

# FY2024UPWP

## Unified Planning Work Program

### Chapter II

### Subregional Pass-Through Programs

**Draft**



**FY 2024  
UNIFIED PLANNING WORK PROGRAM  
SUBREGIONAL PASS-THROUGH PROGRAMS**

**TABLE OF CONTENTS**

<b>I. INTRODUCTION.....</b>	<b>1</b>
<b>II. SUBREGIONAL TRANSPORTATION PLANNING (STP) PROGRAM</b>	
PROGRAM DESCRIPTION.....	4
WORK PROGRAM BUDGET.....	5
FY 2024 CORE WORK PROGRAMS.....	7
FY 2024 ELECTIVE ACTIVITIES AND BUDGETS BY SUBREGION.....	15
<b>III. SUBREGIONAL STUDIES PROGRAM (SSP)</b>	
PROGRAM DESCRIPTION.....	131
SSP BUDGET.....	133
SSP STUDY TIMELINE.....	134
FY 2024 – FY 2025 SSP WORK PROGRAMS .....	135

## 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 28 percent of the NJTPA's federal allocation for the FY 2024 UPWP will be passed through to the fifteen subregions that make up the NJTPA region. The award of pass-through grants is 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, Regional Transportation Advisory Committee (RTAC), NJ Department of Transportation (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 (LRTP).





**FY 2024**  
**SUBREGIONAL TRANSPORTATION PLANNING (STP)**  
**PROGRAM**

# **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 that wish 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 LRTP, *Plan 2050: Transportation. People. Opportunity*. 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 cannot 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 subtasks, consisting of Planning, Public Participation and Capital Programming, along with associated core and elective activities. The core activities are required of all fifteen 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 their local priorities and 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 and educational activities through advertising, printing, and/or translation services.

## WORK PROGRAM BUDGET

The proposed FY 2024 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 percent local share.

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

In addition, a total maximum budget of \$225,000 has been allocated in the FY 2024 UPWP's STP Program for Supplemental Support, with a \$15,000 allotment to each subregion (there is no local share requirement for these supplemental funds).

**FY 2024  
SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAMS**

# **Subregional Transportation Planning Program Core 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. **Subregions' FY 2024 STP Core Activities are listed below and are followed by each subregion's elective activities.**

## **TASK 1: PROGRAM MANAGEMENT**

The Program Management component of the STP Program includes program management and reporting for the STP 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 2024 STP Work Program, along with attendance at training related to the STP Program as requested. Monthly invoicing of labor costs is encouraged but not required.

#### **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.
- Prepare monthly and/or 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:** FY 2025 STP Work Program proposal.

#### **ACTIVITIES:**

- Prepare FY 2025 STP Work Program, Budget, and Staffing Plan.

## **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 to participate 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 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 LRTP 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:** Participation in the Regional Technical Advisory Committee (RTAC).

**ACTIVITIES:**

- Attend RTAC meetings and respond to requests for information from Central Staff.
- **PRODUCT/OUTCOME:** Adherence to the NJTPA's Title VI Implementation Plan, 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 and the Title VI Implementation Plan (<https://www.njtpa.org/TitleVI.aspx>). (Additional Public outreach activity for Title VI is discussed in Task 2.2).

**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 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.
  - Analyze the impacts of transportation investment benefits and burdens to traditionally underserved populations. Work toward equitable distribution of the benefits and burdens of investments so that they 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 2050.

**ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance strategies identified in Plan 2050. Examples include but are not limited to conducting activities to reduce crashes; support and improve North Jersey’s extensive transit systems; support active transportation; respond to continued growth of freight; support local mobility services; and take advantage of transportation technology.
- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the FY 2024 UPWP.

**ACTIVITIES:**

- Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under the 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 transportation modeling, demographic and employment forecasting, scenario analysis, and the development of GIS data, applications, and tools, as requested. Support 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 September 2020 (<https://www.saferoadsforallnj.com/about>). Many strategies can be implemented by or in partnership with subregions.
- Participate in state and regional initiatives to reduce carbon emissions from the transportation system as identified in the 2019 NJ Energy Master Plan ([https://www.bpu.state.nj.us/bpu/pdf/publicnotice/NJBPU\\_EMP.pdf](https://www.bpu.state.nj.us/bpu/pdf/publicnotice/NJBPU_EMP.pdf)). One key strategy is to facilitate the transition to electric vehicles. Activities may include participating in the development of Electric Vehicle Readiness Plans (if not funded through the Subregional Studies Program (SSP)), electrification of public and private-sector vehicle fleets, the promotion of electric school buses, assisting local governments in adoption of model electric vehicle ordinances, and dissemination of electric vehicle resources (<https://dep.nj.gov/drivegreen/>). A focus of these activities should be in low- and moderate-income and environmental justice communities.
- Support the development of the FY 2025 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:**

- Coordinate and share information and expertise with the TMAs on transportation demand management activities, including, but not limited to promoting shared



- rides, bicycle and pedestrian safety, use of the demonstration project materials library, electric vehicle adoption, and responding to construction-related and unexpected travel disruptions, as applicable.
- Review and provide feedback on TMA UPWP work program proposals.
- Coordinate with TMAs on safety-related activities, including the Street Smart NJ pedestrian safety campaigns, as requested.
- Coordinate with TMAs to promote engagement in low income and minority communities, as applicable.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets, including those related to transportation authorization legislation.

**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 as requested by Central Staff.
- Assist in relating planning and project development to established performance measures and the achievement of performance measure targets as appropriate.
- **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 SSP studies in the 2022 – 2023 cycle should enter pertinent information from these studies into PRIME before the end of the first quarter of FY 2024. Other previous studies funded by the NJTPA should be entered into PRIME on an ongoing basis as staff time permits. Pertinent information includes a description of the study; study documents (i.e., Final Report); identified needs (i.e., issues, challenges, and opportunities); and recommendations (i.e., strategies and approaches).
- **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 providing data as requested, via OneDrive as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance documentation (<https://www.njtpa.org/NJTPA/media/Documents/Data-Maps/Demographics-GIS/Enterprise-GIS/Appendix-U3-EGIS-Quality->

[Assurance-Programcomm.pdf](#)) for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.

- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, subregional studies conducted by other subregions through Chapter II of the FY 2024 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as regional performance measures, and the Congestion Management Process.

## ❖ **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://njtpa.org/Engage>) in their outreach activities. The toolkit provides recommendations for outreach to minority communities, low-income residents, and others traditionally under-represented in the transportation planning process. Subregions should also reference NJTPA's Public Engagement Plan (PEP). The plan outlines how NJTPA plans to involve the region's residents in our programs, projects, and plans. The plan also describes NJTPA's goals and objectives for public engagement while identifying specific approaches, techniques and opportunities for ongoing communication and interaction with the public. The plan is available at <http://www.njtpa.org/pep>.

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

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 Statewide Transportation Plan as requested. 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 to raise awareness of community planning efforts; special outreach efforts to business groups, chambers of commerce, or 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. An example of this is to identify such populations and tailor outreach with the purpose of removing barriers to participation.

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

### ➤ **2.3 Core Products/Outcomes and Activities**

Support the NJTPA's capital programming and project development through the following efforts:

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

#### **ACTIVITIES:**

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

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

**ACTIVITIES:**

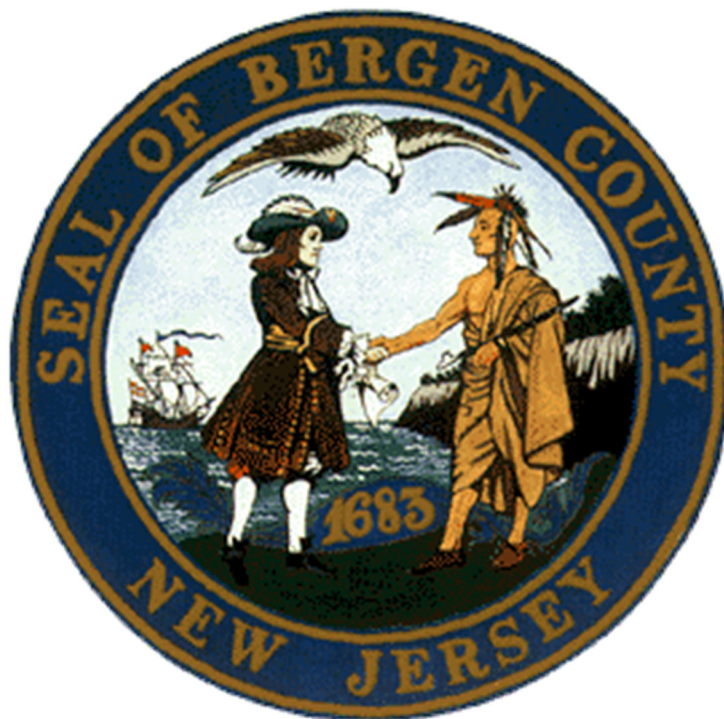
- Provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source.



## **FY 2024 ELECTIVE ACTIVITIES AND BUDGETS BY SUBREGION**



## **COUNTY OF BERGEN**



## **FY 2024 SUBREGIONAL TRANSPORTATION PLANNING 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. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Bergen County for Task 2 activities 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.

## **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 in support of the NJTPA funded work programs 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:** Participation on the RTAC in a leadership/advisory capacity, providing both local and regional insight where possible.

#### **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:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities and effective transportation infrastructure and services for the general public.

#### **ACTIVITIES:**

- 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 emerge. The Borough of Oakland and the Township of Mahwah fall within the purview of the Highlands Council.

- **PRODUCT/OUTCOME:** Preparation, support, and/or review of 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 including the NJDOT, NJ TRANSIT, and other regional and statewide transportation agencies, such as:
  - **Route 17.** Work with NJDOT 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 along the Northern Branch from North Bergen through Englewood Hospital.
  - **Trans-Hudson.** Monitor critical Trans-Hudson capacity projects including the Hudson River Tunnel, the Gateway Project, Penn Station Expansion, ferry service expansion, a new Port Authority Bus Terminal, and 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 the County's 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 (EJ) considerations, emerging technologies (including electric and autonomous vehicles), as recommended in the TNJ Plan and consistent with NJTPA Plan 2050.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. This includes involvement in the Local Safety Program and the outcomes of previous initiatives through this program, through ongoing coordination with local officials and public safety officers. Safety analysis will continue to be conducted in line with NJDOT Safety Voyager and the Division of Highway Traffic Safety (DHTS) Crash Analysis Tool and associated data releases, as well as outcomes, strategies, and updates included in the 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 as well as other outlets, with a focus on improving technical knowledge base in planning, engineering, and design, and technology literacy/use.
  - Participate in the advancement and further 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.
  - Review Infrastructure Investment and Jobs Act (IIJA) opportunities and solicitations, as put forward by the NJTPA and other agencies, and consider applying to these programs and other grant/funding opportunities as they arise.
  - Participate in the development of Local Safety Action Plans to be led by the NJTPA. These are being developed in keeping with the guidelines of the Safe Streets and Roads for All grant opportunities and the Safe Systems Approach. This will include convening an advisory committee, conducting public and stakeholder outreach, coordination on data and analysis, and engaging subregional leadership to adopt Vision Zero or Towards Zero Deaths safety goals.
  - Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.
- **PRODUCT/OUTCOME:** Participation in Together North Jersey.

**ACTIVITIES:**

- Assist with advancement of the TNJ Plan, including preparation for and/or participation in TNJ Institute events and TNJ Vibrant Places activities, or other activities as applicable.

❖ **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 2050) as opportunities arise, including distribution of announcements and materials, including email blasts, press releases, website postings, flyers, pamphlets, surveys, etc. as appropriate.
- Oversee implementation of the Public Information Action Plans (PIAP) for ongoing Local Capital Project Delivery (LCPD) Program /Federal pipeline projects, including outreach and project information/updates for local officials, stakeholders, affected community-at-large, and the general public. Current

projects include: East Anderson Street/Cedar Lane Bridge (Hackensack/Teaneck), Kingsland Avenue Bridge (Lyndhurst/Nutley), Oradell Avenue Bridge (Oradell), and Bridge & Intersection Improvements at Market Street/Essex Street/Rochelle Avenue (Lodi/Rochelle Park/Saddle Brook) – as well as other such opportunities as they arise.

- **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, NJTPA Complete Streets Technical Assistance Program and Walkable Communities Workshops; outgrowths of the NJTPA Local Safety Program; Road Safety Audits; New Jersey Strategic Highway Safety Plan (SHSP) strategies, outcomes, and updates; and other initiatives, as relevant.
- **PRODUCT/OUTCOME:** Assembly, refinement, and dissemination of 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 census and economic data, municipal Master Plans, land-use and zoning ordinances, and information on transportation assets countywide on the website.
  - Coordinating with NJTPA on GIS/data initiatives (data exchange and sharing, review, provide localized data and expertise).

## ❖ **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:**

- Monitor NJTPA’s Local Program activities for opportunities for proposal development, which may include: Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Local Concept Development (LCD), Freight Concept Development, Transportation Alternatives Programs and/or Congestion Mitigation and Air Quality (CMAQ) Programs.

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

**ACTIVITIES:**

- Provide technical support on NJTPA funded Local Program Activities, including the following:
  - ***Local Capital Project Delivery Program/Local Concept Development Study.*** Monitor activities and solicitations under this program, develop projects (including background research, justification, required data, etc. to best position a project for the program), and apply accordingly.
  - ***CMAQ/TCAM.*** Support development of the Adaptive/Intelligent Signals Program, building on the lessons learned from the Hackensack Central Business District Initiative under the CMAQ/TCAM Program, including refinements to the control center; monitoring and expanding the system to address additional corridors that could benefit from this technology; as well as improvements to the system through iterative updates, and optimization informed by lessons learned.
- **PRODUCT/OUTCOME:** Advancement of other capital programming and project development initiatives.

**ACTIVITIES:**

- Provide follow through and technical support on locally advanced, federally funded projects, including the following:
  - ***Final Design Phase, Bridge & Intersection Improvements at Market Street/Essex Street/Rochelle Avenue, Lodi/Rochelle Park/Saddle Brook.*** Relevant staff to 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 to provide project management, technical support, and coordination for the next phase of improvements on this critical bridge crossing project, with the goal of graduation into the Final Design Phase.
  - ***Preliminary Engineering Phase, East Anderson Street/Cedar Lane Bridge, Hackensack/Teaneck.*** Relevant staff to provide project management, technical support, and coordination for the next phase of improvements on this critical bridge crossing project, with the goal of graduation into the Final Design Phase.
  - ***Preliminary Engineering Phase, Oradell Avenue Bridge, Oradell.*** Relevant staff to provide project management, technical support, and coordination for the next phase of improvements on this critical bridge crossing project, with the goal of graduation into the Final Design Phase.

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
BERGEN COUNTY  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL SHARE
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 132,981.88		
	2. FRINGE BENEFITS	74.990%	\$ 99,723.12		
	<b>SUBTOTAL</b>		<b>\$ 232,705.00</b>		
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	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)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ 15,000.00</b>		
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>		
	<b>STP CORE PROGRAM BUDGET</b>		<b>\$ 247,705.00</b>	80%	20%
<b>PART IV</b>	<b>STP SUPPLEMENTAL SUPPORT COSTS</b>				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ 5,800.00		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ -		
	3. INTERN SUPPORT		\$ 9,200.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. ADVERTISING, PRINTING/REPRODUCTION		\$ -		
	<b>STP SUPPLEMENTAL SUPPORT BUDGET</b>		<b>\$ 15,000.00</b>	100%	0%
	<b>TOTAL STP PROGRAM BUDGET</b>		<b>\$ 262,705.00</b>		

This estimated budget is based upon projected costs to perform the work program for FY 2024 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:**

<b>Federal Share:</b>	\$ 213,164.00	<b>Local Share:</b>	\$ 49,541.00
<b>Total Funding:</b>	\$ 262,705.00		

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
BERGEN COUNTY  
STAFFING PLAN**

**STP Work Program Budget by Task**

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	200	\$ 21,593.77	\$ -	\$ -	\$ 21,593.77	9%
Task 2 - Transportation Planning and Coordination	2,573	\$ 211,111.23	\$ 15,000.00	\$ -	\$ 226,111.23	91%
<b>STP Core Program Budget</b>	<b>2,773</b>	<b>\$ 232,705.00</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ 247,705.00</b>	<b>100%</b>
<b>STP Supplemental Support Budget</b>	<b>575</b>	<b>\$ 9,200.00</b>	<b>\$ 5,800.00</b>	<b>-</b>	<b>\$ 15,000.00</b>	
<b>TOTAL STP PROGRAM BUDGET</b>	<b>3,348</b>	<b>\$ 241,905.00</b>	<b>\$ 20,800.00</b>	<b>\$ -</b>	<b>\$ 262,705.00</b>	

**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/County Engineer	1%	25
Joseph Baladi, Division Head - Planning	5%	100
Nancy Dargis, Division Head - Engineering	1%	30
Christopher Helms, Supervising Planner	56%	950
Peter Kortright, Principal Planner	20%	425
Laura LiVecchi-Bresaz, Transportation Analyst	64%	1,000
Jaison Alex, Traffic Engineer	5%	100
Martin Maver, Senior Engineer - Bridges	5%	100
Sean Zhang, Principal Planner	1%	25
Sarah Franklin, Assistant Planner/GIS	1%	18
Intern Support		575
<b>TOTAL</b>	<b>16%</b>	<b>3,348</b>

**COUNTY OF ESSEX**



**FY 2024  
SUBREGIONAL TRANSPORTATION PLANNING  
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. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Essex County for Task 2 activities 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.

## **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 in support of the NJTPA funded work programs 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:** Participation 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:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.

##### **ACTIVITIES:**

- Volunteer as an RTAC representative on a sub-committee.
- Represent RTAC on planning study TACs.

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

##### **ACTIVITIES:**

- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA’s PRIME tool.
- Participate in PRIME training sessions provided by NJTPA and/or participate in the NJTPA PRIME Users Group that will support the system’s further development and refinement.
- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths by advancing recommendations from

the Subregional Studies Program (SSP) funded Essex County Transportation Plan 2045 and the Essex County Safety Action Plan.

- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Activities may include, but are not limited to the following:
  - Training in the use of crash analysis tools such as NJ Safety Voyager.
  - Aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP).
  - Sharing roadway safety data from the Safe Streets For All (SS4A) funded Essex County Safety Action Plan and provide actionable safety recommendations involving enforcement, education, and infrastructure to local jurisdictions and safety committees, NJDOT, NJ TRANSIT, and the NJTPA.
- Analyze crash data and other forms of traffic data as preliminary research for the Safe Streets For All (SS4A) funded Essex County Safety Action Plan. This data and analysis will also be used to determine suitability of a Vision Zero or Towards Zero Deaths resolution (a resolution and timeline to reduce roadway fatalities and serious injuries by a percentage amount) as required by the SS4A Program. Apart from coordination on data and analysis, this activity may also include engaging subregional leadership to adopt Vision Zero or Towards Zero Deaths safety goals.
- Develop grant applications and interagency coordination on programs such as the federal Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL) and Safe Streets and Roads for All (SS4A) Grant Program with a focus on recommendations from the Essex County Safety Action Plan and SSP funded Essex County Transportation Plan 2045.
- Support complete streets planning activities, such as: pedestrian initiatives such as data collection, walkable communities efforts, and Safe Routes to School projects; or bicycle initiatives such as data collection or the use of analytical tools such as the NJTPA's Bicycle Level of Comfort index. Consider goods movement activity including truck routing, truck parking, deliveries, and pick-ups as part of complete streets planning.
- Support the planning efforts of the Essex Hudson Greenway by participating in the planning and preliminary engineering needed to open this space for public use.
- Collaborate with the NJTPA on additional environmental, climate change and resilience planning activities, as opportunities arise.
- Participate in resiliency (e.g., EV readiness, green infrastructure, climate change adaptation, etc.) training as available.
- Advance planning activities that support development and advancement of micromobility strategies, including bicycle or pedestrian capital improvements or policies generated by the Essex County Transportation Plan Update "Essex2045" or the Essex County Safety Action Plan. Activities include evaluating feasibility and refinement of recommendations, expanding data collection, lighting management, testing action, additional analysis as well as advancing to the construction/installation phase.

- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Analyze the impacts from proposed or approved developments on the transportation network from a local and regional perspective.
- Conduct analysis or additional outreach using the GIS and other data and recommendations developed as part of the Regional Active Transportation Plan, an NJTPA study that will be completed in June 2023.
- 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. This includes working with the municipalities of Orange and East Orange as roadway improvement recommendations for the Freeway Drive / Rt. 280 Study are refined, should the IIJA Reconnecting Communities Pilot Program grant proposal be accepted.
- Prepare grant applications for the SSP, Local Safety Program, Transportation Alternatives Program, and IIJA Safe Streets and Roads for All.
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.

- **PRODUCT/OUTCOME:** Participation in Together North Jersey.

**ACTIVITIES:**

- Assist with advancement of the TNJ Plan, including preparation for and/or participation in TNJ Institute events and TNJ Vibrant Places activities, or other activities as applicable.

❖ **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 the County's website and social media accounts. This may include construction updates on the following projects:
  - Essex-Livingston Roundabout - Walnut St. and West Hobart Gap Road Project in Livingston
  - Central Avenue Adoptive Traffic Signals in Newark & East Orange
  - Valley Street Corridor Traffic Signal Improvements in Maplewood
  - Springfield Avenue Safety Improvements in Irvington

- **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. as opportunities arise.

- **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 includes facilitating a subregional freight visit to Port Newark Container Terminal (PNCT).

- **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. Consider collaborating with the NJTPA, state agencies, and nonprofits on creating and presenting educational efforts. Environmental education may be focused on a variety of issues including, but not limited to greenhouse gas reduction strategies, green infrastructure, resiliency, infrastructure adaptation, and environmental justice.

## ❖ **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**

- Broadway Corridor Intersections Improvements (Newark)
- Bloomfield Avenue Safety Improvements (Bloomfield/Glen Ridge)

**Local Concept Development**

- Jackson Street Bridge, Newark, NJ

**Transportation Alternatives Program**

- South Orange Avenue Streetscape Improvements, Newark, NJ

**Congestion Mitigation and Air Quality Programs**

- Central Avenue Adoptive Traffic Signals – Phase II, East Orange & West Orange, NJ

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
ESSEX COUNTY  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL SHARE
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 115,775.07		
	2. FRINGE BENEFITS	43.5607%	\$ 50,432.43		
	<b>SUBTOTAL</b>		<b>\$ 166,207.50</b>		
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>		
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>		
	<b>STP CORE PROGRAM BUDGET</b>		<b>\$ 166,207.50</b>	80%	20%
<b>PART IV</b>	<b>STP SUPPLEMENTAL SUPPORT COSTS</b>				
	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. ADVERTISING, PRINGTING/REPRODUCTION		\$ -		
	<b>STP SUPPLEMENTAL SUPPORT BUDGET</b>		<b>\$ 15,000.00</b>	100%	0%
	<b>TOTAL STP PROGRAM BUDGET</b>		<b>\$ 181,207.50</b>		

This estimated budget is based upon projected costs to perform the work program for FY 2024 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:**

<b>Federal Share:</b>	\$ 147,966.00	<b>Local Share:</b>	\$ 33,241.50
<b>Total Funding:</b>	\$ 181,207.50		

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
ESSEX COUNTY  
STAFFING PLAN**

**STP Work Program Budget by Task**

<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share Core Program (%)</b>
Task 1 - Program Management	223	\$ 13,568.74	\$ -	\$ -	\$ 13,568.74	9%
Task 2 - Transportation Planning and Coordination	2,030	\$ 152,638.76	\$ -	\$ -	\$ 152,638.76	91%
<b>STP Core Program Budget</b>	<b>2,253</b>	<b>\$ 166,207.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 166,207.50</b>	<b>100%</b>
<b>STP Supplemental Support Budget</b>	<b>750</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 15,000.00</b>	
<b>TOTAL STP PROGRAM BUDGET</b>	<b>3,003</b>	<b>\$ 181,207.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 181,207.50</b>	

**STP Work Program Assigned Staff**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project <i>(based on total work hours for the FY)</i></b>	<b>Total Estimated Hours for STP Work Program</b>
David Antonio, County Planner	63%	1,300
Nick Bonavita, Planning Aide	35%	730
Janet Pena, Planning Aide	11%	223
Intern Support		750
<b>TOTAL</b>	<b>36%</b>	<b>3,003</b>

## **COUNTY OF HUDSON**



## **FY 2024 SUBREGIONAL TRANSPORTATION PLANNING 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. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Hudson County for Task 2 activities 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.

## **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 in support of the NJTPA funded work programs 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:** Participation on the RTAC in a leadership capacity.

##### **ACTIVITIES:**

- Continue to serve as RTAC Vice-Chair (Byron Nicholas) and remain committed to serving in leadership roles on the committee.
  - Assist the NJTPA to review agendas, run meetings, and lead discussions.
  - Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee)
  - Represent RTAC on neighboring subregional planning study TACs.
  - Represent RTAC and Hudson County on multi-agency initiatives such as the NJDOT Strategic Highway Safety Plan (SHSP) and MAP Forum.
- **PRODUCT/OUTCOME:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.

##### **ACTIVITIES:**

- Collaborate with Hudson TMA to implement safety campaigns and demonstration projects with municipal and community stakeholders, specifically related to NJDOT’s Strategic Highway Safety Plan Equity Emphasis Area meeting.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- Coordinate with the New Jersey Sports and Exposition Authority (NJSEA) to ensure consistency between their plans, the work of the NJTPA, and local transportation plans and programs, specifically the Hackensack Meadowlands District Master Plan Update 2020, with objectives pertaining to advancing transportation equity and mitigating the effects of climate change in and near the NJSEA’s jurisdiction.

- Engage in Towards Zero Deaths or Vision Zero activities with NJSEA action plan, and Jersey City and Hoboken's implementation plans.
- **PRODUCT/OUTCOME:** Preparation, support, and/or review of transportation related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation related topics.

**ACTIVITIES:**

- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA's PRIME tool.
- Participate in PRIME training sessions provided by NJTPA and/or participate in the NJTPA PRIME Users Group that will support the system's further development and refinement.
- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths, as opportunities arise.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Activities may include, but are not limited to, training in the use of crash analysis tools such as NJ Safety Voyager; aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP); or participation in the Statewide Traffic Records Coordinating Committee (STRCC) or other statewide or local safety committees. This includes supporting the efforts of NJDOT's Strategic Highway Safety Plan by participating in Pedestrian and Bicycle Emphasis Area and the Equity Emphasis Area committee meetings.
- Participate in the development of Local Safety Action Plans to be led by the NJTPA. These are being developed in keeping with the guidelines of the Safe Streets and Roads for All grant opportunities and the Safe Systems Approach. This will include convening an advisory committee, conducting public and stakeholder outreach, coordination on data and analysis, and engaging subregional leadership to adopt Vision Zero or Towards Zero Deaths safety goals.
- Develop grant applications and interagency coordination on other programs related to the federal Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL).
- Participate on advisory committees, meetings, webinars, or workshops as requested for Hudson County's FY 2024 Subregional Studies Program (SSP) funded West Hudson Circulation and Connectivity Study.
- Support complete streets planning activities, such as: pedestrian initiatives such as data collection, walkable communities efforts, and Safe Routes to School projects; or bicycle initiatives such as data collection or the use of analytical tools such as the NJTPA's Bicycle Level of Comfort index. Consider goods movement activity including truck routing, truck parking, deliveries, and pick-ups as part of complete streets planning.
- Support advancement of greenway initiatives by serving on an Advisory Committee for the 9/11 Memorial Trail/East Coast Greenway; continuing work on Mercer Park to connect the Morris Canal Greenway; and working in an advisory capacity to advance the design and construction of the Essex Hudson Greenway.

- Participate in resiliency (e.g., EV readiness, green infrastructure, climate change adaptation, etc.) training as available.
- Conduct planning activities that support development and advancement of micromobility strategies, including bicycle or pedestrian capital improvements or policies.
- Identify opportunities for demonstration projects with municipal agencies and community partners.
- Actively determine implementable strategies identified by NJTPA's Regional Active Transportation Plan, an NJTPA study that will be completed in June 2023.
- Conduct a road safety audit (RSA) with the City of Bayonne to generate recommendations for capital improvements on a municipal road.
- Conduct analysis or additional outreach using the GIS and other data and recommendations developed as part of the Regional Active Transportation Plan.
- Prepare grant applications for the SSP or other funding opportunities.
- Participate in the Eastern Transportation Coalition Freight Academy when held in New Jersey.
- Consider or advance projects that align with the findings of the NJTPA's CMP update, the Accessibility and Mobility Strategy Synthesis that accomplish one or both of the following:
  - Address one or more needs identified in the study's Needs Assessment or Equity Assessment.
  - Implement one or more strategies specified in the Strategy Identification and Prioritization report.
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.
- **PRODUCT/OUTCOME:** Participation in Together North Jersey.
- ACTIVITIES:**
  - Assist with advancement of the TNJ Plan, including preparation for and/or participation in TNJ Institute events and TNJ Vibrant Places activities, or other activities as applicable.

❖ 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.
  - Ensure that information regarding all transportation projects will be public-facing on the County's website. The County will work on an open-sourced database for managed transportation projects to solicit public participation and engagement.
- 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.
  - Work with local community groups such as Hudson County Complete Streets to inform the public about safety 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. This includes promoting strategies and recommendations from the SSP funded Hudson County Truck Routes Assessment.
- 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. Conducting or co-hosting webinars with partner agencies that provide environmental education focused on a variety of issues including, but not limited to greenhouse gas reduction strategies, green infrastructure, resiliency, infrastructure adaptation, and environmental justice

## ❖ 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:
  - FY 2024 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.
  - FY 2018 Local Safety Program funded JFK Boulevard East safety improvement projects in North Bergen, West New York, Guttenberg, and Weehawken.
  - FY 2020 Congestion Mitigation and Air Quality Program funded ITS project along JFK Blvd between Armstrong Avenue and St. Paul's Place in Jersey City. The project includes the installation of an intelligent transportation system consisting of optimized traffic signals along this corridor.
  - FY 2016 Transportation Alternatives Set-Aside Program funded Mercer Park: Celebrating the Morris Canal Greenway project
  - Secaucus Meadowlands Parkway Bridge and the John F. Kennedy Blvd. from Pavonia Avenue to St Paul's Avenue Local Concept Development (LCD) Study.

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
HUDSON COUNTY  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL SHARE
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 85,359.46		
	2. FRINGE BENEFITS	61.183%	\$ 52,225.48		
	<b>SUBTOTAL</b>		<b>\$ 137,584.94</b>		
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ 2,035.06		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 2,000.00		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ 4,035.06</b>		
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>		
	<b>STP CORE PROGRAM BUDGET</b>		<b>\$ 141,620.00</b>	80%	20%
<b>PART IV</b>	<b>STP SUPPLEMENTAL SUPPORT COSTS</b>				
	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. ADVERTISING, PRINTING/REPRODUCTION		\$ -		
	<b>STP SUPPLEMENTAL SUPPORT BUDGET</b>		<b>\$ 15,000.00</b>	100%	0%
	<b>TOTAL STP PROGRAM BUDGET</b>		<b>\$ 156,620.00</b>		

This estimated budget is based upon projected costs to perform the work program for FY 2024 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:**

<b>Federal Share:</b>	\$ 128,296.00	<b>Local Share:</b>	\$ 28,324.00
		<b>Total Funding:</b>	\$ 156,620.00

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
HUDSON COUNTY  
STAFFING PLAN**

**STP Work Program Budget by Task**

<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share Core Program (%)</b>
Task 1 - Program Management	100	\$ 6,895.41	\$ -	\$ -	\$ 6,895.41	5%
Task 2 - Transportation Planning and Coordination	1,819	\$ 130,689.53	\$ 4,035.06	\$ -	\$ 134,724.59	95%
<b>STP Core Program Budget</b>	<b>1,919</b>	<b>\$ 137,584.94</b>	<b>\$ 4,035.06</b>	<b>\$ -</b>	<b>\$ 141,620.00</b>	<b>100%</b>
<b>STP Supplemental Support Budget</b>	<b>811</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 15,000.00</b>	
<b>TOTAL STP PROGRAM BUDGET</b>	<b>2,730</b>	<b>\$ 152,584.94</b>	<b>\$ 4,035.06</b>	<b>\$ -</b>	<b>\$ 156,620.00</b>	

**STP Work Program Assigned Staff**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project (based on total work hours for the FY)</b>	<b>Total Estimated Hours for STP Work Program</b>
Vacant, Supervising Transportation Planner	93%	1,700
Thomas Malavasi, County Engineer	5%	100
Jose Siera, Director of Traffic	7%	119
Intern Support		811
<b>TOTAL</b>	<b>35%</b>	<b>2,730</b>

**COUNTY OF HUNTERDON**



**FY 2024  
SUBREGIONAL TRANSPORTATION PLANNING  
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. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Hunterdon County for Task 2 activities 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.

## **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 in support of the NJTPA funded work programs 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:** Participation on the RTAC in a leadership capacity.

##### **ACTIVITIES:**

- Represent RTAC on planning study TACs.
- **PRODUCT/OUTCOME:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.

##### **ACTIVITIES:**

- Collaborate with goHunterdon Transportation Management Association (TMA) to research grant opportunities for County EV charging stations, and review road safety audits on or adjacent to County routes.
- Engage in Towards Zero Deaths or Vision Zero activities such as conducting outreach with goHunterdon and the Hunterdon County Planning Board and completing traffic calming demonstration projects with goHunterdon.
- **PRODUCT/OUTCOME:** Preparation, support, and/or review of transportation related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation related topics.

##### **ACTIVITIES:**

- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA’s PRIME tool.
- Participate in PRIME training sessions provided by NJTPA and/or participate in the NJTPA PRIME Users Group that will support the system’s further development and refinement.

- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Activities may include but are not limited to the following: training in the use of crash analysis tools such as NJ Safety Voyager; aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP); or participation in the Statewide Traffic Records Coordinating Committee (STRCC) or other statewide or local safety committees.
- Participate in the development of Local Safety Action Plans to be led by the NJTPA. These are being developed in keeping with the guidelines of the Safe Streets and Roads for All grant opportunities and the Safe Systems Approach. This will include convening an advisory committee, conducting public and stakeholder outreach, coordination on data and analysis, and engaging subregional leadership to adopt Vision Zero or Towards Zero Deaths safety goals.
- Support complete streets planning activities, such as: pedestrian initiatives such as data collection, walkable communities efforts, and Safe Routes to School projects; or bicycle initiatives such as data collection or the use of analytical tools such as the NJTPA's Bicycle Level of Comfort index. Consider goods movement activity including truck routing, truck parking, deliveries, and pick-ups as part of complete streets planning.
- Support advancement of greenway initiatives by exploring the development of active trails or Greenways on County owned land, that can connect residents from Hunterdon County to Morris County along the Columbia Trail. This includes exploring the development of a greenway with Green Acres assistance from Milford to Frenchtown that will connect with the D&R canal trail to create a larger greenway along the Delaware River.
- Support preservation of New Jersey Scenic Byways by participating in Lower Delaware Wild and Scenic River meetings.
- Participate in resiliency (e.g., EV readiness, green infrastructure, climate change adaptation, etc.) training as available.
- Conduct analysis or additional outreach using the GIS and other data and recommendations developed as part of the Regional Active Transportation Plan, an NJTPA study that will be completed in June 2023.
- Analyze the impacts of zoning changes and Development and Redevelopment Plans on the transportation network from a local and regional perspective.
- 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. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.
- **PRODUCT/OUTCOME:** Participation in Together North Jersey.
- ACTIVITIES:**
  - Assist with advancement of the TNJ Plan, including preparation for and/or participation in TNJ Institute events and TNJ Vibrant Places activities, with a

focus on trail networks and placemaking activities, in coordination with the Hunterdon County Economic Development Department.

- Advance transportation related recommendations from the TNJ Plan pertaining to strengthening tourism by promoting North Jersey's arts, cultural, recreation, historic, and natural amenities at a regional scale and supporting and expanding agricultural businesses, urban farming, and agritourism.

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

### ➤ ***2.2 Elective Products/Outcomes and Activities***

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

#### **ACTIVITIES:**

- Cooperate with the NJTPA to increase local understanding of freight operations and related transportation needs through subregional freight visits.
- Collaborate with goHunterdon to conduct a training course for County and local OEM and first responders regarding freight operations.

- **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 by collaborating with goHunterdon on educational presentations on Electric Vehicles.

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
HUNTERDON COUNTY  
BUDGET PLAN**

			<b>PROPOSED BUDGET</b>	<b>FEDERAL SHARE</b>	<b>LOCAL SHARE</b>
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 49,386.58		
	2. FRINGE BENEFITS	58.310%	\$ 28,797.31		
	3. LEAVE ADDITIVE	21.420%	\$ 10,578.60		
	<b>SUBTOTAL</b>		<b>\$ 88,762.50</b>		
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>		
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>		
	<b>STP CORE PROGRAM BUDGET</b>		<b>\$ 88,762.50</b>	<b>80%</b>	<b>20%</b>
<b>PART IV</b>	<b>STP SUPPLEMENTAL SUPPORT COSTS</b>				
	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. ADVERTISING, PRINGTING/REPRODUCTION		\$ -		
	<b>STP SUPPLEMENTAL SUPPORT BUDGET</b>		<b>\$ 15,000.00</b>	<b>100%</b>	<b>0%</b>
	<b>TOTAL STP PROGRAM BUDGET</b>		<b>\$ 103,762.50</b>		

This estimated budget is based upon projected costs to perform the work program for FY 2024 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:**

<b>Federal Share:</b>	\$ 86,010.00	<b>Local Share:</b>	\$ 17,752.50
<b>Total Funding:</b>	\$ 103,762.50		

**FY 2024 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	173	\$ 7,225.34	\$ -	\$ -	\$ 7,225.34	8%
Task 2 - Transportation Planning and Coordination	823	\$ 81,537.15	\$ -	\$ -	\$ 81,537.15	75%
<b>STP Core Program Budget</b>	<b>996</b>	<b>\$ 88,762.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 88,762.50</b>	<b>83%</b>
<b>STP Supplemental Support Budget</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>	<b>-</b>	<b>\$ 15,000.00</b>	
<b>TOTAL STP PROGRAM BUDGET</b>	<b>996</b>	<b>\$ 88,762.50</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ 103,762.50</b>	

**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
Director of Planning and Land Use	4%	90
Marc Saluk, Director, Economic Development Department	26%	546
Susan Pena, Clerk 3	8%	173
Rebecca Deakin, GIS Specialist 1	2%	50
Katherine Fullerton, Supervising Planner	5%	97
Kris Melchers, Planner Trainee	2%	40
<b>TOTAL</b>	<b>8%</b>	<b>996</b>

# **CITY OF JERSEY CITY**



## **FY 2024 SUBREGIONAL TRANSPORTATION PLANNING 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. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to the City of Jersey City for Task 2 activities 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.

## **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 in support of the NJTPA funded work programs 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:** Participation on the RTAC.

##### **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:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.

##### **ACTIVITIES:**

- Collaborate with Hudson TMA, as appropriate, to advance the objectives of the Jersey City’s Complete Streets, Jersey City School Travel and Transportation Demand Management plans.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- Coordinate with the New Jersey Sports and Exposition Authority, as appropriate, to ensure consistency between their plans, specifically the Meadowlands District Transportation Plan 2045 (MDTP), the work of the NJTPA, and local transportation plans and programs.
- Engage in Vision Zero activities as identified in the Jersey City Vision Zero Action Plan with local and regional stakeholders.
- Coordinate transportation planning activities with the Port Authority of New York, New Jersey (PANYNJ), Port Authority Trans-Hudson Corporation (PATH), and NJ TRANSIT to ensure consistency between safety, growth, and transportation goals.

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

#### ACTIVITIES:

- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA's PRIME tool.
- Participate in PRIME training sessions provided by NJTPA and/or participate in the NJTPA PRIME Users Group that will support the system's further development and refinement.
- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths that accomplish the following:
  - Building protected bicycle lanes and bicycle infrastructure outlined in the Jersey City Bike Master Plan
  - Advancing complete streets and traffic safety projects outlined in the Jersey City Vision Zero Action Plan
  - Advancing curb extensions, parklets and additional pedestrian projects as outlined in the Subregional Studies Program (SSP) funded 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 NJDOT 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.
- Coordinate with Hudson County on the development of a Local Safety Action Plan, should the County pursue developing a plan.
- Develop grant applications and/or participate in interagency coordination related to the federal Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL).
- Participate in the SSP funded Jersey City Traffic Calming Toolkit study. Staff will manage the study including convening the TAC, managing the consultant team, reporting on progress to the NJTPA, overseeing outreach efforts, reviewing all interim and final study materials, and serving as a liaison between city agencies, the NJTPA, the consultant team, and general public.
- Support complete streets planning activities by advancing recommendations from the Jersey City Bicycle Master Plan and Vision Zero Action 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
  - Publishing a bi-annual JC Cycling Trends report
  - Working with Jersey City schools to implement elements of the Jersey City School Travel Plan



- Using quick build safety projects to improve traffic safety at dangerous intersections and along high crash corridors
- Applying for grant funding for outreach, education, engineering, and construction activities
- Conducting safety audits with community stakeholders
- Support advancement of greenway initiatives by advancing planning, preliminary engineering, and construction of the Morris Canal Greenway and working with partners on regional greenways such as the Essex Hudson Greenway, Bergen Arches, and Hackensack Riverfront Greenway.
- Collaborate with the NJTPA on environmental, climate change and resilience planning activities through the implementation of the Jersey City Climate Action Plan and the continuation of electric vehicle planning.
- Participate in resiliency (e.g., EV readiness, green infrastructure, climate change adaptation, etc.) training as available.
- Conduct planning activities that support development and advancement of micromobility strategies, including bicycle or pedestrian capital improvements or policies including:
  - Monitoring, evaluation, and optimization of Via Jersey City
  - Monitoring, evaluation, and optimization of Citi Bike
  - Monitoring, evaluation, optimization, and implementation of the Jersey City protected bike network
  - Advancing recommendations from the Jersey City Alternative Transportation Modes Assessment Study that include electric scooter share, mobility hubs, car share, and autonomous shuttles
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Conduct analysis or additional outreach using GIS and other data recommendations developed as part of the Regional Active Transportation Plan, an NJTPA study that will be completed in June 2023.
- Analyze the impacts from proposed or approved developments on the transportation network from a local and regional perspective. Site plan review is NOT reimbursable through the STP Program.
- Analyze the impacts of zoning changes and Development and Redevelopment Plans on the transportation network from a local and regional perspective.
- Evaluate appropriate parking demand strategies such as revising Jersey City's zone parking process and fee schedule, conducting targeted on-street meter pricing pilot projects, address parking standards, shared parking options, incentivizing transportation alternatives, and improving enforcement strategies as recommended by the SSP funded Jersey City Parking Management Plan.
- Prepare grant applications for the SSP and other funding opportunities such as NJDOT Local Aid and Transit Village Programs, NJ Job Access and Reverse Commute (NJ-JARC) Program, and applicable federal programs.
- Consider or advance projects that align with the findings of the NJTPA's CMP update, the Accessibility and Mobility Strategy Synthesis that accomplish one or both of the following:

- Addressing one or more needs identified in the study’s Needs Assessment or Equity Assessment
    - Implementing one or more strategies specified in the Strategy Identification and Prioritization report
  - Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.
  - **PRODUCT/OUTCOME:** Participation in Together North Jersey.
- ACTIVITIES:**
- Assist with advancement of the TNJ Plan, including preparation for and/or participation in TNJ Institute events and TNJ Vibrant Places activities, or other activities as applicable.
  - Advance the TNJ Plan through the following transportation related recommendations:
    - ***Focus Areas 5:*** Focus development and redevelopment in places with existing infrastructure – Jersey City will continue to work with NJ TRANSIT towards planning for additional light rail stations on the existing Hudson Bergen Light Rail to facilitate transit-oriented development and increase access to rapid transit services.
    - ***Focus Area 6:*** Create places across the region that support economically vibrant and socially diverse communities – Jersey City will continue looking for ways to upgrade its public spaces with improved streetscapes, public art and by reclaiming underutilized space.
    - ***Focus Area 7:*** Connect people and places with safe, convenient, and reliable transportation – Jersey City will 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.
    - ***Focus Area 10:*** Enhance the resiliency of the region’s communities and infrastructure - Jersey City will 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.
    - ***Focus Area 11:*** Transition to a clean energy economy – Jersey City will work on advancing transportation and transportation adjacent recommendations from the Jersey City Climate Action Plan. The City will also continue work on preparing for electric vehicles and charging infrastructure.

## ❖ **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 projects, such as the Local Safety Program funded street redesigns along Communipaw Avenue, Marin Boulevard, Montgomery Street, Sip Avenue, and West Side Avenue, and segments of the Morris Canal Greenway, by maintaining and updating the City's transportation website and social media sites, as well as sending public notices and holding public meetings.
- **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:**

- Jersey City will work with NJTPA staff and Hudson County staff to advance recommendations from the Hudson County Trucking Study as requested.
- **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. Communicate environmental activities and strategies through the implementation of the Jersey City Climate Action Plan. Action plan items are incorporated into transportation projects where possible. Resources, program information, and ways to stay involved will be regularly posted to the program website.
- **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 projects, such as the Local Safety Program funded street redesigns along Communipaw Avenue, Marin Boulevard, Montgomery Street, Sip Avenue, and West Side Avenue, and segments of the Morris Canal Greenway, by maintaining and updating the City's

transportation website and social media sites, as well as sending public notices and holding public meetings.

- **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:**

- Jersey City will work with NJTPA staff and Hudson County staff to advance recommendations from the Hudson County Trucking Study as requested.
- **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. Communicate environmental activities and strategies through the implementation of the Jersey City Climate Action Plan. Action plan items are incorporated into transportation projects where possible. Resources, program information, and ways to stay involved will be regularly posted to the program 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 to NJTPA Local Programs, which may include the Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery Program, Local Concept Development, Freight Concept Development Program, Transportation Alternative Set-Aside (TA Set-Aside) Program, and/or Congestion Mitigation, and Air Quality (CMAQ) Program.
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives.

**ACTIVITIES:**

- Follow through on NJTPA funded Local Program activities, including, but not limited to the following:

- Local Safety Program funded Communipaw Avenue, Marin Boulevard, Garfield Ave, Montgomery Street, Sip Avenue, and West Side Avenue Street redesigns.
- Transportation Alternative Program funded Johnston Avenue and Morris Canal Greenway projects.
- Assist the Jersey City Engineering Division with project selection, project management, and advancement of all tasks identified in the projects that may be funded through the Local Capital Project Delivery. Staff will also assist with project management, lead public outreach efforts, and review all interim and final study materials produced for the Local Safety and TAP projects.

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
CITY OF JERSEY CITY  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL SHARE
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 88,220.94		
	2. FRINGE BENEFITS	0.000%	\$ -		
	2. LEAVE ADDITIVE	Various	\$ 15,888.68		
	<b>SUBTOTAL</b>		<b>\$ 104,109.62</b>		
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ 5,658.00		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 3,394.88		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ 9,052.88</b>		
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>		
	<b>STP CORE PROGRAM BUDGET</b>		<b>\$ 113,162.50</b>	80%	20%
<b>PART IV</b>	<b>STP SUPPLEMENTAL SUPPORT COSTS</b>				
	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. ADVERTISING, PRINGTING/REPRODUCTION		\$ -		
	<b>STP SUPPLEMENTAL SUPPORT BUDGET</b>		<b>\$ 15,000.00</b>	100%	0%
	<b>TOTAL STP PROGRAM BUDGET</b>		<b>\$ 128,162.50</b>		

This estimated budget is based upon projected costs to perform the work program for FY 2024 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:**

<b>Federal Share:</b>	<b>\$</b>	105,530.00	<b>Local Share:</b>	<b>\$</b>	22,632.50
			<b>Total Funding:</b>	<b>\$</b>	128,162.50

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
CITY OF JERSEY CITY  
STAFFING PLAN**

**STP Work Program Budget by Task**

<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share Core Program (%)</b>
Task 1 - Program Management	120	\$ 5,112.98	\$ -	\$ -	\$ 5,112.98	5%
Task 2 - Transportation Planning and Coordination	2,246	\$ 98,996.64	\$ 9,052.88	\$ -	\$ 108,049.52	95%
<b>STP Core Program Budget</b>	<b>2,366</b>	<b>\$ 104,109.62</b>	<b>\$ 9,052.88</b>	<b>\$ -</b>	<b>\$ 113,162.50</b>	<b>100%</b>
<b>STP Supplemental Support Budget</b>	<b>750</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>	
<b>TOTAL STP PROGRAM BUDGET</b>	<b>3,116</b>	<b>\$ 119,109.62</b>	<b>\$ 9,052.88</b>	<b>\$ -</b>	<b>\$ 128,162.50</b>	

**STP Work Program Assigned Staff**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project <i>(based on total work hours for the FY)</i></b>	<b>Total Estimated Hours for STP Work Program</b>
Elias Guseman, Senior Transportation Planner	85%	1,650
Lyndsey Scofield, Senior Transportation Planner	26%	510
Michael Manzella, Director of Transportation Planning	10%	206
Intern Support		750
<b>TOTAL</b>	<b>40%</b>	<b>3,116</b>

# **COUNTY OF MIDDLESEX**



## **FY 2023 SUBREGIONAL TRANSPORTATION PLANNING 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. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Middlesex County for Task 2 activities 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.

## **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 in support of the NJTPA funded work programs 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:** Engagement in interagency cooperation and collaboration on transportation related topics to encourage vibrant, sustainable communities.

#### **ACTIVITIES:**

- Participate in the Central Jersey Transportation Forum meetings and its 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 initiatives of Destination 2040.
  - Participate in the New Jersey Bicycle and Pedestrian Advisory Council (BPAC) meetings.
  - Work with municipalities to implement transportation related elements of the County’s Destination 2040 Strategic Plan.
- **PRODUCT/OUTCOME:** Preparation, support, and/or review of transportation related studies, plans, recommendations, and/or engage in data sharing on transportation related topics.

#### **ACTIVITIES:**

- Support implementation of transportation related elements of Middlesex County’s Destination 2040 Strategic Plan.
- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths by preparing applications to programs such as the NJDOT Local Freight Impact Fund (LFIF) and by focusing on other significant projects and initiatives which may enter the capital project pipeline which may include bicycle, pedestrian, and complete streets improvements on

County roads, and electric vehicle charging stations, Vision Zero implementation, among others.

- Review and provide input on 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, implementation of the County's Vision Zero Action Plan.
- Advance electric vehicle readiness through County and partnership actions focused on encouraging and educating municipalities, businesses, and developers regarding the benefits of providing EV charging infrastructure; applying for grants for the installation of charging stations; and supporting infrastructure, among other actions. Review and consider grant applications for such programs the NJDOT LFIF, NJDOT Transportation Infrastructure Bank Fund, the TNJ Technical Assistance Program, the NJDEP It Pay\$ to Plug In grant, and NJDEP Recreational Trails grants.
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.

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

### ➤ *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 implementation activities, consistent with the NJTPA's Long Range Transportation Plan, Plan 2050, using the NJTPA Public Engagement Plan tools and other creative best management practices, with a focus on public engagement that targets Title VI/Environmental Justice 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 or NJDOT programs and support for advancing any funded projects through the project development pipeline.

#### **ACTIVITIES:**

- Review NJTPA solicitations and prepare proposals for submission to the NJTPA's Local Programs 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 capital programming and project development initiatives including those listed in the TIP and noted below.

**ACTIVITIES:**

- Any activities in support of advancing any funded projects through the project development pipeline. Projects may include the following:
  - ADA Central Contracts 2 & 3
  - Carteret Ferry Service Terminal
  - Delaware & Raritan Canal Bridges
  - Oak Tree Road Bridge, CR 604
  - Route 1, Alexander Road to Mapleton Road
  - Route 1, NB Bridge over Raritan River
  - Route 18 NB, Bridge over Conrail
  - Route 18, East Brunswick, Drainage and Pavement Rehabilitation
  - Route 34, CR 537 to Washington Ave., Pavement
  - Route 35, Heards Brook and Woodbridge Creek, Culvert Replacement
  - Route 35, Route 9 to Colonia Boulevard
  - Route 130, Bridge over Millstone River
  - Route 130, Westfield Ave. to Main Street
  - Schalk's Crossing Road Bridge, CR 683
  - South Amboy Intermodal Center

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
MIDDLESEX COUNTY  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL SHARE
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 153,365.66		
	2. FRINGE BENEFITS	55.570%	\$ 74,805.92		
	<b>SUBTOTAL</b>		<b>\$ 228,171.58</b>		
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ 42.17		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ 42.17</b>		
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>		
	<b>STP CORE PROGRAM BUDGET</b>		<b>\$ 228,213.75</b>	80%	20%
<b>PART IV</b>	<b>STP SUPPLEMENTAL SUPPORT COSTS</b>				
	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. ADVERTISING, PRINGTING/REPRODUCTION		\$ -		
	<b>STP SUPPLEMENTAL SUPPORT BUDGET</b>		<b>\$ 15,000.00</b>	100%	0%
	<b>TOTAL STP PROGRAM BUDGET</b>		<b>\$ 243,213.75</b>		

This estimated budget is based upon projected costs to perform the work program for FY 2024 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:**

<b>Federal Share:</b>	\$ 197,571.00	<b>Local Share:</b>	\$ 45,642.75
		<b>Total Funding:</b>	\$ 243,213.75

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
MIDDLESEX COUNTY  
STAFFING PLAN**

**STP Work Program Budget by Task**

<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share Core Program (%)</b>
Task 1 - Program Management	140	\$ 7,546.23	\$ -	\$ -	\$ 7,546.23	4%
Task 2 - Transportation Planning and Coordination	3,450	\$ 220,625.35	\$ 42.17	\$ -	\$ 220,667.52	96%
<b>STP Core Program Budget</b>	<b>3,590</b>	<b>\$ 228,171.58</b>	<b>\$ 42.17</b>	<b>\$ -</b>	<b>\$ 228,213.75</b>	<b>100%</b>
<b>STP Supplemental Support Budget</b>	<b>750</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 15,000.00</b>	
<b>TOTAL STP PROGRAM BUDGET</b>	<b>4,340</b>	<b>\$ 243,171.58</b>	<b>\$ 42.17</b>	<b>\$ -</b>	<b>\$ 243,213.75</b>	

**STP Work Program Assigned Staff**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project <i>(based on total work hours for the FY)</i></b>	<b>Total Estimated Hours for STP Work Program</b>
Michael Dannemiller, Supervising Engineer	38%	700
Andrew Lappitt, Principal Planner, Transportation	41%	750
Jasmine Grossmann, Senior Planner, Transportation	44%	800
Emily Link, Office Services Manager	2%	40
Marjoly Mascarenhas, Senior Planner, Transportation	44%	800
Sandra DeCarlo, Assistant Chief Clerk	14%	250
Jack Molenaar, Supervising Planner, Transportation	24%	250
Intern Support		750
<b>TOTAL</b>	<b>30%</b>	<b>4,340</b>

## **COUNTY OF MONMOUTH**



### **FY 2024 SUBREGIONAL TRANSPORTATION PLANNING 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. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Monmouth County for Task 2 activities 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.

## **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 in support of the NJTPA funded work programs 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:** Participation in RTAC planning initiatives.

##### **ACTIVITIES:**

- Volunteer as an RTAC representative on a sub-committee, such as the STP Solicitation Review Subcommittee, when appropriate
- Represent Monmouth County and RTAC on planning study TACs.
- **PRODUCT/OUTCOME:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.

##### **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.
- Conduct planning activities that support the development and advancement of bicycle, pedestrian, and micromobility strategies and assist municipalities to conduct similar planning activities by collecting information on existing active mobility infrastructure in order to identify gaps in the transportation network.
- Coordinate and provide assistance to the Fort Monmouth Economic Revitalization Authority as opportunities arise.
- Collaborate, participate in discussions, and provide assistance, when appropriate, with organizations such as Transportation for America, Sustainable Jersey, Brookdale College, Monmouth Assisting Community Through Services (ACTS), and others to work toward improving transportation for residents and visitors to Monmouth County.

- 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, Tourism, and Transportation.
- **PRODUCT/OUTCOME:** Preparation, support, and/or review transportation-related studies, plans, recommendations, grant applications, and/or engagement 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/or distribute planning documents to the public through physical or digital means, such as Monmouth County's Bicycle Infrastructure and Bicycle Level of Stress Map, Interactive Transportation Guide, and Transit Map.
- Inform of and advance the recommendations from the following Subregional Studies Program (SSP) funded studies:
  - Monmouth Within Reach Study, which analyzed congestion during peak tourism and events in the County, providing strategies for accommodating and managing demand improve travel on the transportation network.
  - Moving Mindfully: Monmouth\Mercer Freight Study, which focuses on freight planning in western Monmouth and southern Mercer Counties, providing strategies for accommodating and managing freight traffic in the area.
- Utilize the Monmouth County Travel Demand Model, as well as other types of transportation modeling, simulations, and data processing methods, in order to support decision making, and advance understanding of planning issues that affect Monmouth County.
- Support the adoption of Safe Systems Approach in plans that will provide guidance on improving roadway safety and increasing safe driving practices.
- Develop grant applications and participate in interagency coordination on programs created under the federal Infrastructure Investment and Jobs Act (IIJA), including but not limited to, Safe Streets and Roads for All, the Wildlife Crossings Pilot Program, PROTECT Grants, the Congestion Relief Program, and the Reconnecting Communities Pilot Program.
- Participate and seek out training opportunities provided by the NJTPA or others, which may include but are not limited to the NJTPA's Freight Academy; NJTPA PRIME training sessions and PRIME Users Group, ESRI product training; crash data analysis tools such as NJDOT Safety Voyager and the DHTS Crash Analysis Tool; presentation support media; modeling and simulation software; sustainability and resilience (e.g. electric vehicle [EV] readiness) planning; conflict resolution; media training; and public outreach as opportunities and staff availability allow.
- Assist the Monmouth County Transportation Council in advising the Monmouth County Planning Board on county-wide transportation and transit issues.



- Advance transportation-related recommendations and strategies from the TNJ Plan which aims to promote tourism and agritourism, arts, culture, and other entertainment, while maintaining historical sites and spaces, through the development and maintenance of publicly available web applications, virtual tours, and story maps.
- Support development and preservation of the New Jersey Scenic Byway and the Monmouth County Scenic, Heritage, and Cultural Byway by participating in committees and meetings and developing and maintaining publicly available ArcGIS Online Byway maps.
- Enter information for Monmouth County planning studies NOT funded by NJTPA into NJTPA's PRIME tool.
- Support NJTPA's continued work to improve safety through educational strategies, such as distributing information with up-to-date bicycling laws and safety guidance.
- Participate on advisory committees, meetings, webinars, or workshops of studies performed by neighboring counties and NJTPA subregions as requested.
- Support planning activities that advance Monmouth County's Complete Streets Policy, NJTPA's Complete Streets efforts, and the TNJ Plan. Support municipalities interested in adopting complete streets policies by providing example legislation and supportive research.
- Collaborate with NJTPA on environmental, climate change, and resilience planning activities, as opportunities arise.
- Facilitate electric vehicle charger installation, operation, and data collection, on County properties.
- Advance the adoption of EV through the development of an EV Readiness Plan and through technical assistance to municipalities, businesses, and others interested in developing EV infrastructure.
- Analyze the impacts of zoning changes, proposed or approved developments, and redevelopment plans on the transportation network from a local and regional perspective. **Site plan review is not reimbursable through STP.**
- Work with municipalities to evaluate appropriate parking demand strategies such as parking minimums or maximums, shared parking options, or incentivizing transportation alternatives that increase parking efficiency.
- Participate in road safety audits (RSAs), as conditions permit, performed by NJDOT, the Monmouth County Division of Engineering, EZ Ride TMA, or other entities to generate recommendations for capital improvements.
- Seek out funding opportunities that advance planning or project implementation and prepare applications for grants such as the NJ JARC Program, the SSP, It Pay\$ To Plug In Program, and other funding opportunities as applicable.
- Conduct research, analysis, and discourse on various financial/technological innovations that improve access to public and private transportation.
- 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, a goal of the Monmouth County Master Plan. This includes but is not limited to publishing

informational guides, speaking with constituents on local issues they face, and being a resource center on past and present planning policies and practices.

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

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

### ➤ ***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 supply chain and freight transportation education efforts.

#### **ACTIVITIES:**

- Increase local understanding of freight operations and related transportation needs by collaborating with the NJTPA, and through subregional freight visits and distribution of informational materials.

- **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 NJTPA, state agencies, and/or nonprofits by distributing and presenting educational materials.
- Participate in educational opportunities and conferences on transportation-related environmental matters such as wildlife crossings, infrastructure resilience,

practices on climate change adaptation, and electric vehicle adoption in order to inform the County's boards and councils.

## ❖ 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:

- Develop, maintain, create, refine, update, and/or publish data sets to the public through physical or digital means, that support informed transportation planning and engineering, including but not limited to Straight Line Diagrams.
- Follow through on NJTPA funded Local Program Activities, which may include, but not limited to:

#### **Local Safety and High Risk Rural Roads Programs**

- County Route 4: Holmdel Road (CR 4) and N. Beers Street/Crape Myrtle Drive Intersection Improvements, Holmdel
- County Route 40A: (Phase II) Memorial Drive Road Diet between SH 33 and SH 35, Neptune, Neptune City, Bradley Beach and Avon-by-the-Sea
- County Route 516: Intersection Improvements to CR 516 and East Road, Middletown
- County Route 524: Corridor Improvements on CR 524 (Phases II -IV), Millstone and Upper Freehold
- County Route 527: Corridor Improvements on CR 527 (Siloam Road) in the Township of Freehold)

#### **Local Capital Project Delivery Program**

- Bridge S-31: LCD Study for Monmouth County Bridge (S-31) on Bingham Avenue- Locust Point Road (CR8A) over the Navesink River in Rumson and Middletown
- Bridge S-32: Replacement of Bridge S-32 on CR 520 (Rumson Road) over the Shrewsbury River in Rumson and Sea Bright
- County Route 537: Roadway Improvements to CR 537 Corridor between Sentinel Road and US 9 Interchange, Township of Freehold
- Bridge 3B40: LCD Study for Old Bridge-Matawan Road (CR 516) Bridge 3B40 over Lake Lefferts, Aberdeen, Matawan and Old Bridge

- Bridge O-12: LCD for Monmouth County Bridge O-12, on Corlies Avenue over Deal Lake in Allenhurst and Ocean)

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
MONMOUTH COUNTY  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL SHARE
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 105,906.44		
	2. FRINGE BENEFITS	52.382%	\$ 55,475.91		
	3. LEAVE ADDITIVE	Various	\$ 22,286.47		
	<b>SUBTOTAL</b>		<b>\$ 183,668.82</b>		
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 1,318.68		
	7. OTHER (SOFTWARE SUBSCRIPTIONS)		\$ 6,500.00		
	<b>SUBTOTAL</b>		<b>\$ 7,818.68</b>		
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>		
	<b>STP CORE PROGRAM BUDGET</b>		<b>\$ 191,487.50</b>	80%	20%
<b>PART IV</b>	<b>STP SUPPLEMENTAL SUPPORT COSTS</b>				
	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. ADVERTISING, PRINGTING/REPRODUCTION		\$ -		
	<b>STP SUPPLEMENTAL SUPPORT BUDGET</b>		<b>\$ 15,000.00</b>	100%	0%
	<b>TOTAL STP PROGRAM BUDGET</b>		<b>\$ 206,487.50</b>		

<p>This estimated budget is based upon projected costs to perform the work program for FY 2024 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>
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**FUNDING SOURCES:**

<b>Federal Share:</b>	\$ 168,190.00	<b>Local Share:</b>	\$ 38,297.50
<b>Total Funding:</b>	\$ 206,487.50		

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
MONMOUTH COUNTY  
STAFFING PLAN**

**STP Work Program Budget by Task**

<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share Core Program (%)</b>
Task 1 - Program Management	176	\$ 13,516.48	\$ -	\$ -	\$ 13,516.48	8%
Task 2 - Transportation Planning and Coordination	3,022	\$ 170,152.34	\$ 7,818.68	\$ -	\$ 177,971.02	92%
<b>STP Core Program Budget</b>	<b>3,198</b>	<b>\$ 183,668.82</b>	<b>\$ 7,818.68</b>	<b>\$ -</b>	<b>\$ 191,487.50</b>	<b>100%</b>
<b>STP Supplemental Support Budget</b>	<b>833</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 15,000.00</b>	
<b>TOTAL STP PROGRAM BUDGET</b>	<b>4,031</b>	<b>\$ 198,668.82</b>	<b>\$ 7,818.68</b>	<b>\$ -</b>	<b>\$ 206,487.50</b>	

**STP Work Program Assigned Staff**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project <i>(based on total work hours for the FY)</i></b>	<b>Total Estimated Hours for STP Work Program</b>
Joe Barris, Director of Planning	3%	57
Shilpa Bhojappa, Senior Engineer	15%	320
Kyle DeGroot, Assistant Planner	2%	40
Victor Furmanec, Supervising Planner	15%	272
Amber Mallm, Environmental Specialist	2%	39
Bridget Neary, Senior Planner	2%	39
Michael Nei, Traffic Engineer	1%	23
Michael Popovech, Assistant Planner	82%	1,497
David Schmetterer, Assistant Director of Planning	20%	356
Ashlynn Shanahan, Assistant Planner	30%	539
Robyn Snyder, Business Manager	1%	16
Intern Support		833
<b>TOTAL</b>	<b>16%</b>	<b>4,031</b>

## **COUNTY OF MORRIS**



### **FY 2024 SUBREGIONAL TRANSPORTATION PLANNING 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. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Morris County for Task 2 activities 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.

## **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 in support of the NJTPA funded work programs 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:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.

#### **ACTIVITIES:**

- Coordinate with Avenues in Motion to support the TMA’s work in addressing the transportation needs of communities, schools, businesses, and employees by serving on the Board of Directors and attending quarterly meetings.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- **PRODUCT/OUTCOME:** Preparation, support, and/or review of 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.
- Participate in the development of a Local Safety Action Plan for Morris County to be led by the NJTPA, which will be developed in keeping with the guidelines of the Safe Streets and Roads for All grant opportunities and the Safe Systems Approach. This will include convening an advisory committee, conducting public and stakeholder outreach, coordination on data and analysis, and engaging subregional leadership to adopt Towards Zero Deaths safety goals.

- Support advancement of the Morris Canal Greenway through participation on the Working Group and associated assistance with coordination and data collection.
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.

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

### ➤ *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 staff activities:
  - Meeting with the County's freight railroad operator and interested businesses to discuss the potential to receive or send goods on County-owned rail
  - Meeting with municipal officials or the public 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 could include Local Safety and High Risk Rural Roads

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

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

**ACTIVITIES:**

- Provide project management for NJDOT's Rail Freight Assistance Program funded Dover & Rockaway Realignment Design Project, which is an outgrowth of the NJTPA's Pilot Freight Concept Development Program. This also includes activities such as monitoring and working with the design consultant and coordinating public outreach and communication with various agencies.
- **PRODUCT/OUTCOME:** Participation in other transportation related implementation activities.

**ACTIVITIES:**

- Plan for and advance improvements on the Dover & Rockaway Realignment Project, as well as along the three Morris County-owned freight railroads.
- Identify and apply for funding to design the preferred alternative identified in the NJTPA FY 2021-2022 Freight Concept Development Program.
- Monitor and oversee the construction of the federally funded NYS&W Bicycle & Pedestrian Path and coordinate future meetings with interested parties.

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
MORRIS COUNTY  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL SHARE
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 88,176.47		
	2. FRINGE BENEFITS	68.744%	\$ 60,616.03		
	3. LEAVE ADDITIVE	16.372%	\$ 14,436.25		
	<b>SUBTOTAL</b>		<b>\$ 163,228.75</b>		
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>		
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>		
	<b>STP CORE PROGRAM BUDGET</b>		<b>\$ 163,228.75</b>	80%	20%
<b>PART IV</b>	<b>STP SUPPLEMENTAL SUPPORT COSTS</b>				
	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. ADVERTISING, PRINGTING/REPRODUCTION		\$ -		
	<b>STP SUPPLEMENTAL SUPPORT BUDGET</b>		<b>\$ 15,000.00</b>	100%	0%
	<b>TOTAL STP PROGRAM BUDGET</b>		<b>\$ 178,228.75</b>		

This estimated budget is based upon projected costs to perform the work program for FY 2024 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:**

<b>Federal Share:</b>	\$ 145,583.00	<b>Local Share:</b>	\$ 32,645.75
<b>Total Funding:</b>		\$ 178,228.75	

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
MORRIS COUNTY  
STAFFING PLAN**

**STP Work Program Budget by Task**

<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share Core Program (%)</b>
Task 1 - Program Management	160	\$ 14,156.78	\$ -	\$ -	\$ 14,156.78	10%
Task 2 - Transportation Planning and Coordination	2,168	\$ 149,071.97	\$ -	\$ -	\$ 149,071.97	90%
<b>STP Core Program Budget</b>	<b>2,328</b>	<b>\$ 163,228.75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 163,228.75</b>	<b>100%</b>
<b>STP Supplemental Support Budget</b>	<b>1,071</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 15,000.00</b>	
<b>TOTAL STP PROGRAM BUDGET</b>	<b>3,399</b>	<b>\$ 178,228.75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 178,228.75</b>	

**STP Work Program Assigned Staff**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project <i>(based on total work hours for the FY)</i></b>	<b>Total Estimated Hours for STP Work Program</b>
John J. Hayes, Supervising Planner	46%	832
Benjamin Peacock, Principal Planner	41%	748
Elizabeth Murray, Assistant Planner	41%	748
Intern Support		1,071
<b>TOTAL</b>	<b>43%</b>	<b>3,399</b>

# **CITY OF NEWARK**



## **FY 2024 SUBREGIONAL TRANSPORTATION PLANNING 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. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to the City of Newark for Task 2 activities 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.

## **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 in support of the NJTPA funded work programs 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:** Participation on the RTAC.

##### **ACTIVITIES:**

- Represent RTAC on planning study TACs as requested.
- **PRODUCT/OUTCOME:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.

##### **ACTIVITIES:**

- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- Collaborate with NJ TRANSIT on ITS grant opportunities.
- **PRODUCT/OUTCOME:** Preparation, support, and/or review of transportation related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation related topics.

##### **ACTIVITIES:**

- Participate in the development of Local Safety Action Plans to be led by the City of Newark. This will include convening an advisory committee, conducting public and stakeholder outreach, coordination on data and analysis, and engaging subregional leadership to adopt Vision Zero or Towards Zero Deaths safety goals.
- Develop grant applications and interagency coordination on other programs related to the federal Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL).
- Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA Subregional Studies Program (SSP) studies conducted by

the applicant subregion (if not included as part of the local match for the study) or by another subregion.

- Support complete streets planning activities, such as: data collection, walkable communities efforts, and Safe Routes to School projects; or bicycle initiatives such as data collection or the use of analytical tools such as the NJTPA's Bicycle Level of Comfort index. Consider studying goods movement planning, including truck routing throughout the City, truck parking, deliveries, and pick-ups as part of complete streets planning.
- Participate in resiliency (e.g., EV readiness, green infrastructure, climate change adaptation, etc.) training as available.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Prepare grant applications for the SSP or other funding opportunities such as State and Federal grant programs for transportation improvements throughout the City.
- **PRODUCT/OUTCOME:** Participation in Together North Jersey.

**ACTIVITIES:**

- Assist with advancement of the TNJ Plan, including preparation for and/or participation in TNJ Institute events and TNJ Vibrant Places activities, or other activities as applicable.

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

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

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

**ACTIVITIES:**

- Assist in advancing the following NJTPA funded Local Programs projects:
  - Bergen Street Pedestrian Safety Corridor Improvement Project Phase II
  - Newark Riverfront Pedestrian and Bicycle Access



**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
CITY OF NEWARK  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL SHARE
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 113,208.75		
	2. FRINGE BENEFITS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ 113,208.75</b>		
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER - ESRI SOFTWARE MAINTENANCE		\$ 6,000.00		
	<b>SUBTOTAL</b>		<b>\$ 6,000.00</b>		
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>		
	<b>STP CORE PROGRAM BUDGET</b>		<b>\$ 119,208.75</b>	80%	20%
<b>PART IV</b>	<b>STP SUPPLEMENTAL SUPPORT COSTS</b>				
	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. ADVERTISING, PRINGTING/REPRODUCTION		\$ -		
	<b>STP SUPPLEMENTAL SUPPORT BUDGET</b>		<b>\$ 15,000.00</b>	100%	0%
	<b>TOTAL STP PROGRAM BUDGET</b>		<b>\$ 134,208.75</b>		

This estimated budget is based upon projected costs to perform the work program for FY 2024 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:**

<b>Federal Share:</b>	\$ 110,367.00	<b>Local Share:</b>	\$ 23,841.75
<b>Total Funding:</b>	\$ 134,208.75		

**FY 2024 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	290	\$ 10,320.80	\$ -	\$ -	\$ 10,320.80	10%
Task 2 - Transportation Planning and Coordination	2,852	\$ 102,887.95	\$ 6,000.00	\$ -	\$ 108,887.95	90%
<b>STP Core Program Budget</b>	<b>3,142</b>	<b>\$ 113,208.75</b>	<b>\$ 6,000.00</b>	<b>\$ -</b>	<b>\$ 119,208.75</b>	<b>100%</b>
<b>STP Supplemental Support Budget</b>	<b>750</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>	
<b>TOTAL STP PROGRAM BUDGET</b>	<b>3,892</b>	<b>\$ 128,208.75</b>	<b>\$ 6,000.00</b>	<b>\$ -</b>	<b>\$ 134,208.75</b>	

**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
Trevor Howard , Principal Planner	81%	1,470
Mathew Aina, Principal Engineer-Traffic	29%	520
Kesnia Tirado, Principal Engineer	28%	518
Bethzaida Sequinot, Administrative Analyst Bilingual	11%	191
Richard Fernandez, Principal Engineer, Traffic	24%	443
Intern Support		750
<b>TOTAL</b>	<b>35%</b>	<b>3,892</b>



**COUNTY OF OCEAN**



**FY 2024  
SUBREGIONAL TRANSPORTATION PLANNING  
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. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Ocean County for Task 2 activities 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.

## **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 in support of the NJTPA funded work programs 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:** Participation on the RTAC in a leadership capacity.

##### **ACTIVITIES:**

- Volunteer to serve as RTAC Chair or Vice Chair for a two-year term. These are elected positions, requiring a vote by RTAC.
  - 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:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.

##### **ACTIVITIES:**

- Collaborate with Greater Mercer TMA as appropriate to integrate TMA work with the NJTPA planning process and to advance subregional objectives, including the analysis and inspection of the accessibility, safety, and amenities of Ocean Ride transit stops.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- 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.
- Engage in Towards Zero Deaths or Vision Zero activities by incorporating the goals of Towards Zero Deaths or Vision Zero into County Engineering projects.

- **PRODUCT/OUTCOME:** Preparation, support, and/or review of 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 or TNJ Technical Assistance Program projects. Activities may include participating in the Community Rating System Users Group and providing assistance to municipalities with mapping, 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 Ocean County's Long Term Community Recovery Plan.
- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA's PRIME tool.
- Participate in PRIME training sessions provided by NJTPA and/or participate in the NJTPA PRIME Users Group that will support the system's further development and refinement.
- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths. Study recommendations may be related to high friction surface treatment, pedestrian safety improvements, pedestrian refuge islands, and other potential improvements.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Activities may include, but are not limited to, training in the use of crash analysis tools such as NJ Safety Voyager; aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP); the use of NJDOT screening lists and in-house mapping of accident data to identify hot spots; implementation of upgrades, and determination of candidates for safety project applications; participation in the Statewide Traffic Records Coordinating Committee (STRCC) or other statewide or local safety committees.
- Participate in the development of Local Safety Action Plans to be led by the NJTPA, which are being developed in keeping with the guidelines of the Safe Streets and Roads for All grant opportunities and the Safe Systems Approach. This will include convening an advisory committee, conducting public and stakeholder outreach, coordination on data and analysis, and engaging subregional leadership to adopt Vision Zero or Towards Zero Deaths safety goals.
- Develop grant applications and interagency coordination on other programs related to the federal Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL).
- Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA Subregional Studies Program (SSP) studies conducted by adjacent subregion as opportunities arise.
- Support complete streets planning activities, such as: pedestrian initiatives such as data collection, walkable communities efforts, and Safe Routes to School projects; bicycle initiatives such as data collection or the use of analytical tools such as the

NJTPA's Bicycle Level of Comfort index. Consider goods movement activity including truck routing, truck parking, deliveries, and pick-ups as part of complete streets planning.

- Support advancement of greenway and bikeway initiatives, such as the Barnegat Branch Rail Trail Project (BBT) and others as opportunities arise.
- Collaborate with the NJTPA on additional environmental, climate change, and resilience planning activities as opportunities arise.
- Advance the adoption of electric vehicles (EV) by researching current and proposed EV initiatives and infrastructure in the County; exploring the feasibility of developing an EV Readiness Plan and developing the Plan; providing technical assistance to municipalities, businesses, and others interested in developing EV infrastructure (e.g., charging stations); applying for grants for developing electric vehicle fleets and/or the installation of charging stations; and/or providing outreach to educate the local government, business, and the public on electric vehicles.
- Participate in resiliency (e.g., EV readiness, green infrastructure, climate change adaptation, etc.) training as available.
- Conduct planning activities that support development and advancement of micromobility strategies, including bicycle or pedestrian capital improvements or policies, as opportunities arise.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Review traffic studies and reports to determine the impacts of development on the transportation network from a local and regional perspective.
- Conduct analysis or additional outreach using the GIS and other data and recommendations developed as part of the Regional Active Transportation Plan, an NJTPA study that will be completed in June 2023.
- Prepare grant applications for the SSP or other funding programs, as opportunities arise.
- Participate in the Eastern Transportation Coalition Freight Academy when held in New Jersey.
- Consider or advance projects that align with the findings of the NJTPA's CMP update, the Accessibility and Mobility Strategy Synthesis that addresses one or more needs identified in the study's Needs Assessment or Equity Assessment.
- Implement one or more strategies specified in the Strategy Identification and Prioritization report as opportunities arise.
- Enhance transit service options through Ocean Ride, the County's transportation services planning department, by increasing utilization of technology, reviewing bus routes, and studying ridership trends. Ocean Ride will collaborate with other County departments, Greater Mercer TMA, and other agencies, and conduct thorough planning of its transit routes to reflect ridership needs and trends.
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.

- **PRODUCT/OUTCOME:** Participation in Together North Jersey.

**ACTIVITIES:**

- Assist with advancement of the TNJ Plan, including preparation for and/or participation in TNJ Institute events and TNJ Vibrant Places activities, or other activities as applicable.

❖ **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 through groundbreakings and ribbon-cuttings; announcements on the County's website, public informational meetings; and press releases for publication.
- Assist in providing outreach to adult communities regarding access to transportation opportunities.

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

**ACTIVITIES:**

- Conduct or assist in special outreach efforts, such as the Street Smart 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 transportation services available through website and social media to outreach and promote services.

- **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, as opportunities arise.

- **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 about greenhouse gas reduction strategies, green infrastructure, resiliency,



infrastructure adaptation, and environmental justice, by collaborating with the NJTPA, state agencies, Ocean County departments, and nonprofits, as appropriate.

## ❖ **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 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 (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, as opportunities arise.

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
OCEAN COUNTY  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL SHARE
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 112,875.26		
	2. FRINGE BENEFITS	59.890%	\$ 67,600.99		
			<b>SUBTOTAL \$</b>		
			<b>180,476.25</b>		
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
			<b>SUBTOTAL \$</b>		
			<b>-</b>		
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
			<b>SUBTOTAL \$</b>		
			<b>-</b>		
			<b>STP CORE PROGRAM BUDGET \$</b>	<b>80%</b>	<b>20%</b>
			<b>180,476.25</b>		
<b>PART IV</b>	<b>STP SUPPLEMENTAL SUPPORT COSTS</b>				
	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. ADVERTISING, PRINTING/REPRODUCTION		\$ -		
			<b>STP SUPPLEMENTAL SUPPORT BUDGET \$</b>	<b>100%</b>	<b>0%</b>
			<b>15,000.00</b>		
			<b>TOTAL STP PROGRAM BUDGET \$</b>		
			<b>195,476.25</b>		

This estimated budget is based upon projected costs to perform the work program for FY 2024 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:**

<b>Federal Share:</b>	\$ 159,381.00	<b>Local Share:</b>	\$ 36,095.25
		<b>Total Funding:</b>	\$ 195,476.25

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
OCEAN COUNTY  
STAFFING PLAN**

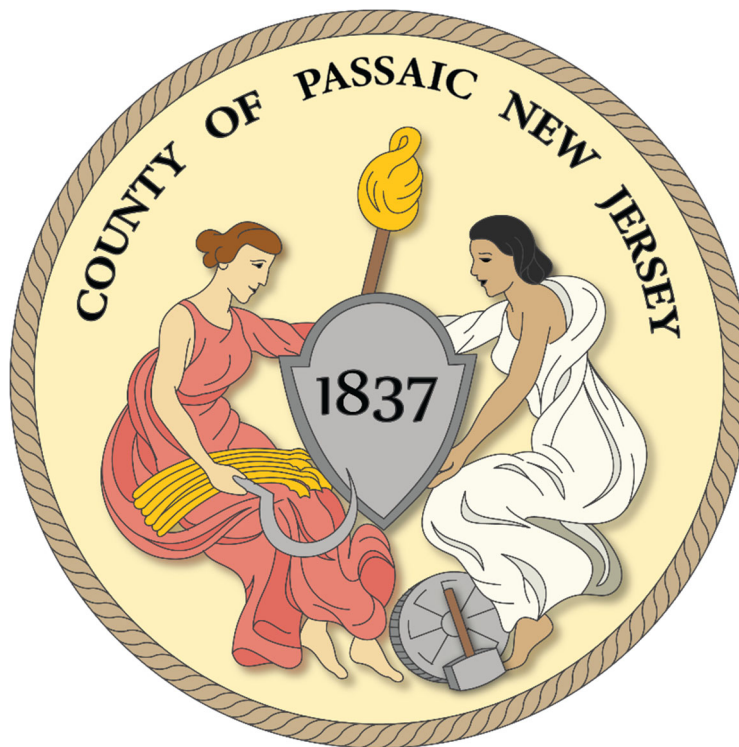
**STP Work Program Budget by Task**

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	200	\$ 12,372.29	\$ -	\$ -	\$ 12,372.29	7%
Task 2 - Transportation Planning and Coordination	2,121	\$ 168,103.96	\$ -	\$ -	\$ 168,103.96	93%
<b>STP Core Program Budget</b>	<b>2,321</b>	<b>\$ 180,476.25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 180,476.25</b>	<b>100%</b>
<b>STP Supplemental Support Budget</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>	
<b>TOTAL STP PROGRAM BUDGET</b>	<b>2,321</b>	<b>\$ 180,476.25</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ 195,476.25</b>	

**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, Planning	15%	320
Mark Villingier, Supervising Planner, Planning	14%	300
Scott Cadigan, GIS Specialist I, Planning	10%	200
Thomas Thorsen, GIS Specialist II, Planning	14%	300
John Ernst, Director of Engineering	5%	100
Mark Jehnke, RTAC Member, Assistant County Engineer	7%	150
Robin Kuri, Principal Engineer, Engineering	17%	350
Lynn Lamunyon, Traffic Engineer, Engineering Dept.	1%	20
Charles Gordon, Principal Engineer, Hydraulic, Engineering Dept.	0%	10
Gregory Smith, Principal Engineer, Engineering Dept.	14%	300
Lauren Wines, Senior Engineer, Engineering Dept.	1%	20
David Fitzgerald, Director, Transportation	10%	200
Kelly Dyson, Ocean Ride, Transportation	2%	51
<b>TOTAL</b>	<b>9%</b>	<b>2,321</b>

## COUNTY OF PASSAIC



## FY 2024 SUBREGIONAL TRANSPORTATION PLANNING 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. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Passaic County for Task 2 activities 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.

## **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 in support of the NJTPA funded work programs 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:** Participation on the RTAC in a leadership capacity.  
**ACTIVITIES:**
  - Attend RTAC meetings and respond to requests for information from Central Staff sent to RTAC.
  - Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee).
  - Represent RTAC on planning study TACs.
- **PRODUCT/OUTCOME:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.  
**ACTIVITIES:**
  - Collaborate with Avenues in Motion and EZ Ride to prepare proposals to the NJDOT Safe Routes to School Program and promote events and programs through County Public Information Officer.
  - Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
  - Coordinate with the Highlands Council to promote recommendations from the newly adopted Highlands Economic Sustainability Plan and 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 to support planning in Bloomingdale and Ringwood to foster economic development and enhance bike/ped mobility.

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

#### ACTIVITIES:

- Support transportation related activities advanced through Together North Jersey including furthering the design phase for Phase II of Dundee Island Park in the City of Passaic, which implements elements of the Passaic Eastside Transit-Oriented Development Strategy; implementing the County's Community Economic Development Strategy (CEDS); and implementing the Engaging Through the Arts Along the Morris Canal Greenway Plan.
- 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 an emphasis on advancing recommendations from Subregional Studies Program (SSP) funded studies including the following:
  - Moving Passaic County, the Transportation Element of the Passaic County Master Plan (2013)
  - Bike Passaic County (2022), the County's Bicycle Master Plan
  - Heritage Tourism Element of the Passaic County Master Plan (2013)
  - Passaic County Green Infrastructure Plan (2018)
  - Great Falls Circulation Study (2016)
  - Paterson-Newark Transit Feasibility Study (2020)
  - Other studies such as the Highlands Rail Trail Feasibility Study, the Morris Canal Feasibility Study, and the Passaic-Bergen-Hudson Transit Study
- Support the NJTPA's continued work to improve safety through data collection and analysis by developing crash data in Passaic County, with an emphasis on social justice communities where reporting and geocoding lag statewide data collection efforts. Participate in the development of Local Safety Action Plans to be led by the NJTPA, which are being developed in keeping with the guidelines of the Safe Streets and Roads for All grant opportunities and the Safe Systems Approach. This will include convening an advisory committee, conducting public and stakeholder outreach, coordination on data and analysis, and engaging subregional leadership to adopt Vision Zero or Towards Zero Deaths safety goals.
- Develop grant applications and interagency coordination to advance safety concepts from the SSP funded Great Falls Circulation Study, as well as other programs related to the federal Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL).
- Support complete streets planning activities through the following activities:
  - Conducting the annual review of the Passaic County Roadway. Resurfacing Program to ensure compliance with the County's Complete Streets Guidelines.
  - Reviewing projects (capital and otherwise) for compliance with Complete Streets Guidelines as requested by various County departments.

- Providing guidance on implementing complete streets through professional seminars and conferences wherever possible.
- Conduct planning activities that support development and advancement of micromobility strategies by advancing recommendations developed as part of SSP funded Bike Passaic County, as well as the annual Complete Streets Implementation Program developed and managed by County Planning and Engineering staff.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Support complete streets planning activities through the following activities:
  - Conducting the annual review of the Passaic County Roadway Resurfacing Program to ensure compliance with the County's Complete Streets Guidelines
  - Reviewing 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
  - Supporting pedestrian initiatives such as data collection, walkable communities efforts, and Safe Routes to School projects; or bicycle initiatives such as data collection or the use of analytical tools such as the NJTPA's Bicycle Level of Comfort index
- Collaborate with the NJTPA on environmental, climate change, and resilience planning activities by advancing adaptation strategies, such as those in the Passaic River Basin Climate Resilience Planning Study and the Passaic County Green Stormwater Infrastructure Element.
- Participate in resiliency (e.g., EV readiness, green infrastructure, climate change adaptation, etc.) training as available.
- Conduct analysis or additional outreach using the GIS and other data and recommendations developed as part of the NJTPA's Regional Active Transportation Plan.
- Participate in the Eastern Transportation Coalition Freight Academy when held in New Jersey.
- Support preservation of New Jersey Scenic Byways by promoting candidate byways projects located in Passaic County.
- Consider or advance projects that align with the findings of the NJTPA's CMP update, the Accessibility and Mobility Strategy Synthesis that accomplish one or both of the following:
  - Address one or more needs identified in the study's Needs Assessment or Equity Assessment.
  - Implement one or more strategies specified in the Strategy Identification and Prioritization report.
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.

- **PRODUCT/OUTCOME:** Participation in Together North Jersey.

**ACTIVITIES:**

- Assist with advancement of the TNJ Plan, including preparation for and/or participation in TNJ Institute events and TNJ Vibrant Places activities, or other activities as applicable.

❖ **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 sharing these accomplishments through the County's public outreach activities including social media platforms and press releases.

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

**ACTIVITIES:**

- Participate in public education efforts for topics such as the Safe Passing Law on the County's social media platforms.
- Encourage municipalities to engage in Street Smart pedestrian safety campaigns through their TMA.

- **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, building on previous efforts such as the NJTPA's Freight Rail Industrial Opportunities (FRIO) study, as well as ongoing data collection that supports freight initiatives on County roadways.

❖ **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 the Local Safety and High Risk Rural Roads



Programs, Local Capital Project Delivery, Local Concept Development (LCD), Freight Concept Development, Transportation Alternative Set-Aside (TA Set-Aside) Program and/or Congestion Mitigation and Air Quality (CMAQ) Program.

- **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 Project (TA Set-Aside Program)
  - Morris Canal Greenway Phase IV (TA Set-Aside Program)
  - Highlands Rail Trail Phase I (TA Set-Aside Program)
  - Highlands Rail Trail Phase II (CMAQ)
  - Smart Signal Project (CMAQ)
  - Main Ave LCD (Passaic)
  - Market Street Local Safety Project (Paterson)
  - Allwood Road Local Safety Project (Clifton)
  - Lakeview Avenue Complete Streets Local Safety (Paterson)

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
PASSAIC COUNTY  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL SHARE
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 95,618.90		
	2. FRINGE BENEFITS	65.480%	\$ 62,611.26		
	<b>SUBTOTAL</b>		<b>\$ 158,230.16</b>		
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ 1,010.00		
	3. PRINTING & REPRODUCTION		\$ 2,819.84		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 3,000.00		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ 6,829.84</b>		
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>		
	<b>STP CORE PROGRAM BUDGET</b>		<b>\$ 165,060.00</b>	80%	20%
<b>PART IV</b>	<b>STP SUPPLEMENTAL SUPPORT COSTS</b>				
	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. ADVERTISING, PRINGTING/REPRODUCTION		\$ -		
	<b>STP SUPPLEMENTAL SUPPORT BUDGET</b>		<b>\$ 15,000.00</b>	100%	0%
	<b>TOTAL STP PROGRAM BUDGET</b>		<b>\$ 180,060.00</b>		

This estimated budget is based upon projected costs to perform the work program for FY 2024 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:**

<b>Federal Share:</b>	\$ 147,048.00	<b>Local Share:</b>	\$ 33,012.00
<b>Total Funding:</b>	\$ 180,060.00		

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
PASSAIC COUNTY  
STAFFING PLAN**

**STP Work Program Budget by Task**

<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share Core Program (%)</b>
Task 1 - Program Management	70	\$ 5,439.00	\$ -	\$ -	\$ 5,439.00	4%
Task 2 - Transportation Planning and Coordination	2,260	\$ 152,791.16	\$ 6,829.84	\$ -	\$ 159,621.00	96%
<b>STP Core Program Budget</b>	<b>2,330</b>	<b>\$ 158,230.16</b>	<b>\$ 6,829.84</b>	<b>\$ -</b>	<b>\$ 165,060.00</b>	<b>100%</b>
<b>STP Supplemental Support Budget</b>	<b>750</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 15,000.00</b>	
<b>TOTAL STP PROGRAM BUDGET</b>	<b>3,080</b>	<b>\$ 173,230.16</b>	<b>\$ 6,829.84</b>	<b>\$ -</b>	<b>\$ 180,060.00</b>	

**STP Work Program Assigned Staff**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project <i>(based on total work hours for the FY)</i></b>	<b>Total Estimated Hours for STP Work Program</b>
TBD - Director	17%	315
Andras Holzmann - Supervising Planner	35%	635
Boyang Wang - GIS Specialist	25%	450
Miranda, Jason - Senior Planner	25%	450
Presti, Salvatore - Assistant Planner	25%	460
Qushonda Hamilton - Administrative Secretary	1%	20
Intern Support		750
<b>TOTAL</b>	<b>21%</b>	<b>3,080</b>

## COUNTY OF SOMERSET



### **FY 2024 SUBREGIONAL TRANSPORTATION PLANNING 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. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Somerset County for Task 2 activities 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.

## **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 in support of the NJTPA funded work programs 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:** Participation on the RTAC in a leadership capacity.  
**ACTIVITIES:**
  - Volunteer to help RTAC create agendas, run meetings, and lead discussion as needed.
  - Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee) when appropriate.
  - Volunteer to represent RTAC on planning study TACs when appropriate.
- **PRODUCT/OUTCOME:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.

#### **ACTIVITIES:**

- Participate in the Central Jersey Transportation Forum by attending regular meetings and subcommittee meetings.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC) by participating in subcommittee and quarterly meetings.
- Coordinate with the Highlands Council to ensure consistency between their Preservation and Planning area regulations and the work of the NJTPA, local transportation plans, and programs to determine if any proposed transportation projects adversely impact the Highlands preservation areas in Somerset County.

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

**ACTIVITIES:**

- Advance the following transportation related recommendations from the TNJ2.0 Plan Address barriers to employment, especially for socially vulnerable.  
Activities to include the following:
  - Working with RideWise to improve last and first mile connections between where people live and where they are employed
  - Working with the Greater Raritan Workforce Development Board to address transportation needs raised by employers including increasing mobility options connecting where people live with where they are employed
- **Strategy 3.1:** Use the region's transportation infrastructure as a framework for future investment. Activities to include conducting public outreach to environmental justice communities identified in the Subregional Studies Program (SSP) funded Somerset County Master Plan Circulation Plan Element with a focus on increasing access to employment, education, medical and recreation uses.
- **Strategy 3.2:** Leverage the region's role as a major freight distribution hub. Activities to include working with municipalities on the location of warehouse and distribution centers that are accessible to existing public transportation, and pedestrian and bicyclist facilities.
- **Strategy 5.1:** Promote transit-oriented development. Activities to include supporting walkable and bikeable, mixed-use TOD development near existing transit hubs and transit stops.
- **Strategy 7.1:** Maintain transportation infrastructure in a state of good repair. Activities to include supporting County and state road and bridge infrastructure keeping roads in a state of good repair to get the full life cycle from transportation infrastructure while decreasing costs of having to rebuild a transportation infrastructure due to lack of maintenance.
- **Strategy 7.2:** Promote and Implement Complete Streets Policies. Activities to include implementing the Somerset County complete streets policy, which focuses on adding pedestrian and bicyclist facilities on County roads, through road resurfacing projects and other safety improvement projects where feasible.
- **Strategy 7.4:** Enhance and improve existing public and private transit services. Activities to include advancing recommendations from the SSP funded Somerset County Master Plan Circulation Plan Element that address where public and private transit services could better serve county residents regarding access to affordable housing and employment and retail centers.

- **Strategy 7.7:** Use technology to improve transportation. Activities to include advancing the location, design, and installation of EV charging stations.
- **Strategy 8.3:** Increase the supply of housing affordable to a range of household sizes and incomes, especially in areas well-served by public transit. Activities to include advancing recommendations from the SSP funded Somerset County Master Plan Circulation Plan Element to extend transit services to serve recently built affordable housing developments.
- Participate in PRIME training sessions and/or participate in the NJTPA PRIME Users Group that will support the system's further development and refinement when offered.
- Support the NJTPA's continued work to improve safety by participating in training for NJDOT Safety Voyager and sharing knowledge with other subregional staff.
- Participate in the development of Local Safety Action Plans to be led by the NJTPA. This includes participating on the Local Safety Action Plan advisory committee providing assistance with public and stakeholder outreach and coordinating data collection and data analysis on an as needed basis.
- Promote safety events and programming to county residents and conduct road safety audits when needed.
- Support the development of grant applications and interagency coordination on grant programs related to the federal Infrastructure Investment and Jobs Act (IIJA), Local Safety program, High Risk Rural Road, Local Capital Delivery, Local Concept Delivery, the 2020 New Jersey State Highway Safety Plan and 2021 Federal Safety Plan.
- Work closely with RideWise TMA to support complete streets planning activities, such as pedestrian data collection, walkable communities' workshop, Safe Routes to School projects, or bicycle initiatives such as data collection and the use of analytical tools such as the NJTPA's Bicycle Level of Comfort index.
- Participate in East Coast Greenway meetings and Millstone Valley Scenic Byway meetings.
- Collaborate with the NJTPA on environmental, climate change and resilience planning activities involving municipalities. Activities include advancing greenhouse gas mitigation efforts, such as EV charger installation, fleet purchases of electric vehicle trucks, buses, and cars.
- Participate in the Regional Active Transportation Plan, an NJTPA study that will be completed in June 2023. County staff will coordinate the analysis of Active transportation data with recommendations from the County Preservation Plan, Walk Bike Hike study and the Keep Somerset Moving: Transportation Plan 2045. County staff will identify projects in the three studies/plans that should be advanced in the Regional Active Transportation Plan.
- Advance mobility to and from New York City and adjacent urban areas supporting the Gateway Program and other projects such as the NJ TRANSIT Gladstone Branch and the Raritan Valley Line through participation with the Raritan Valley Rail Coalition and the Regional Plan Association.

- Work with NJ Future to address reducing VMT by increasing the number of nonmotorized mobility options including biking and walking options for county residents and encouraging transit oriented mixed-use development.

## ❖ **TASK 2.2 INTEGRATE PUBLIC PARTICIPATION IN THE ONGOING 3-C PLANNING PROCESS START HERE**

### ➤ ***2.2 Elective Products/Outcomes and Activities***

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

#### **ACTIVITIES:**

- Support public education efforts related to the NJTPA project development by collaborating with the Somerset County Public Information Office and Somerset County Board of County Commissioners to inform the public through press releases via the County's website and social media posts.

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

#### **ACTIVITIES:**

- Participate with RideWise staff to conduct Street Smart NJ pedestrian safety campaigns, walkability audits, senior driving, distracted driving, and defensive driving webinars for county residents.

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

#### **ACTIVITIES:**

- Advance freight recommendations from the Port Reading Secondary Grade Crossing Elimination Freight Concept Development Study through the freight project development pipeline.

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

#### **ACTIVITIES:**

- Lead a regional stormwater flooding and resiliency effort to identify opportunities to develop flood resilience framework/strategies to make local and county infrastructure including transportation more resilient to withstand severe weather and flooding events.

## ❖ **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 Safety and High-Risk Rural Roads Programs, Local Capital Project Delivery and Local Concept Development when appropriate.
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives.

**ACTIVITIES:**

- Continue working with the NJTPA and NJDOT Capital Programming staff to advance these ongoing projects concepts through the project development pipeline towards construction. These projects are in various phases of development including:

**Local Capital Project Delivery Program**

- County Bridge K0607 on New Brunswick Road – Construction
- Valley Road (CR 512) Bridge H1110 over Passaic River – Local Preliminary Engineering
- Picket Place (CR 567) Bridge C0609 over South Branch of Raritan River – Local Preliminary Engineering
- Great Road (CR 601) Bridge D0105 over Bedens Brook – Local Preliminary Engineering

**Local Safety and Rural Roads Program**

- Main Street (CR 533) Safety Improvements, Manville Borough – FY 2016-2017
- Allen Road (CR 652) and Somerville Road Roundabout, Bernard's Township – FY 2018
- Easton Avenue (CR 527) at DeMott Lane Intersection Improvements, Franklin Township – FY 2018
- Local Safety Improvements to Hamilton Street (CR 514) from Berry Street to Middlesex County Line, Franklin Township – FY 2020

**Local Capital Project Delivery (LCPD) Program**

- Easton Avenue (CR 527) Safety Improvements Program, Franklin Township, Somerset County – FY 2023

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
SOMERSET COUNTY  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL SHARE
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 83,974.49		
	2. FRINGE BENEFITS	53.240%	\$ 44,708.01		
	<b>SUBTOTAL</b>		<b>\$ 128,682.50</b>		
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>		
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>		
	<b>STP CORE PROGRAM BUDGET</b>		<b>\$ 128,682.50</b>	80%	20%
<b>PART IV</b>	<b>STP SUPPLEMENTAL SUPPORT COSTS</b>				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ 2,998.00		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ -		
	3. INTERN SUPPORT		\$ 12,002.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. ADVERTISING, PRINTING/REPRODUCTION		\$ -		
	<b>STP SUPPLEMENTAL SUPPORT BUDGET</b>		<b>\$ 15,000.00</b>	100%	0%
	<b>TOTAL STP PROGRAM BUDGET</b>		<b>\$ 143,682.50</b>		

This estimated budget is based upon projected costs to perform the work program for FY 2024 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:**

<b>Federal Share:</b>	\$ 117,946.00	<b>Local Share:</b>	\$ 25,736.50
<b>Total Funding:</b>	\$ 143,682.50		

**FY 2024 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	88	\$ 5,586.64	\$ -	\$ -	\$ 5,586.64	5%
Task 2 - Transportation Planning and Coordination	1,839	\$ 123,095.86	\$ -	\$ -	\$ 123,095.86	95%
<b>STP Core Program Budget</b>	<b>1,927</b>	<b>\$ 128,682.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 128,682.50</b>	<b>100%</b>
<b>STP Supplemental Support Budget</b>	<b>706</b>	<b>\$ 12,002.00</b>	<b>\$ 2,998.00</b>	<b>-</b>	<b>\$ 15,000.00</b>	
<b>TOTAL STP PROGRAM BUDGET</b>	<b>2,633</b>	<b>\$ 140,684.50</b>	<b>\$ 2,998.00</b>	<b>\$ -</b>	<b>\$ 143,682.50</b>	

**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 C. Lane, AICP/PP, Director of Planning	12%	240
Adam Bradford, AICP/PP, Senior Planner	37%	778
Kenneth Wedeen, AICP./PP, Supervising Planner	39%	809
Sheli Daniels, Office Manager	2%	40
Aarthy Sabesan, GIS Services Manager	1%	30
Nagmah Malik, County GIS Services Coordinator	1%	30
Intern Support		706
<b>TOTAL</b>	<b>15%</b>	<b>2,633</b>

## **COUNTY OF SUSSEX**



## **FY 2024 SUBREGIONAL TRANSPORTATION PLANNING 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. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Sussex County for Task 2 activities 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.

## **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 in support of the NJTPA funded work programs 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:** Participation 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:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.

##### **ACTIVITIES:**

- Collaborate with TMA Avenues in Motion to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- Coordinate with the Highlands Council with a focus on the Lackawanna Cut-Off Passenger Rail Project, to ensure consistency between their plans, the work of the NJTPA, and local transportation plans and programs as necessary.
- Engage in Towards Zero Deaths or Vision Zero activities such as field reviews, data reviews, and safety assessments.
- **PRODUCT/OUTCOME:** Preparation, 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 TNJ Local Government Capacity Grant Program (LGCGP) funded Sussex County Strategic Growth Plan

Update study, with a focus on the Lackawanna Cut-Off Passenger Rail Restoration Project identified in Amtrak's recently released *ConnectUS* 15 Year Capital Vision Plan.

- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA's PRIME tool.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Staff will participate in training in the use of crash analysis tools such as NJ Safety Voyager, as opportunities arise.
- Participate in the development of Local Safety Action Plans to be led by the NJTPA, being developed in keeping with the guidelines of the Safe Streets and Roads for All grant opportunities and the Safe Systems Approach. This will include convening an advisory committee, conducting public and stakeholder outreach, coordination on data and analysis, and engaging subregional leadership to adopt Vision Zero or Towards Zero Deaths safety goals.
- Develop grant applications and interagency coordination on other programs related to the federal Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL).
- Support complete streets planning activities, such as: pedestrian initiatives such as data collection, walkable communities efforts, and Safe Routes to School projects; or bicycle initiatives such as data collection or the use of analytical tools such as the NJTPA's Bicycle Level of Comfort index. Consider goods movement activity including truck routing, truck parking, deliveries, and pick-ups as part of complete streets planning.
- Support advancement of greenway initiatives such as connecting the Morris Canal Greenway to other greenways in Sussex County such as the Sussex Branch Rail Trail and the trail network in Waterloo Village.
- Collaborate with the NJTPA to advance adaptation strategies from the Passaic River Basin Climate Resilience Planning Study that are applicable to Sussex County.
- Participate in resiliency (e.g., EV readiness, green infrastructure, climate change adaptation, etc.) training as available.
- Conduct planning activities that support development and advancement of micromobility strategies such as field analysis to determine need and demand for highway and/or sidewalk facility safety improvements for micromobility users.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Conduct analysis or additional outreach using the GIS and other data and recommendations developed as part of the NJTPA's Regional Active Transportation Plan.
- Analyze the impacts of zoning changes and Development and Redevelopment Plans on the transportation network from a local and regional perspective.
- Analyze the impacts from proposed or approved developments on the transportation network from a local and regional perspective. **Site plan review is NOT reimbursable through the STP Program.**

- Work with Ogdensburg Borough to increase parking along its Main Street, County Route 517.
- Prepare grant applications for the Subregional Studies Program (SSP) or other funding opportunities.
- Participate in the Eastern Transportation Coalition Freight Academy when held in New Jersey.
- Support preservation of New Jersey Scenic Byways including the Highlands Scenic Byway by providing technical assistance with the byway's signage, wayfinding, and other related issues.
- Consider or advance projects that align with the findings of the NJTPA's CMP update, the Accessibility and Mobility Strategy Synthesis that accomplish one or both of the following:
  - Address one or more needs identified in the study's Needs Assessment or Equity Assessment
  - Implement one or more strategies specified in the Strategy Identification and Prioritization report
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.
- **PRODUCT/OUTCOME:** Participation in Together North Jersey.

**ACTIVITIES:**

- Assist with advancement of the TNJ Plan, including preparation for and/or participation in TNJ Institute events and TNJ Vibrant Places activities, or other activities as applicable for Sussex County.

❖ **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, with a focus on Transportation Improvement Set-Aside Program in the County, and public education efforts related to the Lackawanna Cut-Off/Amtrak Passenger Rail Project and construction in the Andover Station area.

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

**ACTIVITIES:**

- Conduct or assist in special outreach efforts in coordination with Avenues in Motion, the TMA for the County, such as potential Street Smart NJ pedestrian safety campaigns in Sparta Township and Andover Borough, and/or a county-wide senior driving and distracted driving campaign.
- **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 along the NYS&W Railroad.
- **PRODUCT/OUTCOME:** Participation in environmental education or other educational efforts.

**ACTIVITIES:**

- Increase local understanding of environmental issues and strategies including, but not limited to greenhouse gas reduction strategies, green infrastructure, resiliency, infrastructure adaptation, and environmental justice.

## ❖ **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 (LCD), Freight Concept Development, Transportation Alternative Programs and/or Congestion Mitigation and Air Quality Programs (CMAQ).
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives.

**ACTIVITIES:**

- Follow through with the CMAQ Program Local Mobility Initiatives funded project to replace County transit busses.



**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
SUSSEX COUNTY  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL SHARE
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 62,040.00		
	2. FRINGE BENEFITS	49.900%	\$ 30,957.96		
	<b>SUBTOTAL</b>		<b>\$ 92,997.96</b>		
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ 44.54		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ 44.54</b>		
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>		
	<b>STP CORE PROGRAM BUDGET</b>		<b>\$ 93,042.50</b>	80%	20%
<b>PART IV</b>	<b>STP SUPPLEMENTAL SUPPORT COSTS</b>				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ 15,000.00		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ -		
	3. INTERN SUPPORT		\$ -		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. ADVERTISING, PRINGTING/REPRODUCTION		\$ -		
	<b>STP SUPPLEMENTAL SUPPORT BUDGET</b>		<b>\$ 15,000.00</b>	100%	0%
	<b>TOTAL STP PROGRAM BUDGET</b>		<b>\$ 108,042.50</b>		

This estimated budget is based upon projected costs to perform the work program for FY 2024 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:**

<b>Federal Share:</b>	\$ 89,434.00	<b>Local Share:</b>	\$ 18,608.50
<b>Total Funding:</b>	\$ 108,042.50		

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
SUSSEX COUNTY  
STAFFING PLAN**

**STP Work Program Budget by Task**

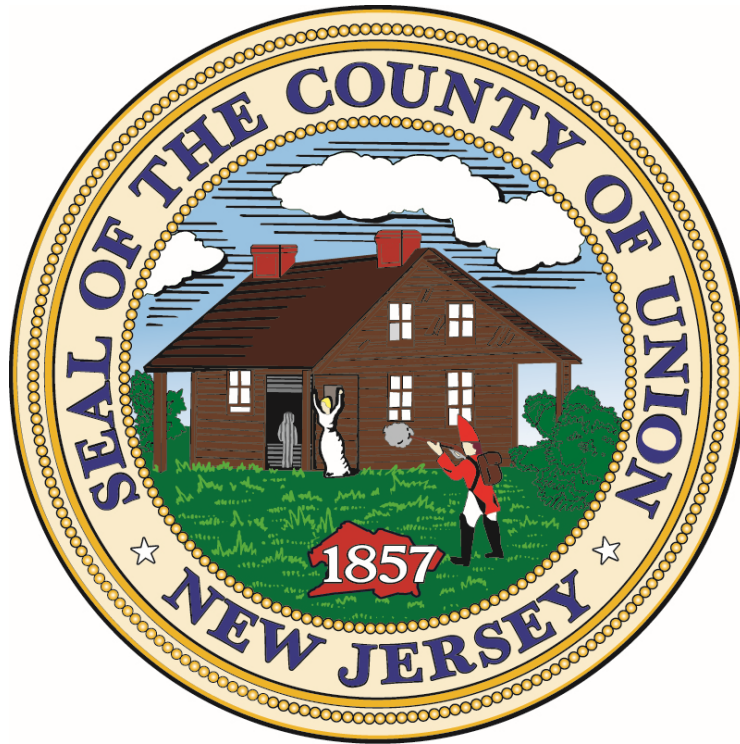
<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share Core Program (%)</b>
Task 1 - Program Management	99	\$ 6,121.54	\$ 44.54	\$ -	\$ 6,166.08	7%
Task 2 - Transportation Planning and Coordination	1,405	\$ 86,876.42	\$ -	\$ -	\$ 86,876.42	93%
<b>STP Core Program Budget</b>	<b>1,504</b>	<b>\$ 92,997.96</b>	<b>\$ 44.54</b>	<b>\$ -</b>	<b>\$ 93,042.50</b>	<b>100%</b>
<b>STP Supplemental Support Budget</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>	
<b>TOTAL STP PROGRAM BUDGET</b>	<b>1,504</b>	<b>\$ 92,997.96</b>	<b>\$ 15,044.54</b>	<b>\$ -</b>	<b>\$ 108,042.50</b>	

**STP Work Program Assigned Staff**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project <i>(based on total work hours for the FY)</i></b>	<b>Total Estimated Hours for STP Work Program</b>
Thomas Drabic, Principal Transportation Planner	72%	1,504
<b>TOTAL</b>	<b>72%</b>	<b>1,504</b>



## COUNTY OF UNION



## FY 2024 SUBREGIONAL TRANSPORTATION PLANNING 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. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Union County for Task 2 activities 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.

## **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 in support of the NJTPA funded work programs 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:** Participation on the RTAC in a leadership capacity.

##### **ACTIVITIES:**

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

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

##### **ACTIVITIES:**

- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- Support the Raritan Valley Rail Coalition (RVRC) to advance improvements to the NJ TRANSIT Raritan Valley Line (RVL) service as well as any planned improvement to all the rail lines and stations serving Union County.

- **PRODUCT/OUTCOME:** Preparation, support, and/or review of 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 through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Train in the use of crash analysis tools such as NJ Safety Voyager.
- Support the advancement of the East Coast Greenway initiatives in Union County.
- Follow up on the recommendations from the Subregional Studies Program (SSP) funded Union County Electric Vehicles Infrastructure Study.

- 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.
- **PRODUCT/OUTCOME:** Participation in Together North Jersey.

**ACTIVITIES:**

- Assist with advancement of the TNJ Plan, including preparation for and/or participation in TNJ Institute events and TNJ Vibrant Places activities, or other activities as applicable.

❖ **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:**

- Provide a mechanism for citizen input in the planning process to inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. This includes continued support for the Union County Transportation Advisory Board (TAB) where all twenty-one of the County's municipalities are invited to join the membership and a representative from the NJTPA is invited to share information on the agency's projects and initiatives at the meetings.

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
UNION COUNTY  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL SHARE
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 94,641.13		
	2. FRINGE BENEFITS	52.418%	\$ 49,608.99		
	3. LEAVE ADDITIVE	Various	\$ 26,277.43		
	<b>SUBTOTAL</b>		<b>\$ 170,527.55</b>		
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ 699.95		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 1,050.00		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ 1,749.95</b>		
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>		
	<b>STP CORE PROGRAM BUDGET</b>		<b>\$ 172,277.50</b>	80%	20%
<b>PART IV</b>	<b>STP SUPPLEMENTAL SUPPORT COSTS</b>				
	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. ADVERTISING, PRINGTING/REPRODUCTION		\$ -		
	<b>STP SUPPLEMENTAL SUPPORT BUDGET</b>		<b>\$ 15,000.00</b>	100%	0%
	<b>TOTAL STP PROGRAM BUDGET</b>		<b>\$ 187,277.50</b>		

This estimated budget is based upon projected costs to perform the work program for FY 2024 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:**

<b>Federal Share:</b>	\$ 152,822.00	<b>Local Share:</b>	\$ 34,455.50
<b>Total Funding:</b>	\$ 187,277.50		

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
UNION COUNTY  
STAFFING PLAN**

**STP Work Program Budget by Task**

<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share Core Program (%)</b>
Task 1 - Program Management	203	\$ 14,560.61	\$ -	\$ -	\$ 14,560.61	8%
Task 2 - Transportation Planning and Coordination	1,639	\$ 155,966.94	\$ 1,749.95	\$ -	\$ 157,716.89	92%
<b>STP Core Program Budget</b>	<b>1,842</b>	<b>\$ 170,527.55</b>	<b>\$ 1,749.95</b>	<b>\$ -</b>	<b>\$ 172,277.50</b>	<b>100%</b>
<b>STP Supplemental Support Budget</b>	<b>750</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 15,000.00</b>	
<b>TOTAL STP PROGRAM BUDGET</b>	<b>2,592</b>	<b>\$ 185,527.55</b>	<b>\$ 1,749.95</b>	<b>\$ -</b>	<b>\$ 187,277.50</b>	

**STP Work Program Assigned Staff**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project <i>(based on total work hours for the FY)</i></b>	<b>Total Estimated Hours for STP Work Program</b>
Phil Kandl, Division Director	15%	268
Liza Betz, Transportation Planning Manager	70%	1,266
Rosa Santos, Secretary	11%	204
Cynthia Walker, Dept. of Finance	6%	104
Intern Support		750
<b>TOTAL</b>	<b>25%</b>	<b>2,592</b>





**COUNTY OF WARREN**



**FY 2024  
SUBREGIONAL TRANSPORTATION PLANNING  
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. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Warren County for Task 2 activities 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.

## **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 in support of the NJTPA funded work programs 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).
- **PRODUCT/OUTCOME:** Preparation, support, and/or review transportation related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation related topics.

##### **ACTIVITIES:**

- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA’s PRIME tool.
- Participate in PRIME training sessions provided by NJTPA and/or participate in the NJTPA PRIME Users Group that will support the system’s further development and refinement.
- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths. Projects in the Morris Canal 25 Year Action Plan will continue to be advanced through the TAP program for the construction of trail segments in six municipalities in Warren County.
- Support the NJTPA’s continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. If provided, staff will participate in training in the use of crash analysis tools such as NJ Safety Voyager.
- Participate in the development of Local Safety Action Plans to be led by the NJTPA. These are being developed in keeping with the guidelines of the Safe

Streets and Roads for All grant opportunities and the Safe Systems Approach. This will include convening an advisory committee, conducting public and stakeholder outreach, coordination on data and analysis, and engaging subregional leadership to adopt Vision Zero or Towards Zero Deaths safety goals.

- Develop grant applications and interagency coordination on other programs related to the federal Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL).
  - Support complete streets planning activities, such as: pedestrian initiatives such as data collection, walkable communities efforts, and Safe Routes to School projects; or bicycle initiatives such as data collection or the use of analytical tools such as the NJTPA's Bicycle Level of Comfort index. Consider goods movement activity including truck routing, truck parking, deliveries, and pick-ups as part of complete streets planning.
  - Support advancement of greenway initiatives including the Morris Canal Greenway, the Henry Hudson Trail, the Essex Hudson, and the Warren Highlands Trail, and others identified in the Warren County Open Space and Recreation Plan.
  - Conduct road safety audits (RSAs) to generate recommendations for capital improvements, as opportunities arise.
  - Conduct analysis or additional outreach using the GIS and other data and recommendations developed as part of the Regional Active Transportation Plan, an NJTPA study that will be completed in June 2023.
  - 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.
  - Prepare grant applications for the Subregional Studies Program (SSP), funding from the Highlands Planning Council, the NJDOT Transportation Alternative Program (TAP) if a project is in need of funding.
  - Participate in the Eastern Transportation Coalition Freight Academy when held in New Jersey.
  - Support preservation New Jersey Scenic Byways by participating in regular Warren County Heritage Scenic Byway meetings and preparing mapping and other supportive materials for the Scenic Byway Committee as needed.
  - 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.
- **PRODUCT/OUTCOME:** Participation in Together North Jersey.
- ACTIVITIES:**
- Assist with advancement of the TNJ Vibrant Places project for Musconetcong River Watershed Association.

## ❖ **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. As needed, Staff will provide public notifications for the groundbreaking of major transportation projects such as the NJ 57/CR 519 intersection improvement project.

## ❖ **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 as appropriate and as opportunities arise.
- **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. The County currently has TAP grant for the Morris Canal Greenway Trail for the construction of improved trail on six segments of trail in Greenwich, Franklin, Mansfield, Hackettstown, and Independence.

**FY 2024 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM  
WARREN COUNTY  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL SHARE
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 54,667.76		
	2. FRINGE BENEFITS	52.100%	\$ 28,481.90		
	<b>SUBTOTAL</b>		<b>\$ 83,149.66</b>		
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ 160.00		
	3. PRINTING & REPRODUCTION		\$ 1,080.34		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 350.00		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ 1,590.34</b>		
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>		
	<b>STP CORE PROGRAM BUDGET</b>		<b>\$ 84,740.00</b>	80%	20%
<b>PART IV</b>	<b>STP SUPPLEMENTAL SUPPORT COSTS</b>				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ 7,500.00		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		-		
	3. INTERN SUPPORT		\$ 7,500.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. ADVERTISING, PRINGTING/REPRODUCTION		\$ -		
	<b>STP SUPPLEMENTAL SUPPORT BUDGET</b>		<b>\$ 15,000.00</b>	100%	0%
	<b>TOTAL STP PROGRAM BUDGET</b>		<b>\$ 99,740.00</b>		

This estimated budget is based upon projected costs to perform the work program for FY 2024 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:**

<b>Federal Share:</b>	<b>\$ 82,792.00</b>	<b>Local Share:</b>	<b>\$ 16,948.00</b>
<b>Total Funding:</b>	<b>\$ 99,740.00</b>		

**FY 2024 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	94	\$ 5,586.42	\$ -	\$ -	\$ 5,586.42	8%
Task 2 - Transportation Planning and Coordination	1,160	\$ 77,563.24	\$ 1,590.34	\$ -	\$ 79,153.58	92%
<b>STP Core Program Budget</b>	<b>1,254</b>	<b>\$ 83,149.66</b>	<b>\$ 1,590.34</b>	<b>\$ -</b>	<b>\$ 84,740.00</b>	<b>100%</b>
<b>STP Supplemental Support Budget</b>	<b>468</b>	<b>\$ 7,500.00</b>	<b>\$ 7,500.00</b>	<b>-</b>	<b>\$ 15,000.00</b>	
<b>TOTAL STP PROGRAM BUDGET</b>	<b>1,722</b>	<b>\$ 90,649.66</b>	<b>\$ 9,090.34</b>	<b>\$ -</b>	<b>\$ 99,740.00</b>	

**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
Albert Krouse - Senior Planner	11%	200
Ryan Conklin, Assistant Planning Director	14%	260
Dave Dech - Planning Director	15%	280
Irene Gordon - Admin Clerk	4%	75
Theresa Nichols -Keyboard Clerk 3	1%	14
Linda Read - Asst. County Engineer	5%	100
Joao Dsouza - Traffic Engineer	3%	50
Vacant (Senior Planner)	15%	275
Intern Support		468
<b>TOTAL</b>	<b>9%</b>	<b>1,722</b>

**FY 2024 - 2025**  
**SUBREGIONAL STUDIES PROGRAM (SSP)**





## **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 to 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 and within the local area. Products developed through this program must address significant transportation challenges within the region and must be consistent with plans and priorities at the state and regional level.

Studies include: (i.) a systematic approach for gathering and analyzing quantitative data and qualitative information; (ii.) transparent feedback to engage stakeholders and the public; and (iii.) active involvement of implementation agencies at the municipal, regional, and state level. Studies identify strategies and performance measures for tracking implementation success. Studies also capitalize upon opportunities to strengthen relationships between municipalities, counties, and regions while fostering greater collaboration amongst regional and state agencies. This leads comprehensive land use and transportation planning.

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 for the Concept Development stage. Study recommendations that are easily implemented at the local level, particularly those that involve local policy changes, may be developed through the SSP. These projects may advance to implementation phases involving appropriate agencies (such as Transportation Management Associations, subregions, or municipalities) due to the level of project development.

Fiscal Year 2024 (FY 2024 UPWP) is the first year of the FY 2024 – FY 2025 SSP cycle, and three (3) new studies will be initiated in this cycle as detailed in the following pages. Additionally, FY 2024 is the second and final year of the FY 2023 – FY 2024 SSP cycle (UPWP 2023), with four (4) studies that began in FY 2023 concluding in FY 2024. Descriptions for these studies can be found in the [FY 2023 UPWP Chapter II](#).

Solicitation for the FY 2025 – FY 2026 Subregional Studies Program cycle (FY 2025 UPWP) will occur during the fourth quarter of FY 2024 and is described in Chapter I, Task 23/304 - Subregional Pass-Through Programs.

Studies approved under this program must be performed within a two-year period. FY 2024 studies must be completed by June 30, 2025. 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 twenty percent local, non-federal share.

## SUBREGIONAL STUDIES PROGRAM BUDGET

### FY 2024 – FY 2025 STUDIES

<u>Subregion</u>	<u>Title</u>	<u>Project Cost*</u>
Hudson County	West Hudson Circulation Plan	\$375,000
Middlesex County	Middlesex County Road Safety Audit	\$562,500
Warren County	Comprehensive Complete Street Policy	<u>\$240,000</u>
New Studies - Total		<b>\$1,177,500</b>

### FY 2023 – FY 2024 STUDIES

<u>Subregion</u>	<u>Title</u>	<u>Project Cost*</u>
City of Jersey City	Traffic Calming Toolkit	\$200,000
City of Newark	Newark Bike Plan	\$375,000
Monmouth County	Identification of Barriers to Mobility in Monmouth County	\$400,000
Passaic County	Passaic County Strategic Infrastructure Investment	<u>\$375,000</u>
Continuing Studies - Total		<b>\$1,350,000</b>

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\*all funds include 20% local match

## SSP STUDY TIMELINE FY 2024 – FY 2025 Studies

Task/Milestone	Estimated Completion Date
Draft RFP to NJTPA	April 1 – July 29, 2023
Authorized Study Start Date	July 1, 2023
Kick-off Meeting with NJTPA	July 1 – September 30, 2023
Consultant RFP Issued	July 1 – December 30, 2023
Consultant Contract Awarded/Executed	September 1, 2023 – February 1, 2024
Kick-off Meeting with Successful Consultant	September 1, 2023 – February 1, 2024
Draft Final Report Due to TAC/SAC for Review	March 11 – March 29, 2025
Final TAC/SAC meeting	March 29, 2025
Final Report due to NJTPA (This version incorporates all TAC/SAC and subregion comments)	April 30, 2025
Reconciled Final Report due to NJTPA and all final deliverables	May 31, 2025
Conclusion of Consultant Contract	June 30, 2025
Subregional Subcontract & Study Completion Date	June 30, 2025

**FY 2024 – FY 2025**  
**SUBREGIONAL STUDIES WORK PROGRAMS**

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**Study Sponsor:** Hudson County

**Title of Study:** West Hudson Circulation and Connectivity Study

**Study Budget**

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

**Anticipated Study Duration:** 12 Months

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I. Project Information

A. Project Description

Through the West Hudson Circulation and Connectivity Study, the Hudson County Division of Planning will assess existing conditions for transportation and access, identify needs, and develop recommendations for improvements and long-term enhancements in the Borough of East Newark, Town of Harrison, and Town of Kearny. These municipalities are collectively known as “West Hudson”.

This study process will examine travel patterns in West Hudson including travel within the area; trips between West Hudson and the eastern portion of Hudson County; and travel to adjacent Essex and Bergen Counties. This includes trips to communities that share a border with West Hudson such as the City of Newark (Essex County).

Within West Hudson, key areas or facilities will be identified, including transit hubs, employment centers, schools, and recreational facilities. Key routes will be analyzed by a breakdown of various transportation modes including motor vehicle, transit, walking, biking, and other non-motorized transportation. Future changes to travel patterns and demand will be estimated as well. Within the analyses of travel demand and modes, a special focus on seniors, the under-18 aged population, and college students will determine any recommendations for safe access to schools, transit, and shuttle services. The key routes will be assessed for capacity, accessibility for all modes, safety, and roadway improvements. These enhancements may include new, additional, or alternate routes and modes, collaboration with NJDOT, and other service providers to consider the reclassification of the roadway hierarchy, context sensitive designs, pedestrian safety improvements (crosswalks, traffic calming, signals, signage, sidewalks), bicycle, non-

motorized transit improvements (lanes, markings, signage, signals), and roadway improvements (design/layout, signal improvements, safety countermeasures, signage).

## B. Regional Need

The West Hudson area of Hudson County, consisting of the three municipalities of East Newark, Harrison, and Kearny, are located on a peninsula between the Passaic and Hackensack Rivers. West Hudson is also located between Essex County and the eastern portion of Hudson County. Despite a small land area (10.15 sq. miles), relatively small total population (approximately 64,000 people according to the 2020 Census) and population density of about 6,309 people per square mile, this area contains essential transportation infrastructure for the northern New Jersey region. This transportation infrastructure includes a PATH station; several miles of rail track including the Northeast Corridor rail line; the newly acquired Essex Hudson Greenway; Interstate 280; U.S. 1&9; U.S. 1&9 Truck; the New Jersey Turnpike/Interstate 95; and New Jersey Route 7. Safe and efficient movement within, through and around this area is an important component of the overall transportation network and economic health of northern New Jersey.

This study will advance the NJTPA's long-range transportation plan, Plan 2050 - Transportation, People, Opportunity, and its goals to expand multi-modal access, safety, connectivity and equity. This study will also advance safe and efficient goods movement, as the area also has significant freight related facilities. In addition, this study will build on the recommendations of an Essex County Transportation Plan, also conducted through the subregional studies program. This proposed West Hudson circulation study will reinforce Hudson County's commitment to achieving these goals.

## II. Study Scope of Work

### A. Introduction

#### 1. Study Background

##### a. Subregional Need

There is currently a need for an overall shared vision for circulation within the West Hudson area. Harrison's PATH station has recently been reconstructed to increase the platform lengths and add capacity. In proximity to the PATH station, Harrison has seen large scale redevelopment of former industrial sites into mixed use developments, with population growth of an estimated 43 percent between the 2010 and the 2020 Census (compared with 14 percent growth of Hudson County overall) for a total population of Harrison of just under 20,000.

While Harrison's redevelopment has transit-oriented characteristics centered around the PATH station, which will be furthered studied and enhanced through the NJTPA-led Harrison's Complete Street Policy and Implementation Plan, safe and efficient connections for older, more established communities in Harrison north of the elevated Interstate 280 structure, East Newark, and Kearny, are needed.



Additionally, access is needed to both established and emerging employment centers within the area (South Kearny, Kearny Avenue and Passaic Avenue commercial districts) as well as for area residents to access nearby job centers such as downtown Newark.

This study will also seek opportunities to enhance active transportation circulation in West Hudson through new and improved on and off-road routes and connections. Opportunities to address this need include identifying connections to the Essex-Hudson Greenway and Passaic River waterfront.

The limited connections between Essex and Hudson County are also in need of a comprehensive examination in the context of the ongoing Clay Street and Bridge Street Bridge replacement projects, assessment of the condition and future of the Jackson Street Bridge, in coordination with the findings and recommendations from Essex County's Circulation Plan. Finally, there is an ongoing need for better connectivity between the eastern and western portions of Hudson County which is divided by the Hackensack River. A set of goals for circulation and connectivity, and prioritized list of project needs, will serve to coordinate work towards future improvements.

#### b. Community Profile

Overall, the study area has higher proportions of minority, low income, limited English proficiency residents, and higher percentages of residents who do not have access to a vehicle than the NJTPA region. Compared with Hudson County as a whole, East Newark and Harrison have higher percentages of minority populations and low-income populations. Kearny and East Newark have higher proportions of residents 65 or older, and all three municipalities have higher percentages of foreign-born populations and residents with limited English proficiency.

West Hudson is a diverse community within Hudson County. Accordingly, the population of the Borough of East Newark is 83 percent minority, 59 percent of the population is foreign-born, and 42 percent of the population has limited English proficiency. Approximately 45 percent of the population is low income, 35 percent of residents do not have access to a vehicle, 15 percent of the population is 65 or older, and 8 percent of the population has a disability.

In the Town of Harrison, the population is 75 percent minority, 60 percent foreign-born, and 30 percent of the population has limited English proficiency. Thirty-two percent of the population is low income. Thirty-five percent of residents do not have access to a vehicle. Nine percent of the population is 65 or older. Approximately 9 percent of the population has a disability. The NJTPA Equity Analysis Tool calculates a composite score of equity factors of 28.

According to the 2016-2020 American Community Survey 5-year estimates, the total population of the Town of Kearny is 41,190 people. The population is 70 percent minority, 47 percent is foreign-born, and 33 percent of the population has limited English proficiency. Twenty-seven percent of the population is low income while 13 percent of residents do not have access to a vehicle. Fourteen percent of the population is 65 or older and 9 percent of the population has a disability. The NJTPA Equity Analysis Tool calculates a composite score of equity factors of 29.

For comparison, in Hudson County as a whole, the total population is 672,923 people. Of which, 71 percent of the population is minority, 45 percent is foreign born, 24 percent of the population has limited English proficiency. Thirty-one percent of the population is low income and 32 percent of residents do not have access to a vehicle. Twelve percent of the population is 65 or older while 9 percent of the population has a disability. The NJTPA Equity Analysis Tool calculates a composite score of equity factors of 26.

In the NJTPA region, 47 percent of the population is minority, 14 percent of the population has limited English proficiency, and 23 percent of the population is low income. Twelve percent of residents do not have access to a vehicle. Eight percent of the population has a disability.

## 2. Study Goals and Objectives

Goal: Ensure sufficient connections between West Hudson and the surrounding northern New Jersey Region that serve the needs of all users.

Objectives:

- Determine the sufficiency of connections across the Hackensack River between the western and eastern portions of Hudson County and develop recommendations to fulfill demand and ensure connections meet the needs of all users.
- Promote connectivity between West Hudson County across the Passaic River to Essex County and to Bergen County to the north while providing access to regional job centers, transit hubs, and other key facilities.

Goal: Provide safe and efficient circulation within the West Hudson area, allowing access for residents, employees, and recreational visitors.

Objectives:

- Identify potential improvements to county and municipal roadway corridors to ensure safe and convenient access to key destinations for all modes.
- Promote active transportation and recreation through infrastructure improvements and policy recommendations to ensure safe and convenient access to on- and off-road routes and trails.

- Identify opportunities to protect roadways, transit infrastructure, and adjacent properties from flooding through the inclusion of stormwater detention and green infrastructure along roadway rights-of-way and transit facilities.
- In coordination with NJ TRANSIT, ensure that bus routes are accessible and serve travel needs of West Hudson County residents and commuters.
- Ensure safe routes to transit stops and stations, and major destinations such as employment centers, community centers, parks and recreation facilities, and cultural resources while exploring new options for first and last mile connections.
- Promote connectivity across the Interstate 280 corridor by ensuring sufficient, safe, and comfortable access points below the overpass for pedestrians and bicyclists.
- Ensure that transportation services, including NJ TRANSIT buses and shuttle services (TRANSCEND, EZ Ride) provide access to meet the needs of seniors, disadvantaged communities, and people with disabilities.
- Ensure safe routes to schools for students.
- Enhance transportation equity through recommendations to create safe, affordable, access to opportunities for environmental justice communities.

## 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 NJTPA. Additionally, the County's Project Manager will serve as a liaison between the consultant and members of a Technical Advisory Committee (TAC), other agencies and stakeholders, as well as the public.

The consultant shall assign a qualified individual to serve as their Project Manager for this consultant effort. The consultant shall develop and maintain the project schedule, which shall be reviewed and approved by the County and the NJTPA. The consultant shall submit monthly invoices and progress reports that meet program guidelines. In addition, the consultant shall be available to discuss project status on a bi-weekly basis with Hudson County and the 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, the NJTPA staff, and other agencies as necessary. The consultants shall prepare agendas and summaries of all meetings.

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 NJTPA, the selected consultant, and the 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, the NJTPA, and TAC members (as appropriate). 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, the NJTPA staff, elected officials, and the public. All draft documents shall be submitted to the NJTPA in an editable format.

**Deliverables:**

- Kickoff meeting with successful consultant and the NJTPA to discuss data collection, analysis, outreach, schedule, and collaboration. (subregion, consultant)
- Project Schedule. (consultant)
- Bi-weekly progress meetings including agendas and minutes. A minimum of three (3) progress meetings will be face to face progress. (subregion, consultant)
- Monthly invoices and monthly progress reports submitted to the subregion. (consultant)
- Monthly invoices and quarterly NJTPA Progress Reports. (subregion)
- 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 understand the transportation needs and preferences of municipal officials, residents, students, and businesses of the West Hudson area, with an overall goal of creating a dialogue inclusive of different perspectives and insights that will help inform decision making in the study process. A secondary goal is to identify case studies and best practices which may be beneficial for the West Hudson area.

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, work products (draft and final), 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 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 and 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, organizations for seniors, active recreational 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, innovative, 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, newsletters, and social media with study updates and opportunities to provide ideas and opinions. An interactive online mapping application will be created to allow the public to identify transportation issues and needs within the study area.

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.

Through 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.

Public meetings will be held for the communities within the study area. A minimum of four (4) public meetings will be held. An initial meeting will be held in-person within the project area. The purpose of the first meeting will be to introduce the study, share initial findings related to circulation patterns and needs, have a discussion with participants to understand their transportation needs, and to encourage additional feedback. Second meetings will be held for each of the three (3) municipalities within the study area (East Newark, Harrison, and Kearny), for a total of three (3) second meetings. The purpose of the second meetings will be to share study recommendations for each municipality and to invite feedback.

## 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 such as but not limited to emergency responders the business community, and community leaders. 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.

Partnerships with the West Hudson municipalities are critical for needs assessment and recommendations. A minimum of seven (7) meetings will be held for municipal stakeholders. One initial meeting will be held with all three municipalities within the study area (East Newark, Harrison, and Kearny). The purpose of the first meeting will be to introduce the study, share initial findings related to circulation patterns and needs, have a discussion with the municipalities to understand their transportation needs, planning, upcoming projects, emergency response needs, and to share outreach materials for distribution to the public to encourage additional feedback. One second meeting will be held with each of the three municipalities for a total of three. The purpose of the second meeting will be to share updated findings related to circulation patterns and needs, initial results from public outreach, as well as draft study recommendations and invite feedback. One final meeting will be held with each of the three municipalities for a total of three. The purpose of the final meeting will be to review and discuss final study recommendations for consensus.

## Convene Technical Advisory Committee

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

As part of the Public Outreach Plan, a TAC plan shall be developed and executed that identifies prospective TAC members, an outreach strategy, uniform project messaging, 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, Office of Digital Information, Roads Division and Office of the County Engineer
- The NJTPA
- The Regional Plan Association
- Officials and representatives from the West Hudson County municipalities (East Newark, Harrison, Kearny)
- NJ TRANSIT
- The Port Authority of New York and New Jersey

- NJDOT
- Hudson TMA
- EZ Ride
- TRANSCEND
- Bergen County
- Essex County
- City of Newark

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, 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 such as emergency responders, 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.

### **Deliverables:**

The consultant shall provide the following:

- Development and execution of a written public involvement strategy, including municipal meetings, Technical Advisory Committee meetings, and public outreach. (consultant)
- Four public meetings (one general introductory meeting, one - second meeting in each of the three towns, for a total of three second meetings). (consultant)
- Seven stakeholder meetings (one general initial meeting, one second meeting in each of the three municipalities for a total of three, one third meeting in each of the three municipalities for a total of three). (consultant)
- Three TAC meetings. (consultant)
- Additional stakeholder outreach, such as to eastern Hudson County municipalities or with other stakeholders identified during the study. Not more than three of these meetings (virtual or phone calls) are anticipated. (consultant)
- Content for posting on the project website, including report updates, meeting announcements, meeting minutes and handouts, work products (draft and final), 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. This information will be disseminated for public outreach (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)
- 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**

Through the study, various sources of data will be collected and reviewed to identify existing conditions and needs within the study area.

As part of the data collection task, the consultants shall conduct a literature review and be familiar with the following studies and resources. These will provide background and context, gaps will be identified, and they will be assessed for alignment of study recommendations.

- 2021 Kearny Master Plan
- Amended Harrison Waterfront Redevelopment Plan (2012)
- FY 2022 NJTPA Planning for Emerging Centers Program- Town of Harrison Complete Streets Policy and Implementation Plan
- FY 2020 NJTPA Local Safety Program- Frank E Rodgers Boulevard, MP 0.00 to 0.90
- Hudson County/Essex County Clay Street Bridge Local Concept Development Study
- Essex County/Hudson County Bridge Street Bridge Local Concept Development Study
- Hudson County Truck Routes Assessment (2023)
- Essex County Transportation Plan 2045 (2023)
- Newark Downtown Circulation Study (2019)
- NJTPA Plan 2050
- NJ TRANSIT Newbus Newark (2021) and Newbus Hudson (upcoming)
- NJTPA Regional Active Transportation Plan (2023)
- Hudson County Electric Vehicle Charging Infrastructure Plan (in development)
- Hudson County Master Plan Re-examination Report 2016
- Hudson County Comprehensive Economic Development Strategy (CEDS) 2020-2024



- Coordination with the Hudson County Local Safety Action Plan (concurrent with this study)

As an essential component of the study process, the project team will collect several types of data for review and analysis. The purpose of the data collection is to develop an understanding of the study area and assess existing conditions to identify needs.

The data to be collected includes:

- Population and Employment (American Community Survey, 2020 Census, NJTPA forecasts)
- Land use (County to provide through spatial analysis)
- Zoning (County and municipalities to provide through zoning ordinances and redevelopment plans)
- Means of transportation (American Community Survey)
- Commute times (American Community Survey)
- Employment Concentrations (US Census on The Map)
- Worker Inflows and Outflows (US Census on The Map)
- Schools and community facilities (spatial analysis)
- Senior housing and centers (spatial analysis)
- Parks and trails (spatial analysis)
- Traffic counts (Planning Board applications/contracted source)
- Transit ridership (NJ TRANSIT/Port Authority)
- Pedestrian and bicycle counts along key routes (on-the-ground data collection, data provider/contracted source)
- Roadway designs and existing conditions of key routes in use to be identified through travel patterns analysis (spatial/visual analysis, Office of the County Engineer, municipal engineers)
- Motor vehicle crashes, including those involving pedestrians and bicyclists, additional background data on other crashes as necessary for context (Safety Voyager, Police Reports)
- Other information as appropriate

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 2(a).

The project team will also examine case studies of similar areas for background, insight, and ideas. The case studies will be reviewed to develop a profile of a minimum of three (3) towns or regions with comparable attributes to West Hudson County, including population, density, income, environmental justice populations, and existing transportation network. As part of the case studies, best practices, and projects in circulation management and last-mile strategies will be identified.

### Site Visits

Through initial review of the data collection, as well as discussions with County and municipal staff, an area within each municipality will be selected for an in-person site visit. The site visits will be conducted by the consultants, County, and municipal staff with invited stakeholder groups to identify existing and potential streetscape and roadway issues and discuss potential recommendations for infrastructure, safety, and access improvements and amenities. Ultimately, this collection of data shall inform physical and policy-based safety and accessibility enhancement recommendations.

### Task Findings

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:**

- One (1) site visit for each West Hudson municipality for a total of three (3), with a summary of findings for each.
- 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.

### **c) Equity Assessment**

Ensuring equity in transportation is essential for all planning and projects within Hudson County. All work will consider the potential impacts on populations who have historically been underrepresented in planning and construction efforts and who may have been overburdened by adverse impacts.

An Equity Assessment will be conducted as an essential component of the project. Through the Equity Assessment, vulnerable populations within the study area will be identified and profiled in memorandum format with accompanying maps.

The Equity Assessment will be conducted to meet the requirements of the NJTPA Equity Assessment Guide, which implements the NJTPA Title VI Plan. The primary sources for the Equity Assessment will be the NJTPA Equity Analysis Tool and Environmental Justice GIS layers. Guidance is available on conducting an equity assessment on the NJTPA website at <https://equity-resources-njtpa.hub.arcgis.com/>

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 the NJTPA regional percentages. The County will also examine and incorporate the Centers for Disease Control and Prevention's (CDC) 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; strive to reduce and eliminate barriers to meaningful participation in the planning process to the identified populations.

#### **Deliverables:**

- Draft and final Equity Assessment Memo and Maps.

#### **Task 3: Data Analysis and Mapping**

Utilizing the data collected in Task 2b and 2c, the project team shall conduct analyses of the data, as well as produce maps to spatially display the results.

The County will review all cartographic products to ensure visual consistency. The consultant team shall identify to the County any unique software or modeling which may be used as part of the data assessment and analysis component of the study.

The project team will collect and analyze location-based data to identify key origins and destinations, and travel patterns. This will be supplemented with the NJTPA's North Jersey Regional Transportation Model- Enhanced (Travel Demand Model) which will be run as built and the results reviewed to understand overall regional transportation demand. The travel patterns analysis will also be supplemented with traffic counts, mass transit ridership, pedestrian, and bicyclist counts. This data and the model in combination will be used for the

purpose of determining travel patterns and key transportation routes within the West Hudson Region.

Using the model, these also incorporate NJTPA forecasted population and job growth in the West Hudson area to indicate future needs, capacity, and impacts. The travel patterns will be compared with locations of transit facilities, employment centers, parks and recreational facilities, community centers, and schools, to determine key locations and travel needs. The travel patterns will also be compared with the locations of residential neighborhoods to identify access issues and gaps in transit service or pedestrian and non-motorized transportation infrastructure. A spatial analysis will identify the walking distance between transit stops, residential neighborhoods, and key destinations. A comparison of all the above with zoning will determine the potential for any future land use changes and the impacts it may have on travel patterns, routes, and needs.

Using Safety Voyager, hotspots of crashes and other traffic safety incidents will be identified. These will be reviewed to look for any contributing conditions or issues.

Off-road trails will be mapped and reviewed in the context of the surrounding roadway network and land uses. The trails will be compared with travel patterns to determine their potential to play a role in active transportation. The conditions of the surrounding transportation and roadway infrastructure will be assessed to determine any recommendations for connections to the off-road trails. Particular attention will be given to connections to the Essex Hudson Greenway, which passes through the study area. In addition, the NJTPA's Active Transportation Network (available summer 2023) will be considered and incorporated as appropriate.

Travel patterns, volumes, and capacity for routes between West Hudson and the eastern portion of Hudson County will be assessed to determine whether the existing routes accommodate current and future demand. Through an identification of travel patterns and routes, the needs and potential for all transportation modes will be assessed.

Travel patterns, volumes, and capacity for routes between West Hudson and neighboring Essex and Bergen Counties will be assessed to determine whether the existing routes accommodate current and future demand. Through an identification of travel patterns and routes, the needs and potential for all transportation modes will be assessed. This analysis will coordinate with recommendations of the Essex County Transportation Plan (to be completed in summer 2023) and an anticipated ongoing Bike Plan for the City of Newark.

In coordination with stadium operations staff and the Town of Harrison, the Project Team will assess travel demand, capacity, and congestion for the Red Bull Arena and the surrounding roadway network during game nights to determine key routes and modes, bottlenecks, and potential improvements or alternatives. The consultant will recommend methodology to conduct this analysis and will review any documents and analysis already conducted.

County and municipal roadways that will be assessed for improvements will be assessed at a high level for their suitability to incorporate green infrastructure into the public right-of-way.

The NJDEP Flood Mapper application will be reviewed to determine alignment of available right-of-way and rainfall flooding vulnerability.

The consultant shall also be prepared to discuss the results of the data analysis and case study profiles from each municipal site visit 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 other information used as inputs in the study's analyses. 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)
- Draft and final Technical Memorandum #3 that summarizes all the analyses completed and the results of the analyses which will inform the study's recommendation. (consultant)

**Task 4: Study Findings and Recommendations**

The study will result in a final report, which details all findings and recommendations, which will at a minimum include the following:

- Set of goals for circulation and connectivity in the West Hudson area, which may have been revised during the study process, including municipal outreach.
- Map and profile of trip patterns, circulation, and volumes, current and projected, by mode
- Overview of crashes and other traffic safety incidents, identification of any contributing conditions or issues, and infrastructure recommendations including safety countermeasures
- Prioritized list of recommended improvements to county and municipal roadway corridors to ensure safe and convenient access to key destinations and transit, for all users and modes. This will include high-level roadway design and functional classification recommendations, pedestrian infrastructure, streetscape improvements such as lighting and curb extensions, as well as other non-motorized (bicycle, micro-transit) improvements, such as signal timing changes and upgrades, crosswalks, sidewalks, lane markings, and recommendations for bicycle parking at high demand locations.
- Map and profile of connections between the western and eastern portions of Hudson County (including trip patterns, circulation, demand, and congestion), with a set of recommendations to fulfill demand and ensure connections meets the needs of all users, including emergency responders. The need for new connections and potential routes/locations will be identified.
- Map and profile of connectivity between West Hudson County across the Passaic River to Essex County and to Bergen County (including trip patterns, circulation, demand, congestion, and travel time, by mode) with a set of recommendations to fulfill demand and ensure connections meets the needs of all users, including emergency responders. The need for new connections and potential routes/locations will be identified.

- Map and profile of off-road trails, current and potential, for recreation and non-motorized transportation, including connections with local streets and any recommended improvements to facilitate access.
- List of recommended green stormwater infrastructure along roadway rights-of-way and transit facility properties, as appropriate.
- List of recommendations for safe routes to transit stops and stations in coordination with NJ TRANSIT and the Newbus Newark and the upcoming Newbus Hudson initiatives.
- List of recommendations to promote connectivity across the Interstate 280 corridor, including improvements to existing underpasses as well as new connections, to ensure a safe and comfortable environment below the overpass structure for pedestrians and bicyclists, in coordination with existing planning efforts.
- Map of senior centers, profile of senior populations in West Hudson, including key destinations and access needs, list of recommendations for additional transportation services to meet their needs, including NJ TRANSIT buses and expansion of shuttle services (TRANSCEND, EZ Ride).
- Map of schools and safe routes to schools, and list of recommended route improvements.
- List of recommendations for travel demand management for the Red Bull Arena which prioritizes transit, high occupancy vehicles, bicycles, and pedestrians that align with the findings of the Harrison Planning for Emerging Center's Study funded by the NJTPA.

Recommendations will be prioritized by level of cost, implementation timeframe, and number of affected users, with additional preference for high crash areas and vulnerable users. Recommended projects with the potential for near-term exploration through demonstration projects will be specifically identified. Draft recommendations will be developed by the consultant and reviewed by the county, the study's TAC, and the NJTPA. The consultant will respond to comments and develop final recommendations.

#### **Deliverables:**

- Findings with associated maps. (Consultant)
- Draft and final recommendations. (Consultant)

#### **Task 5: Final Report and Final Deliverables**

The purpose of the final report is to bring together existing efforts, identify needs and gaps, develop shared goals, and make short and long-term recommendations for a collective vision for circulation and connectivity improvements for West Hudson County. Prior to the development of the final report, the consultant will prepare an outline of the report for review by subregional and the NJTPA staff. After concurrence on the final report outline, the consultant will prepare the draft final report for review by the County, the TAC, and the NJTPA. After receiving feedback, the consultant will revise the draft final report accordingly and submit a final report, with all previous comments addressed, for review by County and the NJTPA staff.

The final report must have an accompanying abstract, table of contents, executive summary, and appendices. 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.

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 necessary to implement the recommendations. Recommendations should identify the implementing agency, prioritization rankings, the timeframe for implementation, and potential funding sources for implementation.

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. See <https://www.njtpa.org/Data-Maps/Tools/PRIME.aspx> for more details on PRIME.

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.

**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)
- 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, one copy on flash drive, 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 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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Subregional Chief Financial Officer Name: Cheryl G. Fuller, CPA  
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**FY 2024 - FY 2025 SUBREGIONAL STUDIES PROGRAM  
HUDSON COUNTY  
WEST HUDSON CIRCULATION AND CONNECTIVITY  
BUDGET PLAN**

				<b>PROPOSED BUDGET</b>	
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES			\$	47,987.13
	2. FRINGE BENEFITS	61.183%		\$	27,012.87
			<b>SUBTOTAL</b>	<b>\$</b>	<b>75,000.00</b>
<b>PART II:</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES			\$	-
	2. TRAVEL			\$	-
	3. PRINTING & REPRODUCTION			\$	-
	4. TELEPHONE			\$	-
	5. POSTAGE			\$	-
	6. CONFERENCE/TRAINING			\$	-
	7. OTHER (SPECIFY)			\$	-
			<b>SUBTOTAL</b>	<b>\$</b>	<b>-</b>
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COST ALLOCATION	0%		\$	-
			<b>SUBTOTAL</b>	<b>\$</b>	<b>-</b>
<b>PART IV:</b>	<b>CONSULTANT COSTS</b>				
	CONSULTANT			\$	300,000.00
			<b>SUBTOTAL</b>	<b>\$</b>	<b>300,000.00</b>
			<b>TOTAL PROGRAM BUDGET</b>	<b>\$</b>	<b>375,000.00</b>

This estimated budget is based upon projected costs to perform the work program for FY 2024 - FY 2025 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:**

<b>Federal Share (80%):</b>	\$	300,000.00	<b>Local Share (20%):</b>	\$	75,000.00	<b>Total:</b>	\$	375,000.00
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**FY 2024 - FY 2025 SUBREGIONAL STUDIES PROGRAM  
HUDSON COUNTY  
WEST HUDSON CIRCULATION AND CONNECTIVITY  
STAFFING PLAN**

**Estimated Project Task Budget**

Task	In-house Subregional Staff Activities (estimated)					Total Project		
	Subregional Staff Hours	Direct Labor Costs	Direct Non-Labor Costs	Indirect Costs	Costs	Consultant Costs	Total Costs	% of Total Budget
Task 1 - Project Management	110	\$ 7,630.71	\$ -	\$ -	\$ 7,630.71	\$ 30,000.00	\$ 37,630.71	10%
Task 2A - Outreach and Partnerships	379	\$ 24,155.61	\$ -	\$ -	\$ 24,155.61	\$ 40,000.00	\$ 64,155.61	17%
Task 2B - Data Collection and Review	150	\$ 10,083.14	\$ -	\$ -	\$ 10,083.14	\$ 60,000.00	\$ 70,083.14	19%
Task 3 - Data Analysis and Mapping	145	\$ 9,844.06	\$ -	\$ -	\$ 9,844.06	\$ 70,000.00	\$ 79,844.06	21%
Task 4 - Study Findings and Recommendations	165	\$ 11,745.58	\$ -	\$ -	\$ 11,745.58	\$ 50,000.00	\$ 61,745.58	17%
Task 5 - Final Report and Final Deliverables	175	\$ 11,540.89	\$ -	\$ -	\$ 11,540.89	\$ 50,000.00	\$ 61,540.89	16%
<b>TOTAL</b>	<b>1,124</b>	<b>\$ 75,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000.00</b>	<b>\$ 300,000.00</b>	<b>\$ 375,000.00</b>	<b>100%</b>

**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	3%	120
Kevin Force, Supervising Planner	8%	334
Samuel Schroeder, Supervising Planner	1%	45
Mark Serrano, Assistant Planner	3%	145
Zachary Kourgialis, Planning Intern	4%	135
Thomas Malavasi, County Engineer	1%	35
Jose Sicira, County Traffic Engineer	1%	40
Daryl Krasnuk, Director, Office of Digital	1%	40
Dianelis Morales, Software Development Specialist	1%	55
Archana Chokalingam, Software Development	1%	55
Vincent Viera, GIS Specialist	1%	50
Finn Hagerty, GIS Specialist	1%	50
Eric Schkrutz, GIS Specialist	1%	15
Gregory Kane, Graphic Designer	0%	5
<b>TOTAL</b>	<b>2%</b>	<b>1,124</b>



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**Study Sponsor:** Middlesex County

**Title of Study:** Middlesex County Road Safety Audits

**Study Budget**

	<b>Amount</b>	<b>Percent</b>
NJTPA/Federal Share Request:	\$ 450,000	80%
Subregion/Local Share Match:	\$ 112,500	20%
<b>Total Budget:</b>	<b>\$ 562,500</b>	<b>100%</b>

**Anticipated Study Duration:** 12 Months

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I. Project Information

A. Project Description

Middlesex County is proposing to identify a minimum of five (5) county-owned roadway corridors for road safety audits using the Federal Highway Administration (FHWA) road safety audit (RSA) process. The FHWA road safety audit (RSA) process will be conducted to identify safety issues and develop safety improvement recommendations. Corridors will be selected using the County's high injury network (HIN) and/or the NJDOT screening network developed for the County's Vision Zero Action Plan and the New Jersey Network Screening list. The HIN uses the New Jersey Department of Transportation (NJDOT) 2010-2019 Safety Voyager Crash data. This analysis identified roadway locations that account for a disproportionate share of fatal and serious injury crashes (FSIs), with a greater weight given to fatal bicycle and pedestrian crashes, as these modes are disproportionately vulnerable to traffic incidents.

In July 2022, the Middlesex County Commissioners adopted the Vision Zero pledge, making Middlesex the first County in New Jersey to develop a countywide Vision Zero Action Plan to eliminate fatal and serious injury crashes. The resolution also established the Vision Zero Partnership consisting of a Leadership Committee and two working groups. The Leadership Committee includes mayors of the 25 municipalities or their designees and two County Commissioner co-chairs. The Leadership Committee enables elected officials to take ownership of Vision Zero planning and implementation and enables cross-jurisdictional change. The two working groups consist of various stakeholders, including County and municipal staff, representatives of state and regional agencies, and non-governmental organizations. The Partnership convened in person on August 10, 2022, for the Vision Zero kickoff meeting and will continue collaborating to help implement,

evaluate, and monitor the Vision Zero Action Plan. The Vision Zero Partnership can provide input and guidance to this study by refining any recommendations or other materials presented by the project team.

This project aligns and supports NJDOT's endeavor to advance Complete Street Policies; specifically, as it relates to pedestrian and bicycle safety. Also, this study will advance action items outlined in the County's Vision Zero Action Plan, the statewide Strategic Highway Safety Plan (SHSP), the NJTPA's long range transportation plan, Plan 2050, as well as the NJ State Long-Range Transportation Plan, and the New Brunswick Supplement of the NJ State Long-Range Transportation Plan. The Action Plan recommends applying the Federal Highway Administration's Proven Safety Countermeasures to the road network, including conducting road safety audits, improving safety throughout the County, and prioritizing enhancements along the HIN. The NJ State Long-Range Transportation Plan outlines strategies to "Increase Safety and Security". The SHSP seeks to reduce the occurrence of fatalities, serious injuries, and overall injuries by 14% over the next five years for all modes of transportation. This proposed Road Safety Audit will reinforce Middlesex County's commitment to achieving these goals.

## B. Regional Need

Middlesex County is the third most populous County in New Jersey and the NJTPA region, with a population of about 825,920 according to the 2019 ACS 5-year estimates. The County's population is roughly 12 percent of the 6.7 million total population of NJTPA subregions. Additionally, in 2020 Middlesex County's population experienced a growth rate of 6.6 percent from the 2010 population counts. According to early estimates from the National Highway Traffic Safety Administration (NHTSA), New Jersey experienced an estimated 13.7 percent increase in traffic fatalities between the first quarter of 2021 and the first quarter of 2022. As a major thoroughfare for the tri-state area, Middlesex County's daytime population experiences an increase of about 140,000 commuters (ACS 2019 5-Year Estimates), creating numerous interactions between all road users and in different contexts throughout the County.

The County currently has several driver safety programs, including New Jersey D.R.I.V.E. (Driver Response Impaired Vision Exercise), which utilizes golf carts and a specially designed course to educate teenage drivers about the dangers of driving under the influence. The County also created the 3D: Middlesex County Don't Drive Dangerously contest, open to all teens in public and private Middlesex County high schools. Additionally, the County has the Intoxicated Driver Resource Center (IDRC), which is a unit of Middlesex County Government responsible for providing the two-day, 12-hour educational/screening program for individuals convicted of various statutes pertaining to operating under the influence, refusal of the breathalyzer, underage drinking, drunk boating, and fatal emergent accident. The County also offers local programs like bike rodeos and "Slow Down in Our Town" Campaigns.

Keep Middlesex Moving (KMM), the Transportation Management Association or TMA for Middlesex County, offers the “Flag It” program for pedestrians to use brightly colored flags to cross at busy intersections to increase pedestrian visibility. KMM also provides interactive presentations on teen driving safety and bike rodeos. Several Middlesex County Municipalities also participate in the NJTPA Street Smart campaign. Though the County currently offers these safety programs, design must also be integrated to reduce fatal and serious injuries significantly. RSAs will help reduce crashes by implementing safer design recommendations and integrating multimodal safety strategies, a regional focus area.

## II. Study Scope of Work

### A. Introduction

#### 1. Study Background

##### a. Subregional Need

Between 2010 and 2019, there were 291,440 recorded crashes in Middlesex County, resulting in 466 fatalities and 964 suspected serious injury crashes. Bicyclists and pedestrians comprised only 1.7 percent of these recorded crashes but accounted for 24 percent of the high severity crashes. It is important to note that the 2019 crash severity data is not comparable to previous years because of modified reporting standards. More recently, in 2020, NJDOT Safety Voyager reported 18,650 crashes in Middlesex County, but the data from this year is not all-inclusive since reporting is not fully complete yet.

To reduce these statistics, on July 21, 2022, the Middlesex County Board of County Commissioners signed a resolution adopting the Vision Zero Pledge, making Middlesex the first County in New Jersey committed to a countywide Vision Zero Action Plan. This initiative is a partnership between the County and its 25 municipalities. This Partnership will allow maximum collaboration to make all county roads safer and eliminate preventable traffic deaths and injuries by 2040.

To help achieve the goal of zero deaths by 2040, the County will identify a minimum of five (5) county-owned roadway corridors listed on the New Jersey Network Screening list and the County's High Injury Network. The study will enable the County to address safety issues on the chosen corridors through the FHWA's RSA process.

##### b. Community Profile

For the Vision Zero Action Plan, the County mapped Indicators of Potential Disadvantage (IPD), which considers the following population groups: disabled, ethnic minority, female, foreign-born, limited English proficiency, low-income, older adults, racial minority, and youth. Communities of concern are areas with "Above Average" and "Well-Above Average" concentrations of IPDs. In Middlesex County, census tracts

that contain above average and higher concentrations of IPDs are clustered in the central and northern portions of the County and make up about 26 percent of the County's census tracts. New Brunswick and Perth Amboy have the County's highest concentrations of "Well-Above Average" IPDs. Between 2010 and 2019, pedestrian fatal and serious injury crashes were concentrated in New Brunswick and Perth Amboy. Additionally, "Above Average" concentrations of IPDs are found in census tracts within Carteret, East Brunswick, Edison, Helmetta, North Brunswick, Sayreville, and Woodbridge.

## 2. Study Goals

- a. Achieve the vision of eliminating roadway fatalities and serious injuries within a Safe System Approach.
- b. Improve safety for all road users through Road Safety Audits, a proven FHWA safety countermeasure.
- c. Develop strong partnerships with municipalities to make safety the top priority across Middlesex County.
- d. Create a culture of safety, responsibility, and awareness within Middlesex County.
- e. Ensure equitable distribution of all traffic safety investments and benefits using a data-based approach.
- f. Engage with the Middlesex County community to create a culture of safety and encourage an equitable approach when planning for implementation and distributing traffic safety investments.
- g. Enhance the connectivity of the transportation network by identifying opportunities to increase multimodal travel.
- h. Mitigate the effects of climate change and enhance stormwater resiliency through green infrastructure recommendations.
- i. Identify data-driven strategies in policy and design that the County can pursue to ensure a safety-focused approach for future transportation considerations.

## B. Study Methodology

### **Task 1: Project Management**

The Middlesex County Office of Planning (MCOP) will provide overall project oversight and perform administrative tasks for this study, including the consultant selection process, contract administration, and processing of consultant invoices. Other work associated with this task will include preparing and submitting the quarterly reports and any other documentation required by the NJTPA.

The County's Project Manager will be responsible for ensuring the successful completion of all consultant tasks on time and within budget. Throughout the study, the County, the TAC, the NJTPA, the selected consultant, and the 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 that allows sufficient review time for the County, the 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, the NJTPA staff, elected officials, and the public.

The consultant shall designate a project manager who will be responsible for managing the day-to-day activities of the consultant team and will serve as the primary source of contact with the County. The consultant project manager shall establish an effective means of coordinating and reporting consultant activities with the County planning staff throughout the project to ensure an expeditious and efficient exchange of information. The consultant project manager, the NJTPA Project Manager, and any other key staff will participate in a project kickoff and bi-weekly project manager progress meetings. These meetings will take place over Microsoft Teams. The consultant project manager shall be responsible for preparing and submitting progress meeting agendas, minutes, monthly progress reports, and invoices. A detailed project schedule (Gantt chart) shall be submitted by the consultant at the kickoff meeting for County review, approval and regularly reviewed during the study to ensure the timely completion of the study. The project schedule shall be submitted to the County in Microsoft Project file format. All materials submitted to the County must be in County and the NJTPA-approved editable file formats to facilitate the review process.

The consultant will use Sharepoint 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 before making them available to the public. Additionally, the consultant will provide project information for any project updates the County provides to partner agencies.

**Deliverables:**

- The County shall prepare and submit eight (8) quarterly reports, project invoices, and any other documentation required by the NJTPA.
- The consultant project manager shall participate in and provide agendas and summaries of the project kickoff meeting and bi-weekly project manager meetings.
- The consultant shall prepare and submit a schedule of tasks and a timeline for County review and approval in Microsoft Project file format. The consultant shall also be responsible for updating the schedule as needed, up to six updates anticipated.
- All deliverables shall be to a level of quality that meets generally accepted professional standards and is fit for end users, including County staff, the NJTPA staff, and elected officials. The consultant will submit all deliverables to the County per the County's and the NJTPA's guidelines and guidance on the file format.



## **Task 2: Needs Assessment**

### **a) Outreach and Partnerships**

The County and the consultant team shall create a Technical Advisory Committee (TAC) that will meet up to three (3) times during this study and provide input and technical expertise on various aspects, including the study process and work products. The County will be responsible for leading the TAC and sending out meeting invites. The TAC shall consist of representatives from the Middlesex County Offices of Planning, Engineering, Public Works, a representative from Keep Middlesex Moving (KMM), NJDOT, NJ TRANSIT, and the NJTPA. Engineers, planners, and elected officials from the selected municipalities will be part of the second and third TAC meetings. The consultant will be responsible for preparing draft agendas, meeting invites, meeting displays, PowerPoint presentations, meeting summaries, and provide support and facilitation at the TAC meetings. All materials will be reviewed and approved in advance by the County and the NJTPA.

TAC Meeting 1: The first TAC meeting will introduce the Road Safety Audit (RSA) process and discuss the list of identified County-owned roadway corridors from the New Jersey Network Screening list and the Middlesex County HIN. The TAC will also help identify and confirm safety issues for any identified RSA corridors. The TAC will make recommendations to help the County select the corridors to be studied.

TAC Meeting 2: The second TAC meeting will review the draft RSA report recommendations from a minimum of five county corridors and gather TAC input on the recommended safety improvements before the consultant finalizes the RSA reports.

TAC Meeting 3: The third TAC meeting will review the project's draft final report.

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

- Reviewing and providing feedback to the County and the consultant on draft and final project reports and documents.
- Reviewing and providing feedback on the data collection, safety improvement recommendations, and implementation strategies for the study.
- Reviewing and providing feedback to the County and the consultant on the outreach strategy.
- Ensuring the individual RSA and final reports identify and prioritize the implementation strategies and list potential partnering agencies to help implement the recommended initiatives.

### **Local Officials Outreach Strategy**

In collaboration with the County and the TAC, the consultant shall prepare and implement a local official outreach strategy once corridor locations have been identified, including a meeting schedule that coincides with key project milestones. The outreach strategy will be used in the post-RSA meeting with local officials. The post-RSA meeting will allow the

project team to present the results to the local officials. The consultant may amend final audit recommendations based on input from the local officials before bringing the information to the Public Information Centers (PIC) to share the results with the public. The draft outreach strategy for local officials, prepared by the consultant will be submitted to the TAC for review and approval early in the project. The County will lead all meetings with local officials.

Additionally, the consultant will review the Middlesex County Indicators of Potential Disadvantage Map, the County's Strategic Investment Framework Equity maps, and the equity assessment factors listed under Task 2c to determine underserved communities in the County. The consultant will report their findings to the TAC. As the RSA effort moves forward, the consultant will use this information to assess whether any proposed safety improvements may disproportionately or adversely affect specified populations. Once the study corridors are identified, the consultant will use an equity assessment to create study materials as part of the outreach strategy for local officials in English and, if needed, in Chinese, Hindi, Gujarati, Spanish, or other languages, based on outreach recommendations by the municipalities. Meetings will be conducted only with officials and municipalities with a county-owned road corridor that was selected for the study.

### Public Outreach Activities

#### Public Representative for RSAs

Public outreach will be incorporated into the RSAs with the attendance of at least one public representative at each road audit to provide their input and perspective on safety topics. The public representative(s) present at the RSA will understand the local and daily issues of the selected corridor, which will ensure that the community's perspective is incorporated into the RSA report.

At all selected RSA County Corridors, the County will work with the municipality to identify community members, such as local business owners or residents within proximity of the selected corridors. Once the project team and municipality identify a list of community members, the project team will work with the municipality to choose at least one public representative from this group to be involved in the RSAs.

#### Public Information Centers (PIC)

The project team will hold a Public Information Center (PIC) led by the County after each RSA. The project team will work with municipalities to identify a suitable location for each PIC and invite the community members from the corresponding municipality selected for the audit. PICs at each selected corridor will allow the community to learn about the RSA process and give feedback on the results formulated from the RSA. The project team may amend final audit recommendations based on input from community members attending the PICs. The consultant will be responsible for preparing all meeting materials for the PICs. By the end of the study, the project team will have hosted a minimum of five (5) Public Information Centers.

## Online Materials

Study information such as event announcements, meeting presentations and summaries, background information, draft and final reports, and other appropriate project-related documents will be incorporated into the County's Vision Zero communication efforts. The consultant and county staff will collaborate to determine what documents will be posted and may develop other communications materials. All documents for posting will be reviewed and approved by county staff before being submitted to the NJTPA for review. All documents provided to the NJTPA for scrutiny shall be in an NJTPA editable format.

## Report Distribution

The consultant and county staff will present the final report at a regularly scheduled County Planning Board Meeting. In addition to providing electronic access to the final report to municipal officials and stakeholders, the final report will be distributed to the County Commissioners, TAC members, and stakeholders. The report will also be provided to municipalities and made available to the public via electronic download from the County's website.

## **Deliverables:**

- The consultant will prepare for three (3) TAC meetings and is required to participate. The consultant will prepare TAC meeting agendas, PowerPoint presentations, displays, handouts, and meeting summaries. The County will lead all TAC meetings; therefore, the County will handle the schedule of meetings and distribution of meeting notices and associated materials to committee members.
- The consultant will prepare for a minimum five (5) Public Information Centers (PIC) meetings, at which their participation is required. The consultant will prepare PIC meeting agendas, PowerPoint presentations, displays, handouts, and meeting summaries. The County will lead all PIC meetings; therefore, the County will handle the schedule of meetings and distribution of meeting notices and associated materials to committee members.
- The consultant, in collaboration with the County and the TAC, shall prepare an outreach strategy for local officials and the public for approval early in the study. The outreach strategy will be used in the post-RSA meeting with the local officials.
- The County and consultant will create a list of identified business owners and/or residents in proximity to the selected corridor to determine a public representative that will participate in the RSA.
- The County and consultant will meet with the mayors or their designee and planning and/or engineering staff (if any) of municipalities containing a chosen study corridor. Some corridors may traverse more than one municipality.
- The consultant will provide materials in electronic format to be posted on the County website, and any other locations deemed appropriate by the County.

- The consultant shall present the final report in a summary PowerPoint presentation at a regularly scheduled County Planning Board Meeting. The consultant will develop a final report written and graphic materials to be posted on the County Planning Board website.

## **b) Corridor Selection, Data Collection and Review**

### Corridor Selection Criteria

Working with the County, the NJTPA, and the TAC, the consultant team will develop a set of corridor selection criteria based on various data sources, including areas that rank high for crash history on the New Jersey Network Screening list and the Middlesex County HIN. Priority consideration shall be given to HIN corridors in or near environmental justice communities identified by the Middlesex County Vision Zero Action Plan. Potential corridors will be reviewed from the NJTPA Local Safety Program Network Priority list by county staff and the consultant, with input from the NJTPA and the TAC committee to select a minimum of five (5) corridors. Corridors are assumed to be ¼ to 1 mile long and will be focused on county roads.

Potential corridor selection criteria may include the highest crash locations in the statewide pedestrian screening list, the screenings list for high-priority intersections, high-risk rural roads, pedestrian safety corridors, pedestrian intersections, and other appropriate lists. Corridor selection criteria will include a context-sensitive analysis by place type. It will consider the impact on underrepresented populations that may be disproportionately impacted along corridors with higher incidences of crashes. Corridor selection criteria will also include potential eligibility for federal, County, or other funding sources for implementing study recommendations.

### Corridor Selection

Once the initial minimum of five (5) County corridors are selected, the County will meet with the municipalities to ensure local support for the RSA analysis for the roadway/corridor. The meetings will allow the County to gauge local support and enable municipal officials to confirm existing safety issues for inclusion in the RSA analysis. If a municipality does not want to participate in an RSA, the County will select another corridor from the prioritized list.

### Existing Conditions Analysis

The consultant will prepare an existing condition report for a minimum of five (5) selected corridors. Using the FHWA RSA process, the existing conditions report will include:

- Corridor study limits
- Existing corridor zoning, building types, land use, and major traffic generators (destinations)
- Any improvement districts
- Roadway functional classification

- Intersection characteristics
- Number of signalized and un-signalized intersections
- Signal timing as it relates to traffic congestion and/or the pedestrian/bike head
- Traffic volumes
- Turning movements (conduct new counts if not available within the past three years)
- Speed limits
- Existing road infrastructure
- Parking
- Horizontal alignment
- Environmental justice data
- Existing bicycle and pedestrian accommodations: crosswalks, bus shelters; bike lanes, school crossings, transit routes and transit stop along each corridor

The consultant will collect data for a minimum of five (5) selected corridors up to a mile in length each. This data collection is in preparation for the RSAs in Task 4. The consultant will analyze three years of crash data for vehicular crashes and five years of crash data for bike and pedestrian crashes. Additionally, the consultant will collect crash data from NJDOT crash databases, including Safety Voyager, and assemble the crash reports. The consultant should prepare collision diagrams, locations of collisions and temporal trends for each crash type by corridor. The data to be analyzed includes the number of crash types by fatal/injury/property damage from the NJDOT crash database. Crashes should be analyzed by intersection, surface condition, lighting, day of the week, crashes by month, crash severity, collision type, crash and pedestrian crash locations, or other pertinent factors, pending data availability. Additional data to be analyzed could include roadway characteristics (speed limits, turning movements, etc.), traffic control devices, recent speed studies, bicycle and pedestrian counts, pedestrian, and bicycle accommodations/infrastructure such as but not limited to pedestrian/bicycle signal heads/timing, bus stops, transit access, lighting, driveways, parking, and drainage.

### **Deliverables:**

- In conjunction with Middlesex County and the TAC, the consultant will develop criteria to select a minimum of five (5) crash locations. This process will also include input from outside sources.
- The consultant will prepare an existing conditions report for each corridor, including (but not limited to) safety and management system data, crash diagrams, roadway functional classification, turning movements (conduct new counts, if not available within the past three years), speed limits, parking, number of signalized and unsignalized intersections, ADA compliance, existing bicycle and pedestrian accommodations, crosswalks, transit shelters, school crossings, transit routes, and transit stops. Crashes should be analyzed by intersection, surface condition, lighting, day of the week, crashes by month, crash severity, collision type, crash and pedestrian crash locations, or other pertinent factors, pending data availability. A spatial analysis should identify the walking distance between transit stops (including mass transit locations), residential neighborhoods, and key destinations within the identified selected corridors. This will also identify any gaps in transit coverage, an

estimate of how far (the distance) an “average” resident must walk to reach mass transit, an estimate of how long it takes an “average” resident to walk to mass transit within the County, and the ability to access transit in a safe manner.

- The consultant should summarize the data collection efforts in a technical memorandum summarizing results from the crash analysis for a minimum of five County-owned roadway corridors. This report may include the rationale and results of the corridor selection criteria, or this may be reported under Task 3’s Technical Memo.

### **c) Equity Assessment**

The consultant will review the NJTPA’s Equity Resources website for guidance before conducting an equity assessment.

The consultant will review the County’s Indicators of Potential Disadvantage data from the Vision Zero Action Plan and the most recent U.S. Census, American Community Survey 5-year estimates at the block group or census tract level. They will use this information to examine the following Title VI and Environmental Justice factors:

1. Minority (defined by US DOT as Black, Hispanic or Latino, Asian American, American Indian, Alaskan Native, Native Hawaiian, or other Pacific Islander)
2. Place of Birth
3. Low income
4. Limited English Proficiency is 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 factor at the block group/census tract level, the same data will be collected for each factor at additional levels of comparison, such as the NJTPA region. The Equity Assessment will compare percentages in each factor to subregional and the NJTPA regional percentages. While data may be available and analyzed at a census tract and block group level, the study’s geography should guide how this data may be aggregated to arrive at an analysis relevant to the study.

Once the demographic profile is complete, conduct an assessment with insights gained from the study area population. The assessment will identify patterns of vulnerable populations; avoid recommendations that have disproportionately high and adverse effects; ensure that the benefits of recommendations are shared as equally and as feasibly possible; and strive to reduce and eliminate barriers to meaningful participation in the planning process for the identified populations.

**Deliverables:**

- The consultant will prepare a technical memorandum outlining their equity assessment process and findings, including recommendations on how it can inform the corridor selection process. Equity assessment findings will also be used when developing meeting materials for the outreach strategy for local officials.
- The consultant will produce a technical memorandum and GIS mapping highlighting locations of selected County corridors that include underrepresented communities.

**Task 3: Data Analysis and Mapping**

Using the corridor selection criteria, the consultant shall map all flagged corridors for the study. Corridors not making the final study selection may be candidates for future safety improvements. The consultant shall also prepare a map based on the equity assessment. The consultant shall prepare GIS maps of the recommended county study corridors to be included in the final report.

All GIS products prepared by the consultant will follow the NJTPA's E-GIS guidelines and 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, and GIS layers, to the County and the NJTPA.

**Deliverables:**

- The consultant shall provide the County with a zipped folder including all prepared maps and all data and materials used to create maps in tasks 2, 3, and 4.

**Task 4: Study Findings and Recommendations****RSA Team**

The consultant will follow the RSA Audit Process steps, which include:

- Identify the Project
- Select the RSA Team
- Conduct the Start-Up meeting to review project information
- Perform field reviews
- Collect data and existing inventory
- Conduct audit analysis and prepare a report of findings
- Present report of project findings to roadway owner
- Receive and review formal response from roadway owner
- Incorporate findings into the project when appropriate (roadway owner's responsibility)

The consultant, working with the County, will identify and form a multidisciplinary RSA team to prepare for the field reviews and meetings for a minimum of 5 corridors. The team may include but is not limited to representatives from the Middlesex County Department of

Transportation, NJDOT, the NJTPA, NJ TRANSIT, a green infrastructure expert, public transit providers, municipal engineers and planners, municipal police, emergency services, board of education, department of public works staff, and a public representative. The municipality of the selected corridor will choose a public representative to be involved in the RSA field visit. Additional stakeholders may be invited, including local safety advocates, local bike groups and bike advocates, roadway safety specialists, traffic operations engineers, and road design engineers.

If needed, the County will provide bus transportation through MCAT for RSA members for a minimum of five corridors. Locations on where to park transport vehicles will be identified in advance so all corridor sections can be systematically examined while minimizing walking distances.

### Road Safety Audits

Working with the County, the consultant will conduct Road Safety Audits for a minimum of five (5) selected corridors. To prepare the RSA team to perform RSAs successfully, the consultant will prepare a draft RSA project fact sheet and a PowerPoint presentation reviewing the purpose of each corridor analysis. Then, the consultant will discuss the safety findings from the corridor crash analysis at the meeting on the day of the RSA field visit. The fact sheet will include traffic and crash data consisting of the following: a map of the corridor and surrounding area, crash diagrams, crashes in the RSA project area, pedestrian crash data, pedestrian crash diagrams, crash locations, pedestrian crash temporal data, crash statistics, crashes per day of the week, crashes by month, crash severity, and light and surface conditions and a description of the RSA process.

The consultant will participate in field visits with the RSA team to verify and evaluate existing conditions or measurements obtained from plans and reports and discuss important safety issues and potential safety improvements for a minimum of five RSA corridors. The consultant will compare each crash corridor to the County's average for all crashes and will include this statistical breakdown. Roadway features to be evaluated include traffic control devices, pedestrian and bicycle accommodations, transit stops, transit access, lighting, driveways, parking, and drainage.

During the RSA field visits, the consultant team will identify locations where potential additional demonstration projects might be appropriate to illustrate where specific safety improvements may work, if implemented. The consultant will explain why the potential location would benefit from a particular demonstration project, what the temporary demonstration project might entail, and then describe a checklist of items needed to implement a demonstration project.

Once the team is briefed on the safety findings, the consultant(s) will lead one or more teams of stakeholders on a walking tour of each selected corridor. Each team will stop at each intersection to review the crash analysis results and conduct field observations. The consultant will provide a note taker and photographer for each team to capture all team observations as



part of the field assessment for each corridor. After the field visit is complete, the consultant will meet with the RSA team and review the comments to ensure all comments are recorded correctly in each field report. Once the field debriefing is completed, the consultant team will compile the safety analysis and field observations into a draft RSA report, including an implementation matrix of safety recommendations and any problem statements.

### Road Safety Audit Reports

Based upon the existing conditions analysis results and the Road Safety Audits findings, the consultant will develop individual draft road safety audit reports that summarize each corridor's existing conditions, safety issues, recommended safety package, green infrastructure improvements, and list of potential demonstration projects that will be completed after this study has concluded.

The County will review a draft of the post-audit report format to ensure it includes all required items in the final RSA reports. Information and findings from the data collection phase will be provided to the RSA team at least two weeks before the RSA field visit.

Each standalone road safety report will contain planning-level conceptual plans for the various recommended safety improvements, including but not limited to intersection improvements, sidewalk improvements, appropriate bicycle accommodations, and improvements to address ADA deficiencies. The report should apply FHWA Proven Safety Countermeasures and may include other measures that improve the environment for all transportation modes.

The consultant will create an implementation matrix for each proposed improvement, listing short, medium, and long-term time frames, lead agencies, the magnitude of the cost, and available funding resources. Each safety recommendation will be action-oriented for up to five corridors. The consultant will also develop a short list of priority items for implementation in coordination with the County.

The consultant will provide concept sketches for all improvements, including green infrastructure, that could be incorporated into a corridor-wide improvement plan. The consultant should also include order of magnitude and concept level cost estimates for the proposed improvements, including maintenance. The consultant will also explore how the proposed improvements projects must plan for future upkeep to keep the infrastructure performing over time.

### Green Infrastructure

As part of the analysis, the consultant team will identify locations along the chosen RSA corridors for potential green infrastructure improvements to manage water from storms (or to address stormwater runoff). The consultant will review the Passaic County Green Infrastructure Guidebook and other resources as necessary. The consultant will adapt best practices from the Passaic County Guidebook that could be applied to Middlesex County Road corridors (e.g., if any impervious surface is eliminated, it could be a candidate for a green infrastructure element).

The consultant will also explore how green infrastructure projects must plan for future upkeep to keep the green infrastructure performing over time.

### Municipal Meetings

The consultant will meet with the municipalities on the day of the RSA audit to obtain a complete picture of each selected corridor's safety issues. The consultant and/or County will meet a second time with municipalities, utilizing the strategy for local officials' outreach, and to review the draft RSA report before it is finalized. This will allow the County to modify any proposed recommendations in the draft final report based on input from the municipalities.

### **Deliverables:**

- The consultant will assist the County in assembling a Road Safety Audit Team for each of the minimum of five (5) selected corridors.
- The consultant will prepare a project fact sheet and a PowerPoint presentation reviewing the purpose of each corridor analysis and then discuss the safety findings from the corridor crash analysis on the day of the RSA field visit for a minimum of five (5) corridors. This presentation will also educate the RSA participants to learn about safety problems they may see and potential design solutions.
- The consultant will conduct the field visit with the RSA team to verify and evaluate existing conditions and discuss safety issues and potential safety improvements for a minimum of five corridors.
- The consultant will develop road safety audit reports that summarize each selected corridor's existing conditions, safety issues, recommended package of safety improvements, and a list of potential demonstration projects that will be completed after this study has concluded. The consultant will review the Passaic County Green Infrastructure Guidebook and adapt best practices to implement green infrastructure improvements along the selected corridors.
- The consultant will host one meeting on the day of the RSA field visit with municipal officials to obtain a complete picture of each selected corridor's safety issues. A second municipal meeting will take place to review the draft RSA recommendations before finalizing the RSA reports. Meeting summaries will be prepared for both meetings.
- The consultant will provide concept sketches for all improvements, including green infrastructure, that could be incorporated into a corridor-wide improvement plan. The consultant should also include order of magnitude, concept level cost-estimates for the proposed improvements, including maintenance. The consultant will also explore how the proposed improvements projects must plan for future upkeep to keep the infrastructure performing over time.
- The consultant will prepare an implementation matrix listing proposed planning level safety recommendations for each corridor in which an RSA was completed, for short, medium, and long-term time frames, lead agencies, the magnitude of cost, and available funding resources. Each recommendation will be actionable so that an individual or government entity can advance the project or recommendation after completing the study.

- The consultant will develop a short list of priority items for implementation in coordination with the County.

### **Task 5: Final Report and Final Deliverables**

Before developing the final report, the consultant will prepare an outline of the report for review by the County and the NJTPA staff. After the County and the NJTPA approval of the report outline, the consultant will prepare the draft final report for review by the County, the TAC, and the NJTPA. The report will consist of the following sections: an abstract, executive summary, table of contents, the existing conditions analysis including equity assessment findings, summary of the public outreach activities, the Road Safety Audit Reports, implementation matrix problem statements, and appendices. After receiving feedback, the consultant will revise the draft final report accordingly and submit a final report, with all previous comments addressed, for review by County and the NJTPA staff. The final report sections will be based on the deliverables from each task.

The consultant will develop problem statements for the recommended improvements as appropriate. The consultant team will create a PowerPoint presentation summary of the study.

The consultant will prepare a summary PowerPoint presentation that will be presented at a regularly scheduled County Planning Board meeting. The consultant will also upload the study recommendations, 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 and raw data from surveys and 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.

### **Deliverables:**

- The consultant will provide a draft and revised Final Report for review by the County TAC, and the NJTPA. The report will consist of the following sections: an abstract, executive summary, the existing conditions analysis including equity assessment findings, a summary of the public outreach activities, the Road Safety Audit Reports, implementation matrix, problem statements, and appendices.
- The consultant will develop problem statements for the recommended improvements.
- PowerPoint presentation with talking points summarizing the study.
- GIS products prepared by the consultant will follow the NJTPA's E-GIS guidelines and be delivered to the County.
- All findings and recommendations from the study shall be organized and entered into the PRIME system, the NJTPA's planning information management system, in accordance with PRIME requirements by the consultant.
- Digital copies of all data and materials.

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**Contact Information:**

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FY 2024 - FY 2025 SUBREGIONAL STUDIES PROGRAM  
MIDDLESEX COUNTY  
MIDDLESEX COUNTY ROAD SAFETY AUDITS  
BUDGET PLAN

			PROPOSED BUDGET	
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>			
	1. SALARIES		\$	72,314.71
	2. FRINGE BENEFITS	55.570%	\$	40,185.29
	<b>SUBTOTAL</b>		<b>\$</b>	<b>112,500.00</b>
<b>PART II:</b>	<b>DIRECT NON-LABOR COSTS</b>			
	1. SUPPLIES		\$	-
	2. TRAVEL		\$	-
	3. PRINTING & REPRODUCTION		\$	-
	4. TELEPHONE		\$	-
	5. POSTAGE		\$	-
	6. CONFERENCE/TRAINING		\$	-
	7. OTHER (SPECIFY)		\$	-
	<b>SUBTOTAL</b>		<b>\$</b>	<b>-</b>
<b>PART III:</b>	<b>INDIRECT COSTS</b>			
	INDIRECT COST ALLOCATION	0%	\$	-
	<b>SUBTOTAL</b>		<b>\$</b>	<b>-</b>
<b>PART IV:</b>	<b>CONSULTANT COSTS</b>			
	CONSULTANT		\$	450,000.00
	<b>SUBTOTAL</b>		<b>\$</b>	<b>450,000.00</b>
	<b>TOTAL PROGRAM BUDGET</b>		<b>\$</b>	<b>562,500.00</b>

This estimated budget is based upon projected costs to perform the work program for FY 2024 - FY 2025 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:**

<b>Federal Share (80%):</b>	\$	450,000.00	<b>Local Share (20%):</b>	\$	112,500.00	<b>Total:</b>	\$	562,500.00
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**FY 2024 - FY 2025 SUBREGIONAL STUDIES PROGRAM  
MIDDLESEX COUNTY  
MIDDLESEX COUNTY ROAD SAFETY AUDITS  
STAFFING PLAN**

**Estimated Project Task Budget**

Task	In-house Subregional Staff Activities (estimated)					Total Project		
	Subregional Staff Hours	Direct Labor Costs	Direct Non-Labor Costs	Indirect Costs	Costs	Consultant Costs	Total Costs	% of Total Budget
Task 1 - Project Management	237	\$ 15,477.74	\$ -	\$ -	\$ 15,477.74	\$ 8,500.00	\$ 23,977.74	4%
Task 2A - Outreach and Partnerships	225	\$ 14,029.46	\$ -	\$ -	\$ 14,029.46	\$ 9,500.00	\$ 23,529.46	4%
Task 2B - Data Collection and Review	210	\$ 13,656.32	\$ -	\$ -	\$ 13,656.32	\$ 17,000.00	\$ 30,656.32	6%
Task 3 - Data Analysis and Mapping	451	\$ 31,219.87	\$ -	\$ -	\$ 31,219.87	\$ 50,000.00	\$ 81,219.87	14%
Task 4 - Study Findings and Recommendations	296	\$ 18,797.68	\$ -	\$ -	\$ 18,797.68	\$ 340,000.00	\$ 358,797.68	64%
Task 5 - Final Report and Final Deliverables	306	\$ 19,318.93	\$ -	\$ -	\$ 19,318.93	\$ 25,000.00	\$ 44,318.93	8%
<b>TOTAL</b>	<b>1,725</b>	<b>\$ 112,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 112,500.00</b>	<b>\$ 450,000.00</b>	<b>\$ 562,500.00</b>	<b>100%</b>

**Subregional Staff Plan**

Personnel (Name & Title)	Estimated % of Time Needed for Study <i>(based on total work hours for the year)</i>	Total Estimated Hours for Study
Michael Dannemiller, Supervising Engineer	12%	419
Andrew Lappitt, Principal Planner	3%	121
Jasmine Grossmann, Senior Planner	21%	760
Marjoly Mascarenhas, Senior Planner	6%	206
George Fallat, Supervising Engineer	2%	83
Sandra Decarlo, Assistant Chief Clerk	3%	91
Emily Link, Office Services Manager	1%	45
<b>TOTAL</b>	<b>7%</b>	<b>1,725</b>



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**Study Sponsor:** Warren County

**Title of Study:** Warren County Comprehensive Complete Streets Policy Implementation Plan

**Study Budget**

	<b>Amount</b>	<b>Percent</b>
NJTPA/Federal Share Request:	\$ 192,000	80%
Subregion/Local Share Match:	\$ 48,000	20%
<b>Total Budget:</b>	<b>\$ 240,000</b>	<b>100%</b>

**Anticipated Study Duration:** 12 Months

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I. Project Information

A. Project Description

Warren County intends to develop a comprehensive complete street policy implementation plan with a focus on rural and small-town strategies. It will primarily focus on all county and a selection of local roads. Complete streets policies provide for the needs of all roadway users including motorists, bicyclists, pedestrians, transit vehicles and riders, and freight. Warren County will include preparation of complete streets checklists to institutionalize implementation of complete streets elements at all phases of project development. The plan will categorize street typologies in the county identifying and exploring key configurations and facilities by type. The plan will include a variety of complete streets implementation strategies and include the development of street typology guidelines and recommendations for up to five strategic locations.

B. Regional Need

The exurban areas of New Jersey are seeing significant development pressures post COVID as many people have opted to live in the more suburban and rural portions of the state. Additionally, because of the increased reliance of ecommerce, there has been an acceleration of changing land use patterns including light industrial uses that have changed the way the roadway infrastructure in the region is being utilized. To facilitate safe multimodal travel, it is important that a Complete Streets policy be implemented to ensure new development facilitates travel by all modes.

The Complete Streets Plan will advance the following:

The NJTPA Plan 2050 Goals:



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

## II. Study Scope of Work

### A. Introduction

#### 1. Study Background

##### a. Subregional Need

Warren County intends on completing a Comprehensive Complete Streets Policy Implementation Plan with the purpose of laying the foundation for a safe equitable, efficient and sustainable transportation network. As discussed above, Warren County is experiencing development pressures that are resulting in changing land uses and changes in the way that the roadway networks are being utilized. Warren County has a unique opportunity to implement comprehensive complete street strategies in the sense that the County is not highly developed and outside of Phillipsburg, Hackettstown, Belvidere, and Washington Borough the County is mostly rural.

As such, development pressure in the towns listed above is primarily resulting from redevelopment, which provides a unique opportunity for the implementation of complete street improvements as part of these projects due to the Local Housing Redevelopment Law's (LHRL) ability to require strict compliance with design standards. The development outside of these areas in the more rural portions of the County also provide for this opportunity since in many cases developments are happening on a relatively blank canvas of vacant or agricultural lands. Municipalities can adopt these standards as part of their master plan and ensure that developers adhere.

Complete streets policies provide for the needs of all users of the street including motorists, bicyclists, pedestrians, transit vehicles and riders, and freight. Policy implementation plans may include preparation of complete streets checklists to institutionalize implementation of complete streets elements at all phases of project development. Additionally, policy implementation plans may include a variety of mode specific strategies, such as: identifying specific streets or corridors for on-road bicycle lanes and/or for off-street bicycle paths; updating bicycle riding ordinances; identifying locations for bicycle parking; identifying gaps in pedestrian facilities; identifying locations for bus supportive facilities such as bus priority treatments or extended curbs

for bus stops; and consideration of freight mobility and access to local destinations. Up to five locations will be selected for recommended strategies such as those noted above.

The Plan's overarching goals are to:

- Provide an equitable transportation system that serves all residents.
- Reduce rates of injury and death from traffic crashes and improve road safety for all users.
- Shift transportation investments to safer, better-functioning streets, gradually creating Complete Streets networks.
- Provide more transportation options and reduce traffic congestion, increasing transportation network capacity.
- Improve air quality and reduce localized flooding by installing green stormwater infrastructure, street trees, and other vegetation.
- Encourage walking and bicycling habits that reduce rates of chronic diseases such as asthma, diabetes, heart disease, cancer and stroke through increased physical activity and reductions in air pollution.

Key features of the plan are to:

- Build stakeholder consensus and education (internally, externally, and across jurisdictions of the various towns) on the key gaps between existing practices and complete streets concepts and initiate necessary implementation steps to address these gaps.
- Develop a multimodal street typology to supplement the traditional functional classification system by prioritizing streets by mode as well as other factors such as but not limited to adjacent land uses, access to major transit facilities, or operating speeds.
- Develop Complete Streets Design Guidelines to ensure that Warren County's Street designs and treatments consider the full range of users on every type of street and accommodate multiple users wherever possible.
- Develop Complete Streets Checklists to assist project managers in the successful application of Complete Streets Design Guidelines to all projects. This will include criteria for exclusions as appropriate.
- Produce targeted education materials to provide training and implementation direction to staff, towns, and the public on the use of the Complete Streets Design Guidelines and to encourage implementation within daily practices.
- Capitalize on the comprehensive transportation planning initiatives in Warren County including the 2021 Warren County Transportation Master Plan.
- Build on the themes of Safety, Equitability, Efficiency, and Sustainability
- Create tools such as the checklist, model ordinances, maps and web mapping applications and plans for monitoring and implementation.
- Create case studies for various typologies of county roads and select local roads as examples for future implementation.

#### b. Community Profile

Warren County, from an income standpoint, is well behind most of the counties in the NJTPA region, with 19 percent of residents identified as low income. Additionally, Warren County has several overburdened and environmental justice communities: Phillipsburg, Hackettstown, Belvidere, Washington Borough, White Township, Lopatcong Township, and Mansfield Township. In addition, approximately six percent of residents do not own a vehicle. It is important to prioritize the development of transportation infrastructure including complete streets in these areas in an equitable fashion. Addressing the complete streets needs in these areas will be a key component in this study.

### B. Study Methodology

#### **Task 1: Project Management**

The County will manage the day-to-day activities of this study. These activities include the consultant selection process; contract administration; reviewing and approving all consultant deliverables; keeping the study on schedule and within budget; and reviewing and processing consultant invoices. Additionally, the County will be responsible for the preparation and submission of quarterly progress reports, invoices, and any other required documentation to the 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 contact with the County. The consultant project manager shall establish an effective means of coordinating and reporting their activities with the County throughout the course of the project. This ensures an expeditious exchange of information. The consultant project manager shall be responsible for the preparation and submission of progress meeting agendas, minutes, monthly progress reports, and invoices. The consultant will provide a web-based data and information sharing site. Bi-weekly project management calls/meetings between the Warren County project manager, the consultant project manager and the NJTPA will be held. A detailed project schedule (Gantt chart) shall be submitted by the consultant at the kick-off meeting for county and the NJTPA review. These will be reviewed regularly and updated as needed during the project to ensure the study's timely completion. 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, the NJTPA staff, the public and elected officials.

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, Warren County and the selected consultant will seek input from the TAC and the general public 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, the

NJTPA. TAC members will review draft final deliverables and interim deliverables as appropriate. 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, municipal staff, the NJTPA staff, elected officials, and the public.

**Deliverables:**

- The County will prepare and submit quarterly progress reports, invoices, and any other required documentation to the NJTPA.
- The consultant shall prepare and submit monthly progress reports and invoices to the county in accordance with the NJTPA Subregional Studies Program Guidelines, produce meeting agendas, minutes, and develop a detailed study schedule to be maintained on a regular basis.
- The consultant shall participate in a project kick-off meeting and bi-weekly project management calls between the County, consultant project manager and the NJTPA.

**Task 2: Needs Assessment**

**a) Outreach and Partnerships**

Warren County envisions this study to have extensive input from people who live and work in Warren County. The goal is to gather as much guidance and information as possible from stakeholders and the general public.

The planning process will facilitate input from stakeholders who will serve on a steering committee that will meet three times. In addition, there will be up to five interagency/local official meetings, and five public meeting/sessions to be held in two regions of the County.

Steering Advisory Committee (SAC): The County's project manager will organize a steering advisory committee comprised of representatives from the Warren County Planning and Warren County Engineering Offices; members of the Warren County Planning Board; the Warren County Transportation Advisory Committee; Avenues in Motion (the Transportation Management Association or TMA); NJ TRANSIT, NJDOT, and the NJTPA. The SAC will also include representatives from other relevant groups such as bike groups and safety advocate groups. The SAC will meet three times throughout the course of the project. The consultant shall prepare for these meetings (including the preparation of meeting presentations and handouts) and conduct three Steering Committee Meetings. The responsibilities of the SAC shall include, but not be limited to:

- Identifying stakeholders, community groups, and other partners for participation in various community and public outreach activities. Special consideration will be given to ensure the commitment and involvement of interested parties familiar with the county/city transportation network, environmental justice issues, and land use patterns.
- Reviewing the results of the Warren County Transportation Master Plan that was completed in June 2022 and confirming the findings of that study. The stakeholders will also present their viewpoints concerning multimodal needs, safety, access, equity, and most pressing needs that may not be included in the Transportation Master Plan and assess

which aspects of the plan should be incorporated into this study and/or how the plan should inform this study.

- Developing, guiding and participating in community involvement activities as appropriate.
- Reviewing and providing input on data collection, public outreach, and the development of recommendations.
- Reviewing and providing feedback on draft and final reports and other documents, as well as study recommendations.

### Public Outreach

Input from a broad range of stakeholders, agency personnel, and the public will be sought and incorporated at critical junctures in the study. The consultant will develop and implement a public and municipal outreach plan including branding and “marketing” materials to educate and engage stakeholders and the public. In accordance with federal requirements, attention will be given to outreach within Environmental Justice populations and with Limited-English-Proficiency persons while reducing barriers to meaningful participation. The environmental justice populations are typically overburdened communities as determined in the NJTPA Equity Assessment Tool. The analysis required to conduct robust public outreach that meets or exceeds Title VI requirements is outlined under Task 2C.

If every reasonable effort is made to eliminate barriers to participation for individuals living and working within the project limits and participation from the public is still low, the project team should ensure that input is sought from local religious, civic or grassroots organizations that could serve as representatives of the community.

The public outreach plan should include in-person and on-line opportunities for public input and should consider traditional and non-traditional venues and formats to garner broad input. The NJTPA’s Public Engagement Plan (available at <https://www.njtpa.org/get-involved/public-engagement-plan>) has many recommendations for engaging the public. The consultant will prepare for these meetings (including the preparation of meeting presentations and handouts) and conduct five public meetings/sessions. The consultant team will also create a study website and a means for gathering on-line input.

It is anticipated that an initial round of public outreach events/meetings will introduce the study to gather feedback. A second round of two meetings will be held to discuss initial study recommendations; and the last meeting will present the final study results and obtain final comments.

The first round will consist of two meetings in the Northern/Central Region of the County and two meetings in the Southern Region of the County. The second round will consist of a final meeting/session, likely to be held at the County Administration building in the Town of Belvidere. Outreach may utilize existing public venues such as the Warren County Farmers Fair, Land Preservation Day, Parkfest, virtual meetings, and other local festivals and pop-up events.

The consultant team will organize and document the information and comments received from the public.

**Municipal and Interagency Outreach:** The consultant will prepare and conduct five municipal and/or interagency meetings, at least one of which should specifically focus on reviewing draft study recommendations with municipal staff and elected officials. Model Complete Streets ordinances and other educational materials will be presented and discussed at the municipal meetings as well. Other interagency meetings can be used to address study progress and specific issues (such as freight, human services transportation, walking or biking needs) with specific agency personnel, private sector interests, or stakeholder groups. The NJTPA will be invited to participate in inter-agency meetings.

The consultant will be provided with a list of municipal officials to prepare and distribute all invitations. Lists should also be kept on who attended each meeting including email, telephone, and affiliation.

### **Deliverables:**

- The consultant shall develop and implement a public, stakeholder, and municipal outreach plan.
- The consultant shall prepare and conduct three Steering Advisory Committee Meetings, including the preparation of meeting presentations and handouts. The consultant must supply meeting materials two weeks prior to the meeting for review by the county and the NJTPA.
- The consultant shall prepare and conduct five public meetings, including the preparation of meeting presentations and handouts, based on the public involvement plan. The consultant must supply meeting materials two weeks prior to the meeting for review by the county and the NJTPA.
- The consultant will prepare for and conduct five municipal and/or interagency meetings as needed, one of which should be with municipal staff and elected officials to review and discuss draft recommendations. The consultant must supply meeting materials two weeks prior to the meeting for review by the county and the NJTPA. The consultant will also maintain a list of municipal participation.

### **b) Data Collection and Review**

The purpose of the data collection and review is to better understand the multi-modal travel environment in the county; identify and analyze previous planning efforts and associated documents related to complete streets; and the extent of current policies and regulations that impact complete streets within the County. The study will also identify places that might be priorities for better walking or biking conditions. This task will provide the necessary information required to conduct the analysis and creation of study recommendations outlined in the next tasks.

Title	Year	Lead Jurisdiction
Warren County Transportation Plan	1982	County
Liberty Township Master Plan	2003	Municipality
Warren County Smart Growth Plan- Transportation Technical Study	2004	County
Knowlton Township Master Plan Reexamination Report	2009	Municipality
Washington Borough Downtown Redevelopment Plan	2009	Municipality
Phillipsburg Walkable Community Workshop Report	2010	NJTPA
Morris/Warren County Rail Corridor Study	2013	NJTPA
Phillipsburg Master Plan Reexamination Report	2013	Municipality
New Jersey Statewide Freight Plan	2023	NJDOT
Plan 2050: Transportation, People, Opportunity	2017	NJTPA
NJTPA Regional Active Transportation Plan	2023	NJTPA
Hackettstown Master Plan Reexamination Report	2018	Municipality
Mansfield Township Master Plan Reexamination Report	2018	Municipality
Morris Canal Greenway Corridor Study	2018	NJTPA
Warren County Transportation Technical Study Update	2018	County
Freight Rail Industrial Opportunities Corridors Program	2019	NJTPA
Oxford Township Active Transportation Plan	2019	Municipality
White Township Proposed Master Plan Amendment	2019	Municipality
Warren County Light Industrial Site Assessment	2020	County
2040 Freight Industry Level Forecasts	2020	NJTPA
NJTPA Bicycle Compatibility Index	2022	NJTPA
NJTPA Active Transportation Network Data	2023	NJTPA
NJDOT Complete Street Guidance Materials		State
NJ Bicycle and Pedestrian Resource Center Materials and Resources		Non-Profit
Federal Highway Administration Complete Streets Resources		Federal
NJTRANSIT's Complete Street's Resources		State
Monmouth County Complete Streets	2010	County
Somerset County Complete Streets Policy	2016	County
Passaic County Compete Streets	2014	County

With the guidance of the Steering Committee, the consultant shall review the Transportation Master Plan, Equity Data, other Comprehensive Complete Streets Plans within the State of New Jersey, and other comparable complete streets plans in addition to the studies below:

Compilation of public input: obtain public input and analyses of the data derived from the surveys, issues identified, comments, and recommendations.

Other Data Collection: An important task for the consultant will be to compile and inventory existing infrastructure related to complete streets. This will highlight potential connections between walking and biking trails and highlight areas without dedicated facilities. The objectives of this task are to compile existing inventory data from town/state agencies and include data on existing and planned bicycle routes countywide including potential and proposed projects and to develop maps of inventory data.

This inventory will be a compilation of existing available datasets like county sidewalk inventories and the NJTPA's Regional Active Transportation Plan data. The inventory analysis will be used to better understand the state/condition of Warren County's transportation network; the resources that are currently available, and to assess the needs, challenges and opportunities associated with developing complete streets within the county.

#### **Deliverables:**

The consultant shall be responsible for Draft and final Technical Memo which includes:

- Outlining relevant recommendations of the various transportation studies, updates and findings, a preliminary list of technically viable projects will be prepared.
- A written and graphical inventory of the county road system features to include bicycle paths, trails, and road compatibility outlined above, and other relevant information.
- Complete streets planning and data from municipal partners.

#### **c) Equity Assessment**

The study will include data on the traditionally underserved communities in the study area and any areas of focus related to equity, Title VI and EJ. An equity assessment will be conducted following the guidance available on the NJTPA website (<https://equity-resources-njtpa.hub.arcgis.com/>).

Compile Demographic Data for Study Area: Using the most recent U.S. Census, American Community Survey 5-year estimates at the census tract or block group level, the following Title VI, Environmental Justice, and other factors as provided below.

Minority, place of birth, low-income, Limited English Proficiency, age, people with disabilities, and sex.



After compiling the data for each of the factors at the block group/census tract level, the same data will be gathered for each factor at additional levels of comparison — such as the county or the NJTPA region — and will compare percentages in each factor to subregional and the NJTPA regional percentages.

Once the demographic profile is complete, the consultant will use insights from the profile to:

- Avoid recommendations that have disproportionally high and adverse effects to any of the identified populations.
- Proactively seek to recommend complete streets strategies in areas with higher concentrations of Title VI populations.
- Strive to reduce and eliminate barriers to meaningful participation in the planning process; specifically, for the identified populations.

### **Deliverables:**

The consultant shall be responsible for the following draft and final deliverable:

- A Technical Memo that contains the data and maps to identify disadvantaged communities and discusses and addresses equity as it relates to Complete Streets.

### **Task 3: Data Analysis and Mapping**

Based on the environmental justice analysis and outreach conducted, and data collected and reviewed in Task 2, the consultant will conduct a high-level needs assessment and develop an existing Street Typology Network consisting of an inventory of typical street details (including road cross sections) of the county's transportation network, that will be paramount for identifying needs and study recommendations. This may include categorizations based on a set of standardized characteristics.

The consultant will also identify areas where improvements are integral for creating critical links in a future complete street network, which will be the focus of recommendations for up to five strategic locations. The purpose of this is for these areas to highlight critical complete streets needs and to act as examples of incorporating complete streets in varying settings and for various needs.

In identifying these five strategic locations, focus will be placed on areas prioritized by stakeholders, those areas with disadvantaged communities, and where multiple and varied needs exist. A broad range of unmet pedestrian and bicyclist, transit rider, and other needs and gaps will be identified for each location along with solutions that can be implemented in the short, medium, and long term. This focus on a small set of areas will help Warren County and its partners identify big ticket items that need significant further review, as well as smaller

scale projects that can be implemented more readily. The strategic locations can also serve as examples of complete streets treatments for similar areas.

**Deliverables:**

The consultant shall be responsible for the following draft and final deliverable:

A Technical Memo that includes:

- Needs Assessment Summary and Results.
- Existing Street Typology Network mapping and characteristics.
- Evaluate current inventory data.
- Existing Street Typology Network.
- Evaluation and analysis focused on gaps in existing practices and complete streets concepts (e.g. paving programs, etc.) and identify the necessary implementation steps.
- Sketch level recommendations for improvements at up to five strategic locations.

**Task 4: Study Findings and Recommendations**

The Consultant will work with Warren County to develop a Complete Street Action and Implementation Plan. This will include the development of recommendations for up to five strategic locations prepared by the consultant. As part of this project, county and consultant team will work collaboratively with the County's municipalities and outside stakeholders to develop a complete streets policy and action plan that builds and recognizes existing county and municipal plans as outlined above. The policy will contain broad recommendations concerning how to best achieve the County's vision. Coupled with this policy will be a set of best practices adapted from the existing resources (e.g., NJDOT complete streets best practices) outlined above for municipalities as they pursue their own complete streets projects and policies. These best practices will be tailored to the different kinds of communities found throughout the County. The Complete Streets Action Plan prepared through this project will expand upon the County's existing Transportation Master Plan and Action Plan to Increase Walking and Walkability to include a broader range of complete streets projects with key concepts developed to provide guidance for municipal implementation. The projects and recommendations included in this action plan will be designed to respond to conditions as they exist today and to achieve the County's vision.

**Deliverables:**

The consultant shall be responsible for the following draft and final deliverables:

- Memorandum documenting the five strategic locations and associated recommendations.
- Technical Memorandum including:
  - Existing Plans and Policies.
  - Complete Streets Action Plan Best Practices.
  - Complete Streets Policies Best Practices/Model Policies.
- Complete Streets Action Plan and Checklist.
- Complete Streets Policy.

- Complete Streets Map.

### **Task 5: Final Report and Final Deliverables**

Prior to the development of the final report, the consultant will develop an outline of the report for review by subregional and the NJTPA staff. After concurrence on the final report outline, the consultant will prepare the draft final report. Comments from the County, the NJTPA, Steering Committee and the public will be addressed by the consultant and incorporated into the final report. The final report will be based on the results of the previous tasks. The implementation section will identify potential private, county, state and federal transportation funding resources available to advance recommendations within the report while identifying any known environmental or other constraints.

The final report shall be presented by County staff and the consultant for approval at a regularly scheduled County Planning Board Meeting.

### **Deliverables:**

The consultant shall provide the following:

- Final sample street typology guidelines.
- Complete Streets Implementation Brochure.
- Final Report Outline and Table of Contents.
- Draft and final report with executive summary, abstract, and implementation matrix.
- Other final deliverables including final versions of Technical Memorandums, final presentation, and GIS files.

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### **Contact Information:**

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**FY 2024 - FY 2025 SUBREGIONAL STUDIES PROGRAM  
WARREN COUNTY  
WARREN COUNTY COMPREHENSIVE COMPLETE STREETS POLICY IMPLEMENTATION PLAN  
BUDGET PLAN**

			<b>PROPOSED BUDGET</b>	
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>			
	1. SALARIES		\$	31,542.40
	2. FRINGE BENEFITS	52.100%	\$	16,433.60
	<b>SUBTOTAL</b>		<b>\$</b>	<b>47,976.00</b>
<b>PART II:</b>	<b>DIRECT NON-LABOR COSTS</b>			
	1. SUPPLIES		\$	-
	2. TRAVEL		\$	24.00
	3. PRINTING & REPRODUCTION		\$	-
	4. TELEPHONE		\$	-
	5. POSTAGE		\$	-
	6. CONFERENCE/TRAINING		\$	-
	7. OTHER (SPECIFY)		\$	-
	<b>SUBTOTAL</b>		<b>\$</b>	<b>24.00</b>
<b>PART III:</b>	<b>INDIRECT COSTS</b>			
	INDIRECT COST ALLOCATION	0%	\$	-
	<b>SUBTOTAL</b>		<b>\$</b>	<b>-</b>
<b>PART IV:</b>	<b>CONSULTANT COSTS</b>			
	CONSULTANT		\$	192,000.00
	<b>SUBTOTAL</b>		<b>\$</b>	<b>192,000.00</b>
	<b>TOTAL PROGRAM BUDGET</b>		<b>\$</b>	<b>240,000.00</b>

This estimated budget is based upon projected costs to perform the work program for FY 2024 - FY 2025 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:**

<b>Federal Share (80%):</b>	\$	192,000.00	<b>Local Share (20%):</b>	\$	48,000.00	<b>Total:</b>	\$	240,000.00
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**WARREN COUNTY  
WARREN COUNTY COMPREHENSIVE COMPLETE STREETS POLICY IMPLEMENTATION PLAN  
STAFFING PLAN**

**Estimated Project Task Budget**

Task	In-house Subregional Staff Activities (estimated)					Total Project		
	Subregional Staff Hours	Direct Labor Costs	Direct Non-Labor Costs	Indirect Costs	Costs	Consultant Costs	Total Costs	% of Total Budget
Task 1 - Project Management	150	\$ 8,392.27	\$ 1.84	\$ -	\$ 8,394.11	\$ 10,000.00	\$ 18,394.11	7%
Task 2A - Outreach and Partnerships	126	\$ 7,388.62	\$ 3.74	\$ -	\$ 7,392.36	\$ 30,000.00	\$ 37,392.36	16%
Task 2B - Data Collection and Review	162	\$ 8,682.84	\$ 4.07	\$ -	\$ 8,686.91	\$ 32,000.00	\$ 40,686.91	17%
Task 3 - Data Analysis and Mapping	147	\$ 8,403.89	\$ 7.34	\$ -	\$ 8,411.23	\$ 65,000.00	\$ 73,411.23	31%
Task 4 - Study Findings and Recommendations	117	\$ 6,459.90	\$ 3.65	\$ -	\$ 6,463.55	\$ 30,000.00	\$ 36,463.55	15%
Task 5 - Final Report and Final Deliverables	144	\$ 8,648.47	\$ 3.37	\$ -	\$ 8,651.83	\$ 25,000.00	\$ 33,651.83	14%
<b>TOTAL</b>	<b>846</b>	<b>\$ 47,976.00</b>	<b>\$ 24.00</b>	<b>\$ -</b>	<b>\$ 48,000.00</b>	<b>\$ 192,000.00</b>	<b>\$ 240,000.00</b>	<b>100%</b>

**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
Dave Dech, Planning Director	2%	76
Ryan Conklin, Assistant Director	5%	217
Albert Krouse, GIS Senior Planner	3%	140
Irene Gordon, Administrative Clerk	0%	20
Vacant (Senior Planner)	9%	373
Sean Delahunty, Intern	0%	20
<b>TOTAL</b>	<b>3%</b>	<b>846</b>