NJTPA

NORTH JERSEY TRANSPORTATION PLANNING AUTHORITY

FY 2023 UNIFIED PLANNING WORK PROGRAM - CHAPTER II

SUBREGIONAL TRANSPORTATION PLANNING (STP) PROGRAM &

SUBREGIONAL STUDIES PROGRAM (SSP)

ADMINISTRATIVE GUIDELINES

September 15, 2021

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FY 2023 SUBREGIONAL TRANSPORTATION PLANNING (STP) PROGRAM GUIDELINES

PROGRAM MANAGEMENT, 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.

o **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 2022, 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).

o **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 (including leave additive) 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 31st of March). ***No budget modification will be granted in the 4th or final quarter.***

6. Budget Adjustments: 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, 2022 and June 30, 2023.

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 (null or zero-dollar invoice) 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:

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. Payroll documents or timesheets must be submitted if requested for audit.

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 micro-purchase threshold 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, 2022 and June 30, 2023.   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.

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. *Note: Reimbursement will be made based on actual expenses, up to the maximum allowable federal cap.*

2. Parking and Tolls
   o Detailed receipts of all parking and toll expenses must be provided.

3. Mileage
   o 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. 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.
   o 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.
   o 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.

Note: For meeting and conferences not hosted by NJTPA, copies of the Meeting/Conference Agenda must be included as supporting document with the travel expenses.

Line Item: Printing and Reproduction

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).

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

Line Item: Postage

Allowable costs are as follows:
1. Cost associated with mailing STP Program documents.

Line Item: Conference/Training /Professional Development

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.

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 4th or final quarter of the program year. All budget modifications must be requested no later than March 31, 2023. There are no extensions granted for the pass-through programs.

- o **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 the project is on schedule. Get timely reports and invoices. Try to have the consultant bill monthly. This ensures 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 DBE/ESBE goal attainment. 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 DBE/ESBE goal requirement. If changes to the budget or scope of work affect DBE/ESBE participation, the Subregion will be required to request a waiver of exemption from the DBE/ESBE 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 DBE/ESBE 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.

o **5.0 Quarterly Reporting Requirements:**

1. 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 4th 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.
- Name of Employee/Classification
- Date (Payroll period covered)
- Hours (by Task)

- Hourly Rate
- Total Salary
- Executed certification of accuracy by authorized personnel.

See ***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 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 the following:

(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).
(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 30th of June).

Quarterly Reporting Schedule for FY 2023 Programs

Reporting Period	Program	Due Date
1st Quarter (ending September 30th)	STP/SSP	October 17, 2022
2nd Quarter (ending December 31st)	STP/SSP	January 17, 2023
3rd Quarter (ending March 31st)	STP/SSP	April 17, 2023
4th Quarter (ending June 30th) / STP Final Quarter	STP/SSP	*STP Final Quarter:* July 24, 2023 *SSP 4th Quarter:* July 17, 2023
5th Quarter (ending September 30th)	SSP	October 16, 2023
6th Quarter (ending December 31st)	SSP	January 16, 2024
7th Quarter (ending March 31st)	SSP	April 12, 2024
8th Quarter (ending June 30th) / SSP Final Quarter	SSP	July 22, 2024

(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

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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.

- o **6.0 STP Supplemental Support:**

For FY 2023, 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 Language Translations, and Advertising and Printing/Reproduction. The FY 2023 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 the rest between any of the other areas of eligible support.

All subrecipients are encouraged to take advantage of this program. To utilize theses 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 2021, (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 2023 (March 31, 2023).

  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, 2022.** 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 2023 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. Upon approval, subregions will be responsible for procuring all technology items and shall submit an invoice to the NJTPA for reimbursement 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 (per unit as opposed to total Technology Support costs) 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 (per unit) 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 many others who can provide meaningful contributions to the planning process. The interns must conduct regionally significant transportation planning work that is consistent with subregions' approved STP Work Programs and 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.

- Subregions are encouraged to offer competitive wages that exceed the New Jersey minimum wage to encourage applicants with varied skillsets to apply. The minimum wage on January 1, 2022 will be $13 per hour; on January 1, 2023, it will be $14 per hour. In recent years subregional intern wages have averaged around $17 per hour.

- 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 professional development 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), 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 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. Upon approval, the subregion will be responsible for paying for language translation services and shall submit an invoice to the NJTPA for reimbursement through their STP Program subcontract.

Advertising and Printing/Reproduction

Costs of advertising for events and educational campaigns, etc., which are directly applicable to and included in subregions' approved work programs, are eligible for reimbursement under this program. General advertisement and marketing for subregions are not eligible for reimbursement under this grant. Advertising includes printing of promotional materials and placing advertisements in reputable print and online newspapers or journals; online social media outlets; or other comparable means. Requests must note the specific event, educational campaign, etc., as well as the means of advertising, the content to be advertised, and the justification of need. **Prior to placing the advertisement, subregions must submit the draft advertisement to the NJTPA for review.** The NJTPA may, at its discretion, suggest changes to writing style, and make a notation on issues pertaining spelling and grammar. However, it is not the intention of this policy to provide editorial support.

Unanticipated reproduction costs for additional copies of previously completed subregional study reports, requested after the study's grant period has expired, are also eligible. Requests must include the name of the study, number of copies to be printed, and the justification of need.

Upon approval, the subregion will be responsible for paying for advertising and printing/reproduction services and shall submit an invoice to the NJTPA for reimbursement through their STP Program subcontract.

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.

STP PROGRAM
QUARTERLY REPORTING & SUPPLEMENTAL SUPPORT
REQUEST EXHIBITS

<div align="center">**Sample Invoice**

NORTH JERSEY TRANSPORTATION PLANNING AUTHORITY, INC.
INVOICE FOR PAYMENT</div>

Date:

Fiscal Year: 202*

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

Program Name: FY 202* STP Program

Invoice Number: **Allowable amount: $0.00**

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 – 17th 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**

	Annual Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Expenditures to Date	Available Balance
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
Subtotal	$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
Subtotal	$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
Total	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Allowable Cost by Funding Source							
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
Total	$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
Employee	**Jane Doe**				
Program	**FY 202* STP Program**				
	Task 1 Program Management				
	Task 2 Transportation Planning and Coordination				
		##	$	$	$
Employee	**John Smith**				
Program	**FY 202* STP Program**				
	Task 1 Program Management				
	Task 2 Transportation Planning and Coordination				
		##	$	$	$
	Totals:	##	$	$	$
	Grand Total:	$0.00			

Sample Time Summary by Task Report

SUBREGION

TIME SUMMARY BY TASK

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

		Hours	Salary	Fringe	Total
Program	**FY 202* STP Program**				
	Task 1 Program Management				
	Task 2 Transportation Planning and Coordination				
	Totals:	##	$	$	$
	Grand Total:	$0.00			

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 2023. If a core product/outcome and/or activity is not undertaken during FY 2023, the fourth / final quarter report should explain why the products/outcomes and/or activities were not undertaken during the fiscal year.

<table>
<tr><td colspan="4">FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
QUARTERLY PROGRESS REPORT</td></tr>
<tr><td colspan="4">NAME OF SUBREGION</td></tr>
<tr><td>Reporting Period</td><td colspan="3">Quarter xx (Month xx, 20xx – Month xx, 20xx)</td></tr>
<tr><td>Project Manager</td><td colspan="3">Subregional Project Manager</td></tr>
<tr><td colspan="4">Budget Status Report</td></tr>
<tr><td>Total Budget
(Including local match)</td><td>Amount Authorized</td><td>Amount Expended to Date</td><td>% Expended to Date</td></tr>
<tr><td>Total Budget</td><td>$ ##</td><td>$ ##</td><td>## %</td></tr>
<tr><td colspan="4">Quarterly Reporting Deadlines*</td></tr>
<tr><td>First Quarter</td><td>Second Quarter</td><td>Third Quarter</td><td>Fourth Quarter/ Final Report</td></tr>
<tr><td>October 17, 2022</td><td>January 17, 2023</td><td>April 17, 2023</td><td>July 24, 2023</td></tr>
<tr><td colspan="4">*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.</td></tr>
<tr><td colspan="4">Work Program Progress
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.</td></tr>
</table>

TASK 1: PROGRAM MANAGEMENT - Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-c) planning process.	▪ Amount Budgeted (fiscal year) - Task 1: $ ## ▪ Amount Expended to Date - Task 1: $ ## ▪ % Expended to Date - Task 1: ## % *Task 1 expenses may not exceed 10% of the total STP Program budget. Figures for **Amount Expended to Date** and **% Expended to Date** are provided in the CTS.*
PRODUCT/OUTCOME	**ACTIVITIES** *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.*
☐ Timely quarterly Progress Reports, invoices and supporting documentation for the FY 2023 STP Work Program, along with attendance of training related to the STP Program as requested.	☐ Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2 via the STP Program Quarterly Progress Report Template. ☐ Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS). ☐ Maintain all subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP Program. ☐ Maintain data in the CTS, including regular updates to salaries, fringe rates, personnel, etc. Additional comments (optional)
☐ Fourth Quarter/Final Report, invoice and supporting documentation.	☐ Prepare the Fourth Quarter/Final Report (including summary of impacts and highlights of accomplishments for the full program year). Additional comments (optional)
☐ FY 2024 Subregional Transportation Planning (STP) work program proposal.	☐ Prepare FY 2024 STP Work Program, Budget and Staffing Plan. Additional comments (optional)

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.	▪ Amount Budgeted (fiscal year) - Task 2: $ ## ▪ Amount Expended to Date - Task 2: $ ## ▪ % Expended to Date - Task 2: ## % *Figures for **Amount Expended to Date** and % **Expended to Date** are provided in the CTS.*

<div align="center">

---------- **Task 2.1: Support the NJTPA's Regional Planning Process** ----------

</div>

<div align="center">

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

</div>

PRODUCT/OUTCOME	ACTIVITIES *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.*
☐ Support for Board 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. Explain
☐ Participation in the Regional Technical Advisory Committee (RTAC).	☐ 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. Explain
☐ 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	☐ Conduct STP funded activities that adhere to the NJTPA's Title VI Implementation Plan (https://www.njtpa.org/NJTPA/media/Documents/About-NJTPA/Federal-Regulations/Title-VI/Title_VI_Implementation_Plan.pdf). To achieve this, Subregions must strive to accomplish the following as provided in the adopted NJTPA's adopted Title VI Implementation Plan: ▪ Provide adequate opportunity to traditionally underserved populations to be involved in the transportation planning process. An example of this is to seek out residents of these communities for participation on a Technical Advisory Committee (TAC), Stakeholder Advisory Committee (SAC), or focus group. ▪ Conduct extensive public outreach to traditionally underserved populations, as outlined in the NJTPA's Public Engagement Plan (http://www.njtpa.org/pep). An example of this is to identify such

required by federally funded subrecipients.	populations and tailor outreach with the purpose of removing barriers to participation. ▪ Analyze the impacts of transportation investment benefits and burdens to traditionally underserved populations and assist in making sure the benefits and burdens are shared as equally as possible across all populations including traditionally underserved populations. See the NJTPA's Equity Assessment Guide for guidance on this task (https://www.njtpa.org/NJTPA/ media/Documents/About-NJTPA/Federal-Regulations/Title-VI/Equity-Assessment-Guide-2020-07.pdf). ▪ Consider equity when developing studies for the NJTPA's Unified Planning Work Program (UPWP). Specific guidance can be found in the annual Subregional Studies Solicitation and in other NJTPA program solicitations. Explain
☐ Participation in the implementation of Plan 2050.	☐ 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 active transportation; respond to continued growth of freight; support local mobility services; and take advantage of transportation technology. Explain
☐ Participation on a proposed FY 2023 consultant supported assessment of the Subregional Transportation Planning (STP) Program and the Subregional Studies Program (SSP).	☐ Participate as requested and assist in the following: ▪ Provide insight and feedback about the STP Program and SSP and assist in developing recommendations for improvement. ▪ Review the draft products of the STP program and SSP evaluation and provide feedback. Explain

☐ Support for planning studies and activities contained in the NJTPA FY 2023 Unified Planning Work Program (UPWP).	☐ 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 or TNJ local planning initiatives. It may also include NJTPA's performance-based planning efforts such as the Congestion Management Process (CMP); 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.
	Explain
	☐ Support the NJTPA's continuing work on modeling, scenario analysis, and the development of GIS data, applications and tools, as requested, and supporting coordination with partner agencies to advance a performance-based planning and programming approach and data-driven investment.
	Explain
	☐ Participate in statewide planning initiatives as requested and as appropriate, such as the update to the statewide Long Range Transportation Plan.
	Explain
	☐ 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. 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)
	Explain
	☐ As appropriate, implement the transportation related strategies and goals of the NJ Energy Master Plan, adopted in January 2020 (https://www.bpu.state.nj.us/bpu/pdf/publicnotice/NJBPU_EMP.pdf). The EMP has two strategies that subregions should focus on with an emphasis on **Strategy 1:** Reduce Energy Consumption and Emissions from the Transportation Sector and to a lesser extent, **Strategy 6:** Support Community Energy Planning and Action with

	an Emphasis on Encouraging and Supporting Participation by Low and Moderate-Income and Environmental Justice Communities. **Strategy 1** focuses 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. **Strategy 6** focuses on several goals, but the focus for subregions should be on prioritizing clean transportation options (pg. 205-208). Explain ☐ Support the development of the FY 2024 UPWP by providing input on activities in addition to the subregion's individual STP work program. Explain
☐ Participation in Transportation Management Association (TMA) activities, as applicable.	☐ Participate with the NJTPA, TMAs and human services transportation providers to 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), completed in 2017, as applicable. Explain ☐ 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, electric vehicle adoption, and responding to construction-related and unexpected travel disruptions, as applicable. Utilize the Demonstration Project Materials Library hosted by Hudson TMA, as applicable to support transportation demand management activities. The library is a joint resource administered by the NJTPA and Hudson TMA, which loans temporary traffic control devices and signage for use in temporary demonstration projects conducted by TMAs, subregions, or their partner municipalities. Please contact Peter Bilton at pbilton@njtpa.org with inquiries regarding this library. Explain ☐ Coordinate with TMAs on safety-related activities, including the Street Smart NJ pedestrian safety campaigns, as requested. Explain

	☐ Coordinate with TMAs to promote engagement in low income and minority communities, as applicable. Explain

☐ Participation in Together North Jersey.	☐ Participate in one or more of the four TNJ Task Forces (Competitive, Efficient, Livable, and Resilient). Participation to include the following:
	  ▪ Attend Task Force meetings.
	  ▪ Assist with advancement of the TNJ Plan, including preparation for and/or participation in TNJ Institute events and TNJ Local Technical Assistance Program activities, or other activities as applicable.
	
	Explain

☐ Participation in the identification of performance measures, thresholds, and targets, including those related to FAST Act legislation and others in the NJTPA process.	☐ 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. Explain
☐ Documentation of NJTPA funded planning study findings.	☐ 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 2021 – 2022 cycle should enter pertinent information from these studies into PRIME before the end of the first quarter of FY 2023. Other previous studies funded by the NJTPA should be entered into PRIME on an ongoing basis as staff time permits. Pertinent information includes a description of the study; study documents (i.e., Final Report); identified needs (i.e., issues, challenges and opportunities); and recommendations (i.e., strategies and approaches). More information about PRIME can be found at http://www.njtpa.org/Data-Maps/Tools/PRIME.aspx. The PRIME tool can be accessed at: http://prime.njtpa.org/. For training and assistance please contact Jeff Vernick at JVernick@njtpa.org or 973-639-8429. Explain

☐ Provision of data and data updates.	☐ 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. Explain ☐ Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance documentation (https://www.njtpa.org/ NJTPA/media/Documents/Data-Maps/Demographics-GIS/Enterprise-GIS/Appendix-U3-EGIS-Quality-Assurance-Programcomm.pdf) for guidance on the data exchange process, metadata requirements, and proper format of data deliverables. Explain ☐ 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 2023 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such regional performance measures, and Congestion Management Process (CMP). Explain
---------- (2.1 ELECTIVE Products/Outcomes & Activities) ----------	
PRODUCT/OUTCOME	**ACTIVITIES** *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.*
☐ [Approved work program elective product/outcome(s) to be inserted]	☐ [Approved work program elective activities to be inserted] Explain

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

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

PRODUCT/OUTCOME	**ACTIVITIES** *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.*
☐ Conduct regional and subregional public participation activities, including assisting the NJTPA with outreach for the Statewide Transportation Plan as requested. Engage in and document efforts to gain input from communities of color, low income communities, people with disabilities, and people with limited English proficiency. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.	☐ 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 (https://www.njtpa.org/NJTPA/media/ Documents/About-NJTPA/Federal-Regulations/Title- VI/Title_VI_Implementation_Plan.pdf). Explain ☐ Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible. Explain ☐ 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. Explain ☐ 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.

	Explain

<table>
<tr><td colspan="2" style="text-align:center">---------- (2.2 ELECTIVE Products/Outcomes & Activities) ----------</td></tr>
<tr><td style="text-align:center">PRODUCT/OUTCOME</td><td>ACTIVITIES
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.</td></tr>
<tr><td>☐ [Approved work program elective product/outcome(s) to be inserted]</td><td>☐ [Approved work program elective activities to be inserted]

Explain</td></tr>
</table>

---------- **Task 2.3: Capital Programming and Project Development**----------

<table>
<tr><td colspan="2" style="text-align:center">----------- (2.3 CORE Products/Outcomes & Activities) ----------</td></tr>
<tr><td style="text-align:center">PRODUCT/OUTCOME</td><td>ACTIVITIES
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.</td></tr>
<tr><td>☐ Participation in the development and management of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.</td><td>☐ Assist in the development of the TCP, as applicable.

Explain

☐ Provide input into the development of the Study & Development (S&D) Program by reviewing potential projects and providing feedback to NJTPA, as requested.

Explain

☐ Review NJDOT Capital Program Screening Committee (CPSC) and Capital Program Committee (CPC) project recommendations and provide feedback to NJTPA, as requested.

Explain

☐ 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.

Explain</td></tr>
</table>

	☐ Review scope, scheduling, and funding recommendations of TIP modifications and amendments and provide feedback to NJTPA, as requested. Explain
☐ Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.	☐ Provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source. Explain

----- (2.3 ELECTIVE Products/Outcomes & Activities) -----	
PRODUCT/OUTCOME	**ACTIVITIES** *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.*
☐ [Approved work program elective product/outcome(s) to be inserted]	☐ [Approved work program elective activities to be inserted] Explain

FY 2023 STP PROGRAM SUPPLEMENTAL SUPPORT

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 Advertising and Printing/Reproduction.

In this section, please report on any activities and products/outcomes related to STP Supplemental Support completed during the last quarter.

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.

Technology Support

Explain

Intern Support				

Activities Conducted – Specify activities conducted by interns.

Explain

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

Explain

Problems Encountered (If applicable)

Explain

Training and Professional Development

Explain

Public Outreach Language Translations

Explain

Advertising and Printing/Reproduction

Explain

BUDGET STATUS:

Task Name	Approved Amount ($)	Expended Last Quarter ($)	Expended to Date ($)	Expended to Date (%)
Technology Support				
Intern Support				
Training and Professional Development				
Public Outreach Language Translations				

Advertising and Printing/Reproduction				
Total				

Sample STP Supplemental Support Intern Time Keeping Report

SUBREGION

INTERN TIME KEEPING REPORT

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

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

Task	Date	Hours
Employee: **Smith, John**		
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 Supplemental Support Request Template

NJTPA FY 2023 UPWP

STP Supplemental Support Request Form

Subregion: _____

Contact Person: _____

Date of Current Request: _____

Program Category	Estimated Cost	Description of Requested Item(s) or Services	Justification
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, anticpated hourly rate, and anticipated # of hours per week.	See below instructions for justifications.
Training and Professional Development	$ -	Provide details including name and type of training, dates, and anticpated 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.
Advertising and Printing/ Reproduction	$ -	Provide details including name of event, campaign, or Subregional Studies Program (SSP) study.	See below instructions for justifications.
Total	$ -		
	$ -	**Total STP Supplemental Support Budget**	

Instructions for Justifications:

Please provide a brief justification above for how each requested item or service supports the subregion's approved FY 2023 STP Work Program. Please also provide the following details for each requested item or service from applicable program categories listed below.

Technology Support - For each requested item, provide (1) justification of need (e.g. replacement of obsolescent computer or lack of capacity), (2) tasks to be undertaken and products to be completed with item, and (3) which STP funded staff will use item.

Intern Support - Provide details including (1) tasks to be undertaken and (2) products to be completed (please be specific).

Training and Professional Development - Provide details including (1) rationale for why STP funded staff need requested training and professional development and (2) which STP funded staff will attend.

Public Outreach Language Translations - Provide justification of need.

Advertising and Printing/Reproduction - Provide justification of need.

Important Information about FY 2023 STP Supplemental Support Requests

A $15,000 Budget is allocated to each Subregion for supplemental support (100% federal, with no local match requirement). **All requests must be pre-approved, in writing by the NJTPA, prior to incurring costs.**

The subregions must use its own documented procurement procedures that reflect applicable State of New Jersey 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.

Please provide the NJTPA with specifications for requested items or services, as applicable, within the following program categories: **Technology Support**, **Intern Support**, **Training and Professional Development**, **Public Outreach Language Translations**, and **Advertsing and Printing/Reproduction**. For **Training and Professional Development**, please also provide detailed course description and curriculum.

Upon approval, subregions will be responsible for obtaining and payinng for all Supplemental Support and shall submit an invoice to the NJTPA for reimbursement through their STP Program subcontract.

All requests must meet federal grant administration and acquisition regulations (OMB 2 CFR 200 and FAR) and support the NJTPA's RTP. Subregions must provide adequate justification and supporting documentation to demonstrate the need and how the requested resources will be used to support its STP work program or SSP study. Technology equipment, computers, computing devices, and software requests should include product specifications, where possible. Intern requests must describe specific tasks and products to be completed by the intern, and the anticipated number of hours per week and hourly wage the intern will be paid.

North Jersey Transportation Planning Authority Departments Approval:

_____

Peter Zambito, STP Program Manager   **Date**

_____

Angellita Young, Sr. Director, Finance & Administration   **Date**

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FY 2023 - FY 2024 SUBREGIONAL STUDIES PROGRAM (SSP) GUIDELINES

As a federal grant program, the NJTPA is required to administer and oversee work conducted through the Subregional Studies Program (SSP) to ensure the efficient, effective, and appropriate use of federal funds. In addition, the SSP is a critical element of the NJTPA's continuous, cooperative, and comprehensive metropolitan planning process. Products developed through this program must address issues of significance to the entire region and must be consistent with plans at the state and regional level to ensure validity and implementation.

Subregional studies should progress through the following schedule and adhere to the following requirements:

Grant Management Requirements

Federal funding awarded for studies selected under this notice will be awarded through UPWP subcontract agreements and be made available to grantees on a reimbursable basis. **A subcontract cannot be issued to the subregion until all required Pre-Award information, including the subregion's annual audit, has been received and accepted and reviewed by the NJTPA**. The Pre-Award information required for this program is the same information that is required for the Subregional Transportation Planning (STP) pass-through program.

To be eligible for reimbursement, costs must be in accordance with 2 CFR Chapter I, Chapter II, Part 200, et al., Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; the NJTPA's Subregional Pass-through Program Management and Administrative Procedures (which are included in the annual NJTPA STP Requirements and Allowable Expenses and attached as a separate document); NJTPA's Procedures for Procurement of Professional Services; and the following additional grant management requirements for subregional studies.

1. *Quarterly Progress Reports*: At the end of each quarter, the subregional project manager must submit to the NJTPA, with their invoices, the products and status updates for work completed within the quarter, including a comparison of actual accomplishments to the objectives of the Federal award and reasons why established goals were not met, if appropriate. Reports must be based on tasks in the original proposal/scope of work and shall note any favorable significant developments or any major issues that may impact the study's delivery or materially impair the ability to meet the objective of the Federal award. The final quarterly report shall include a summary of highlights and key recommendations resulting from the completion of the study.

2. *Invoices, Supporting Documentation:* Please note that supporting documentation for all consultant expenses to be reimbursed under this program is required for both the prime and subconsultants. This includes and is not limited to:

    a. Approved Timesheets and Certified Payroll Summary (A Certified Payroll Summary must provide the following information)
        i. Name of Employee/Classification
        ii. Date (Payroll period covered)
        iii. Hours (by Task)
        iv. Hourly Rate
        v. Total Salary
        vi. Executed certification of accuracy by authorized personnel.

    b. Direct Expense Receipts

i. All direct expense receipts must be submitted with consultants' invoice. This includes but not limited to: Printing, Postage/Express Mail, Travel Vouchers (should detail destination and purpose of trip, and a web-generated mileage calculator) with toll, transit and parking receipts, detailed hotel and lodging receipts, detailed meal and incidental receipts, and all other direct expense receipts. All travel must adhere to federal travel regulations and per diems in effect during time of travel. (Information for current POV and Per Diem Rates can be found at www.gsa.gov).

c. Time and Effort
    i. Summary/progress report that shows percent of study completed (overall and consultant effort, if applicable).

3. *DBE (Disadvantage Business Enterprise) or ESBE* (Emerging Small Business Enterprise) *Participation:* Consultant contracts, if and where included in a proposal's work program, 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. As subrecipients of USDOT funding, NJDOT, NJTPA and local agencies are required to comply with and enforce certain nondiscrimination requirements in the award and administration of USDOT assisted contracts and procurements, which includes taking necessary steps to ensure that DBE firms have the opportunity to participate in the projects. Such steps include the setting of goals to ensure DBE firms are considered by the proposing consultants and, when feasible, organizing the project schedule and task requirements to encourage participation in the contract by DBE firms. Local agencies should be fully aware of all of the subcontracting opportunities in their consultant contracts. This may also include consideration of proposed task activities that the recipients might otherwise contemplate performing with their own work forces and the availability of certified DBEs and ESBEs certified under the State of New Jersey's Unified Certification Program (the databases of certified DBEs and ESBEs can be found at http://njucp.dbesystem.com/ and http://www.state.nj.us/transportation/business/procurement/ProfServ/information.shtm). Once the consultant contracts are awarded the subregions will be required to monitor the proposed DBE participation to ensure the proposed goal is maintained as the study progresses. If any subregion is unable to achieve this goal, a formal request to waive the DBE/ESBE goal for the SSP agreement must be provided in writing and presented to the NJTPA Executive Committee for approval. Central Staff must be made aware of any concerns about not obtaining the goal, immediately.

4. *Study Initiation:* Upon approval by the NJTPA Board of Trustees, NJDOT and federal sponsors, FY 2023 – FY 2024 studies will be authorized to begin July 1, 2022. The performance schedule under the SSP's subcontract shall begin on July 1, 2022 and shall end on June 30, 2024. Costs incurred prior to or after these dates will not be reimbursable or credited to the local match share under the federal grant.

5. *Preliminary Meeting with NJTPA:* The subregion's project manager shall meet with the NJTPA Central Staff who will be involved on the study, before the consultant or subregional staff commence work in order to discuss program requirements, review the project scope of work, and address any questions.

6. *Adherence to the SSP Study Schedule*: The NJTPA requires that subregions adhere to the established study schedule and report progress in meeting the schedule in the quarterly reports. Subregions must immediately notify the NJTPA of any actual or potential condition that is delaying or threatens to delay the timely performance of the contract. NJTPA staff is available to assist where needed to ensure that the schedule is maintained. When a study misses a milestone or falls a month behind

schedule, the NJTPA will work with the subregion to secure a corrective action plan from the Consultant (or subregional staff if not a consultant supported effort). The NJTPA will provide additional oversight for the project and interim progress status reports may be required from the subregions until the problem is satisfactorily resolved.

7. *Final Invoice and Local Match requirement:* All reconciled final reports, products, invoices with final release clause and supporting documentation are due by 5:00 PM on July 22, 2024. Deliverables are not considered Final, and the final invoice will not be paid, until all NJTPA edits and comments are reconciled. There is a 20 percent local match requirement for the Subregional Studies Program. Subregions will only be reimbursed for 80 percent of the study's total actual expenses. The NJTPA will distribute the reimbursement by providing 80 percent of all total expenses, which includes the invoicing of subregional labor and non-labor costs and consultant costs.

Consultant Procurement

8. *Development of Requests for Proposals:* The subregions must use their own documented procurement procedures that reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 2 CFR 200, and the NJTPA procurement policies for professional services. The NJTPA's detailed requirements and applicable checklists for Procurement of Professional Services, including the development of RFPs and current DBE/ESBE participation goal, can be found on the NJTPA's RFP webpage at: http://www.njtpa.org/Get-Involved/RFPs/RFP-RFQ/Procurement-Guidance.aspx. The RFP should reflect the Scope of Work contained in the NJTPA FY 2023 UPWP.

9. *Request for Proposals:* **The RFP may not be issued until NJTPA staff has approved the content.** The NJTPA estimates that it can take up to eight weeks to review draft RFPs. Exact timeframes will vary due to the completeness of the draft RFP submitted, timing of the submission, and the subregion's internal review and response process. NJTPA encourages subregional project managers to assemble and submit the draft RFP for review prior to the start of FY 2023. To assist consultants in developing proposals, the RFP should identify all tasks and subtasks, deliverables, and a realistic time frame for the study to be completed, incorporating the NJTPA and selection committee review and comment process outlined below in Item 10. In addition to the public advertisement process checklist described in the NJTPA Procedures for Procurement of Professional Services link referenced above in item 8, the RFP shall be advertised on the subregion's website (where possible) and on the NJTPA website. The subregion must provide NJTPA with the final version of the RFP in PDF format.

10. *Consultant Selection*: Consultant services must be obtained through maximum free and open competition; the study specifications must be clear and unrestrictive; and the selection process should be competitive. Subregions must develop a Consultant Selection Committee, comprised of a minimum of three people, one of which must include the NJTPA Project Manager and, where applicable, may include at least one other representative from the Steering Committee or Technical Advisory Committee (such as NJ TRANSIT, NJDOT, etc.). Prior to publicly distributing the RFP, the NJTPA may recommend the Consultant Selection Committee have an opportunity to review and comment on the RFP (allow a minimum of two weeks for their review), along with the criteria that will be used by the committee for the evaluation of each proposal. Once the proposals are received by the subregional project manager, they should be distributed to the committee for evaluation (allow a minimum of two (2) weeks for proposal scoring - additional if interviews are held). This requirement must be built into the overall study schedule.

11. *Consultant Interviews (if applicable):* It is highly recommended that interviews are held with the three highest scoring consultant team(s) prior to selecting a team. Interviews typically consist of a 15-minute presentation by the proposed consultant project manager followed by 15 minutes of questions from the consultant selection committee. It is also recommended that key members of the proposed study team, including representatives of proposed subconsultants, are present.

12. *Consultant Selection Report and Recommendation:* The subregion should follow their own procurement procedures as it relates to consultant recommendation and award. The NJTPA recommends that once a consultant is selected by the Consultant Selection Committee and a final scope of work agreed upon, the subregional project manager shall prepare a selection report or memorandum documenting the rational for the Consultant Selection Committee's recommendation for award. NJTPA can provide guidance on what to include in the memo upon request. A decision to select the recommended consultant shall be made by the subregion's agency head or designated selection authority.

13. *Award of Consultant Contract:* Contracts shall not be awarded to consultants until the NJTPA has issued a Letter to Incur Costs to the subregion for their Subregional Studies Program subcontract, which is contingent upon federal and NJDOT approval of the NJTPA's FY 2023 UPWP and submission of Pre-Award information.

14. *Contract Duration:* The consultant contract must be completed by June 30, 2024, which is the last day to incur costs. Therefore, to meet this deadline, the final report must be submitted by May 31, 2024. This allows sufficient time for finalization of the report and to address any remaining issues prior to the grant deadline.

15. *Quality Control/Assurance:* The subregions must maintain oversight to ensure that their consultant performs in accordance with the terms, conditions and specifications of their contracts. The Consultant Project Manager and the Subregional Project Manager should coordinate frequently to ensure that interim and final deliverables and other products for dissemination to the public or stakeholders are of the highest quality. All written and graphic materials should be reviewed by the consultant before delivery to the subregion for accuracy, clarity, spelling, and grammar. The Subregional Project Manager should return products to the consultant for revision, if necessary. The Subregional Project Manager, in turn, should review consultant products before disseminating them to Technical Advisory Committee members, NJTPA, or the public. The Subregional Project Manager is responsible for the successful completion of the study. The NJTPA is available to provide support as requested.

16. *Press Releases*: The NJTPA welcomes any opportunity to increase public awareness of our various metropolitan planning activities. The Subregional Project Manager shall coordinate any announcement/advertisement of study milestones, such as the study's kick-off, public meeting, or public comment period, with the NJTPA Project Manager. The NJTPA Outreach Division can assist in developing a press release and can advertise events through our traditional and social media outlets, such as our Twitter or Facebook page. The NJTPA requires any press releases developed by a subregion concerning an NJTPA-funded study be shared with the NJTPA Project Manager a minimum of five (5) days in advance of release.

Development and Approval of Study Deliverables

17. *Interim Study Deliverables:* In addition to the final study deliverables, the work plans for the Subregional Studies should provide for interim deliverables, such as the table of contents for the

final report, technical memoranda or preliminary drafts of the final technical report's chapters as the study develops. Interim deliverables should be spaced appropriately throughout the duration of the study to facilitate project management and oversight, and to identify and address gaps and/or challenges to the successful completion of the study as they arise. The subregion retains the right to delay/refuse payment to the consultant should they be dissatisfied with inferior or unacceptable work products, especially products that have not undergone a thorough quality control/quality assurance process that includes grammar and spell-checking and verification of facts/statistics. The NJTPA should be notified as early as possible if this type of problem arises.

18. *Review of Study Deliverables and Required Deliverable Format for Written/Text Deliverables:* All meeting and outreach materials presented the SAC/TAC or public (e.g., meeting agendas, flyers, handouts, display boards, PowerPoint) must be provided in Microsoft Word or other editable format to the NJTPA for review and comment at least two (2) weeks prior to their presentation or release. All draft study deliverables must be provided in Microsoft Word or other editable format to the NJTPA for review and comment at least two (2) weeks prior to their release to the public.

19. *NJTPA Review Process:* All written and graphic products produced by the consultant must be approved by the Subregional Project Manager and the NJTPA Project Manager. Products of an in-house effort also must be reviewed by NJTPA staff. NJTPA staff will provide specific comments through the Track Changes function in Word with additional comments through e-mail. NJTPA staff strive to review and provide consolidated comments on technical memorandum within a two-week timeframe. This is not always feasible, but it is a goal. Final deliverables require additional review time. NJTPA will work with subregions to discuss and address all comments. This is required for all deliverables.

20. *Required Deliverable Format for GIS/Mapping:* GIS (interim and final) datasets and mapping applications are required to be developed and submitted using the metadata standards and file nomenclature documentation procedures described in the NJTPA's EGIS User Manual, specifically Appendix U3 – EGIS Quality Assurance Program. This manual can be found at http://www.njtpa.org/Data-Maps/Maps-GIS-Data/Enterprise-GIS.aspx. These standards are established to assist in the interagency sharing process and to create consistency in the data products published by NJTPA. For any technical questions relating to the NJTPA EGIS standards, please contact Gabrielle Fausel at gfausel@njtpa.org and copy the NJTPA Project Manager.

21. *Funding Streams:* Due to the uncertainty of whether current funding programs will be continued, studies should not identify specific funding programs to be pursued to implement recommendations. It is best to mention common grant programs with potential suitability as resources, or simply identify that local, state and/or federal funding streams will be pursued. Subregions are encouraged to explore multiple funding sources for projects, including local, state, federal and public-private partnerships.

Study Conclusion/Closeout Procedures

22. *Delivery of Draft Report to Steering Advisory Committee or Technical Advisory Committee (SAC or TAC) for Review:* The recommended milestone for delivery of all drafts of the deliverables to the members of the SAC or TAC for their review is March 15, 2024. The subregion should have approved these deliverables prior to their dissemination to the SAC or TAC. The NJTPA project manager may receive the draft documents for review concurrent with the SAC or TAC.

23. *Final Meeting of the Steering Advisory Committee Review or Technical Advisory Committee (SAC or TAC):* The recommended milestone for the final SAC or TAC meeting is March 15, 2024, at which presentation and discussion of the draft study report should occur, to allow time for revisions based on SAC or TAC feedback.

24. *Develop Final Report, Abstract, Executive Summary, PowerPoint presentation and GIS Files:* All draft final deliverables, reflecting all SAC, TAC, stakeholder and/or public input, are requested to be submitted to the NJTPA for review and comment by April 30, 2024. All written reports should follow the guidance provided in the Guidelines for Preparation of NJTPA Reports and Studies report. Due to the number of studies that conclude concurrently, allow two to four weeks for NJTPA review and comment on the Draft Final Report. The Abstract, Executive Summary and PowerPoint should adhere to the following guidance: The primary audience for the abstract is technical professionals. The abstract should briefly and objectively encapsulate the study methodology and need not include specific study recommendations. The Abstract should NOT be repeated in the executive summary. The primary audience for the Executive Summary includes elected officials and the general public. The Executive Summary should begin with a brief section highlighting the major findings or recommendations of the report. This does not necessarily have to be very detailed, but it should quickly let the reader know why this report matters and the key takeaways. Next, it should briefly outline the study's scope of work, the regional significance of this study, stakeholders, public outreach, methodology, relevant data, and summarize study findings, final recommendations and next steps. The PowerPoint presentation should follow the same organizational structure as the Executive Summary, avoid overly wordy slides, and be accompanied by a written script or talking points that may be in the slide notes. All images used in PowerPoint presentation must be of print quality (minimum of 300 dpi at final image size) and provided in electronic form with the final deliverables.

25. *Submit the Final Reconciled Report to NJTPA*: This final reconciled report addresses all prior feedback from subregional and NJTPA staff and includes the final layout of the report. Include on the report cover the NJTPA Logo and a disclaimer statement on the inside cover or the title page of any published report concerning this study. Also, submit GIS files (if applicable), Abstract, Executive Summary, and PowerPoint presentation. The final report, reflecting all reconciled revisions, is due by **May 31, 2024**.

26. *PRIME data entry*: All study findings must be entered into PRIME, the NJTPA's planning information management system containing the final reports and specific findings of all SSP (and other planning) studies. It is the subregional project manager's responsibility to enter study recommendations into PRIME (sometime following the end of the study); however, the subregional project manager may anticipate the need for consultant support for this in the request for proposals. The subregion or consultant will incorporate all study findings, including map features, document attachments and data entries into PRIME per the system's requirements. Full information about PRIME, including PRIME *Quick Start Guide*, Introductory and How-To Videos, FAQs, Glossary and the full *PRIME User Guide* are available at www.njtpa.org/PRIME.

27. *Problem Statements:* Studies that recommend improvements on State roadways may consider submitting a NJDOT Problem Statement to NJDOT. The NJTPA can assist with the preparation of NJDOT Problem Statements and identifying other potential paths for project development.

28. *Final Report Copies*: After the NJTPA review of the final reconciled report, address all final feedback and submit to NJTPA one (1) hard copy of all final deliverables, as well as two (2) electronic copies on CDs (submitted on two separate CDs) of the study's deliverables, which includes final technical

reports and products, the final report, GIS files (if any), the Abstract, Executive Summary and PowerPoint. These deliverables are required for final submission on **June 30, 2024**. Deliverables are not considered final, and the final invoice will not be paid, until the NJTPA edits and comments are reconciled.

SSP QUARTERLY REPORTING EXHIBITS

SAMPLE QUARTERLY PROGRESS REPORT TEMPLATE

<table>
<tr><td colspan="4">

FY 2023 – FY 2024 SUBREGIONAL STUDIES PROGRAM
QUARTERLY PROGRESS REPORT

All text in RED must be updated.

All dates in BLACK are NJTPA deadlines.
</td></tr>
<tr><td colspan="4" align="center">**[SUBREGION]**</td></tr>
<tr><td colspan="4" align="center">**[STUDY TITLE/NAME OF STUDY]**</td></tr>
<tr><td colspan="2">**Reporting Period**</td><td colspan="2" align="center">Quarter xx (Month xx, 202x – Month xx, 202x)</td></tr>
<tr><td colspan="2">**Project Manager**</td><td colspan="2" align="center">[Subregional Project Manager]</td></tr>
<tr><td colspan="2">**In-House and/or Consultant Effort**</td><td colspan="2" align="center">[In-house and/or Consultant Effort]</td></tr>
<tr><td colspan="2">**Consultant DBE/ESBE Goal**</td><td colspan="2" align="center">[Goal % or N.A. if no consultant]</td></tr>
<tr><td colspan="4" align="center">**Budget Status Report**</td></tr>
<tr><td align="center">**Total Budget** *(including local match)*</td><td align="center">**Amount Authorized**</td><td align="center">**Amount Expended to Date**</td><td align="center">**% Expended to Date**</td></tr>
<tr><td>**Federal**</td><td>$</td><td>$</td><td></td></tr>
<tr><td>**Local Match**</td><td>$</td><td>$</td><td></td></tr>
<tr><td>**Total Budget**</td><td>$</td><td>$</td><td align="center">## %</td></tr>
<tr><td>**DBE Participation**</td><td>$</td><td>$</td><td align="center">## %</td></tr>
<tr><td colspan="4" align="center">**Quarterly Reporting Deadlines***</td></tr>
<tr><td align="center">**First Quarter**</td><td align="center">**Second Quarter**</td><td align="center">**Third Quarter**</td><td align="center">**Fourth Quarter**</td></tr>
<tr><td align="center">October 17, 2022</td><td align="center">January 17, 2023</td><td align="center">April 17, 2023</td><td align="center">July 17, 2023</td></tr>
<tr><td align="center">**Fifth Quarter**</td><td align="center">**Sixth Quarter**</td><td align="center">**Seventh Quarter**</td><td align="center">**Eighth/Final Quarter**</td></tr>
<tr><td align="center">October 16, 2023</td><td align="center">January 16, 2024</td><td align="center">April 12, 2024</td><td align="center">July 22, 2024</td></tr>
<tr><td colspan="4">**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.*</td></tr>
</table>

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, 2022, and after June 30, 2024, are not eligible for reimbursement.

Milestone *(Add additional milestones at project start as needed)*	Estimated Completion Date *(Recommended schedule provided in red. Replace with study specific estimated completion dates in black no later than the study kickoff or consultant kickoff meeting.)*	Actual Completion Date *(Update quarterly)*
Authorized Study Start Date	July 1, 2022	July 1, 2022
Kick-off Meeting with NJTPA	July 1 – September 30, 2022	Insert date
Draft RFP to NJTPA	April 1 – July 29, 2022	Insert date
Consultant RFP Issued	July 1 – December 30, 2022	Insert date
Consultant Contract Awarded/Executed	September 1, 2022 – February 1, 2023	Insert date
Kick-off Meeting with Successful Consultant	September 1, 2022 – February 1, 2023	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 11 – March 29, 2024	Insert date
Final TAC/SAC meeting	March 29, 2024	Insert date
Draft Final Report due to NJTPA (This version incorporates all TAC/SAC and subregion comments)	April 30, 2024	Insert date
Reconciled Final Report due to NJTPA. (This version includes all prior feedback from subregional and NJTPA staff and includes final layout.)	May 31, 2024	Insert date
Conclusion of Consultant Contract	June 30, 2024	Insert date
Final Deliverables due, Subregional Sub-Contract & Study Completion Date	June 30, 2024	June 30, 2024

Project Description
[Insert a brief description of the project that was provided in the UPWP.]

Goals and Objectives
[Insert the project's goal and objectives that were provided in the UPWP.]

Progress & Milestones by Task
*Briefly list - by task - all significant progress and milestone events (with dates) completed in the reporting period. All task activities performed **by the Subregion and the consultant** 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.*

Task	Progress & Milestones This Quarter	% Completed to Date
Task 1- Project Management	A consultant kick-off meeting was held on December 13, 2022 (name parties present and agenda discussed).	38%
Task 2A – Outreach and Partnerships	• The County conducted a series of focus group meetings with educators, municipal officials, non-profits and business owners (briefly describe meeting goals and objectives). • A TAC meeting was held on March 29, 2023, to discuss the feedback collected from the focus groups and the results of the consultant's data collection effort. • Report on any project milestones and degree of completion	60%
Task 2B – Data Collection and Review	• The data collection task was completed during this quarter. • The consultant (insert consultant work completed this quarter). • A technical memorandum summarizing all data collected was submitted by the consultant on March 29, 2023 (include if this report is in draft or completion form).	100%
Task 2C – Equity Assessment	• The data was collected, and traditionally underserved populations were identified.	60%
Task 3 – Data Analysis and Mapping	• No work was completed for this task during this quarter. Technical analysis work is scheduled to begin in the fourth quarter.	0%
Task 4 – Study Findings and Recommendations	• No work was completed for this task during this quarter.	0%
Task 5 – Final Report and Final Deliverables	• No work was completed for this task during this quarter.	0%
Total Percent of Study Work Completed to Date		**33%**

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

PROJECT GANTT CHART
Subregional Studies Program Grant Performance Period (July 1, 2022 - June 30, 2024)

	FY 2022	FY 2023				FY 2024				Final Qtr Report
Task # - Description	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	July

Project Management Milestones

Task	Prior Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	5th Qtr	6th Qtr	7th Qtr	8th/Final Qtr	Final Qtr
Authorized Study Start Date		★ July 1, 2022								
Quarterly Reports & Invoices			★	★	★	★	★	★	★	★
RFP Development and Procurement Process	● April 15, 2022									
Kick-Off Meeting with NJTPA		September 15, 2022 ●								
Consultant Contract Awarded/Executed			January 1, 2023 ●							
Kick-Off Meeting with Successful Consultant			January 1, 2023 ●							
Draft Final Report Due to TAC/SAC for Review								March 18, 2024 ●		
Final TAC/SAC meeting								March 29, 2024 ●		
Draft Final Report due to NJTPA (This version incorporates all TAC/SAC and subregion comments)								April 30, 2024 ●		
Reconciled Final Report and all deliverables due to NJTPA									May 31, 2024 ★	
Conclusion of Consultant Contract									June 30, 2024 ★	
Final Deliverables due, Subregional Sub-Contract & Study Completion Date									June 30, 2024 ★	

Study Task Milestones

Task										
Task 1 - Project Management										
Task 2A - Outreach and Partnerships										
Task 2B - Data Collection and Review										
Task 2C - Equity Assessment										
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 NJTPA 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, 2022 and after June 30, 2024 are not eligible for reimbursement.

Legend:
- Latest Milestone Date (Recommended) ●
- Required Deadline ★
- Meeting Date ⊗
- NJTPA Project Management Recommended Schedule |
- Proposed Timeline
- Actual Progression of Work Completed

Study:

Consultant:

Invoice Number:

Invoice Period:

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

-

Task 2B – Data Collection and Review

-

Task 2C – Equity Assessment

-

Task 3 – Data Analysis and Mapping

-

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		
2C	Equity Assessment		
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, 2024. 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