



**SOLICITATION FOR
FY 2026 - FY 2027 SUBREGIONAL STUDIES
(JULY 1, 2025 – JUNE 30, 2027)**

**Issued by the North Jersey Transportation Planning Authority
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SOLICITATION FOR FY 2026 – FY 2027 SUBREGIONAL STUDIES PROGRAM

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INTRODUCTION

The North Jersey Transportation Planning Authority (NJTPA) is soliciting proposals for the FY 2026 – FY 2027 Subregional Studies Program (SSP). This is a competitive program that provides assistance to subregions to refine and develop transportation improvement strategies rooted in the current NJTPA’s Long Range Transportation Plan (LRTP), [Plan 2050: Transportation. People. Opportunity](#). Ultimately, the program aims to generate recommendations ready for further development or implementation consistent with the LRTP. The SSP will only support planning studies undertaken prior to the Concept Development phase of project development.

This solicitation details the application requirements and procedures for obtaining federal funding for eligible studies for the FY 2026 – FY 2027 grant period. **The Subregional Studies Program solicitation is updated for each annual program cycle. Prospective applicants should read this entire solicitation before applying to this program.**

Subregions must develop their proposals in accordance with the program guidelines included in this solicitation and adhere to the following dates:

- July 15, 2024: Thumbnail Sketch Proposals due.
- August 16, 2024: Full Proposals due.
- September 27, 2024: Interviews with the Proposal Selection Committee (PSC).
- Week of October 4, 2024: Notify applicants of selected studies.
- October 21, 2024: Revised proposals due for selected studies.
- November 4, 2024: Additional proposal revisions due to the NJTPA as needed.
- December 2024: Release of Draft FY 2026 Unified Planning Work Program (UPWP).
- February 2025: NJTPA Planning and Economic Development Committee meets to recommend approval of the FY 2026 UPWP. The SSP is Chapter II of the UPWP.
- March 2025: NJTPA Board of Trustees adopts the FY 2026 UPWP.
- July 1, 2025: Subregional Studies begin, with the start of FY 2026.

PROGRAM DESCRIPTION

The Subregional Studies Program (SSP) is a critical element of the NJTPA’s continuous, cooperative, and comprehensive metropolitan planning process. The purpose of the program is to provide technical assistance with corresponding financial resources to subregions and subregional teams, on a competitive basis, to produce studies of important regional transportation issues. Subregions are encouraged to propose studies that complement other planning work within the NJTPA region.

Subregional studies precede the Concept Development phase and the Preliminary Engineering phase of the Transportation Improvement Program (TIP). Recommendations that require further development, and refinement, or that require additional review through the National Environmental Policy Act (NEPA) may be eligible to graduate to the Concept Development stage. Some study recommendations that are easily implemented at the local level, particularly those that involve policy changes, may be developed to a level where they can advance to implementation phases involving appropriate implementing agencies (such as subregions or municipalities).

While studies are led by the subregion, they are conducted in partnership with the NJTPA. This partnership is not just a funding and oversight relationship. The NJTPA staff collaborates with subregional staff, providing data resources, guidance for outreach, and expertise and resources for all aspects of the study. This kind of collegial working relationship between central and subregional staff has been found to enhance the quality of studies while helping meet mandated timeframes and budgets to the benefit of all parties.

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 and reflect USDOT priorities. These studies produce recommendations consistent with the Long-Range Transportation Plan (LRTP), the Congestion Management Process (CMP), other regional and state guidance documents (such as NJ Energy Master Plan, the NJ Global Warming Response Act, 80 by 50 Report, and/or the statewide Strategic Highway Safety Plan) and federal guidance. The federal Infrastructure Investment and Jobs Act, or IIJA (<https://www.whitehouse.gov/build/>), a five year, \$550 billion funding opportunity for transformative transportation initiatives, has a strong focus on equity, addressing climate change, and safety that should also be considered.

Studies should be data driven and involve opportunities for meaningful input from stakeholders and the public. Studies should also involve relevant implementation agencies at the municipal, regional, and state levels, as well as an analysis of existing and future conditions. The study analysis should lead to the identification of potential transportation and/or transportation-related solutions for a particular system or study area.

Proposals that aim to address a perceived problem should include a systematic approach for gathering and analyzing quantitative data and qualitative information to assess the nature and extent of the problem. Studies may result in recommendations to resolve an issue, if warranted. Studies should identify metrics or other performance measures that will allow the NJTPA and future project sponsors to track implementation. Studies should capitalize on opportunities to strengthen relationships between municipalities, counties, and regional and state agencies that lead to coordinated land use planning and transportation project implementation.

Studies selected through this solicitation will be presented to the NJTPA Board of Trustees for approval as part of Chapter II of the FY 2026 UPWP. The NJTPA manages this program in compliance with 2 CFR 200, Federal Uniform Administrative Requirements.

Studies approved under this program must be performed within a two-year period, with consultant support limited to no more than a 12-month duration (from the study start to the delivery of draft final products), or 18-month maximum duration for an in-house study. **All work and consultant contracts must be completed by June 30, 2027, which is the last day to incur costs.** In order for a study to be completed by the June 30th deadline, interim deadlines have been established and are outlined on Page 23. **The most critical deadline for successful study completion April 30, 2027, which is when the draft final report and Executive Summary must be submitted for review and comment.**

The NJTPA works with subregions to manage risk and ensure the delivery of quality studies that are on time and within budget. Subregional efforts for the study typically begin before the two-year contract period due to solicitation and program development needs. This advance time and effort are not reimbursable under this program but may be under the Subregional Transportation Planning (STP)

program. Subregions should consult NJTPA staff to determine if activities conducted to support the study are reimbursable under STP prior to engaging in them. Subregions that fail to meet the programmatic requirements may be unable to receive full reimbursement.

The NJTPA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all interested parties that it will affirmatively ensure that any contract entered into pursuant to this solicitation, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

ELIGIBLE APPLICANTS

This program is an extension of the NJTPA's Subregional Transportation Planning (STP) program, which allows each subregion to carry out essential transportation planning, programming, and administrative activities that support the NJTPA's regional transportation planning efforts. Only NJTPA member subregions are eligible to serve as the study lead and may submit proposals through this program. Proposals can be submitted by subregions individually, or as joint lead with another subregion. Non-member municipalities may partner with a member subregion on a study but may not serve as a study lead.

This solicitation for SSP is issued on an annual basis. Subregions are not eligible to serve as a study lead in consecutive annual program cycles because each program cycle lasts two years and subregions may not lead overlapping studies. Subregions may serve as a project lead for only one study per program cycle. Subregions may partner with another subregion in a non-lead role at any time.

Program funding will be made available through a U.S. Department of Transportation (US DOT) pass-through grant, utilizing Federal Highway Administration (FHWA) funds and/or flexed Federal Transit Administration (FTA) funds (CFDA number 20.205). There is no local match required. However, budgets must show up to 10 percent of subregional staff time allocated to project management. The funding for this time may be part of the study budget, use STP funding or subregional resources, or a combination of these. The award of the pass-through grant is also contingent upon a pre-award evaluation and risk assessment of the subregion, consistent with federal guidelines (2 CFR Chapter I, Chapter II, Part 200, et al.).

ELIGIBLE ACTIVITIES

Planning activities that address regional accessibility and mobility issues are eligible for the SSP. Studies must reflect the goals of Plan 2050 (<https://njtpa.org/Planning/Plans-Guidance/Plan-2050.aspx>) as well as support federal, state, and local guidance documents. While there are several options for planning activities, each study must include components to address equity, access to economic opportunity, air quality, resiliency, and safety, as appropriate.

CONSIDERATIONS IN STUDIES

Planning and Environmental Linkages:

Planning and Environment Linkages (PEL) represents a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. Studies are encouraged to incorporate environmental and community considerations into proposals and to carry these considerations through project development and delivery. Accordingly, planning studies should consider environmental issues such as but not limited to historic resources; threatened, endangered, or rare species; floodplains, wetland, brownfields or environmental hazards; and any special considerations related to the Pinelands or Highlands.

Public Health:

Public health impacts are often related to transportation planning during the decision-making process and can be impacted by air quality or lack of opportunities for active outdoor recreation such as but not limited to safe walking and biking. This is particularly seen in areas that have limited access to open space or outdoor recreational opportunities. These locations may have higher rates of asthma, obesity, diabetes, air pollution, brownfields, food deserts, and/or other health-related conditions. Planning studies should consider these issues when developing study proposals.

Human Services and Age-Friendly Communities:

Similarly, local human services mobility and age-friendly communities should be considered during the development of a study proposal. This allows Subregions to integrate the transportation needs of seniors, low-income populations, veterans, and/or individuals with disabilities into many kinds of studies. This may afford residents greater access to essential services such as health care, nutrition, shopping, physical activity, employment, social engagements, education, and other resources, helping improve the independence and well-being of seniors and people with disabilities. For further guidance, see the [NJTPA Regional Coordinated Human Services Transportation Plan](#).

Studies involving facilities not owned or operated by a Subregion

Should an applicant to this program wish to study potential operational or capital improvements on facilities or systems they do not own or operate, the applicant should contact NJTPA Central Staff, so that the NJTPA can assist in the development of the necessary relationships and appropriate scope of work to ensure a reasonable path to implementation. Studies of facilities not under a subregion's jurisdiction may not be funded if facility owners appear to be unwilling or unable to be committed partners to the study process throughout the study.

EXAMPLES OF ELIGIBLE AND PRIORITY PLANNING ACTIVITIES

The SSP provides flexibility so that subregions may pursue a variety of planning efforts that address critical regional planning needs. Examples of prior studies funded through this program are at <http://www.njtpa.org/Planning/Subregional-Programs/Studies.aspx>. Below are examples, which are not exhaustive, of the types of studies that are generally eligible under this program. Subregions are encouraged to discuss study ideas before or during the thumbnail submission phase of the application process (June-July).

In response to local competitive funding opportunities available through the Infrastructure Investment and Jobs Act (IIJA) and other funding opportunities, and to support strong applications, **local electric vehicle plans are highlighted below as a priority activity and are strongly encouraged.** Study proposals for this activity will be given priority in the competitive study selection process, provided that all other program requirements are met. See build.gov and <https://njtpa.org/IIJA.aspx> for additional information on the IIJA.

Priority Planning Activity:

Electric Vehicle (EV) Readiness Planning

Subregions may conduct EV Readiness Planning to support the current usage and future adoption of electric vehicles. This is a priority because of the urgent need to reduce greenhouse gas emissions from the transportation sector and improve air quality.

Readiness Planning should explore existing conditions related to EV charging and usage, opportunities for improvement, and partnerships to increase adoption. Planning should also include good education and outreach. Proposals should pay close attention and prioritize access to charging within existing multi-family dwelling units, areas without off-street parking, and overburdened communities. Proposals could also include information about electrifying fleets.

Subregional EV Readiness Planning should align with the State's EV goals as outlined in the 2020 EV Law, [NJ Global Warming Response Act 80x50 Report](#) and its [National Electric Vehicle Infrastructure \(NEVI\)](#) deployment planning efforts.

To learn more about critical aspects of EV readiness planning, tools and resources, and examples of projects and plans, visit the Department of Energy's Alternative Fuels Data Center [Electric Vehicle Readiness page](#). To learn more about EVs in New Jersey visit NJDEP's [Drive Green webpage](#), and to learn more about other information resources such as ways to support EV adoption, and data about EVs in the region, visit NJTPA's [EV Resources Hub Site](#).

Additional Examples of Eligible Planning Activities

1. Advancement of a Recommendation from a Previously Completed Study

Subregions may advance transportation related recommendations from a study previously completed by the NJTPA, the subregion, or another entity. Advancement of transportation-related recommendations from the Subregional Studies Program, the [Together North Jersey \(TNJ\) Regional Plan](#), the NJTPA Accessibility and Mobility Strategy Synthesis (the CMP analysis), and from local studies are particularly encouraged. In addition to the NJTPA, subregion and partner agency websites where study documents can be accessed, the NJTPA [PRIME](#) system is a resource for identifying prior planning studies and findings. More information about each of these resources can be found in the Resources for Studies section in Appendix F.

Advancement can consist of additional data gathering and analysis; additional public or stakeholder engagement; refinement of goals, objectives, strategies, and actions; order of magnitude cost estimating; determination of responsible entities to advance implementation; and coordination with state, county, regional, and municipal partners.

2. Safety Planning

Subregions may conduct data-driven analysis or planning efforts that integrate an interdisciplinary approach to reduce the frequency and severity of crashes for all modes and that contribute towards helping New Jersey realize its Towards Zero Deaths goal. Subregions may do additional, supplemental planning or undertake demonstration projects to supplement Local Safety Action Plans, which are being developed throughout New Jersey to implement a Safe System Approach and for eligibility for potential grants through the Safe Streets and Roads for All grant opportunity. See <https://www.transportation.gov/SS4A> for more information on SS4A.

Studies that address safety must also address the emphasis areas in the 2020 [New Jersey Strategic Highway Safety Plan](#).

Sample SSP Studies:

- [Somerset County Roadway Corridor Safety Analysis Study](#)

3. Transportation Plan

Counties may produce or update the Transportation/Mobility Element of their County Master Plan, pursuant to the County Planning Act (N.J.S.A. 40:27-1 et seq). The Cities of Newark and Jersey City may also create transportation or circulation plans in accordance with the Municipal Land Use Law. N.J.S.A. 40:55D-28 et seq.

Subregions may also develop jurisdiction-wide or corridor-specific freight/goods movement plans and bicycle and pedestrian plans (including micro-mobility) through this program.

Sample SSP Studies:

- [Warren County Transportation Plan](#)
- [Morris County Circulation Plan](#)
- [Newark Downtown Circulation Study](#)

4. Multimodal Corridor Studies

Subregions may conduct multi-modal corridor studies to evaluate transportation needs and opportunities that affect access and mobility along specific travel corridors. It is preferable that subregional studies focus on the road network and transit operations under the subregion's jurisdiction; however, opportunities to analyze origin-destination connectivity with the NJDOT on state facilities or transit-supportive roadway improvements with NJ TRANSIT may also be suitable, if roadway owners or transit operators concur. Objectives may focus on network performance such as travel time reliability and roadway conditions, or more specific local issues such as pedestrian, bicyclist, other micro-mobility or motorist access; safety; complete streets; transit access; goods movement; intelligent transportation systems; or other relevant aspects of the transportation network.

Corridor studies should include significant participation from host municipalities to explore, analyze, and recommend multi-modal solutions in context with their land use and built environment. Where

possible, a context-sensitive focus that considers the types of places (e.g., urban, suburban, rural), populations served (e.g., disadvantaged communities), and travel needs (e.g., employment, recreational) should be incorporated.

Sample SSP Studies:

- [Hudson County Ferry Service Expansion Study](#)
- [Paterson – Newark Transit Market Study](#)

5. Transit Station Area Planning

Studies that promote transit ridership and completion of intermodal transit links (i.e. links between bus and rail) are strongly encouraged. Subregions may conduct a study that brings together state agencies, regional entities, transit providers, county agencies, and municipalities to facilitate or enhance mobility around transit facilities, including commuter rail, PATH, light rail stations, major bus facilities, or ferry terminals. Station area planning should include an analysis of sustainability, land use, development, and redevelopment opportunities. Through Together North Jersey, a [Workshop and Guidebook on Developing Transit Hubs](#) was developed in 2019 and [NJ TRANSIT's Transit Friendly Planning Guide](#) can assist with framing this analysis.

Sample SSP Studies:

- [Essex County Freeway Drive and Station Area Safety and Public Realm Study](#)

6. Access to Economic Development Opportunities

Subregions may conduct a planning effort that seeks to identify potential mobility improvements that would increase or improve access to locations where economic development or redevelopment is underway or that are identified for economic development in subregional master plans or Comprehensive Economic Development Strategies (CEDS). The focus should be on locations where opportunities exist for mixed-use, walkable, transit-supportive communities; redeveloped brownfields or greyfields; reuse of underutilized or outdated suburban office campuses/parks; or for context-sensitive, freight-intensive industrial development. Subregions may also propose studies that increase access to opportunities for disadvantaged communities.

Sample SSP Studies:

- [Supporting Priority Investment in Somerset County, Phase III](#)

7. Resilience and Climate Change

Subregions may develop studies that improve the resiliency of the surface transportation system enabling communities to address impacts from climate change including sea level rise, flooding, wildfires, extreme weather events and other natural disasters. Studies should include identifying climate change risks, impacts and community vulnerabilities. Studies may focus on a specific vulnerable infrastructure or may look at a specific risk factor, such as stormwater flooding, throughout the study area.

Studies may also identify and make recommendations for the safety of vulnerable populations, including the elderly, very young, people with disabilities, the economically vulnerable, and those who may be linguistically isolated. Studies may identify economic impacts and should seek to quantify risks. In addition to producing capital or operational recommendations, these studies may include emergency management strategies and evacuation planning.

Studies should consider the latest research and may expand on the NJTPA's [Passaic River Basin Climate Resilience Planning Study](#) or other adaptation studies that focus on sound planning and information to prepare for severe events. Studies to address resiliency may include scenario modeling and planning, hazard mitigation planning, or green infrastructure planning. Studies should attempt to align with the recommendations found in New Jersey's [Climate Change Resilience Strategy](#).

Sample SSP Studies:

- [Passaic County Green Infrastructure Plan](#)

8. Comprehensive Complete Streets Policy Implementation Plans

Studies that develop comprehensive Complete Streets policies and implementation plans are strongly encouraged. Complete Streets policies provide for the needs of all users of the street including motorists, bicyclists, pedestrians, transit vehicles and riders, and freight. Policy implementation plans may include preparation of Complete Streets checklists to institutionalize implementation of Complete Streets elements at all phases of project development. Additionally, policy implementation plans may include specific strategies, such as: identifying specific streets or corridors for on-road bicycle lanes and/or for off-street bicycle paths; updating ordinances; identifying locations for bicycle parking; identifying gaps in pedestrian facilities; identifying locations for bus supportive facilities such as bus priority treatments or extended curbs for bus platforms; and consideration of freight mobility and access to local destinations.

Sample SSP Studies:

- [The John F. Kennedy Boulevard Corridor Study – Hudson County](#)

9. Transportation Demand Management or Travel Demand Management (TDM)

Subregions may conduct studies that identify coordinated approaches to reduce travel demand or redistribute travel demand. Travel Demand Management (TDM) seeks to increase traveler choices and help people meet their travel needs while reducing the negative impacts of single-occupant vehicle (SOV) travel on air quality, congestion, delay, safety, and accessibility. A diverse array of strategies may be considered, including area-wide public information campaigns, individualized trip planning, ridesharing, parking management, and support for walking and bicycling. Transit-related strategies may include transit fare subsidies, improvements in transit information and end-of-trip facilities, and first and last mile connections to transit by shuttle, shared ride, or micro-mobility. Workplace-oriented strategies may address alternative work schedules, telework, parking management, and transit-related strategies. TDM plans should also consider how technology can contribute towards reaching TDM goals. Coordination with the area Transportation Management

Association (TMA) and other local public and private stakeholders will support successful identification of practical recommendations.

Sample SSP Study:

- [Monmouth County Tourism and Event Travel Demand Management Study](#)

10. Goods Movement

Subregions may conduct studies that identify needs, opportunities, and challenges related to the movement of goods into, from and through the subregion, particularly studies that advance specific goods movement strategies identified in the LRTP or the statewide Freight Master Plan. Studies may look at how to better connect the various modes (truck, rail, water, and air) as well as to identify links between goods movement, local deliveries, warehousing, and economic development. Studies must also evaluate neighborhood impacts from freight related industries and offer recommendations to mitigate negative impacts.

Sample SSP Studies:

- [Hudson County Truck Routes Assessment](#)
- [Southern Middlesex County Freight Movement Study](#)
- [Monmouth County Moving Mindfully](#)
- [Union County Truck Mobility Study](#)

INELIGIBLE ACTIVITIES

To ensure that planning studies conducted through this program meet all federal guidance and requirements, including the FHWA's Cradle-to-Grave planning/project development processes, the FTA's Project Development processes and the National Environmental Policy Act, and that recommendations generated through this program can be reasonably implemented, certain activities may not be conducted through this program. Studies cannot be undertaken that expand the highway or transit network to serve areas of the region that are environmentally protected, or undeveloped, or that would direct development to, or facilitate development in, areas of the region where such development would facilitate or generate significant vehicle miles traveled. In addition, phases of work beyond a planning study are not allowed as outlined below.

1. Project Development

Project development beyond the identification of a potential solution is ineligible for reimbursement through this program. NJTPA staff will continue to assist subregions in identifying opportunities to fund and advance study recommendations through municipal, county, and state project development pipelines.

One example of a potential pathway to implementation is the NJTPA Local Capital Project Delivery (LCPD) Program. This program provides a clear and consistent process for project scoping, environmental clearance, engineering design, right of way acquisition, and construction. The LCPD incorporates Concept Development and Engineering. Other programs for potential implementation,

depending on the findings and recommendations, are the Congestion Mitigation and Air Quality Program (CMAQ), Safe Routes to School (SR2S), or through county or municipal programs.

2. Studies that are unrelated to the goals and priorities of the Long Range Transportation Plan. Studies must address the goals and priorities of the LRTP on a local level and must be primarily focused on transportation.
3. Studies without Partner Participation

Proposed activities that **do not** have the support or participation of anticipated implementing agencies are ineligible for this program. Letters or emails of support for the study generally indicate partner participation.

EMPHASIS AREAS

Subregional Studies must address one or more of each of the following federal, state, and regional emphasis areas and/or planning priorities: the goals of the LRTP; the Regional Capital Investment Strategy (RCIS) principles; Federal Planning Emphasis areas and NJ DOT MPO Transportation Priorities. Applicants are also encouraged to address one or more of the non-mandatory emphasis areas or planning priorities, where applicable.

1. [NJTPA Long Range Transportation Plan, Plan 2050: People, Transportation, Opportunity \(Required\)](#)

Federal regulations require that NJTPA-funded planning efforts advance the goals and strategies found in Plan 2050. Proposals must be specific in how they address them.

The LRTP goals are as follows:

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

2. [Regional Capital Investment Strategy](#) (Required)

Subregional studies must advance one or more of the nine investment principles of the RCIS, and proposals must specifically identify which RCIS principle is advanced by the study. More information about the RCIS, including investment guidelines may be found in the [RCIS policy document](#).

The RCIS investment principles are as follows:

- **Help the Region Grow Wisely:** Transportation investments should encourage economic growth while protecting the environment and minimizing sprawl in accordance with the State Development and Redevelopment Plan, Energy Master Plan, and Greenhouse Gas Plan.
- **Make Travel Safer:** Improving safety and security should be explicitly incorporated in the planning, design, and implementation of all investments.
- **Fix it First:** The existing transportation system requires large expenditures for maintenance, preservation and repair, and its stewardship should be the region's highest priority.
- **Expand Public Transit:** Investment to improve the region's extensive transit network should be a high priority, including strategic expansions to increase capacity and serve new markets.
- **Improve Roads but Add Few:** Road investments should focus on making the existing system work better, and road expansion should be very limited without compromising the tremendous accessibility provided by the existing highway system.
- **Move Freight More Efficiently:** Investments should be made to improve the efficiency of goods movement because of its importance to the region's economy and quality of life.
- **Manage Incidents and Apply Transportation Technology:** Investments should be made to transportation systems management and operations to improve information flow, operational coordination, energy use, and other technological advances that can make the transportation system work smarter and more efficiently.
- **Support Walking and Bicycling:** All transportation projects should promote walking and bicycling wherever possible.
- **Increase Regional Resiliency:** Investments should be made to mitigate risks associated with climate change, extreme weather, homeland security, and other threats. Investments should consider the criticality of infrastructure, vulnerability, and level of risk.

3. [2019 NJ Energy Master Plan](#) (Optional)

New Jersey adopted a statewide clean energy plan with a focus on shifting away from energy production that contributes to climate change. The [Energy Master Plan](#) outlines seven key strategies to reach the goals of 100 percent clean energy and 80 percent emission reductions from 2006 levels by 2050. New Jersey also prepared [the Global Warming Response Act \(GWRA\) 80x50 Report](#) in response to the mandate in the GWRA to reduce New Jersey's greenhouse gas emissions by 80 percent from their 2006 levels by 2050. The report provides guidance, policies, and regulatory and legislative recommendations to meet the State's GHG emission reduction goals. The Energy Master Plan and 80x50 report encourage electric vehicle adoption, electrifying transportation systems, leveraging technology to reduce emissions and miles traveled, and prioritizing clean transportation options.

4. National and Regional Performance Measures (Optional)

Tied to the required emphasis areas, the NJTPA and partner agencies use national performance measures and associated regional and state targets to focus planning and programming toward national transportation goals.

In addition, numerous regional performance measures beyond those federally required are also routinely monitored by the NJTPA, recognizing that the mandated national measures only tell part of the story of transportation in the region. These relate to areas such as livability, equity, the natural environment and resilience, economic prosperity, and land use.

Subregions are strongly encouraged to identify pertinent national and/or regional performance measures in studies, and to indicate how study recommendations would be anticipated to address established measures and targets. Measures and targets appropriate for use or reference in studies can be found at:

- [NJTPA Regional Performance measures](#)
- [NJTPA targets for national performance measures](#)

SUBREGIONAL STUDIES PROPOSAL SUBMISSION REQUIREMENTS

Subregions should develop their proposals in accordance with the program guidelines included in this solicitation (See **Appendix I**). Each submission should adhere to the SSP Solicitation and Approval Timeline (attached in **Appendix A**), and be drafted using the NJTPA's standard templates, where applicable.

1. THUMBNAIL SKETCH PROPOSAL

The Thumbnail Sketch Proposal is required and provides a description of the idea for a potential study. The intent of the thumbnail process is to screen potential studies for feasibility, and eligibility, and, if applicable, to provide guidance and dialogue about the study concept. It is also an important first step to begin the necessary coordination with possible implementing agencies to solicit their support and active participation.

Subregions are encouraged to submit Thumbnail Sketch Proposals as soon as possible to the NJTPA. Prior to Thumbnail submission, **subregions are encouraged to meet with the NJTPA Central Staff virtually to discuss any study ideas.**

Thumbnail Sketch Proposals may be prepared either using the Thumbnail Template **Appendix B1** or as an e-mail or e-mail attachment no longer than two (2) pages in length that provides the required content described below. Thumbnails are evaluated based on clarity of project description, relevance to the program goals and subregions' past performance.

Required Contents of Thumbnail Sketch Proposal

I. Project Management

- A. Subregional Project Manager name and title. First-time SSP Project Managers must include a statement of qualifications or a resume.
- B. List the agencies and municipalities who are the controlling entity or entities for potentially affected infrastructure and from whom letters of support and intent to participate will be required for the full proposal.
- C. Outline how funding is anticipated to be allocated (ie, to consultant support and/or subregional staff). Between five and 10 percent of the study budget must be allocated to subregional staff for project management. Indicate if this is anticipated to use SSP, STP, or other resources to support this.

II. Abstract

- A. The abstract should concisely summarize the main idea and desired outcomes of the proposed study in one to two sentences maximum.
- B. The abstract is not required for the Full Proposal.

III. Study Description (1 to 2 pages)

- A. Regional Need

- a) Briefly discuss how the proposed study addresses a regional need.
- b) Indicate which LRTP goal(s), RCIS principle(s), Federal Planning Emphasis area(s), and NJDOT MPO priorities are related to the study.

B. Subregional Need

Briefly describe the problem to be addressed, citing some relevant data as appropriate. If applicable, include photos or a map of the study area.

C. Study Goals and Objectives

Briefly describe the study goals and objectives.

D. Methodology

Briefly describe the proposed methodology for conducting the study by listing the proposed tasks such as Needs Assessment (e.g., collaboration through SAC or TAC, public outreach, visioning, goal setting, and/or data collection), Data Analysis, and development of Recommendations. Subregions are encouraged, where possible, to seek out and apply best practices from similar studies conducted in the region or elsewhere.

E. Stakeholder and Public Outreach

Studies require the formation of a Steering Committee or a Technical Advisory Committee and public outreach. Indicate who it will be important to have feedback from, and how feedback may be obtained (SAC, TAC, focus groups, public meetings, survey, etc.)

F. Related Prior Work and Future Work

Provide a description of related prior work and funding source(s). Provide information about anticipated future work and funding source(s). Subregions are encouraged to search the PRIME database for relevant previous studies and recommendations.

G. Deliverables

This section should clearly outline the expected products for the study.

2. FULL PROPOSAL

Once the thumbnail screening process has been completed, applicants with eligible studies will be invited to submit a Full Proposal, which should be completed using the NJTPA's template document provided in **Appendix B2**. This template can and should be adjusted to each study's need but should include each of the elements in the template. Proposals will be reviewed based on the proposal evaluation criteria laid out in **Appendix H**. This Full Proposal is a subregion's formal application to the Subregional Studies Program. Applicants should review **Appendix I**, Subregional Studies Program Guidelines, for information about required deadlines, processes, and project management.

There is a requirement to provide a brief justification for the proposed budget and an outline of a community's demographic profile.

Subregions are required to submit the RFP template and documented process for procurement professional services in their subregion with their study proposal. This will facilitate the required review of the content of the RFP while the proposed study description (which becomes the basis for the RFP) is being finalized. NJTPA staff can then address some of the content of the RFP template earlier in the process and potentially reduce review time needed later in the process.

Required Content of Full Proposal

I. Project Information

- A. **One paragraph** description of the study
- B. **One paragraph** describing how the study addresses a regional need
- C. **One paragraph** justifying how the study budget was determined. A spreadsheet that illustrates the methodology may be included but is not required.

II. Study Scope of Work

A. Introduction

1. Study Background

- a. Description of how this study addresses a subregional need
- b. Study area community profile

The profile includes a brief summary of the communities within the study area, with identification of communities of special concern due to their Title VI and EJ identification. These populations include minority, low-income, foreign born, Limited English Proficiency (LEP) and any clusters of other vulnerable groups such as the elderly or disabled, or other underserved groups relevant to the study. This description is informed by data available on the NJTPA website or by a recent analysis from a previous study. (The NJTPA staff can provide this data at the request of the subregion.) The purpose of the community profile is to include this preliminary analysis to inform the tasks developed in the Study Methodology below. The Equity Assessment (under Task 2, section c) will be conducted during the study.

The purpose of the community profile is to identify the different underserved populations that reside in the study area or who may be impacted by study recommendations. This early identification allows subregion staff and/or consultants conducting the study to allocate sufficient resources for outreach and to consider the needs of the populations in the study process and recommendations at the outset.

The NJTPA has a data analysis tool (njtpa.org/equity-tool) to assist with creating a community profile. Please contact Gabrielle Fausel at gfausel@njtpa.org with any questions or to request support in using the tool. Requests for assistance should be made at least two weeks before the full proposal submission deadline. Requests made after that time may not be able to be accommodated by the submission date.

The community profile is distinct and separate from the equity assessment, which is conducted during the study (by either the subregion or consultant) and results in identifying and conducting appropriate outreach to these communities and an evaluation of impacts and benefits of the recommendations in relation to these vulnerable groups. Additional equity resources are available at njtpa.org/equity.

2. Study Goals

Study goals should represent desired outcomes from the study process and recommendations. They should not be study tasks. For example, “conduct broad based outreach” is a task, not a goal, while “gather and utilize input from study area residents, including the large community of Limited English Proficient residents in the study area” is a goal.

B. Study Methodology

The outline provided below lists the typical tasks to be completed and a description of the deliverables. For each task, provide a detailed description of the work to be performed by the subregional staff and the consultant (if applicable), including detailed deliverables for each. The methodology should include how equity will be considered at various stages of the study, including how outreach will include traditionally disadvantaged or vulnerable populations and how recommendations will be considered through an equity lens.

Below is an example of some typical study tasks and suggested guidelines to follow when preparing the proposal. Study proposals can use this as guidance and should develop tasks and anticipated deliverables to meet the goals and objectives of the proposed study. Sample language for selecting tasks is provided in **Appendix B3**.

For studies to be conducted with consultant support, to the extent feasible, proposal tasks should be written and formatted as they will appear in the Requests for Proposals (RFP). Studies to be conducted in-house should contain similar details. The task descriptions should contain sufficient detail to clearly indicate the level of anticipated effort and the expected outcomes of the proposed work to be performed.

Task 1: Project Management [see sample language in Appendix B3]

Describe expected consultant and subregional roles; outline regular project management meetings (virtual and in person); etc. Project management meetings with, at minimum, the subregional project manager and consultant project manager (if a consultant is used) must be held at least every two weeks. Bi-weekly meetings are also

required between the subregion and the NJTPA. It is strongly encouraged that these two sets of meetings be combined. This task can also highlight the Subregional Project Manager's overall responsibilities for project management activities such as keeping the project on schedule, reviewing, and commenting on all consultant products, participating in outreach advertisement and events, and resolving any study issues. (See Page 60 concerning Subregional Project Manager responsibilities.) This task cannot account for more than 10 percent of the total study budget and time.

Deliverables (list desired deliverables, as applicable)

The Subregion:

The Consultant:

Task 2: Needs Assessment [See sample language in Appendix B3]

Specify the desired needs assessment methodology to be followed. The elements below are typically included in Needs Assessment.

- a) **Outreach and Partnerships** – Input from a broad range of stakeholders and the public is an important and required element. Broad-based, thoughtful input strengthens study recommendations and outcomes. See the [NJTPA Public Engagement Plan \(PEP\)](#).
- b) **Data Collection and Review** – This will include an analysis of past study recommendations, the collection and review of data to support assessment and analysis, as well as equity-related data.
- c) **Equity Assessment** – The study will include data on the traditionally underserved communities in the study area and any areas of focus related to equity, Title VI and EJ. An equity assessment will be conducted following the guidance available on the NJTPA website and available in Appendix B3. The proposed study should include strategies and tools that will be used in the study to conduct outreach to these populations and how impacts/recommendations will be measured and identified to avoid inequities. (This assessment will update and refine the community profile submitted at the proposal phase.)

Deliverables

The Subregion:

The Consultant:

Task 3: Data Analysis and Mapping

Specify the desired data analysis and mapping methodology to be followed. See **Appendix F** for resources that are readily available.

Data analysis and mapping should be conducted using recent and relevant data that brings a solid, data driven foundation for recommendations. Data and analysis should

not be done in a “black box”, which makes meaningful understanding of results obscure, and should utilize common analysis frameworks where possible. This analysis compliments and supports input gathered from stakeholders and public outreach.

Deliverables

The Subregion:

The Consultant:

Task 4: Study Findings and Recommendations

Specify the work to identify and report on findings and recommendations. The deliverables must include a matrix of recommended action items that, at a minimum, provides order of magnitude costs, time frames, and identification of potential responsible agencies. Recommendations should also include an evaluation of impacts and benefits in relation to the populations identified in the equity assessment. Findings and recommendations may include infrastructure, policy, and behavioral actions.

Deliverables

The Subregion:

The Consultant:

Task 5: Final Report and Final Deliverables [See sample language in Appendix B3]

The final report must include an outline or table of contents that, at a minimum, addresses the following: an executive summary, introduction, methodology, needs assessment, analysis, findings and conclusions, recommendations, and an implementation plan that includes a matrix of recommended action items.

In addition, all SSP studies must produce a summary PowerPoint presentation that can be used by subregional or NJTPA staff as needed.

Once the Subregional Study is completed, all findings must be entered into PRIME, the NJTPA’s interactive online database that organizes study results as a series of records that are categorized and mapped through a user-friendly interface, and makes them searchable to subregional, NJTPA and partner agency planners, engineers, and other transportation professionals. PRIME also features reporting tools for interagency collaboration and further project scoping and development. Full information about PRIME is available at www.njtpa.org/PRIME. In addition, NJTPA PRIME team staff are available to provide training and guidance to subregions or their consultants upon request. PRIME entry may be accomplished by the consultants, if time permits, or by subregional staff using STP funding. Subregional staff PRIME entry must be completed by September 30, 2027.

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

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

Deliverables

The Subregion:

The Consultant:

III. Full Proposal Attachments (Required at the time of full proposal submission)

- Commitment Letter and local staff commitment

Subregions must provide a commitment letter from the applicant subregion’s executive, mayor, or administrator to demonstrate that sufficient subregional staff resources are available and will be dedicated to managing a consultant and/or to conduct the study in house. This staff time will also be reflected in the budget, as described previously, and can be up to 10 percent of the study.

- SSP Study Project Schedule

Project duration should be planned to a maximum of 24 months to include RFP development and procurement. **Consultant efforts may not exceed a 12-month duration (from the study start to the delivery of final products), or 18-month maximum for an in-house study.** Tasks should be planned in monthly increments. To maximize the timeframe provided for the study, please ensure ample time is allotted for the Subregion’s procurement process, including items such as but not limited to County Commissioner or City Council approval, Legal Department review, and/or consultant interviews. Subregions are encouraged to develop and submit their RFPs for review before July 1, 2025. This work can be charged to the STP work program.

Study schedules should allow time for:

- RFP development and study initiation;
- The subregion’s consultant procurement and the consultant selection process. To ensure the study’s successful completion within the parameters of the grant’s requirements, the NJTPA strongly recommends that the consultant contract (or in-house work if there is no consultant) begin no later than January 2026;
- NJTPA review, comment, and revision of all interim and final deliverables, public/stakeholder/steering committee presentation materials, and media advisories (two-week review minimum);

- Stakeholder and steering or technical advisory committee meetings, which should be concluded no later than March 31, 2027;
- Public meetings, which should be concluded no later than May 15, 2027;
- A draft final report or at a minimum, draft study recommendations, should be delivered to the TAC/SAC for review no later than March 14, 2027;
- A draft final report to be delivered to the NJTPA no later than the week of April 30, 2027, for review that addresses comments from the subregion, TAC or SAC, stakeholders, and the public (if appropriate); and
- A reconciled final report that addresses all prior comments and other deliverables due to the NJTPA no later than May 31, 2027, to allow time for final review and correction prior to the close of the study program cycle on June 30, 2027.

Subregions may use the SSP Study Schedule Template (**Appendix E**) for a schedule that incorporates all these elements or may use another format, provided it has all required milestones.

Extensions are not permitted in the Subregional Studies Program; all work must be completed within the grant program’s two-year timeframe. Consultant contracts and in-house efforts must be completed by June 30, 2027, which is the last day to incur costs. This means that all subregional and NJTPA comments have been appropriately addressed in draft products and accepted by the subregion and the NJTPA and that all products are received and reviewed by the subregion and the NJTPA. **Interim deadlines (such as submission of the draft final report the week of April 30) have been established and must be met in order to complete all work and review by June 30.**

The NJTPA encourages subregions to begin preparing their RFP as soon as the Board of Trustees has approved the FY 2026 – FY 2027 Subregional Studies Program as part of Chapter II of the UPWP, anticipated in March 2025. RFPs should be ready for advertisement as soon as possible and can be issued prior to July 1, 2025, although contracts cannot be awarded until July 1, 2025, at the earliest. **Subregions are encouraged to begin working on the RFP during the first six months of calendar year 2025 (before the start of FY 2026) and should strive to submit a draft RFP for NJTPA review as early as possible.** STP funds may be used to support staff developing RFPs prior to the start of FY 2026. All draft RFPs should be submitted to the NJTPA no later than September 30, 2025. The RFP content must be approved by both the subregion and the NJTPA prior to issuance. Subregions should be aware that the timeframe needed for the NJTPA review is dependent on the completion and clarity of the RFP submitted by the subregion. A well-crafted RFP can be expected to be reviewed within eight weeks.

A consultant supported study will be considered at risk should a draft RFP not be submitted to the NJTPA for review by November 29, 2025, or not advertised by January 30, 2026. In-house efforts are also considered at-risk if work has not begun by January 30, 2026. **Studies may be terminated or postponed to a future fiscal year at this or any time prior to the initiation of a consultant contract, at the discretion of the NJTPA program manager, if the study is not on a path to successfully conclude on time, within budget and with a satisfactory work product.**

- Budget Plan

Using the NJTPA's Sample Budget Plan Form in **Appendix C**, develop a line-item budget for the study including direct and indirect labor and expenses, consultant costs and study budget total. A list of budget items to be considered can be found in the NJTPA's Procedures for Procurement for Professional Services for additional consultant budgeting information ([Procurement Guidance | NJTPA | North Jersey Transportation Planning Authority](#)). The requested budget must not exceed the two-year program duration. Project management cannot exceed 10 percent of the overall budget.

Subregions should be able to justify the reasonableness of the proposed budget. This justification can be based on previous, similar studies, or on other discussions. This has been requested by the NJTPA's sponsoring agencies. This justification should be included on page 1 of the full study proposal.

Fringe Benefits and Indirect Cost Allocation budget line items are optional and should be used only if the applicant intends to have fringe rates (including calculation of leave time -i.e., holidays, vacation, and sick days - against workdays), and/or a certified Indirect Cost Allocation Plan submitted for review and approval by the NJTPA.

- Staffing Plan

The NJTPA's Staffing Plan Form, **Appendix D**, provides a breakdown of the total subregional staff time and consultant time required for each task outlined in the proposed scope of work. All applicants must demonstrate their ability to manage and conduct the study with sufficient commitment to subregional staff resources to perform proposed in-house study activities and/or to manage a consultant team. The staffing plan must also identify the staff who will be involved in the study, including their titles and time commitment to the study. **This should account for time on other Subregional Pass-through Program grants administered by this office** (i.e., the STP Program). The combination of the two programs cannot exceed more than 100 percent of each staff member's time.

- Subregional Project Manager's resume/bio or statement of qualifications

Attach a statement of qualifications, and/or a resume, for the Subregional Project Manager leading the study, if this is the Project Manager's first SSP. If the Project Manager has previously led an SSP study, this requirement is waived.

- Documentation from Implementing Agencies

Subregions are required to contact municipalities or agencies who are owners of facilities to be studied or whose facilities may be impacted by the study.

A. Letters of support are required from municipalities when they have facilities that may be impacted by the proposed study. Letters must be provided at the time of submission of the full proposal, and must include the following elements:

- Study Name
- Language that describes the purpose and intent of the proposed study.

- Commitment to municipal participation in the study process, such as service on a Steering Committee or Technical Advisory Committee.
- Signature by the Mayor or city/borough/town administrator.

A sample participation request letter to be sent by subregions to municipalities or agencies is provided in **Appendix G1** and a sample Letter of Support and Intent to Participate to be sent in response by a municipality, agency, or other entity is provided in **Appendix G2**.

- B. For any studies under the jurisdiction of the New Jersey Sports and Exposition Authority or the New Jersey Highlands Council, written endorsement of the study must be provided at the time of submission of the full proposal. The sample letters noted above can also be used for these entities.
 - C. For any studies that impact state roads or transit systems or facilities, written endorsement of the study from the NJ Department of Transportation, NJ TRANSIT, Port Authority of New York and New Jersey, or other facility/right-of-way owners must be provided with the Full Proposal. The sample letters noted above can also be used for these entities.
- Documented Procurement Process for Professional Services and RFP Template

3. How to Apply

A. Thumbnail Sketch Proposal

Submit a Thumbnail Sketch Proposal in MS Word file via email by the thumbnail submission deadline of **July 15, 2024**.

B. Full Proposal

Once invited to submit a Full Proposal, send an MS Word file via email by the full proposal submission deadline of **August 16, 2024**.

C. Program Manager Contact Information

All thumbnail and full proposals, and program inquiries, should be directed to:

William Long, Principal Planner
NJTPA
One Newark Center, 17th Floor
Newark, NJ 07102
Email: wlong@njtpa.org
Phone: (973) 639-8433

SUBREGIONAL STUDY PROPOSAL EVALUATION

1. Screening of Thumbnail Sketch Proposals

The NJTPA will screen all Thumbnail Sketch Proposals received and notify applicants of the proposed study's eligibility for the program prior to proceeding with the development of the Full Proposal. The Thumbnail Sketch Proposals will be reviewed for compliance with the program guidelines. The proposed studies will be screened for feasibility, eligibility and, if applicable, necessary coordination with possible stakeholders and implementing agencies. **During this screening process, consideration will also be given to the applicant's staffing capabilities and adherence to program guidelines and requirements, including past project performance of on-time delivery of progress reports, and interim and final products.**

2. Proposal Evaluation and Scoring

A Proposal Selection Committee will be formed to evaluate the Full Proposal submissions. The Selection Committee will be comprised of representatives from the Regional Transportation Advisory Committee (RTAC), NJTPA Central Staff, NJDOT, and NJ TRANSIT. The RTAC representatives shall be limited to representatives from subregions that are not applying to the Subregional Studies Program in the current program cycle. Members of this committee will review Full Proposals and may request field visits, if necessary. **Applicant interviews are required and will take place virtually on September 27, 2024.**

Scoring will be based on how clearly and completely the applicant responds to the information requested in the Required Proposal Elements and Subregional Study Proposal Submission Requirements sections above.

Committee members will evaluate and score Full Proposals based upon the criteria and weights listed in **Appendix H** which include:

- Address a Regional Need.
- Electric Vehicle Infrastructure Plan (bonus points).
- Methodology, Clarity of Approach and Product Deliverables.
- Potential for Future Implementation.
- Ability to Successfully Perform Work.

The results from each member will then be averaged for the committee to arrive at the final point value for the proposal. The maximum number of points available is 100 with up to a 10-point bonus for Electric Vehicle Plans. **A minimum score of 70 points must be achieved to be considered for award recommendation, and, depending upon the number of proposals received, it is possible that only the highest scoring proposals will be funded in the program cycle.**

The rankings assigned by the selection committee will not constitute the final award determination. The top ranked eligible and complete applications, scoring higher than the 70-point minimum, will be advanced to the NJTPA Board of Trustees in March 2025, for funding consideration as Chapter II of the FY 2026 UPWP. All final award decisions will be made by the NJTPA Board of Trustees and are subject to available funds and the approval of NJDOT, FHWA, and FTA.

**FY 2026 – FY 2027 SUBREGIONAL STUDIES PROGRAM SOLICITATION
APPENDIX A – SSP SOLICITATION AND APPROVAL TIMELINE**

Task / Milestone	Responsible Party	Milestone Date
Solicitation		
Issue solicitation package	Central Staff	Week of June 17, 2024
Meet individually to discuss thumbnails with Central Staff	Applicants	June 17 - July 15, 2024
Thumbnail Sketches Due	Applicants	July 15, 2024
Subregional Pass-Through Programs Workshop	Central Staff, RTAC	September, 2024
Notify subregions of study eligibility	Central Staff	July 24, 2024
Full Proposals Due	Applicants	August 16, 2024
Proposal Evaluation & Selection		
Send eligible proposals to SSP Proposal Selection Committee (PSC)	Central Staff	August 18, 2024
Proposal Selection Committee (PSC) meeting and initial scores due from PSC	PSC	September 9, 2024
Conduct Interviews and Finalize Study Selection	Applicants, PSC	September 27, 2024
Notify applicants of selected studies and final comments	Central Staff	October 4, 2024
Submit revised proposals to the NJTPA	Applicants	October 21, 2024
Submit Additional Proposal Revisions to the NJTPA as Needed	Applicants	November 4, 2024
Final Subregional Studies Program Review & Approval		
Present Draft FY 2026-FY 2027 SSP to RTAC	Central Staff	December 9, 2024
Present Draft FY 2026-FY 2027 SSP to Planning & Econ. Dev. Committee	Central Staff, RTAC	December 16, 2024
Submit Draft FY 2026-FY 2027 SSP to Board of Trustees	Central Staff	January 2025

Task / Milestone	Responsible Party	Milestone Date
Submit Draft FY 2026-FY 2027 SSP to NJDOT, FHWA & FTA for review	Central Staff	January 2025
Submit comments on the Draft FY 2026-FY 2027 SSP	Board, RTAC, NJDOT, Stakeholders	January 2025
Submit comments on the Draft FY 2026-FY 2027 SSP	FHWA, FTA	February 2025
Present Final FY 2026-FY 2027 SSP to RTAC & PEDC for final comments	Central Staff, RTAC	February 2025
Present Final FY 2026-FY 2027 SSP to NJTPA Board of Trustees for adoption	Central Staff, PEDC	March 2025
Submit Final FY 2026-FY 2027 SSP to NJDOT, FHWA & FTA	Central Staff	April 2025
Pre-award documents submission to NJTPA	Applicants	May 2025
Issue notice of authorization to incur costs, effective July 1, 2025	Central Staff	June 2025
Start Date of the FY 2026 - FY 2027 SSP	Applicants	July 1, 2025

FY 2026– FY 2027 SUBREGIONAL STUDIES PROGRAM SOLICITATION
APPENDIX B1 – THUMBNAIL SKETCH PROPOSAL TEMPLATE (recommended)

The NJTPA Subregional Studies Program (SSP) is a critical part of the metropolitan planning process. Plans generated through this program implement the current and proposed LRTP. Prior to Thumbnail submission, subregions are recommended to meet with the NJTPA Central Staff to discuss any proposal ideas. For details on how to fill in the template, refer to the FY 2026 – FY 2027 SSP Solicitation’s Required Proposal Elements and Subregional Studies Proposal Submission Requirements sections. Thumbnails must be no more than two pages.

Subregional Sponsor:

Title of Proposed Study:

Study Rank (if submitting more than one thumbnail):

Estimated Budget Requested (\$ Federal Share):

Anticipated Study Duration:

I. Project Management

- A. Subregional Project Manager name and title (First-time Project Managers must include a statement of qualification or a resume.)
- B. Identification of agencies and municipalities from which letters of support and active participation are required

II. Abstract

- A. The abstract should concisely summarize the desired outcomes of the proposed study in one to two sentences.

III. Study Description (see **Proposal Submission Requirements**)

- A. Regional Need:
- B. Subregional Need:
- C. Study Goals and Objectives:
- D. Methodology:
- E. Stakeholder and Public Outreach:
- F. Related Prior Work and Future Work:
- G. Deliverables:

**FY 2026 – FY 2027 SUBREGIONAL STUDIES PROGRAM SOLICITATION
APPENDIX B2 – FULL PROPOSAL TEMPLATE**

Subregional Sponsor:

Title of Proposed Study:

Requested Budget

	Amount	Percent
NJTPA/Federal Share :	\$	100%
Total Budget:*	\$	100%

Optional: If the subregion chooses to take on more tasks in-house, the budget might look different. If so, fill in the table below, as well.

Optional Budget Breakdown

	Amount	Percent
Consultant Budget Amount	\$	
In-house Budget Amount	\$	
Total Budget:*	\$	100%

*The Total Budget for both tables should be the same amount.

Budget Justification: The justification of the proposed budget should explain what factors were used to develop the proposed budget. This could include a review of consultant costs from a recent study, or a review of similar, recent studies and the budgets required. While there is no set format, it is recommended that this justification be a short narrative and/or a simple spreadsheet can be inserted. This has been requested as per the NJTPA sponsor agencies.

Anticipated Study Duration (Overall and Consultant Durations):

Municipalities with jurisdiction over infrastructure to be studied (Letters of support and active participation required):

I. Project Information

A. One paragraph description of the project

B. One paragraph describing how the project addresses a regional need

II. Study Scope of Work

A. Introduction

1. Study Background

- a. Description of how this study addresses a subregional need (*no more than one page*)
- b. Description of Community Profile (*see the Proposal Description Requirements for more information*)

2. Study Goals

B. Study Methodology

Task 1: Project Management

Description:

Deliverables:

(Please distinguish between subregional activities and deliverables and consultant activities and deliverables where applicable. Please note that Project Management cannot exceed 10 percent of the study's overall budget.)

Task 2: Needs Assessment

a) Outreach and Partnerships

(This will include developing a public involvement plan, establishing an advisory committee, identifying goal setting, visioning and stakeholder activities, including but not limited to Title VI and Environmental Justice communities outreach identified in the data collection phase.)

Description:

Deliverables:

The Subregion:

The Consultant:

b) Data Collection and Review

(This will include an analysis of past study recommendations, the collection and review of data to support assessment and analysis, as well as equity-related data.)

Description:

Deliverables:

The Subregion:

The Consultant:

c) Equity Assessment

(Guidance is available on conducting an equity assessment on the NJTPA website at <https://equity-resources-njtpa.hub.arcgis.com/>)

Description:

Deliverables:

The Subregion:

The Consultant:

Task 3: Data Analysis and Mapping

(This will include a data-based assessment, quantitative and qualitative analysis, mapping, as well as an equity assessment and mapping.)

Description:

Deliverables:

The Subregion:

The Consultant:

Task 4: Study Findings and Recommendations

Description:

Deliverables:

The Subregion:

The Consultant:

Task 5: Final Report and Final Deliverables

Description:

Deliverables:

The Subregion:

The Consultant:

III. Attachments

- Commitment Letter
- SSP Study Schedule
- Budget Plan
- Staffing Plan
- Subregional Project Manager's bio or statement of qualifications, if required
- Documentation from Implementing Agencies

Contact Information:

Subregional Project Manager Name:

Title:

Office:

Address:

Telephone:

E-mail:

Subregional Chief Financial Officer Name:

Title:

Office:

Address:

Telephone:

E-mail:

FY 2026 – FY 2027 SUBREGIONAL STUDIES PROGRAM SOLICITATION
APPENDIX B3 – SAMPLE LANGUAGE FOR METHODOLOGY FOR SELECT TASKS

This appendix contains suggested language and is not required; however, it has been provided to assist subregions with the task of building a study’s scope of work. In many cases, the language meets program requirements and provides suggestions to strengthen a study. The sample language should be tailored to meet the specific needs of individual subregions and the study topic and approach.

Task 1: Project Management (Note: Project Management cannot exceed 10 percent of the study’s overall budget.)

The subregion will manage the grant’s day-to-day activities of this study. These activities include the consultant selection process, contract administration, and processing of consultant invoices. Other work associated with this task will include the preparation and submission of the quarterly reports and any other documentation required by the NJTPA. The subregion shall designate a project manager for the duration of the study. If there is a need to replace the designated project manager, the subregion will reassign this responsibility as soon as possible.

The subregional project manager is the primary point of contact with the consultant team, if consultants are being used. In addition to the administrative tasks described above, the subregion project manager is responsible for keeping the project on schedule, reviewing, and commenting on all consultant products, participating in public outreach for the study, and for resolving study issues. Project Managers have the same responsibilities for an in-house effort. The NJTPA program manager is available to support the subregion project manager as requested.

The consultant shall also designate a project manager who will be responsible for managing the day-to-day activities of the consultant team and will serve as the primary source of contact with the subregion. The consultant project manager shall establish an effective means of coordinating and reporting its activities with the subregion throughout the course of the project to ensure an expeditious exchange of information and shall be responsible for the preparation and submission of progress meeting agendas and minutes, and monthly progress reports and invoices. A detailed project schedule (Gantt chart) shall be submitted at the kick-off meeting for subregion review and approval and reviewed regularly during the study to ensure the timely completion of the study. Draft final reports must be submitted **no later than the week of April 30**. Final reports incorporating all edits from project teams, stakeholders and technical advisory groups must be submitted to NJTPA for review **no later than May 31, 2027**. The contract must be completed by June 30, 2027, which is the last day to incur costs. All deliverables shall be to a level of quality that meets generally accepted professional standards, and that is fit for use by end users, which may include subregion staff, NJTPA staff and elected officials.

Deliverables:

The Subregion: (Please see subregional responsibilities outlined on page.)

- Prepare and submit quarterly reports and any other documentation required by the NJTPA.
- Kick-off meeting with consultant and the NJTPA to discuss data collection, scope of work, analysis, outreach, schedule, and collaboration.
- Prepare, advertise, and proposal review process of the Request for Proposals.
- Participate in biweekly conference calls and project kick-off meeting with the NJTPA.
- Timely submission of all project deliverables.

The Consultant:

- Prepare and submit monthly progress reports and invoices, progress meeting agendas and minutes, and a detailed progress schedule to be maintained on a regular basis.
- Participate in biweekly meetings and a project kick-off meeting.
- Develop and maintain a study schedule.
- Provide an internet-based file sharing service as a tool for facilitating collaboration among key participants in the study.
- Provide all interim, draft, and final technical memo deliverables for review in an editable format.

Task 2: Needs Assessment (Optional language. Customize to meet subregional and study needs.)

Task 2a: Outreach and Partnerships

Technical Advisory Committee

The Subregion and the consultant team shall create a Technical Advisory Committee (TAC) to provide input and expertise from technical experts. This group shall consist of representatives of groups including the Subregion Planning Board and Division, Engineering Division, NJDOT, NJTPA, NJ TRANSIT, NJ Office of Planning Advocacy, the study area's TMA, and representatives of any identified Title VI and Environmental Justice communities. Municipal officials and private sector businesses may also be asked to participate on the TAC. TAC meetings should be conducted in an interactive facilitation style that explicitly solicits all members' points of view during the meetings. The responsibilities of the TAC shall include, but not be limited to:

- Identify stakeholders, community groups, and partners for community outreach and to participate in public participation activities. Special consideration will be given to ensure the commitment and involvement of interested parties familiar with the subregion transportation network, Title VI, and environmental justice issues and land use patterns.
- Develop, guide, and participate in community involvement activities.
- Review and provide feedback to the subregional project manager on draft and final study interim reports and documents throughout the study. This includes input on data collection, public outreach, development of improvements, and recommended implementation strategies. It also includes review of final recommended action items and strategies and the draft final report.

The proposal should outline the number of TAC meetings anticipated, and the anticipated feedback that will be sought from the TAC.

Public Outreach Activities

The consultant shall draft and implement a community involvement strategy. The NJTPA Public Engagement Plan (PEP) outlines how to involve the region's residents in all NJTPA programs, projects, and plans. **Subregional studies must have public input and should refer to the PEP for guidance.** The PEP describes the NJTPA's goals and objectives for public engagement while also identifying specific approaches, techniques and opportunities for ongoing communication and interaction with the public. The NJTPA also maintains Engage!, an online database of public engagement strategies and best practices. The plan and database are available at <http://njtpa.org/PEP>.

The community involvement strategy may include, but shall not be limited to the following activities:

Focus Groups/Interviews

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

Municipal Meetings or Public Official Briefings

For studies led by county subregions, there should be two meetings or conference calls with municipalities within the study area. The intent of these meetings is to ensure open communication and close collaboration between the county, the municipalities, and the consultant team. These meetings will review current planning activities underway in each community, review and discuss the draft work products and recommended improvements. (List the number of anticipated meetings or a range of potential meetings.) The Consultant Team shall budget to prepare meeting materials and to have a representative participate in up to two (2) of these municipal meetings/conference calls. At the municipal meetings, the consultant and county staff will seek municipal input on potential issues and strategies and review draft work products. The meetings can be conducted in-person, by phone or virtually.

Stakeholder Meetings

In addition to stakeholder representation on the TAC and/or participation in various interview and focus group sessions and public meetings, the results of the study will be presented at regularly scheduled meetings of various stakeholder groups such as the subregion's Planning Board, the business organizations, the subregion's city/county governing body, the TMA, the planning boards, and governing bodies of the various municipalities. Study updates to groups with regularly scheduled meetings will be handled by the subregion's planning staff. Copies of the draft and final report and other related documents will be provided to stakeholder groups to gain feedback, develop a consensus on prioritizing study recommendations, and increase awareness and support for its recommendations. The consultant shall support these activities by providing study information and materials as needed. The total number of municipal/public official meetings should be outlined.

Public Officials Briefings and Public Meetings

Throughout the study there will be opportunities for public input to guide the development of recommendations for the various phases of the study. The subregion will attempt to hold public meetings in a facility that is transit accessible. The facility must be ADA accessible. It is envisioned that at least two (2) public meetings shall be held during this study. Innovative, non-traditional public outreach/engagement methods such as but not limited to pop-up community-based engagement or visual preference surveys should be employed and are strongly encouraged during this study. Social media promotion/engagement, including opportunities for virtual input, are also encouraged. Refer to the NJTPA's PEP for further guidance. At the final public meeting, the results of the detailed planning analysis, sketch plans and recommended improvements will be presented, including any specific land use and zoning recommendations for use by the municipalities to support their development or redevelopment planning efforts.

Branding Strategy

A style manual that includes branding for the study is recommended. The style manual may include project branding, color palette, fonts, as well as general document formatting and layout. The purpose of this study

branding is to broaden the public's awareness of study, promote the study, and encourage participation in the study. As with all study products, the branding must be reviewed by the NJTPA prior to its use.

Media Relations

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

Study Newsletters

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

Study Webpage

The consultant, working with the subregion and the TAC, will develop materials to post on the subregion's website. Information about the study could be added to the planning division's webpage, or a study page could be created, to solicit comments on draft documents and materials during the public involvement process.

Deliverables:

The Subregion:

- Schedule TAC and other meetings and distribute meeting notices promptly and in keeping with the study's schedule.
- Conduct internal subregional coordination with other departments to develop a TAC and for review of study recommendations.
- Posting study information on the subregion's website.
- Assist the consultant with all tasks as appropriate.
- Assist with the creation of public outreach documents.

The Consultant:

- Conduct interview sessions/focus groups and provide summaries of each meeting as well as provide an overall summary of the findings and recommendations from these sessions.
- Participate in municipal coordination of public official meetings, or other stakeholder input opportunities.

- Participate in at least two public meetings, prepare the necessary materials for these meetings, and provide meeting summaries.
- Present the final report at a regularly scheduled subregion planning board meeting, as appropriate.
- Develop study newsletters during the study in conjunction with the Subregion.
- Three (3) meetings of the TAC are anticipated, at which consultant participation shall be required.
- Prepare summaries of the TAC meetings.
- Prepare presentations and all meeting materials, attend meetings, make presentations as appropriate, and prepare minutes. For review, presentations must have a brief description of the content to be covered in the notes section of the slides.
- Providing a branding strategy.

Task 2b: Data Collection and Review

The purpose of data collection and review is to gather information that will be analyzed in Task 3 to identify study area needs and that will support proposed recommendations made in Task 4. Most studies include a literature review of previous relevant studies conducted by the subregion, the NJTPA, or state agencies, and some have also included national examples of best practices. Primary data collection should be limited, and the use of existing data is encouraged. Information to be collected will depend on the focus of the study, and may include population and employment, modes and travel patterns, transit ridership, infrastructure conditions, and other relevant data.

Deliverables:

The Subregion:

- Provide previous studies and data.

The Consultant:

- Draft and final technical memorandum that summarizes the data collection efforts and literature review including data collected, data sources, and existing conditions.

Task 2c: Equity Assessment

Equity Assessments are conducted to identify and to increase participation of minority, low-income, or other disadvantaged communities, allowing community members greater participation in the metropolitan planning process. They are also conducted to identify potential unintentional adverse impacts to disadvantaged communities that may arise from study recommendations. Before conducting an equity assessment, the NJTPA's Equity Resources website (<https://equity-resources-njtpa.hub.arcgis.com/>) should be referenced for the most updated guidance.

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

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

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

After collecting data for each of the factors at the block group/census tract level, the same data will be collected for each factor at additional levels of comparison, such as the county or the NJTPA region, depending on the parameters of the study. The following are examples of how this analysis might be conducted to identify communities within subregions, based on the needs of the study.

Example I. Equity Analysis for study area that is not the entire county or City

- Compare the Study area’s Census Tracts to the Subregion. For the cities of Newark and Jersey City, the study area’s Census Tracts may also be compared to Essex and Hudson County, respectively.
- Compare the Study area’s Census Tracts to the NJTPA Region.

Example II. Equity Analysis for a Subregion-Wide Study

- Compare Census Tracts individually to the Subregion. For the cities of Newark and Jersey City, comparison may also be to Essex and Hudson County, respectively.
- Compare the Subregion’s Census Tracts to the NJTPA Region.

The Equity Assessment will compare percentages in each factor to subregional and NJTPA regional percentages. While most equity assessments consist of maps, mapping is not expected for each of these geographies (sub-area, subregion, etc.). However, a table with the equity analysis including the parameters above should be provided. While data may be available at a census tract and block group level, and should be analyzed at that level, the study’s geography should guide how this data may be aggregated to arrive at analysis relevant to the study. Subregions are also encouraged to explore other ways to represent data in this study.

Once the demographic profile is complete, conduct an assessment with insights gained from the study area population. The assessment will:

- identify patterns of vulnerable populations;
- avoid recommendations that have disproportionately high and adverse effects;
- strive to reduce and eliminate barriers to meaningful participation in the planning process for the identified populations; and
- be thoughtful about using the analysis for this study.

Rather than repeat an equity analysis conducted for an SSP study within the past five (5) years, it is more efficient and useful to gather the relevant information, update the analysis if needed, and devote the technical memo to exploring and discussing ways to best engage identified populations and how to use this analysis when considering strategies and recommendations

Deliverables:

The Consultant:

- Draft and final Equity Assessment Memo and Maps.

Task 3: Data Analysis and Mapping

This will include quantitative and qualitative analysis, using data collected under Task 2. The analysis should outline assumptions, methodologies used and underlying data. Public outreach and possible environmental constraints should be considered.

It is strongly recommended that a Planning and Environmental Linkages (PEL) approach be used, as is recommended by US DOT. This allows for factors such as historic sites, endangered, threatened, or rare species, floodplains, wetlands, known hazardous waste sites, or special considerations related to the Pinelands or Highlands to be identified during the study phase. This may be useful for future development of recommendations. See https://www.environment.fhwa.dot.gov/env_initiatives/PEL.aspx for further information.

Deliverables:

The Consultant:

- A technical memorandum that summarizes the results of data collection in narrative and GIS mapping as appropriate.

Task 4: Study Findings and Recommendations – Study recommendations must have a basis in data, analysis, and/or stakeholder or public input. Recommendations on facilities not owned by the subregion must have the facility owner or operator’s concurrence. Recommendations should reference locations (if applicable), timeframes, likely implementors, and potential cost ranges. Recommendations can include infrastructure improvements, policies, or other issues. Most recommendations will require further public outreach and refinement prior to implementation.

Deliverables:

The Consultant:

Matrix of recommendations detailing prioritized potential improvements, the approximate costs, potential funding sources, timeframes, responsible agencies, and evaluation of impacts and benefits.

Task 5: Final Report and Final Deliverables (Sample language meets program requirements)

The consultant shall prepare an outline for the final report to be reviewed by the project manager and the NJTPA prior to the preparation of the draft final report. The outline should list the planned sections of the final report with accompanying succinct descriptions where appropriate. The consultant will prepare the final report, which will be comprised of the following sections: an Executive Summary, Introduction, Methodology, Findings, Recommendations, and an Implementation Plan, which shall include a matrix of recommended action items for implementation and will identify private, local, state and federal funding streams that may be pursued in the future. After concurrence on the draft report outline, the consultant will prepare a draft final report to be reviewed by the project manager, NJTPA, the Steering Committee and other stakeholders. After receiving feedback, the consultant will then revise the draft final report and submit to the NJTPA for final review with all previous comments addressed.

The draft and final document will be based on the results of the previous tasks. After receiving final edits from NJTPA, the consultant will prepare a final report. The consultant will deliver one hard copy and two digital copies of the final report in pdf and in an editable format to the NJTPA and the Subregion.

PowerPoint Presentation: A PowerPoint presentation must include graphic-oriented slides and accompanying presentation notes or script. The presentation follows the same format as the Executive Summary and must be in an editable format with high resolution.

Entry of Study Findings into PRIME: The NJTPA's online database helps manage the findings of all SSP studies. PRIME makes the findings of all SSP studies available to subregional, NJTPA and partner agency planners, engineers, and other transportation professionals. Study results are categorized and mapped, with reporting tools available in the system to facilitate interagency collaboration and further project scoping and development. Information about PRIME is available at www.njtpa.org/PRIME.

Study Materials: The consultant will provide digital copies of all presentation materials developed during the study. All data, including images, raw data from surveys, derived GIS layers, databases, mailing lists, etc. will be provided to the subregion in its original source format. All consultant GIS products will follow the procedures described in the NJTPA's EGIS User Manual **and maps must be provided in ".mxd" and/or map package format**, specifically [Updated EGIS Quality Assurance](#). This manual can be found on the NJTPA website.

Deliverables

- Draft and revised Final Report
- PowerPoint presentation with talking points
- PRIME data entry
- Digital copies of all data and materials

**FY 2026 – FY 2027 SUBREGIONAL STUDIES PROGRAM SOLICITATION
APPENDIX C – SAMPLE BUDGET PLAN FORM
FY 2026 – FY 2027 SUBREGIONAL STUDIES PROGRAM**

FY 2026 - FY 2027 SUBREGIONAL STUDIES PROGRAM
SUBREGION
STUDY TITLE
BUDGET PLAN

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

<p>This estimated budget is based upon projected costs to perform the work program for FY 2026 - FY 2027 as outlined in the Subregional Studies Agreement. Changes within or between Parts I, II, III & IV will be authorized upon written recommendation of the Program Director and approved by the NJTPA.</p>
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FUNDING SOURCES:

Federal (100%):	\$	-	Total:	\$	-
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FY 2026 – FY 2027 SUBREGIONAL STUDIES PROGRAM SOLICITATION

APPENDIX D – SAMPLE STAFFING PLAN FORM

FY 2026 - FY 2027 SUBREGIONAL STUDIES PROGRAM

SUBREGION

STUDY TITLE

STAFFING PLAN

Estimated Project Task Budget

Task	In-house Subregional Staff Activities (estimated)					Consultant Support Activities (estimated)		Total Project	
	Subregional Staff Hours	Direct Labor Costs	Direct Non-Labor Costs	Indirect Costs	Costs	% of Task	Consultant Costs	Total Costs	% of Total Budget
Task 1 - Project Management	0	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Task 2A - Outreach and Partnerships	0	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Task 2B - Data Collection and Review	0	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Task 2C - Equity Assessment	0	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Task 3 - Data Analysis and Mapping	0	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Task 4 - Study Findings and Recommendations	0	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Task 5 - Final Report and Final Deliverables	0	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
TOTAL	0	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%

Subregional Staff Plan

Personnel (Name & Title)	Estimated % of Time Needed for Study <i>(based on total work hours for the year)</i>	Total Estimated Hours for Study
0	0%	0
0	0%	0
0	0%	0
0	0%	0
0	0%	0
0	0%	0
0	0%	0
0	0%	0
0	0%	0
TOTAL	0%	0

FY 2026 – FY 2027 SUBREGIONAL STUDIES PROGRAM SOLICITATION APPENDIX E – SAMPLE STUDY SCHEDULE FORM

Project Schedule																
Updated: 03/06/24																
Warren County Comprehensive Complete Streets Implementation Plan																
Project Month:	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Task 1 - Project Management																
Kick-off Meeting																
Project Management Plan																
Style Manual																
Task 2 - Needs Assessment																
A Outreach and Partnerships																
A1 Outreach Plan																
A2 Website, online survey, interactive map																
A3 Steering Advisory Committee (3)		★														
A4 Interagency/Municipal Meetings (5)			★	★	★											
A5 Public Meetings (5)					★	★										
A6 Outreach summary and findings																
B Data Collection and Review																
B1 Literature Review																
B2 Multimodal Inventory																
B3 Municipal Regulations/Policies																
B4 Safety Data																
C Equity Assessment																
C1 Equity Assessment																
Task 3 - Data Analysis and Mapping																
A Needs Assessment																
A Evaluation of infrastructure, needs, and gaps																
B Evaluation of infrastructure, needs, and gaps																
B Evaluation of infrastructure, needs, and gaps																
C Development of street typologies																
C Development of street typologies																
Task 4 - Study Findings and Recommendations																
A Study Recommendations (Case Studies, Best Practices, Policy, Map, Project List)																
A Study Recommendations (Case Studies, Best Practices, Policy, Map, Project List)																
Task 5 - Final Report and Final Deliverables																
A Outline																
A Outline																
B Draft plan																
B Draft plan																
C Final plan																
C Final plan																
D Presentation to County Planning Board																
D Presentation to County Planning Board																★

- Legend:**
- Work in Progress
 - Deliverable Date (Tentative)
 - ★ Meeting Date (Tentative)

FY 2026 – FY 2027 SUBREGIONAL STUDIES PROGRAM SOLICITATION

APPENDIX F – RESOURCES FOR STUDIES

The following resources are available from NJTPA and others to subregions and their consultants to support Subregional Studies Program studies:

Enterprise GIS (EGIS) Standards

The [EGIS Quality Assurance document](#) provides standards for both hardware and software requirements for the EGIS system as well as standards for data resource deliverables including GIS data tables and layers. To learn more about the naming conventions and other requirements please review the EGIS Quality Assurance document for additional guidance.

North Jersey Regional Transportation Model-Enhanced (NJRTM-E)

The North Jersey Regional Transportation Model-Enhanced (NJRTM-E) is NJTPA’s travel demand model. It was developed in 2008 (with predecessors going back to the 1980s) with the participation of NJDOT and NJ TRANSIT and fully incorporates the multimodal nature of the transportation issues facing northern New Jersey. In 2023, the NJTPA completed the latest NJRTM-E revalidation using 2019 and pre-pandemic 2020 data. The model is comprehensive and powerful enough to be used by the major transportation agencies in the region. The NJTPA uses the model for air quality conformity, the congestion management process, the long-range transportation plan, and other regional studies and performances analyses. The NJRTM-E is available on request to consultants and transportation professionals.

Title VI and Environmental Justice Mapping Data and the NJTPA Title VI Implementation Plan

The NJTPA provides GIS layers that identify Title VI and Environmental Justice communities. These GIS represent demographic data such as race, income, national origin, languages spoken, etc. for specific geographic levels (municipalities, census tracts, and block groups). These layers support the identification of Title VI and Environmental Justice areas in the NJTPA region. The data depicted in the GIS layers are from the American Community Survey 5-Year Estimates (2017-2021). GIS layers will be made available on the [NJTPA’s Open Data Portal](#) for download. In addition, the NJTPA adopted a [Title VI Implementation Plan](#) that explains how Title VI is carried out throughout the agency and provides the necessary data to ensure that planning studies funded through NJTPA complete a Title VI and Environmental Justice assessment. For more information on Title VI and environmental justice, please reference the NJTPA’s Equity Resources website (<https://equity-resources-njtpa.hub.arcgis.com/>).

NJTPA Congestion Management Process (CMP) Analysis

The NJTPA CMP Analysis is a useful resource that provides information about regionally recognized needs and potentially suitable recommendations. Several technical reports comprise the specific planning findings of the most recent CMP Analysis, the Accessibility and Mobility Strategy Synthesis. (See <https://www.njtpa.org/Planning/Regional-Programs/Studies/Active/Accessibility-and-Mobility-Strategy-Synthesis.aspx>) The Accessibility and Mobility Strategy Synthesis Summary Report is an overview of the region’s needs and potential improvements suitable for a general audience.

- Goals, Objectives, and Performance Measures – This document identifies goals, objectives, and performance measures for the Needs Assessment, along with potential data sources.
- Needs Assessment – This report analyzes system performance based upon the established CMP measures. It documents regional and local needs, categorizing them by place type. In the appendix there is a list of performance measures along with the data sources that were used as well as a series of maps with key observations relating to each of the objectives.
- Equity Assessment – The Equity Assessment identifies equity populations and then details needs relating to these disadvantaged and/or vulnerable groups in a few additional areas, building on the findings of the Needs Assessment.
- Strategy Assignment – This report includes a menu of categorized strategies, a process for prioritizing them, and a discussion of analyses for determining suitable locations for their use.
- Strategy Profiles – This companion piece to the Summary Report also contains information as a resource for potential implementers.

NJTPA (PRIME Library of Planning Studies)

PRIME provides search and map-based access to the findings of all SSP (and other subregional, NJTPA and partner planning studies). Users enter a single overview “Source” record and attach a PDF of the SSP product (e.g., report, policy, etc.), followed by a series of Need (identified problems/challenges) and Recommendation (proposed solutions and strategies) records that list specific findings of the SSP product. PRIME makes SSP findings searchable to subregional, NJTPA and partner agency planners, engineers, and other transportation professionals. PRIME also features reporting tools to support interagency collaboration and further project scoping and development. Information about PRIME is available at www.njtpa.org/PRIME.

Public Involvement Resources

The NJTPA has several resources available to assist subregions with public engagement. Studies funded by the NJTPA must adhere to the Public Engagement Plan, which describes different ways the NJTPA promotes participation by all members of the public interested in our activities to improve regional transportation. The plan also details strategies aimed at better including under-represented populations in decision-making.

Diversity Profiles have been compiled for each of the NJTPA’s subregions. They summarize languages, races, ethnicities, national origins, and poverty levels in each subregion. These profiles are intended to help inform the public and stakeholder engagement and improve outreach efforts.

In addition, the NJTPA has developed best practices for conducting virtual public engagement.

The Public Engagement Plan, Diversity Profiles and Virtual Public Engagement Best Practices are available at <http://njtpa.org/PEP>.

The NJTPA also maintains Engage! A Public Involvement Toolkit, which includes resources to help plan and conduct effective public involvement. The toolkit includes a database of public involvement tools and techniques; tips for planning and executing public involvement in your communities; and other resources such as a best practices literature review, focus group reports, and summaries of interviews with innovative public involvement practitioners. The toolkit is available at <https://engage.njtpa.org/>.

NJDOT Safety Voyager

[Safety Voyager](#) is a software application that the NJDOT designed to provide quick and easy visual perspectives and analyses of crash data. By providing 2D and 3D graphical displays, Safety Voyager can quickly show a view of crashes with a defined area, municipality or county as determined by the user. In addition, various filters are available to create detailed user defined queries.

The crash data is updated as new information becomes available. In addition, the NJDOT has incorporated user feedback to provide software improvements on a continuous basis, including modules for generating data reports and crash heat maps for enhanced visualization.

[Safety Voyager](#) is only available to federal, state, and local government agencies. Central staff can assist subregions with access to Safety Voyager and can answer data and analysis questions.

Together North Jersey (TNJ) Regional Plan

Together North Jersey (TNJ) was created in 2011 to develop the first comprehensive plan for sustainable development for North Jersey. Funded by a \$5 million federal Sustainable Communities grant and nearly \$5 million in leveraged funds from members, the TNJ planning effort brought together a coalition of nearly 100 diverse partners—counties, municipalities, educational institutions, nonprofits, businesses, and other stakeholders—to develop the [TNJ Plan](#).

The TNJ Plan identified a shared vision for a sustainable future for North Jersey consisting of four themes: Competitive, Efficient, Livable, and Resilient. [The Plan](#) is comprehensive, including a broad range of topics such as housing, education, energy, water, the arts, and environmental stewardship, but is centered on land use and transportation. A searchable database of the Plan's actions is available for reference at: <https://togethernorthjersey.com/action-plan-database/>.

The NJTPA advances the Plan's recommended strategies and actions throughout our work. Our ongoing partnership with Rutgers Voorhees Transportation Center, through the Vibrant Communities Initiative, conducts webinars, research, and provides local technical assistance and trainings to municipalities in our region, continuing the work launched with the TNJ Plan.

FY 2026 – FY 2027 SUBREGIONAL STUDIES PROGRAM SOLICITATION
APPENDIX G1 – SAMPLE MUNICIPAL/AGENCY PARTICIPATION REQUEST LETTER TO BE SENT BY
SUBREGION

[Date]

Name of Mayor/Administrator/Agency Representative
Title
Street Address
Municipality

RE: Request for Letter of Support and Intent to Participate in Proposed NJTPA/[Insert Subregion Name] Planning Study

Dear [Addressee],

The [subregion name] is applying to participate in the North Jersey Transportation Planning Authority's FY 2026 – FY 2027 Subregional Studies Program. Should the application be accepted, the [insert subregion] would partner with the NJTPA to study [insert study name and purpose of study]. This study is scheduled to kick off in the fall of 2025 and conclude no later than June 30, 2027.

The NJTPA approval of this application is dependent on your expression of support for the study application and willingness to participate in the Steering Committee. For this study, Steering Committee members are anticipated to participate in [XX] number of meetings, review and provide feedback on draft study reports and findings and help to advertise public meetings through your regular communication channels. Participation in this committee will not, in any way, be construed or portrayed as an endorsement of the study's findings or conclusion.

The NJTPA is the federally authorized Metropolitan Planning Organization for seven million people in the 13-county northern New Jersey region. Each year, the NJTPA oversees more than \$2 billion in transportation improvement projects and provides a forum for interagency cooperation and public input into funding decisions. It also sponsors and conducts studies, assists county planning agencies and monitors compliance with national air quality goals.

This study will focus on [general topic] in [location] and may result in the identification of needs and the recommendation of operational or capital improvements to your community's sidewalk, street, parking, or other transportation network, or changes to your community's land use policies or regulations.

[Insert municipality]'s participation on the study's Steering Committee will be critical to its success. Such participation would entail providing vital input and feedback to the project team, reviewing and providing comments on needs and recommendations, and participation in at least two Steering Committee meetings.

Please indicate your willingness to participate by responding to this letter (or by e-mail) to Subregional Project Manager (insert email address) **no later than August 26, 2024**, so that it may be included with our application for funding. Enclosed for your convenience please find a sample letter of support and intent to participate. Please let me know if you have any questions.

Sincerely,

FY 2026 – FY 2027 SUBREGIONAL STUDIES PROGRAM SOLICITATION
APPENDIX G2 – SAMPLE LETTER OF SUPPORT AND INTENT TO PARTICIPATE FROM
MUNICIPALITY/AGENCY

[DATE]

Dear [Subregional Project Manager]

It is our understanding that the [subregion name] is applying to participate in the North Jersey Transportation Planning Authority's (NJTPA) FY 2026 – FY 2027 Subregional Studies Program. Should your application be accepted, [insert subregion] would partner with the NJTPA to study [insert study name]. The purpose of the study is [purpose of study]. The study would be scheduled to kick off in the fall of 2025 and conclude no later than June 30, 2027.

I support the application by [subregion name] to study [insert study name or topic] and commit to municipal participation in the study process, such as service on a steering or technical advisory committee.

Sincerely,

[Mayor or city/borough/town administrator/agency representative]

**FY 2026 – FY 2027 SUBREGIONAL STUDIES PROGRAM SOLICITATION
APPENDIX H – PROPOSAL EVALUATION FORM**

EVALUATION CRITERIA		Score (1-10)	WEIGHT	Max. Points
1.	<p>Addresses a Regional Need Proposals will be evaluated based upon how well and to what extent they demonstrably address a regional need, and the strength of its relationship to the NJTPA’s Long Range Transportation Plan. Also considered in evaluation will be the extent to which proposals advance recommendations from a previous NJTPA or NJTPA funded study, and the extent to which proposals support or advance federal, state and regional emphasis areas and planning priorities.</p>		20	20
2.	<p>Methodology, Clarity of Approach and Product Deliverables Proposals will be evaluated based on the soundness and clarity of the proposed study methodology, as well as completeness, comprehensiveness, clarity, and relevancy of product deliverables. Review of methodology will consider data sources (e.g., asset management data, crash data, demographic data, etc.), methods of analysis (e.g., modeling), and approach to the equity assessment and analysis. Also considered in the evaluation will be the incorporation of current leading practices and innovative approaches and the proposal’s anticipated public outreach. Proposals will also be evaluated based on how closely they follow program guidance/instructions.</p>		40	40
3.	<p>Potential for Future Implementation Proposals will be evaluated based on potential strategies and viability for future implementation at the local, county, state or federal level. Viability includes strategic project partnerships, in part as demonstrated by letters of support and intent to participate by other affected agencies where the study impacts infrastructure outside the control of the applicant.</p>		10	10
4.	<p>Ability to Successfully Perform Work Proposals will be evaluated based on demonstrated ability to successfully perform the work, including availability, experience and expertise of in-house resources to manage the study and perform proposed in-house task activities. Project management includes maintaining the study schedule; quality of subregional review of draft deliverables; timely and complete submission of invoices; and overall consultant and in-house resource management.</p>		30	30
Total				100
5.	<p>Electric Vehicle Infrastructure Plans (Bonus) Proposals that create electric vehicle readiness plans and incorporate state and federal priorities (such as the NJ NEVI Plan) and have strong methodologies and paths for implementation are prioritized for this study cycle.</p>		10	10
MAXIMUM POINTS (NOTE: A minimum score of 70 points must be achieved to be considered for award recommendation.)				110

FY 2026 – FY 2027 SUBREGIONAL STUDIES PROGRAM SOLICITATION
APPENDIX I – SUBREGIONAL STUDIES PROGRAM 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, 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. The NJTPA will provide guidance on the Pre-Award process in advance of the start of FY 2026 – FY 2027 SSP studies, including a list of required documentation.

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**
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 the time of travel. (Information for current POV and Per Diem Rates can be found at www.gsa.gov).
- c. **Time and Effort**
Summary/progress report that shows percent of study completed (overall and consultant effort, if applicable).
- d. **Final Invoice requirements:** All reconciled final reports, products, invoices with the final release clause and supporting documentation are due by 5:00 PM on July 22, 2027. Any cost incurred after June 30, 2027, will be ineligible for reimbursement. Deliverables are not considered Final, and the final invoice will not be paid, until all NJTPA edits and comments are reconciled.
3. **Study Initiation:** Upon approval by the NJTPA Board of Trustees, NJDOT, and federal sponsors, FY 2026 – FY 2027 studies will be authorized to begin July 1, 2025. The performance schedule under the SSP's subcontract shall begin on July 1, 2025, and shall end on June 30, 2027. Costs incurred prior to or after these dates will not be reimbursable under the federal grant.
4. **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 to discuss program requirements, review the project scope of work, and address any questions. This meeting must occur no later than the first quarter of FY 2026.
5. **Bi-weekly Meetings with the NJTPA:** The subregion's project manager shall participate in bi-weekly meetings with the NJTPA project manager throughout the course of the study. Participation in these bi-weekly meetings by relevant consultant staff is requested. However, subregions should meet with the consultant staff at least on a bi-weekly basis in addition to meeting with the NJTPA staff. These meetings may also be combined, so that the subregion, consultant, and the NJTPA meet biweekly at minimum.
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 both bi-weekly meetings and quarterly progress 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 and work collaboratively with the NJTPA staff to resolve the delays. 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.

Consultant Procurement

7. *Development of Requests for Proposals:* The subregions must use and adhere to its 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. Subregions must submit their RFP template and documented process for professional services with their study proposal. 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, draft final report, reconciled final report, and submission of final deliverables deadlines contained in the NJTPA FY 2026 UPWP. The NJTPA will provide guidance on developing RFPs in advance of the start of FY 2026 – FY 2027 SSP studies. It is recommended that the April 30 draft final report, May 31 reconciled final report, June 30 final report, and July 22 final invoice deadlines are incorporated into the RFP.
8. *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 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 Sign <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 Director and Executive Committee for approval. Central Staff must be made aware of any concerns about not obtaining the goal, immediately. Subregional inability to meet DBE/ESBE goal requirement may result in a disallowance of funds.

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 2026. To assist consultants in developing proposals, the RFP should identify all tasks and subtasks, deadlines related to interim and final deliverables, and a realistic time frame for the study to be completed, incorporating the NJTPA and selection committee review and comment process. In addition to the public advertisement process checklist described in the NJTPA Procedures for Procurement of Professional Services link referenced above in item 7, 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 (it is recommended to allow a minimum of two (2) weeks for proposal scoring – additional time may be required if interviews are held). This requirement must be built into the overall study schedule. Note: Subregion should follow procedures and policies for the procurement of professional services established by its procurement department. Subregions are required to follow all federal, state, and local regulations as applicable.
11. ***Consultant Interviews (if applicable):*** It is highly recommended that interviews are held with the top two or three highest ranked consultant team(s) prior to selecting a team. Key members of the proposed study team, including representatives of proposed subconsultants should be present.
12. ***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 2026 UPWP, funding authorization, and submission of Pre-Award information.
13. ***Contract Duration:*** The consultant contract must be completed by June 30, 2027, which is the last day to incur costs. Therefore, to meet this deadline, the reconciled final report that addresses NJTPA and other comments must be submitted by May 30, 2027, and the draft final report must be submitted no later than the week of April 30, 2027. This allows sufficient time for finalization of the report and to address any remaining issues prior to the grant deadline.
14. ***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, tone, tenor, legibility, and grammar. The NJTPA is available to provide support as requested.

15. *Subregional Project Manager*: The Subregional Project Manager's diligence related to the quality of consultant products and adherence to the schedule is critical to the success of subregional studies. Outlined below are the Subregional Manager's responsibilities:

- **Actively manage consultants for on-time completion of the study within budget.**
 - Submission of complete and accurate invoices to the NJTPA enables faster reimbursement for the subregion. Include invoices and supporting documentation with Cross Tracking System (CTS) Quarterly Invoice submissions.
 - Include certified hourly rates, approved overhead, and fixed fee rates.
 - Ensure that Subregion payments to subconsultants reflect the exact amount on the Invoice.
 - Pay attention to details when reviewing subconsultants' invoices and processing subconsultant payments.
 - Submitting signed invoices.
 - Provide proof of payment with the CTS Invoice.
 - Ensure that subconsultant signed timesheet names match the submitted invoice.

- **Initial Review of Interim Products:** The subregional PM is the first screen of consultant products. Subregions should conduct an initial review of products as soon as possible upon receipt to review for completeness and reasonableness of analysis and presentation. **Should products be lacking, the subregion should immediately return them to the consultant and be specific about what is missing or inadequate.** Draft deliverables should NOT be given to the NJTPA for review until the subregion is satisfied that they are complete and reasonably well thought through. This includes:
 - Initial review of products for completeness, clarity, and reasonableness.
 - Timely dissemination to the NJTPA for concurrent or sequential review.
 - Ensure that deliverables align with the agreed-upon Scope of Work.

- **Complete Review of draft deliverables:** The subregional PM is responsible for reviewing all draft deliverables and providing comments. Subregional comments and NJTPA comments must be provided to the consultant in a timely manner, **with a copy of comments provided given to the NJTPA PM.** Should the subregional PM disagree with any NJTPA comments, s/he is responsible for reaching out to the NJTPA PM to reconcile any differences before submitting them to the consultant.
 - Check maps, diagrams, charts, photographs, and tables for legends, north arrow, labels, data sources, scale, legibility, and comprehensiveness.

- **Troubleshooting**
 - Monitor the work as it progresses to ensure that it meets the agreed-upon scope of work. Alert the consultants promptly if their work does not.
 - Be clear about expectations regarding schedule, work flow, and communications.
 - Call meetings with consultants, and the NJTPA if needed, to resolve misunderstandings or to improve insufficient work products.

- **Coordination of Input from Other Subregional Departments**
 - Monitor the intra-agency review process for efficient and timely review of documents.

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 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 technical memoranda should include an outline for review by the project manager and the NJTPA so that major topics are clearly identified prior to its preparation. 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:* The consultant shall submit all meeting and outreach materials presented to the SAC/TAC or public (e.g., meeting agendas, flyers, handouts, display boards, PowerPoint presentations) 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. For the purposes of review, PowerPoint presentations must have a brief description of the content to be covered in the notes section of slides.

19. *NJTPA Review Process:* As noted above, subregional project managers are responsible for reviewing draft deliverables for completeness and reasonableness prior to submitting them to the NJTPA for review. All written and graphic products produced by the consultant must be approved by the Subregional Project Manager, the NJTPA Project Manager, and subject matter experts as needed. 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. Depending on the quality and completeness of draft products, an additional round of review will be needed. 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. **Subregions must copy**

the NJTPA project manager with comments provided to the consultants. Final payment to the subregion is contingent upon review and approval of final products/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. Maps must be provided in “.mxd” and/or map package format so that maps can be easily reproduced. 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 and leverage 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:* It is recommended that any drafts of the deliverables be provided to the members of the SAC or TAC for their review to be completed no later than March 14, 2027. 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 Public Meeting and Final Meeting of the Steering Advisory Committee Review or Technical Advisory Committee (SAC or TAC):* It is recommended that the final SAC or TAC meeting be held no later than March 31, 2027, at which presentation and discussion of the draft study report should occur, to allow time for revisions based on SAC or TAC feedback. It is recommended that the final Public Meeting be held no later than May 15, 2027.
24. *Develop Final Report, Executive Summary, matrix of recommended action items, 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 **no later than April 30, 2027**. 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 Executive Summary and PowerPoint should adhere to the following guidance: 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, stakeholder and public outreach, and methodology, 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 presentations 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), Executive Summary, and PowerPoint presentation. The final report, reflecting all reconciled revisions, is due no later than **May 30, 2027**.
26. *PRIME data entry:* All study findings must be entered into PRIME, the NJTPA's online library of final reports and specific findings from all SSP (and other planning) studies. It is the subregional project manager's responsibility to enter study recommendations into PRIME by the end of the first quarter of FY 2028, which is September 30, 2027; however, the subregional project manager may anticipate the need for consultant support for this in the request for proposals. If the consultant is performing this work, it must be completed before the end of the contract period on June 30, 2027. 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 is 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 Deliverables:* After the NJTPA review of the reconciled Final Report, subregions must address all final feedback and submit to NJTPA one (1) hard copy of all final deliverables, as well as two (2) electronic copies via USB drive or other electronic media format of the study's deliverables, which includes the Final Report, Executive Summary, final technical memoranda and associated products (as opposed to interim versions), PowerPoint presentation, and GIS files (if any). These deliverables are required for final submission by **June 30, 2027**. Deliverables are not considered final, and the final invoice will not be paid, until the NJTPA's revisions and comments are reconciled.