Electric vehicles ownership continues to be encouraged through state and federal incentives. Effective as of January 2020, the New Jersey State Legislature passed legislation, NJSA 48:25-1 et seq, supporting the increased use of plug-in electric vehicles with incentives for the purchase or lease of such vehicles and for related charging equipment. It establishes goals for light duty vehicles which refers to two-axle, four-wheel vehicles primarily for passenger travel or light duty commercial use. The light duty vehicles include a car, minivan, sport utility vehicle, cross-over or pick-up truck.

By December 2025, the goal is to have 330,000 registered light duty vehicles in the state and, by December 2035, the goal is to have at least two million plug-in vehicles. By December 2040, at least 85 percent of all new light duty vehicles sold or leased in the state shall be plug-in electric vehicles. There are also goals for EVSEs. By December 2025, there should be at least 400 DC fast chargers for public use at no fewer than 200 charging locations in the state. At least 100 of the 200 or more locations need to be in community locations, equipped with at least two DC Fast Chargers. By December 31, 2025, at least 1,000 Level 2 chargers

need to be available for public use statewide. The statute also indicates the minimum number of locations to be in multi-family residences and hotels.

2. Description of how this study addresses a subregional need

Union County has a population of 558,000 and it is growing. Companies, large and small, are relocating and expanding here because the County has a geographic advantage and skilled workforce. It is important for the County to ensure the future energy needs of its residents and businesses will be met. It was noted in the Union County Transportation Master Plan, completed in 2016, under New and Emerging Trends, “The increase in hybrid and electric vehicles will require more charging stations and may reduce gasoline consumption and emissions.”

3. Study Goals

A goal of this Study is to support electric vehicle use by planning the expansion of the network of EVSE, and thereby promote better air quality and improve community health by reducing emissions from the gasoline powered engines of vehicles.

B. Study Methodology

Task 1: Project Management

Union County will manage the day to day grant activities of this study. 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 North Jersey Transportation Planning Authority (NJTPA).

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 Union County. The Consultant project manager shall establish an effective means of coordinating and reporting its activities with Union County throughout the course of the project to ensure an expeditious exchange of information, and will be responsible for the preparation and submission of meeting agendas and minutes, and monthly progress reports and invoices. A detailed project schedule in the form of a Gantt Chart will be submitted at the kick-off meeting for Union 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, the public and technical advisory groups must be submitted to the NJTPA for review by May 31, 2023. Contracts must be completed by June 30, 2023, which is the last day to incur costs. All deliverable 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 the County staff, NJTPA staff and elected officials.

Deliverables:

Consultant: 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. 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, elected officials and general public.

County: The County Project Management includes the preparation, advertisement and proposal review process of the Request for Proposals. The Management tasks for the duration of the project are: the review of consultant reports, timesheets, invoices and technical memoranda; the participation of any meetings regarding the process of the project. The County will prepare and submit quarterly reports and any other documentation required by the NJTPA.

Task 2a: Outreach and Partnerships

A public participation plan will be established and developed in consultation between the consultant and the County. Studies funded under the NJTPA Subregional Studies Program require transparency and the active and substantive participation of the general public, with special attention paid to engaging historically underrepresented and non-English speaking communities. In keeping with the NJTPA's Public Engagement Plan, public outreach and engagement should be an integral part of, and occur concurrently with, the study tasks. Innovative public engagement methods are encouraged, such as conducting outreach at free community events (to reach people where they live, work, shop, and play) including an online and/or social media participation option where possible to boost participation. The newsletters, meeting flyers and website will include a Spanish translation. The public engagement will be detailed in the public participation plan.

In addition, Union County and the Consultant team shall create a Technical Advisory Committee (TAC) to provide input and expertise from technical experts. This group shall consist of representatives of groups including the County Bureau of Transportation Planning, Bureau of GIS and Division of Engineering, EZ Ride TMA, the NJTPA, NJ TRANSIT, municipal officials, representatives of Business Improvement Districts (BID) and representatives of local Environmental Commissions. Representatives from the two electric utility companies, JCP&L and PSE&G, which service Union County will be invited. The responsibilities of the TAC shall include, but not be limited to: review and provide feedback on the interim reports and documents of the study; identify additional stakeholders, community groups and partners and include them with community outreach and participation; and, review and provide input on the work of the Study.

Over the course of the Study, there will be:

- Two Technical Advisory Committee (TAC) meetings
- A Public Meeting
- Two newsletter type products summarizing the Study with format and County branding standards supplied by the County.
- A project website will be established to further support the public outreach efforts.

- Additional input from the public through the use of a Survey as well as a Wikimap or similar public outreach tool

The purpose of the first TAC meeting will be to provide input and data related to the study area as well as to discuss the project and its goals and objectives. The second TAC meeting will be convened to review and provide feedback on the study's preliminary recommendations.

The Public Meeting will reach out to the public at large and whether this is done remotely will depend on the extent to which public health has to be addressed should the COVID crisis still exist.

The first newsletter will provide an overview of the study and describe how the various stakeholders can become involved. The second newsletter will describe the findings of the project. The County will contribute to the newsletters' content and be responsible for printing and distributing them. The newsletters will be used to inform the various stakeholders about the study's objectives and its status.

Additional input from the public through the use of a Survey as well as a Wikimap or similar public outreach tool as determined by the Consultant in consultation with the County.

In preparation for the first TAC meeting, which will take place early in the project, the Consultant will prepare a PowerPoint presentation. The Consultant will prepare the first newsletter which give an overview of the Study and how the Technical Advisory Committee members can contribute to the work. The Consultant will work with the County on the formation and first meeting of the TAC. The Consultant will prepare meeting materials including a PowerPoint, attend the meeting and provide meeting summaries. The second TAC meeting will take place later.

Deliverables:

Consultant:

- The Consultant will develop and execute a public involvement plan with input from the County and TAC. The Consultant working with the County will convene two TAC meetings. The Consultant will prepare the meeting materials of the TAC including a PowerPoint, attend the meetings and provide meeting summaries. The first TAC meeting will occur early on in the study and the second TAC meeting will occur later
- Consultant will summarize the TAC meetings and subsequent outreach sessions in Technical Memorandum #1 as they take place during the course of the Study.
- The Consultant will include the PowerPoint in the Appendix of the Final Report. The Appendix will also contain a catalogue of any photographs taken during the project work. The PowerPoint presentation will describe an overview of the project.
- The Consultant will work with the County on the creation of the first of the two project newsletters.

- The Consultant will create a Wikimap or similar tool to be utilized to gather public input.

County:

The County will provide input into the public involvement plan prepared by the Consultant. The County will work with the Consultant and the NJTPA on the formation of the TAC and the outreach for the public meeting. The County will supply an outline for the newsletters to the Consultant and the County branding information. It will be responsible for printing and distributing them. The County will review and provide edits and branding information for the PowerPoint presentation. The County will review and provide edits to both newsletters while they are in draft form. The County will work with the Consultant on the selection of a Wikimap or similar tool to gather public input.

Task 2b: Data Collection and Quantification of Need

The data collection and assessment will provide a basis for later analyses and recommendations. The County's Geographic Information System (GIS) will be utilized for the source of base mapping and any other relevant layers. The resulting GIS based maps will have format consistent with protocol requirements of both the County and the NJTPA. Vehicle registration data will be collected of the light duty electric vehicles in Union County. The locations of existing EVSEs will be identified as well as any expected to begin operations in the near future. Where the information is available, the existing EVSEs will be evaluated in case they are identified as needing upgrading.

The Consultant will use evaluation criteria to determine optimal locations for new EVSEs in parking structures, some possible examples may include parking lots at key transfer points such as train stations, downtown business districts, universities and schools, employment centers and along major travel corridors as well as other locations identified as the Study progresses. The evaluation will include the feasibility of EVSEs at multi-unit developments. The Consultant can refer to the methodology for the demand analysis utilized in the *NJTPA Alternative Fuel Vehicle Readiness Guide* as an example or present a comparable alternative.

There will be a survey of all the municipal ordinances within the County to determine which have land use and zoning regulations on the subject. Also the Consultant will refer to the model ordinance to be developed by the NJDEP which might assist the decision makers in the municipalities when they consider the policy and regulatory framework in which to introduce such ordinances for the first time.

The Consultant will undertake an Equity Assessment of the County 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 with respect to: households below the poverty level; minority population (defined by US DOT as Black, Hispanic or Latino, Asian American, American Indian and Alaskan Native, Native Hawaiian or other Pacific Islander); national origin; Limited English Proficiency; Zero Vehicle households; Population over 65 years of age; and, Disability. The assessment will compare the average of the above factors at the block group level to the subregional and the NJTPA

regional averages. This assessment is a minimum requirement and will identify and locate any areas in the County, using the factors listed above which are considered disadvantaged.

Once the demographic profile is complete, there will be an assessment of insights gained of the study area population. The assessment will identify patterns of vulnerable populations; avoid recommendations that have disproportionately high and adverse effects; and strive to reduce and eliminate barriers to accessing the charging network for the identified populations. This assessment will also inform the public outreach component in an effort to engage a broad range of Union County's residents.

Deliverables:

Consultant:

- A Technical Memorandum #2 will document the results of data collection and it will be placed into GIS layers as appropriate. It will have the GIS layers of existing electric charging stations and the registration data on electric vehicle ownership patterns. GIS layers of parking structures, downtowns, schools, universities, retail areas, employment centers will be included.
- The Consultant will create a survey to identify and implement evaluation criteria to determine optimal locations for new EVSEs. These will be documented in Tech Memo #2.
- The Technical Memorandum #2 will also contain the result of the Equity Assessment of the County, to be used as a factor in the final recommendations of the project as well as final recommendations for the report.

County:

The County staff will review the Technical Memorandum #2 submission as well as the additions to Memorandum #1 for completeness, accuracy of the data and the clarity and quality of the writing and provide feedback and editing as necessary.

Task 3: Data Analysis and Mapping

The data and inventory of information collected for the previous task along with the feedback from the first TAC meeting and information gathered from the public through a survey or wiki map will be the basis of an assessment and mapping of existing conditions and an analysis to select locations for formulation of recommendations. Any recommendations will be evaluated for impacts to Environmental Justice populations and will use the information resulting from the Equity Assessment of the County undertaken in Task 2. The Consultant will place the results of the data assessment, mapping and analysis in Technical Memorandum #3.

A public meeting will be convened for gathering input. Current and anticipated funding programs to support the installation of charging stations will be identified. Existing and anticipated financial incentive programs will be identified that encourage the purchase of light duty electric vehicles.

Deliverables:

Consultant:

- The Consultant will submit the results of the Data Assessment, Mapping and Analysis in Memorandum #3.
- The summary of the public meeting will be summarized and added to Memorandum #1 and the input from the meeting on the study issues will be referenced in Memorandum #3.
- The Consultant will submit EVSE locations and development of specific recommendations.

County:

The County staff will review the Technical Memorandum #3 and the addition to the Memorandum #1 for completeness, accuracy of the data and the clarity and quality of the writing and provide feedback and editing as necessary.

Task 4: Study Findings and Recommendations

The findings and recommendations of the study will be placed in Technical Memorandum #4. The Consultant will prepare the second project newsletter with an outline supplied by the County. The newsletter will be available in both electronic and print form. The second TAC will be convened to receive their further comments and review of recommendations.

The Consultant will compile the study findings and planning level recommendations into Technical Memorandum #4 and summarize the input from the second TAC with respect to study findings and recommendations.

There will be a matrix of potential improvement strategies and municipal ordinances to improve the coverage of the electric charging station locations within Union County. Union County will look at the feasibility of adding charging stations on County property. The types of improvement strategies identified will at a minimum include: Identification of locations that are candidates for charging stations; and, identification of locations which may warrant further study. The matrix will include possible funding sources. This will include identification of current and anticipated funding programs to support the installation of charging stations. Existing and anticipated financial incentive programs will be identified that encourage the purchase of light duty electric vehicles for both public and privately owned light duty vehicles.

Model ordinances for Zoning and Parking as recommendations for the permitting and inspection processes will be identified.

Deliverables:

Consultant:

- The second project newsletter will be prepared.

- The summary of the second TAC meeting will be added to Memorandum #1 and the input from the meeting on the study issues will be referenced in Memorandum #4.
- A matrix will identify potentially responsible agencies and potential funding sources for implementation.
- Examples of best practices for municipal Zoning and Parking ordinances for electric charging stations as well as permitting and inspection will be submitted.
- Current and anticipated funding programs will be identified to support the installation of charging stations. Existing and anticipated financial incentive programs will be identified that encourage the purchase of light duty electric vehicles.

County:

The County staff will review the Technical Memorandum #4 submission and the additions to Memorandum #1 for completeness, accuracy of the data and clarity and quality of the writing and provide feedback and editing as necessary. The County will review the second newsletter and participate in the second TAC meeting.

Task 5: Final Report and Final Deliverables

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 with the four Technical Memoranda as a basis. The final report will be comprised of the following sections: an Abstract, Executive Summary, Introduction, Methodology, Findings, Recommendations, an Appendix and an Implementation Plan, which shall include a matrix of recommended action items for implementation. The draft and final document will be based on the results of the previous tasks. The implementation section will identify the state and federal funding streams as well as private incentives and those offered through the electric utility companies that may be pursued in the future.

In addition to providing electronic and CD copies of the final report to municipal officials and stakeholders, the final report will be distributed to the County Board of Chosen Freeholders, members of the TAC and Stakeholders group. The report will also be made public to the municipalities.

Draft Final and Final Report: Prior to the development of the final report, the consultant will prepare an outline of the report for review by subregional and NJTPA staff. Upon concurrence on the draft report outline, the Consultant will prepare a draft final report to be reviewed by the County Project Manager, the NJTPA, 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. 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: PowerPoint presentation must include graphic oriented slides and accompanying presentation notes or script. The presentation follows the same format as the Executive Summary, with high resolution.

Entry of Study Findings into PRIME: All findings and recommendations from the study shall be organized and entered into PRIME; the NJTPA's planning information management system, in accordance with PRIME requirements. Further information on including PRIME Quick State 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; the final report will follow NJTPA reporting guidelines. All data, including images, raw data from surveys, derived GIS layers, will be provided to the Union County. 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.

<http://www.njtpa.org/NJTPA/media/Documents//Data-Maps/Demographics-GIS/Enterprise-GIS/Appendix-U3-EGIS-Quality-Assurance-Programcomm.pdf>

Deliverables:

Consultant:

- The Consultant will prepare and submit the Final Report, the PowerPoint presentation with talking points, the PRIME data entry and digital copies of all data and materials.

County:

The County staff will provide feedback and review for completeness the draft Final Report, the PowerPoint presentation with talking points, the PRIME data entry and digital copies of all data and material. The final submissions will be accepted when both the County and the NJTPA have approved the products.

Contact Information:

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**FY 2022 - FY 2023 SUBREGIONAL STUDIES PROGRAM
UNION COUNTY
ELECTRIC CHARGING STATIONS LOCATION STUDY
BUDGET PLAN**

			PROPOSED BUDGET
PART I:	DIRECT COSTS - PERSONNEL SERVICES		
	1. SALARIES		\$ 24,781.98
	2. FRINGE BENEFITS	50.753%	\$ 12,577.11
	3. LEAVE ADDITIVE	Various	\$ 6,640.91
		SUBTOTAL	\$ 44,000.00
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		\$ 176,000.00
		SUBTOTAL	\$ 176,000.00
		TOTAL PROGRAM BUDGET	\$ 220,000.00

This estimated budget is based upon projected costs to perform the work program for FY 2022 - FY 2023 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%):	\$ 176,000.00	Local Match (20%):	\$ 44,000.00		Total:	\$	220,000.00
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**FY 2022 - FY 2023 SUBREGIONAL STUDIES PROGRAM
UNION COUNTY
ELECTRIC CHARGING STATIONS LOCATION STUDY
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	70	\$ 6,565.33	\$ -	\$ -	\$ 6,565.33	92	\$ 12,604.00	\$ 19,169.33	9%
Task 2A - Outreach and Partnerships	76	\$ 7,274.67	\$ -	\$ -	\$ 7,274.67	172	\$ 23,675.39	\$ 30,950.05	14%
Task 2B - Data Collection and Review	87	\$ 8,356.79	\$ -	\$ -	\$ 8,356.79	366	\$ 50,145.66	\$ 58,502.45	27%
Task 3 - Data Analysis and Mapping	58	\$ 5,552.95	\$ -	\$ -	\$ 5,552.95	300	\$ 40,503.00	\$ 46,055.95	21%
Task 4 - Study Findings and Recommendations	92	\$ 8,837.61	\$ -	\$ -	\$ 8,837.61	259	\$ 35,487.92	\$ 44,325.53	20%
Task 5 - Final Report and Final Deliverables	78	\$ 7,412.65	\$ -	\$ -	\$ 7,412.65	99	\$ 13,584.03	\$ 20,996.69	10%
TOTAL	461	\$ 44,000.00	\$ -	\$ -	\$ 44,000.00	1,288	\$ 176,000.00	\$ 220,000.00	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
Liza Betz, Transportation Planning Manager	6%	221
Phil Kandl, Director	4%	128
Ray Sullivan, Division of Engineering	2%	70
Matt Mathan, Bureau Chief, GIS	1%	42
TOTAL	3%	461