



**FY 2022 SUBREGIONAL TRANSPORTATION PLANNING (STP) PROGRAM  
ADMINISTRATIVE GUIDELINES**

**July 1, 2021**

## Table of Contents

<i>SUBREGIONAL PASS-THROUGH PROGRAM MANAGEMENT AND ADMINISTRATIVE PROCEDURES REQUIREMENTS AND ALLOWABLE EXPENSES</i> .....	1
1.0 <i>Submission of Pre-Award Audit Documents</i> .....	1
2.0 <i>General Financial Guidelines</i> .....	2
3.0 <i>Guidelines for Direct Non-Labor Expenses</i> .....	4
4.0 <i>Guidelines for Awarding and Monitoring SSP Consultant Work and Expenditures</i> .....	7
5.0 <i>Quarterly Reporting Requirements</i> .....	8
6.0 <i>STP Supplemental Support</i> .....	11
<i>QUARTERLY REPORTING &amp; SUPPLEMENTAL SUPPORT REQUEST EXHIBITS</i> .....	16
<i>Sample Invoice</i> .....	17
<i>Sample Budget Summary Report</i> .....	18
<i>Sample Employee Time Summary Report</i> .....	19
<i>Sample Time Summary by Task Report</i> .....	20
<i>Sample Final Invoice Release Clause and Certification Statement</i> .....	21
<i>Sample STP Program Quarterly Progress Report</i> .....	22
<i>Sample Subregional Studies Program Quarterly Progress Report</i> .....	33
<i>Sample Subregional Studies Program Study Schedule</i> .....	37
<i>Sample Subregional Studies Program Consultant Invoice Certified Payroll Summary</i> .....	38
<i>Sample Subregional Studies Program Consultant Invoice Payroll Certification Language</i> ..	39
<i>Sample Subregional Studies Program Consultant Monthly Progress Report</i> .....	40
<i>Sample STP Supplemental Support Intern Time Keeping Report</i> .....	42
<i>Sample STP Supplemental Support Request Form</i> .....	43

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

As the federally designated Metropolitan Planning Organization for northern New Jersey, the North Jersey Transportation Planning Authority (NJTPA) is responsible for the development of regional transportation plans and programs.

The NJTPA provides over one third of its federal allocation to support local planning. The Subregional Transportation Planning Program (STP) provides funding to each member subregion to carry out essential local transportation planning, programming and administrative activities that support regional planning. *This program was designed to support local transportation planning efforts, emanating from the Long Range Transportation Plans they contribute to the mission of the NJTPA.*

In addition, the Subregional Studies Program (SSP) is a critical element of the NJTPA's continuous, cooperative, and comprehensive metropolitan planning process. The purpose of the NJTPA's Subregional Studies Program is to provide technical and financial assistance to subregions and subregional teams, on a competitive basis, to produce studies of important regional mobility and accessibility issues. The SSP follows the same administrative guidelines as the STP.

The following sections are provided to guide participants in the management and oversight of these pass-through programs.

### **➤ 1.0 Submission of Pre-Award Audit Documents:**

As part of its pre-award desk audit evaluation, which will be conducted in the fourth quarter of FY 2021, the NJTPA will conduct an assessment of the subrecipient's eligibility to receive federal funds and require the following information be submitted by the subregion before their subcontract agreement(s) (STP and SSP, if applicable) can be executed for the federal pass-through program(s).

1. The most recent completed Single Annual Audit and Financial Statements, including a Corrective Action Plan, if applicable (2 CFR 200, Subpart F).
2. The Subregion's work program's direct and indirect cost rates (including supporting documentation and certifications in accordance with 2 CFR Part 200, as applicable), including:
  - a. Fringe Benefit rate(s) (including, but not limited to, the costs of leave (vacation, family related, sick or military, etc.), employee insurance, pensions, and unemployment benefit plans), and
  - b. Indirect (Facilities and Administration) Costs Rate.
3. The subregion's updated staffing plan, including:
  - a. all personnel to be charged to the grant program,
  - b. hourly wage rates and position descriptions, and
  - c. percentage of each individual's anticipated participation in the program.

4. Final work program budget(s) with certified rates listed above for indirect and direct expenses, including direct labor, non-labor and SSP consultant costs, if applicable.
5. Subregion's Data Universal Numbering System (DUNS) Number.
6. Documentation identifying source(s) of Local Match funding for each program in the form of formal letter on agency letterhead or resolution, including the following (letter must be signed by County/City Financial Officer):
  - a. amount of in-kind match funding,
  - b. source of funding (other federal awards/funds cannot be used for match), and
  - c. type of funding identified (County/City, or State funding and account reference number).
7. Signed [USDOT Order 1050.2A, USDOT Standard Title VI/Non-Discrimination Assurances](#), upon request.

➤ **2.0 General Financial Guidelines:**

All work and expenditures associated with the STP and SSP Programs must adhere to applicable federal and state circulars, and must be in keeping with the guiding principles and requirements of the NJTPA work program, including the FHWA grant program provisions (23 CFR Part 420, 23 CFR Part 450, 49 U.S.C 5303, 49 CFR Part 613, and 2 CFR Chapter I, Chapter II, Part 200, et al. - Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards), and the NJDOT's Basic Agreement and Task Order with NJIT and NJTPA (Prime Contract). The NJTPA's pass-through program expenditures will further be guided by the following:

1. Budgets may be developed using Labor and Direct Non-Labor Categories.
2. Subregions may allocate funds for fringe benefits and indirect (Facilities and Administrative) costs. However, the rates must be developed and certified in accordance with the Federal Acquisition Regulations and Code of Federal Regulations (2 CFR Parts 200.414, 200.415, 200.416 and 200.431), and approved by the NJTPA in advance. Payment for fringe benefits costs and indirect costs of full-time and part-time employees is permitted as a percentage of direct straight time wages, as approved by the NJTPA.
3. All salary costs must be developed using time and effort per task according to the work program.
4. Current salary rates for each employee charged to the program must be supplied in advance. If the salary rate changes, notification must be supplied in writing to NJTPA staff.
5. Budget Modifications: All budget transfers between Labor and Direct Non- Labor categories require written approval. All requests must be in writing and must be submitted with a revised budget and staffing plan. Requests should be submitted no later than the end of the third quarter (the 31<sup>st</sup> of March). ***No budget modification will be granted in the 4th or final quarter.***
6. Budget Adjustment: up to ten percent (10%) of budget may be transferred within Direct Non-Labor Expenses without pre-approval. Up to ten percent of budget may be transferred within Direct Labor Expenses without pre-approval. However, a copy of the revised budget must be submitted to Central Staff.

7. Copies of all receipts, vendor invoices and signed payment vouchers or other proof of payment indicating payment issue date/check number for direct non-labor expenses must be attached to the quarterly invoice. This includes employee expense forms and/or travel expense vouchers. The NJTPA will be unable to reimburse subregional expenses incurred without receipts.
8. All equipment purchases, including office, general or special purpose, computing devices, information technology systems, or capital equipment (regardless of dollar amount), are ineligible for reimbursement under the core STP program.
9. Equipment procurements are eligible for reimbursement using the STP Supplemental Support funding (see subsection below on STP Supplemental Support) but require prior written approval by NJTPA. Reimbursement of any equipment purchases, including, office equipment, computing devices, information technology hardware, and software (regardless of dollar amount) must be necessary to support the STP Program and requested in advance of procurement. Requests will be evaluated and, if approved, the expense drawn from the subrecipient's annual allocation of funds appropriated for STP Supplemental Support. All related expenses must be incurred between July 1, 2021 and June 30, 2022.
10. Labor costs and expenditures of staff not listed on the approved staffing plan will not be reimbursed.
11. Subregions must submit quarterly progress reports and invoices by appropriate deadlines, whether or not the subregion is seeking reimbursement.
12. Back billing of expenditures is not allowed. Subregions may not bill for expenditures incurred in previous quarters.
13. The source of Local Match funds **cannot** be from another federally funded grant. Match funding sources may either be county or state funds.
14. As a recipients of U.S. DOT funding, the subregions are required to comply with all federal and state procurement guidelines and must comply with the annual federal and State audit requirements (2 CFR 200.331, 2 CFR Subpart F, and State OMB Circular 04-04-OMB); additional procedures for state audits may apply in accordance with the State Grant Compliance Supplement (see Department of Transportation listing on the New Jersey Office of Management and Budget website at: <http://www.state.nj.us/treasury/omb/publications/grant/index.shtml>).
15. All expenditures shall be documented in compliance with applicable federal and state guidelines and be made available for audit review. All records including payroll timesheets are to be kept during the contract period and for a period of three years from the date of the final payment.
16. The subregions must use its own documented procurement procedures that reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and standards identified in 2 CFR Parts 200.318 (General procurement standards) through 200.326 (Contract provisions) and the NJTPA's procedures for procurement of professional services. For procurements exceeding \$3,500 in value, price or rate quotations must be obtained from an adequate number of sources.

### ➤ 3.0 Guidelines for Direct Non-Labor Expenses:

Non-labor expenses are defined in the appropriate Federal Acquisition Regulations and Codes of Federal Regulations. NJTPA will reimburse subrecipients for non-salary direct expenses as provided for in the approved work program budget and consistent with federal cost principles (2 CRF 200 Subpart E). Expenses related to non-labor items must be documented within the guidelines specified herein. All non-labor expenses must be incurred between July 1, 2021 and June 30, 2022. Allowable charges include the following line items:

#### **Line Item: Supplies**

Allowable costs include:

1. Office supplies used to carry out the STP work program (i.e. paper, pens, ink, etc., which are not included in overhead expenses). Note, computing devices are not eligible for reimbursement under this pass-through program.

#### **Line Item: Travel**

***Please note: Subregions may only expend up to five percent (5%) of the Total Program Budget on Travel. Any expenses over five percent of budget will be disallowed. Also, for meetings and conferences not hosted by NJTPA, copies of the Meeting/Conference Agenda must be included as supporting document with the travel expenses.***

Allowable costs include:

1. Hotel and transportation costs associated with conference travel
  - Subregions must adhere to the current Federal Per Diem rates and must follow NJTPA requirements for conference attendance, described in the section below. Information on the federal travel regulations and current per diem rates can be found at [www.gsa.gov](http://www.gsa.gov). ***Note: Reimbursement will be made based on actual expenses, up to the maximum allowable federal cap.***
2. Parking and Tolls
  - Detailed receipts of all parking and toll expenses must be provided.
3. Mileage
  - Subregion will be reimbursed at the county/city approved POV rate. The rate may not exceed the federal mileage allowance for vehicle use. Information for current P.O.V. rates can be found at [www.gsa.gov](http://www.gsa.gov). Note: The county/city and GSA POV rates do NOT necessarily have the same rate. Proof of mileage in the form of a web-generated mileage calculator (e.g., MapQuest or Google) must also be submitted.
4. Food charges related to overnight travel. All dining charges associated with overnight travel must adhere to the Federal Per Diem rates.
  - Subregions may not charge for dining associated with same day travel (travel days less than 12 hours) such as travel for attendance of a meeting or day conferences (i.e. purchase of lunch while attending NJTPA Board Meetings). This is not an allowable expense.

- Gratuity is allowed on applicable meal charges. No gratuity will be allowed for services (i.e., maid/room service, bellhop, taxi, and etc.).
5. Subregions will only be reimbursed for a maximum of two staff members (in addition to the Board of Trustees' representative) for all NJTPA Board, Committee and RTAC meetings. Additional Staff may attend. However, their costs will not be reimbursed through the STP Program.

**Line Item: Printing and Reproduction**

*Please Note: When budgeting, please make sure to account for the number of reports that are required to be submitted to the NJTPA*

Allowable costs include:

1. Costs of printing final reports, brochures, promotional materials for events and educational campaigns, etc., which are directly applicable to and included in the subregion's approved work program activities and budget (if not included in overhead expenses).

**Line Item: Postage**

Allowable costs include:

1. Cost associated with mailing STP Program documents.

**Line Item: Conference/Training /Professional Development**

*Please Note: Subregions may only expend up to three percent (3%) of the Total Program Budget on this line item. Any expenses over three percent of budget will be disallowed.*

Allowable costs are as follows:

1. Conference Registration Fees
  - Attendance at conferences, seminars and meetings where the purpose is the dissemination of technical or policy-related information is an allowable federal cost for staff being supported by the STP Program grant. Conferences which staff may expense to the STP grant without prior approval, includes: the TransAction Conference, American Planning Association New Jersey Chapter (NJ APA) Conference, New Jersey Association of Counties (NJAC) Conference, and the New Jersey League of Municipalities Conference. Attendance at all other conferences (e.g. National APA Conference, TRB Conference, etc.) must be pre-approved by the NJTPA. This includes conferences at which subregional staff make presentations. Specifically, subregions must submit a request in writing to the program manager and subsequently receive approval from the NJTPA. The request must include the conference name and sponsor, agenda or program, duration, estimated cost, purpose of attending, and how attendance furthers the STP work program.
    - NJTPA Board members will only be reimbursed for attendance at conferences if they are on a panel and/or making a presentation on behalf of the NJTPA (i.e., TransAction, NJAC, and the League of Municipalities).
    - Federal funds cannot be used for lobbying; therefore, subregions will not be reimbursed for costs related to conferences or events with an emphasis on lobbying.

The grant should not be charged for time or travel costs to events such as these, regardless of who is attending. For example, attendance at the Alliance for Action conferences aimed at affecting federal legislation is disallowed for reimbursement through the STP grant. However, other Alliance events, where technical or policy information is disseminated (e.g., the effect of congestion on the economy, etc.) would be allowable.

- Additionally, subregions may only be reimbursed for allowable travel if the travel or conference line item is in the subregion's STP budget.
- Training is also reimbursable in the core program with prior approval. Any training requests must be submitted in writing to the NJTPA and pre-approved prior to incurring costs. To be eligible for reimbursement, detailed course descriptions and curriculum and description of how this training furthers the subregion's STP work program must be provided for NJTPA approval.

### **Line Item: Other**

***All items that are to be charged to "Other" must be specified in advance and exclusively attributable to the STP Program.***

Allowable costs include:

1. Professional journals, design manuals and publications either by subscription or one-time purchase.
2. Software maintenance including, software subscription renewals (annual is typical), version upgrades or maintenance of permanent software licenses, and related technical support.

Unallowable costs include:

1. One time / permanent software licenses. These software licenses are supported through STP Supplemental Support.
2. First time software subscriptions. These software subscriptions are supported through STP Supplemental Support.
3. Professional licenses (e.g. PE, AICP)
4. Professional membership fees (e.g. NSPE, NAICP)

It is recognized that all budget projections are performed nearly one year in advance, and that revisions may be required throughout the year. Therefore, individual exceptions that arise throughout the program year will be addressed on a case-by-case basis. Early notification allows staff to provide the necessary assistance to ensure that work continues without interruption and that the subregion is able to fully expend the budget without disallowance.

***Budget Modifications are not allowed in the 4<sup>th</sup> or final quarter of the program year. All budget modifications must be requested no later than March 31, 2022. There are no extensions granted for the pass-through programs.***

➤ **4.0 Guidelines for Awarding and Monitoring SSP Consultant Work and Expenditures (Part IV of the SSP Budget):**

1. Consultants shall be retained in accordance with Federal regulations and standards (2 CFR Parts 200.318 through 200.326) and the NJTPA's "Procedures for Procurement of Professional Services".
2. All project consultants must be registered to do business in the State of NJ. Business Registration Certificates are required for all consultants (primes and subconsultants).
3. Consultant contracts are subject to Title 49, Part 26, Code of Federal Regulations (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs" and shall comply with the NJDOT's statewide DBE/ESBE participation goal in effect at the time of consultant solicitation.
4. ESBEs must be certified by NJDOT. DBEs may be certified by any participating member (NJDOT, NJ TRANSIT, and PANYNJ) under the NJ Unified Certification Program (UCP). Please Note: All certified DBEs are ESBEs. Certified DBEs will satisfy an ESBE contract goal. Firms certified as MBE/WBE/SBEs by the NJ Department of Commerce will not satisfy the DBE/ESBE requirement established under this program. However, the NJTPA does not discourage the use of such firms.
5. To be eligible for reimbursement, costs incurred must be included in the original consultant agreement scope of work and cost proposal, and must conform to Federal cost principles.
6. Carefully review invoices before issuing payment:
  - a. Check rates and personnel, should agree with cost proposal.
  - b. Check the math; please be sure the multiplication/addition is correct.
  - c. Consultants must adhere to federal and state cost principles (48 CFR 31.2), including Federal Travel Regulations and current Per Diem rates.
  - d. Check time and efforts reports to ensure that percentage of project completed agrees with percentage of project billed to date.
7. If the Consultant is required to produce extensive reports, maps, brochures and etc., be sure that the cost for these have been budgeted in the agreement.
8. Make sure project is on schedule. Get timely reports and invoices. Try to have consultant bill monthly, at most quarterly. This insures that you receive regular reports and that you are kept up to date on the project's status.
9. Alert the NJTPA Program Manager to any problems immediately.
10. Monitor ESBE/DBE goal. Alert the NJTPA as soon as possible if goal attainment is in question.
11. Amendments/Changes to Project:
  - a. Changes to scope of work. If during the course of this project it is discovered that the scope of work requires revision, the NJTPA should be notified immediately. Changes in project scope may require Board and FHWA approval.
  - b. Budget revisions. The NJTPA also must be aware of any budget changes. A change to the budget may affect the ESBE/DBE goal requirement. If changes to the budget or scope of work affect ESBE/DBE participation, the Subregion will be required to request a waiver of exemption from the ESBE/DBE goal. The Subregion must document that a

good faith effort was made in order to meet the goal. All requests for a waiver of exemption from ESBE/DBE goal require the NJTPA's Executive Committee Approval.

12. Ask questions. The consultant is working for you. You should never be afraid to ask questions or direct the consultant to meet the project's needs.
13. All products of the consultant project shall be supplied to the NJTPA upon completion and acceptance by the subregion.

➤ **5.0 Quarterly Reporting Requirements:**

Submitting STP Program and SSP Invoices and Reports to NJTPA, if applicable:

(A) Invoice Requirements:

1. Signed Invoice. *The subregions shall submit detailed invoices utilizing the NJTPA's standard invoice form*, which is generated from the NJTPA's web-based Cost Tracking System (CTS) for pass-through grant programs. (See **QUARTERLY REPORTING EXHIBITS** for a sample invoice for payment form.)
2. Cost Tracking System Reports (CTS)
  - a. Budget Summary
  - b. Employee Time Summary Report
  - c. Time Summary by Task Report
  - d. Intern Time Keeping Report (if applicable)
  - e. Consultant Quarterly Expenses Report (if applicable)
3. Direct Expense Receipts. *Copies of all direct expense receipts must be submitted with invoice.* This includes but not limited to: Printing, Postage/Express Mail, Travel Vouchers (should detail destination and purpose of trip, and include a web-generated mileage calculator) with toll, transit and parking receipts, detailed hotel and lodging receipts, itemized meal and incidental receipts, and all other direct expense receipts and appropriate proof of payment.
4. Payment Vouchers. Payment voucher (signed by treasurer or finance department director) noting payment date or other form of proof of payment. *Note, invoices submitted with incomplete or unsigned payment vouchers will not be processed until proof of payment can be provided.*

(B) Payment Voucher for SSP Consultant Services

Requests for reimbursement of actual costs incurred for allowable consultant expenses shall be submitted with the quarterly invoices. This is a cost reimbursable program. ***Back billing from a previous fiscal year is not permitted; where applicable, reimbursement must be sought in the billing period in which a consultant is paid.*** A subregion cannot seek reimbursement until it can provide documentation (***signed payment voucher issued by the Finance Department***) stating that the consultant has been paid. If signed payment voucher is unavailable, a copy of a check or financial statement will be sufficient. Such documentation must indicate payment date, check number and amount. Eligibility period for reimbursement is determined by date of payment by subrecipient. For example, if the subregion is billed in

the 3rd quarter but does not pay the consultant until the 4th quarter, then reimbursement, accompanied by the payment voucher, the consultant's invoice with all supporting documentation, and activity summary, should be sought at the end of the 4<sup>th</sup> quarter.

**Note:** Invoices submitted with incomplete or unsigned payment vouchers or approved form of proof of payment will not be processed until proof of payment can be provided.

Consultant Invoice(s) and Supporting Documentation

1. Approved Timesheets
2. A Certified Payroll Summary, providing the following information
  - a) Name of Employee/Classification
  - b) Date (Payroll period covered)
  - c) Hours (by Task)
  - d) Hourly Rate
  - e) Total Salary
  - f) Executed certification of accuracy by authorized personnelSee **QUARTERLY REPORTING EXHIBITS** for sample consultant payroll summary certification language.
3. Direct Expense Receipts

All consultant direct expense receipts must be submitted with their invoice. This includes but not limited to: Printing, Postage/Express Mail, Employee Expense Forms\Travel Vouchers (should detail destination and purpose of trip, and include a web-generated mileage calculator) with toll, transit and parking receipts, and all other direct expense receipts. All travel must adhere to federal travel regulations and per diems in effect during the time of travel (go to [www.gsa.gov](http://www.gsa.gov) for current mileage reimbursement (POV) and per diem rates).
4. Time and Efforts summary report that shows percentage of project completed
5. Monthly consultant progress report (see **QUARTERLY REPORTING EXHIBITS** for a sample template document)
6. Subconsultant invoices and supporting documents (same as above for primes)

(C) Requirements for Quarterly Reports

Quarterly reports must be submitted with the invoice. Each subregion must report on the progress of each task every quarter using the STP and SSP quarterly reporting templates provided by the NJTPA. Subregions must ensure that all core tasks have been completed as stated in the original scope of work. (See **QUARTERLY REPORTING EXHIBITS** for sample quarterly reports.) Each Quarterly Progress Report shall minimally include:

1. A narrative description of work performed during the calendar quarter and any difficulties or delays encountered;
2. A comparison of actual accomplishments to the goals established for the period;
3. A comparison, by tasks, of costs incurred with amounts budgeted;

4. A comparison, by task, of work performed compared to the schedule, including a percentage of the total work completed (where appropriate, this requirement can be met by including a bar chart showing schedule timing and actual progress); and
5. Other pertinent supporting project information, data or products.

(D) Reporting Deadlines

Interim reports and invoices are due 10 business days after the close each quarter for the with the exception of final quarter. For the final quarter of the program year, reports and invoices are due no later than 15 business days after close of the final quarter (the 30<sup>th</sup> of June).

**Quarterly Reporting Schedule for FY 2022 Programs**

<u>Reporting Period</u>	<u>Program</u>	<u>Due Date</u>
1 <sup>st</sup> Quarter (ending September 30 <sup>th</sup> )	STP/SSP	October 15, 2021
2 <sup>nd</sup> Quarter (ending December 31 <sup>st</sup> )	STP/SSP	January 14, 2022
3 <sup>rd</sup> Quarter (ending March 31 <sup>st</sup> )	STP/SSP	April 14, 2022
4 <sup>th</sup> Quarter (ending June 30 <sup>th</sup> ) / STP Final Quarter	STP/SSP	<i>STP Final Quarter: July 22, 2022</i> <i>SSP 4<sup>th</sup> Quarter: July 15, 2022</i>
5 <sup>th</sup> Quarter (ending September 30 <sup>th</sup> )	SSP	October 17, 2022
6 <sup>th</sup> Quarter (ending December 31 <sup>st</sup> )	SSP	January 17, 2023
7 <sup>th</sup> Quarter (ending March 31 <sup>st</sup> )	SSP	April 17, 2023
8 <sup>th</sup> Quarter (ending June 30 <sup>th</sup> ) / SSP Final Quarter	SSP	July 24, 2023

(E) Submission Documentation Requirements

1. One (1) original signed hard copy of quarterly or final invoice. The invoices must also include: Cost Tracking System (CTS) reports, payment voucher(s), and supporting documentation. Final invoice must include or be accompanied by executed final release clause and certification statement (see ***QUARTERLY REPORTING EXHIBITS*** for sample final invoice release clause and certification statement).
2. One (1) hard copy of the quarterly and final progress reports, to be submitted with the quarterly and final invoices.
3. One (1) electronic copy of all quarterly and final progress reports (in MS Word format) and invoices (in Adobe pdf format), to be e-mailed (please note, products defined in the work program must be available upon request).
4. The fourth quarter and final STP progress reports are to be submitted as one document (Fourth Quarter/Final Report). The Fourth Quarter/Final Report shall include a summary

of subregional activities that occurred during the fourth quarter (in a similar format as the prior quarters), and must also include two to three paragraphs that highlight the annual program's significant accomplishments and summarize how activities that took place during the fiscal year impacted transportation, both locally and regionally. The Fourth Quarter/Final Report should be submitted electronically in the following format:

- a. Section I Fourth Quarter Activities
- b. Section II Highlights of Program Accomplishments, with a Summary of Program Impacts

5. The eighth and final SSP quarterly report shall include a summary of highlights and key recommendations resulting from the completion of the study along with a copy of the final product.

➤ **6.0 STP Supplemental Support:**

For FY 2022, the NJTPA will continue to make supplemental STP funds available for the subregions to use towards the diverse needs of their local planning program activities that support the mission of the NJTPA. All items and services to be reimbursed with supplemental support funds must be pre-approved by the NJTPA. A supplemental budget of \$15,000 will be allocated to each subregion (for a total of \$225,000 for the NJTPA's UPWP STP Pass-Through Program). There is no local match requirement for these funds.

STP Supplemental Support funding may be used towards five distinct areas of support: Technology Support, Intern Support, Training and Professional Development, Public Outreach Foreign Language Translations, and Printing and Reproduction. The FY 2022 Work Program's planning priorities and activities should be taken into consideration when determining how best these funds can be used to complete work programs. A subrecipient may decide to use the entire amount for intern support or allocate a portion for interns and split the rest between any of the other areas of eligible support.

All subrecipients are encouraged to take advantage of this program. To utilize these supplemental funds, the following guidelines must be followed:

- Each subregion must indicate how they intend to use STP Supplemental Support funds with their proposed STP work program's budget plan to be submitted in the Fall of 2020, (utilizing the Budget Plan form provided in the work program budget template Excel file provided in STP Program Solicitation, see SECTION V). Subregions shall indicate the proposed budget for program categories (e.g. Technology Support, Intern Support, etc.) of interest. These allocations can later be revised by subregions through the end of the third quarter of FY 2022 (March 31, 2022).

Subregions must also complete the corresponding STP Supplemental Support Request Form (utilizing the request form provided in the work program budget template Excel file, see Appendix B Exhibits), and subsequently submit to the NJTPA for pre-approval. **This form can either be submitted with the proposed STP work program budget or submitted at a later date, but no later than December 15, 2021.** The completed form shall include a detailed description of the items and/or services requested, cost estimates, and adequate justification to demonstrate need and how the requested resources will support the

subregion's FY 2022 STP work program. **All requests must be pre-approved, in writing by the NJTPA, prior to incurring costs.**

- **All eligible items and services must be procured by the subrecipient and pre-approved by NJTPA, prior to incurring costs.**
- **All approved items and/or services must be received by subregions within the fiscal year to be eligible for reimbursement from the NJTPA. Proof of payment must be submitted by end of grant close-out period.**
- **All reimbursable costs for supplemental support items and services approved will be awarded through the STP Program subcontract, as a separate budget line item.** The NJTPA's CTS shall be utilized to track and invoice all reimbursable costs in the approved STP Supplemental Support budget. It should also be used to monitor all internship program staff time and labor costs. All authorized items and their associated costs shall also be reported quarterly.
- **Procurement of all items and services requested must comply with federal grant administration and acquisition regulations.** All items and services approved under the STP Supplemental Support Program to be procured by the subregion, shall be procured in accordance with Federal Acquisition Regulations (FAR) and the Code of Federal Regulations, 2 CFR Part 200. For procurements exceeding \$10,000 in value, price or rate quotations must be obtained from an adequate number of sources.

Additional guidelines for each specific area of support and quarterly reporting are provided below.

### **Technology Support**

Supplemental technology support provides subregions with the technical resources needed to create regionally significant products for use in transportation planning. All technology items shall be pre-approved and procured directly by the subrecipient and will be reimbursed through their STP Program subcontract. The following are guidelines for the technology procurements:

- Requests must detail the items needed and provide a justification of need (e.g. existing hardware/software is obsolescent, staff are lacking adequate resources, etc.) and rationale for how items will support the goals and objectives of the STP Program and/or Subregional Studies Program. These requests must support only subregional staff assigned to the STP Program grant and/or the SSP Program grant with reasonable percentages of their overall time.
- All technology equipment and computer hardware with acquisition costs equal to or greater than \$5,000 or considered to be capital assets (i.e. acquisition cost is equal to or greater than the lesser of the capitalization level established by the subregion for financial statement purposes or \$5,000), shall be recorded and tracked as capital assets acquisitioned through the federally sponsored STP Program. Title to capital equipment purchased by the subrecipient shall vest upon the subregion, is conditional, and is subject to the provisions of 2 CFR 200.313. When original or replacement equipment acquired under the STP subcontract is no longer needed for this program or for other related activities currently or previously supported by the NJTPA, the subrecipient must request disposition instructions from the NJTPA.

- All requested software and computing devices with acquisition costs less than \$5,000 and considered to be supplies (i.e. acquisition cost is less than the lesser of the capitalization level established by the subregion for financial statement purposes or \$5,000) shall also be recorded and tracked as a federal grant procurement for auditing purposes.
- One time/permanent software licenses are eligible items under STP Supplemental Support. First time software subscriptions are also eligible, but all subsequent renewals must be supported through the STP Program core budget.
- Software maintenance including version upgrades of permanent software licenses, subscription renewals (annual is typical), and related technical support are NOT eligible items under STP Supplemental Support, but can be supported through the STP Program core budget.
- Requests for traffic and pedestrian data collection services - including intersection turning movement counts and video recordings, roadway volume counts, classification counts, speed counts, gap counts, and O-D surveys – will also be considered as an eligible technology expense item.

### **Intern Support**

Supplemental intern support is intended to support subregional efforts on a short-term basis. It also provides a valuable training opportunity for planning students in New Jersey and important employment opportunity for older people, those with disabilities, and others who can provide meaningful contributions to the planning process. The interns must conduct regionally significant transportation planning work that furthers the goals and objectives of the NJTPA's LRTP and UPWP. The following are guidelines for the supplemental intern support:

- The subregions will be responsible for hiring and paying their interns and will be reimbursed through their STP Program subcontract.
- Interns will be supported up to the maximum hours for a standard work week as established by each subregion. The NJTPA will not reimburse for overtime or for any hours that exceed the subregion's standard work week.
- All requests must be submitted in writing, describing specifically the tasks to be undertaken by the intern and the products to be completed. The request must also identify the anticipated number of hours per week and hourly wage rate.
- Subregions shall invoice the NJTPA quarterly for reimbursement using the NJTPA's online Cost Tracking System (CTS). The Cost Tracking System's Intern Time Keeping Report signed by the intern's supervisor will be accepted in place of the subregion's internal timesheets or certified payroll summary; however, internally approved timesheets for interns must be kept on file and be made available upon request.

### **Training and Professional Development**

The purpose of this supplemental support is to provide training and professional development support to individual subregional staff, which will assist them in meeting the goals of the Subregional Transportation Planning Program. The NJTPA will continue to offer additional regional training sessions, which the subregional staff will be invited to participate in. The following guidelines apply:

- Any individual training requests must be submitted in writing to the NJTPA and pre-approved prior to incurring costs. To be eligible for reimbursement, detailed course descriptions and curriculum and description of how this training furthers the subregion's STP work program must be provided for NJTPA approval.
- Allowable expenses include the costs of training seminars, sessions and workshops, course materials, and reference manuals in a variety of transportation technical areas, designed to meet the needs of subregional staff in the development of their professional skills and knowledge of the federal requirements, and to ensure proper performance and oversight of the grant program. Training may include, but not be limited to: various APA, TRB, NHI, and NTI professional transportation and land use planning courses, including refresher and emerging technology courses and webinars; project management; public speaking/communication skills; federal grant management and administration training; and GIS, MS Projects, SharePoint, and other various computer software training.
- This subregional training activity does not include general attendance at conferences; the only exception to this will be if a formal training course is offered at the same time and place as a conference event (which normally requires separate registration). Attendance at conferences, however, can be supported through the core STP Program budget (please see page B6 for more information).
- Upon approval, the subregion will be responsible registering and paying for the training and shall submit an invoice to the NJTPA for reimbursement through their STP Program subcontract.

### **Public Outreach Language Translations**

Requests for translation services must support the public outreach and involvement goals of the Subregional Transportation Planning Program or support studies in the Subregional Studies Program. As recipients of federal funding, subregions must comply with the NJTPA's Title VI Implementation Plan ([https://www.njtpa.org/NJTPA/media/Documents/About-NJTPA/Federal-Regulations/Title-VI/Title\\_VI\\_Implementation\\_Plan.pdf](https://www.njtpa.org/NJTPA/media/Documents/About-NJTPA/Federal-Regulations/Title-VI/Title_VI_Implementation_Plan.pdf)), which includes guidance on improving access for traditionally underserved populations including individuals with limited English proficiency (LEP). The LEP Plan section begins on page 19 of the Title VI Implementation Plan. In addition, the NJTPA has developed [Diversity Profiles](https://www.njtpa.org/NJTPA/media/Documents/About-NJTPA/Federal-Regulations/Title-VI/NJTPA-Subregion-Diversity-Profiles-4-21-20.pdf) for each of the 15 subregions (<https://www.njtpa.org/NJTPA/media/Documents/About-NJTPA/Federal-Regulations/Title-VI/NJTPA-Subregion-Diversity-Profiles-4-21-20.pdf>), which can be used to inform outreach activities and include information on languages spoken by residents of each subregion. Finally, the NJTPA offers additional guidance on inclusive public outreach in its Public Engagement Plan and Virtual Public Engagement document, both of which can be found at <https://www.njtpa.org/PEP.aspx>.

### **Printing and Reproduction**

Costs of printing brochures, promotional materials for events and educational campaigns, etc., which are directly applicable to and included in the subregions' approved work program activities, are eligible for reimbursement under this program. Unanticipated reproduction costs for additional copies of previously completed subregional study reports, requested after the study's grant period has expired, are also eligible. *Efforts should be made to use and disseminate promotional materials and reports in electronic format, where possible.* Requests

must note the specific event, campaign or SSP study, including the items and number of copies to be printed and the justification for why they are needed. Upon approval, the subregion will be responsible for paying for the costs for printing and reproduction services and shall invoice the NJTPA for reimbursement.

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

All costs for items and services approved under for reimbursement under the STP Supplemental Support Budget will be awarded through the subregions' STP Program subcontract, as a separate budget line item. The NJTPA's CTS shall be utilized to track and invoice all reimbursable costs in the approved STP Supplemental Support Program budget (separate from their core STP Program budget). The following documents must be included with each quarterly and final report (see also *QUARTERLY REPORTING EXHIBITS* for a sample invoice and STP Program Quarterly Progress Report).

1. Invoice for payment for reimbursable items incurred during the quarter.
2. Cost Tracking system reports (Budget Summary, Employee Time Summary Report, Time Summary by Task Report and Intern Time Keeping Report)
3. Supporting documentation, as applicable (copy of vendor invoice and proof of payment, signed time sheets for interns)
4. STP Program Progress Report, which includes a section for STP supplement support items, noting all activities including tasks and products completed by any interns for the quarter.

**QUARTERLY REPORTING &  
SUPPLEMENTAL SUPPORT REQUEST EXHIBITS**

**Sample Invoice**

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

<b>Date:</b>  <b>Fiscal Year:</b> 202*  <b>Invoice Period:</b> 7/1/202* - 9/30/202*  <b>Program Name:</b> FY 202* STP Program
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<b>Invoice Number:</b>	<b>Allowable amount: \$0.00</b>
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**PAYEE NAME AND ADDRESS:**

County Name  
Address  
Attn:

**PAYEE DECLARATION:**

I certify that this invoice is correct in all its particulars, that the described services have been furnished or rendered, and that no bonus has been given or received on account of said invoice.

**REMIT TO:**

North Jersey Transportation Planning Authority, Inc.  
One Newark Center – 17<sup>th</sup> Floor  
Newark, NJ 07102

\_\_\_\_\_  
Payee Signature

\_\_\_\_\_  
Title

FUNDING	GROSS BUDGET	EXPENDITURES THIS QUARTER	EXPENDITURES TO DATE	AMOUNT AVAILABLE
FEDERAL	\$00,000.00	\$0.00	\$0.00	\$00,000.00
LOCAL MATCH	\$00,000.00	\$0.00	\$0.00	\$00,000.00
	\$000,000.00	\$0.00	\$0.00	\$000,000.00

**Sample Budget Summary Report**  
**Budget Summary Quarterly Request for Payment**

**Date:**

**Subregion:**

**Fiscal Year:** 202\*      **Quarter:** 7/1/202\*-9/30/202\*

**Program:** FY 202\* STP Program

	<b>Annual Budget</b>	<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>	<b>Expenditures to Date</b>	<b>Available Balance</b>
Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Additive	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Subtotal</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consultants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Subtotal</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Allowable Cost by Funding Source</b>							
Federal	\$00,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$00,000.00
Local Match	\$00,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$00,000.00
<b>Total</b>	\$000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	000,000.00

# Sample Employee Time Summary Report

## SUBREGION EMPLOYEE TIME SUMMARY

**Period: 7/1/202\* - 9/30/202\***

	Hours	Salary	Fringe	Total
<b>Employee Jane Doe</b>				
<b>Program FY 202* STP Program</b>				
Task 1 Program Management				
Task 2 Transportation Planning and Coordination				
	##	\$	\$	\$
<b>Employee John Smith</b>				
<b>Program FY 202* STP Program</b>				
Task 1 Program Management				
Task 2 Transportation Planning and Coordination				
	##	\$	\$	\$
<b>Totals:</b>	##	\$	\$	\$
 <b>Grand Total:</b>		<b>\$0.00</b>		



## Sample Final Invoice Release Clause and Certification Statement\*

### Final Invoice Release Clause

Project: <insert project name>

Total Funding Amount:

Total Funding Expended:

“In consideration of the requested payment of its final invoice for FY 201\* <insert project name>, the <insert county/city name> hereby releases the NJTPA and NJIT from all claims and liabilities for work or services performed by the <county/city insert name> under this Agreement, including claims for extra work or claimed extra work.”

“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).”

Signature: \_\_\_\_\_  
(Print Name and Title) Program

*\*To be submitted with final invoice.*

## Sample STP Program Quarterly Progress Report

*Update all sections that are in RED. Not all activities will be conducted and reported each quarter; however, each required core activity should be reported on at least once during FY 2022. If a core product/outcome and/or activity is not undertaken during FY 2022, the fourth / final quarter report should explain why the products/outcomes and/or activities were not undertaken during the fiscal year.*

<b>FY 2022 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM QUARTERLY PROGRESS REPORT</b>			
NAME OF SUBREGION			
<b>Reporting Period</b>	Quarter xx (Month xx, 20xx – Month xx, 20xx)		
<b>Project Manager</b>	Subregional Project Manager		
<b>Budget Status Report</b>			
Total Budget <i>(including local match)</i>	Amount Authorized	Amount Expended to Date	% Expended to Date
<b>Total Budget</b>	\$ ##	\$ ##	## %
<b>Quarterly Reporting Deadlines*</b>			
First Quarter	Second Quarter	Third Quarter	Fourth Quarter/ Final Report
October 15, 2021	January 14, 2022	April 14, 2022	July 22, 2022
<p><i>*The quarterly package (including financial documents) must be submitted by the above deadlines. Subregions place financial reimbursement for quarterly activities at risk if the reporting package is submitted after the quarterly reporting deadline. If final reports and products are submitted after the fourth quarter/ final report deadline, full reimbursement cannot be guaranteed.</i></p>			
<b>Work Program Progress</b>			
<p><i>Briefly list - by task - all significant progress and milestone events (with dates) completed in the reporting period. Progress listed should be a summary of work conducted in accordance with the current list of approved STP program activities. Exclude extraneous background information and progress from previous quarters. Provide the cumulative hours worked, amount expended and percent of work completed to date for Tasks 1 and 2.</i></p>			

<p><b>TASK 1: PROGRAM MANAGEMENT</b> - Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-c) planning process.</p>	<ul style="list-style-type: none"> <li>▪ Amount Budgeted (fiscal year) - Task 1: \$ ##</li> <li>▪ Amount Expended to Date - Task 1: \$ ##</li> <li>▪ % Expended to Date - Task 1: ## %</li> </ul> <p><i>Task 1 expenses may not exceed 10% of total STP program budget.</i></p>
<p><b>PRODUCT/OUTCOME</b></p>	<p style="text-align: center;"><b>ACTIVITIES</b></p> <p><i>Select (by checking boxes) only those activities conducted this quarter in support of the corresponding product or outcome. Please provide supporting information where prompted, including, but not limited to any milestones achieved, and topics, dates, and locations of meetings.</i></p>
<p><input type="checkbox"/> Timely quarterly Progress Reports, invoices and supporting documentation for the FY 2022 STP Work Program. Attend training related to the STP Program as requested</p>	<p><input type="checkbox"/> Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2 via the STP Program Quarterly Progress Report Template tailored to each subregion.</p> <p><input type="checkbox"/> Prepare quarterly invoices and financial documentation using the NJTPA’s Cost Tracking System (CTS).</p> <p><input type="checkbox"/> Maintain all subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP Program.</p> <p><input type="checkbox"/> Maintain data in the CTS, including regular updates to salaries, fringe rates, personnel, etc.</p> <p style="color: red;"><i>Additional comments (optional)</i></p>
<p><input type="checkbox"/> Fourth Quarter/Final Report, invoice and supporting documentation.</p>	<p><input type="checkbox"/> Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).</p> <p style="color: red;"><i>Additional comments (optional)</i></p>
<p><input type="checkbox"/> FY 2023 Subregional Transportation Planning (STP) work program proposal.</p>	<p><input type="checkbox"/> Prepare FY 2023 STP Work Program, Budget and Staffing Plan.</p> <p style="color: red;"><i>Additional comments (optional)</i></p>

<p><b>TASK 2: TRANSPORTATION PLANNING AND COORDINATION -</b>  The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes that inherent in all planning activities are interagency coordination and public participation.</p>	<ul style="list-style-type: none"> <li>▪ Amount Budgeted (fiscal year) - Task 2: \$ ##</li> <li>▪ Amount Expended to Date - Task 2: \$ ##</li> <li>▪ % Expended to Date - Task 2: ## %</li> </ul>
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**----- Task 2.1: Support the NJTPA’s Regional Planning Process -----**

**----- (2.1 CORE Products/Outcomes & Activities) -----**

<b>PRODUCT/OUTCOME</b>	<b>ACTIVITIES</b>
<i>Select (by checking boxes) only those activities conducted this quarter in support of the corresponding product or outcome. Please provide supporting information where prompted, including, but not limited to any milestones achieved, and topics, dates, and locations of meetings.</i>	
<input type="checkbox"/> Support for Board activities	<input type="checkbox"/> 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.  <b>Explain</b>
<input type="checkbox"/> Participate in the Regional Technical Advisory Committee (RTAC)	<input type="checkbox"/> Attend RTAC meetings, respond to requests for information from Central Staff sent to RTAC, participate in RTAC subcommittees or other RTAC related activities as appropriate.  <b>Explain</b>
<input type="checkbox"/> Adhere 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	<input type="checkbox"/> Conduct STP funded activities that adhere to the NJTPA’s Title VI Implementation Plan ( <a href="https://www.njtpa.org/NJTPA/media/Documents/About-NJTPA/Federal-Regulations/Title-VI/Title_VI_Implementation_Plan.pdf">https://www.njtpa.org/NJTPA/media/Documents/About-NJTPA/Federal-Regulations/Title-VI/Title_VI_Implementation_Plan.pdf</a> ). To achieve this, Subregions must strive to accomplish the following as provided in the adopted NJTPA’s adopted Title VI Implementation Plan: <ul style="list-style-type: none"> <li>▪ Provide adequate opportunity to traditionally underserved populations to be involved in the transportation planning process. An example of this is to seek out residents of these communities for participation on a Technical Advisory Committee (TAC), Stakeholder Advisory Committee (SAC), or focus group.</li> <li>▪ Conduct extensive public outreach to traditionally underserved populations, as outlined in the NJTPA’s Public Engagement Plan (<a href="http://www.njtpa.org/pep">http://www.njtpa.org/pep</a>). An example of this is to identify such</li> </ul>

<p>federally funded subrecipients.</p>	<p>populations and tailor outreach with the purpose of removing barriers to participation.</p> <ul style="list-style-type: none"> <li>▪ Analyze the impacts of transportation investment benefits and burdens to traditionally underserved populations and assist in making sure the benefits and burdens are shared as equally as possible across all populations including traditionally underserved populations. See the NJTPA’s Equity Assessment Guide for guidance on this task (<a href="https://www.njtpa.org/NJTPA/media/Documents/About-NJTPA/Federal-Regulations/Title-VI/Equity-Assessment-Guide-2020-07.pdf">https://www.njtpa.org/NJTPA/media/Documents/About-NJTPA/Federal-Regulations/Title-VI/Equity-Assessment-Guide-2020-07.pdf</a>).</li> <li>▪ 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</li> </ul> <p><b>Explain</b></p>
<p><input type="checkbox"/> Participation in the implementation of Plan 2045 and development of Plan 2050, the update to the long range transportation plan.</p>	<p><input type="checkbox"/> Consistent with the needs and goals of the subregion, advance strategies identified in Plan 2045 and Plan 2050. Plan 2045 includes transportation related strategies and actions from the TNJ Plan, such as connecting people and places with safe and reliable transportation options. Please refer to the strategies and implementation chapter of these plans (<a href="http://www.njtpa.org/Planning/Plans-Guidance/Plan-2045.aspx">http://www.njtpa.org/Planning/Plans-Guidance/Plan-2045.aspx</a>) and (<a href="https://njtpa-plan-2050-njtpa.hub.arcgis.com/">https://njtpa-plan-2050-njtpa.hub.arcgis.com/</a>)</p> <p><b>Explain</b></p> <p><input type="checkbox"/> Participate as requested in the development of Plan 2050, the update to the long range transportation plan.</p> <p><b>Explain</b></p>
<p><input type="checkbox"/> Support for planning studies and activities contained in the NJTPA FY 2022 Unified Planning Work Program (UPWP).</p>	<p><input type="checkbox"/> Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I - Central Staff Activities. Participation may include attendance, review of documents, or other activities as requested. This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include NJTPA’s performance-based planning efforts such as the Congestion Management Process (CMP); support for evaluating Intelligent Transportation Systems (ITS) to improve the management of roadways, mitigate traffic congestion, improve safety, support emergency and incident management, and/or implement planning for operations.</p> <p><b>Explain</b></p>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Support the NJTPA’s continuing work on modeling, scenario analysis, and the development of GIS data, applications and tools, as requested, supporting coordination with partner agencies to advance a performance-based planning and programming approach and data-driven investment. <b>Explain</b></li> <li><input type="checkbox"/> Participate in statewide planning initiatives as requested and as appropriate, such as the update to the statewide Long Range Transportation Plan. <b>Explain</b></li> <li><input type="checkbox"/> As appropriate, implement the strategies of the New Jersey Strategic Highway Safety Plan, adopted in September 2020 (link to be provided when available). Many strategies can be implemented by or in partnership with subregions. Please see the strategies in the plan for Equity (pg. 21-22), Lane Departure (pg. 26), Intersections (pg. 30), Driver Behavior (pg. 37-38), Pedestrians and Bicyclists (pg. 42-43), other Vulnerable Road Users (pg. 49-50) <b>Explain</b></li> <li><input type="checkbox"/> As appropriate, implement the transportation related strategies and goals of the NJ Energy Master Plan, adopted in January 2020 (<a href="https://www.bpu.state.nj.us/bpu/pdf/publicnotice/NJBPU_EMP.pdf">https://www.bpu.state.nj.us/bpu/pdf/publicnotice/NJBPU_EMP.pdf</a>). The EMP has two strategies that subregions should focus on with an emphasis on <b>Strategy 1:</b> Reduce Energy Consumption and Emissions from the Transportation Sector and to a lesser extent, <b>Strategy 6:</b> Support Community Energy Planning and Action with an Emphasis on Encouraging and Supporting Participation by Low and Moderate-Income and Environmental Justice Communities. <b>Strategy 1</b> focusses on decarbonizing the transportation sector (pg. 60-76); improving connections between people (pg. 77-84); and reducing port and airport emissions (pg. 85-87). Please see pages 88-93 of the plan for a summary of the goals associated with this strategy. <b>Strategy 6</b> focusses on several goals, but the focus for subregions should be on prioritizing clean transportation options (pg. 205-208). <b>Explain</b></li> <li><input type="checkbox"/> Support the development of the FY 2023 UPWP by providing input on activities in addition to the subregion’s individual STP work program. <b>Explain</b></li> </ul>
<input type="checkbox"/> Participation in Transportation Management	<input type="checkbox"/> Participate with NJTPA, TMAs and human services transportation providers to implement the NJTPA Transportation Demand Management and Mobility Plan, anticipated to be completed in

<p>Association (TMA) activities, as applicable</p>	<p>spring 2021, and the Regional Coordinated Human Services Transportation Plan, completed in 2017, as applicable.</p> <p><b>Explain</b></p> <p><input type="checkbox"/> Coordinate and share information with the TMAs related to promoting shared rides, bicycle and pedestrian safety, and responding to construction-related and unexpected travel disruptions, as available. Coordinate with TMAs on Street Smart Pedestrian Safety Campaigns, as requested.</p> <p><b>Explain</b></p>
<p><input type="checkbox"/> Participation in the identification of performance measures, thresholds, and targets, including those related to MAP-21 and FAST Act legislation and others in the NJTPA process</p>	<p><input type="checkbox"/> Support NJTPA Central Staff, NJDOT, NJ TRANSIT and other planning partners in implementing performance-based planning and programming (PBPP). Activities may include supporting development of performance targets and thresholds to comply with federal rules and for other performance measures established in the PBPP process at the NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.</p> <p><b>Explain</b></p>
<p><input type="checkbox"/> Documentation of NJTPA funded planning study findings</p>	<p><input type="checkbox"/> Enter pertinent information about completed planning studies funded by the NJTPA into the NJTPA’s PRIME tool. Subregions that complete Subregional Studies Program (SSP) studies in the 2020 – 2021 cycle) should enter pertinent information from these studies into PRIME before the end of the first quarter of FY 2022. Other previous studies funded by the NJTPA should be entered into PRIME on an ongoing basis as staff time permits. Pertinent information includes a description of the study; study documents (i.e. Final Report); identified needs (i.e., issues, challenges and opportunities); and recommendations (i.e., strategies and approaches). More information about PRIME can be found at <a href="http://www.njtpa.org/Data-Maps/Tools/PRIME.aspx">http://www.njtpa.org/Data-Maps/Tools/PRIME.aspx</a>. The PRIME tool can be accessed at: <a href="http://prime.njtpa.org/">http://prime.njtpa.org/</a>. For training and assistance please contact Jeff Vernick at <a href="mailto:JVernick@njtpa.org">JVernick@njtpa.org</a> or 973-639-8429.</p> <p><b>Explain</b></p>
<p><input type="checkbox"/> Provision of data and data updates</p>	<p><input type="checkbox"/> Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.</p>

	<p><b>Explain</b></p> <p><input type="checkbox"/> Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance documentation (<a href="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</a>) for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.</p> <p><b>Explain</b></p> <p><input type="checkbox"/> 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 2022 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such regional performance measures, and Congestion Management Process (CMP).</p> <p><b>Explain</b></p>
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----- (2.1 ELECTIVE Products/Outcomes & Activities) -----

<b>PRODUCT/OUTCOME</b>	<b>ACTIVITIES</b>
	<i>Select (by checking boxes) only those activities conducted this quarter in support of the corresponding product or outcome. Please provide supporting information where prompted, including, but not limited to any milestones achieved, and topics, dates, and locations of meetings.</i>

<input type="checkbox"/> [Approved work program elective product/outcome(s) to be inserted]	<input type="checkbox"/> [Approved work program elective activities to be inserted]
	<b>Explain</b>

-----Task 2.2: Integrate Public Participation in the Ongoing 3-C Planning Process -----

----- (2.2 CORE Products/Outcomes & Activities) -----

<b>PRODUCT/OUTCOME</b>	<b>ACTIVITIES</b>
	<i>Select (by checking boxes) only those activities conducted this quarter in support of the corresponding product or outcome. Please provide supporting information where prompted, including, but not limited to any milestones achieved, and topics, dates, and locations of meetings.</i>

<p><input type="checkbox"/> Conduct regional and subregional public participation activities, including assisting the NJTPA with outreach for the update to the long range transportation plan and the Statewide Transportation Plan. Engage in and document efforts to gain input from communities of color, low income communities, people with disabilities, and people with limited English proficiency. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.</p>	<p><input type="checkbox"/> Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; information booths at public events; social media postings and ads; and public relations efforts in coordination with Central Staff and Board members. Special attention should be given to engaging traditionally underserved communities as outlined in the NJTPA’s Title VI Plan (<a href="https://www.njtpa.org/NJTPA/media/Documents/About-NJTPA/Federal-Regulations/Title-VI/Title_VI_Implementation_Plan.pdf">https://www.njtpa.org/NJTPA/media/Documents/About-NJTPA/Federal-Regulations/Title-VI/Title_VI_Implementation_Plan.pdf</a>).</p> <p><b>Explain</b></p> <p><input type="checkbox"/> Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.</p> <p><b>Explain</b></p> <p><input type="checkbox"/> Submit the following to the NJTPA: agendas of upcoming meetings on transportation related topics; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.</p> <p><b>Explain</b></p> <p><input type="checkbox"/> Assist in the implementation of the NJTPA Public Engagement Plan activities and other communications activities, including but not limited to the following: assisting the NJTPA with outreach efforts for the update to the long range transportation plan; providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating links to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.</p> <p><b>Explain</b></p>
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----- (2.2 ELECTIVE Products/Outcomes & Activities) -----	
PRODUCT/OUTCOME	ACTIVITIES <i>Select (by checking boxes) only those activities conducted this quarter in support of the corresponding product or outcome. Please provide supporting information where prompted, including, but not limited to any milestones achieved, and topics, dates, and locations of meetings.</i>
<input type="checkbox"/> [Approved work program elective product/outcome(s) to be inserted]	<input type="checkbox"/> [Approved work program elective activities to be inserted] <b>Explain</b>
----- Task 2.3: Capital Programming and Project Development-----	
----- (2.3 CORE Products/Outcomes & Activities) -----	
PRODUCT/OUTCOME	ACTIVITIES <i>Select (by checking boxes) only those activities conducted this quarter in support of the corresponding product or outcome. Please provide supporting information where prompted, including, but not limited to any milestones achieved, and topics, dates, and locations of meetings.</i>
<input type="checkbox"/> Participation in the development and management of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable	<input type="checkbox"/> Assist in the development of the TCP, as applicable. <b>Explain</b> <input type="checkbox"/> Provide input into the development of the Study & Development (S&D) Program by reviewing potential projects and providing feedback to NJTPA, as requested. <b>Explain</b> <input type="checkbox"/> Review NJDOT Capital Program Screening Committee (CPSC) and Capital Program Committee (CPC) project recommendations and provide feedback to NJTPA, as requested. <b>Explain</b> <input type="checkbox"/> 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. <b>Explain</b> <input type="checkbox"/> Review scope, scheduling, and funding recommendations of TIP modifications and amendments and provide feedback to NJTPA, as requested. <b>Explain</b>
<input type="checkbox"/> Submission to the NJTPA of	<input type="checkbox"/> Provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source.

information about major subregional transportation projects affecting air quality, as applicable.	<p style="color: red; text-align: center;">Explain</p>
----- (2.3 ELECTIVE Products/Outcomes & Activities) -----	
<b>PRODUCT/OUTCOME</b>	<p style="text-align: center;"><b>ACTIVITIES</b></p> <p><i>Select (by checking boxes) only those activities conducted this quarter in support of the corresponding product or outcome. Please provide supporting information where prompted, including, but not limited to any milestones achieved, and topics, dates, and locations of meetings.</i></p>
<input type="checkbox"/> [Approved work program elective product/outcome(s) to be inserted]	<input type="checkbox"/> [Approved work program elective activities to be inserted] <p style="color: red; text-align: center;">Explain</p>
<b>FY 2022 STP PROGRAM SUPPLEMENTAL SUPPORT</b>	
<p>Each subregion has been authorized federal funding of \$15,000 (100% federal with no local match required), in the following eligible areas: Technology Support; Intern Support, Subregional Training/Professional Development, Public Outreach Foreign Language Translations, and Printing and Reproduction.</p> <p>In this section, please report on any activities and products/outcomes related to STP Supplemental Support completed during the last quarter.</p> <p><b>STP Supplemental Support quarterly reports must be completed each quarter even if there is a \$0 invoice. Furthermore, if there was no activity for an approved eligible area (e.g. Tech Support) during the previous quarter, please indicate so.</b></p>	
<u><b>Technology Support</b></u>	
<p style="color: red;">Explain</p>	
<u><b>Internship Support</b></u>	
<p><b>Activities Conducted</b> – Specify activities conducted by interns.  <span style="color: red;">Explain</span></p>	

**Products & Outcomes** – Specify products and outcomes that interns worked towards or completed.

Explain

**Problems Encountered (If applicable)**

Explain

**Training/Professional Development**

Explain

**Public Outreach Language Translations**

Explain

**Printing and Reproduction**

Explain

**BUDGET STATUS:**

Task Name	Approved Amount (\$)	Expended Last Quarter (\$)	Expended to Date (\$)	Expended to Date (%)
Technology Support				
Internship Support				
Training/Professional Development				
Public Outreach Language Translations				
Printing and Reproduction				
<b>Total</b>				

## Sample Subregional Studies Program Quarterly Progress Report

### FY 2022 – FY 2023 SUBREGIONAL STUDIES PROGRAM QUARTERLY PROGRESS REPORT

*All text in RED must be updated.*

*All dates in BLACK are NJTPA deadlines.*

**[SUBREGION]**

**[STUDY TITLE/NAME OF STUDY]**

<b>Reporting Period</b>	Quarter xx (Month xx, 202x – Month xx, 202x)
<b>Project Manager</b>	[Subregional Project Manager]
<b>In-House and/or Consultant Effort</b>	[In-house and/or Consultant Effort]
<b>Consultant DBE/ESBE Goal</b>	[Goal % or N.A. if no consultant]

#### Budget Status Report

Total Budget <i>(including local match)</i>	Amount Authorized	Amount Expended to Date	% Expended to Date
<b>Federal</b>	\$	\$	
<b>Local Match</b>	\$	\$	
<b>Total Budget</b>	\$	\$	## %
<b>DBE Participation</b>	\$	\$	## %

#### Quarterly Reporting Deadlines\*

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
October 15, 2021	January 14, 2022	April 14, 2022	July 15, 2022
Fifth Quarter	Sixth Quarter	Seventh Quarter	Eighth/Final Quarter
October 17, 2022	January 17, 2023	April 17, 2023	July 24, 2023

*\*The quarterly Progress Report package (including financial documents) must be submitted by the above deadlines. Subregions place financial reimbursement for quarterly activities at risk if the reporting package is submitted after the quarterly reporting deadline. If final reports and products are submitted after the eighth quarter/ final report deadline, full reimbursement cannot be guaranteed.*

### Schedule

*The separate Project Gantt Chart must also be updated quarterly.*

*All work must be performed within the grant performance period. Costs incurred prior to July 1, 2021 and after June 30, 2023 are not eligible for reimbursement.*

<b>Milestone</b> <i>(Add additional milestones at project start as needed)</i>	<b>Estimated Completion Date</b> <i>(Recommended schedule provided in red. Replace with study specific estimated completion dates in black no later than the study kickoff or consultant kickoff meeting.)</i>	<b>Actual Completion Date</b> <i>(update quarterly)</i>
Authorized Study Start Date	July 1, 2021	July 1, 2021
Kick-off Meeting with NJTPA	July 1 – September 30, 2021	Insert date
Draft RFP to NJTPA	April 1 – July 31, 2021	Insert date
Consultant RFP Issued	July 1 – December 30, 2021	Insert date
Consultant Contract Awarded/Executed	September 1, 2021 – February 1, 2022	Insert date
Kick-off Meeting with Successful Consultant	September 1, 2021 – February 1, 2022	Insert date
Technical Memorandum #1 – Data Collection Summary Report (Insert Task Name)	Month xx, 20xx	Insert date
Technical Memorandum #2 – Technical Analysis	Month xx, 20xx	Insert date
Technical Memorandum #3 – Plan Development	Month xx, 20xx	Insert date
Draft Report Due to TAC/SAC for Review	March 17 – March 31, 2023	Insert date
Final TAC/SAC meeting	March 31, 2023	Insert date
Final Report due to NJTPA (This is a last review by NJTPA only)	April 28, 2023	Insert date
Reconciled Final Report due to NJTPA and all final deliverables	May 31, 2023	Insert date
Conclusion of Consultant Contract	June 30, 2023	Insert date

Subregional Sub-Contract & Study Completion Date	June 30, 2023	June 30, 2023
<b>Project Description</b>		
[Insert a brief description of the project that was provided in the UPWP.]		
<b>Goals and Objectives</b>		
[Insert the project's goal and objectives that were provided in the UPWP.]		
<b>Progress &amp; Milestones by Task</b>		
<p><i>Briefly list - by task - all significant progress and milestone events (with dates) completed in the reporting period. All task activities performed <b>by the Subregion and the consultant</b> must be addressed in each quarterly report, even if no work was done on a particular task for the current reporting period. Exclude work and progress completed in previous quarters. Provide the cumulative percent of work completed to date by task, and the total percent of work completed to date. Add additional tasks at project start, as needed.</i></p>		
Task	Progress & Milestones This Quarter	% Completed to Date
Task 1 – Project Management	<ul style="list-style-type: none"> <li>A consultant kick-off meeting was held on December 13, 2021 (name parties present and agenda discussed).</li> </ul>	38%
Task 2A – Outreach and Partnerships	<ul style="list-style-type: none"> <li>The County conducted a series of focus group meetings with educators, municipal officials, non-profits and business owners (briefly describe meeting goals and objectives).</li> <li>A TAC meeting was held on March 29, 2022, to discuss the feedback collected from the focus groups and the results of the consultant's data collection effort.</li> </ul>	60%
Task 2B – Data Collection and Review	<ul style="list-style-type: none"> <li>The data collection task was completed during this quarter.</li> <li>The consultant (insert consultant work completed this quarter).</li> <li>A technical memorandum summarizing all data collected was submitted by the consultant on March 29, 2022 (include if this report is in draft or completion form).</li> </ul>	100%
Task 2C – Equity Assessment	<ul style="list-style-type: none"> <li>The data was collected, and traditionally underserved populations were identified.</li> </ul>	60%
Task 3 – Data Analysis and Mapping	<ul style="list-style-type: none"> <li>No work was completed for this task during this quarter. Technical analysis work is scheduled to begin in the fourth quarter.</li> </ul>	0%
Task 4 – Study Findings and Recommendations	<ul style="list-style-type: none"> <li>No work was completed for this task during this quarter.</li> </ul>	0%
Task 5 – Final Report and Final Deliverables	<ul style="list-style-type: none"> <li>No work was completed for this task during this quarter.</li> </ul>	0%
<b>Total Percent of Study Work Completed to Date</b>		<b>33%</b>

**Products & Outcomes**

*List all interim and final products and outcomes completed this quarter.*

Completion of public outreach focus group meetings (describe advertisement methods, number of participants, dates, etc.).

Technical Memorandum #1 – Data Collection Summary Report Finalized

**Comments**

*Note any work program revisions. Fully explain any budget variance greater than 10%, between the % of work completed and the % of budget expended. Note if project is on schedule, or behind or ahead of schedule. Note any problems encountered with any aspect of the study such as administrative, project management, budget, schedule, public response, methodology, product delivery etc. Also note any action being undertaken to address the problem. Briefly note impacts of any work accomplished this quarter.*

The study is on schedule and within budget.

# Sample Subregional Studies Program Project Schedule

FY 2022 – FY 2023 SUBREGIONAL STUDIES PROGRAM

**SUBREGION**  
**STUDY TITLE**

**PROJECT GANTT CHART**

Subregional Studies Program Grant Performance Period (July 1, 2021 - June 30, 2023)

Task # - Description	FY 2021			FY 2022												FY 2023												Final Qtr Report
	Prior Quarter			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			5th Quarter			6th Quarter			7th Quarter			8th/Final Quarter			
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Authorized Study Start Date				★ July 1, 2021																								
Quarterly Reports & Invoices							★			★			★			★			★			★			★			★
RFP Development and Procurement Process				● April 15, 2021																								
Kick-Off Meeting with NITPA						● September 15, 2021																						
Consultant Contract Awarded/Executed									● January 1, 2022																			
Kick-Off Meeting with Successful Consultant									● January 1, 2022																			
Draft Final Report Due to TACSAC for Review																									● March 17, 2023			
Final TACSAC meeting																									● March 28, 2023			
Final Report due to NITPA (subject to review)																									● April 28, 2023			
Reconciled Final Report and all deliverables due to NITPA																									● May 31, 2023			★
Conclusion of Consultant Contract																											★ June 30, 2023	
Subregional Sub-Contract Study Completion Date																											★ June 30, 2023	
Task 1 - Project Management																												
Task 2A - Outreach and Partnerships																												
Task 2B - Data Collection and Review																												
Task 3 - Data Analysis and Mapping																												
Task 4 - Study Findings and Recommendations																												
Task 5 - Final Report and Final Deliverables																												
Contingency (10% of the study duration)																												

All Project Management Deadline dates with circles are NITPA recommended deadlines. Some of these dates note the end of a range of recommended schedule.

All work must be performed within the grant performance period. Costs incurred prior to July 1, 2021 and after June 30, 2023 are not eligible for reimbursement.

**Legend:**

- Latest Milestone Date (Recommended)
- Required Deadline
- Meeting Date
- NITPA Project Management Recommended Schedule
- Proposed Timeline
- Actual Progression of Work Completed

**Sample Subregional Studies Program Consultant Invoice Certified Payroll Summary**

<b>Employee Name &amp; Job Position</b>	<b>Rate</b>	<b>Task</b>	<b>Hours</b>	<b>Total</b>
John Smith, Senior Project Manager	\$50.00	Program Management	2	\$100.00
Jane Brown, Planner	\$35.00	Task 2 Transportation Planning and Coordination	2	\$70.00
			Total Salaries	\$170.00

## Sample Subregional Studies Program Consultant Invoice Payroll Certification Language

I (insert name of authorized personnel) do hereby certify that during the period covered by this payroll all personnel listed on the certified payroll were gainfully employed in service for the subject project and their classification, rate of pay (exclusive of vacation and holiday pay, social security, unemployment insurance, worker's compensation, employee bonuses), hours worked, and amount earned is a true and accurate report.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

# Sample Subregional Studies Program Consultant Monthly Progress Report

**Study:**

**Consultant:**

**Invoice Number:**

**Invoice Period:**

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## **Overall Project Status / Description of Work Completed This Period**

This section should describe the work activities undertaken during the reporting period organized by task. The level of detail included in the narrative should be commensurate with the reimbursement request. Include reference to specific meeting dates where appropriate. Activities should be listed in bullet format.

### *Task 1 – Project Management*

- Kick off meeting held on...
- Contract invoicing, and general coordination.

### *Task 2A – Outreach and Partnerships*

- No activity this period.

### *Task 2B – Data Collection and Review*

- No activity this period.

### *Task 2C – Equity Assessment*

- No activity this period.

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

- No activity this period.

### *Task 4 – Study Findings and Recommendations*

- No activity this period.

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

- No activity this period.

## Budget Status / Summary of Work Percent Complete

Percent of Work Complete to Date by Task: Must be based on actual work completed (not hours spent based on staff plan)

Task #	Task Name	% of Work Complete to Date	% Billed to Date
1	Project Management		
2A	Outreach and Partnerships		
2B	Data Collection and Review		
3	Data Analysis and Mapping		
4	Study Findings and Recommendations		
5	Final Report and Final Deliverables		

- Total Estimated Project Completion to Date: **15%**
- Total Project Billed to Date: **18%**
- Budget Status: **As of this invoice the project effort remains within the allotted budget.**

*[Note: Any deviation of percent of total task work completed to percent of project billed to date greater than 10% must be explained and must note, under Project Controls section below, what if any actions are needed to maintain overall budget.]*

### Scheduled Milestones/Deliverables Status

- **No deliverables have been completed to date.** (This section should provide a list of work products/deliverables provided during this period (include product date).)
- The scheduled completion of the study is **June 30, 2023**. **No deviations from this end date are anticipated at present.** (Any adjustments to the schedule must be approved and noted here.)

### Primary Work Tasks Scheduled for Next Reporting Period

This section should describe the primary work activities proposed to be undertaken during the next reporting period organized by task. Activities should be listed in bullet format.

### Action Items

- **None at present.**

### Project Controls

This section should describe any problems/issues experience during the period and/or expected during the next period that may or will affect successful completion of the project work plan and/or impact the project budget or schedule. Describe what actions are being taken or are recommended to address the problems/issues described herein.

- **No issues at present.**

# Sample STP Supplemental Support Intern Time Keeping Report

## SUBREGIONAL INTERN TIME KEEPING REPORT

- **Program:** FY 202\* Subregional Support Program

**Period:** 7/1/202\* - 7/14/202\*

<u>Task</u>	<u>Date</u>	<u>Hours</u>
<b>Employee: Smith, John</b>		
Task 2 Transportation Planning and Coordination	1-Jul-14	7.00
Task 2 Transportation Planning and Coordination	2-Jul-14	7.00
Task 2 Transportation Planning and Coordination	3-Jul-14	7.00
Task 2 Transportation Planning and Coordination	7-Jul-14	7.00
Task 2 Transportation Planning and Coordination	8-Jul-14	7.00
Task 2 Transportation Planning and Coordination	9-Jul-14	7.00

Total hours per employee: 42.00

Employee signature: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_

## Sample STP Supplemental Support Request

Program Category	Estimated Cost	Description of Requested Item(s) or Services	Justification for how Request Supports Subregion's Work Program
Technology Support Equipment and Computers \$5,000 per item (Capital Assets)	\$ -	Provide details including manufacture, model, and other pertinent information (e.g. CPU, RAM, etc.).	See below instructions for justifications.
Technology Support Software and Computing Devices < \$5,000 per item (Supplies)	\$ -	Provide details including manufacture, model, and other pertinent information (e.g. CPU, RAM, etc.).	See below instructions for justifications.
Intern Support	\$ -	Provide general purpose of internship, hourly rate, and anticipated # of hours.	See below instructions for justifications.
Training and Professional Development	\$ -	Provide details including name and type of training, dates, and number of attendees.	See below instructions for justifications.
Public Outreach Language Translations	\$ -	Provide details including name of event and or initiative.	See below instructions for justifications.
Printing and Reproduction	\$ -	Provide details including name of event, campaign, or Subregional Studies Program study.	See below instructions for justifications.
<b>Total</b>	<b>\$ -</b>	<b>Total STP Supplemental Support Budget</b>	

