

FY 2025 UPWP

Unified Planning Work Program

Chapter II

Subregional Pass-Through Programs

**FY 2025
UNIFIED PLANNING WORK PROGRAM
SUBREGIONAL PASS-THROUGH PROGRAMS**

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Introduction

Chapter II describes the federally funded planning and project development work being conducted through the Subregional Pass-Through Programs to support regional transportation planning and project development efforts. Approximately 23 percent of the NJTPA's federal allocation for the FY 2025 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 2025
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. Funds may also be used by the subregion to hire interns, purchase technology such as computers, or support outreach and educational activities through advertising, printing, and translation services.

WORK PROGRAM BUDGET

The proposed FY 2025 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 (\$65,000), then remaining funds are distributed according to the respective shares of population within the region.

Subregion	FY 2025 Funding Allocation
Bergen County	\$ 262,705.00
Essex County	\$ 181,207.50
Hudson County	\$ 156,620.00
Hunterdon County	\$ 103,762.50
Jersey City	\$ 128,162.50
Middlesex County	\$ 243,213.75
Monmouth County	\$ 206,487.50
Morris County	\$ 178,228.75
Newark	\$ 134,208.75
Ocean County	\$ 195,476.25
Passaic County	\$ 180,060.00
Somerset County	\$ 143,682.50
Sussex County	\$ 108,042.50
Union County	\$ 187,277.50
Warren County	\$ 99,740.00
Total STP Program	\$ 2,508,875.00

**FY 2025
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAMS**

Subregional Transportation Planning Program Core Products/Outcomes and Activities

The STP Program requires all subregions to conduct a common set of activities to achieve a common set of core products and outcomes under Task 1 and Task 2. **Subregions' FY 2025 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.

Core Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices, and supporting documentation for the FY 2025 STP Work Program, along with attendance at training offered related to the STP Program. Monthly invoicing of labor costs is highly 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 Reporting tool in the NJTPA's Pass-through Programs online reporting system.
- 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 training and workshops on the STP Program.
- Maintain data in the CTS, including regular updates to salaries, fringe rates, personnel, etc.

- **PRODUCT/OUTCOME:** FY 2026 Subregional Transportation Planning (STP) work program proposal.

ACTIVITIES:

- Prepare FY 2026 STP Work Program, Budget, and Staffing Plan.
- Attend training as required.

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.

- **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 and in the update to the LRTP.

ACTIVITIES:

- Consistent with the needs and goals of the subregion, advance strategies identified in Plan 2050. Examples include but are not limited to: conduct activities to reduce crashes; support and improve North Jersey's extensive transit systems; support pedestrian, bicycle, and other active transportation; encourage the use of alternate fuels; respond to continued growth of freight; support local mobility services; and take advantage of transportation technology.
- Support NJTPA efforts to gather input and understand transportation needs, concerns, and priorities for the LRTP Plan update, anticipated to be adopted in the first quarter of FY 2026. Participation may include attendance in meetings, review of documents, participation in surveys, public meetings, and workshops, or other activities, as requested.
- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2025 Unified Planning Work Program (UPWP).

ACTIVITIES:

- Participate in advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I – Central Staff Activities. Participation may include attendance, review of documents, or other activities as requested. This may include corridor, subarea, environment, and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program or TNJ local planning initiatives. It may also include NJTPA's performance-based planning efforts such as the Congestion Management Process (CMP), Accessibility and Mobility Strategy Synthesis, and Regional Capital Investment Strategy (RCIS); support for evaluating Intelligent Transportation Systems (ITS); safety planning; initiatives to address climate change resiliency and promote electric vehicles; initiatives to address equity; or other activities.
- 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. See the

strategies in the plan for Equity (pg. 21-22), Lane Departure (pg. 26), Intersections (pg. 30), Driver Behavior (pg. 37-38), Pedestrians and Bicyclists (pg. 42-43), other Vulnerable Road Users (pg. 49-50), for examples.

- Participate in the development or update of Local Safety Action Plans (LSAPs). Essex, Hudson, Monmouth and Union County are leading the development of LSAPs; Bergen, Hunterdon, Morris, Ocean, Passaic, Somerset, Sussex, and Warren Counties are working with a consultant supported effort led by the NJTPA to develop these plans. These are being developed in keeping with the guidelines of the Safe Streets and Roads for All grant opportunities and the Safe System Approach. This will include support for 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. See <https://www.transportation.gov/grants/SS4A>
 - 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). One key strategy is to facilitate the transition to electric vehicles. Activities may include participating in the development of Electric Vehicle Readiness Plans, 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 on underserved communities for these activities is strongly encouraged.
 - Support the development of the FY 2026 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. These activities implement the NJTPA Transportation Demand Management and Mobility Plan (<https://www.njtpa.org/Planning/Regional-Programs/Studies/Active/Transportation-Demand-Management-and-Mobility-Plan.aspx>), completed in spring 2021, and the Regional Coordinated Human Services Transportation Plan (<https://www.njtpa.org/Planning/Plans-Guidance/Human-Services-Plan.aspx>).
- Review and provide feedback on TMA UPWP work program proposals.
- Coordinate with TMAs on safety-related activities, including coordination on Local Safety Action Plan development and the Street Smart NJ pedestrian safety campaigns, as requested.
- Coordinate with TMAs to promote engagement in underserved 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 established in the PBPP process at the NJTPA.
- 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 Subregional Studies Program (SSP) studies in the 2023–2024 cycle should enter information from these studies into PRIME before the end of the first quarter of FY 2025. Other previous studies funded by the NJTPA should be entered into PRIME on an ongoing basis as staff time permits. More information about PRIME can be found at <http://www.njtpa.org/Data-Maps/Tools/PRIME.aspx>. The PRIME tool can be accessed at: <http://prime.njtpa.org/>.

- **PRODUCT/OUTCOME:** Provision of data and data updates and timely response to information requests.

ACTIVITIES:

- Assist in maintaining the NJTPA Enterprise GIS database by providing quarterly data updates and provide data as requested by the NJTPA, via OneDrive as the principal interface for data exchange. Provide timely responses to the NJTPA or partner agencies. Types of data to be collected from the subregions may include cadastral, design plans, environmental, facilities, general, land use, development, and zoning, population or employment, planning, and political boundaries, transportation, and utilities layers. Refer to the [EGIS Quality Assurance documentation \(https://www.njtpa.org/NJTPA/media/Documents/Data-Maps/Demographics-GIS/Enterprise-GIS/Appendix-U3-EGIS-Quality-Assurance-Programcomm.pdf\)](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 2025 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such regional performance measures, and the Congestion Management Process.

- Respond in a timely manner to requests to complete surveys, participate in planning focused discussions, or other requests to provide qualitative information to inform the metropolitan planning 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:** Regional and subregional public participation activities, including assisting the NJTPA with outreach for the LRTP update; the Statewide Transportation Plan; Local Safety Action Plans; or other initiatives as requested. Engage in and document efforts to gain input from underserved communities. **A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.**

ACTIVITIES:

- Timely dissemination of emails, flyers, or other notifications of upcoming grant opportunities, webinars, symposium or public meetings, or other informational materials such as Notice of Funding Opportunities (NOFOs) to Transportation Coordinating Committees (TCCs) and Transportation Advisory Boards (TABs), municipal contacts, and the public. This can be done through email, social media or website postings, newsletters, or other means. Provide materials in languages other than English, as appropriate.
- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups; chambers of commerce, 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.

- 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.
- **PRODUCT/OUTCOME:** A minimum of two meetings with agendas developed collaboratively between the NJTPA and the subregion.

ACTIVITIES:

- Organize and host at least one (1) meeting with municipal leadership.

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:

- 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 Capital Projects, either through the CPSC or the S&D or TCP process, for consistency and consideration of previous recommendations that were developed through

an NJTPA funded subregional or corridor study. Projects that are found to be inconsistent or contrary with recommendations should be brought to the attention of NJTPA planning staff.

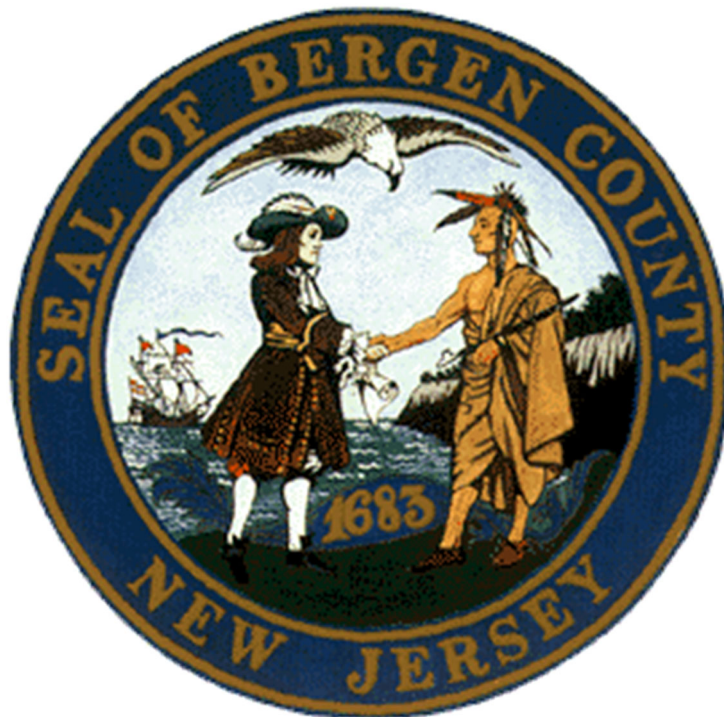
- Assist in the development of the annual TCP, as applicable.
 - Review potential projects scored by NJTPA as part of the Project Pool phase of TIP development and provide feedback on scores to NJTPA, as requested.
 - Review scope, scheduling, and funding recommendations of TIP modifications and amendments and provide feedback to NJTPA, as requested.
 - Assist in criteria refinement as part of the Project Prioritization Criteria update project.
- **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 2025
ELECTIVE ACTIVITIES AND BUDGETS
BY SUBREGION**

COUNTY OF BERGEN



**FY 2025
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 (NJSEA) 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. Coordinate with the NJSEA as they develop a Local Safety Action Plan for their district. Work with the NJTPA to develop a Safety Plan for the rest of Bergen County.

- Align county planning efforts with Highlands Council planning efforts as they may emerge. The Borough of Oakland and the Township of Mahwah in Bergen County fall within the purview of the Highlands Council.
 - Participate in efforts of other agencies with jurisdiction in (or bordering) Bergen County, including the Office of Planning Advocacy/State Planning Commission on State Plan matters, the Port Authority of New York and New Jersey regarding facilities that are located in or access Bergen County, the Palisades Interstate Park Commission, NYMTC, New York City Planning Department, and other relevant agencies.
- **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 at 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 to 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 Regional Plan and consistent with the NJTPA Plan 2050.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Support to include 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).

- Participation in and collaboration with the NJTPA and its consultants on the development of a Local Safety Action Plan for the county.
 - 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.
 - Monitor and participate in statewide planning activities as they apply to the county, as well as to transportation planning, programming, and investment.
 - 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 Vibrant Communities Initiative.
- ACTIVITIES:
- Assist with advancement of the TNJ Regional Plan, including preparation for and/or participation in Vibrant Communities Initiative events and 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 or 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 may 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 education campaign, NJTPA Complete Streets Technical Assistance Program and Walkable Communities Workshops, outgrowths of the NJTPA Local Safety Program, road safety audits (RSAs), New Jersey Strategic Highway Safety Plan (SHSP) strategies, outcomes, and updates, and other initiatives, as relevant.
- **PRODUCT/OUTCOME:** Collection, refinement, and dissemination of key datasets with transportation and planning implications for public consumption.

ACTIVITIES:

- Collect, 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.

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 and federally-funded projects, including the following:
 - **Final Design Phase, Bridge & Intersection Improvements at Market Street/Essex Street/Rochelle Avenue, Lodi/Rochelle Park/Saddle Brook.** Provide project management, technical support, and coordination for the advancement of this longstanding project in the TIP with federal appropriations.
 - **Finalize Preliminary Engineering Phase/Initiate Final Design Phase, Kingsland Avenue Bridge, Lyndhurst/Nutley.** 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 and commencement of the Final Design Phase.
- ***Finalize Preliminary Engineering Phase/Initiate Final Design Phase, East Anderson Street/Cedar Lane Bridge, Hackensack/Teaneck.*** 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 and commencement of the Final Design Phase.
 - ***Finalize Preliminary Engineering Phase, Oradell Avenue Bridge, Oradell.*** 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.
- **PRODUCT/OUTCOME:** Submission of applications for competitive FHWA or FTA grants (discretionary or congressionally designated spending) for surface transportation projects. Submission of applications for state, local, or privately funded opportunities, as appropriate
- ACTIVITIES:**
- Support preparation and submission of applications for FHWA or FTA competitive grants (discretionary or congressionally designated spending) on surface transportation programs related to the federal Infrastructure Investment and Jobs Act (IIJA).

**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
BERGEN COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$	143,048.29
2. FRINGE BENEFIT	76.490%	\$	101,156.71
		SUBTOTAL \$	244,205.00 100%
PART II: DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$	1,000.00
2. TRAVEL		\$	7,000.00
3. ADVERTISING, PRINTING & REPRODUCTION		\$	-
4. POSTAGE		\$	-
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$	7,000.00
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$	-
7. OTHER		\$	-
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$	-
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$	3,500.00
		SUBTOTAL \$	18,500.00 100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$	-
		SUBTOTAL \$	- 100%
TOTAL PROGRAM BUDGET		\$	262,705.00 100%

This estimated budget is based upon projected costs to perform the work program for FY 2025 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$	262,705.00	Total: \$	262,705.00
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**FY 2025 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	\$ 23,226.08	\$ -	\$ -	\$ 23,226.08	9%
Task 2 - Transportation Planning and Coordination	3,031	\$ 220,978.92	\$ 18,500.00	\$ -	\$ 239,478.92	91%
TOTAL	3,231	\$ 244,205.00	\$ 18,500.00	\$ -	\$ 262,705.00	100%

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%	20
Joseph Baladi, Division Head Planning	2%	50
Nancy Dargis, Division Head Engineering	1%	20
Christopher Helms, Supervising Planner	53%	900
Peter Kortright, Principal Planner	17%	350
Laura LiVecchi-Bresaz, Transportation Analyst	64%	1,000
Jaison Alex, Traffic Engineer	4%	75
Martin Maver, Principal Engineer	4%	75
Sean Zhang, Principal Planner	2%	35
Sarah Franklin, Assistant Planner GIS	1%	20
Adam Camerlengo, Assistant Engineer	4%	86
Student Intern 1	29%	300
Student Intern 2	29%	300
TOTAL	16%	3,231

COUNTY OF ESSEX



**FY 2025
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:** Participate 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. Essex County serves as the current RTAC Chair.
 - Help create agendas, run meetings, and lead discussions.
 - Serve as an RTAC representative on a sub-committee, such as the SSP Proposal Review Subcommittee.
 - Represent RTAC on planning study TACs.
- **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).
- Engage in Towards Zero Deaths or Vision Zero activities, in addition to participation in developing Essex County’s Local Safety Action Plans (LSAPs), funded by the Safe Streets and Roads for All program. Coordinate with the NJTPA’s Local Safety Action Plan activities in the City of Newark so that these activities are incorporated into the Essex County plan. Coordinate with East Orange and the City of Newark as they develop their respective safety action plan recommendations so that these may be reflected accordingly in the countywide Local Safety Action Plan.

- **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 support the system's further development and refinement.
- Support refinement and advancement of study recommendations from the recently completed NJTPA funded Subregional Studies Program (SSP) study, Essex County Transportation Plan (Essex 2045 Plan) into project pipeline implementation paths.
- Undertake the analysis and/or data collection necessary to support state and federal grant applications.
- Participate as a TAC member and stakeholder in meetings, webinars, or workshops as requested for the NJTPA funded SSP study, Newark Bike Plan by the City of Newark.
- 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 Compatibility index. Consider goods movement activity including truck routing, truck parking, deliveries, and pick-ups as part of Complete Streets planning.
- Participate in planning activities that refine and foster implementation of the Active Transportation Network. The County will collaborate with the Village of South Orange to identify planning opportunities for the feasibility of installing dedicated bike lanes along South Orange Avenue.
- Participate in planning initiatives and support the advancement of the Essex-Hudson Greenway led by the State of New Jersey.
- 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. Specific subject roadway sections or intersections will be identified in 2024.
- Collect development data and analyze the impacts from proposed or approved developments on the transportation network from a local and regional perspective.
- Prepare grant applications for the Subregional Studies Program (SSP) or other funding opportunities.
- Consider or advance projects that align with the findings of the NJTPA's CMP, referencing the Accessibility and Mobility Strategy Synthesis and/or the FY 2024 Accessibility and Mobility Regional Reassessment.
- 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 Vibrant Communities Initiative.

ACTIVITIES:

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

- **PRODUCT/OUTCOME:** Promotion of the deployment of Intelligent Transportation Systems (ITS).

ACTIVITIES:

- Improve traffic operations through planning for ITS upgrades and engaging in coordination at the state, county, and local level. Strategies to promote ITS can include, but are not limited to, Advanced Traffic Signal Systems or Transit Signal Priority Deployments.
- Provide traveler information and response/recovery activities for planned traffic incidents (i.e. construction, events, other permitted activities) and unplanned traffic incidents (i.e. emergency response, weather-related closures, crashes). This may include, but is not limited to:
 - Communication through traveler information systems such as Portable Variable Message Signs (PVMS) or development of data feeds and management of communication with map applications such as Waze, Google Maps, Apple Maps, etc.
- Support roadway closure activities through event and incident planning, including but not limited to emergency response planning and incident management plans.

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. These include the Central Avenue Adaptive Traffic Signalization Project (CMAQ), Bloomfield Avenue Corridor Improvements (LSP), Livingston Roundabout Traffic Improvement (LSP) and other construction projects.

- **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. particularly in the Township of Verona as it undertakes its Street Smart NJ campaign.
- **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. Efforts include assisting in the Walk Bike Ride South Orange Committee in developing public outreach and engagement activities on the environmental and public benefits of the proposed Phase 3 and 4 of the River Greenway Project in South Orange.

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:

- Prepare proposals 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. The County anticipates submitting funding applications under the Local Safety Program, Local Concept Development, Transportation Alternative Program and CMAQ. Among the anticipated proposed applications are:
 - Central Avenue Traffic Signal Optimization/Adaptive System Phase II (CMAQ)
 - South Orange Avenue Streetscape Improvements- South Orange (TAP)
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives.

ACTIVITIES:

- Follow through on NJTPA funded Local Program Activities, which include Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Transportation Alternative Programs and/or Congestion Mitigation and Air Quality Programs.
 - Irvington Avenue Improvements (Phase II)
 - Clay Street Bridge Preliminary Design (Newark)
 - Walnut Street/Hobart Gap Road Roundabout (Livingston)
 - Bloomfield Avenue Safety Improvements (Montclair)
 - Central Avenue Traffic Signal Optimization/Adaptive System

- Bridge Street Bridge Preliminary Design (Newark)
- Review Capital Projects, either through the CPSC or the S&D or TCP process, for consistency and consideration of previous recommendations that were developed through a locally funded study or by a partner agency.
- **PRODUCT/OUTCOME:** Submission of applications for competitive FHWA or FTA grants (discretionary or congressionally designated spending) for surface transportation projects. Submission of applications for state, local, or privately funded opportunities, as appropriate.

ACTIVITIES:

- Support preparation and submission of applications for FHWA or FTA competitive grants (discretionary or congressionally designated spending) on surface transportation programs related to the federal Infrastructure Investment and Jobs Act (IIJA). Grant programs include but are not limited to:
 - SS4A Implementation Program
 - Congestion Mitigation and Air Quality (CMAQ) Improvement Program
 - Infrastructure for Rebuilding America (INFRA) Grant Program
 - Discretionary Grant Programs for Charging and Fueling Infrastructure

**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
ESSEX COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$	128,388.36
2. FRINGE BENEFIT	41.140%	\$	52,819.14
		SUBTOTAL \$	181,207.50 100%
PART II DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$	-
2. TRAVEL		\$	-
3. ADVERTISING, PRINTING & REPRODUCTION		\$	-
4. POSTAGE		\$	-
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$	-
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$	-
7. OTHER (SPECIFY)		\$	-
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$	-
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$	-
		SUBTOTAL \$	- 100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$	-
		SUBTOTAL \$	- 100%
TOTAL PROGRAM BUDGET		\$	181,207.50 100%

This estimated budget is based upon projected costs to perform the work program for FY 2025 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$	181,207.50		Total:	\$ 181,207.50
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**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
ESSEX COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	246	\$ 14,757.06	\$ -	\$ -	\$ 14,757.06	8%
Task 2 - Transportation Planning and Coordination	2,275	\$ 166,450.44	\$ -	\$ -	\$ 166,450.44	92%
TOTAL	2,521	\$ 181,207.50	\$ -	\$ -	\$ 181,207.50	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the FY)	Total Estimated Hours for STP Work Program
David Antonio, County Planner	65%	1,350
Nick Bonavita, Planning Aide	44%	925
Janet Pena, Planning Aide	12%	246
TOTAL	40%	2,521

COUNTY OF HUDSON



**FY 2025
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:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Collaborate with Hudson TMA on its Street Smart NJ pedestrian safety campaigns by providing crash data and other information about traffic related injuries.
- Collaborate on Hudson County’s Vision Zero Campaign.
- Collaborate on Hudson County's West Hudson Subregional Study.
- Advise on Hudson County’s CEDS 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 the Regional Comprehensive Economic Development Strategy (CEDS) by collaborating with private, non-profit, and other public agencies such as Hudson Economic Development Corporation, Hudson County Improvement Authority, and Hudson TMA to improve access to jobs in industrial centers.
- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA’s PRIME tool. More information about PRIME can be found at: <http://www.njtpa.org/Data-Maps/Tools/PRIME.aspx>. PRIME can be accessed at: <http://prime.njtpa.org/>.

- Participate in PRIME training sessions provided by NJTPA and/or participate in the NJTPA PRIME Users Group that will support the system’s further development and refinement.
- Support the NJTPA’s continued work to improve safety by participating in the 2020 Strategic Highway Safety’s Implementation Plan’s Equity, Emphasis Area Team meetings. Participate in Equity Emphasis Area Team Action 17 team meetings and demonstration project.
- Participate in advisory committee meetings, public meetings, forums, and webinars as requested for the Subregional Studies Program (SSP) funded Hudson County West Hudson Circulation and Connectivity Study
- Serve as a resource to assist municipalities in the competitive grant application process
- Advance the continuing work on the Morris Canal Greenway connection via John F. Kennedy Blvd. by implementing bike lanes between Custer Avenue and Mercer Park, as well as the East Coast Greenway by assisting in planning and programming of the Essex-Hudson Greenway.
- Explore options for repurposing the Bergen Arches right of way in Jersey City with NJ TRANSIT, NJDOT, local municipalities, local community groups, and other interested parties.
- Identify corridors on the high injury network list and conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.

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

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings, and ribbon-cuttings, especially for the Clay Street Bridge project and JFK Blvd. project.
- Assist in the public education efforts in pursuit of successfully accomplishing the Hudson-Bergen Light Rail extension.

- **PRODUCT/OUTCOME:** Assistance with the execution of Vision Zero Plan.

ACTIVITIES:

- Utilize the Hudson County website and social media platform to engage the public in planning initiatives such as the Street-Smart NJ pedestrian safety campaign or other initiatives related to senior driving, distracted driving, etc.

- Participate in public outreach efforts related to the Local Concept Development, Local Safety Program, and Subregional Studies Program activities.
- Assist in public education such as in-person events, webinars, site visits regarding the development of the Essex-Hudson Greenway.
- **PRODUCT/OUTCOME:** Participation in subregional freight outreach/education efforts.
ACTIVITIES:
 - Continue to provide representation on NJTPA’s Freight Initiatives Committee and work with NJTPA staff to increase local understanding of freight operations and related transportation needs through subregional freight visits.
- **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 agency, and nonprofits on creating and presenting educational efforts.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Preparation and submission of proposals to NJTPA Local Programs.
ACTIVITIES:
 - Support preparation and proposal development for the NJTPA’s Local Program activities including: Local Capital Project Delivery, Freight Concept Development, Transportation Alternative Programs, and Congestion Mitigation and Air Quality Program.
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives.
ACTIVITIES:
 - Follow through on NJTPA funded Local Program Activities:
 - FY 2020 Local Safety Program funded projects on JFK Boulevard from 43rd to 59th Street and sections of Frank E. Rodgers Blvd in Harrison, Paterson Plank Road in North Bergen, and Secaucus Road along the North Bergen and Jersey City municipal boundaries.
 - FY 2016 Transportation Alternative Program (TAP) program funded Mercer Park: Celebrating the Morris Canal Greenway project. This includes continuing design and implementation efforts to improve safety, aesthetics and connectivity.

- FY 2020 Congestion Mitigation and Air Quality (CMAQ) Program funded ITS project along the JFK Blvd corridor between St. Paul's Avenue to Armstrong Avenue in Jersey City, NJ. This includes design and implementation efforts to install intelligent transportation systems and optimized traffic signals.
- NJTPA-funded Local Capital Project Delivery Secaucus Meadowlands Parkway Bridge and the Local Concept Development Study Project on John F. Kennedy Blvd from Pavonia Avenue to St Paul's Avenue.

**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
HUDSON COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$ 102,644.95	
2. FRINGE BENEFIT	57.0199%	\$ 49,975.05	
		SUBTOTAL \$ 152,620.00	100%
PART II: DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$ -	
2. TRAVEL		\$ 2,000.00	
3. ADVERTISING, PRINTING & REPRODUCTION		\$ -	
4. POSTAGE		\$ -	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$ 2,000.00	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$ -	
7. OTHER (SPECIFY)		\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$ -	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$ -	
		SUBTOTAL \$ 4,000.00	100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.0000%	\$ -	
		SUBTOTAL \$ -	100%
TOTAL PROGRAM BUDGET		\$ 156,620.00	100%

This estimated budget is based upon projected costs to perform the work program for FY 2025 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$	156,620.00	Total:	\$	156,620.00
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**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
HUDSON COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	220	\$ 13,028.93	\$ -	\$ -	\$ 13,028.93	8%
Task 2 - Transportation Planning and Coordination	2,669	\$ 139,591.07	\$ 4,000.00	\$ -	\$ 143,591.07	92%
TOTAL	2,889	\$ 152,620.00	\$ 4,000.00	\$ -	\$ 156,620.00	100%

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
Ashley Dominguez, Supervising Transportation Planner	86%	1,780
Thomas Malavasi, County Engineer	5%	109
Jose Sieira, Director of Traffic	7%	138
Engineering Intern	47%	862
TOTAL	36%	2,889

COUNTY OF HUNTERDON



**FY 2025
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 to research a Greenway Trail Network throughout the County and to identify educational opportunities regarding Complete Streets.
 - Engage in Towards Zero Deaths or Vision Zero activities in addition to participation in developing local safety action plans (LSAPs). This includes collaboration with goHunterdon to advance the Strategic Highway Safety Plan and the Local Safety Action Plan.

- **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 support the system’s further development and refinement.
 - Participate in advisory committees, meetings, webinars, or workshops as requested for NJTPA Subregional Studies Program (SSP) for Hunterdon County’s Bicycle Plan, if approved in Chapter II of the FY 2025 UPWP.
 - Participate in the Eastern Transportation Coalition Freight Academy when held in New Jersey.
 - Support the preservation of New Jersey Scenic Byways by participating in Lower Delaware Wild and Scenic River meetings, which supports the preservation of the Delaware River Scenic Byway.
 - Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.
- **PRODUCT/OUTCOME:** Participation in Vibrant Communities Initiative.

ACTIVITIES:

- Assist with advancement of the TNJ Regional Plan, with a focus on trail networks and placemaking activities 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 in coordination with the Hunterdon County Economic Development Department.

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

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Conduct or assist in special outreach efforts, such as the Street Smart NJ pedestrian safety campaign or other initiatives related to senior driving, distracted driving, etc by assisting goHunterdon TMA with municipal outreach, 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 by collaborating with goHunterdon TMA on educational presentations for Sustainable Hunterdon.

**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
HUNTERDON COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I:	DIRECT COSTS - PERSONNEL SERVICES		
	1. SALARIES	\$ 57,562.69	
	2. FRINGE BENEFIT 58.310%	\$ 33,564.80	
	3. LEAVE ADDITIVE 21.950%	\$ 12,635.01	
	SUBTOTAL	\$ 103,762.50	100%
PART II	DIRECT NON-LABOR COSTS		
	1. SUPPLIES	\$ -	
	2. TRAVEL	\$ -	
	3. ADVERTISING, PRINTING & REPRODUCTION	\$ -	
	4. POSTAGE	\$ -	
	5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT	\$ -	
	6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS	\$ -	
	7. OTHER (SPECIFY)	\$ -	
	8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)	\$ -	
	9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)	\$ -	
	SUBTOTAL	\$ -	100%
PART III:	INDIRECT COSTS		
	INDIRECT COSTS 0.000%	\$ -	
	SUBTOTAL	\$ -	100%
	TOTAL PROGRAM BUDGET	\$ 103,762.50	100%

This estimated budget is based upon projected costs to perform the work program for FY 2025 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$ 103,762.50	Total: \$ 103,762.50
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**FY 2025 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	200	\$ 9,175.23	\$ -	\$ -	\$ 9,175.23	9%
Task 2 - Transportation Planning and Coordination	1,332	\$ 94,587.27	\$ -	\$ -	\$ 94,587.27	91%
TOTAL	1,532	\$ 103,762.50	\$ -	\$ -	\$ 103,762.50	100%

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
Frank Bell, Director of Planning and Land Use	14%	285
Marc Saluk, Director, Economic Development Department	9%	180
Susan Pena, Clerk 3	10%	200
Rebecca Deakin, Division Head, GIS	2%	50
Katherine Fullerton, Supervising Planner	14%	287
Bob Homby, Ag Resource Specialist 3	3%	60
Assistant Planner	1%	20
Intern/Planner Trainee	22%	450
TOTAL	9%	1,532

CITY OF JERSEY CITY



**FY 2025
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 in a leadership capacity.

ACTIVITIES:

- Help create agendas, run meetings, and lead discussions.
- Serve as an RTAC representative on a sub-committee (such as the SSP Proposal Review Subcommittee).
- Represent RTAC on planning study TACs.

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

ACTIVITIES:

- Undertake additional collaboration with Hudson TMA to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate including coordination on Vision Zero and Bike Master Planning efforts.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- Coordinate with the New Jersey Sports and Exposition Authority to ensure consistency between their plans, the work of the NJTPA, and local transportation plans and programs specifically on greenways projects as detailed in the Jersey City Greenway Connectivity Plan.
- Engage in Vision Zero activities including engineering, outreach, and coordination with other agencies.

- **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 Regional Plan (See <https://togethernorthjersey.com/action-plan-database/#new-public-search-page/> for searchable database of recommendations), or TNJ technical assistance projects (<https://togethernorthjersey.com/technical-assistance/>).
 - **Focus Area 3:** Strengthen the region’s economy by building on existing assets and infrastructure – Jersey City will continue to pursue additional light rail stations at Bayfront, Jersey Avenue, and Canal Crossing to facilitate transit oriented development and increase access to rapid transit services.
 - **Focus Area 6:** Create vibrant places and neighborhoods that will attract and retain residents, workers and visitors – Jersey City will continue looking for ways to upgrade our 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 Via Jersey City, Citi Bike and city run ferry services.
 - **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, expanding electric vehicle and micromobility charging and addressing storm water management by incorporation green infrastructure into Complete Streets projects and transportation projects where feasible.
 - **Focus Area 10:** 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 micromobility and charging infrastructure.
 - **Focus Area 13:** Improve stewardship of natural lands, agricultural lands, open space, parks, historic resources – Jersey City will continue to advance greenway projects within the city and within the greater region including the Hackensack River Greenway, the Bergen Arches and the Essex Hudson Greenway. Efforts will be made to enhance access to existing and planned open space, parks and historic resources.
- 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 support the system’s further development and refinement.
- Support refinement and advancement of study recommendations into project pipeline implementation paths.

- ***Bike Master Plan:*** Install 3-6 miles of bike lanes; upgrade 3-6 miles of bike lanes; engage the community on bike planning efforts; install 50-100 bike racks, and; install protected bike parking facilities.
- ***Vision Zero Action Plan:*** Hold quarterly task force meetings; evaluate and upgrade 20-30 intersections; evaluate and upgrade high-crash corridors, and; conduct community safety audits.
- ***Jersey City Pedestrian Enhancement Plan:*** Advance curb extensions, parklets and additional pedestrian projects
- ***Alternative Transportation Modes Assessment Study:*** Continue improving shared micromobility,; advance autonomous shuttle pilot, and; advance mobility hubs.
- ***Traffic Calming Toolkit:*** Advance two (2) high priority traffic calming projects from the NJTPA funded SSP study.
- Support the NJTPA’s continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
 - Advance recommendations from the Vision Zero Action Plan that will aim to use technology intended to reduce vulnerable user crashes, including detection of users.
 - Use signal timings changes, leading pedestrian intervals, and curb extensions to reduce the risk of collisions.
 - Use state crash data to identify crash trends and hot spots.
 - Continue leading quarterly Vision Zero committee meetings.
- Undertake the analysis and/or data collection necessary to support state and federal grant applications.
- Participate in advisory committees, meetings, webinars, or workshops as requested for NJTPA Subregional Studies Program (SSP) for the Jersey City Transportation Plan, if approved. City staff will support and participate in the Hudson West Circulation Plan as needed.
- 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 Compatibility index. Consider goods movement activity including truck routing, truck parking, deliveries, and pick-ups as part of Complete Streets planning. This includes:
 - Increasing data collection to capture mode choice for all trips.
 - Continuing rollout of protected bike lanes in Jersey City.
 - Amending ordinances related to bicycle parking requirements.
 - Publishing a bi-annual JC Cycling Trends report.
 - Continue 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.
 - Conduct safety audits with community stakeholders.

- Planning activities that refine and foster implementation of the Active Transportation Network. Example activities are GIS and data analysis to support trails or on road facilities or coordination with local and state entities.
- Support advancement of greenway initiatives. This will include planning, engineering and outreach work on the Morris Canal Greenway, Essex Hudson Greenway, Bergen Arches and Hackensack Riverfront Greenway. The City will also look to advance greenway connections from the Jersey City Greenway Connectivity Plan.
- Collaborate with the NJTPA on additional 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 the following bicycle or pedestrian capital improvements and policies:
 - The continued monitoring, evaluation and optimization of Via Jersey City and Citi Bike.
 - The continued monitoring, evaluation, optimization and implementation of the Jersey City protected bike network.
 - Advancing recommendation 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.
- Collect development data and 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.
- Continue to evaluate and implement 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 Subregional Studies (SSP) Program funded Jersey City Parking Management Plan (2020).
- Prepare grant applications for funding opportunities such as Local Aid, Transit Village, Safe Routes to School, Congestion Mitigation and Air Quality, Safe Streets to Transit, Bikeways, Transportation Alternatives Program, NJ-Job Access and Reverse Commute, and applicable federal programs.
- Consider or advance projects that align with the findings of the NJTPA’s CMP, referencing the Accessibility and Mobility Strategy Synthesis and/or the FY 2024 Accessibility and Mobility Regional Reassessment, that accomplish one or both of the following:

- Address one or more needs identified in the CMP Needs Assessment or Equity Assessment.
 - Implement one or more strategies specified in the CMP Strategy Identification and Prioritization.
- 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 Vibrant Communities Initiative.

ACTIVITIES:

 - Assist with advancement of the TNJ Regional Plan, including preparation for and/or participation in Vibrant Communities Initiative events and Vibrant Places activities, or other activities as applicable.
- **PRODUCT/OUTCOME:** Promotion of the deployment of Intelligent Transportation Systems (ITS).

ACTIVITIES:

 - Improve traffic operations through planning for ITS upgrades and engaging in coordination at the interstate, state, county, and local level. Strategies can include, but are not limited to, Advanced Traffic Signal Systems or Transit Signal Priority Deployments.
 - Provide traveler information and response/recovery activities for planned traffic incidents (i.e. construction, events, other permitted activities) and unplanned traffic incidents (i.e. emergency response, weather-related closures, crashes). This may include, but is not limited to:
 - Communication through traveler information systems such as Portable Variable Message Signs (PVMS) or development of data feeds and management of communication with map applications such as Waze, Google Maps, Apple Maps, etc.
 - Support roadway closure activities through event and incident planning, including but not limited to emergency response planning and incident management plans.

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

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

 - Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings, and ribbon-cuttings. The City will spread information by uploading project information, updates and announcements to the City’s transportation pages and social media accounts, sending public notices and

holding public meetings. City staff will also utilize the City's transportation database to reach the public and city stakeholders on NJTPA funded projects.

- **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 a part of Vision Zero efforts.

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

ACTIVITIES:

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

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

ACTIVITIES:

- Increase local understanding of environmental issues and strategies that are consistent with NJTPA's regional goals. 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.
- Increase local understanding of environmental issues and strategies that are consistent with NJTPA's regional goals, including the implementation of the Jersey City Climate Action Plan and Open Space Master 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 for the NJTPA's Local Program activities, which may include submissions for the local safety program, Freight Concept Development, Transportation Alternatives Program, and Congestion Mitigation and Air Quality program.

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

ACTIVITIES:

- Follow through on NJTPA funded Local Program Activities. Staff will 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 assist with project management, lead public outreach efforts, and review all interim and final study materials produced for the Local Safety and TAP projects. These include but are not limited to:
 - **Local Safety Program** funded safety projects: Marin Boulevard, Garfield Ave, Montgomery Street, Sip Avenue, and West Side Avenue, and Summit Avenue.
 - **Transportation Alternative Program** funded: Johnston Avenue, and Morris Canal Greenway projects.
 - Review Capital Projects, either through the CPSC or the S&D or TCP process, for consistency and consideration of previous recommendations that were developed through a locally funded study or by a partner agency.
- **PRODUCT/OUTCOME:** Submission of applications for competitive FHWA or FTA grants (discretionary or congressionally designated spending) for surface transportation projects. Submission of applications for state, local, or privately funded opportunities, as appropriate.

ACTIVITIES:

- Support preparation and submission of applications for FHWA or FTA competitive grants (discretionary or congressionally designated spending) on surface transportation programs related to the federal Infrastructure Investment and Jobs Act (IIJA).

**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
JERSEY CITY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$ 102,884.57	
2. FRINGE BENEFIT	0.000%	\$ -	
3. LEAVE ADDITIVE	Various	\$ 16,225.05	
		SUBTOTAL \$	119,109.62 100%
PART II DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$ 544.88	
2. TRAVEL		\$ 5,658.00	
3. ADVERTISING, PRINTING & REPRODUCTION		\$ -	
4. POSTAGE		\$ -	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$ 2,850.00	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$ -	
7. OTHER (SPECIFY)		\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$ -	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$ -	
		SUBTOTAL \$	9,052.88 100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$ -	
		SUBTOTAL \$	- 100%
TOTAL PROGRAM BUDGET		\$	128,162.50 100%

This estimated budget is based upon projected costs to perform the work program for FY 2025 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$	128,162.50	Total:	\$ 128,162.50
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**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
JERSEY CITY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	124	\$ 5,989.20	\$ -	\$ -	\$ 5,989.20	5%
Task 2 - Transportation Planning and Coordination	2,781	\$ 113,120.42	\$ 9,052.88	\$ -	\$ 122,173.30	95%
TOTAL	2,905	\$ 119,109.62	\$ 9,052.88	\$ -	\$ 128,162.50	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the FY)	Total Estimated Hours for STP Work Program
Elias Guseman, Senior Transportation Planner	85%	1,650
Lyndsey Scofield, Senior Transportation Planner	19%	374
Michael Manzella, Director of Transportation Planning	6%	130
Intern Support	38%	750
TOTAL	37%	2,905

COUNTY OF MIDDLESEX



**FY 2025
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.
 - Implement the Middlesex County Vision Zero Action Plan using fatal crash reports from the NJ State Police to evaluate crashes and investigate potential crash countermeasures. Track the fatal crashes in Middlesex County and statewide using an in-house database and develop countermeasures within a short time after crash occurrences.
 - Conduct planning activities that support development and advancement of micromobility strategies.
 - Advance and implement plan recommendations and strategies listed in the Middlesex County Microtransit 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.
- Participate in PRIME training sessions provided by NJTPA and/or participate in the NJTPA PRIME Users Group that supports the system's further development and refinement.
- Support advancement of greenway initiatives, including but not limited to the Middlesex Greenway and other existing and proposed greenways identified in the Middlesex County Greenways 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. This may include bicycle, pedestrian, and Complete Streets improvements on County roads, electric vehicle charging stations, and 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 programs such as the NJDOT LFIF, NJDOT Transportation Infrastructure Bank Fund, 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. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.

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

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Conduct or assist in stakeholder or public engagement for 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.

- **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.
- Implement outreach and education efforts recommended by the SSP funded Southern Middlesex County Freight Study (2023).
- Work with municipalities and Middlesex County’s public and government affairs office to address freight related issues that arise from the public.

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 NJTPA funded local capital programming and project development initiatives.

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
- **PRODUCT/OUTCOME:** Submission of applications for competitive FHWA or FTA grants (discretionary or congressionally designated spending) for surface transportation projects. Submission of applications for state, local, or privately funded opportunities, as appropriate.

ACTIVITIES:

- Support preparation and submission of applications for FHWA or FTA competitive grants (discretionary or congressionally designated spending) on surface transportation programs related to the federal Infrastructure Investment and Jobs Act (IIJA).

**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MIDDLESEX COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I:	DIRECT COSTS - PERSONNEL SERVICES		
	1. SALARIES	\$ 165,837.00	
	2. FRINGE BENEFIT 55.380%	\$ 66,537.41	
	SUBTOTAL	\$ 232,374.41	100%
PART II	DIRECT NON-LABOR COSTS		
	1. SUPPLIES	\$ -	
	2. TRAVEL	\$ 6,254.34	
	3. ADVERTISING, PRINTING & REPRODUCTION	\$ -	
	4. POSTAGE	\$ -	
	5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT	\$ 4,585.00	
	6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS	\$ -	
	7. OTHER (SPECIFY)	\$ -	
	8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)	\$ -	
	9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)	\$ -	
	SUBTOTAL	\$ 10,839.34	100%
PART III:	INDIRECT COSTS		
	INDIRECT COSTS 0.000%	\$ -	
	SUBTOTAL	\$ -	100%
	TOTAL PROGRAM BUDGET	\$ 243,213.75	100%

This estimated budget is based upon projected costs to perform the work program for FY 2025 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$	243,213.75	Total:	\$ 243,213.75
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**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MIDDLESEX COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	200	\$ 11,644.18	\$ -	\$ -	\$ 11,644.18	5%
Task 2 - Transportation Planning and Coordination	3,495	\$ 220,730.23	\$ 10,839.34	\$ -	\$ 231,569.57	95%
TOTAL	3,695	\$ 232,374.41	\$ 10,839.34	\$ -	\$ 243,213.75	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the FY)	Total Estimated Hours for STP Work Program
Andrew Lappitt, Program Manager	35%	630
Astha Negi, Senior Planner	38%	700
Denise Nickel, Principal Planner	19%	350
Michael Dannemiller, Supervising Engineer	36%	650
Sandra DeCarlo, Assistant Chief Clerk	4%	80
Emily Link, Office Services Manager	4%	80
Jack Molenaar, Supervising Planner	37%	400
Intern	44%	805
TOTAL	27%	3,695

COUNTY OF MONMOUTH



**FY 2025
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:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Participate in the Bicycle and Pedestrian Advisory Council (BPAC), NJ Council on Special Transportation, and county and municipal transportation councils and committees.
- Provide technical assistance to municipalities as requested, including but not limited to grant applications, Environmental Commission activities, studies, and outreach.
- Advance the recommendations from the following Subregional Studies Program (SSP) funded studies:
 - ***Monmouth Paths: Access for All***, which, when completed, will have identified and prescribed strategies to mitigate barriers to mobility experienced by any who travel on Monmouth County’s transportation network.
 - ***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.
- Collaborate and participate in discussions and provide assistance, when appropriate, with organizations such as Brookdale College, EZ Ride, Monmouth Assisting Community Through Services (ACTS), NJDOT, NJTPA, NJ TRANSIT, Transportation for America, Sustainable Jersey and others to work toward improving transportation for residents and visitors to Monmouth County. Examples of past collaborations include assistance with

transportation grant applications with Brookdale College, discussions with NJTRANSIT on the extension of NJT-836 bus service, and discussions with various local stakeholders on the improvement of available demand responsive transportation services for local senior citizens.

- Participate in advisory committees, meetings, webinars, or workshops as requested for NJTPA Subregional Studies Program (SSP) studies conducted by another subregion as requested.
 - Coordinate 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 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 Regional Plan (See <https://togethernorthjersey.com/action-plan-database/#new-public-search-page/> for searchable database of recommendations), or TNJ technical assistance projects (<https://togethernorthjersey.com/technical-assistance/>).
- Participate and seek out training opportunities provided by NJTPA or others including but not limited to the Freight Academy; NJTPA PRIME training sessions and PRIME Users Group; ESRI product training; crash data analysis tools such as NJ Safety Voyager and the DHTS Crash Analysis Tool; presentation support media; modeling and simulation software; sustainability and resilience (e.g. EV readiness) planning; conflict resolution; media training; and public outreach as opportunities and staff availability allow.
- 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, aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP) or other statewide or local safety committees.
- Conduct planning activities that support the development and advancement of bicycle, pedestrian, and micromobility strategies and encourage 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. These planning activities may include recommendations from the NJTPA funded Monmouth Paths SSP Study and the SS4A Action Plan for Monmouth County.
- Conduct planning activities that refine and foster implementation of the Active Transportation Network. Example activities are GIS and data analysis to support trails or on road facilities or coordination with local and state entities.
- Participate in resiliency (e.g., EV readiness, green infrastructure, climate change adaptation, etc.) training as available.

- Participate in road safety audits (RSAs) performed by NJDOT, the Monmouth County Division of Engineering, EZ Ride TMA, or other entities to generate recommendations for capital improvements.
- Collect development data and 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.
- 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 Regional Plan which aim 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.
- 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 (Monmouth County Master Plan 14.3). 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. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.

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

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings, and ribbon-cuttings through the dissemination of press releases and publication in 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 the dissemination of press releases and publication in Monmouth County's Quarterly Transportation Newsletter.

- **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 when applicable to NJTPA activities which impact Monmouth County.

- **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:

- 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 25: Safety Improvements along CR 25 (Cedar Avenue) from Norwood Avenue to Ocean Avenue, City of Long Branch
- CR 537: Safety Improvements from Burnt Tavern Road/ Anderson Road and Allyson Road, Millstone and Jackson Townships,
- 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)
- CR 526: Corridor Improvements along CR 526 from Sharon Station Road to I-195, Townships of Millstone and Upper Freehold Townships,
- CR 527 A: Corridor Improvements along CR 527A from Indian Path to Woodruff Court, Township of Manalapan,
- CR 539 & CR 27: Intersection and Corridor Improvements along CR 539 from Allentown-Davis Station Road/ Forked River Road to Arneytown-Hornestown Road, Upper Freehold Township

Local Capital Project Delivery Programs

- 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).
- Provide technical support for NJTPA Local Concept Development or Freight Concept Development studies. Support may include providing input into the scope of work, participating in refinement of scope of work, participating in the consultant selection process, providing data and input during the study process, attending project stakeholder meetings, or reviewing technical documents produced by consultant. (Monmouth County – Tennet Road Corridor Improvements from Devon Drive South to Kensington Drive Manalapan Township)
 - Review Capital Projects, either through the CPSC or the S&D or TCP process, for consistency and consideration of previous recommendations that were developed through a locally funded study or by a partner agency.
- **PRODUCT/OUTCOME:** Submission of applications for competitive FHWA or FTA grants (discretionary or congressionally designated spending) for surface transportation projects. Submission of applications for state, local, or privately funded opportunities, as appropriate.

ACTIVITIES:

- Support preparation and submission of applications for FHWA or FTA competitive grants (discretionary or congressionally designated spending) on surface transportation programs related to the federal Infrastructure Investment and Jobs Act (IIJA).

**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MONMOUTH COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$ 83,697.37	
2. FRINGE BENEFIT	53.345%	\$ 36,646.62	
3. LEAVE ADDITIVE	Various	\$ 15,856.19	
		SUBTOTAL \$ 136,200.18	100%
PART II DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$ -	
2. TRAVEL		\$ 554.10	
3. ADVERTISING, PRINTING & REPRODUCTION		\$ -	
4. POSTAGE		\$ -	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$ 1,200.00	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$ -	
7. OTHER (SOFTWARE SUBSCRIPTIONS)		\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$ -	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$ 1,500.00	
		SUBTOTAL \$ 3,254.10	100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	80.090%	\$ 67,033.22	
		SUBTOTAL \$ 67,033.22	100%
		TOTAL PROGRAM BUDGET \$ 206,487.50	100%

This estimated budget is based upon projected costs to perform the work program for FY 2025 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$	206,487.50		Total:	\$ 206,487.50
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**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MONMOUTH COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	156	\$ 9,103.91	\$ -	\$ 4,140.46	\$ 13,244.37	6%
Task 2 - Transportation Planning and Coordination	2,539	\$ 127,096.27	\$ 3,254.10	\$ 62,892.76	\$ 193,243.13	94%
TOTAL	2,695	\$ 136,200.18	\$ 3,254.10	\$ 67,033.22	\$ 206,487.50	100%

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
Joe Barris, Director of Planning	3%	50
Shilpa Bhojappa, Senior Engineer	12%	250
Ashley Brittain, Fiscal Analyst	1%	20
Kyle DeGroot, Senior Planner	0.49%	9
Victor Furmanec, Supervising Planner	4%	80
Amber Mallm, Environmental Specialist	0.27%	5
Bridget Neary, Senior Planner	1%	10
Michael Nei, Traffic Engineer	1%	30
Jason Pene, Planner Trainee	11%	205
Michael Popovech, Assistant Planner	73%	1,320
David Schmetterer, Assistant Director of Planning	5%	100
Robyn Snyder, Business Manager	1%	16
Intern	100%	600
TOTAL	16%	2,695

COUNTY OF MORRIS



**FY 2025
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.

- **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 the analysis of crash data; ongoing traffic counts via Morris County’s Traffic Count Program; and transportation-related GIS analysis and data management.
- Support advancement of the Morris Canal Greenway through participation with the Working Group and associated assistance with coordination and data collection.
- Participate in PRIME training sessions provided by NJTPA and/or participate in the NJTPA PRIME Users Group that support the system’s further development and refinement.
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA.

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

2.2 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.
ACTIVITIES:
 - Conduct or assist in special outreach efforts, such as the Street Smart NJ pedestrian safety campaign or other initiatives related to senior driving or distracted driving, 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 includes, but is not limited to:
 - 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:
 - Coordinate with NJTPA and advance Local Safety Program funded projects:
 - Intersection Improvements at Center Grove Road and Quaker Church Road Project in Randolph Township (FY 2016-2017 Local Safety Program).

- Morris Street (CR 510) and Ridgedale Avenue project in Morristown (FY 2020 Local Safety Program).
 - East Main Street/Mendham Road from Tempe Wick Road to Cold Hill Road project in Mendham Borough and Township (FY 2022 Local Safety Program).
 - South Morris Street from Millbrook Avenue/Munson Avenue to Byram Avenue project in Dover (FY 2022 Local Safety Program).
- Manage and advance 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, as well as coordinating public outreach and communication with various agencies.
- Technical support for NJTPA Local Concept Development or Freight Concept Development studies. Support may include the following: provide input into the scope of work, participate in refinement of scope of work, participate in the consultant selection process, provide data and input during the study process, attend project stakeholder meetings, or review technical documents produced by consultant. Morris County – Lenape Island Indian Lake Denville Township.
- **PRODUCT/OUTCOME:** Participation in other transportation-related implementation activities.

ACTIVITIES:

- In addition to the Dover & Rockaway Realignment Project, plan for and advance improvements along the three Morris County-owned freight railroads.
- Study and advance corridor and intersection safety improvement projects, including the Columbia Trail Pedestrian Crossings Improvements in Washington Township, and Ridgedale Avenue from Barnida Drive to Garden Street Corridor and Intersection Improvements Project in East Hanover.

**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MORRIS COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$	108,012.35
2. FRINGE BENEFIT	69.367% & 29.294%	\$	54,161.00
3. LEAVE ADDITIVE	16.381%	\$	16,055.40
		SUBTOTAL \$	178,228.75 100%
PART II DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$	-
2. TRAVEL		\$	-
3. ADVERTISING, PRINTING & REPRODUCTION		\$	-
4. POSTAGE		\$	-
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$	-
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$	-
7. OTHER (SPECIFY)		\$	-
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$	-
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$	-
		SUBTOTAL \$	- 100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$	-
		SUBTOTAL \$	- 100%
		TOTAL PROGRAM BUDGET \$	178,228.75 100%

This estimated budget is based upon projected costs to perform the work program for FY 2025 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$	178,228.75		Total: \$ 178,228.75
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**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MORRIS COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	160	\$ 14,205.12	\$ -	\$ -	\$ 14,205.12	8%
Task 2 - Transportation Planning and Coordination	2,870	\$ 164,023.63	\$ -	\$ -	\$ 164,023.63	92%
TOTAL	3,030	\$ 178,228.75	\$ -	\$ -	\$ 178,228.75	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the FY)	Total Estimated Hours for STP Work Program
John J. Hayes, Supervising Planner	48%	868
Debra Dellagiacomma, Supervising Engineer	37%	681
Kevin Stephens, Assistant Planner	45%	820
Intern Support	36%	661
TOTAL	42%	3,030

CITY OF NEWARK



**FY 2025
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:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Collaborate with EZ Ride to advance Safe Routes to School program objectives citywide.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- Participate with the North Jersey Transportation Planning Authority (NJTPA) and Essex County to develop local safety action plans.

- **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 support the system’s further development and refinement.
- Support refinement and advancement of study recommendations into project pipeline implementation paths. This may include recommendations from the following projects:
 - Riverfront Pedestrian and Bicycle Access Project
 - Newark Bike Plan (SSP)

- Support the advancement of greenway initiatives such as the development of bike lane infrastructure where appropriate along the East Coast Greenway and the Morris Canal Greenway within City limits.
- Complete the NJTPA funded Subregional Studies Program (SSP) study, the Newark Bike Plan.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.

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 Phase II (Local Safety Program)
 - Ironbound Roundabout Safety Improvements Project (Local Safety Program)
 - Ferry Street Intersection Safety Improvements Project (Local Safety Program)
 - Central Avenue Bridge Project (Local Concept Development Study)
- **PRODUCT/OUTCOME:** Submission of applications for competitive FHWA or FTA grants (discretionary or congressionally designated spending) for surface transportation projects. Submission of applications for state, local, or privately funded opportunities, as appropriate.

ACTIVITIES:

- Support preparation and submission of applications for FHWA or FTA competitive grants (discretionary or congressionally designated spending) on surface transportation programs related to the federal Infrastructure Investment and Jobs Act (IIJA). IIJA resources can be found on the NJTPA website: <https://njtpa.org/IIJA.aspx>.

**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
CITY OF NEWARK
BUDGET PLAN**

		PROPOSED BUDGET		
PART I: DIRECT COSTS - PERSONNEL SERVICES				
1. SALARIES		\$	128,208.75	
2. FRINGE BENEFIT/LEAVE ADDITIVE	0.000%	\$	-	
		SUBTOTAL	\$ 128,208.75	100%
PART II DIRECT NON-LABOR COSTS				
1. SUPPLIES		\$	-	
2. TRAVEL		\$	-	
3. ADVERTISING, PRINTING & REPRODUCTION		\$	-	
4. POSTAGE		\$	-	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$	-	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$	-	
7. OTHER (ESRI SOFTWARE MAINTENANCE)		\$	6,000.00	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$	-	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$	-	
		SUBTOTAL	\$ 6,000.00	100%
PART III: INDIRECT COSTS				
INDIRECT COSTS	0.000%	\$	-	
		SUBTOTAL	\$ -	100%
		TOTAL PROGRAM BUDGET	\$ 134,208.75	100%

This estimated budget is based upon projected costs to perform the work program for FY 2025 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal:	\$ 134,208.75	Total: \$ 134,208.75
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FY 2025 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	320	\$ 12,120.40	\$ -	\$ -	\$ 12,120.40	9%
Task 2 - Transportation Planning and Coordination	2,979	\$ 116,088.35	\$ 6,000.00	\$ -	\$ 122,088.35	91%
TOTAL	3,299	\$ 128,208.75	\$ 6,000.00	\$ -	\$ 134,208.75	100%

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%	1,472
Mathew Aina, Principal Engineer, Traffic	18%	330
Ksenia Tirado, Principal Engineer	18%	330
Bethzaida Sequinot, Administrative Analyst Bilingual	13%	235
Richard Fernandez, Principal Engineer, Traffic	29%	530
Madelyn Arfiles, Principal Engineer	22%	402
TOTAL	30%	3,299

COUNTY OF OCEAN



**FY 2025
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:

- Help create agendas, run meetings, and lead discussions.
- Serve as an RTAC representative on a sub-committee (such as the SSP Proposal Review Subcommittee)
- Represent RTAC on planning study TACs.

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

ACTIVITIES:

- Undertake additional collaboration with Greater Mercer TMA (GMTMA) to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate.
- 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 Regional Plan or TNJ technical assistance projects. Activities may include participating in the Community Rating System Users Group and assisting 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 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 include 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.
- Undertake the analysis and/or data collection necessary to support state and federal grant applications.
- Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA Subregional Studies Program (SSP) studies conducted by other subregion(s), as opportunities arise.
- Support municipal 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 Compatibility index. These activities include hosting Walkable Communities workshops and supporting local municipalities and their Complete Streets and Walkable Communities projects such as one in Seaside Heights.
- Planning activities that refine and foster implementation of the Active Transportation Network. Collect and analysis usage data on the Barnegat Branch Trail and on road facilities using Eco-Counters and traffic counters in coordination with local and state entities.
- 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, as opportunities arise.
 - 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, such as the continuing work on Barnegat Branch Rail Trail Project (BBT) and others, as opportunities arise.
 - Conduct and participate in road safety audits (RSAs) to generate recommendations for capital improvements.
 - Collect development data and review traffic studies and reports to determine the impacts of development 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) 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, referencing the Accessibility and Mobility Strategy Synthesis and/or the FY 2024 Accessibility and Mobility Regional Reassessment, that accomplish one or both of the following:
 - Address one or more needs identified in the CMP Needs Assessment or Equity Assessment.
 - Implement one or more strategies specified in the CMP Strategy Identification and Prioritization as opportunities arise.
 - 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 the Vibrant Communities Initiative.
- ACTIVITIES:**
- Assist with advancement of the TNJ Regional Plan, including preparation for and/or participation in TNJ Institute events and TNJ Vibrant Places activities, or other activities as applicable.

- **PRODUCT/OUTCOME:** Promotion of the deployment of Intelligent Transportation Systems (ITS).

ACTIVITIES:

- Improve traffic operations through planning for ITS upgrades and engaging in coordination at the interstate, state, county, and local level. Strategies to promote can include, but are not limited to, Advanced Traffic Signal Systems or Transit Signal Priority Deployments.
- Support roadway closure activities through event and incident planning, including but not limited to emergency response planning and incident management plans.

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.
- Provide outreach to adult communities regarding access to transportation opportunities throughout the County to increase ridership. This includes coordinated efforts with Greater Mercer TMA.

- **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 the County’s website and social media to 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 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 (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 applicable. Projects include optimizing 182 signalized intersections along 18 corridors throughout the County.
- Review Capital Projects, either through the CPSC or the S&D or TCP process, for consistency and consideration of previous recommendations that were developed through a locally funded study or by a partner agency.
- Technical support for NJTPA Local Concept Development or Freight Concept Development studies. Support may include the following: provide input into the scope of work, participate in refinement of scope of work, participate in the consultant selection process, provide data and input during the study process, attend project stakeholder meetings, or review technical documents produced by consultant. (Ocean County – Kennedy Blvd. And County Line Road Congestion Mitigation study in Lakewood Township)
- **PRODUCT/OUTCOME:** Submission of applications for competitive FHWA or FTA grants (discretionary or congressionally designated spending) for surface transportation projects. Submission of applications for state, local, or privately funded opportunities, as appropriate.

ACTIVITIES:

- Support preparation and submission of applications for FHWA or FTA competitive grants (discretionary or congressionally designated spending) on surface transportation programs related to the federal Infrastructure Investment and Jobs Act (IIJA) as appropriate.

**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
OCEAN COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$	108,524.50
2. FRINGE BENEFIT	66.300%	\$	71,951.75
		SUBTOTAL \$	180,476.25 100%
PART II DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$	-
2. TRAVEL		\$	-
3. ADVERTISING, PRINTING & REPRODUCTION		\$	-
4. POSTAGE		\$	-
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$	-
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$	-
7. OTHER (SPECIFY)		\$	-
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$	-
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$	15,000.00
		SUBTOTAL \$	15,000.00 100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$	-
		SUBTOTAL \$	- 100%
TOTAL PROGRAM BUDGET		\$	195,476.25 100%

This estimated budget is based upon projected costs to perform the work program for FY 2025 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$	195,476.25	Total:	\$	195,476.25
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**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
OCEAN COUNTY
STAFFING PLAN**

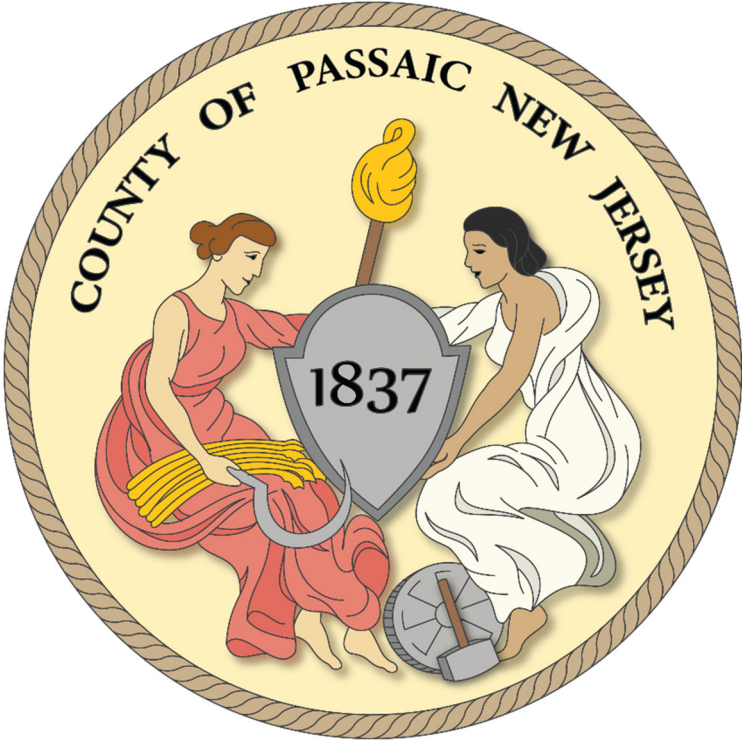
STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	250	\$ 15,911.92	\$ -	\$ -	\$ 15,911.92	8%
Task 2 - Transportation Planning and Coordination	2,039	\$ 164,564.33	\$ 15,000.00	\$ -	\$ 179,564.33	92%
TOTAL	2,289	\$ 180,476.25	\$ 15,000.00	\$ -	\$ 195,476.25	100%

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 Administration, Principal Planner, Planning Dept.	13%	260
Scott Cadigan, GIS Specialist I, Planning Dept.	1%	20
Thomas Thorsen, GIS Specialist II, Planning Dept.	2%	40
Timothy Gleason, Assistant Planner, Planning Dept.	6%	125
Larisa Paxton, Planning Trainee, Planning Dept.	6%	128
John Ernst, County Engineer, Engineering Dept.	2%	50
Mark Jehnke, RTAC Member, Assistant County Engineer, Engineering Dept.	5%	100
Robin Kuri, Principal Engineer, Engineering Dept.	38%	800
Lynn Lamunyon, Traffic Engineer, Engineering Dept.	1%	20
Gregory Smith, Principal Engineer, Engineering Dept.	14%	300
Lauren Wines, Senior Engineer, Engineering Dept.	1%	20
Dave Fitzgerald, Director, Transportation Dept.	8%	170
Kelly Dyson, Buyer, Transportation Dept.	2%	50
Michelle Arnold, Chief Administration Services Transportation Dept.	10%	206
TOTAL	8%	2,289

COUNTY OF PASSAIC



**FY 2025
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 serve as RTAC Vice-Chair.
- Help create agendas, run meetings, and lead discussions.
- Serve as an RTAC representative on a sub-committee (such as the SSP Proposal 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 ensure consistency between their plans, the work of the NJTPA, and local transportation plans and programs such as the Highlands Economic Sustainability Plan and the Highlands Regional Master Plan.

- **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 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.
- 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 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 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.
- Participate in advisory committees, meetings, webinars, or workshops as requested for NJTPA Subregional Studies Program (SSP) studies conducted by the applicant subregion or by another subregion.
- 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.
 - 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.

- Pursue planning activities that refine and foster implementation of the Active Transportation Network. Example activities are GIS and data analysis to support trails or on-road facilities, or coordination with local and state entities and supporting the advancement of greenway initiatives. This includes conducting the Final Design of the Morris Canal Phase IV project and obtaining construction approval for improvements.
- Participate in resiliency (e.g., EV readiness, green infrastructure, climate change adaptation, etc.) training as available.
- Prepare grant applications for the Subregional Studies Program (SSP) or other funding opportunities. Prepare applications for Local Safety Project funding.

- **PRODUCT/OUTCOME:** Participation in Vibrant Communities Initiative.

ACTIVITIES:

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

- **PRODUCT/OUTCOME:** Promotion of the deployment of Intelligent Transportation Systems (ITS).

ACTIVITIES:

- Improve traffic operations through planning for ITS upgrades in coordination with interagency partners at the state, county, and local level. Strategies to promote can include, but are not limited to, Advanced Traffic Signal Systems or Transit Signal Priority Deployments. This includes researching and applying for local and federal grant opportunities for funding ITS infrastructure upgrades. Participate in ITS meetings and webinars when available.

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, such as the anticipated Highlands Rail Trail Phase I and Morris Canal Phase IV construction ground breaking.

- **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. Attend and assist municipalities and the TMAs with Street Smart activities in their community.

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

ACTIVITIES:

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

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

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:
 - Spruce Street Gateway Project (TA Set-Aside Program)
 - Spruce Street Gateway Phase II (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)
 - Lakeview Ave Local Safety (Clifton)
 - Valley Road Local Safety (Wayne)

- **PRODUCT/OUTCOME:** Submission of applications for competitive FHWA or FTA grants (discretionary or congressionally designated spending) for surface transportation projects. Submission of applications for state, local, or privately funded opportunities, as appropriate.

ACTIVITIES:

- Support preparation and submission of applications for FHWA or FTA competitive grants (discretionary or congressionally designated spending) on surface transportation programs related to the federal Infrastructure Investment and Jobs Act (IIJA).

**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
PASSAIC COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$	110,675.30
2. FRINGE BENEFIT	59.710%	\$	57,724.82
		SUBTOTAL \$	168,400.12 100%
PART II: DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$	-
2. TRAVEL		\$	2,159.88
3. ADVERTISING, PRINTING & REPRODUCTION		\$	-
4. POSTAGE		\$	-
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$	3,000.00
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$	-
7. OTHER (SPECIFY)		\$	-
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$	5,000.00
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$	1,500.00
		SUBTOTAL \$	11,659.88 100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$	-
		SUBTOTAL \$	- 100%
		TOTAL PROGRAM BUDGET \$	180,060.00 100%

This estimated budget is based upon projected costs to perform the work program for FY 2025 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$	180,060.00		Total: \$	180,060.00
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**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
PASSAIC COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	185	\$ 13,966.72	\$ -	\$ -	\$ 13,966.72	8%
Task 2 - Transportation Planning and Coordination	2,900	\$ 154,433.40	\$ 11,659.88	\$ -	\$ 166,093.28	92%
TOTAL	3,085	\$ 168,400.12	\$ 11,659.88	\$ -	\$ 180,060.00	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the FY)	Total Estimated Hours for STP Work Program
Andras Holzmann - Director	20%	360
Vacant - Supervising Planner	32%	575
Jason Miranda - Senior Planner	27%	500
Sal Presti - Assistant Planner	26%	475
Boyang Wang - GIS Specialist	23%	425
Qushonda Hamilton - Administrative Secretary	3%	50
Intern	38%	700
TOTAL	24%	3,085

COUNTY OF SOMERSET



**FY 2025
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:

- Create agendas, run meetings, and lead discussion as needed.
- Volunteer as an RTAC representative on various sub-committees such as the STP Solicitation Review Subcommittee and other Central staff led planning studies.
- Represent RTAC on any municipal, county and state planning study TACs, as requested.

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

ACTIVITIES:

- Participate in the Central Jersey Transportation Forum on their subcommittees and full board meetings representing Somerset County.
- Undertake additional collaboration with Ridewise TMA to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate. Staff serve on the Board of Directors of Ridewise and work to integrate the TMA, Somerset County and NJTPA work program priorities to advance subregional objectives, as appropriate. This includes coordination on transportation planning activities such as Street-Smart safety campaigns, road safety audits, EVSE charger installation, walking and biking and public transit transportation planning activities.
- Attend and participate in quarterly Bicycle and Pedestrian Advisory Council (BPAC) subcommittee and council 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 have impacted the Highlands Preservation areas in Somerset County.
- Develop Local Safety Action Plans and participate in online webinars and training to better understand Vision Zero and Towards Vision Zero initiatives.
- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation related topics.

ACTIVITIES:

- Advance transportation related recommendations from the TNJ2.0 Plan, namely Complete Streets technical assistance, pedestrian and bicycle safety improvements, walkability audits, road safety audits, Safe Routes to School technical assistance and Green Streets projects where appropriate.
- Participate in PRIME training sessions provided by NJTPA and/or participate in the NJTPA PRIME Users Group that supports the system’s further development and refinement as they are offered.
- Support refinement and advancement of study recommendations from completed studies funded by the NJTPA Subregional Studies Program (SSP), such as Walk Bike Hike, Road Safety Audit study, Keep Somerset Moving: Transportation Plan 2045 Study, and Somerset County Priority Investment. This includes advancing recommended study projects, policies and strategies including bicycle and pedestrian improvements, EVSE equipment installation, coordinated land use and transportation investments, weaving equity into the county capital improvement project development process, updating the County Complete Streets Policy, and developing a data-driven and comprehensive capital improvement program process.
- Support the NJTPA’s continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Participate in training in the use of crash analysis tools such as NJ Safety Voyager and aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP).
- Undertake the analysis and/or data collection necessary to support state and federal transportation grant applications where applicable.
- Manage the NJTPA funded SSP study conducted by Somerset County, the Somerset County Charging and Suitability Analysis.
- Support Complete Streets planning activities, such as pedestrian and bicycle safety initiatives, walkable community audits, and Safe Routes to School projects, or bicycle initiatives including data collection or the use of analytical tools such as the NJTPA’s Bicycle Level of Compatibility index where applicable.
- Work with the County Park Commission and Open Space Committee to refine and foster implementation of improvements to the County Active Transportation Network. Example

activities are GIS and data analysis to support trails and on -road facilities development This also advances recommendations from the Walk Bike Hike Study, Preservation Plan, Keep Somerset Moving: Transportation Plan 2045 study, and Supporting Priority Investments in Somerset County studies.

- Participate in the Millstone Valley Scenic Byway committee meetings, reviewing documents and providing technical support where applicable.
 - Participate in resiliency (e.g., EV readiness, green infrastructure, climate change adaptation, etc.) training as available. Host quarterly municipal resiliency meetings related to flooding.
 - Participate in road safety audits (RSAs) and generate recommendations for capital improvement projects, where applicable.
 - Report quarterly first-time site plan and subdivisions to the NJTPA, so they are aware of proposed development impacts on local, county and state roads. Analyze the impacts from proposed or approved developments on the transportation network.
 - Implement one or more strategies specified in the CMP Strategy Identification and Prioritization.
 - 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 when needed.
- **PRODUCT/OUTCOME:** Participation in Vibrant Communities Initiative.
ACTIVITIES:
 - Assist with advancement of the TNJ Regional Plan, including preparation for and/or participation in Vibrant Communities Initiative events and Vibrant Places activities, or other activities as applicable.
 - **PRODUCT/OUTCOME:** Promotion of the deployment of Intelligent Transportation Systems (ITS).
ACTIVITIES:
 - Provide traveler information and response/recovery activities for planned traffic incidents including communication through traveler information systems such as Portable Variable Message Signs (PVMS).
 - Support roadway closure activities through event and incident planning, including but not limited to emergency response planning and incident management plans coordinated with Somerset County Emergency Management, County Roads and Bridges and County 911 Dispatch.

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:

- Assist in public education efforts regarding the results of NJTPA project development, such as for project funding announcements, groundbreakings, and ribbon-cuttings through social media posts, press releases and email blasts.

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

ACTIVITIES:

- Coordinate with Ridewise TMA to assist in special outreach efforts, such as the Street Smart NJ, pedestrian and bicycle safety campaigns or other safety initiatives related to senior driving, distracted driving, school aged children and Complete Streets as applicable.

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

ACTIVITIES:

- Work with the Somerset County Energy Council, Sustainable Jersey, Ridewise TMA, and New Jersey Future to promote environmental education through webinars and live events to reduce greenhouse gas emissions and the impacts of climate change.

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 project preparation and proposal development to feed the NJTPA's Local Program activities, including Local Safety and High-Risk Rural Roads Programs, Local Capital Project Delivery and Local Concept Development.

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

ACTIVITIES:

- Work closely with the NJTPA on advancing the development of project concepts through the project development process embodied in the Local Safety and High-Risk Rural Roads Programs, Local Capital Project Delivery and Local Concept Development programs.
 - Provide technical support for NJTPA Local Concept Development or Freight Concept Development studies such as Easton Avenue in Franklin Township and the Port Reading Secondary Grade Elimination Study.
 - Review Capital Projects, either through the CPSC, CPC or the S&D or TCP process, for consistency and consideration of previous recommendations that were developed through locally funded studies or by a partner agency, as requested.
 - Technical support for NJTPA Local Concept Development or Freight Concept Development studies. Support may include the following: provide input into the scope of work, participate in refinement of scope of work, participate in the consultant selection process, provide data and input during the study process, attend project stakeholder meetings, or review technical documents produced by consultant. (Somerset County – Easton Ave Franklin Township)
- **PRODUCT/OUTCOME:** Submission of applications for competitive FHWA or FTA grants (discretionary or congressionally designated spending) for surface transportation projects. Submission of applications for state, local, or privately funded opportunities, as appropriate.

ACTIVITIES:

- Support preparation and submission of applications for FHWA or FTA competitive grants (discretionary or congressionally designated spending) on surface transportation programs related to the federal Infrastructure Investment and Jobs Act (IIJA), as opportunities arise.

**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SOMERSET COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$	93,570.88
2. FRINGE BENEFIT	56.520%	\$	47,111.62
		SUBTOTAL \$	140,682.50 100%
PART II DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$	-
2. TRAVEL		\$	-
3. ADVERTISING, PRINTING & REPRODUCTION		\$	-
4. POSTAGE		\$	-
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$	-
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$	-
7. OTHER (SPECIFY)		\$	-
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$	-
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$	3,000.00
		SUBTOTAL \$	3,000.00 100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$	-
		SUBTOTAL \$	- 100%
TOTAL PROGRAM BUDGET		\$	143,682.50 100%

This estimated budget is based upon projected costs to perform the work program for FY 2025 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$	143,682.50		Total: \$	143,682.50
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**FY 2025 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	170	\$ 11,737.28	\$ -	\$ -	\$ 11,737.28	8%
Task 2 - Transportation Planning and Coordination	2,383	\$ 128,945.22	\$ 3,000.00	\$ -	\$ 131,945.22	92%
TOTAL	2,553	\$ 140,682.50	\$ 3,000.00	\$ -	\$ 143,682.50	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the FY)	Total Estimated Hours for STP Work Program
Walter Lane, Director of Planning	9%	183
Kenneth Wedeen, Supervising Planner	41%	858
Jonathan Eagle, Senior Planner	38%	791
Sheli Daniels, Office Manager	2%	40
Aarthy Sabesan, GIS Services	2%	40
Naghma Malik, GIS Specialist	2%	40
Planning Intern	29%	601
TOTAL	18%	2,553

COUNTY OF SUSSEX



**FY 2025
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:** Participate on the RTAC in a leadership capacity.

ACTIVITIES:

- Help create agendas, run meetings, and lead discussions.
- Serve as an RTAC representative on a sub-committee (such as the SSP Proposal Review Subcommittee)
- Represent RTAC on planning study TACs.

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

ACTIVITIES:

- Undertake additional collaboration with Avenues in Motion to integrate the TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate. This will include assisting in the implementation of the County’s Local Safety Action Plan, which should be completed in FY 2025; participation in potential Street Smart NJ safety-related activities in coordination with local municipalities; assistance to the County’s transit agency, Skylands Ride, with on-demand transportation services and other related transportation activities.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- Coordinate with the Highlands Council, with a focus on the Lackawanna Cut-Off and potential Amtrak passenger rail projects to ensure consistency between their plans, the work of the NJTPA, and local transportation plans and programs. This will include ensuring that potential transit supportive development plans and activities are consistent

with the Highland Council goals as well as additional tourism opportunities that may arise as a result of potential new Amtrak service to the Northwest NJ region.

- Engage in Towards Zero Deaths or Vision Zero activities in addition to participation in developing local safety action plans (LSAPs). These activities will be identified in the County's new Local Safety Action Plan that will be developed during FY 2024 in cooperation with the NJTPA.
- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation related topics.

ACTIVITIES:

- Advance transportation related recommendations from the TNJ Regional Plan or TNJ technical assistance projects such as the Sussex County Strategic Growth Plan Update study.
- Participate in PRIME training sessions provided by NJTPA and/or participate in the NJTPA PRIME Users Group that 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 that Sussex County staff may participate in 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 statewide or local safety committees. Activities Sussex County may participate in include the following:
 - Utilization of technology to enhance safety of the roadways, in alignment with the State Highway Safety Plan (SHSP). Use of technology intended to reduce vulnerable user crashes, including detection of users; and modification of signal timing and operations to reduce the risk of collisions (e.g. passive detection, all red extension), especially at some of the County's many rail-to-trail crossings.
- Undertake the analysis and/or data collection necessary to support state and federal grant applications.
- 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 Compatibility index. Consider goods movement activity including truck routing, truck parking, deliveries, and pick-ups as part of Complete Streets planning.
- Support and pursue planning activities that refine and foster implementation of the Active Transportation Network. Example activities are GIS and data analysis to support trails or on road facilities or coordination with local and state entities. This includes supporting the advancement of greenway initiatives such as connecting the Morris Canal Greenway to other greenways in Sussex County, namely the Sussex Branch Rail Trail and the trail network in Waterloo Village.

- Collaborate with the NJTPA on additional environmental, climate change and resilience planning activities. Activities may include, but not be limited to: advancing adaptation strategies, such as those in the Passaic River Basin Climate Resilience Planning Study; using the NJTPA's GHG Inventory on-road sector for planning to advance greenhouse gas mitigation efforts that may be applicable in Sussex County and advancing electric vehicle adoption in Sussex County – in particular additional recharging stations in the 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, including bicycle or pedestrian capital improvements or policies. This will include identifying where micromobility is used the most in Sussex County.
 - Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
 - Collect development data and analyze the impacts from proposed or approved developments on the transportation network from a local and regional perspective. Analyze the impacts of zoning changes and development and redevelopment plans on the transportation network from a local and regional perspective.
 - Work with 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.
 - Prepare grant applications for the Subregional Studies Program (SSP) or other funding opportunities, if staff resources permit.
 - Participate in the Eastern Transportation Coalition Freight Academy when held in New Jersey.
 - Support preservation of New Jersey Scenic Byways. This may include identifying additional Scenic Byway opportunities in the County.
 - Consider or advance projects that align with the findings of the NJTPA's CMP, referencing the Accessibility and Mobility Strategy Synthesis and/or the FY 2024 Accessibility and Mobility Regional Reassessment.
 - 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 Vibrant Communities Initiative
- ACTIVITIES:
- Assist with advancement of the TNJ Regional Plan, including preparation for and/or participation in Vibrant Communities Initiative events and Vibrant Places activities, or other activities as applicable.
- **PRODUCT/OUTCOME:** Promote deployment of Intelligent Transportation Systems (ITS).

ACTIVITIES:

- Improve traffic operations through planning for ITS upgrades and engaging at the interstate, state, county, and local level, particularly along the main highway corridors in Sussex County including: Route 23; Route 15 and Route 206. Strategies to promote can include, but are not limited to, Advanced Traffic Signal Systems or Transit Signal Priority Deployments.
- Provide traveler information and response/recovery activities for planned traffic incidents (i.e. construction, events, other permitted activities) and unplanned traffic incidents (i.e. emergency response, weather-related closures, crashes). This may include, but is not limited to:
 - Communication through traveler information systems such as Portable Variable Message Signs (PVMS) or development of data feeds and management of communication with map applications such as Waze, Google Maps, Apple Maps, etc.
- Support roadway closure activities through event and incident planning, including but not limited to emergency response planning and incident management plans.

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, including public outreach and education efforts for the Lackawanna Cut-Off (and potential Amtrak) Passenger Rail Restoration Project in the County.

- **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. in cooperation with municipalities and Avenues in Motion.

- **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 freight development along the NYS+W rail line in the County.

- **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. Staff will 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. Staff will review the first strategy of the recently adopted New Jersey Energy Master Plan for potential environmental issues and strategies to focus on that may be applicable for or beneficial to Sussex County.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

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

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

ACTIVITIES:

- Follow through on NJTPA funded Local Program Activities, which may include Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Transportation Alternative Programs and/or Congestion Mitigation and Air Quality Programs.
- Review Capital Projects, either through the CPSC or the S&D or TCP process, for consistency and consideration of previous recommendations that were developed through a locally funded study or by a partner agency.

- **PRODUCT/OUTCOME:** Submission of applications for competitive FHWA or FTA grants (discretionary or congressionally designated spending) for surface transportation projects. Submission of applications for state, local, or privately funded opportunities, as appropriate.

ACTIVITIES:

- Support preparation and submission of applications for FHWA or FTA competitive grants (discretionary or congressionally designated spending) on surface transportation programs related to the federal Infrastructure Investment and Jobs Act (IIJA).

**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SUSSEX COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$ 61,053.97	
2. FRINGE BENEFIT	47.730%	\$ 29,141.06	
3. LEAVE ADDITIVE	29.210%	\$ 17,833.86	
		SUBTOTAL \$	108,028.89 100%
PART II DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$ -	
2. TRAVEL		\$ -	
3. ADVERTISING, PRINTING & REPRODUCTION		\$ -	
4. POSTAGE		\$ 13.61	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$ -	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$ -	
7. OTHER (SPECIFY)		\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$ -	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$ -	
		SUBTOTAL \$	13.61 100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$ -	
		SUBTOTAL \$	- 100%
		TOTAL PROGRAM BUDGET \$	108,042.50 100%

This estimated budget is based upon projected costs to perform the work program for FY 2025 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$ 108,042.50	Total: \$ 108,042.50
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FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SUSSEX COUNTY
STAFFING PLAN

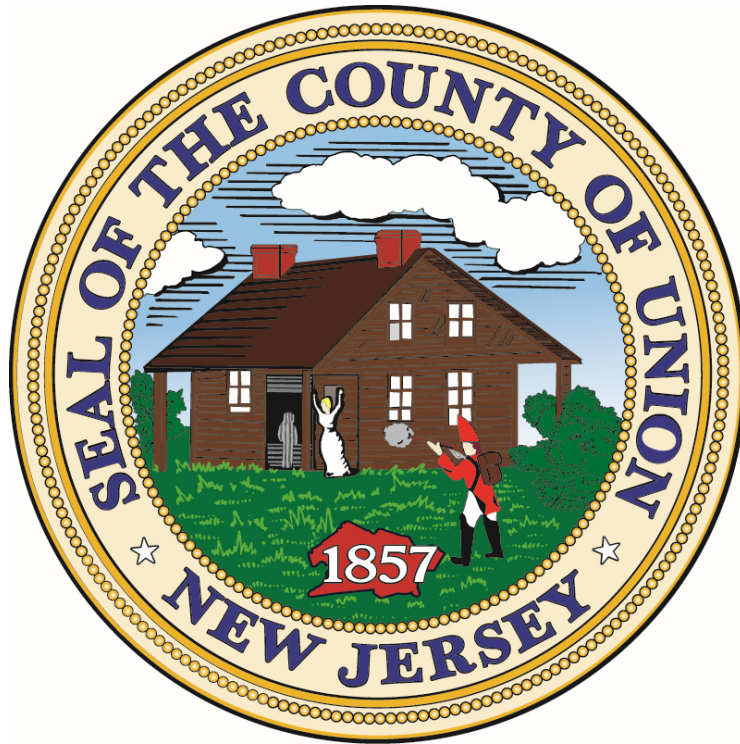
STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	109	\$ 8,345.25	\$ 13.61	\$ -	\$ 8,358.86	8%
Task 2 - Transportation Planning and Coordination	1,302	\$ 99,683.64	\$ -	\$ -	\$ 99,683.64	92%
TOTAL	1,411	\$ 108,028.89	\$ 13.61	\$ -	\$ 108,042.50	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Thomas Drabic, Principal Transportation Planner	68%	1,411
TOTAL	68%	1,411

COUNTY OF UNION



**FY 2025
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:** Engage in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Collaboration with EZ Ride TMA on Street Smart Campaigns to increase safety on roadways in Union County.
 - Participate in the NJ Bicycle & Pedestrian Advisory Council (NJ BPAC) coordinated by the Alan M. Voorhees Transportation Center on behalf of the NJDOT.
 - Engage in Towards Zero Deaths or Vision Zero activities in connection with the Union County Safe Streets and Roads for All Project.
- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation related topics.

ACTIVITIES:

- Support advancement of the East Coast Greenway.
- Participate in road safety audits (RSAs) as invited by the state or municipalities to estimate and report on potential road safety issues and identify opportunities to improve safety.
- Advance the work of the Union County 2023 Electric Vehicles Infrastructure Study that includes assisting municipalities with planning to determine optimum locations for public use EV charging stations and keeping the website updated on EV charging stations funding opportunities: www.ucnj.org/ev-study

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

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

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Facilitate a process to inform and educate the public on transportation matters and to solicit citizen input and comments during the planning process. Support the Union County Transportation Advisory Board (TAB) by facilitating the appointment of UCTAB representatives, providing reports on County Transportation Planning and County Engineering activities, and preparing the meeting minutes. A representative from the NJTPA is invited to share information on the agency's projects and initiatives at the meetings and all twenty-one of the County's municipalities are invited to participate.

**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
UNION COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$ 109,254.33	
2. FRINGE BENEFIT	53.194%	\$ 50,137.65	
3. LEAVE ADDITIVE	Various	\$ 26,183.59	
		SUBTOTAL \$	185,575.57 100%
PART II DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$ -	
2. TRAVEL		\$ 491.86	
3. ADVERTISING, PRINTING & REPRODUCTION		\$ -	
4. POSTAGE		\$ -	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$ 1,210.07	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$ -	
7. OTHER (SPECIFY)		\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$ -	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$ -	
		SUBTOTAL \$	1,701.93 100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$ -	
		SUBTOTAL \$	- 100%
TOTAL PROGRAM BUDGET		\$	187,277.50 100%

This estimated budget is based upon projected costs to perform the work program for FY 2025 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$	187,277.50	Total: \$	187,277.50
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**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
UNION COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	201	\$ 17,446.18	\$ -	\$ -	\$ 17,446.18	9%
Task 2 - Transportation Planning and Coordination	2,319	\$ 168,129.39	\$ 1,701.93	\$ -	\$ 169,831.32	91%
TOTAL	2,520	\$ 185,575.57	\$ 1,701.93	\$ -	\$ 187,277.50	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the FY)	Total Estimated Hours for STP Work Program
Phil Kandl, Division Director	14%	250
Liza Betz, Transportation Planning Manager	67%	1,213
Rosa Santos, Secretary	11%	203
Ryan Kuber, Department of Finance	6%	104
Intern	72%	750
TOTAL	34%	2,520

COUNTY OF WARREN



**FY 2025
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:** Participate 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 discussions.
 - Serve as an RTAC representative on a sub-committee (such as the SSP Proposal Review Subcommittee)
 - Represent RTAC on planning study TACs.
- **PRODUCT/OUTCOME:** Engage in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.
- ##### **ACTIVITIES:**
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
 - Coordinate with the Highlands Council to ensure consistency between their plans, the work of the NJTPA, and local transportation plans and programs. This includes coordinating with the Highlands Council on the Highlands Traffic Study along the Route 22 Corridor.
 - Assist in leading the work with municipalities on the development of local safety action plans (LSAPs) and Towards Zero Deaths or Vision Zero activities.
- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation related topics.

ACTIVITIES:

- Advance transportation related recommendations from the TNJ Regional Plan (See <https://togethernorthjersey.com/action-plan-database/#new-public-search-page/> for searchable database of recommendations), or TNJ technical assistance projects (<https://togethernorthjersey.com/technical-assistance/>).
- 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 supports the system's further development and refinement.
- Support refinement and advancement of study recommendations into project pipeline implementation paths such as the Morris Canal 25 Year Action Plan, which will continue to be advanced through the TAP program for the construction of trail segments in six municipalities in Warren County. In addition, will support any additional study of the CR519 Corridor, Route 46 Corridor, and the Route 22 Corridor, as they 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. Activities may include the following:
 - Utilization of technology to enhance safety of the roadways, in alignment with the State Highway Safety Plan (SHSP). Use of technology intended to reduce vulnerable user crashes, including detection of users; and modification of signal timing and operations to reduce the risk of collisions (e.g. passive detection, all red extension).
- Undertake the analysis and/or data collection necessary to support state and federal grant applications.
- Participate in advisory committees, meetings, webinars, or workshops as requested for NJTPA Subregional Studies Program (SSP) studies conducted by the applicant subregion or by another subregion. Warren County will participate in the county's FY 2024-2025 Complete Streets SSP and any Sussex, Morris or Hunterdon SSP that may require input.
- 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 Compatibility index. Consider goods movement activity including truck routing, truck parking, deliveries, and pick-ups as part of Complete Streets planning.
- Planning activities that refine and foster implementation of the Active Transportation Network. Example activities are GIS and data analysis to support trails or on road facilities or coordination with local and state entities.
- Support advancement of greenway initiatives such as the Morris Canal Greenway.
- Collaborate with the NJTPA on additional environmental, climate change and resilience planning activities.

- Participate in resiliency (e.g., EV readiness, green infrastructure, climate change adaptation, etc.) training as available. Please contact Blythe Eaman at beaman@njtpa.org to discuss potential training opportunities.
 - Conduct planning activities that support development and advancement of micromobility strategies such as enhancement projects for pedestrian and bicycle safety as part of the County's Complete Streets Initiative.
 - Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
 - Collect development data and 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.
 - Support preservation of New Jersey Scenic Byways including the development of a corridor management planning activity to expand the Warren Heritage Scenic Byway.
 - Consider or advance projects that align with the findings of the NJTPA's CMP, referencing the Accessibility and Mobility Strategy Synthesis and/or the FY 2024 Accessibility and Mobility Regional Reassessment.
 - 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 Vibrant Communities Initiative.
ACTIVITIES:
 - Assist with advancement of the TNJ Regional Plan, including preparation for and/or participation in Vibrant Communities Initiative events and Vibrant Places activities, or other activities as applicable.
- **PRODUCT/OUTCOME:** Promote deployment of Intelligent Transportation Systems (ITS).
ACTIVITIES:
 - Improve traffic operations through planning for ITS upgrades and engaging in coordination at the interstate, state, county, and local level. Strategies to promote can include, but are not limited to, Advanced Traffic Signal Systems or Transit Signal Priority Deployments.
 - Provide traveler information and response/recovery activities for planned traffic incidents (i.e. construction, events, other permitted activities) and unplanned traffic incidents (i.e. emergency response, weather-related closures, crashes). This may include, but is not limited to:
 - Communication through traveler information systems such as Portable Variable Message Signs (PVMS) or development of data feeds and management of communication with map applications such as Waze, Google Maps, Apple Maps, etc.
 - Support roadway closure activities through event and incident planning, including but not limited to emergency response planning and incident management plans.

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

2.2 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.
ACTIVITIES:
 - Conduct or assist in special outreach efforts, such as the Street Smart NJ pedestrian safety campaign or other initiatives related to senior driving, distracted driving, by posting information about these efforts on its website and social media pages.
- **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, such as potentially hosting a site visit to Warren County freight assets.

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 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. This includes work on the 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.
 - Review Capital Projects, either through the CPSC or the S&D or TCP process, for consistency and consideration of previous recommendations that were developed through a locally funded study or by a partner agency.

- **PRODUCT/OUTCOME:** Submission of applications for competitive FHWA or FTA grants (discretionary or congressionally designated spending) for surface transportation projects. Submission of applications for state, local, or privately funded opportunities, as appropriate.

ACTIVITIES:

- Support preparation and submission of applications for FHWA or FTA competitive grants (discretionary or congressionally designated spending) on surface transportation programs related to the federal Infrastructure Investment and Jobs Act.

**FY 2025 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
WARREN COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$ 56,096.90	
2. FRINGE BENEFIT	53.530%	\$ 28,715.85	
		SUBTOTAL \$ 84,812.75	100%
PART II DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$ -	
2. TRAVEL		\$ 160.00	
3. ADVERTISING, PRINTING & REPRODUCTION		\$ 1,117.25	
4. POSTAGE		\$ -	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$ 350.00	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$ -	
7. OTHER		\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$ 13,300.00	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$ -	
		SUBTOTAL \$ 14,927.25	100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$ -	
		SUBTOTAL \$ -	100%
		TOTAL PROGRAM BUDGET \$ 99,740.00	100%

This estimated budget is based upon projected costs to perform the work program for FY 2025 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$	99,740.00	Total:	\$ 99,740.00
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**FY 2025 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	139	\$ 9,671.33	\$ -	\$ -	\$ 9,671.33	10%
Task 2 - Transportation Planning and Coordination	1,242	\$ 75,141.42	\$ 14,927.25	\$ -	\$ 90,068.67	90%
TOTAL	1,381	\$ 84,812.75	\$ 14,927.25	\$ -	\$ 99,740.00	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the FY)	Total Estimated Hours for STP Work Program
Albert Krouse, Senior Planner	9%	196
Ryan Conklin, Assistant Planning Director	13%	276
Dave Dech, Planning Director	12%	255
Irene Gordon, Administrative Clerk	3%	65
Theresa Nichols, Keyboard Clerk 3	1%	14
Linda Read, Assistant County Engineer	5%	100
Joao Dsouza, Traffic Engineer	2%	50
Vacant, Senior Planner	6%	125
Tom Parisi, GIS Specialist	7%	150
Sean Delahunty, Intern Support	7%	150
TOTAL	7%	1,381

FY 2025 - 2026
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 to 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 2025 is the first year of the FY 2025 – FY 2026 SSP cycle, and three (3) new studies will be initiated in this cycle as detailed in the following pages. Additionally, FY 2025 is the second and final year of the FY 2024 – FY 2025 SSP cycle, with three (3) studies that began in FY 2024 concluding in FY 2025. Descriptions for these studies can be found in the [FY 2024 UPWP Chapter II](#).

Solicitation for the FY 2026 – FY 2027 Subregional Studies Program cycle will occur during the fourth quarter of FY 2025 and is described in Chapter I, Task RP/304 - Subregional Pass-Through Programs.

Studies approved under this program must be performed within a two-year period. FY 2025 studies must be completed by June 30, 2026. 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).

SUBREGIONAL STUDIES PROGRAM BUDGET

FY 2025 – FY 2026 STUDIES

<u>Subregion</u>	<u>Title</u>	<u>Project Cost</u>
Hunterdon County	Hunterdon County Bicycle Plan	\$200,000
Jersey City	Jersey City Transportation Plan	\$420,000
Somerset County	Somerset County Electric Vehicle Charging Suitability Analysis	<u>\$320,000</u>
New Studies - Total		\$940,000

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>
Continuing Studies - Total		\$1,177,500

SSP STUDY TIMELINE FY 2025 – FY 2026 Studies

Task/Milestone	Estimated Completion Date
Draft RFP to NJTPA	April 1 – July 29, 2024
Authorized Study Start Date	July 1, 2024
Kick-off Meeting with NJTPA	July 1 – September 30, 2024
Consultant RFP Issued	July 1 – December 30, 2024
Consultant Contract Awarded/Executed	September 1, 2024 – February 1, 2025
Kick-off Meeting with Successful Consultant	September 1, 2024 – February 1, 2025
Draft Final Report Due to TAC/SAC for Review	March 11 – March 29, 2026
Final TAC/SAC meeting	March 29, 2026
Final Report due to NJTPA (This version incorporates all TAC/SAC and subregion comments)	April 30, 2026
Reconciled Final Report due to NJTPA and all final deliverables	May 31, 2026
Conclusion of Consultant Contract	June 30, 2026
Subregional Subcontract & Study Completion Date	June 30, 2026

**FY 2025 – FY 2026
SUBREGIONAL STUDIES WORK PROGRAMS**

Study Sponsor: Hunterdon County

Title of Study: Hunterdon County Bicycle Plan

Study Budget

	Amount	Percent
NJTPA/Federal Share Request:	\$ 200,000	100%
Total Budget:	\$ 200,000	100%

Anticipated Study Duration: 12 Months

Project Information

Project Description

Hunterdon County is known for its commitment to open space and enjoys municipal, county, and state-owned park land as well as several existing trails and opportunities for trails to expand the trail network to increase active transportation. Connecting the county’s many parks and greenways with activity centers on and off road will not only advance the NJTPA’s Regional Active Transportation Network, completed in 2023, but will also advance the county’s goals related to multi-modal access and mobility and tourism promotion.

Approximately half of Hunterdon County’s municipalities are compact walkable communities. This effort will identify opportunities to build upon the existing bicycle and pedestrian infrastructure within these municipalities to increase connectivity between activity centers, open space, and the regional network while advancing the goals of the Hunterdon County Bicycle and Pedestrian Element and the Hunterdon County Transportation Plan.

NJTPA’s Active Transportation Plan specifically noted *“The regional network would dramatically expand upon Hunterdon County’s current infrastructure, and it would add redundancy to existing routes. For example, adding active transportation facilities on or next to CR 513 would provide a paved on-road alternative to the Columbia Trail for winter travelers, when the trail is often inaccessible due to snow and ice. Most of the county’s existing trails and bike lanes are disconnected and isolated from population centers and regional destinations. The regional network would stitch these segments together with 45 routes that traverse the entire county, following major corridors such as US 202, US 22, NJ 172, NJ 31, NJ 12, and many county roads as well.”*

The proposed bike network would provide additional access, connectivity and safer travel for bicyclists, pedestrians, and other forms of non-motorized transportation by providing on- and off-road facilities to connect with activity centers as well as to open space.

In addition to building upon the recommendations of NJTPA’s Active Transportation Plan, this effort will further recommendations of several prior county studies and plans focused on increasing connectivity and non-motorized access within Hunterdon County, including the 2018 Hunterdon County Strategic Parks and Open Space Plan and the 2001 Bicycle and Pedestrian Element within the Hunterdon County Transportation Plan. Emphasis will be on identifying opportunities to integrate new and existing bicycle and pedestrian infrastructure (bike lanes, sidewalks) with off road trails to maximize connectivity and safety.

Eight Hunterdon municipalities have adopted Complete Streets policies (Town of Clinton, Califon Borough, East Amwell Township, Flemington Borough, Franklin Township, Frenchtown Borough, City of Lambertville, and Raritan Township). The proposed bicycle plan will further connect existing infrastructure within these and other Hunterdon municipalities to and through open space to facilitate increased access and active transportation within and between downtown business districts, parks, schools, and recreational facilities. Recommendations regarding on-street connections will consider roads under state, county, and local jurisdiction.

A key element of FHWA’s Safe System approach regarding Safe Roads is to accommodate all roadway users and to limit the severity of crashes. Where separate facilities are feasible, physically separating people traveling at different speeds is recommended. This separation may be on-road, such as bike lanes or sidewalks, or off road, such as trails. This analysis will identify opportunities for increased access to off-road facilities by connecting to existing infrastructure and create routes that will allow bicyclists, pedestrians, and other non-motorized travelers passage apart from motor vehicles.

This will be particularly important in addressing the travel needs of those within and between Hunterdon communities who rely on walking and bicycling as their primary mode of transportation. The needs of underserved residents will be specifically included in this planning effort.

Regional Need

Hunterdon County’s Bicycle Plan would advance NJTPA’s Long-Range Transportation Plan goals of protecting and improving the natural ecosystem and quality of life, since this bicycle network would connect county-owned open space property and activity centers, as well as create a network of on- and off-road routes to meet community needs. Also, the proposed plan would achieve a Federal Planning Emphasis Area goal of providing transportation options to traditionally underserved populations.

This Plan would advance several principles of the Regional Capital Investment Strategy, such as protecting the environment by facilitating active transportation. Hunterdon County anticipates that the bicycle network will connect communities, which will allow for tourists and/or residents to visit commercial areas, educational or medical services, open space, and other destinations.

Most importantly, the proposed analysis will further explore opportunities identified in NJTPA’s Active Transportation Plan, with the goal of establishing a regional network of pedestrian and bicycle facilities to connect residents from where they live to where they need and want to go. The Active Transportation plan specifically identifies, “*areas of higher potential*” which include

Raritan Borough, Flemington Borough, Lebanon Borough, High Bridge Borough, Town of Clinton, Clinton Township and City of Lambertville, with smaller pockets of demand in Milford Borough, Hampton Borough, Califon Borough, Frenchtown Borough, and Bloomsbury Borough.

Six of the municipalities noted above have adopted Complete Streets Policy resolutions (Town of Clinton, the boroughs of Califon, Flemington, and Frenchtown, Lambertville City, and Raritan township). This effort provides an opportunity to encourage conversations with these municipalities to further implement Complete Streets and to begin conversations with those listed that have yet to adopt Complete Streets Policy resolutions.

Hunterdon County has expressed an interest in expanding its bicycle network since 2018 and the development of the Strategic Parks and Open Space Plan. This study will include an inventory of existing adjacent greenways, bicycle infrastructure, and an analysis of the feasibility of increased connectivity between counties to further link open spaces, population centers, villages, and towns, enhancing the greenway trail network and bicycle network in the region. One example would be discussions that are already underway with Morris County to discuss the expansion of the Columbia Trail further into Morris County.

Since 2015, Hunterdon County has been working toward developing a bicycle connection between Milford and Frenchtown that would connect residents to the D&R Canal trail in Frenchtown. This bicycle route would allow residents to use the D&R Canal trail to travel through the Central New Jersey region.

Study Scope of Work

Community Profile

Once a rural community of forests, farms, small villages and towns, Hunterdon County has undergone a dramatic transformation. In recent decades, development of industrial warehousing and subdivision of previous farmland has occurred rapidly throughout the county. Improved highway systems, sewers, increased access to employment centers within the county and in nearby counties and a desirable quality of life have all contributed to the volume and pattern of growth that has occurred in the past 40 years. Even so, the county is still considered one of the more rural parts of New Jersey.

Hunterdon County has a population of 128,947, with the highest population densities in the municipalities of Town of Clinton, Flemington, and Lambertville, per the 2020 American Community Survey. Other areas of higher population density are located throughout the townships along NJ Routes 31, US Routes 202 and 22, and Interstate 78. The rest of the county has a low population density of less than 500 people per square mile. According to the 2020 American Community Survey, three percent of Hunterdon County residents live below the poverty line, which is lower than the state average of nine percent. Areas with significantly higher-than-average poverty levels include Clinton township, High Bridge borough, Readington township, and parts of Flemington borough. There is also a large area of higher-than-average poverty levels between Flemington borough and Lambertville city along US Route 202.

Hunterdon County has a Hispanic/Latino population of 10,929, making up eight percent of the county's total population. This is significantly lower than the New Jersey average of 22 percent, per the 2020 American Community Survey. According to the 2020 Decennial Census, five municipalities have populations with a higher percentage of Hispanic or Latino ethnicity than the county average. These municipalities are: Town of Clinton, Flemington, Hampton, High Bridge, and Lebanon boroughs, and Lambertville city. The Decennial Census racial data also shows that seven municipalities have a lower White Only population than the county average of 82.8 percent: Town of Clinton, Clinton township, Flemington borough, Lambertville city, Lebanon borough, Raritan township, and Union township.

The 2020 Decennial Census racial data indicates that two percent of the Hunterdon County population is Black or African American alone, while four percent is Asian alone. Almost seven percent of the County population is comprised of two or more races, while three percent is some other race. Less than one percent of the population is either American Indian or Pacific Islander. Within the county, Union and Clinton townships have the highest percentages of Black or African American population at eight percent and six percent, respectively. Flemington borough and Town of Clinton have two percent and one percent population of American Indian, respectively, and less than one percent for percent population of Pacific Islander for both, communities. Glen Gardner borough has less than one percent population of Pacific Islander. Raritan Township and Town of Clinton have the highest percentages of Asian population at nine percent and eight percent, respectively. Flemington has seven percent of its population as Asian.

On average, 12.9 percent of households in the county self-report speaking a language other than English in the home, and one percent self-report having limited English proficiency (LEP). High concentrations of LEP households are in the northeast section of the county, according to the 2020 American Community Survey.

The 2020 Decennial Census indicates that several municipalities throughout Hunterdon County have a high population of residents older than 75 years. Most of these locations are away from active corridors such as Routes 202 and 22 and Interstate 78. East Amwell, Delaware, Franklin, Holland, Union, and Tewksbury Townships and Lebanon Borough have residents that are older than 75 comprise more than nine percent of their total population.

Study Goals

The Study Goals and Objectives are to build upon the opportunities identified in NJTPA's Active Transportation Plan, 2018 Hunterdon County Strategic Parks and Open Space Plan, and the 2001 Bicycle and Pedestrian Element within the Hunterdon County Transportation Plan, maximizing and expanding upon existing inter- and intra- county bicycle routes to maximize connectivity, access, and safety.

Specific goals of this plan are to:

- Create a map of proposed on and off road routes that connect population and employment centers, open space and county parks, and other important destinations
- Build support for alternative transportation methods and facilities

- Create non-motorized safe routes to schools
- Build on the NJTPA Active Transportation Plan and previous county planning work to create the bicycle network

This planning process will provide Hunterdon County with a clear and concise vision statement, goals, and implementable recommendations to inform not only all County projects, but also to serve as guidance for municipal interest and efforts to increase connectivity and access and support active transportation.

This effort also will provide an opportunity for engagement from a broad representation of stakeholders, including community organizations and those who they serve, local recreational organizations, bicycle and walking advocacy organizations, municipal officials, and other interested parties.

Study Methodology

This study will be informed by a Technical Advisory Committee (TAC) comprised of Hunterdon County Parks, Planning, and Engineering staff, locally elected officials, residents, employers, and other stakeholders from Hunterdon County.

Public outreach and stakeholder meetings will be crucial for gathering information regarding how and where individuals, including those who are transit dependent or use walking or bicycling as their primary mode of transportation, are traveling and where they may want or need to travel.

County staff anticipate that along with the public meetings, the consultant shall organize charettes to review existing and potential bicycle route connections with the public. Public outreach meetings for underserved communities will be particularly important as these bike trails are developed and could provide greater transportation opportunities for those communities.

Geographic Information Systems (GIS) and other digital analytics will be used to determine optimal routes to meet the needs of county residents. County staff expect the consultant to collect data and conduct analysis on the inventory of existing trails; particularly looking for opportunities to connect existing bicycle trails and bicycle routes to local and regional activity centers.

Task 1: Project Management

The County 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 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 and the NJTPA. All deliverables shall be to a level of quality that meets generally accepted professional standards, and that is fit for use by end users.

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 meeting and bi-weekly project manager progress meetings. These meetings can be virtual. 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. All materials submitted to the County must be in a County and the NJTPA-approved editable file formats to facilitate the review process.

It is recommended that a style manual for the preparation of technical memoranda, reports, presentations, maps, and other materials be prepared for the study. The style manual may include project branding, color palette, fonts, as well as document formatting and layout. The style manual may also include branding for maps/cartography. This will include but not be limited to color palette, format, layout, fonts, symbols, the location of legends, titles, north arrow, scale, and/or data sources. It is also recommended that technical memoranda include an outline for review by the project manager and the NJTPA so that major topics are clearly identified prior to the technical memoranda preparation.

Deliverables:

The County:

- Prepare and submit quarterly reports, invoices, and any other documentation required by the NJTPA.
- Prepare, advertise, and proposal review process of the Request for Proposals.
- Participate in biweekly conference calls and a project kick-off meeting with the NJTPA.
- Prepare and submit project invoices.
- Timely submission of all project deliverables.

The Consultant:

- Prepare and submit quarterly reports and any other documentation required by the NJTPA.
- Submit monthly task-based invoices and progress reports to Hunterdon County.
- Lead the project kickoff meeting and the subsequent bi-weekly project manager meetings and provide agendas and summaries for those meetings.
- Provide an internet-based file sharing service as a tool for facilitating collaboration

among key participants in the project.

- Develop a style manual for the preparation of technical memoranda, reports, presentations, maps, and other materials prepared for the study.
- Prepare and submit a schedule of tasks and a timeline for County review.
- 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

Outreach and Partnerships

Description

The County anticipates soliciting feedback from a variety of community groups. The Hunterdon YMCA, United Way, Flemington Community Partnerships, and goHunterdon have strong connections to community groups in Hunterdon County. These organizations may participate during stakeholder meetings and will assist in identifying and connecting with additional stakeholders and residents interested in creating a bicycle network. The county will also work with active trail users.

Public Participation/Outreach

Outreach will include residents who use open space and trails, businesses, and residents, with a focus on engaging those in traditionally underserved communities. The purpose of public outreach is to gain input from all potential users of a bicycle network. The County will assist with the printing of outreach materials.

Technical Advisory Committee (TAC)

A TAC will be created by the County in conjunction with the consultant to provide input on the Bicycle Plan. Staff and the consultant will identify goals for the bicycle plan that are confirmed by the TAC. The TAC will meet no less than three times during this study and provide input and technical expertise on various aspects of the study. The TAC shall also review documents as appropriate and may participate in public meetings and stakeholder meetings.

The consultant shall be responsible for preparing agendas, meeting invitations, meeting displays, PowerPoint presentations, meeting summaries, support, and facilitation during TAC meetings. All materials will be reviewed and approved in advance by the County and the NJTPA.

The Technical Advisory Committee for the bicycle plan would include representatives from the following organizations, among potential others:

- goHunterdon TMA
- the Hunterdon County Transportation Advisory Committee
- the Hunterdon County Parks & Open Space Advisory Committee
- the Hunterdon County Planning Board
- Other county staff as needed
- NJTPA
- NJDOT

- NJDEP, Green Acres
- NJ Highlands Council: Maryjude Haddock-Weiler
- Non-Profit Land Trust organizations

Public Involvement Plan

The consultant will create a public involvement plan. To get public comment and direction for the bicycle plan, Hunterdon County anticipates conducting a series of Charettes and public meetings on the draft bicycle routes that will provide information on where residents would want to have bicycle routes and on-road bicycle connections and which communities they would like to connect. Special focus will be given to biking, hiking, walking, and environmental groups, along with community groups that represent underserved populations.

As part of the outreach plan, a branding design will be developed for the study and be applied to all study materials. Communications to the public will employ a uniform style of messaging which is easy to understand and values participation. The public involvement strategy will utilize several mediums of communication such as but are not limited to meetings, events, a dedicated project website, surveys, interactive online applications, newsletters, and social media with study updates and opportunities to provide ideas and opinions. All study outreach events may be either virtual or in-person. Public meeting materials and content must be approved by the County and the NJTPA prior to dissemination with review time built into the study schedule. The NJTPA requires a two (2) week review time for all public outreach materials. The consultant will use an equity assessment to create and inform all public outreach materials in English and, if needed, other languages such as but not limited to Spanish as deemed appropriate.

Well-advertised meetings or events will be held. During the meetings, information will be shared with the public, and encourage open discussion through engagement strategies and activities. The meetings will be accessible and encourage all members of the public to participate.

Stakeholder Meetings

The Stakeholder meetings shall focus on non-motorized transportation and connection to open space as used by a variety of community groups within the county. Through these meetings, the consultant will be able to determine the interest of these groups in having a bicycle network, where such bicycle routes should be located, and the on-road routes that would connect these routes with activity centers and would connect various activity centers. Participant's use of the LINK transit service will be part of these conversations, for the purpose of understanding how on and off-road active transportation routes may enhance this service's use. The consultant should consider the stakeholders' use of the LINK or other forms of transit as part of the meetings and the way that transit may be incorporated into bicycle routes.

Stakeholders may include active biking and trail groups as well as diverse community groups. Community groups such as the Hunterdon County YMCA, the United Way, Flemington Community Partnership, goHunterdon, and any other group recommended by the County Human Services Department will be included. As the proposed bicycle routes and on-road facilities could connect residents to local schools, school boards and Parent-teacher organizations (PTOs) should be included. If a particular municipality has a great interest in the proposed non-motorized network, municipal officials should be included as specific stakeholders.

There shall be a minimum of four Stakeholder meetings. The consultant with assistance from the County will establish the organization of the various stakeholder meetings.

Charettes

The purpose of the charettes is to provide the public with an opportunity to provide insights into possible routes. Up to three charettes will be held, preferably in person. These meetings will be run by the consultant, and physical maps may be used, as well as other innovative methods to solicit input. The consultant is encouraged to think thoughtfully and creatively about the best way to engage the public during this exercise. It is envisioned that the three charettes will be held in different areas of the county. The consultant team will organize and document the information and comments received from the public.

Public Outreach Meetings

Up to five public meetings will engage a diverse range of County residents with a focus on underserved groups. In many cases these same residents will experience limited access to virtual meetings due to the “digital divide” which requires a specific emphasis and strategy to reach these individuals, including in rural settings. This study will strive to engage these groups and the public at large through its outreach efforts.

The consultant will develop a community involvement strategy. The community involvement strategy will describe all meetings, meeting purposes, and activities related to public outreach.

The County will hold all physical public meetings (if possible) in a convenient and ADA accessible facility. One of the public meetings will be conducted by the County Planning Board for plan adoption and one will be conducted by the County Board of Commissioners for acceptance of the bicycle plan.

- Outreach activities/events in the various settings of the County such as rural and/or town center in locations and dates approved by the County.
- Pop-up events or mobile workshops at venues such as farmers markets, festivals, neighborhood meetings or other scheduled activities.

Study Webpage

A study webpage will be developed by the consultant to allow members of the public to provide input at critical points in the study. The webpage will include promoting public surveys as well as interactive maps of the proposed routes for public comment. There shall be a variety of communication methods offered through the webpage.

Public Survey

The consultant will develop a public survey that will be widely distributed to identify locations, potential routes, barriers, and/or challenges that may impact the creation of a comprehensive bicycle plan.

Interactive Web Map

The consultant will develop an interactive web map, so residents are able to review the potential routes and provide feedback. This will be done in conjunction with Task 4 and Task 5.

Deliverables:

The County:

- Assist the consultant on all tasks stated above.
- Assist with the creation of public outreach documents.

The Consultant:

- Identify goals of the bicycle plan.
- Create a public involvement and outreach plan.
- Create a public webpage.
- Create a public survey.
- Outreach to stakeholder groups, including communities that are traditionally underserved and visitors to the county.
- Prepare agendas, meeting invitations, meeting displays, PowerPoint presentations, meeting summaries, support, and facilitation during TAC meetings. All materials will be reviewed and approved in advance by the County and the NJTPA.
- Host/facilitate three charette meetings in different regions of the County for residents who use open space, bicycle routes, along with residents who are not near current transit options.
- Additional stakeholder outreach if public meetings indicate the need.
- Summaries of the various charettes will be necessary to incorporate into the final bicycle plan.
- Prepare and facilitate five public meetings to introduce and provide updates on the project. The final two public meetings will be conducted at the Planning Board for adoption and the Board of County Commissioners meeting for acceptance.

Literature Review

The consultant will review and summarize the previous plans from the county, as well as municipal plans. The consultant shall review the Hunterdon County Strategic Parks and Open Space Plan, as one of the goals of this plan was to enhance the county bicycle network.

This task will include a review and analysis of previously completed plans and studies including but not limited to:

- *2001 Hunterdon County Bicycle and Pedestrian Element*
- *2008 New Jersey Highlands Regional Master Plan*
- *2016 New Jersey Bicycle and Pedestrian Master Plan*
- *2018 Hunterdon County Strategic Parks and Open Space Plan*
- *2018-2022 New Jersey Statewide Comprehensive Outdoor Recreation Plan*
- *Review of any local municipality transportation element and/or (Recreation and Open Space Inventory (ROSI))*
- *NJTPA Active Transportation Plan and Plan 2050*

- 2020 Hunterdon County Highlands Conformance Plan
- 2021 Hunterdon County Land Development Standards
- 2022 Highlands Economic Sustainability Plan
- 2023 Hunterdon County Growth Management Plan

The Hunterdon County publications can be found at this website:

<https://www.co.hunterdon.nj.us/1374/Publications>

The NJTPA plans can be found at these websites:

NJTPA Active Transportation Plan

<https://active-transportation-njtpa.hub.arcgis.com/>

NJTPA Plan 2050

https://www.njtpa.org/NJTPA/media/Documents/Planning/Plans-Guidance/Planning%20for%202050/final%20pdfs/njtpa_plan2050_final2.pdf

The New Jersey Bicycle and Pedestrian Master Plan can be found at this website:

<https://www.state.nj.us/transportation/commuter/bike/pdf/bikepedmasterplan2016.pdf>

The 2018-2022 New Jersey Statewide Comprehensive Outdoor Recreation Plan can be found at this website:

<https://www.nj.gov/gspt/pdf/Reports/DEPComprehensiveOutdoorRecreationPlan.pdf>

Hunterdon County Planning and Land Use Department staff can assist with obtaining local transportation plans and any Recreation and Open Space Inventory documents needed.

In addition to the comprehensive review, the consultant shall review any relevant regional or national standards or materials relevant to the creation of a bicycle network.

Deliverables:

The County:

- Assist with obtaining local transportation plans.
- Assist with obtaining any recreational and/or open space plans.

The Consultant:

- Review and analyze existing plans and studies.
- Provide a written technical memo indicating results and the way previous goals and/or studies impact the creation of a potential bicycle network including bicycle routes.

Data Collection

The consultant will determine existing conditions for non-motorized transportation users using readily available data. Data to be analyzed will include but is not limited to:

- Analysis of the most current five (5) years of bicycle and pedestrian crash data available on both county and municipal roadways, mapping crash locations and identifying the high crash and injury corridors.
- Inventory and mapping of existing, planned, and/or proposed non-motorized infrastructure including on and off-road facilities.
- Review bicycle level of stress data developed by the NJTPA.
- Analysis of the NJTPA Active Transportation Network to identify potential routes.
- Summary of non-motorized count data such as bike and pedestrian as available and collection of new counts as needed.
- Analysis of socio-demographic data including journey to work, vehicle ownership, income, health statistics, and other pertinent data.
- Identification and mapping of major destinations including but not limited to transit stops, parks, schools, employment centers, downtowns, commercial districts, historic, and cultural sites.
- Identification of potential corridors that could be utilized for on and off-road connections.
- Identification of gaps in the existing bicycle network.
- Identify demand for such bike trails.
- Collect high level GIS data, as available, for environmental and cultural resources, to be used to conduct high level Planning and Environmental Linkages analysis under Task 4 for identified routes.

Deliverables:

The Consultant:

- Provide technical memoranda including GIS mapping summarizing existing conditions and all collected data including but not limited to maps of county population centers, marginalized populations including areas of the County with populations which might benefit from increased access to physical activity due to higher rates of asthma, diabetes, and other health related conditions, as well as state, county, and local open space properties.

Equity Assessment

Description:

The consultant shall provide a Title VI and Environmental Justice equity assessment that meets the requirements of the NJTPA as noted on the NJTPA website at <https://equity-resources-njtpa.hub.arcgis.com/>.

Hunterdon County has increased in diversity within the past decade. Accordingly, the assessment will evaluate where low-income, minority, national origin, and limited English proficiency (LEP) populations live, and how they travel, at a minimum. Additional factors such as age, ability status, health statistics such as but not limited asthma rates, sex, zero-vehicle households, and others relevant to the study should be included. The assessment will compare the average of these factors at the block group level to the subregional and the NJTPA regional averages. Data sources may include the latest American Community Survey (ACS) 5-year data at the block group level and may include the NJTPA GIS Environmental

Justice portal. The assessment will follow the guidelines set forth by the NJTPA.

Accordingly, this evaluation will review the diversity of the county and how this study will provide equity of services to all residents. This study shall also be conducted in a manner that allows for input from all residents.

The assessment will identify patterns of vulnerable populations; avoid recommendations that have disproportionately high adverse effects; and strive to reduce and eliminate barriers to meaningful participation in the planning process to the identified populations. Results of the assessment will be used to inform the final recommendations, location of demonstration projects, and outreach strategies.

Deliverables:

The Consultant:

- Provide a technical memo that summarizes the Title VI and Environmental Justice Assessment. This will include narrative text, mapping, identification of underserved locations, indicate methods used to include diverse populations, and other graphics as needed.

Task 3: Data Analysis and Mapping

Description

The mapping of the bicycle routes and the analysis to create routes based on mapping will be crucial. The consultant will use data from the US Census, the NJTPA Equity Tool, county and state GIS, and other relevant data to provide analysis of the county for potential bicycle routes while incorporating equity for all users.

The consultant will develop a preliminary bicycle network map that connects destinations and serves the needs of current and future users. Factors used to identify preliminary bicycle routes shall include, but are not limited to:

- eliminating gaps in the network;
- connections with existing facilities;
- on- and off-road routes;
- access to major destinations (transit stations, employment centers, parks, schools, etc.);
- concurrence with regional and local plans, especially the Active Transportation Network;
- crash history and Bicycle Level of Service analysis; and
- county roadway or property.

The County bicycle network will be composed of many types of facilities, such as but not limited to separate multi-use paths or paved shoulders. The consultant will assess each route in the preliminary bicycle network map to determine the appropriate facility for each corridor. Identification of facility types for each corridor will depend on a number of factors, including speed, traffic volumes, land use and topography, and environmental constraints. While roadway right-of-way can be a limitation to on-road implementation, the study will not

eliminate routes based on constrained rights-of-way. In addition, since roadway conditions often change along the length of the corridor, this may result in the need to transition to different types of on- and off-road facilities. The consultant shall use the most current design guidance when determining facility type.

Planning and Environmental Linkages (PEL)

This study will identify a set of environmental criteria that will highlight environmental issues as part of the bicycle route selection process. Some of the environmental factors to be considered include but are not limited to historic resources; floodplains; wetlands; or any special considerations related to the Highlands Preservation areas.

Public Meetings Concerning the Draft Bicycle Routes

There shall be a minimum of two interactive public meetings run by the consultant with physical maps prepared. Accordingly, members of the public will be able to review the proposed routes, make comments, and propose alternative routes. Key aspects of a proposed route should be discussed, as well as any hinderances whether physical, environmental, and/or perceived for any proposed route.

Prioritization of Routes

This task involves the creation of methodology to develop a prioritized ranking of routes. Criteria may include, but will not be limited to, connections to existing facilities, links to key destinations, first and last mile connections to transit, demand, increased access for underserved residents and communities, local support, and geographic distribution across the County.

The ranking of bicycle routes will be presented to the TAC. Based on stakeholder feedback, data analysis, and professional judgement, interactive webmap for public feedback as identified in Task 2a, and the feedback obtained during the Public Meetings Concerning the Draft Bicycle Routes Public Meetings, priority bicycle routes will be selected for development of planning concepts and preliminary costs estimates in Task 4. The identified priority bicycle routes will form the backbone of an enhanced county-wide comprehensive bicycle network.

Digital copies of all data and presentation materials developed for the study, including images, raw data from surveys, derived GIS layers, must be delivered by consultants to Hunterdon County and the NJTPA. All GIS products will follow the procedures described in the NJTPA's EGIS User Manual, specifically Appendix U3 – EGIS Quality Assurance Program. This manual can be found on the NJTPA website.

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

Deliverables:

The Consultant:

- Prepare a technical memorandum detailing the analysis undertaken during this task. The memorandum will describe the preliminary bicycle network framework plan.
- Prepare a series of summary maps highlighting priority destinations and priority bicycle network.

- Prepare a technical memorandum summarizing the methodology and results of the prioritized bicycle network routes while incorporating public outreach and possible environmental considerations.
- Create an interactive web map, so residents may review and comment on the potential routes via the internet.

Task 4: Study Findings and Recommendations

Description

The study shall find optimal routes for connections to and from places people want to go, including county parks and properties, activity centers, and other destinations. This information, along with general information on funding sources from existing/potential County, state, federal and private sources, timeframes, responsibilities, and order of magnitude cost estimates will be developed into an implementation matrix. These recommendations will be presented to the TAC and the public for their input prior to being finalized.

Deliverables:

The Consultant:

- Produce a physical map and web-based map with routes connecting Hunterdon County communities via an on and off-road bicycle network.
- The recommendations will be accompanied by a matrix detailing the approximate costs, potential funding sources, timeframes, responsible agencies, evaluation of impacts and benefits.

Task 5: Final Report and Final Deliverables

Description

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 bicycle circulation and connectivity improvements. The final report must have an accompanying table of contents, executive summary, and appendices. The consultant shall provide 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.

Prior to the development of the final report the consultant shall prepare an outline for the final report to be reviewed by the County and the NJTPA. Once approved, the consultant will prepare the draft and final report for review by County, municipalities (if local roadways are involved), the TAC, and the NJTPA. The sections of the final report will be based upon the deliverables from each task.

Once the subregional study is complete, the County will input study recommendations into the NJTPA PRIME database. PRIME makes SSP findings readily searchable and features tools designed to facilitate inter-agency collaboration and further project scoping and development. Information about PRIME, including PRIME Quick Start Guide, Introductory and How-To Videos, FAQs, Glossary, and the full PRIME User Guide are available on the NJTPA web site.

In addition to providing PDF electronic of the final report, to municipal officials, and stakeholders the final report will be distributed to the County Commissioners, members of the TAC and stakeholder groups.

The consultant will provide Digital copies of the final report, all data and presentation materials developed for the study including images, raw data from surveys, derived GIS layers, mailing lists, must be delivered to the County and the NJTPA in its original source format. All consultant GIS products will follow the procedures in the NJTPA EGIS User Manual, specifically Appendix 3 – EGIS Quality Assurance Program and Somerset County GIS Services guidelines. The manual can be found on the NJTPA web site.

The consultant will prepare a summary PowerPoint presentation that will be presented at a regularly scheduled County Planning Board meeting. The PowerPoint will include graphic oriented slides, and an accompanying presentation note and/or script. The presentation will have the same content as the Executive Summary and must be in editable format with high resolution photos and illustrations.

The draft and final document will be based on the results of the previous tasks. After receiving final edits from the NJTPA, the consultant will prepare a final plan.

Deliverables:

The Consultant:

- 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.
- Final report document, including an executive summary, implementation matrix, and all relevant appendices, including a compilation of public comments.
- The final product should be a map, both a physical one and a web map, with potential bicycle routes connecting Hunterdon County communities and park properties.
- Provide a table of contents.
- Final PowerPoint Presentation: A Final PowerPoint presentation must include graphic oriented slides and accompanying presentation notes or script. The presentation follows the same format as the Executive Summary.
- Provide digital copies of all materials developed during the project. All data, including images, raw data from surveys, derived GIS layers, will be provided to the County. All consultant GIS products will follow the procedures described in the NJTPA's EGIS User Manual, specifically Appendix U3 – EGIS Quality Assurance Program. This manual can be found on the NJTPA website.

Contact Information:

Subregional Project Manager Name: Katherine Fullerton

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Subregional Chief Financial Officer Name: Andrew Bernath

Title: Chief Financial Officer

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**FY 2025 - FY 2026 SUBREGIONAL STUDIES PROGRAM
HUNTERDON COUNTY
HUNTERDON COUNTY BICYCLE PLAN
BUDGET PLAN**

		PROPOSED BUDGET
PART I:	DIRECT COSTS - PERSONNEL SERVICES	
	1. SALARIES	\$ -
	2. FRINGE BENEFITS 0%	\$ -
	SUBTOTAL	\$ -
PART II:	DIRECT NON-LABOR COSTS	
	1. SUPPLIES	\$ 500.00
	2. TRAVEL	\$ -
	3. PRINTING & REPRODUCTION	\$ 3,000.00
	4. TELEPHONE	\$ -
	5. POSTAGE	\$ 600.00
	6. CONFERENCE/TRAINING	\$ -
	7. OTHER (SPECIFY) Legal Notices	\$ 500.00
	SUBTOTAL	\$ 4,600.00
PART III:	INDIRECT COSTS	
	INDIRECT COST ALLOCATION 0%	\$ -
	SUBTOTAL	\$ -
PART IV:	CONSULTANT COSTS	
	CONSULTANT	\$ 195,400.00
	SUBTOTAL	\$ 195,400.00
	TOTAL PROGRAM BUDGET	\$ 200,000.00

This estimated budget is based upon projected costs to perform the work program for FY 2025 - FY 2026 as outlined in the Subregional Studies Agreement. Changes within or between Parts I, II, III & IV will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

FUNDING SOURCES:

Federal Share (100%):	\$ 200,000.00	Total:	\$ 200,000.00
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FY 2025 - FY 2026 SUBREGIONAL STUDIES PROGRAM
HUNTERDON COUNTY
HUNTERDON COUNTY BICYCLE 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	75	\$ -	\$ 211.87	\$ -	\$ 211.87	\$ 9,000.00	\$ 9,211.87	5%
Task 2A - Outreach and Partnerships	250	\$ -	\$ 1,318.32	\$ -	\$ 1,318.32	\$ 56,000.00	\$ 57,318.32	29%
Task 2B - Data Collection and Review	60	\$ -	\$ 856.91	\$ -	\$ 856.91	\$ 36,400.00	\$ 37,256.91	19%
Task 3 - Data Analysis and Mapping	105	\$ -	\$ 1,177.07	\$ -	\$ 1,177.07	\$ 50,000.00	\$ 51,177.07	26%
Task 4 - Study Findings and Recommendations	120	\$ -	\$ 612.08	\$ -	\$ 612.08	\$ 26,000.00	\$ 26,612.08	13%
Task 5 - Final Report and Final Deliverables	130	\$ -	\$ 423.75	\$ -	\$ 423.75	\$ 18,000.00	\$ 18,423.75	9%
TOTAL	740	\$ -	\$ 4,600.00	\$ -	\$ 4,600.00	\$ 195,400.00	\$ 200,000.00	100%

Subregional Staff Plan

Personnel (Name & Title)	Estimated % of Time Needed for Study <i>(based on total work hours for the year)</i>	Total Estimated Hours for Study
Frank Bell, Director of Planning and Land Use	4%	155
Katherine Fullerton, Supervising Planner	5%	200
Marc Saluk, Director of Economic Development	2%	75
William Millette, Principal Planner	2%	95
Bob Hornby, Ag Resource Specialist	3%	110
Becky Hall, Division Head, Division of GIS	3%	105
TOTAL	3%	740

Study Sponsor: Jersey City

Title of Study: Jersey City Transportation Plan

Study Budget

	Amount	Percent
NJTPA/Federal Share Request:	\$ 420,000	100%
Total Budget:	\$ 420,000	100%

Anticipated Study Duration: 12 Months

Project Information

Project Description

Over the past decade the City of Jersey City has experienced substantial growth and has continued to develop as a regional center for employment, entertainment, commerce, and for a growing population. While the City is served by a robust transportation system, it struggles to meet the transportation challenges of today and it will continue to struggle with the challenges of the future without a comprehensive vision. Aging infrastructure, traffic violence, climate change, changing travel patterns, and transportation inequities are among many of the perpetual challenges that Jersey City faces. It is critical that Jersey City develops a comprehensive Transportation Plan through a collaborative City, NJTPA and consultant effort. The plan will serve as an actionable guide to addressing long-standing and projected transportation issues to ensure the transportation system best serves the needs of Jersey City and residents of the region.

Regional Need

Jersey City, as the state’s second most-populous city, has experienced rapid growth over the past two decades and sits in a critical location within the NJTPA region. The City serves as a major regional destination for employment, shopping, services, leisure, and recreation. Residents from all over the NJTPA region and beyond commute to and through Jersey City to access major employment centers along the Hudson River Waterfront, Newark, and Manhattan. To facilitate sustainable growth of these sectors in Jersey City, the City must further identify viable solutions for reducing single occupancy vehicle trips, develop safe active transportation options that better connect to the region, and find strategic opportunities to integrate smart transportation technologies to optimize the existing system. All recommendations identified through the study for Jersey City must also be in alignment with the NJTPA’s regional goals set forth in the Plan 2050 and the Active Transportation Plan to ensure compatibility.

Similar to many regional transportation assets, Jersey City is subject to the pains of aging infrastructure, some over a century old. Many of these critical assets in the City are becoming increasingly susceptible to extreme weather events and flooding brought by climate change. Additionally, the growth of freight distribution has added strain to the local and regional road network. To address these local and regional challenges, Jersey City will develop a new transportation element of the master plan.

Study Scope of Work

Subregional Need

Jersey City is a densely populated, highly urbanized municipality served by an established street grid and a multi-modal public transportation network, serving a growing population of commuters and residents. It is the second most-populous city in the state and the county seat and has experienced an 18 percent growth in its population over the last decade, adding over 40,000 residents. The City's population is forecasted to steadily grow and is expected to reach nearly 400,000 people by 2050. While the City is served by a robust transportation network, it suffers from a host of issues, such as aging transit and vehicular infrastructure, a disjointed transit landscape that struggles at times to meet the transportation challenges of today, transportation infrastructure that is susceptible to climate change and severe weather events, and transportation inequities.

In addition to these issues, since the last transportation master plan update in 2011, the transportation priorities of Jersey City have evolved to reflect updated goals that include transportation equity, Complete Streets, Vision Zero, sustainability, climate resiliency, and promoting multimodal travel. A growing volume of planning work has been conducted that has either updated or supplemented the existing guidance in the transportation master plan.

Jersey City shares municipal borders and transportation assets and challenges with Bayonne, Hoboken, North Bergen, Secaucus, Newark (Essex County), Union City, Hudson County and New Jersey Sports and Exposition Authority. Coordination with municipal and regional partners on the Jersey City Transportation Plan will be necessary to avoid conflicting goals and to better coordinate regional connectivity. Planning work conducted by regional partners will be incorporated into an updated vision for Jersey City. This work is detailed under Task 2.

The plan will serve as an actionable guide to address the long-standing and projected transportation issues identified in these plans to ensure the transportation system best serves the needs of Jersey City and neighboring communities.

Community Profile

The previous studies conducted by Jersey City have identified sizeable Title VI communities throughout the City. Per the Jersey City Alternative Transportation Modes Assessment Study, the City has much higher areas of residents who are minorities (78 percent), low income (33 percent), and experience a disability (22 percent). The NJTPA's Equity Analysis Tool identifies where Title VI and Environmental Justice Populations are located within the region using a set of 10 equity factors. Jersey City has 13 census tracts that have an above average number of equity

factors present and overall has population with an above average number of equity factors present.

Study Goals

The goal of this study is to develop a new Transportation Plan for Jersey City to replace the previous element that was last updated in 2011. The primary objective of the study is to address current and projected transportation challenges that include but are not limited to:

- Addressing the impacts of climate change on transportation infrastructure
- Identifying and replacing/retrofitting aging transportation infrastructure
- Plan for sustainable population and development growth in a built out urban environment
- Addressing historic transportation investment inequities
- Shifting mode share and facilitating active transportation
- Improving traffic safety for all modes of transportation

These goals will be guided by the development of a new Transportation Plan that will incorporate the extensive local and regional planning work that has been conducted since the last element update and develop a cohesive vision that reflects the values and transportation goals of Jersey City residents. The new Transportation Plan will serve as the guiding document for transportation policy, goals, and investment.

Study Methodology

Task 1: Project Management

The study shall be conducted by the City of Jersey City with consultant support. The City's Senior Transportation Planner will be the liaison to the NJTPA and manage day-to-day activities, which include consultant procurement, contract administration, and processing of consultant invoices. The City's project manager will serve as a liaison between the Consultant and the NJTPA, the Technical Advisory Committee (TAC), and the general public. Other work associated with this task will include providing guidance on all aspects of the study to the consultant, reviewing all consultant deliverables for quality and completeness, and the preparation and submission of the quarterly reports and any other documentation required by the NJTPA.

The Consultant shall designate a project manager who will report to the City and be responsible for managing the day-to-day activities of the Consultant team. The Consultant project manager shall establish an effective means of coordinating and reporting its activities with the City throughout the course of the study to ensure an expeditious exchange of information and shall be responsible for the preparation and submission of progress meeting agendas, minutes, monthly progress reports, and invoices. A detailed study schedule (Gantt chart) shall be submitted at the kick-off meeting for City review in conjunction with the NJTPA, approval, and be updated quarterly at a minimum during the study to ensure the timely completion of the study. The Consultant shall submit draft digital copies of all reports in MS Word format, and will incorporate project manager, the NJTPA and TAC comments, as appropriate. The Consultant shall be responsible for quality control of all interim and final deliverables. A draft report for TAC review should be complete by March 31, 2026. A draft final report should be complete by

April 30, 2026, for the NJTPA review. A final reconciled report and all deliverables are due by May 31, 2026. Contracts must be completed by June 30, 2026, which is the last day to incur costs.

Deliverables:

The City:

- Prepare and submit quarterly reports and any other documentation required by the NJTPA.
- Participate in biweekly conference calls and a project kick-off meeting with the NJTPA.

The Consultant:

- Prepare and submit monthly progress reports and invoices, progress meeting agendas, minutes, and a detailed progress schedule to be updated quarterly.
- Develop a Project Management Plan.
- Develop and maintain a study schedule.
- Participate in biweekly conference calls, and a project kick-off meeting.
- Provide all interim, draft, and final technical memo deliverables to the NJTPA for review in an editable format so comments can be included easily. All interim, draft and final design and toolkit deliverables shall be provided in Adobe PDF and/or InDesign (or similar platform) format after all revisions are incorporated.

Task 2: Needs Assessment

Outreach and Partnerships

Description

The Consultant will be responsible for planning, developing materials, and leading engagement events with the Public, the Technical Advisory Committee, and Stakeholders. The City will support all engagement activities. All engagement activities shall be detailed by the consultant in a Community Outreach Strategy detailed below.

Community Outreach Strategy

The Consultant shall prepare a draft and final written community outreach strategy at the beginning of the study that describes all meetings, tasks, and activities related to public outreach which shall be reviewed and approved by the City project manager and the NJTPA. The document will guide the outreach and engagement process through the length of the study. The City encourages creative and forward-thinking techniques that go beyond the minimum requirements described herein. The community outreach strategy shall include, but is not limited to, the following elements described in greater detail below:

- Technical Advisory Committee Meetings
- Stakeholder Meetings
- Interagency Meetings
- Interdepartmental Meetings
- Small Area Transportation Plans
- Public Meetings

- Project Website
- Public Survey

The Plan will include details on consultant responsibilities, number of meetings, purpose of meetings, approximate dates, and specific outreach techniques (e.g., meeting advertisement, meeting invitation preparation and dissemination, social media strategies), outreach methods (in addition to meetings, both virtual and in-person), intended outcomes or desired input and methods for reaching a diverse cross section of the public and stakeholders. The City strongly encourages a mixture of in-person and virtual outreach to maximize the engagement from the outreach efforts. The outreach plan must place a specific emphasis on equity and reaching Title VI, Environmental Justice and historically underrepresented populations.

Technical Advisory Committee

The City project manager shall convene the TAC, distribute all meeting materials, and serve as the primary “point person” for the TAC. The Consultant shall attend all TAC meetings and prepare meeting agendas, presentations, materials, and minutes. The TAC shall provide input and expertise from subject matter experts. This group shall consist of key professionals that represent the diverse functional areas that may impact this study, including the City Divisions of City Planning, Engineering, Traffic, Sustainability, Parking, Commerce, Mayor’s Office, City Council, City Department of Public Works, Health and Human Services, as well as the NJTPA. The responsibilities of the TAC shall include, but are not limited to:

- Assist the study team in honing the study goals and objectives.
- Review and provide feedback on all aspects of the study, including draft and final project interim reports and documents.
- Identify stakeholders and partners associated with community outreach and participation in various public participation activities. Special consideration will be given to ensure the commitment and involvement of interested parties familiar with the City’s transportation network, environmental justice issues, and resident and business needs.
- Develop, guide, and participate in community involvement activities.

Up to four (4) meetings for the Technical Advisory Committee are anticipated. The anticipated purpose of these meetings will be to:

- Meeting 1: Introduce the study purpose and goals, the scope of work, provide an overview of the roles and responsibilities of the TAC and get early input on the data collection and outreach tasks.
- Meeting 2: Review and provide feedback on scenario planning inputs and goals.
- Meeting 3: Review the draft implementation recommendations and solicit feedback.
- Meeting 4: Present the draft final recommendations and solicit feedback prior to the completion of the final report. The draft recommendations will be sent prior to the meeting for review. Feedback received in writing or during the meeting will be considered before finalizing the report.

Interdepartmental Meetings

It is anticipated that up to three (3) interdepartmental meetings will be held with various City departments. These meetings will help guide goals and implementation strategy development in

relation to each department's subject area expertise. Feedback will also be requested on public engagement and scenario planning in Task 3.

Interagency Meetings

It is anticipated that up to three (3) interagency meetings will be held with Municipal, County, State and Transportation Agency professionals. These meetings will help guide goals and implementation strategy development in relation to each agency's short- and long-term goals. These meetings will include neighboring municipalities and the New Jersey Sports & Exposition Authority. Feedback will also be requested on public engagement and scenario planning in Task 3.

Stakeholder Meetings

Up to 15 small-group stakeholder meetings, interviews, or focus groups should be included in the budget. The purpose of the stakeholder meetings is to facilitate in-depth discussions with elected officials and community stakeholders in each of Jersey City's six (6) wards. It is anticipated that two (2) meetings will occur with representatives from each ward to identify transportation issues and goals. An additional two (2) meetings will be held in areas targeted for small area transportation plans. One (1) meeting will be held with local transportation advocacy groups.

Public Engagement

A core element of the Transportation Plan development will be the public engagement process. Throughout the study, there will be ample opportunities for public input to guide the goals, vision, and recommendations that will be included in the final plan. The City will hold all public meetings in ADA and transit-accessible facilities. In accordance with federal requirements, specific attention will be given to Environmental Justice populations (low-income populations and minority populations), Limited-English-Proficiency persons, the elderly, and people with disabilities by reducing barriers to meaningful participation. Translation services and translated materials shall be provided by the consultant in Spanish (at a minimum) at all outreach events. The consultant shall also provide translated materials in Hindi, Arabic, Mandarin, and Tagalog where appropriate. The City will work with the consultant to determine translation needs.

It is envisioned that two (2) public meetings, three (3) visioning workshops, and six (6) walkshops shall be held during this study.

The visioning workshops will provide the public with the opportunity to share their vision and priorities for Jersey City's transportation future in an interactive setting. Feedback will be used to develop the draft goals and implementation strategies.

The walkshops will provide an engaging opportunity for the community and study team to develop ideas, identify issues, and build neighborhood support while out in the field. The walkshops will consist of walks in each Ward through high priority locations that will be selected based on set criteria such as historically underserved neighborhoods, areas of anticipated growth, and areas of historic transportation need as communicated by stakeholders. The City will lead the walkshops and work to develop the materials and route with the consultant. Feedback will be used to develop the draft goals and implementation strategies.

Two (2) public meetings will be held in the latter part of the study in which the draft plan, recommendations and implementation plan will be presented to the public and stakeholders for feedback prior to finalization. Where appropriate and feasible, public meeting materials will be made available to the public in advance of the public meeting. To facilitate higher turnout, one meeting will be held in person and one will be held virtually.

A public comment period (anticipated two-week duration) will follow all public meetings during which written comments may be submitted to the City project manager. The consultant shall provide an alternate method, such as a dedicated call-in number, to collect public input from those who lack access to technology/internet or experience with online review platforms. Public comments shall be recorded in meeting summaries and shall inform the final recommendations and toolkit.

Project Webpage

The Consultant, working with the City and the NJTPA, will develop materials to post on a study website. A webpage dedicated to the study will be created by the City on the existing website, which will serve as a repository for draft documents and materials, for announcing public meetings/events, and for raising awareness of the purpose of the study and the importance of the study.

Public Survey

A public survey shall be developed to solicit transportation needs, goals, and vision for transportation in Jersey City. The survey should include interactive mapping activities. The City will conduct in-house tabling to support the public survey and the study.

A survey may also be used to engage the public around the scenarios to determine which trade-offs are preferable to the community. The survey should include a mix of information and visuals to help respondents understand the options and potential impacts of various transportation investments. The consultant should recommend whether this content should be collected through a single survey effort or whether multiple surveys should be conducted.

Small Area Transportation Plans

The consultant will be required to conduct two (2) total meetings for the development of the small area transportation plans to understand the needs and goals of the community. The results of the outreach will be included in the small area transportation plans in Task 4. More detail on this outreach responsibility is in Task 4.

Meeting Plan

The consultant will be required to produce meeting plans before certain strategic meetings. The consultant will identify with City assistance which meetings will require plans in the community outreach strategy. Meeting plans will be added to community outreach strategy throughout the study. The plans shall provide specific meeting details such as the schedule, required materials, activities/outreach methods, staff responsibilities, etc. Meetings that require a strategic plan will be determined by the City project manager and the NJTPA.

Deliverables:

The Consultant:

- Written Community Outreach Strategy, including preparation of meeting strategy plans for select meetings.
- Participation in up to four (4) meetings of the TAC, including preparation of presentation materials, handouts, and a detailed meeting summary.
- Participation in up to 15 small-group stakeholder meetings, including preparation of presentation materials, handouts, and a detailed meeting summary.
- Participation in two (2) public meetings, including preparation of presentation materials, handouts, and a detailed meeting summary.
- Participation in up to three (3) visioning workshops, including preparation of presentation and activity materials handouts, and a detailed meeting summary.
- Participation in up to six (6) Walkshops, including preparation of engagement materials, handouts, and a detailed meeting summary.
- Participation in three (3) interdepartmental meetings including preparation of presentation materials, handouts, and a detailed meeting summary.
- Participation in three (3) interagency meetings including preparation of presentation materials, handouts, and a detailed meeting summary.
- Preparation of materials for website as requested (e.g., descriptive narrative, maps/graphics, fact sheets).
- Development of a public survey and analysis of results.
- Technical Memorandum that summarizes all outreach activities, methods, and comments or input received.

Existing Conditions and Plan Review

Plan Review

Since the update of the Master Plan Circulation element in 2011, Jersey City and regional partners have produced a growing volume of planning work that has either updated, advanced, or supplemented recommendations from the plan. This task will include a comprehensive review of completed planning to accomplish the following:

- Determine which goals, recommendations and guidance should be updated, de-prioritized, previously accomplished, or included in the new transportation plan based on status and compatibility with the City’s transportation goals.
- Identify any goals and recommendations that conflict with each other.

This task will include a comprehensive review of completed relevant planning work that should include, but is not limited to, the following City plans:

- Vision Zero Action Plan
- Bike Master Plan
- Bike Design Guide
- Pedestrian Enhancement Plan
- School Travel Plan
- Alternative Transportation Modes Assessment Study
- Traffic Calming Toolkit

- Greenway Connectivity Plan
- Jersey City Morris Canal Greenway Plan
- Climate and Energy Action Plan
- Parking Management Plan
- Master Plan Land Use Element
- Master Plan Open Space Element
- Master Plan Circulation Element
- Hudson County/Jersey City: Jersey City/Hoboken Connectivity Study
- Liberty State Park Circulator Cost Benefit Analysis
- Journal Square 2060 Redevelopment Plan

A growing body of planning work has also been conducted by Hudson County, the New Jersey Sports and Exposition Authority and neighboring municipalities.

Due to shared borders and transportation assets, coordination with municipal and regional partners on the Jersey City Transportation Plan will be necessary to avoid conflicting goals and better coordinate regional connectivity. This task will include a comprehensive review of completed planning that should include, but not be limited to, the following plans:

- NJTPA Regional Active Transportation Plan
- NJTPA Plan 2050: Transportation, People, Opportunities
- NJSEA Hackensack Meadowlands District Master Plan Update 2020
- Hudson County Hackensack River Greenway Plan
- Hudson County Freight Study
- Hudson County Ferry Study
- John F. Kennedy Boulevard Corridor Study – Hudson County
- Hudson County: Update to Land Development Regulations
- Hudson County Vision Zero
- Bayonne/Greenville/Journal Square Bus Rapid Transit Study 2013
- New Jersey Transit Hudson County Bus Redesign
- Transportation Plans for Bayonne, Hoboken, North Bergen, Secaucus, Union City and Hudson County
- Essex County Transportation Plan (Essex 2045)
- City of Newark Master Plan (Newark360)

Mobility Analysis

The consultant will conduct an analysis of travel characteristics in Jersey City. The analysis will identify how users of the transportation system in Jersey City move within and through the City. This task will identify trip origins, trip destinations, mode type, and trip purpose to identify current trends and as input into the scenario planning task. The consultant should also consider travel times, time of travel, trip distance, and vehicle miles traveled. Findings from the recently completed Transportation Alternatives Study, conducted by Jersey City through the Subregional Studies Program, may be able to provide information for transit accessibility and mobility. The results of the analysis will be included in the scenario planning in Task 3. The consultant should specify in their proposal what data sources, tools, or technologies they will utilize to conduct this

analysis, and at what geographic granularity. The City encourages the use of innovative data sources.

Development Review

The consultant will conduct an analysis that will identify the impact of growth at the local, county and regional level on the Jersey City transportation network. The analysis should include a comprehensive profile of local growth and a high-level profile of county and regional growth. For the local profile, the consultant should consider Jersey City's zoning code, redevelopment policy, approved site plans, and areas designated for rezoning. At the county and regional level, the consultant should consider, but not be limited to, regional trends in housing, commercial, office, industrial and warehousing development, vacant space, needs, and other associated trends. The results of the analysis will be used in the Task 3 scenario planning to help identify areas where investment and planning will be needed to address growth that will not be accommodated by the current system.

Transportation System Review

The consultant will conduct a thorough overview of each element in the transportation system in Jersey City. This will include, but not be limited to, transit, roadway, freight, parking, rideshare, electric vehicles, and active transportation assets. The results of the analysis will inform strategies that address weaknesses and/or gaps in the network as part of the recommendations. Each element should be included in a Task 2 geodatabase and excel in addition to documentation in a summary memo. The equity impacts of the transportation system should be evaluated for each element.

The transit review should consider, but not be limited to, data obtained from service providers, such as ridership, rider characteristics, rider facilities/stations, service characteristics, travel times, walk sheds, and reliability for:

- NJ TRANSIT Commuter Rail
- Port Authority Trans-Hudson (PATH)
- NJ TRANSIT Light Rail
- NJ TRANSIT Bus
- Ferry
- Micro-transit
- Jitneys

The review will consist of a roadway evaluation that will include, but not be limited to, major corridors, traffic counts, locations of crashes, etc. Jersey City will make available traffic count data for signalized intersections that have Miovision cameras installed. Jersey City currently has cameras installed at 68 intersections (see Appendix for a full list). The consultant should specify in their proposal what data sources, tools, or technologies they will utilize to supplement the data that Jersey City will provide. The review of parking facilities should consider, but not be limited to, major locations, park and ride facilities, parking occupancy and equity impact.

The review of electric vehicles should include, but not be limited to, existing private electric vehicles, projected electric vehicle demand, electric vehicle readiness, and electric vehicle

infrastructure. The consultant shall review and reference the guidance on electric vehicles provided by Jersey City and Hudson County, and statewide guidance, to avoid duplicated work.

The review of freight should include, but not be limited to, major trucking, rail and shipping locations, freight volume, truck routes, and their equity impact. The consultant will review and refer to the Hudson County Trucking Study to identify applicable goals and avoid a duplication of work.

The review of active transportation should include, but not be limited to, identifying bicycle, pedestrian and micro-mobility facilities, ridership, and their equity impact, including existing and planned greenways and on-road active transportation facilities. Jersey City can provide bikeshare ridership data by station. Miovision cameras installed at intersections also collect pedestrian and cyclist counts, but accuracy varies by location and people on scooters are not separately categorized. The NJTPA Regional Active Transportation Plan, completed in 2023, should also be incorporated into the analysis and strategies.

The review of rideshare should include, but not be limited to, ridership and an equity impact. Jersey City can provide ridership data for its micro-transit rideshare service operated by Via.

Safety Review

The consultant will conduct a safety analysis that will accomplish the following:

- Identify areas of Jersey City where road users are more likely to be killed or injured in a crash.
- Review traffic safety trends since the launch of Vision Zero.
- Identify leading crash causes.
- Build off the Vision Zero work that has been completed and identify the high crash corridors and intersections based on recent crash trends.
- Identify the impact of serious injuries and fatalities on disadvantaged communities.

Climate Vulnerability, Air Pollution, Health Risk Review

As part of the Resilient Northeast New Jersey (NENJ) planning effort, conducted by the Department of Environmental Protection, the City developed an inventory containing hundreds of assets across a range of categories, including transportation. The Resilient NENJ Plan focused on identifying vulnerability due to flooding and sea level rise and identified a suite of recommendations for addressing these risks. In 2022, the City prioritized 50 of these assets to be analyzed for vulnerability to extreme heat, drought/water supply issues, and ocean acidification. While risks were identified, recommendations were not developed as part of this effort. The consultant will synthesize the data from Jersey City's prior efforts to identify transportation infrastructure that will be impacted in the short and long term by extreme weather events including flooding, sea level rise, and extreme heat.

The analysis will also identify the impact of air quality and air pollution from transportation related sources on the City's population and infrastructure.

Transportation Code and Regulation Review

The consultant will review regulations in “Section 332 - Vehicles and Traffic” and “Section 345 - Zoning” in the Jersey City Municipal Code to identify transportation regulations that do not meet national best practices or are missing and should be added. The review will be limited to identification and not include writing or replacing code.

Deliverables:

The Consultant:

- Geodatabase of all data collected, and all GIS products, will follow the procedures described in the NJTPA’s EGIS User Manual, specifically Appendix U3 – EGIS Quality Assurance Program. This manual can be found on the NJTPA website.
- Technical Memorandum that summarizes the previous plan analysis and findings.
 - This will include narrative text, mapping, and other graphics.
- Technical Memorandum, containing narrative text, mapping, and other graphics, that summarizes the:
 - Mobility Analysis
 - Development Review
 - Transportation System Review
 - Safety Review
 - Climate Vulnerability, Air Pollution, Health Risk Review
 - Transportation Code and Regulation Review
 -

Equity Assessment

Description

The consultant will conduct a Title VI and Environmental Justice Assessment that will examine, at a minimum, where low-income, minority, national origin and limited English proficiency (LEP) populations live, and how they travel. Additional factors such as age, ability status, sex, zero-vehicle households, and others relevant to the study should be included. The assessment will compare the average of these factors at the block group level to the subregional and the NJTPA regional averages. Data sources for the Environmental Justice assessment should include the latest American Community Survey (ACS) 5-year data at the block group level and may include the NJTPA GIS Environmental Justice portal. The assessment will follow the guidelines set forth by the NJTPA. This analysis was recently done in the Jersey City Traffic Calming Toolkit study, and this analysis may be used and updated as needed. The focus of this task, as outlined below, should be on how this understanding of different communities will impact outreach and recommendations.

The consultant will utilize the Title VI and Environmental Justice Assessment to evaluate the impact the transportation system has had on vulnerable populations. The analysis should consider, but not be limited to, the impacts of transportation investment, transportation access, traffic safety, and transportation related health impacts. The consultant should identify strategies to address the issues that arise from the analysis and incorporate them in the implementation plan in Task 5.

Deliverables:

The Consultant:

- Technical Memorandum covering the Title VI Assessment and strategies for implementation.

Task 3: Scenario Planning

Description

The consultant shall conduct a planning exercise that will spatially depict and analyze existing and future travel demand within Jersey City and between Jersey City and the region. The City anticipates the effort will utilize origin-destination pairs at the census tract or block level to identify the movement of various modes of transportation. The consultant shall evaluate the impact that potential development, mode share and travel behavior shift, emerging modes of transportation and climate change may have on Jersey City and the region over the next ten (10) years. The aim of this exercise is to understand how people currently move and what travel will look like over the next decade. The results and ensuing analysis will inform what types of strategic transportation related investments in the transportation system Jersey City will need to make to meet the City's equity, safety, mobility, and sustainability goals.

Within the parameters of the task described here, the City encourages creative and innovative approaches to carrying out this analysis. Suggested input for the planning exercise includes, but is not limited to, feedback received from the TAC, data collected and analyzed in Task 2, the NJTPA travel model, "big data" sources, and local traffic counts, taking into account the functional highway classification system of the Federal Highway Administration, and the types, locations, conditions and availability of existing and proposed transportation facilities, including air, water, road and rail.

Deliverables:

The Consultant:

- Technical Memo that summarizes existing travel demand patterns, future travel demand patterns, and strategies to address needs for investment in the transportation system. The memo should also outline assumptions and methodology.

Task 4: Small Area Transportation Plans: Journal Square and the West Side

Description

Due to the confluence of increasing development and population growth pressures along with the challenges of aging transportation infrastructure in several areas of Jersey City, the City is interested in developing Small Area Transportation Plans that would take a deeper dive into the needs, challenges, and opportunities for these high-priority, targeted geographic areas. The consultant shall work with the City, local stakeholders and the public to develop a vision for each small area. The process will include identifying the key transportation issues in each area and be separate from the process highlighted in Task 2. This will be accomplished through outreach, plan review and data review. Outreach is described in Task 2. Specific short, medium, and long-

term solutions will be developed to address the identified transportation issues. These may include, but are not limited to, identifying circulation changes, specific traffic safety improvements, improvements to public transit assets and routing and enhancements to the public realm. The consultant shall use the scenario planning analysis to better understand the impacts of anticipated development and neighborhood changes at a high level on the transportation system. This should include current travel trends to and through each area and the anticipated travel in ten years.

Journal Square – The exact area to be included will be identified through the planning process, but for scoping purposes the City anticipates the boundary to roughly align with the Journal Square 2060 Redevelopment Plan, extending from Garrison Avenue and Tonnele Avenue to the east; to Baldwin Avenue to the west; and from State Route 139 to the north; to Montgomery Street in the South. As a major transit hub for NJ TRANSIT bus routes and PATH service to Newark and New York City, Journal Square is experiencing a renaissance that includes over 20,000 new housing units, over 600,000 square feet of office space, and over 500,000 square feet of retail/commercial space. This area also includes the Bergen Arches, a proposed greenway and potential future transit corridor in an abandoned railroad cut that is envisioned to connect to the Essex-Hudson Greenway (extending to Montclair), and the Embankment (extending to Downtown Jersey City with connections to the Hudson River waterfront).

West Side - The exact area to be included will be identified through the planning process, but for scoping purposes the City anticipates the boundaries to extend from the Hackensack River to the east; to West Side Avenue to the west; and from Communipaw Avenue to the north; to Kellogg Street to the south. This area includes a large redevelopment area called Bayfront, a 100-acre site being transformed into a mixed-use neighborhood that will contain 8,000 residential units, 340,000 square feet of commercial/retail space, a new school and firehouse, over 19 acres of open space, a waterfront walkway, and a planned extension of the light rail across Route 440. Additional development is occurring east of Route 440, especially in the area surrounding the New Jersey City University campus. In this area, the City in coordination with NJDOT have conducted initial planning to redesign Route 440 into an urban boulevard. The West Side also includes sections of the Morris Canal Greenway and Hackensack River Greenway that will provide regional connections.

Deliverables:

The Consultant:

- Draft and revised final Small Area Transportation Plans for Journal Square and the West Side neighborhoods

Task 5: Implementation Plan

Description

Following the completion of the scenario planning task, public outreach and existing conditions analyses, the consultant shall develop an implementation plan that serves as the blueprint for transportation actions and improvements for the City. The plan will cover how Jersey City should invest its time and resources in transportation over the next 20 years to meet the City's

priority goals. A heavier emphasis should be placed on the recommendations and strategies for the next ten years. The consultant should develop a data and public input driven prioritization process to select the transportation actions and projects from previously completed plans, public outreach, and the scenario planning. The consultant should develop a scoring matrix to identify the projects that should be prioritized and included in the final recommendations plan. The consultant shall work with the City, NJTPA and TAC to develop the evaluation scoring criteria that should include, but not be limited to, project/goal feasibility, how well the strategy/project will fulfill the goals outlined in previous planning work, how well the strategy/project meets the goals identified by the public during the outreach process, how the strategy/project meets local and regional goals, the impact on transportation equity, strategy/project cost, strategy/project time frame, and strategy/project impact.

In addition to identifying the priority tasks and projects, the consultant will develop a strategy that will guide the City's transportation funding decisions in the short, medium and long term. The strategy should identify existing and potential funding resources that will meet the goals from the 10-year scenario from Task 3. This exercise should reference the City's existing and planned capital funding and identify how the City should best utilize grant funding to accomplish the short-, medium- and long-term vision.

Deliverables:

The Consultant:

- Draft Implementation Plan that includes a summary of the prioritization process with narrative text, graphics, and mapping.

Task 6: Final Plans and Final Deliverables

Description

The Consultant will prepare an outline and table of contents for both the final Transportation Plan for review prior to the drafting of a final report. The two (2) Small Area Transportation Plans will be included as subsections within the final plan. Once approved, the consultant will prepare a draft final report, which will include, but not be limited to, the following sections: Executive Summary, Introduction, Methodology, Existing Conditions Review with key statistics, Equity Assessment, Scenarios, Strategic Transportation Vision and Goals, Outreach Summary, and Implementation Plan.

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

The consultant shall develop a draft and final presentation that will be used for engagement following the completion of the study. It should summarize the study tasks and highlight the recommendations and implementation plan. It should also follow and reflect the format of the executive summary.

Deliverables:

The Consultant:

- Draft and revised draft final plan
- Final Transportation Plan Outline and Table of Contents
- Small Area Transportation Plans
- Draft Final and Final Plan PowerPoint Presentation
- Two bound copies of the final Plan and Small Area Transportation Plans
- Study Materials: The Consultant will provide digital copies of all presentation materials developed during the project; the final report will follow the NJTPA reporting guidelines. All data, including images, raw data from surveys, derived GIS layers, will be provided to the City of Jersey City. All Consultant GIS products will follow the procedures described in the NJTPA's EGIS User Manual, specifically Appendix U3 – EGIS Quality Assurance Program.

Contact Information:

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**FY 2025 - FY 2026 SUBREGIONAL STUDIES PROGRAM
CITY OF JERSEY CITY
JERSEY CITY TRANSPORTATION PLAN
BUDGET PLAN**

		PROPOSED BUDGET	
PART I:	DIRECT COSTS - PERSONNEL SERVICES		
	1. SALARIES	\$	-
	2. FRINGE BENEFITS	0%	\$ -
	SUBTOTAL	\$	-
PART II:	DIRECT NON-LABOR COSTS		
	1. SUPPLIES	\$	-
	2. TRAVEL	\$	-
	3. PRINTING & REPRODUCTION	\$	-
	4. TELEPHONE	\$	-
	5. POSTAGE	\$	-
	6. CONFERENCE/TRAINING	\$	-
	7. OTHER (SPECIFY)	\$	-
	SUBTOTAL	\$	-
PART III:	INDIRECT COSTS		
	INDIRECT COST ALLOCATION	0%	\$ -
	SUBTOTAL	\$	-
PART IV:	CONSULTANT COSTS		
	CONSULTANT	\$	420,000.00
	SUBTOTAL	\$	420,000.00
	TOTAL PROGRAM BUDGET	\$	420,000.00

This estimated budget is based upon projected costs to perform the work program for FY 2025 - FY 2026 as outlined in the Subregional Studies Agreement. Changes within or between Parts I, II, III & IV will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

FUNDING SOURCES:

Federal (100%):	\$ 420,000.00	Total:	\$ 420,000.00
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FY 2025 - FY 2026 SUBREGIONAL STUDIES PROGRAM
CITY OF JERSEY CITY
JERSEY CITY TRANSPORTATION 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	161	\$ -	\$ -	\$ -	\$ -	\$ 42,000.00	\$ 42,000.00	10%
Task 2A - Outreach and Partnerships	323	\$ -	\$ -	\$ -	\$ -	\$ 84,000.00	\$ 84,000.00	20%
Task 2B - Existing Conditions and Plan Review	202	\$ -	\$ -	\$ -	\$ -	\$ 52,500.00	\$ 52,500.00	13%
Task 2C - Equity Assessment	48	\$ -	\$ -	\$ -	\$ -	\$ 12,600.00	\$ 12,600.00	3%
Task 3 - Scenario Planning	315	\$ -	\$ -	\$ -	\$ -	\$ 81,900.00	\$ 81,900.00	20%
Task 4 - Small Area Transportation Plans	177	\$ -	\$ -	\$ -	\$ -	\$ 46,200.00	\$ 46,200.00	11%
Task 5 - Implementation Plan	290	\$ -	\$ -	\$ -	\$ -	\$ 75,600.00	\$ 75,600.00	18%
Task 6 - Final Plan and Final Deliverables	97	\$ -	\$ -	\$ -	\$ -	\$ 25,200.00	\$ 25,200.00	6%
TOTAL	1,613	\$ -	\$ -	\$ -	\$ -	\$ 420,000.00	\$ 420,000.00	100%

Subregional Staff Plan

Personnel (Name & Title)	Estimated % of Time Needed for Study <i>(based on total work hours for the year)</i>	Total Estimated Hours for Study
Michael Manzella, Director of Transportation Planning	10%	416
Lyndsey Sofield, Senior Transportation Planner	10%	391
Elias Guseman, Senior Transportation Planner	15%	584
Summer/Fall Intern	9%	222
TOTAL	11%	1,613

Study Sponsor: Somerset County

Title of Study: Somerset County Electric Vehicle Charging and Suitability Analysis

Study Budget

	Amount	Percent
NJTPA/Federal Share Request:	\$ 320,000	100%
Total Budget:	\$ 320,000	100%

Anticipated Study Duration: 12 Months

Project Information

Project Description

The study will make a countywide examination of the electric vehicle registrations with data provided from the North Jersey Transportation Planning Authority Electric Vehicle (EV) web page and the current locations of Electric Vehicle Service Equipment (EVSE). The study will also investigate how the County and its municipalities can transition their Internal Combustion Engine (ICE) fleets to electric vehicles. The study will also provide magnitude of cost estimates for the county to install EVSE at county owned locations. Lastly, the study will assess locations where the electric vehicle charging infrastructure might be prioritized. The plan will include a review of current municipal ordinances in Somerset County related to EVSE and steps for municipalities to follow to adopt a municipal EV ordinance. A model ordinance for municipalities is available from the New Jersey Department of Community Affairs (NJDCA). As a result of the study, a website, educational and outreach materials will be created using information from Sustainable New Jersey and other partners to provide guidance on how municipalities can proceed transitioning from Internal Combustion Engine (ICE) to EV's and installing EVSE.

Regional Need

This study will take a comprehensive approach, identifying strategies to provide the necessary charging infrastructure in Somerset County to meet the energy demands of electric vehicles and to further goals determined by the New Jersey State Legislature [NJSA 48:25-1 et seq](#) (which is further discussed in the study background below). The work on this subject supports the Federal Emphasis area on electric vehicles to facilitate: “Automated/Connected/Electric/Shared-use vehicles into the transportation planning process, to determine how to best address challenges and opportunities these technologies present.” The idea is also supported as a New Jersey Department of Transportation (NJDOT) Metropolitan Planning Organization (MPO) Transportation Priority for FY 2022. It is characterized as: “work to incorporate automated/connected/electric/shared vehicles into the Planning process.” The recently completed

2019 New Jersey Energy Plan lists as a strategy, “Reducing energy consumption and emissions from the transportation sector, including electric vehicle adoption, electrifying transportation systems and leveraging technology to reduce emissions and miles traveled” and, as noted in the NJTPA Alternative Fuel Vehicle (AFV) Readiness: A Guidebook for Municipalities, December 2017, “One of the central challenges with AFV development is the accessibility of adequate fueling infrastructure to support the vehicles.”

Study Scope of Work

Subregional Need

The rise in popularity of electric vehicles is in part a response to the amount of Greenhouse Gases (GHG’s) the transportation sector emits. Nationwide, transportation was the largest source of GHG emissions in 2018 at 28 percent, followed by electricity generation (27 percent) and industry (22 percent). In New Jersey, the transportation sector represents the largest source of GHG emissions (42 percent), followed by the combined residential and commercial sectors (26 percent), and electric generation (19 percent). On road gasoline accounted for (72 percent) of the state’s transportation-related emissions. Distillate fuel, which is largely on-road diesel, contributed an additional (19 percent). These two fuels are therefore responsible for (91 percent) of the sector’s total emissions. This relates to air quality, in which the state’s asthma rate is nine percent among both adults and children, which is higher than the national average of about eight percent. However, there is a disparity among Black and Hispanic populations in New Jersey, which suffer from a much higher asthma rate of around 14 percent, representing potential equity and environmental justice issues.

The popularity of electric vehicles is growing with more automobile and truck models being introduced by manufacturers each year, which can be mainly attributed to technological advances such as improved batteries with longer ranges. Aside from improving air quality and reducing GHG emissions, there are savings in operating and maintenance costs throughout the life of the vehicle. As an example of operating costs savings, Jersey Central Power and Light (JCP&L) estimates that the equivalent of a gallon of gas costs an electric vehicle owner only \$1.10.

In New Jersey specifically, electric vehicle popularity has increased. The State’s Energy Master Plan sets a goal of all new vehicles in New Jersey sold after 2035 will be electric. This document works in tandem with the National Electric Vehicle Infrastructure (NEVI) program which helps fund electric vehicle charging stations. The New Jersey NEVI goal is to have 330,000 EV’s by 2025 and 2,000,000 EV’s by 2035. As of December 2022, Somerset County had 5,628 electric vehicles registered. Following NEVI goal guidelines, Somerset County should have 12,360 electric vehicles by 2025 and 74,905 by 2035. These goals also apply to EVSE. By December 2025, there should be at least 400 Direct Current (DC) fast chargers for public use at no fewer than 200 charging locations in the state. At least 100 of the 200 or more locations need to be in community locations, equipped with at least two DC fast chargers. By December 31, 2025, at least 1,000 level 2 chargers need to be available for public use statewide. The statute also indicates the minimum number of locations to be situated within multi-family residences and on hotel sites.

It is important for Somerset County to ensure that future energy needs of its residents and businesses will be met and that GHG emissions produced within the County align with the goals of the County’s Climate Change Resolution adopted in 2021. This is also consistent with the efforts and goals of the [2018 Somerset County Electric Vehicle Readiness Plan](#), which was produced when EV’s were an emerging trend. The 2018 Readiness Plan recognized the need to expand EV usage and EVSE installation and can be considered the predecessor of the current Somerset County Electric Vehicle Charging and Sustainability Analysis Study. Somerset County will consult the Somerset County Energy Council during the study for guidance.

Community Profile

The purpose of the community profile is to identify the different underserved community populations that reside in Somerset County that may be impacted by study recommendations. The community profile includes a summary of the underserved communities in Somerset County of special concern due to Title VI and Environmental Justice (EJ) identification. The community profile is based on the 2022 Keep Somerset Moving: Transportation Plan 2045 subregional study “Draft Equity and Environmental Justice Technical” memorandum dated December 28, 2022. The equity analysis for the above study was conducted using the 2016-2020 American Community Survey 5 Year estimates data available from the NJTPA data analysis tool web site www.njtpa.org/equity-tool. The early identification of underserved communities allows Somerset County and consultant staff to allocate sufficient resources for outreach and to consider the needs of the underserved populations in the study process and in developing study recommendations.

The Draft Equity and Environmental Justice Technical memorandum from December 28, 2022, reports that Somerset County had very high and high equity priority areas in central and eastern portions of Somerset County. Municipalities with higher equity priority populations include Bound Brook Borough, Bridgewater Township, Franklin Township, Hillsborough Township, Manville Borough, North Plainfield Boroughs, Raritan Borough, Somerville, and South Bound Brook Boroughs. These municipalities include very high and high equity priority areas. These areas are likely to have above average concentrations of multiple underserved communities. The equity analysis analyzed census tract level data from the 2016-2020 ACS data. The ten equity factors analyzed include the following:

- Minority - percentage of individuals that are not White Alone (Non-Hispanic or Latino).
- Foreign-born - percentage of individuals who were not born in the United States.
- Low Income - percentage of households whose income is less than or equal to twice the federal poverty level.
- Limited English Proficiency (LEP) - percentage of individuals who speak a language other than English at home and speak English less than very well.
- Age – percentage of people aged 65 and older; children under 5 years of age; and young adults aged 5 to 17 years.
- People with Disabilities – percentage of persons with one or more physical or mental disabilities.
- Female population percentage of individuals who identified themselves as female.
- Zero Vehicle Households - percentage of households that reported not having a car.

The equity analysis revealed:

- Above average concentrations of children under 5 years, young adults ages 5 through 17 years (school aged population), adults aged 65 or older, female, and people with disabilities are distributed around Somerset County.
- Minority, foreign-born, and LEP populations, and low-income and zero-vehicle households have higher percentages of residents in central and eastern areas of Somerset County with few census tracts in the northern municipalities.

The following census tracts had higher concentrations of residents across all the various underserved communities. The census tracts that score the highest contain larger numbers of higher and much higher numbers of residents that fall into one or more of the ten equity categories compared to the county. The analysis at the census tract level does not represent the spatial distribution within a tract.

Municipality	Census Tract (CT)	Composite Equity Score	Equity Priority
Bound Brook Borough	CT 511	31	Very High
	CT 512	27	Very High
Bridgewater Township	CT 507.03	27	Very High
	CT 507.04	24	High
	CT 510	23	High
Franklin Township	CT 533	29	Very High
	CT 534.03	27	Very High
	CT 532	25	High
	CT 543.02	25	High
Hillsborough Township	CT 538.05	23	High
Manville Borough	CT 516	26	High
	CT 515	24	High
North Plainfield Borough	CT 517	30	Very High
	CT 520.02	29	Very High
	CT 518	26	High
	CT 520.01	24	High
Raritan Borough	CT 505	25	High

Somerville Borough	CT 504	26	High
	CT 502	25	High
	CT 501	24	High
South Bound Brook Borough	CT 530	23	High

The above table gives the percentages of the ten equity indicator populations in Somerset County. The equity analysis shows that Somerset County’s underserved communities’ proportions are like the region and the state. Some differences between Somerset County, the NJTPA region and state of New Jersey include:

- Somerset County has a higher proportion of low-income residents at 12.3 percent compared to the region (9.4 percent) and the state (9.7 percent).
- The share of zero vehicle households (4.4 percent) is much lower compared with the region (12.1 percent) and statewide (11.2 percent).
- Somerset County has a smaller proportion of LEP residents (9.6 percent) than both the region and the state at 13.5 percent and 12.1 percent, respectively.
- Somerset County has a smaller proportion of residents with disabilities at (7.8 percent) compared to the region (9.7 percent) and the state at (10.4 percent).

Study Goals

In 2018, the County produced an EV Readiness Plan with the following goals:

- Somerset County will be the model for Electric Vehicle Readiness.
- Brand Somerset County as an Electric Vehicle Ready County.
- Develop a plan to replace conventionally fueled vehicles in the County’s Motor Pool Fleet with Electric Vehicles.
- Provide technical planning assistance to municipalities in planning for Electric Vehicles.
- Promote the implementation of Public Charging Stations.
- Educate the public and business community.

The goals for this study include:

- Developing a Fleet Transition Plan for municipal and county fleets.
- Identify municipal/County facilities to deploy charging infrastructure for the municipal/county fleets.
- Identifying municipal/County facilities to deploy charging infrastructure for the public.
- Support Private Investment in EVSE deployment.
- Develop guidance for Adoption of a Model EV Ordinance for municipalities.
- Support Municipal EVSE Grant Applications and serve as an EV resource.
- Develop EVSE Public Outreach and Education materials for Municipalities, Public and other entities to promote EVSE charging station installation.
- Promote equitable locations of EVSE’s throughout the County.

- Provide guidance on retrofitting charging stations into existing housing developments and adding EVSE charging stations to proposed new renter/owner, attached multifamily, and detached housing units.
- Identify locations within municipalities that indicate strong demand for EV charging stations.

Study Methodology

Task 1: Project Management

Somerset County will manage the day-to-day grant activities of this study. These activities include the consultant selection process, contract administration and processing of consultant invoices. Other work associated with this task will include the preparation and submission of the quarterly reports and any other documentation required by the North Jersey Transportation Planning Authority (NJTPA).

The consultant shall also designate a Project Manager who will be responsible for managing the day-to-day activities of the consultant team and will serve as the primary source of contact with Somerset County. The consultant project manager shall establish an effective means of coordinating and reporting its activities with Somerset County throughout the course of the study to ensure an expeditious exchange of information and will be responsible for the preparation and submission of meeting agendas and minutes, and monthly progress reports and invoices. The consultant project manager, the NJTPA Project Manager, and any other key staff will participate in a study kickoff meeting and bi-weekly project manager progress meetings. A detailed study schedule in the form of a Gantt Chart will be submitted at the kickoff meeting for Somerset County review and approval and updated regularly during the study to ensure the timely completion of the study. Final reports incorporating all edits from study teams, the public, and technical advisory groups must be submitted to the NJTPA for review by May 31, 2026. Contracts must be completed by June 30, 2026, which is the last day to incur costs. All deliverables shall be to a level of quality that meets generally accepted professional standards, and that is fit for use by end users, which may include the County Staff, the NJTPA staff and elected officials.

The consultant will provide an internet-based file sharing service as the tool for facilitating collaboration among key participants in the study. A file sharing service such as SharePoint, or Base Camp, or FTP site and/or other similar services will be used to share the study calendar, draft meeting materials, draft reports and preliminary recommendations with the TAC and other key stakeholders. The tool will enable specified users to post and share comments on interim work products as well as enable them to upload/download relevant draft documents and background information.

Deliverables:

The County:

- Preparation, advertisement, and proposal review process of the Request for Proposals. The management tasks for the duration of the study are the review of the consultant

reports, timesheets, invoices and technical memoranda and the participation in any meetings regarding the project's progress.

- Prepare and submit quarterly reports and any other documentation required by the NJTPA.

The Consultant:

- Prepare and submit monthly progress reports and invoices, progress meeting agendas and minutes, and a detailed progress schedule to be updated on a regular basis. All deliverables shall be to a level of quality that meets generally accepted professional standards, and that is fit for use by end users, which may include the County Staff, the NJTPA staff and elected officials.
- Provide an internet-based file sharing service as a tool for facilitating collaboration among key participants in the study.
- Prepare meeting summaries for bi-weekly progress meetings.

Task 2: Needs Assessment

Outreach and Partnerships

Description

The consultant shall be responsible for developing and implementing a community involvement strategy by developing a Public Engagement Plan (PEP). The PEP will identify how to meaningfully involve the public and stakeholders (including Title VI and Environmental Justice communities) throughout the planning process. The NJTPA also maintains Engage! An online database of public engagement strategies and best practices. The consultant should review the online database and plan at <http://njtpa.org/PEP> while developing the draft PEP Plan.

Somerset County will be responsible for establishing a Technical Advisory Committee (TAC), maintaining a list of TAC members, and scheduling TAC meetings. The consultant shall lead all TAC, focus group, public outreach, and/or other meetings in consultation with County and NJTPA staff. Working with the TAC and through input during the public outreach process, the consultant shall review and revise the "Somerset County Electric Vehicle Charging and Sustainability Analysis".

Technical Advisory Committee (TAC)

Somerset County staff, in consultation with the consultant, will establish a Technical Advisory Committee (TAC) to provide expert advice related to this study. The TAC shall consist of representation of groups including but not limited to Somerset County Office of Planning, Policy and Economic Development, Engineering, Energy Council, Finance, Public Works, Facilities and Services staff, NJDOT, the NJTPA, NJ TRANSIT, New Jersey Board of Public Utilities, New Jersey Department of Environmental Protection, Jersey Central Power and Light, Public Service Electric and Gas, RideWise, New Jersey Future, Sustainable Jersey and any identified Title VI and Environmental Justice community representatives. Municipal officials and private sector representatives may also be asked to participate in the TAC. TAC meetings should be conducted in an interactive style that solicits all members' points of view during meetings whether held virtual or in person. The responsibilities of the TAC shall include but are not limited to:

- Identify stakeholders' community groups and partners for community outreach and participation in public outreach activities.
- Review and provide feedback to the County on draft and final study interim reports and documents throughout the study. This includes input on data collection, public outreach, development of and recommended implementation strategies.

TAC Meetings

The TAC will convene up to four (4) times over the course of the study at which consultant participation shall be required. The schedule of meetings and distribution of meeting notices and materials to committee members will be handled by County Staff. Summaries of the TAC meetings shall be prepared by the consultant. The mailing list of stakeholders, community groups, and partners will be prepared and maintained by the County staff. County staff will also be responsible for the posting of meeting materials on the Somerset County Office of Planning, Policy, and Economic Development study web page. The consultant will lead all TAC meetings and be responsible for preparing TAC materials, including PowerPoint presentations, meeting displays, hand-outs and meeting summaries. All materials are to be reviewed and approved by the NJTPA and County staff.

The first TAC meeting will cover the roles and responsibilities and an overview of the study. The TAC will provide input and data as well as input on outreach activities.

At the second TAC meeting participants will discuss the results from public outreach activities. The TAC may also review study goals and objectives.

During the third TAC meeting, the TAC shall review draft study recommendations and strategies.

The fourth TAC meeting will focus on reviewing the draft final report for the study. The TAC will provide their input on the draft final report along with comments regarding any technical memos, GIS mapping, implementation matrix and presentation of plan recommendations and strategies.

Public Outreach Activities

The consultant, in collaboration with the Somerset County Office of Planning, Policy and Economic Development and the TAC, shall draft and implement a Public Engagement Plan (PEP), which will include a schedule of public outreach activities that coincide with key study milestones. The draft public engagement plan will be submitted to the TAC and the NJTPA for input early in the study.

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

- Focus Groups/Interview Sessions
- Municipal Meetings
- Stakeholder Group Meetings
- Public Meetings

- Media Relations
- Branding Strategy
- Vision Statement and Goals and Objectives
- Pop Up Events, Online Surveys and Mapping
- Project Web Page and Internet Based- File Sharing
- Report Distribution

The study will employ language translation services for public outreach materials, such as flyers, website, meetings, and surveys and may include languages such as Spanish, Hindi and others to help engage underserved communities in the planning process.

Focus Groups & Interview Sessions

The consultant shall conduct three to five focus group/interview sessions with up to ten members in each focus group session. These group/interview sessions shall occur early in the study. Potential participants may include but are not limited to municipal and County elected officials, utility representatives, NJDOT, NJ TRANSIT, RideWise, Somerset County Business Partnership, county and municipal representatives and representatives involved in land use, transportation, energy, environmental planning and economic development, Somerset County Regional Center Partnership, AARP, and local sustainability committees/green teams. The County continues to coordinate with members from the Somerset County Complete Count Committee to help engage representatives from underserved communities in one or more focus groups. At least one focus group will be in Spanish and another focus group will be in an Indian/Asian language i.e., Hindi. The consultant will prepare a summary for each of the three to five focus group meetings and include the summaries in a Needs Assessment technical memorandum.

Municipal Meetings

During the study, there will be up to three in-person and/or virtual meetings with municipalities. The intent of these meetings is to ensure open communication and close collaboration between the County, municipalities, and the consultant. These meetings will focus on EVSE charging implementation issues, opportunities and strategies, current planning activities underway, draft study work products, and recommendations. The County shall be responsible for maintaining a meeting invitation list as well as handling meeting logistics. The consultant shall be responsible for preparing meeting materials, summaries and participating in meetings.

Stakeholder Meetings

In addition to stakeholder representation regarding the TAC and/or participation in focus group/interview sessions, municipal and public meetings, the results of the study will be presented at regularly scheduled meetings of various stakeholder groups including but not limited to the Somerset County Planning Board, Somerset County Transportation Committee meeting, the Board of County Commissioners, the Somerset County Business Partnership, Somerset County Regional Center Partnership, Ridewise, the NJTPA, Healthier Somerset, AARP, local municipal planning boards and governing body meetings, and quarterly Somerset County Planning Partners Forums. Stakeholder Meetings will be planned and convened by County staff. Copies of the draft and final report and other related documents will be provided to stakeholder groups to gather their feedback, develop a consensus on the recommendations of the study, and increase awareness and support for its recommendations. The consultant shall support

these activities by providing study information and materials on an as-needed basis. Public feedback will be incorporated into the final report through various outreach activities including inviting members of the public to participate in TAC, focus groups and interviews, stakeholder, and municipal meetings. In addition, gathering feedback from underserved communities through mapping and online survey and focus group feedback will help identify potential EVSE locations, as well as help to develop educational and outreach materials.

Public Meetings

Studies funded under the NJTPA's Subregional Studies Program require transparency and the active and substantive participation of the general public, with special attention paid to engaging 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>). Innovative and interactive public engagement methods are encouraged, such as conducting outreach at free community events including interactive online and/or social media participation options where it is possible to boost participation. Language translation services will be available where applicable for public meetings and include translating PowerPoint and other meeting handouts and promotional materials.

In accordance with federal requirements, Somerset County will work to reduce barriers to meaningful participation. Somerset County will host opportunities for public involvement, enabling stakeholders to provide feedback on transportation topics or recommendations. Public meetings will be as interactive as possible, utilizing interactive polling technology and displays, (virtual) break-out groups and other innovative and interactive communication and public feedback techniques. The consultant shall be responsible for preparing and leading the Public Meetings. Preparation shall include, but not limited to, developing PowerPoint presentations, agendas, resource materials, and display maps and graphics. The consultant will also provide written summaries for each public meeting. County staff will facilitate public meeting scheduling, logistics, invitations, and announcements in coordination with the consultant.

Two public meetings shall be held during the study, which are outlined as follows:

- First Public Meeting – the consultant shall introduce the study to the public; solicit input on goals and objectives and a vision statement; review the public outreach activities to help identify EV charging station constraints and opportunities. The consultant will present the results from the technical analysis and GIS mapping that identify the process developed to identify potential EV Charger locations, and encourage the adoption of municipal EV ordinances.
- Second Public Meeting – The consultant shall present a draft of the EV study recommendations for public input along with a second round of public outreach activities before finalizing the draft final report. Public input will help validate the County's identified potential EVSE charger locations. The consultant shall present the final draft of the EV study recommendations for public review and solicit any additional comments on the draft plan recommendations before the EV study is finalized. Feedback will be provided to the consultant to augment the final report along with providing summaries of meetings.

Media Relations

The consultant, working with the County Public Information Office (PIO), will prepare press releases, email announcements, social media, and materials for other event marketing strategies. The consultant will work with County staff to ensure appropriate study-related documents and other information is made available via the Somerset County Office of Planning, Policy & Economic Development study web page in advance of scheduled meetings to promote public involvement. County staff will work with the County Public Information Office in finalizing and distributing press-related materials and advertising scheduled events. Drafts of all materials will be reviewed by County and the NJTPA staff in advance of the materials being distributed to the public.

Branding Strategy

Somerset County working with the consultant will prepare a style manual including branding for the study. The consultant will work with the County graphics department and Public Information Office to share the County style manual with the consultant. The style manual will include project branding, color palette, fonts, along with general document format and layout. The study branding document will have as its goal to broaden the public's awareness of and entice participation in the study. The branding will be reviewed by both County and the NJTPA staff before being used for the study.

Vision and Statement Goals and Objectives

The consultant, utilizing feedback from the study TAC and public engagement, will develop a vision statement and goals and objectives for the study. The consultant will provide the draft vision statement and goals and objectives to the TAC committee, County staff and the NJTPA will review the draft study vision statement and goals and objectives.

Pop Up Events, Online Surveys and Mapping

The consultant shall participate in the planning of up to four pop-up events. The consultant shall develop any handouts, displays, survey materials, flyers, and PowerPoint presentations, and lead these events. These pop-up events may include but are not limited to municipal and County farmer markets, street fairs, County libraries, the County 4H Fair and other events sponsored by the County, municipal governments, and stakeholders.

Project Web Page and Internet-Based File Sharing

An appropriate location will be established on the Somerset County Office of Planning, Policy, and Economic Development website for hosting a study web page where event announcements, meeting presentations and summaries, background information, draft and final reports, and other appropriate study-related documents will be posted. The consultant and County staff will collaborate to determine which documents will be posted and may develop other communication materials. All documents for posting will be reviewed and approved by County staff prior to being submitted to the NJTPA for review. The public will be encouraged to review draft documents posted on the website and submit comments via study email, voicemail, or social media.

Report Distribution

The final plan shall be presented by County staff at a regularly scheduled County Planning Board

Meeting. Electronic access to the draft final report will be provided to municipal officials, County Commissioners, TAC members, the public and various stakeholders for their input. The report will also be provided to municipalities and be made available to members of the public via electronic download from the County's website. Language translation will be available for translating study work products and promotional materials into languages such as Spanish, Hindi, and others where appropriate.

Deliverables:

The County:

- Establish a Technical Advisory Committee (TAC), maintaining a list of TAC members.
- Schedule meetings and distribution of meeting notices and materials to committee members.
- Prepare and maintain mailing list of stakeholders, community groups, and partners.
- Posting of meeting materials on the Somerset County Office of Planning, Policy, and Economic Development study web page.
- Coordinate with members from the Somerset County Complete Count Committee to engage representatives from communities including low income, Limited English Proficiency (LEP), minority, senior citizens, communities that find it difficult to participate, and people with disabilities in one or focus group/interviews.
- Plan and convene Stakeholder Meetings.
- Facilitate scheduling, logistics, invitations, and announcements in coordination with the consultant.
- Work with the County Public Information Office in finalizing and distributing press-related materials and advertising scheduled events.
- The Somerset County Office of Planning, Policy and Economic Development will develop a web page design and location for hosting a study web page where event announcements, meeting presentations and summaries, background information, draft, and final reports.
- Present the final plan at a regularly scheduled County Planning Board Meeting. Somerset County will provide the final report to municipalities and be made available to members of the public via electronic download from the County's website.
- Prepare a style manual including branding for the study in conjunction with the consultant.

The Consultant:

- Prepare a Public Engagement Plan (PEP) early in the study.
- Lead up to four TAC meetings and be responsible for preparing TAC materials, PowerPoint presentations, meeting displays, handouts, meeting summaries, and other meeting materials as needed. All TAC materials will be reviewed by County and the NJTPA staff.
- Provide information and background materials to the County for stakeholder meetings.
- Conduct three to five focus group/interview sessions and prepare an agenda, questions, and meeting summaries for each of the focus groups/interviews.
- Participate in up to three municipal meetings either in-person or virtually and prepare meeting materials and summaries for each of the meetings.

- Support stakeholder meetings (including municipal meetings) by providing requested information and materials to County staff on an as needed basis.
- Responsible for preparing and leading up to two public meetings. Preparation to include but is not limited to developing display maps and graphics, PowerPoint presentations, agendas, resource materials, and meetings summaries. All meeting materials will be reviewed by County and the NJTPA staff and provide language translation at all public meetings.
- Prepare press releases, email announcements, and materials for other event marketing strategies in conjunction with the County Public Information Office (PIO). Marketing materials must be reviewed as revised to incorporate County and NJTPA comments.
- Utilize feedback from the study TAC and public online survey and Wiki mapping exercise to develop a vision statement, goals and objectives for the study.
- Provide the draft vision statement and goals and objectives to the TAC committee, County staff and the NJTPA to review.
- Prepare meeting materials for the up to four in person and/or virtual pop-up events and prepare a summary for each pop-up event.
- Prepare an online survey and Wiki map and will tabulate the survey and mapping responses and include them in a technical memorandum.
- Provide documents and other information as requested to the County Public Information Office for press release, web site, social media, short videos, other media posts as needed.
- Provide an overall summary of the meetings including findings and recommendations in a Needs Assessment technical memorandum.

Equity Assessment

Description:

The EV study will include data on the traditionally underserved communities in Somerset County. The equity assessment that was conducted for the 2023 Keep Somerset Moving: Transportation Plan 2045 subregional study following the guidance found on the NJTPA's Equity Resources web site <http://equity-resources-njtpa.hub.arcgis.com/> will be utilized for this study.

The consultant will utilize equity data collected from the previous subregional study and will summarize the data results from the previous equity assessment. The consultant will then discuss how the equity assessment findings will be used to develop criteria for identifying EVSE charger locations and for preparing outreach materials that address underserved communities including outreach materials in Spanish and Asian languages.

Using the previous equity assessment, the consultant will use the assessment to “identify patterns of vulnerable populations avoid recommendations that have disproportionately high and adverse effects; and strive to reduce and eliminate barriers to meaningful participation in the planning process to the identified populations.” The equity assessment will also inform the public outreach process to engage underserved communities in the transportation planning process.

Deliverables:

The Consultant:

- Summarize the previously conducted equity assessment. The summary will contain the following:
 - A technical memorandum which will contain the results from the Equity Assessment of Somerset County, to be used as a factor in the developing site suitability criteria and scores of potential EVSE locations as well as final recommendations for the draft final report.
 - A series of GIS maps and tables that indicate the following high and very high equity priority areas by census tract ranked low, medium, high, and very high.
 - A series of GIS maps that show the equity areas of the county that are above average and well above average for all ten equity factors.
 - Individual GIS maps and table that lists for each of the ten equity factors, the list of census tracts for municipalities that have low, medium high and very high concentrations of each factor is located.
 - A table that shows for each municipal census tract the ten equity factors ranked low, medium, high, and very high concentrations of a specific equity factor.
- Provide guidance on the implications the equity analysis has for shaping public outreach and identifying and addressing community needs.

Task 3: Data Collection, Mapping, and Literature Review

Description

This section will include a GIS assessment utilizing GIS data and a literature review to develop suitability criteria to identify potential locations for EVSE charging stations on municipal and county owned property, and other EV charging locations.

Data Collection

The data that will be collected for the study will include current infrastructure and industry best practices from national, regional, and local levels, local land use, and zoning ordinances, and demographic characteristics from an equity assessment to develop site suitability criteria and identify potential EVSE locations. The data collection and mapping will provide a basis for developing site suitability criterion, based on existing research and analysis to score and rank potential EVSE locations. The consultant will work with the NJTPA to utilize site suitability data and analysis tools located on the NJTPA EV Resources web page. The consultant will work with the Somerset County GIS Services to utilize any County developed GIS data for base mapping EVSE site suitability criteria. The GIS mapping the consultant will undertake will be used to develop an EVSE site suitability mapping tool that assigns a suitability score and ranks each potential EVSE location.

The consultant will also conduct a literature review and identify best practices for developing EVSE criterion to identify potential EVSE charger locations. In addition, the consultant will include some of but not limited to the data sources listed below to develop GIS data layers that will be used to develop EVSE site suitability criterion.

- NJTPA Equity Assessment Analysis findings.

- NJTPA EVSE web page data and information
- Electric Vehicle registration data for electric vehicles registered in Somerset County
- Existing EVSE locations
- PEL environmental data that may include historic sites, floodplains and wetlands, and special environmental considerations such as portions of Somerset County located in the Highlands Planning Commission Preservation Area.
- AADT for state, county, and local roads.
- Locations of private and public transit bus and train facilities.
- Locations of multi-family developments and whether they have EV charging stations on the property or located nearby.
- Municipal and county facilities i.e., municipal and county parking lots, garages, government buildings, senior centers, parks, libraries, and recreation facilities.
- Municipalities that have EV model ordinances
- Density map of the number of EV's required to meet the New Jersey NEVI Goals for registered EV's in Somerset County in 2025 and 2035.
- Communities with higher-than-normal rates of respiratory illnesses.

The consultant will survey all EV municipal ordinances adopted by Somerset County's 21 municipalities. The consultant will determine which municipalities have EV land use, site plan, subdivision, land development, and/or zoning regulations. The analysis will include a map of the towns with EV ordinances and an excel spreadsheet characterizing each municipal EV ordinance as to key sections. The consultant will refer to the New Jersey Department of Community Affairs Model Municipal Ordinance which may help assist municipal elected officials when considering adopting a municipal model EV ordinance.

Literature Review

The consultant will conduct a literature review of the following resources and summarize the main themes that address EV site suitability selection process and costs related to locating EV charging stations. The resources include available national, regional, state and utility grant funding opportunities. The consultant will review and summarize but not limited to the following EV charging station program documents and how they impact site selection, purchasing and installation of EV charging stations.

- National EV Infrastructure Formula Program (NEVI)
- NJDEP It Pays to Plug In: NJ's EV Charging Grant Program
- NJ's 2020 RGGI eMobility Program
- PSE&G EV Charging Program
- CFI Discretionary Grant Program
- NJ Zero Emission Vehicle Tax Exemption
- BPU Clean Fleet EV Incentive Program
- BPU Charge Up NJ
- NJDEP MHD Electrification Grants
- NJ EDA Zero Emission Vehicle Incentive Program (NJ ZIP)
- NJ Clean Cities Coalition
- Private Sector Investment

The consultant will also review the following EV program resources and summarize the main ideas from each resource related to siting and installing EVSE charging stations.

- NJTPA 2050 Transportation Plan
[Plan 2050 | NJTPA | North Jersey Transportation Planning Authority](#)
- NJ NEVI Deployment Plan 2022
[NEW JERSEY'S NATIONAL ELECTRIC VEHICLE INFRASTRUCTURE \(NEVI\) DEPLOYMENT PLAN \(dot.gov\)](#)
- US DEP Electric Vehicle Readiness Alternative Data Fuels Center
[Alternative Fuels Data Center: Electric Vehicle Readiness \(energy.gov\)](#)
- NJTPA EV Resources
[Electric Vehicle Resources \(arcgis.com\)](#)
- NJ 2019 Energy Master Plan Pathway to 2050
[2020 NJBPU EMP.pdf](#)
- NJ Global Warming Response Act 80x50 Report
[nj-gwra-80x50-report-2020.pdf](#)
- NJTPA Equity Resources
[NJTPA Equity Resources \(arcgis.com\)](#)
- The [State P.L. 2021, c. 171](#) model ordinance signed into law of July 9, 2021, identifies at least 15 percent of required off street parking spaces be “Make Ready” and that EVSE be installed in at least one-third of the 15 percent.
Make ready means that all necessary electrical infrastructure to operate the charging stations, wiring, and concrete work are all completed.

Deliverables:

The Consultant:

- A Technical Memorandum will summarize the results of the data collection with both narrative and GIS data layers for analysis. The GIS data layers will include but be limited to those data layers included in this study task.
- Prepare GIS mapping including data layers with proper metadata following the NJTPA EGIS and Somerset County GIS Services standards.
- Develop a GIS map of the towns with EV ordinances and an excel spreadsheet characterizing each municipal EV ordinance as to key sections.
- Develop an online survey and Wikimap tools and summarize the mapping and online survey findings for inclusion in a technical memorandum.
- Summarize the findings of their literature review in a technical memorandum.

Task 4: Data Analysis and Mapping

Description

The data and information collected from the previous task along with feedback from the first and second TAC meetings, public feedback from the online survey and mapping exercise, focus groups and first public meeting will be the basis for developing site suitability scoring criterion to prioritize EVSE charger locations. Recommendations will be evaluated for impacts on

underserved populations and will use equity factor composite scores from the Equity Assessment. The work from the previous tasks will lead to the development of an EVSE site suitability location map for each of the twenty-one municipalities in Somerset County. These maps will be used to identify and prioritize EVSE locations based on composite suitability scores. The consultant will place the results of the data assessment and mapping in a Technical Memorandum.

Analysis of Potential Charging Locations

The GIS data layers will be viewed by the consultant and a set of suitability criterion developed resulting in a range of suitability scores ranking potential EVSE charger locations. The consultant will develop site suitability evaluation criterion that will consist of the equity composite score, and a group of other GIS mapped suitability criterion similar but not limited to:

Equity

- Equity scores and findings from the Somerset County Circulation Element
- Locations of level 2 and DC fast Chargers

Early EV Adopters

- Median Household Income
- Environmental Concerns
- Car Ownership
- Higher Education Attainment
- Existing EV ownership
- Rural/Urban Areas
- Locations of level 2 and DC fast Chargers

Land use and Built Environment

- Multi-Family Housing
- Zoning, site plan, subdivision, and/or land development regulations
- Frequently visited destinations
- Population Density
- Locations of level 2 and DC Fast chargers

EV Charging Network

- Existing level 2 and DC fast charger infrastructure
- Average Annual Daily Traffic (AADT)

Total Suitability Map

- Equity
- Early EV Adopters
- Land use and Built Environment
- EV Charging Network

The consultant will take the results from the individual site suitability scores and create municipal suitability maps for each of the 21 municipalities. Each map may include but is not limited to the following:

Mapping features will include but are not limited to:

- Existing EV Charging Sites
- Alternative Fuel Corridors
- Commercial Corridors
- Electric Vehicle Supply Equipment Suitability Score range
- Electric Vehicle Supply Equipment Public Survey Location Recommendations
- Schools
- Community Hubs
- Libraries
- Government Buildings
- Shopping Centers
- Public Transit Stations
- Employment Clusters
- Highways Exits
- NEVI Phase Goals
- Top Potential Workplace Charging Sites
- Top Potential Public Charging Sites
- Top Potential DCFC Charging Sites

The consultant will prepare 21 municipal suitability maps for ARCGIS Pro.

Fleet Transition Plan

The consultant will develop a fleet transition plan that Somerset County and municipalities can follow to begin to transition their fleet of gas- and diesel-powered automobiles, light medium and heavy-duty vehicles and buses to EV powered. The consultant will meet with Somerset County Public Works, Engineering, Motor Pool and Facilities and Services to determine short-, medium- and long-term goals for transitioning the County fleet away from gasoline and diesel powered to electric powered vehicles. A cost analysis will be performed by the consultant to compare the current operational costs of a fossil fuel fleet versus an all-electric fleet. This analysis will look at operational costs such as but not limited to maintenance and repair costs, parts and supplies, fuel costs and staff training needs. This analysis will also include the assessment of the electrical infrastructure at the facilities where the County's vehicle fleet is based. Also, order of magnitude costs to upgrade the electrical infrastructure to support an electric vehicle fleet will be summarized by the consultant. In addition, the consultant will research and summarize available private, federal, state, and other grant opportunities that would help offset the cost of the County vehicle fleet transition to EV powered leading up to 2035.

Case Studies

The purpose of case studies is to provide examples of EVSE charger installation in various scenarios in Somerset County. It is envisioned that three to five case studies will be created and will include scenarios such as installation of EVSE on county property (for fleet and/or public use); installation on municipal property (for fleet and public use). Another case studies may include the public sector working with a private sector company to identify and install EVSE charging stations. Another case study should identify steps for municipal government ordinance

development that will aid private landowners to retrofit EVSE on existing rental, single family and multifamily residential and or municipal ordinance guidance on including EVSE in first site plans and subdivisions submitted in the municipal land development review process. The case studies should develop a series of steps to be followed which helps guide the identification of a potential EVSE locations along with steps needed to develop magnitude of cost for purchasing, installing EVSE and any electrical upgrades needed prior to EVSE installation. The case studies should include potential funding sources to offset electrical upgrades and purchasing of EV charging stations costs. The case studies should identify Planning and Environmental Linkages (PEL) environmental factors or criterion that are most important when identifying potential EVSE charger locations.

Several PEL factors should be included as site suitability criterion including EVSE proximity to floodplains, wetlands, and historic structures/districts.

This study will identify a set of environmental criteria that will highlight environmental issues as part of the EVSE site selection process. Some of the environmental factors to be considered but not limited to could include historic resources; floodplains; wetlands; or any special considerations related to the Highlands Preservation areas.

Deliverables:

The Consultant:

- Detail the results of the data assessment mapping and analysis in a Technical Memorandum.
- Develop a set of site suitability criterion that will be used for ranking potential EV charger locations.
- Develop EVSE suitability location maps for each of the twenty-one municipalities.
- Develop a fleet transition plan that Somerset County and municipalities can follow to transition its fleet of gas- and diesel-powered automobiles, light medium and heavy-duty vehicles and buses to EV powered including an operational cost analysis.
- Research and summarize available private, federal, state, and other grant opportunities that would help offset the cost of the county vehicle fleet transition to EV powered leading up to 2035.

Task 5: Study Findings and Recommendations

Description

The consultant will compile the draft study findings and recommendations into a Technical Memorandum. The final TAC meeting will be convened, and the consultant will summarize the input from the TAC meeting and include it in the draft study findings and recommendations.

An implementation matrix will be developed of potential improvement strategies and municipal ordinances to improve coverage of the electric charging station network within Somerset County. Somerset County will be utilizing the scoring and ranking to determine the feasibility of adding potential EVSE charging station locations on county owned properties. The types of improvements strategies identified may include but not limited to:

- Identification of locations that are candidates for charging stations.
- Identification of locations which may warrant further study and investigation.

The implementation matrix will include funding resources. This will include the identification of current and anticipated funding programs and financial incentives to support purchasing and installation of charging stations and electric vehicles for the County fleet. The findings will include model EV ordinances for zoning, site plan, subdivision, land development, and/or parking regulations as recommendations for the land use permitting and inspection processes.

The anticipated recommendations may include:

- Identification of EVSE locations on municipal/county facilities for public and municipal/county fleet EVSE.
- A transition plan for the municipal county fleet from ICE to EV.
- Locations within municipalities indicate strong demand for EV charging. These will include both municipal owned facilities and locations in general areas where EVSE charges could be installed.
- Guidance for municipal adoption of model ordinances using existing best practices to the extent possible.
- An evaluation of the potential impacts and benefits in relation to populations in underserved communities identified in the equity assessment.
- Examples of best practices, for municipal zoning, site plan, subdivision, and/or land development regulations, and parking ordinances for electric charging stations as well as permitting and inspections to be submitted.

Deliverables:

The County:

- Review the Technical Memorandum for completeness, accuracy of the data and clarity and quality of the writing and provide feedback on the documents.

The Consultant

- Prepare the technical memorandum.
- Prepare the implementation matrix which will include the study recommendations and strategies; with time frames of short, medium, and long term, order of magnitude of costs ranked by low, medium, and high costs, and identification of potential responsible or lead agencies and available grants.

Task 6: Final Report and Final Deliverables

Description

Prior to the development of the final report the consultant shall prepare an outline for the final report to be reviewed by the County project manager and the NJTPA. After concurrence on the draft report outline, the consultant will prepare the draft and final report for review by County, municipalities, and TAC. The sections of the final report will be based on the deliverables from each task and will be comprised of the following chapters Executive Summary, Introduction,

Methodology, Needs Assessment, Analysis, Findings and Conclusions, Recommendations, Appendices, and an Implementation Plan, which shall include a matrix of recommended actions for implementation and will identify private, local, state, and federal funding opportunities and lead responsible agency. The sections of the final report will be based upon the deliverables from each task. The consultant will prepare a PowerPoint presentation that summarizes the study process and recommendations.

The consultant will develop an implementation matrix and any problem statements for the study recommendations as appropriate. Once the subregional study is complete county staff will input study recommendations into the NJTPA PRIME database. PRIME makes SSP findings readily searchable and features tools designed to facilitate inter-agency collaboration and further project scoping and development. Information about PRIME, including *PRIME Quick Start Guide*, Introductory and How-To Videos, FAQs, Glossary, and the full *PRIME User Guide* are available on the NJTPA web site.

In addition to providing PDF electronic and thumb drive copies of the final report, to municipal officials, and stakeholders the final report will be distributed to the County Commissioners, members of the TAC and stakeholder groups and posted on the county study web page.

Study Materials: The consultant will provide Digital copies of all data and presentation materials developed for the study including images, raw data from surveys, derived GIS layers, mailing lists, must be delivered to Somerset County and the NJTPA in its original source format. All consultant GIS products will follow the procedures in the NJTPA EGIS User Manual, specifically Appendix 3 – EGIS Quality Assurance Program and Somerset County GIS Services guidelines. The manual can be found on the NJTPA web site.

The consultant will prepare a summary PowerPoint presentation that will be presented at a regularly scheduled Somerset County Planning Board meeting. The PowerPoint will include graphic oriented slides, and an accompanying presentation note and/or script. The presentation will have the same content as the Executive Summary and must be in editable format with high resolution photos and illustrations. The consultant will also upload attachments for the final report and appendices and list one or more contacts for communication into the PRIME database. Digital copies of all data and presentation materials developed for the study including images, raw data from surveys GIS layers must be delivered to the sub-region and NJTPA All GIS products will follow the NJTPA EGIS User manual Appendix U3 EGIS Quality Assurance Program.

The draft and final document will be based on the results of the previous tasks. After receiving final edits from the NJTPA, the consultant will prepare a final plan. The consultant will deliver five (5) paper copies and fifty (50) digital thumb drive copies of the final plan.

PowerPoint Presentation: The consultant will prepare a PowerPoint presentation which must include graphic-oriented slides and accompanying presentation notes or script. The presentation follows the same format as the Executive Summary and must be in an editable format with high resolution photos and illustrations.

Deliverables:

The Consultant:

- Prepare draft Somerset County Electric Vehicle Charging and Suitability Analysis by working with the TAC to include the following sections: Executive Summary, Introduction, Methodology, Needs Assessment, Analysis, Findings and Conclusions, Recommendations, Appendices, and an Implementation Plan.
- Prepare a report outline for review by Somerset County TAC and the NJTPA staff.
- Prepare a draft Final Report and associated appendixes and Final Report.
- Prepare problem statements for the recommended improvements.
- Prepare a draft and final graphically oriented PowerPoint presentation summary and script that summarizes the study's final report executive summary.
- A PDF version of the final report written and graphic materials to be posted on the County Planning Board web site.
- Digital copies of all data and presentation materials developed for the project including images, raw data from surveys, derived GIS layers, must be delivered to Somerset County and the NJTPA.
- All consultant GIS products will follow the procedures described in the Somerset County GIS and NJTPA EGIS user manual specifically Appendix U3-EGIS Quality Assurance Program. The manual can be found on the NJTPA web site at www.njtpa.org
- Fifty thumb drive and Five paper copies summarizing the results of the review of current applicable plans, studies, and reports (MS word and .pdf versions of all files).
- Fifty thumb drive and Five paper copies of GIS mapping of existing conditions needs assessment and recommended improvements (Somerset County GIS Standards, Arc GIS v9.3).
- Five thumb drive and five paper copies of the draft Final Circulation Element.
- Fifty thumb drive and five paper copies of the Final Circulation Element.
- Five thumb drive and five paper copies of the Executive Summary.
- Five thumb drives with all the PowerPoint presentations and other presentation materials used to facilitate various meetings.

Contact Information:

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**FY 2025 - FY 2026 SUBREGIONAL STUDIES PROGRAM
SOMERSET COUNTY
SOMERSET COUNTY ELECTRIC VEHICLE CHARGING AND SUITABILITY ANALYSIS
BUDGET PLAN**

				PROPOSED BUDGET
PART I:	DIRECT COSTS - PERSONNEL SERVICES			
	1. SALARIES		\$	40,889.34
	2. FRINGE BENEFITS	56.520%	\$	23,110.66
			SUBTOTAL \$	64,000.00
PART II:	DIRECT NON-LABOR COSTS			
	1. SUPPLIES		\$	-
	2. TRAVEL		\$	-
	3. PRINTING & REPRODUCTION		\$	-
	4. TELEPHONE		\$	-
	5. POSTAGE		\$	-
	6. CONFERENCE/TRAINING		\$	-
	7. OTHER (SPECIFY)		\$	-
			SUBTOTAL \$	-
PART III:	INDIRECT COSTS			
	INDIRECT COST ALLOCATION	0%	\$	-
			SUBTOTAL \$	-
PART IV:	CONSULTANT COSTS			
	CONSULTANT		\$	256,000.00
			SUBTOTAL \$	256,000.00
			TOTAL PROGRAM BUDGET \$	320,000.00

This estimated budget is based upon projected costs to perform the work program for FY 2025 - FY 2026 as outlined in the Subregional Studies Agreement. Changes within or between Parts I, II, III & IV will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

FUNDING SOURCES:

Federal (100%):	\$	320,000.00		Total:	\$	320,000.00
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FY 2025 - FY 2026 SUBREGIONAL STUDIES PROGRAM
SOMERSET COUNTY
SOMERSET COUNTY ELECTRIC VEHICLE CHARGING AND SUITABILITY ANALYSIS
STAFFING PLAN

Estimated Project Task Budget

Task	In-house Subregional Staff Activities (Estimated)				Consultant Support Activities (Estimated)		Total Project		
	Subregional Staff Hours	Direct Labor Costs	Direct Non-Labor Costs	Indirect Costs	Costs	% of Task	Consultant Costs	Total Costs	% of Total Budget
Task 1 - Project Management	118	\$ 8,152.61	\$ -	\$ -	\$ 8,152.61	7%	\$ 18,329.60	\$ 26,482.21	8%
Task 2A - Outreach and Partnerships	124	\$ 8,441.56	\$ -	\$ -	\$ 8,441.56	13%	\$ 34,432.00	\$ 42,873.56	13%
Task 2B - Data Collection and Review	145	\$ 9,746.19	\$ -	\$ -	\$ 9,746.19	28%	\$ 72,934.40	\$ 82,680.59	26%
Task 3 - Data Analysis and Mapping	191	\$ 13,550.87	\$ -	\$ -	\$ 13,550.87	23%	\$ 58,905.60	\$ 72,456.47	23%
Task 4 - Study Findings and Recommendations	160	\$ 11,706.91	\$ -	\$ -	\$ 11,706.91	20%	\$ 51,609.60	\$ 63,316.51	20%
Task 5 - Final Report and Final Deliverables	170	\$ 12,401.86	\$ -	\$ -	\$ 12,401.86	8%	\$ 19,788.80	\$ 32,190.66	10%
TOTAL	908	\$ 64,000.00	\$ -	\$ -	\$ 64,000.00	100%	\$ 256,000.00	\$ 320,000.00	100%

Subregional Staff Plan

Personnel (Name & Title)	Estimated % of Time Needed for Study <i>(based on total work hours for the year)</i>	Total Estimated Hours for Study
Walter Lane, Director of Planning	2%	102
Kenneth Wedden, Supervising Planner	9%	377
Jonathan Eagle, Senior Planner	7%	300
Aarthy Sabesan, Manager, GIS Services	2%	95
Alida Meyers, County Traffic Engineer	1%	33
TOTAL	4%	908