

# FY2018UPWP

## Unified Planning Work Program

### Volume II

### Subregional Transportation Planning Program



**UNIFIED PLANNING WORK PROGRAM**  
**FY 2018**  
**VOLUME II: SUBREGIONAL TRANSPORTATION PLANNING PROGRAM**  
**TABLE OF CONTENTS**

**Contents**

I.	PROGRAM DESCRIPTION.....	1
II.	FEDERAL AND STATE PLANNING PRIORITIES.....	4
III.	WORK PROGRAM BUDGET .....	7
IV.	SUBREGIONAL PASS-THROUGH PROGRAM MANAGEMENT AND ADMINISTRATIVE PROCEDURES, REQUIREMENTS AND ALLOWABLE EXPENSES.....	9
V.	FY 2018 STP WORK PROGRAMS .....	45
	COUNTY OF BERGEN .....	47
	COUNTY OF ESSEX .....	59
	COUNTY OF HUDSON.....	71
	COUNTY OF HUNTERDON.....	85
	CITY OF JERSEY CITY .....	97
	COUNTY OF MIDDLESEX .....	111
	COUNTY OF MONMOUTH .....	123
	COUNTY OF MORRIS .....	135
	CITY OF NEWARK .....	147
	COUNTY OF OCEAN.....	159
	COUNTY OF PASSAIC .....	173
	COUNTY OF SOMERSET.....	187
	COUNTY OF SUSSEX.....	201
	COUNTY OF UNION.....	215
	COUNTY OF WARREN.....	227



## **I. PROGRAM DESCRIPTION**

The Subregional Transportation Planning (STP) Program allows each subregion to carry out essential transportation planning, programming and administrative activities that support the NJTPA's regional transportation planning efforts, including needs assessment and strategy development. The work performed by the subregions through this program strengthens the NJTPA's ability to understand, evaluate and respond to regional planning issues. Participation in the STP Program is mandatory for subregions that wish to be eligible to receive federal planning funds. Funding is allocated based on a population-driven formula.

The NJTPA conducts an inclusive metropolitan planning process that identifies accessibility and mobility problems, issues and needs, and collaborates with stakeholders, such as subregional partners, and the public to identify a broad array of appropriate strategies to address them. This is done within a data driven analytical framework that takes geographic variation and local needs and preferences into account, while supporting the goals of the Regional Transportation Plan (RTP).

The RTP for northern New Jersey, guides transportation investment in the region to advance an efficient and responsive transportation system over the next two decades. The RTP sets out a process to guide the region's transportation planning and strategically direct capital resources to urgent regional needs. The NJTPA's Unified Planning Work Program (UPWP) supports the subregional planning work conducted through this program in coordination with Central Staff activities. Areas of coordination include information analysis, performance measurement, regional studies, and discrete products that implement Plan 2040, the current RTP.

Together North Jersey (TNJ) was created in 2011 to help develop a regional plan for North Jersey. Funded by a nearly \$10 million of federal grant and leveraged funds from members, TNJ brought together a coalition of nearly 300 stakeholders and partner organizations —counties, municipalities, educational institutions, nonprofits, businesses and other groups—to develop the first comprehensive plan for sustainable development for the NJTPA region. Released in November 2015, the TNJ Regional Plan includes 16 focus areas, describing more than 70 strategies that can be implemented to achieve the region's vision. In May 2016, TNJ 2.0 was launched, comprised of four task forces whose mission is to identify projects and partners, share information, coordinate efforts, and leverage resources to advance the TNJ Regional Plan. There is one task force for each of the four TNJ vision themes: Competitive, Efficient, Livable, and Resilient. A searchable database of TNJ strategies and actions is available at [http://togethernorthjersey.com/?page\\_id=24537#new-public-search-page/?page\\_id=24537](http://togethernorthjersey.com/?page_id=24537#new-public-search-page/?page_id=24537)

During FY 2017, Central Staff will update the RTP, Plan 2045 – Connecting North Jersey, which will include implementation of transportation related strategies from the TNJ Regional Plan. The STP work program supports the development of Plan 2045, which will be adopted in the summer of 2017 (at the beginning of FY 2018). Subregions will participate in the implementation of strategies and priorities identified in Plan 2045 throughout FY 2018. Subregional work programs

should support the following Plan 2045 goals, which reflect slightly updated language and the addition of a safety goal:

- 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 injuries and fatalities for all travelers on all modes.

In response to FY 2018 USDOT planning priorities and the federal transportation law, Fixing America's Surface Transportation Act (FAST Act), the following federal emphasis areas will be incorporated into all NJTPA plans and programs: MAP-21 Implementation, Models of Regional Planning Cooperation, Ladders of Opportunity, Resiliency, and Travel/Tourism. As vital partners in this regional planning work, the subregions are needed to provide a local perspective with respect to the research and analysis of critical issues, needs and strategies.

The STP Program will also continue to emphasize the integration of planning and environmental processes, the enhancement of technical capacity, non-motorized travel, and climate change activities.

The framework of the STP Program was designed to allow some flexibility in how local planning efforts support the NJTPA's regional planning effort. The program is divided into two Task Activities: Program Management and Transportation Planning and Coordination. The Program Management task, which should not exceed 10 percent of the total budget, covers all work required to manage the grant, including oversight, record/document management and quarterly reporting.

Recognizing that there are three major areas of support the subregions provide on an annual basis to the metropolitan planning process – planning, public participation and capital programming – the Transportation Planning and Coordination task includes these three subtasks, as well as core and elective activities. The core activities are required of all fifteen subregions in support of the regional metropolitan planning work throughout the fiscal year. The elective task activities are designed to allow subregions to tailor work programs that directly address the NJTPA's planning goals, and at the same time allow the subregions to focus on their strengths as individual organizations. Overall, the Transportation Planning and Coordination task must account for at least 90 percent of the work program budget.

Central Staff, with subregional input, updates the core requirements of the STP on an annual basis consistent with the development of Volume I of the UPWP, which incorporates NJTPA Board of Trustees directives as well as USDOT and NJDOT emphasis areas. These regional efforts will inform the STP solicitation each year. See section II for more detail on federal and state planning priorities for MPOs.

The NJTPA continues to seek assistance from the subregions in coordinating with federal, state, regional and municipal officials in addressing these planning priorities, including coordination with the Transportation Management Associations (TMAs) operating in each subregion. Areas of coordination include fostering information exchange; participating in efforts to broaden planning and decision-making forums to include less traditional MPO planning partners, especially municipalities; efforts to enhance the technical capacity of the region; efforts to assimilate technical analyses and collaborative decisions into existing and new frameworks for prioritizing and planning; and support for the coordination of transportation services for the elderly, people with disabilities, low income residents, veterans, and other disadvantaged populations.

## II. FEDERAL AND STATE PLANNING PRIORITIES

### **FEDERAL EMPHASIS AREAS**

As federal, state and regional planning priorities are provided on an annual basis, the subregions will help to address them as part of their individual STP work programs. Primarily, the work to be conducted through the FY 2018 STP Program is intended to support the following USDOT planning priorities:

- **MAP-21 Implementation**

*Transition to Performance Based Planning and Programming.* – USDOT encourages State DOTs and MPOs to further develop their performance management approach to transportation planning and programming. Performance-based planning and programming includes using transportation performance measures, setting targets, reporting performance and programming transportation investments directed toward the achievement of transportation system performance outcomes. Appropriate UPWP work tasks could include working with local planning partners to identify how to implement performance-based planning provisions such as collecting performance data, selecting and reporting performance targets for the metropolitan area, and reporting actual system performance related to those targets. The MPOs might also explore the option to use scenario planning to develop their metropolitan transportation plan. USDOT encourages use of the following resources to develop your approach: *Performance Based Planning and Programming Guidebook; Model Long Range Transportation Plans Guidebook and Small Metropolitan Areas: Performance Based Planning.*

- **Regional Models of Cooperation**

*Ensure a Regional Approach to Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, MPO and State Boundaries* – To improve the effectiveness of transportation decision-making, USDOT encourages State DOTs and MPOs, and providers of public transportation to think beyond traditional borders and adopt a coordinated approach to transportation planning. A coordinated approach supports common goals and capitalizes on opportunities related to project delivery, congestion management, safety, freight, livability and commerce across boundaries. Improved multi-jurisdictional coordination by State DOTs, MPOs, providers of public transportation and rural planning organizations can reduce project delivery times and enhance the efficient use of resources, particularly in urbanized areas that are served by multiple MPOs. The MPOs can revisit their metropolitan area planning agreements to ensure that there are effective processes for cross-jurisdictional communication among State DOTs, MPOs, and providers of public transportation to improve collaboration, policy implementation, technology use and performance management. State DOTs and MPOs can explore the opportunity to partner with RPOs to conduct transportation planning in nonmetropolitan areas. USDOT encourages you to visit FHWA's [Regional Models of Cooperation and Every Day Count Initiative](#) webpages for more information.



- **Ladders of Opportunity**  
*Access to Essential Services* – USDOT encourages State DOTs, MPOs and providers of public transportation, as part of the transportation planning process, to identify transportation connectivity gaps in accessing essential services. Essential services include employment, health care, school/education, and recreation. Suggested UPWP work tasks include developing and implementing analytical methods to identify gaps in connectivity of transportation system and developing infrastructure and operation solutions that provide the public, especially the traditionally underserved populations, with adequate access to essential services. Other effective work tasks could include: evaluating the effectiveness of public participation plans for engaging transportation disadvantaged communities in the transportation decision-making process; updating the Section 5310 Coordinated Human Service Public Transportation plans; assessing the safety and condition of pedestrian and bicycle facilities; and evaluating compliance with Americans with Disabilities Act, particularly around schools, concentrations of disadvantaged populations, social services, medical and transit facilities.
- **Resiliency** – additional detail will be added as guidance from US DOT for this emphasis area becomes available.
- **Travel/Tourism**– additional detail will be added as guidance from US DOT for this emphasis area becomes available.

### **NJDOT MPO TRANSPORTATION PLANNING PRIORITIES**

- Continue to collaborate with NJDOT in meeting USDOT’s Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) requirements.
- Implement actions to collect pavement condition data at the local level and foster performance management of the non-state-owned National Highway System bridges and pavements in accordance with MAP-21 requirements.
- Coordinate with NJDOT in the development and integration of standards and measures necessary to meet a performance-based approach to Asset Management and to implement the Capital Investment Strategy.
- With the updated Comprehensive Strategic Highway Safety Plan, focus on local safety planning efforts particularly relating to intersections, lane departures and pedestrians traffic.
- Improve traffic operations through Intelligent Transportation System (ITS) upgrades and enhanced coordination at the interstate, state, county and local level. Support NJDOT Traffic Operations for the Integrated Corridor Management (ICM) Study for the I-495 Corridor and New Jersey Northeast NJ 1&9 Corridor.
- Pursue the following congestion relief strategies:
  - Low-cost operational improvements at intersections, interchanges, and identified bottlenecks; and

- Transportation Demand Management (TDM) to help maximize the efficiency of the existing transportation system from the demand side, encouraging greater use of alternatives to single occupant vehicles.
- In partnership with the Complete Team, institutionalize an improved process for initiating mobility improvements with an updated, coordinated and streamlined approach to developing and vetting problem statements.
- Improve primary freight corridors and hubs for more efficient access and improved system performance.
  - Coordinate with NJDOT in updating the National Highway System Intermodal Connectors
  - Pursue the advancement of the Freight Concept Development for freight projects
  - Continue to monitor federal grant programs. Develop a list of projects ready (with necessary federal approvals, local support, and environmental documents) for when grants become available.
- Maximize opportunities for Complete Streets implementation.
  - Where possible, support the collection of bicycle and pedestrian volume data on county roadways.
  - The MPOS should refine their local project prioritization process to include scoring factors that are based on potential health outcomes, safety improvements, connectivity for all modes, proximity to schools and transit stops, and other factors.
- Support implementation of enhanced problem intake process, and provide technical support to NJDOT to help improve the problem and project prioritization process.
- Implement actions to foster improved local public agency project delivery and compliance with federal regulations during project development and construction in coordination with NJDOT Division of Local Aid and the Federal Highway Administration.
- Continue to support greater coordination with other MPOS, NJDOT transit agencies, TMAs and subregions in mobility and land use planning. This can include Regional Models of Cooperation like the Central Jersey Transportation Forum, grant or technical assistance programs to encourage vibrant, sustainable communities, and developing and maintaining databases in support of smart growth, and other related activities.
- Work with NJDOT and other partners on risk management strategies for improving the resilience of transportation infrastructure against the impacts of extreme weather.
- Implement actions that support fairness and improved coordination of services, access and mobility for low income, minority, persons with disabilities and seniors.
- Continue to engage with the public to strengthen public confidence and participation in the planning process through the use of web tools/technology, social media, outreach, education and public forums/meetings.

### III. WORK PROGRAM BUDGET

The proposed FY 2018 STP Program budget and funding allocations below are based on a formula based distribution using the 2010 US Census. An initial even base sum of federal funds was distributed to each subregion (\$50,000), then remaining funds were distributed according to the respective shares of population within the region. The work program requires a 20% local match share.

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



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



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

As the federally designated Metropolitan Planning Organization for northern New Jersey, the North Jersey Transportation Planning Authority (NJTPA) is responsible for the development of regional transportation plans and programs. As stated in the board-adopted mission statement: The NJTPA is the regional transportation planning leader and technical and informational resource for the people of northern New Jersey that:

- Creates a vision to meet the mobility needs for people and goods;
- Develops a plan for transportation improvement and management to fulfill the vision;
- Partners with citizens, counties, cities, state, and federal entities to develop and promote the transportation plan;
- Prioritizes federal funding assistance to make the plan a reality; and
- Links transportation planning with safety and security, economic growth, environmental protection, growth management, and quality of life goals for the region.

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

The Subregional Studies Program (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. The purpose of the NJTPA's Subregional Studies Program is to provide technical and financial assistance to subregions and subregional teams, on a competitive basis, to produce studies of important regional mobility and accessibility issues.

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

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

As part of its pre-award desk audit evaluation, which will be conducted in the fourth quarter of FY 2017, the NJTPA will conduct an assessment of the subrecipients eligibility to receive federal funds and require the following information be submitted by the subregion before their subcontract agreement(s) (STP and SSP, if applicable) can be executed for the federal pass-through program(s).

1. Single Annual Audit and Financial Statements, including a Corrective Action Plan if applicable (2 CFR 200, Subpart F).
2. The Subregion's work program's direct and indirect cost rates (including supporting documentation and certifications in accordance with 2 CFR Part 200, as applicable), including:
  - a. Fringe Benefit rate(s) (including, but not limited to, the costs of leave (vacation, family related, sick or military, etc.), employee insurance, pensions, and unemployment benefit plans), and
  - b. Indirect (Facilities and Administration) Costs Rate.
3. The subregion's updated staffing plan, including:
  - a. all personnel to be charged to the grant program,
  - b. hourly wage rates and position descriptions, and
  - c. percentage of each individual's anticipated participation in the program.
4. Final work program budget(s) with certified rates listed above for indirect and direct expenses, including direct labor, non-labor and SSP consultant costs, if applicable.
5. Subregion's Data Universal Numbering System (DUNS) Number.
6. Documentation identifying source(s) of Local Match funding for each program in the form of formal letter on agency letterhead or resolution, including the following (letter must be signed by County/City Financial Officer):
  - a. amount of in-kind match funding,
  - b. source of funding (other federal awards/funds cannot be used for match), and
  - c. type of funding identified (County/City, or State funding and account reference number).



➤ **2.0 General Financial Guidelines:**

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

The NJTPA's pass-through program expenditures will further be guided by the following:

1. Budgets may be developed using Labor and Direct Non-Labor Categories.
2. Subregions may allocate funds for fringe benefits and indirect (Facilities and Administrative) costs. However, the rates must be developed and certified in accordance with the Federal Acquisition Regulations and Code of Federal Regulations (2 CFR Parts 200.414, 200.415, 200.416 and 200.431), and approved by the NJTPA in advance.

Payment for fringe benefits costs and indirect costs of full-time and part-time employees is permitted as a percentage of direct straight time wages, as approved by the NJTPA.

3. All salary costs must be developed using time and effort per task according to the work program.
4. Current salary rates for each employee charged to the program must be supplied in advance. If the salary rate changes, notification must be supplied in writing to NJTPA staff.
5. Budget Modifications: All budget transfers between Labor and Direct Non- Labor categories require written approval. All requests must be in writing and must be submitted with a revised budget and staffing plan. Requests should be submitted no later than the end of the third quarter (the 31<sup>st</sup> of March). ***No budget modification will be granted in the 4th or final quarter.***
6. Budget Adjustment: up to ten percent (10%) of budget may be transferred within Direct Non-Labor Expenses without pre-approval. Up to ten percent of budget may be transferred within Direct Labor Expenses without pre-approval. However, a copy of the revised budget must be submitted to central staff.
7. Copies of all receipts, vendor invoices and signed payment vouchers or other proof of payment indicating payment issue date/check number for direct non-labor expenses must be attached to the quarterly invoice. This includes employee expense forms

and/or travel expense vouchers. The NJTPA will be unable to reimburse subregional expenses incurred without receipts.

8. All equipment purchases, including office, general or special purpose, computing devices, information technology systems, or capital equipment (regardless of dollar amount), are ineligible for reimbursement under the core STP program.
9. Equipment may be provided for the subregions' use under the Subregional Support Program's Technology Library (see subsection below on Subregional Support Program). All equipment, including office, computing devices, information technology systems, or capital equipment (regardless of dollar amount) must be requested in advance. These requests will be evaluated and, if approved, purchased directly by the NJTPA and the expense drawn from the subregion's annual allocation of funds appropriated under the Subregional Support Program.
10. Labor costs and expenditures of staff not listed on the approved staffing plan will not be reimbursed.
11. Subregions must submit quarterly progress reports and invoices by appropriate deadlines, whether or not the subregion is seeking reimbursement.
12. Back billing of expenditures is not allowed. Subregions may not bill for expenditures incurred in previous quarters.
13. The source of Local Match funds **cannot** be from another federally funded grant. Match funding sources may either be county or state funds.
14. As a recipients of U.S. DOT funding, the subregions are required to comply with all federal and state procurement guidelines and must comply with the annual federal and State audit requirements (2 CFR 200.331, 2 CFR Subpart F, and State OMB Circular 04-04-OMB); additional procedures for state audits may apply in accordance with the State Grant Compliance Supplement (see Department of Transportation listing on the New Jersey Office of Management and Budget website at: <http://www.state.nj.us/treasury/omb/publications/grant/index.shtml>).
15. All expenditures shall be documented in compliance with applicable federal and state guidelines and be made available for audit review. All records including payroll timesheets are to be kept during the contract period and for a period of three years from the date of the final payment.
16. The subregions must use its own documented procurement procedures that reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and standards identified in 2 CFR Parts 200.318

(General procurement standards) through 200.326 (Contract provisions) and the [NJTPA's procedures for procurement of professional services](#).

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

Allowable charges include the following line items:

**Line Item: Supplies**

Allowable costs include:

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

**Line Item: Travel**

***Please note: Subregions may only expend up to five percent (5%) of the Total Program Budget on Travel. Any expenses over five percent of budget will be disallowed.***

Allowable costs include:

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

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

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

**Line Item: Printing and Reproduction**

Allowable costs include:

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

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

**Line Item: Postage**

Allowable costs are as follows:

1. Cost associated with mailing STP Program documents.

**Line Item: Conference/Training**

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

Allowable costs are as follows:

1. Conference Registration Fees
  - Attendance at conferences, seminars and meetings where the purpose of the conference is the dissemination of technical information is an allowable federal cost ***for staff being supported on the STP Program grant.*** Examples of the kind of conferences which staff may expense to the STP grant include: the TransAction Conference, American Planning Association (APA), New Jersey Association of Counties (NJAC), the League of Municipalities and Transportation Research Board (TRB). Although some of these conferences also include policy sessions, they are considered allowable as technical transportation planning information is disseminated.

- NJTPA Board members will only be reimbursed for attendance at conferences such as TransAction, NJAC, and the League of Municipalities, if they are on a panel and or making a presentation on behalf of the NJTPA.
- Attendance at events with an emphasis on lobbying is not federally reimbursable. Examples of this kind of event could be the Alliance for Action conferences (or other organizations) aimed at affecting federal legislation. The grant should not be charged for time or travel costs to events such as these, regardless of who is attending.
- Other Alliance events, where technical information is disseminated (e.g., the effect of congestion on the economy, etc.) would be allowable.
- Attendance at policy conferences is not an allowable cost. An example of this type of conference is the Association of Metropolitan Planning Organizations (AMPO's) policy conference in Washington D.C. The grant should not be charged for time or travel costs to events such as these, regardless of who is attending.

Additionally, you may only be reimbursed for allowable travel if you have a travel or conference line item in your STP budget. *As always, if you are not sure if the registration fees for a conference you would like to attend is an allowable expense under this federally funded grant, please feel free to contact the NJTPA Program Manager prior to registering or incurring any cost to confirm if they are eligible for reimbursement under this program.*

2. Training w/pre-approval (must be submitted in advance for approval and attributable or supported to the mission and goals of the STP Program).

**Line Item: Other**

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

Allowable costs include:

1. Professional Subscriptions
2. Professional Journals, Design Manuals and Publications
3. Computer Software Manuals
4. Software Maintenance

Unallowable costs include:

1. Professional licenses
2. Professional membership fees

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

***Budget Modifications are not allowed in the 4<sup>th</sup> or final quarter of the program year. There are no extensions granted for the pass-through programs.***

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

1. Consultants shall be retained in accordance with Federal regulations and standards (2 CFR Parts 200.318 through 200.326) and the [NJTPA's "Procedures for Procurement of Professional Services"](#).
2. All project consultants must be registered to do business in the State of NJ. Business Registration Certificates are required for all consultants (primes and subconsultants).
3. Consultant contracts are subject to Title 49, Part 26, Code of Federal Regulations (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs" and shall comply with the NJDOT's statewide DBE/ESBE participation goal in effect at the time of consultant solicitation.
4. ESBEs must be certified by NJDOT. DBEs may be certified by any participating member (NJDOT, NJ TRANSIT, and PANYNJ) under the NJ Unified Certification Program (UCP). Please Note: All certified DBEs are ESBEs. Certified DBEs will satisfy an ESBE contract goal. Firms certified as MBE/WBE/SBEs by the NJ Department of Commerce will not satisfy the DBE/ESBE requirement established under this program. However, the NJTPA does not discourage the use of such firms.
5. To be eligible for reimbursement, costs incurred must be included in the original consultant agreement scope of work and cost proposal, and must conform to Federal cost principles.
6. Carefully review invoices before issuing payment:
  - a. Check rates and personnel, should agree with cost proposal.
  - b. Check the math; please be sure the multiplication/addition is correct.
  - c. Consultants must adhere to federal and state cost principles (48 CFR 31.2), including Federal Travel Regulations and current Per Diem rates.
  - d. Check time and efforts reports to ensure that percentage of project completed agrees with percentage of project billed to date.
7. If the Consultant is required to produce extensive reports, maps, brochures and etc., be sure that the cost for these have been budgeted in the agreement.

8. Make sure project is on schedule. Get timely reports and invoices. Try to have consultant bill monthly, at most quarterly. This insures that you receive regular reports and that you are kept up to date on the project's status.
9. Alert the NJTPA Program Manager to any problems immediately.
10. Monitor ESBE/DBE goal. Alert the NJTPA as soon as possible if goal attainment is in question.
11. Amendments/Changes to Project:
  - a. Changes to scope of work. If during the course of this project it is discovered that the scope of work requires revision, the NJTPA should be notified immediately. Changes in project scope may require Board and FHWA approval.
  - b. Budget revisions. The NJTPA also must be aware of any budget changes. A change to the budget may affect the ESBE/DBE goal requirement. If changes to the budget or scope of work affect ESBE/DBE participation, the TMA will be required to request a waiver of exemption from the ESBE/DBE goal. The TMA must document that a good faith effort was made in order to meet the goal. All requests for a waiver of exemption from ESBE/DBE goal require the NJTPA's Executive Committee Approval.
12. Ask questions. The consultant is working for you. You should never be afraid to ask questions or direct the consultant to meet the project's needs.
13. All products of the consultant project shall be supplied to the NJTPA upon completion and acceptance by the subregion.

➤ **5.0 Quarterly Reporting Requirements:**

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

(A) Invoice Requirements:

- (1) Signed Invoice. *The subregions shall submit detailed invoices utilizing the NJTPA's standard invoice form*, which is generated from the NJTPA's web-based Cost Tracking System (CTS) for pass-through grant programs. (See **QUARTERLY REPORTING EXHIBITS** for a sample invoice for payment form.)
- (2) Cost Tracking System Reports (CTS)
  - a. Budget Summary
  - b. Employee Time Summary Report
  - c. Time Summary by Task Report
  - d. Intern Time Keeping Report (if applicable)
  - e. Consultant Quarterly Expenses Report (if applicable)
- (3) Direct Expense Receipts. *Copies of all direct expense receipts must be submitted with invoice.* This includes but not limited to: Printing,

Postage/Express Mail, Travel Vouchers (should detail destination and purpose of trip, and include a web-generated mileage calculator) with toll, transit and parking receipts, detailed hotel and lodging receipts, itemized meal and incidental receipts, and all other direct expense receipts and appropriate proof of payment.

- (4) Payment Vouchers. Payment voucher (signed by treasurer or finance department director) noting payment date or other form of proof of payment. *Note, invoices submitted with incomplete or unsigned payment vouchers will not be processed until proof of payment can be provided.*

(B) Payment Voucher for SSP Consultant Services

Requests for reimbursement of actual costs incurred for allowable consultant expenses shall be submitted with the quarterly invoices. This is a cost reimbursable program. **Back billing from a previous fiscal year is not permitted; where applicable, reimbursement must be sought in the billing period in which a consultant is paid.** A subregion cannot seek reimbursement until it can provide documentation (**signed payment voucher issued by the Finance Department**) stating that the consultant has been paid. If signed payment voucher is unavailable, a copy of a check or financial statement will be sufficient. Such documentation must indicate payment date, check number and amount. Eligibility period for reimbursement is determined by date of payment by subrecipient. For example, if the subregion is billed in the 3rd quarter but does not pay the consultant until the 4th quarter, then reimbursement, accompanied by the payment voucher, the consultant's invoice with all supporting documentation, and activity summary, should be sought at the end of the 4<sup>th</sup> quarter.

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

Consultant Invoice(s) and Supporting Documentation

- (1) Approved Timesheets
- (2) A Certified Payroll Summary, providing the following information.
  - Name of Employee/Classification
  - Date (Payroll period covered)
  - Hours (by Task)
  - Hourly Rate
  - Total Salary
  - Executed certification of accuracy by authorized personnel.

See **QUARTERLY REPORTING EXHIBITS** for sample consultant payroll summary certification language.



(3) Direct Expense Receipts.

All consultant direct expense receipts must be submitted with their invoice. This includes but not limited to: Printing, Postage/Express Mail, Employee Expense Forms\Travel Vouchers (should detail destination and purpose of trip, and include a web-generated mileage calculator) with toll, transit and parking receipts, and all other direct expense receipts. All travel must adhere to federal travel regulations and per diems in effect during the time of travel (go to [www.gsa.gov](http://www.gsa.gov) for current mileage reimbursement (POV) and per diem rates).

(4) Time and Efforts summary report that shows percentage of project completed.

(5) Monthly consultant progress report (see **QUARTERLY REPORTING EXHIBITS** for a sample template document)

(6) Subconsultant invoices and supporting documents (same as above for primes).

(C) Requirements for Quarterly Reports

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

Each Quarterly Progress Report shall minimally include:

- (1) A narrative description of work performed during the calendar quarter and any difficulties or delays encountered;
- (2) A comparison of actual accomplishments to the goals established for the period;
- (3) A comparison, by tasks, of costs incurred with amounts budgeted;
- (4) A comparison, by task, of work performed compared to the schedule, including a percentage of the total work completed (where appropriate, this requirement can be met by including a bar chart showing schedule timing and actual progress); and
- (5) Other pertinent supporting project information, data or products.

(D) Reporting Deadlines

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

**Quarterly Reporting Schedule for FY 2018 Programs**

<u>Reporting Period</u>	<u>Program</u>	<u>Due Date</u>
1 <sup>st</sup> Quarter (ending September 30 <sup>th</sup> )	STP/SSP	October 16, 2017
2 <sup>nd</sup> Quarter (ending December 31 <sup>st</sup> )	STP/SSP	January 16, 2018
3 <sup>rd</sup> Quarter (ending March 31 <sup>st</sup> )	STP/SSP	April 17, 2017
4 <sup>th</sup> Quarter (ending June 30 <sup>th</sup> ) / STP Final Quarter	STP/SSP	<i>STP Final Quarter:</i> July 24, 2018 <i>SSP 4<sup>th</sup> Quarter:</i> July 17, 2018
5 <sup>th</sup> Quarter (ending September 30 <sup>th</sup> )	SSP	October 16, 2018
6 <sup>th</sup> Quarter (ending December 31 <sup>st</sup> )	SSP	January 15, 2019
7 <sup>th</sup> Quarter (ending March 31 <sup>st</sup> )	SSP	April 12, 2019
8 <sup>th</sup> Quarter (ending June 30 <sup>th</sup> ) / SSP Final Quarter	SSP	July 22, 2019

(E) Submission Documentation Requirements

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

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

- a. Section I Fourth Quarter Activities
  - b. Section II Summary of Program Impacts
  - c. Section III Highlights of Program Accomplishments
- (5) The eighth and final SSP quarterly report shall include a summary of highlights and key recommendations resulting from the completion of the study along with a copy of the final product.

➤ **6.0 Subregional Support Program:**

For FY 2018, the NJTPA will continue to make Subregional Support Program funds available to the subregions to use towards the diverse needs of their local planning program activities that support the mission of the NJTPA. A budget of \$15,000 per subregion will be allotted to the FY 2018 Subregional Support Program (or a total of \$225,000 for the program).

Individual subregional support requests greater than \$15,000 will be considered (up to \$30,000); however, approvals of requests for support items greater than \$15,000 in value will depend on availability of funding and demonstrated ability to utilize eligible items of support.

The FY 2018 Work Program's planning priorities and activities should be taken into consideration when determining how best these funds can be used to complete your program. A subregion may decide to use the entire amount for intern support, or allocate a portion for interns, and split the rest between technology needs, training/professional development and/or foreign language translations services. The goal of the program is designed to allow the greatest flexibility given the diverse needs and constructs of each subregion.

The Subregional Support Program consists of five distinct components: the Technology Library, the Internship Program, Subregional Training/Professional Development, Public Outreach Foreign Language Translations, and Reproduction of Subregional Study Reports. All subregions are encouraged to take advantage of this program. To participate in this program, the following guidelines must be followed:

- ***All requests must be submitted in writing for pre-approval.*** Requests for support for this program must be submitted to the STP program manager with adequate details and justification for how the request will support the regional transportation planning effort. Requests shall include a completed copy of the NJTPA's standard Subregional Support Program Request Form (see standard request form included in the ***QUARTERLY REPORTING EXHIBITS***).

- *All requests must be submitted by September 29, 2017.*
- For budgeting purposes, each subregion is also requested to *submit a preliminary estimate of how they plan to utilize the Subregional Support Program funding* in advance, with their draft STP work program submission *by November 4, 2016* (utilizing the form provided in the work program budget template file, a copy of which is included in **SECTION VI**)
- The guidelines of each specific support type are provided below. All requests must meet federal eligibility requirements.
- The CTS shall be utilized to track and invoice all reimbursable costs in the subregional support program budget. It should also be used to monitor all internship program staff time and labor costs. All authorized items and their associated costs shall also be reported quarterly (see **QUARTERLY REPORTING EXHIBITS** for a sample invoice and Subregional Support Program Quarterly Progress Report).

### **Technology Library**

The technology library provides subregions with the technical resources needed to create regionally significant products for use in transportation planning. The following are guidelines for the technology library:

- Requests must note the items needed and provide a rationale for how they will support the goals and objectives of the STP and/or Subregional Study Programs. These requests must support only subregional staff assigned to the STP grant and/or the Subregional Study grant with reasonable percentages of their overall time, and adequate justification of the use of the hardware/software to support the Subregional programs.
- All requested hardware and software must be compatible with NJTPA technology to ensure that the NJTPA can provide the necessary technical support, and if approved will be purchased by the NJTPA.
- Requests for traffic and pedestrian data collection services - including intersection turning movement counts and video recordings, roadway volume counts, classification counts, speed counts, gap counts, and O-D surveys - will be evaluated and, if approved, procured by the subregion (in accordance with Federal Acquisition Regulations and Code of Federal Regulations (2 CFR Part 200)).
- Software upgrade and maintenance warranties are not eligible under this program but can be supported through the STP budget.

### **Internship Program**

This program was developed to support subregional efforts on a short-term basis. It also provides a valuable training opportunity for planning students in New Jersey. The interns must conduct regionally significant transportation planning work that furthers the goals and objectives of the NJTPA's RTP. The following are guidelines for the internship program:

- Interns will be supported up to the maximum hours for a standard work week as established by each subregion. The NJTPA will not reimburse for overtime or for any hours that exceed the subregion's standard work week.
- All requests must be submitted in writing describing specifically the tasks to be undertaken by the intern and the products to be completed. The request must also identify the number of hours per week and hourly wage rate.
- Quarterly Reporting Requirements for the Internship Program include:
  1. Progress Report, noting all tasks and products completed by intern for the quarter.
  2. The NJTPA online Cost Tracking System's (CTS) Employee Time Summary Report, Time Summary by Task Report and Intern Time Keeping Report.
    - The subregions issued a subcontract for this Internship Program will be responsible for paying the interns and invoicing the NJTPA quarterly for reimbursement using the NJTPA's online Cost Tracking System (CTS). The Cost Tracking System's Intern Time Keeping Report signed by the intern's supervisor will be accepted in place of the subregion's internal timesheets or certified payroll summary; however, internally approved timesheets for interns must be kept on file and be made available upon request.
    - The subregions assigned an intern hired by the NJIT/NJTPA must also submit approved timesheets (generated by the CTS), with hours worked by task, on a biweekly basis.

### **Subregional Training\Professional Development**

Any individual training requests must be submitted, in writing, to the STP Program Manager and must support the goals of the Subregional Transportation Planning program. Allowable expenses include the costs of training seminars, sessions and workshops, course materials, and reference manuals in a variety of transportation technical areas, designed to meet the needs of subregional staff in the development of their professional skills and knowledge of the federal requirements, and to ensure proper performance and oversight of the grant program. Training may include, but not be limited to: various APA, TRB, NHI, and NTI professional transportation and land use planning courses, including refresher and emerging technology courses and webinars; project management; public speaking/communication skills; federal grant management and administration training; and GIS, MS Projects, SharePoint, and other various computer software training.

This subregional training activity does not include general attendance at conferences (attendance at conferences, however, can be supported through the core STP Program budget); the only exception to this will be if a formal training course is offered at the same time and place as a conference event (which normally requires separate registration). To be eligible for reimbursement detailed course descriptions and curriculum must be provided in

advance for NJTPA approval. The NJTPA will continue to offer additional regional training sessions, which the RTAC membership will be invited to participate in.

### **Public Outreach Foreign Language Translations**

Requests for foreign translation services must be submitted, in writing, to the STP Program Manager and must support the public outreach and involvement goals of the Subregional Transportation Planning Program or support projects in the Subregional Study Program.

### **Reproduction of Subregional Study Reports**

Unanticipated reproduction costs for additional copies of previously completed subregional study reports, requested after the study's grant period has expired, are eligible for reimbursement under this program to support projects in the Subregional Studies Program. Requests must note the specific SSP program year, study, number of copies and reasons why additional copies are needed. Upon approval, the subregion will be responsible for paying for the costs for Reproduction of Subregional Study Reports and shall invoice the NJTPA for reimbursement.

*Efforts should be made to use and disseminate reports in electronic format, where possible.*

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

- I. Invoice for payment for reimbursable items incurred during the quarter.
- II. Cost Tracking system reports (Budget Summary, Employee Time Summary Report, Time Summary by Task Report and Intern Time Keeping Report)
- III. Supporting documentation, as applicable (copy of vendor invoice and proof of payment, signed time sheets for interns)
- IV. Subregional Support Program Progress Report noting all activities including tasks and products completed by any interns for the quarter (see ***QUARTERLY REPORTING EXHIBITS***).

## **QUARTERLY REPORTING EXHIBITS**





**Sample Invoice**

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

<b>Date:</b>	
<b>Fiscal Year:</b>	<b>201*</b>
<b>Invoice Period:</b>	<b>7/1/201* - 9/30/201*</b>
<b>Program Name:</b>	<b>FY 201* STP Program</b>

<b>Invoice Number:</b>	<b>Allowable amount: \$0.00</b>
------------------------	---------------------------------

**PAYEE NAME AND ADDRESS:**

County Name  
Address  
Attn:

**PAYEE DECLARATION:**

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

**REMIT TO:**

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

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

\_\_\_\_\_  
Title

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

**Sample Budget Summary Report**

**Budget Summary Quarterly Request for Payment**

**Date:**

**Subregion:**

**Fiscal Year:**           201\*           **Quarter:** 7/1/201\*-9/30/201\*

**Program:**               **FY 201\* STP Program**

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

**Sample Employee Time Summary Report**

**SUBREGION  
EMPLOYEE TIME SUMMARY**

**Period: 7/1/201\* - 9/30/201\***

		Hours	Salary	Fringe	Total
<b>Employee Jane Doe</b>					
<b>Program</b>	<b>FY 201* STP Program</b>				
	Task 1 Program Management				
	Task 2 Transportation Planning and Coordination				
		##	\$	\$	\$
<b>Employee John Smith</b>					
<b>Program</b>	<b>FY 201* STP Program</b>				
	Task 1 Program Management				
	Task 2 Transportation Planning and Coordination				
		##	\$	\$	\$
	<b>Totals:</b>	##	\$	\$	\$
	<b>Grand Total:</b>		<b>\$0.00</b>		

**Sample Time Summary by Task Report**

**SUBREGION  
TIME SUMMARY BY TASK**

**Period: 7/1/201\* - 9/30/201\***

		Hours	Salary	Fringe	Total
<b>Program</b>	<b>FY 201* STP Program</b>				
	Task 1 Program Management				
	Task 2 Transportation Planning and Coordination				
	<b>Totals:</b>	##	\$	\$	\$
	<b>Grand Total:</b>		<b>\$0.00</b>		

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

**Final Invoice Release Clause**

Project: <insert project name>

Total Funding Amount:

Total Funding Expended:

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

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

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

*\*To be submitted with final invoice.*

## Sample STP Program Quarterly Progress Report

*Update all sections that are in RED. Not all activities will be conducted and reported each quarter; however, each required core activity should be reported on at least once during FY 2018. If a core product/outcome and/or activity is not undertaken during FY 2018, the fourth / final quarter report should explain why the products/outcomes and/or activities were not undertaken during the fiscal year.*

FY 2018 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM QUARTERLY PROGRESS REPORT			
NAME OF SUBREGION			
<b>Reporting Period</b>	Quarter xx (Month xx, 20xx – Month xx, 20xx)		
<b>Project Manager</b>	Subregional Project Manager		
Budget Status Report			
Total Budget <i>(including local match)</i>	Amount Authorized	Amount Expended to Date	% Expended to Date
<b>Total Budget</b>	\$ ##	\$ ##	## %
Quarterly Reporting Deadlines*			
First Quarter	Second Quarter	Third Quarter	Fourth Quarter/ Final Report
October 16, 2017	January 16, 2018	April 17, 2018	July 24, 2018
<p><i>*The quarterly package (including financial documents) must be submitted by the above deadlines. Subregions place financial reimbursement for quarterly activities at risk if the reporting package is submitted after the quarterly reporting deadline. If final reports and products are submitted after the fourth quarter/ final report deadline, full reimbursement cannot be guaranteed.</i></p>			
Work Program Progress			
<p><i>Briefly list - by task - all significant progress and milestone events (with dates) completed in the reporting period. Progress listed should be a summary of work conducted in accordance with the current list of approved STP program activities. Exclude extraneous background information and progress from previous quarters. Provide the cumulative hours worked, amount expended and percent of work completed to date for Tasks 1 and 2.</i></p>			

<p><b>TASK 1: PROGRAM MANAGEMENT</b> - Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-c) planning process.</p>	<p>Amount Budgeted: \$ ##  Amount Expended: \$ ##  % Expended: ##</p>
<p><b>PRODUCT/OUTCOME</b></p>	<p><b>ACTIVITIES</b>  <i>List only those activities conducted this quarter in support of the corresponding product or outcome, including any milestones achieved, and dates and locations of meetings. If there was no activity, state "No activity".</i></p>
<p>FY 2019 Subregional Transportation Planning Work Program, Budget and Staffing Plan.</p>	<ul style="list-style-type: none"> <li>• Staff began preparing the FY19 STP work program</li> </ul>
<p>Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.</p>	<ul style="list-style-type: none"> <li>• Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.</li> <li>• Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).</li> <li>• Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.</li> <li>• Maintain data in the CTS.</li> </ul>
<p>FY 2017 Fourth Quarter/Final Report, invoice and supporting documentation</p>	<ul style="list-style-type: none"> <li>• Prepared Final Report (including summary of impacts and highlights of accomplishments for the full program year)</li> </ul>

<p><b>TASK 2: TRANSPORTATION PLANNING AND COORDINATION</b> - The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes that inherent in all planning activities are interagency coordination and public participation.</p>	<p>Amount Budgeted: \$ ##  Amount Expended: \$ ##  % Expended: ##</p>
<p>----- <b>Task 2.1: Support the NJTPA’s Regional Planning Process</b> -----</p>	
<p>----- (2.1 CORE Products/Outcomes &amp; Activities) -----</p>	
<p><b>PRODUCT/OUTCOME</b></p>	<p><b>ACTIVITIES</b>  <i>List only those activities conducted this quarter in support of the corresponding product or outcome, including any milestones achieved, and dates and locations of meetings. If there was no activity, state “No activity”.</i></p>
<p>Participation in the completion and/or adoption process for Plan 2045. Adoption is anticipated first quarter FY 2018.</p>	<ul style="list-style-type: none"> <li>• Participate as requested in the completion and adoption process for Plan 2045 – Connecting North Jersey.</li> </ul>
<p>Advancement of action(s) identified in Plan 2045.</p>	<ul style="list-style-type: none"> <li>• Consistent with the needs and goals of the subregion, advance select transportation related actions identified in Plan 2045. (Plan 2045 will include transportation related actions from the TNJ Regional Plan. E.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.</li> </ul>
<p>Support for planning studies contained in the NJTPA FY 2018 Unified Planning Work Program (UPWP).</p>	<ul style="list-style-type: none"> <li>• Participate on Steering or Technical Advisory Committees, as requested, for NJTPA planning studies conducted under UPWP Volume I (central staff activities) and/or UPWP Volume III (subregional studies program). This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include performance-based planning efforts such as PRIME, and Congestion Management Process (CMP).</li> <li>• Support the development of the FY 2019 UPWP.</li> </ul>
<p>Participation in Transportation Management Association</p>	<ul style="list-style-type: none"> <li>• Participate with NJTPA, TMAs and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.</li> </ul>

(TMA) activities, as applicable.	
Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.	<ul style="list-style-type: none"> <li>• Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.</li> </ul>
Provision of data and data updates	<ul style="list-style-type: none"> <li>• Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.</li> <li>• Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<a href="http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx">http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx</a>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.</li> <li>• Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2018 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and CMP.</li> </ul>
Support for Board activities	<ul style="list-style-type: none"> <li>• Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.</li> </ul>
----- (2.1 ELECTIVE Products/Outcomes & Activities) -----	
<b>PRODUCT/OUTCOME</b>	<b>ACTIVITIES</b>



	<p><i>List only those activities conducted this quarter in support of the corresponding product or outcome, including any milestones achieved, and dates and locations of meetings. If there was no activity, state "No activity".</i></p>
<p>Prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics.</p>	<ul style="list-style-type: none"> <li>• Advance transportation related recommendations from the TNJ Regional Plan (See <a href="http://togethernorthjersey.com/?page_id=24537#new-public-search-page/?page_id=24537">http://togethernorthjersey.com/?page_id=24537#new-public-search-page/?page_id=24537</a> for searchable database of recommendations), Local Government Capacity Grant Program (LGCGP), Regional Comprehensive Economic Development Strategy (CEDS), or Local Demonstration Projects (LDP).</li> <li>• Participate in one or more of the four TNJ 2.0 Task Forces (Competitive, Efficient, Livable, and Resilient). Please specify level of participation, which may include attending quarterly task force meetings, assisting with advancement of TNJ actions and/or other activities.</li> <li>• Collaborate with a TMA (or TMAs) to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate</li> <li>• Coordinate with TMAs to support their ridesharing activities, and/or their work with employers..</li> <li>• Coordinate and support regional and statewide strategic planning initiatives.</li> <li>• Support the NJTPA’s continuing work on modeling and the development of GIS data, applications and tools. This year, an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.</li> <li>• Support the NJTPA’s continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.</li> <li>• Collaborate with the NJTPA in environmental, climate change and resilience planning activities.</li> <li>• Support Complete Streets Planning activities. Specify level of support, which may include: pedestrian initiatives such as data collection, walkable communities and Safe Routes to School; or bicycle initiatives such as the application of bike/ped tools.</li> <li>• Support advancement of greenway initiatives. Specify which greenway and activities. This may include the East Coast Greenway, the Morris Canal Greenway, Henry Hudson Trail, or others.</li> <li>• Analyze, study or conduct planning activities that support and encourage municipalities and other stakeholders to develop comprehensive bicycle and walking policy implementation plans. Comprehensive bicycle policy implementation plans may identify specific streets for on street bicycle lanes and/or off street bicycle paths; suggest land use and zoning changes to support bicycling; comprehensive walking policy implementation plans which may</li> </ul>

	<p>identify gaps in existing pedestrian accommodations such as sidewalks and crosswalks, updates to ordinance standards for sidewalks, or other measures.</p> <ul style="list-style-type: none"> <li>• Conduct road safety audits (RSAs) to generate recommendations for capital improvements.</li> <li>• Assist in development of NJTPA’s initiatives for DO-IT: Developing Opportunities for Innovation in Transportation.</li> <li>• Support the NJTPA’s efforts to evaluate Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety.</li> <li>• Support the NJTPA’s efforts regarding emergency and incident management, planning for operations, and data sharing.</li> <li>• Identify major land developments and analyze impacts on the transportation network from a local and regional perspective.</li> <li>• Coordinate with the Highlands Council, New Jersey Sports and Exposition Authority and/or Pinelands Commission to ensure consistency between their plans, the work of the NJTPA, and local plans and programs.</li> <li>• Work with municipalities to evaluate appropriate parking demand strategies that increase parking efficiency. Strategies may address (but are not limited to) parking minimums or maximums, shared parking options, or incentivizing transportation alternatives.</li> <li>• Prepare grant applications for the Subregional Studies Program (SSP), or other funding opportunities.</li> <li>• Perform analysis of multi-modal needs in the context of primary and complementary strategies per the NJTPA CMP.</li> <li>• Support refinement and advancement of study recommendations into project pipeline review and implementation paths. Specify which study recommendations are anticipated to be targeted for advancement into capital projects.</li> </ul>
<p>-----<b>Task 2.2: Integrate Public Participation in the Ongoing 3-C Planning Process</b>-----</p>	
<p>----- (2.2 CORE Products/Outcomes &amp; Activities) -----</p>	
<p><b>PRODUCT/OUTCOME</b></p>	<p><b>ACTIVITIES</b></p> <p><i>List only those activities conducted this quarter in support of the corresponding product or outcome, including any milestones achieved, and dates and locations of meetings. If there was no activity, state “No activity”.</i></p>
<p>Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.</p>	<ul style="list-style-type: none"> <li>• Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations efforts. Special attention should be given to engaging traditionally underserved communities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.</li> <li>• Submit to NJTPA the following: agendas of upcoming meetings; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.</li> <li>• Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating linkages to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.</li> </ul>
<b>----- (2.2 ELECTIVE Products/Outcomes &amp; Activities) -----</b>	
<b>PRODUCT/OUTCOME</b>	<b>ACTIVITIES</b> <i>List only those activities conducted this quarter in support of the corresponding product or outcome, including any milestones achieved, and dates and locations of meetings. If there was no activity, state "No activity".</i>
Participation in public education efforts regarding the results of NJTPA project development.	<ul style="list-style-type: none"> <li>• Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings.</li> </ul>
Assistance with special outreach efforts to improve travel safety.	<ul style="list-style-type: none"> <li>• Conduct or assist in special outreach efforts, such as the "Be Street Smart NJ" Pedestrian Safety Education Campaign or other initiatives related to senior driving, distracted driving, etc.</li> </ul>
Participation in pilot technical assistance program, including acceptance of direct technical assistance from Rutgers VTC.	<ul style="list-style-type: none"> <li>• Work with Rutgers VTC research team and NJTPA staff to access a pilot program of on-call technical assistance to subregions, ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Examples include translation services, targeted outreach, facilitation or other support for meetings, and training for staff on outreach techniques. Assistance equal to approximately 100 hours for the NJTPA region in total is available.</li> </ul>
<b>----- Task 2.3: Capital Programming and Project Development-----</b>	
<b>----- (2.3 CORE Products/Outcomes &amp; Activities) -----</b>	
<b>PRODUCT/OUTCOME</b>	<b>ACTIVITIES</b> <i>List only those activities conducted this quarter in support of the corresponding product or outcome, including any milestones achieved, and dates and locations of meetings. If there was no activity, state "No activity".</i>

Participation in the development of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.	<ul style="list-style-type: none"> <li>Assist in the development of the TCP and TIP, as applicable.</li> </ul>
Written responses to TIP modifications and amendments.	<ul style="list-style-type: none"> <li>Provide input into TIP modifications and amendments, as requested.</li> </ul>
Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.	<ul style="list-style-type: none"> <li>Provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source.</li> </ul>
<b>----- (2.3 ELECTIVE Products/Outcomes &amp; Activities) -----</b>	
<b>PRODUCT/OUTCOME</b>	<b>ACTIVITIES</b> <i>List only those activities conducted this quarter in support of the corresponding product or outcome, including any milestones achieved, and dates and locations of meetings. If there was no activity, state "No activity".</i>
Proposals for Local Programs	<ul style="list-style-type: none"> <li>Support preparation and proposal development for the NJTPA's Local Program activities, which may include: Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Freight Concept Development, and/or Transportation Alternative Programs.</li> </ul>
Participation in interagency capital planning initiatives.	<ul style="list-style-type: none"> <li>Participate in the deployment of the NJTPA Online Local Project Management System. Note: NJTPA will deploy an online project management tool for all local programs. The NJTPA will collaborate with NJDOT Local Aid, Bureau of Environmental Program Resources and Subregional Project Managers to identify major milestones to be tracked through the state and federal processes of project development.</li> </ul>
Technical support for NJTPA Local Concept Development and Freight Concept Development.	<ul style="list-style-type: none"> <li>Review technical documents produced by consultant.</li> </ul>

## Subregional Support Program Request Form



### NJTPA UPWP Subregional Support Program Request Form

**Subregion:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Fiscal Year:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_ *All requests must be submitted by the end of the 1st fiscal quarter.*

Program Category	Allocated \$15,000 Budget	Additional Budget - Maximum \$15,000	Total Estimated Budget Requested	Brief Description of Requested Item(s) or Services
Technology Library	\$ -	\$ -	\$ -	
Internship Support	\$ -	\$ -	\$ -	
Subregional Training\Professional Development	\$ -	\$ -	\$ -	
Public Outreach Foreign Language Translations	\$ -	\$ -	\$ -	
Reproduction of Subregional Study Reports	\$ -	\$ -	\$ -	

**Total Estimated Budget:**        \$ -    

A budget of \$15,000 per subregion will be allotted in the annual fiscal year Subregional Support Program. Individual subregional support requests greater than \$15,000 will be considered; however, approvals of requests for support items greater than \$15,000 in value will depend on availability of funding and demonstrated ability to utilize eligible items of support. Additional budget requested will be capped at \$15,000; if submitting multiple items as part of the additional budget the items should be prioritized.

Attach detailed description of item(s) and/or services requested, along with adequate justification of how they will support the subregional programs. Equipment requests should include project specifications and/or vendor quotes, when possible. Intern requests must describe specific tasks and products to be completed by the intern, and the number of hours per week and hourly wage the intern will be paid.

**Sample Subregional Support Program Intern Time Keeping Report**

**SUBREGION**

**INTERN TIME KEEPING REPORT**

- **Program:** FY 201\* Subregional Support Program

**Period:** 7/1/201\* - 7/14/201\*

<u>Task</u>	<u>Date</u>	<u>Hours</u>
<b>Employee: Smith, John</b>		
Task 2 Transportation Planning and Coordination	1-Jul-14	7.00
Task 2 Transportation Planning and Coordination	2-Jul-14	7.00
Task 2 Transportation Planning and Coordination	3-Jul-14	7.00
Task 2 Transportation Planning and Coordination	7-Jul-14	7.00
Task 2 Transportation Planning and Coordination	8-Jul-14	7.00
Task 2 Transportation Planning and Coordination	9-Jul-14	7.00
Total hours per employee:		42.00
Employee signature: _____		
Supervisor's signature: _____		

**Sample Subregional Support Program Quarterly Progress Report**

**SUBREGION  
SUBREGIONAL SUPPORT PROGRAM  
QUARTERLY REPORT  
JULY 1, 20## – SEPTEMBER 31, 20##**

As part of the NJTPA’s Subregional Support Program, the SUBREGION elected and was approved federal funding, in the following eligible areas: Technology Library; Internship Program, Subregional Training\Professional Development, Public Outreach Foreign Language Translations, and Reproduction of Subregional Study Reports.

**ACTIVITIES, PRODUCTS & OUTCOMES COMPLETED THIS PERIOD:**

**TECH LIBRARY:**

Requested and was approved for a ..., which will be used to support.....

**INTERNSHIP PROGRAM:**

- Performed traffic counts.....
- Created GIS maps for...
- Attended the Public Meeting for the County’s Transportation Plan.

**SUBREGIONAL TRAINING\PROFESSIONAL DEVELOPMENT:**

Attended training on App development for bicycle pedestrian routes.

**PUBLIC OUTREACH FOREIGN LANGUAGE TRANSLATIONS:**

No activity this quarter.

**REPRODUCTION OF SUBREGIONAL STUDY REPORTS:**

150 copies FY10-11 Subregional Study Report printed and distributed at Technical Workshop on September 1, 2016.

**BUDGET STATUS:**

Task Name	Approved Budget	Amount Billed to Date	% Billed to Date
Technology Library			
Internship Program			
Subregional Training\Professional Development			
Public Outreach Foreign Language Translations			
Reproduction of Subregional Study Reports			
<b>Total</b>			





## **V. FY 2018 STP WORK PROGRAMS**



**FY 2018**

**BERGEN COUNTY**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**



# **I WORK PROGRAM DOCUMENT DEVELOPMENT**

## **BERGEN COUNTY**

### **TASK 1: PROGRAM MANAGEMENT**

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

#### ***1.0 – Core Products and Activities***

- **PRODUCT/OUTCOME:** FY 2019 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

#### **ACTIVITIES:**

- Prepare the FY 2019 work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

#### **ACTIVITIES:**

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
- Maintain data in the CTS.

- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

#### **ACTIVITIES:**

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

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

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts

- Section III – Highlights of Program Accomplishments

## **TASK 2: TRANSPORTATION PLANNING AND COORDINATION**

Goals: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives. It is not required that subregions undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs. The list of elective tasks is not exhaustive and are provided as examples of eligible activities. The subregions may wish to pursue other elective activities important to their planning programs that also support the regional metropolitan planning process. Activities to implement Plan 2045 – Connecting North Jersey, the TNJ Regional Plan, the NJTPA Strategic Business Plan, or other regional planning and coordination efforts are strongly encouraged.

### **➤ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS**

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA’s comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

#### **> 2.1 Core Products/Outcomes and Activities**

Subregions will support the regional metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the completion and/or adoption process for Plan 2045. Adoption is anticipated first quarter FY 2018.

#### **ACTIVITIES:**

- Participate as requested in the completion and adoption process for Plan 2045 – Connecting North Jersey.

- **PRODUCT/OUTCOME:** Advancement of action(s) identified in Plan 2045.

#### **ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in Plan 2045. (Plan 2045 will include transportation related actions from the TNJ Regional Plan. E.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.
- **PRODUCT/OUTCOME:** Support for planning studies contained in the NJTPA FY 2018 Unified Planning Work Program (UPWP).

**ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for NJTPA planning studies conducted under UPWP Volume I (central staff activities) and/or UPWP Volume III (subregional studies program). This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include performance-based planning efforts such as PRIME, and Congestion Management Process (CMP).
- Support the development of the FY 2019 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

**ACTIVITIES:**

- Participate with NJTPA, Meadowlink/EZ Ride and other TMAs as appropriate and human services transportation and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

**ACTIVITIES:**

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.
- **PRODUCT/OUTCOME:** Provision of data and data updates

**ACTIVITIES:**

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.
- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2018 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and CMP.
- **PRODUCT/OUTCOME:** Support for Board activities  
**ACTIVITIES:**
  - Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> **2.1 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics.  
**ACTIVITIES:**
  - Work to include Best Practices in our planning efforts, including Complete Streets, bicycle and pedestrian accommodations, innovative approaches to transit (rapid transit, integration and seamless connections between modes, and transportation alternatives), transit-oriented development and redevelopment, response to changing demographic and economic considerations (e.g., aging in place, millennials, transit-dependent populations, etc.) as recommended in the TNJ Regional Plan.



- Monitor activities of the TNJ 2.0 Task Forces, through attendance at quarterly task force meetings.
- Collaborate, where possible, with Meadowlink/EZ Ride TMA and other TMAs as appropriate to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate
- Coordinate and support regional and statewide strategic planning initiatives.
- Support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools. This year, an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Support Bergen County Department of Parks advancement of greenway initiatives, including the Hackensack River Walkway, Saddle River County Park Bicycle and Pedestrian Facilities and Connectivity (as advanced by the prior Subregional Study entitled Central Bergen Bicycle and Pedestrian Plan), and other opportunities as they may arise.
- Assist in development of NJTPA's initiatives for DO-IT: Developing Opportunities for Innovation in Transportation.
- Support the NJTPA's efforts to evaluate Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety, including Bergen County's Adaptive/Intelligent Signal initiative.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective.
- Encourage municipalities to evaluate appropriate parking demand strategies that increase parking efficiency, especially with respect to transit stations, other transit nodes, mixed-use, and other activity centers.
- Prepare grant applications for the Subregional Studies Program (SSP), or other funding opportunities.
- Support refinement and advancement of study recommendations into project pipeline review and implementation paths, including on-going work on Washington Avenue (Carlstadt and other such opportunities as they may arise).

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

The NJTPA central staff is available to assist subregions in enhancing public participation mechanisms. If desired, requests for central staff support should be included in the subregion's STP Program proposal.

In FY 2017, NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to engage not only traditionally under-represented communities in the transportation planning process, but also discussed how to reach millennials and other emerging demographic groups. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> **2.2 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

**ACTIVITIES:**

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations efforts. Special attention should be given to engaging traditionally underserved communities.
- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating linkages to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings.

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

**ACTIVITIES:**

- Conduct or assist in special outreach efforts, such as the Walkable Communities Workshop Initiatives, “Be Street Smart NJ” Pedestrian Safety Education Campaign, and other initiatives.
- **PRODUCT/OUTCOME:** Participation, on an as-needed basis, in pilot technical assistance program, including acceptance of direct technical assistance from Rutgers VTC.

**ACTIVITIES:**

- Where applicable, work with Rutgers VTC research team and NJTPA staff to access a pilot program of on-call technical assistance to subregions, ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Examples include translation services, targeted outreach, facilitation or other support for meetings, and training for staff on outreach techniques. Assistance equal to approximately 100 hours for the NJTPA region in total is available.

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

> **2.3 Core Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

**ACTIVITIES:**

- Provide input into TIP modifications and amendments, as requested.

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

**ACTIVITIES:**

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

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

- **PRODUCT/OUTCOME:** Proposals for Local Programs

**ACTIVITIES:**

- Support preparation and proposal development for the NJTPA's Local Program activities, which may include: Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Freight Concept Development, and/or Transportation Alternative Programs.
- **PRODUCT/OUTCOME:** Participation in interagency capital planning initiatives.

**ACTIVITIES:**

- Participate in the deployment of the NJTPA Online Local Project Management System. Note: NJTPA will deploy an online project management tool for all local programs. The NJTPA will collaborate with NJDOT Local Aid, Bureau of Environmental Program Resources and Subregional Project Managers to identify major milestones to be tracked through the state and federal processes of project development.
- **PRODUCT/OUTCOME:** Technical support for NJTPA Local Concept Development and Freight Concept Development.

**ACTIVITIES:**

- Monitor and advance County initiative for Anderson Street Bridge submission to the Local Concept Development Program. Relevant staff will review technical documents produced by consultant.

**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
BERGEN COUNTY  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 143,878.18		
	2. FRINGE BENEFITS	61.390%	\$ 88,326.82		
			<b>SUBTOTAL \$ 232,205.00</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ 1,000.00		
	2. TRAVEL		\$ 7,250.00		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 7,250.00		
	7. OTHER (SPECIFY)		\$ -		
			<b>SUBTOTAL \$ 15,500.00</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
			<b>SUBTOTAL \$ -</b>	80%	20%
			<b>TOTAL PROGRAM BUDGET \$ 247,705.00</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2018 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$	198,164.00	<b>Local Match:</b>	\$	49,541.00	<b>Total:</b>	\$	247,705.00
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**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
BERGEN COUNTY  
STAFFING PLAN**

**Project Task Budget**

<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share of Program (%)</b>
Task 1 - Program Management	150	\$ 13,852.10	\$ -	\$ -	\$ 13,852.10	6%
Task 2 - Transportation Planning and Coordination	3,311	\$ 218,352.90	\$ 15,500.00	\$ -	\$ 233,852.90	94%
<b>TOTAL</b>	<b>3,461</b>	<b>\$ 232,205.00</b>	<b>\$ 15,500.00</b>	<b>\$ -</b>	<b>\$ 247,705.00</b>	<b>100%</b>

**Subregional Staffing Plan**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project <i>(based on total work hours for the year)</i></b>	<b>Total Estimated Hours</b>
Joseph Femia, Department Director	10%	200
Joseph Baladi, Division Director	12%	250
Nancy Dargis, Division Director	12%	250
Christopher E. Helms, Supervising Planner	30%	500
Kenneth Aloisio, Principal Planner	17%	350
Laura LiVecchi-Bresaz, Transportation Analyst	100%	1,560
Jaison Alex, Traffic Engineer	12%	250
Sean Zhang, Principal Planner	2%	30
Sarah Franklin, GIS Specialist III	2%	36
Matthew Spagnulo, Engineering Aide	2%	35
<b>TOTAL</b>	<b>20%</b>	<b>3,461</b>

**FY 2018**

**COUNTY OF ESSEX**



**SUBREGIONAL TRANSPORTATION  
PLANNING WORK PROGRAM**





# **I WORK PROGRAM DOCUMENT DEVELOPMENT**

## **ESSEX COUNTY**

### **TASK 1: PROGRAM MANAGEMENT**

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

#### ***1.0 – Core Products and Activities***

- **PRODUCT/OUTCOME:** FY 2019 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

##### **ACTIVITIES:**

- Prepare the FY 2019 work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

##### **ACTIVITIES:**

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
- Maintain data in the CTS.

- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

##### **ACTIVITIES:**

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

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

- Section I – Fourth Quarter Activities

- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

**TASK 2: TRANSPORTATION PLANNING AND COORDINATION**

Goal: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

➤ **TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS**

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA’s comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

> ***2.1 Core Products/Outcomes and Activities***

Subregions will support the regional metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the completion and/or adoption process for Plan 2045. Adoption is anticipated first quarter FY 2018.

**ACTIVITIES:**

- Participate as requested in the completion and adoption process for Plan 2045 – Connecting North Jersey.

- **PRODUCT/OUTCOME:** Advancement of action(s) identified in Plan 2045.

**ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in Plan 2045. (Plan 2045 will include transportation related actions from the TNJ Regional Plan. E.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.

- **PRODUCT/OUTCOME:** Support for planning studies contained in the NJTPA FY 2018 Unified Planning Work Program (UPWP).

**ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for NJTPA planning studies conducted under UPWP Volume I (central staff activities) and/or UPWP Volume III (subregional studies program). This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include performance-based planning efforts such as PRIME, and Congestion Management Process (CMP).
- Support the development of the FY 2019 UPWP.

- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

**ACTIVITIES:**

- Participate with NJTPA, Meadowlink/EZ Ride and other TMAs as appropriate and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.

- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

**ACTIVITIES:**

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.

- **PRODUCT/OUTCOME:** Provision of data and data updates

**ACTIVITIES:**

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.
- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance

(<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.

- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2018 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and CMP.
- **PRODUCT/OUTCOME:** Support for Board activities  
**ACTIVITIES:**
  - Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> **2.1 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics.  
**ACTIVITIES:**
  - The County will participate in the TNJ 2.0 Resilient Task Force and will be attending quarterly task force meetings, assisting with advancement of TNJ actions and/or other activities.
  - The County will support Complete Streets Planning activities by undertaking pedestrian initiatives such as data collection, walkable community workshops and Safe Routes to School; or bicycle initiatives such as the application of bike/ped tools.
  - The County will support advancement of greenway initiatives pertaining to the East Coast Greenway and the Morris Canal Greenway.
  - The County will conduct road safety audits (RSAs) to generate recommendations for capital improvements.
  - Support the NJTPA's efforts to evaluate Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety.
  - Support the NJTPA's efforts regarding emergency and incident management, planning for operations, and data sharing.
  - Identify major land developments and analyze impacts on the transportation network from a local and regional perspective.

- Prepare grant applications for the Subregional Studies Program (SSP) or other funding opportunities.
- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths. Recommendations from the County’s finalized RSA’s, Walkable Community Workshops, and Sub regional Studies will be refined and advanced as appropriate.

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

The NJTPA central staff is available to assist subregions in enhancing public participation mechanisms. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

In FY 2017, NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to engage not only traditionally under-represented communities in the transportation planning process, but also discussed how to reach millennials and other emerging demographic groups. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

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

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

**ACTIVITIES:**

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations efforts. Special attention should be given to engaging traditionally underserved communities.
- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for

dissemination through regional-level communications, updating linkages to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

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

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

**ACTIVITIES:**

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings.

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

**ACTIVITIES:**

- Conduct or assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign or other initiatives related to senior driving, distracted driving, etc.

- **PRODUCT/OUTCOME:** Participation in pilot technical assistance program, including acceptance of direct technical assistance from Rutgers VTC.

**ACTIVITIES:**

- Work with Rutgers VTC research team and NJTPA staff to access a pilot program of on-call technical assistance to subregions, ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Examples include translation services, targeted outreach, facilitation or other support for meetings, and training for staff on outreach techniques. Assistance equal to approximately 100 hours for the NJTPA region in total is available.

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

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

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

**ACTIVITIES:**

- Assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

**ACTIVITIES:**

- Provide input into TIP modifications and amendments, as requested.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

**ACTIVITIES:**

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

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

- **PRODUCT/OUTCOME:** Proposals for Local Programs

**ACTIVITIES:**

- Support preparation and proposal development for the NJTPA's Local Program activities, which may include: Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Freight Concept Development, and/or Transportation Alternative Programs.
- **PRODUCT/OUTCOME:** Participation in interagency capital planning initiatives.

**ACTIVITIES:**

- Participate in the deployment of the NJTPA Online Local Project Management System. Note: NJTPA will deploy an online project management tool for all local programs. The NJTPA will collaborate with NJDOT Local Aid, Bureau of Environmental Program Resources and Subregional Project Managers to identify major milestones to be tracked through the state and federal processes of project development.
- **PRODUCT/OUTCOME:** Technical support for NJTPA Local Concept Development and Freight Concept Development.

**ACTIVITIES:**

- Review technical documents produced by consultant for the following LCD projects:
  - Bridge Street Bridge (Essex/Hudson)
  - Clay Street Bridge (Essex/Hudson)
  - Central Avenue Bridge (City of Newark)
  - Kingsland Avenue Bridge (Essex/Bergen)

**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
ESSEX COUNTY  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 111,635.76		
	2. FRINGE BENEFITS	48.884%	\$ 54,571.74		
	3. LEAVE ADDITIVE		\$ -		
	<b>SUBTOTAL</b>		<b>\$ 166,207.50</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COST ALLOCATION	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
	<b>TOTAL PROGRAM BUDGET</b>		<b>\$ 166,207.50</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2018 as outlined in the Subregional Transportation Planning Agreement. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$	132,966.00	<b>Local Match:</b>	\$	33,241.50	<b>Total:</b>	\$	166,207.50
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**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
ESSEX COUNTY  
STAFFING PLAN**

**Project Task Budget**

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non- Labor Costs	Indirect Costs	Total Costs	Estimated Share of Program (%)
Task 1 - Program Administration	200	\$ 9,791.79	\$ -	\$ -	\$ 9,791.79	10%
Task 2 - Transportation Planning and Coordination	2,314	\$ 156,415.71	\$ -	\$ -	\$ 156,415.71	90%
<b>TOTAL</b>	<b>2,514</b>	<b>\$ 166,207.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 166,207.50</b>	<b>100%</b>

**Subregional Staff Plan**

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the year)	Total Estimated Hours
David Antonio, Supervising Planner	81%	1,684
Nick Bonavita, Planning Aide	31%	650
Janet Pena, Planning Aide	9%	180
<b>TOTAL</b>	<b>40%</b>	<b>2,514</b>



**FY 2018**

**COUNTY OF HUDSON**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**



# **I WORK PROGRAM DOCUMENT DEVELOPMENT**

## **HUDSON COUNTY**

### **TASK 1: PROGRAM MANAGEMENT**

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

#### ***1.0 – Core Products and Activities***

- **PRODUCT/OUTCOME:** FY 2019 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

##### **ACTIVITIES:**

- Prepare the FY 2019 work program proposal.
  - **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.
- ##### **ACTIVITIES:**
- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
  - Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
  - Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
  - Maintain data in the CTS.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

##### **ACTIVITIES:**

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

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

- Section I – Fourth Quarter Activities

- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

**TASK 2: TRANSPORTATION PLANNING AND COORDINATION**

Goals: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives. It is not required that subregions undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs. The list of elective tasks is not exhaustive and are provided as examples of eligible activities. The subregions may wish to pursue other elective activities important to their planning programs that also support the regional metropolitan planning process. Activities to implement Plan 2045 – Connecting North Jersey, the TNJ Regional Plan, the NJTPA Strategic Business Plan, or other regional planning and coordination efforts are strongly encouraged.

➤ **TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS**

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA’s comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

> ***2.1 Core Products/Outcomes and Activities***

Subregions will support the regional metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the completion and/or adoption process for Plan 2045. Adoption is anticipated first quarter FY 2018.

**ACTIVITIES:**

- Participate as requested in the completion and adoption process for Plan 2045 – Connecting North Jersey.

- **PRODUCT/OUTCOME:** Advancement of action(s) identified in Plan 2045.

**ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in Plan 2045. (Plan 2045 will include transportation related actions from the TNJ Regional Plan. E.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.

- **PRODUCT/OUTCOME:** Support for planning studies contained in the NJTPA FY 2018 Unified Planning Work Program (UPWP).

**ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for NJTPA planning studies conducted under UPWP Volume I (central staff activities) and/or UPWP Volume III (subregional studies program). This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include performance-based planning efforts such as PRIME, and Congestion Management Process (CMP).
- Support the development of the FY 2019 UPWP.

- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

**ACTIVITIES:**

- Participate with NJTPA, Hudson TMA and other TMAs as appropriate and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.

- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

**ACTIVITIES:**

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.

- **PRODUCT/OUTCOME:** Provision of data and data updates

**ACTIVITIES:**

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.
- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2018 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and CMP.

- **PRODUCT/OUTCOME:** Support for Board activities

**ACTIVITIES:**

- Provide ongoing technical support to, individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> ***2.1 Elective Products/Outcomes and Activities***

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

**ACTIVITIES:**

- Advance transportation related recommendations of the Hudson County Bike Share Study that was conducted under the TNJ Local Government Capacity Grant Program.
- Participate in the TNJ 2.0 Efficient Task Force by attending quarterly Task Force meetings and assisting with the advancement of TNJ actions that may be identified by the Task Force.



- Collaborate with Hudson TMA and other TMAs as appropriate to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate
- Coordinate and support regional and statewide strategic planning initiatives.
- Support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools. This year, an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Collaborate with the NJTPA in environmental, climate change and resilience planning activities by participating in the Alternative Fuel Vehicle TAC
- Support Complete Streets Planning activities by attending workshops and training sessions. Use knowledge gained from attending workshops and training sessions to implement Complete Street planning activities, when appropriate, in RSA studies and repaving projects.
- Support advancement of the East Coast Greenway, Morris Canal Greenway and Ice and Iron Trail by applying for grant opportunities for planning and design work along the Greenways, attending conferences and TAC meetings.
- Analyze, study or conduct planning activities that support and encourage municipalities and other stakeholders to develop comprehensive bicycle and walking policy implementation plans. Comprehensive bicycle policy implementation plans may identify specific streets for on street bicycle lanes and/or off street bicycle paths; suggest land use and zoning changes to support bicycling; comprehensive walking policy implementation plans which may identify gaps in existing pedestrian accommodations such as sidewalks and crosswalks, updates to ordinance standards for sidewalks, or other measures.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Assist in development of NJTPA's initiatives for DO-IT: Developing Opportunities for Innovation in Transportation.
- Support the NJTPA's efforts to evaluate Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety.
- Support the NJTPA's efforts regarding emergency and incident management, planning for operations, and data sharing.
- Prepare grant applications for the Subregional Studies Program (SSP) or other funding opportunities.

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

The NJTPA central staff is available to assist subregions in enhancing public participation mechanisms. If desired, requests for central staff support should be included in the subregion's STP Program proposal.

In FY 2017, NJTPA shared the results of an "Innovative Public Outreach Methods" study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to engage not only traditionally under-represented communities in the transportation planning process, but also discussed how to reach millennials and other emerging demographic groups. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> ***2.2 Core Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

**ACTIVITIES:**

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. The Hudson County CEDS Committee is our local public outreach entity and we prepare summaries and presentations for their quarterly meetings, outlining local and Regional transportation related developments, the status of projects and seek their input on the transportation needs of the County. The CEDS Committee has representatives of each community, the Hudson County Chamber of Commerce and colleges and universities within the County.
- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating linkages to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Utilize the Hudson County website to engage the public in planning initiatives.
  - Participate in public outreach efforts related to the Local Concept Development activities.
  - Participate in local outreach through the Subregional Studies Planning Initiative.
  - Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings.
- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.
- ACTIVITIES:**
- Conduct or assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign or other initiatives related to senior driving, distracted driving, etc.
- **PRODUCT/OUTCOME:** Participation in pilot technical assistance program, including acceptance of direct technical assistance from Rutgers VTC.
- ACTIVITIES:**
- Work with Rutgers VTC research team and NJTPA staff to access a pilot program of on-call technical assistance to subregions, ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Examples include translation services, targeted outreach, facilitation or other support for meetings, and training for staff on outreach techniques. Assistance equal to approximately 100 hours for the NJTPA region in total is available.

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

> **2.3 Core Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

**ACTIVITIES:**

- Provide input into TIP modifications and amendments, as requested.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

**ACTIVITIES:**

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

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

- **PRODUCT/OUTCOME:** Proposals for Local Programs

**ACTIVITIES:**

- Support preparation and proposal development for the NJTPA's Local Program activities, which may include: Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Freight Concept Development, and/or Transportation Alternative Programs.
- **PRODUCT/OUTCOME:** Participation in interagency capital planning initiatives.

**ACTIVITIES:**

- Participate in the deployment of the NJTPA Online Local Project Management System. Note: NJTPA will deploy an online project management tool for all local programs. The NJTPA will collaborate with NJDOT Local Aid, Bureau of Environmental Program Resources and Subregional Project Managers to identify major milestones to be tracked through the state and federal processes of project development.
- As a portal between New York and New Jersey, Hudson County will also seek to participate in the planning and implementation of capital projects of the various regional transportation facility operators within the County. We will review all planning documents released impacting Hudson County and the Region. This includes Amtrak's NEC Future and Gateway Projects, Portal Bridge Replacement, PABT Replacement, the Bayonne Bridge Clearance Project, the Pulaski Skyway – Rt.139 Rehabilitation Projects and the Rt. 7 Bridge Replacement, several projects that will impact the Rt.3/Rt.495 Corridor and NJ TRANSIT's plans to extend the HBLR into Bergen County.
- Participate in the construction of new NJ Turnpike Interchange 14-A, the expansion of the Global Marine Terminal intermodal facility to include larger vessels, an Express Rail facility at Greenville Yards and the redevelopment of the former MOTBY facility in Bayonne.
- Participate in the long range capital planning projects of Routes 440/1&9T Multi-Use Urban Boulevard Supplemental Concept Development study, the HBLR West Side Extension proposal and the NY Cross Harbor Tier II DEIS

process which also involves the Greenville Yards. Involvement may include attending meetings, engaging in negotiations, or serving as liaison for the County Executive.

- **PRODUCT/OUTCOME:** Technical support for NJTPA Local Concept Development and Freight Concept Development.

**ACTIVITIES:**

- Review technical documents produced by consultant for the Bridge Street Bridge LCD.

**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
HUDSON COUNTY  
BUDGET PLAN**

			<b>PROPOSED BUDGET</b>	<b>FEDERAL SHARE</b>	<b>LOCAL MATCH</b>
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 87,718.45		
	2. FRINGE BENEFITS	55.686%	\$ 48,846.90		
	<b>SUBTOTAL</b>		<b>\$ 136,565.35</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ 250.00		
	2. TRAVEL		\$ 2,622.52		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 2,182.13		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ 5,054.65</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
<b>TOTAL PROGRAM BUDGET</b>			<b>\$ 141,620.00</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2018 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$	113,296.00	<b>Local Match:</b>	\$	28,324.00	<b>Total:</b>	\$	141,620.00
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**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
HUDSON COUNTY  
STAFFING PLAN**

**Project Task Budget**

<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share of Program (%)</b>
Task 1 - Program Management	160	\$ 10,666.36	\$ -	\$ -	\$ 10,666.36	8%
Task 2 - Transportation Planning and Coordination	1,865	\$ 125,898.99	\$ 5,054.65	\$ -	\$ 130,953.64	92%
<b>TOTAL</b>	<b>2,025</b>	<b>\$ 136,565.35</b>	<b>\$ 5,054.65</b>	<b>\$ -</b>	<b>\$ 141,620.00</b>	100%

**Subregional Staffing Plan**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project <i>(based on total work hours for the</i></b>	<b>Total Estimated Hours</b>
Megan Massey, Principal Planner	80%	1,660
Joseph Glembocki, Assistant County Engineer	5%	100
Jose Seira, Transportation Engineer	10%	200
Sean Keating, Engineering	3%	65
<b>TOTAL</b>	<b>24%</b>	<b>2,025</b>





**FY 2018**

**COUNTY OF HUNTERDON**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**



# **I WORK PROGRAM DOCUMENT DEVELOPMENT**

## HUNTERDON COUNTY

### **TASK 1: PROGRAM MANAGEMENT**

Goal: Hunterdon County will provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

#### ***1.0 – Core Products and Activities***

- **PRODUCT/OUTCOME:** FY 2019 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

##### **ACTIVITIES:**

- Hunterdon County will prepare the following year's work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

##### **ACTIVITIES:**

- Hunterdon County will prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Hunterdon County will prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Hunterdon County will provide maintenance of all Subregional grant-related records and products. Hunterdon County will attend NJTPA-led trainings and workshops on the STP program as requested.
- Hunterdon County will maintain data in the CTS.

- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

##### **ACTIVITIES:**

- Hunterdon County will prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

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

- Section I – Fourth Quarter Activities

- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

**1.0 TASK 2: TRANSPORTATION PLANNING AND COORDINATION**

Goals: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives. It is not required that subregions undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs. The list of elective tasks is not exhaustive and are provided as examples of eligible activities. The subregions may wish to pursue other elective activities important to their planning programs that also support the regional metropolitan planning process. Activities to implement Plan 2045 – Connecting North Jersey, the TNJ Regional Plan, the NJTPA Strategic Business Plan, or other regional planning and coordination efforts are strongly encouraged.

➤ **TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS**

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA’s comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Hunterdon County’s TMA, HART Commuter Information Services.

> ***2.1 Core Products/Outcomes and Activities***

Hunterdon County will support the regional metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the completion and/or adoption process for Plan 2045. Adoption is anticipated first quarter FY 2018.

**ACTIVITIES:**

- Hunterdon County will participate as requested in the completion and adoption process for Plan 2045 – Connecting North Jersey.

- **PRODUCT/OUTCOME:** Advancement of action(s) identified in Plan 2045.

**ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in Plan 2045. (Plan 2045 will include transportation related actions from the TNJ Regional Plan. E.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.
- **PRODUCT/OUTCOME:** Support for planning studies contained in the NJTPA FY 2018 Unified Planning Work Program (UPWP).

**ACTIVITIES:**

- Hunterdon County will participate on Steering or Technical Advisory Committees, as requested, for NJTPA planning studies conducted under UPWP Volume I (central staff activities) and/or UPWP Volume III (subregional studies program). This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include performance-based planning efforts such as PRIME, and Congestion Management Process (CMP).
- Hunterdon County will support the development of the FY 2019 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

**ACTIVITIES:**

- Hunterdon County will participate with NJTPA, HART TMA and other TMAs as appropriate and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

**ACTIVITIES:**

- Hunterdon County will participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.
- **PRODUCT/OUTCOME:** Provision of data and data updates

**ACTIVITIES:**

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.
- Hunterdon County will assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Hunterdon County will provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2018 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and CMP.
- **PRODUCT/OUTCOME:** Support for Board activities  
**ACTIVITIES:**
  - Hunterdon County will provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> **2.1 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Hunterdon County will prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics.  
**ACTIVITIES:**
  - Advance transportation related recommendations from the TNJ Regional Plan. Hunterdon County will continue to support and promote the County's Economic Development Initiative (Comprehensive Economic Development Strategy (CEDS)) and Kingwood Township's Local Capacity Grant.
  - Hunterdon County will participate in TNJ 2.0 Competitive Task Force by attending task force meetings, assisting with advancement of TNJ actions and/or other activities.

- Hunterdon County will collaborate with HART and other TMAs as appropriate to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate. Hunterdon County will coordinate with HART to support their ridesharing activities, and/or their work with employers.
- Hunterdon County will coordinate and support regional and statewide strategic planning initiatives.
- Support the NJTPA’s continuing work on modeling and the development of GIS data, applications and tools.
- Hunterdon County will support the NJTPA’s Livable Communities and Complete Streets Planning activities such as: pedestrian initiatives such as data collections, walkable communities and Safe Routes to School; Street Smart Campaign, bicycle initiatives such as the application of bike/ped tools.
- Hunterdon County will continue efforts to bring commuter rail access to Hunterdon County.
- Hunterdon County will participate in training session/conferences to improve the exchange of information for transportation planning purposes, particularly in national, state and regional safety-related forums, training and other activities.
- Hunterdon County will identify major land developments and analyze impacts on the transportation network from a local and regional perspective through the Development Review Committee process
- Coordinate with the Highlands Council to ensure consistency between their plans, the work of the NJTPA, and local plans and programs.
- Hunterdon County will work with municipalities to evaluate appropriate parking demand strategies that increase parking efficiency. Including the potential expansion of Park & Ride Facilities.
- Hunterdon County will follow grant opportunities as they become available for funding opportunities.

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

The NJTPA central staff is available to assist subregions in enhancing public participation mechanisms. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

In FY 2017, NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to engage not only traditionally under-represented communities in the transportation planning process, but also discussed how to reach millennials and other emerging demographic groups. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> **2.2 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

**ACTIVITIES:**

- Hunterdon County will provide a mechanism for citizens input in the planning process in order to inform and educate the public the public on transportation matters and provide a proactive means of soliciting their comments. Additional examples include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations efforts. Special attention should be given to engaging traditionally underserved communities. Information about subregional planning activities and products will be made available electronically on the web and or social media.
- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Hunterdon County will assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating linkages to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Hunterdon County will assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreaking and ribbon-cuttings.
- Hunterdon County will provide updated linkages to the NJTPA website and social media outlets, local website development and enhancements.



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

**ACTIVITIES:**

- Hunterdon County will assist in special outreach efforts, such as the Walkable Communities and Safe Routes to School.
- Hunterdon County will assist in promoting a countywide Complete Streets Policy.

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

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

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

**ACTIVITIES:**

- Hunterdon County will assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

**ACTIVITIES:**

- Hunterdon County will provide input into TIP modifications and amendments, as requested.

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

**ACTIVITIES:**

- Hunterdon County will provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source.

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

- **PRODUCT/OUTCOME:** Proposals for Local Programs

**ACTIVITIES:**

- Hunterdon County will support preparation and proposal development for the NJTPA's Local Program activities, including: Local Safety Programs and High Risk Rural Roads, Local Capital Project Delivery, Freight Concept Development, and Transportation Alternative Programs.

**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
HUNTERDON COUNTY  
BUDGET PLAN**

			<b>PROPOSED BUDGET</b>	<b>FEDERAL SHARE</b>	<b>LOCAL MATCH</b>
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 47,121.36		
	2. FRINGE BENEFITS	88.370%	\$ 41,641.14		
	<b>SUBTOTAL</b>		<b>\$ 88,762.50</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
<b>TOTAL PROGRAM BUDGET</b>			<b>\$ 88,762.50</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2018 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$ 71,010.00	<b>Local Match:</b>	\$ 17,752.50	<b>Total:</b>	\$ 88,762.50
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**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
HUNTERDON COUNTY  
STAFFING PLAN**

**Project Task Budget**

<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share of Program (%)</b>
Task 1 - Program Management	208	\$ 8,717.76	\$ -	\$ -	\$ 8,717.76	10%
Task 2 - Transportation Planning and Coordination	1,147	\$ 80,044.73	\$ -	\$ -	\$ 80,044.73	90%
<b>TOTAL</b>	<b>1,355</b>	<b>\$ 88,762.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 88,762.50</b>	100%

**Subregional Staffing Plan**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project <i>(based on total work hours for the</i></b>	<b>Total Estimated Hours</b>
Sue Dziamara, Director	12%	250
Marc Saluk, Executive Director	17%	350
Ken Bogen, Supervising Planner	10%	216
Adam Bradford, Assistant Planner	13%	280
Josie Glynn, Confidential Assistant	12%	258
<b>TOTAL</b>	<b>13%</b>	<b>1,355</b>



**FY 2018**

**CITY OF JERSEY CITY**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**



# **I WORK PROGRAM DOCUMENT DEVELOPMENT**

## **CITY OF JERSEY CITY**

### **TASK 1: PROGRAM MANAGEMENT**

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

#### ***1.0 – Core Products and Activities***

- **PRODUCT/OUTCOME:** FY 2019 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

##### **ACTIVITIES:**

- Prepare the FY 2019 work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

##### **ACTIVITIES:**

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
- Maintain data in the CTS.

- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

##### **ACTIVITIES:**

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

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

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

## **TASK 2: TRANSPORTATION PLANNING AND COORDINATION**

Goals: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives. It is not required that subregions undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs. The list of elective tasks is not exhaustive and are provided as examples of eligible activities. The subregions may wish to pursue other elective activities important to their planning programs that also support the regional metropolitan planning process. Activities to implement Plan 2045 – Connecting North Jersey, the TNJ Regional Plan, the NJTPA Strategic Business Plan, or other regional planning and coordination efforts are strongly encouraged.

### **➤ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS**

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA’s comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

#### **> 2.1 Core Products/Outcomes and Activities**

Subregions will support the regional metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the completion and/or adoption process for Plan 2045. Adoption is anticipated first quarter FY 2018.

#### **ACTIVITIES:**

- Participate as requested in the completion and adoption process for Plan 2045 – Connecting North Jersey.

- **PRODUCT/OUTCOME:** Advancement of action(s) identified in Plan 2045.

#### **ACTIVITIES:**



- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in Plan 2045. (Plan 2045 will include transportation related actions from the TNJ Regional Plan. E.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.
- **PRODUCT/OUTCOME:** Support for planning studies contained in the NJTPA FY 2018 Unified Planning Work Program (UPWP).

**ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for NJTPA planning studies conducted under UPWP Volume I (central staff activities) and/or UPWP Volume III (subregional studies program). This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include performance-based planning efforts such as PRIME, and Congestion Management Process (CMP).
- Support the development of the FY 2019 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

**ACTIVITIES:**

- Participate with NJTPA, Hudson TMA and other TMAs as appropriate and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

**ACTIVITIES:**

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.
- **PRODUCT/OUTCOME:** Provision of data and data updates

**ACTIVITIES:**

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the

NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.

- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2018 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and CMP.
- **PRODUCT/OUTCOME:** Support for Board activities

**ACTIVITIES:**

- Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> **2.1 Elective Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Advance transportation related recommendations from the TNJ Regional Plan Local Demonstration Project (LDP), *McGinley Square = Montgomery Corridor Mobility Project*. The project identified a menu of recommendations to make the Montgomery Corridor more walkable and bikable. Activities include further advancement of recommendations such as a bike share program (staff will work with CitiBike Jersey City to help expand their services) and the implementation of a “stoop-scape” plan. Staff will assist with roadway improvement projects along this corridor to incorporate the road diet and traffic calming strategies identified in the plan.
- Participate in the TNJ 2.0 Livable Task Force. Attend quarterly task force meetings, provide subregion-specific examples of issues that may be

addressed by the task forces, and assist with advancement of TNJ actions and/or other activities that may be identified by the Task Force.

- Collaborate with Hudson TMA (and other TMAs as appropriate) to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives. Coordinate with Hudson TMA to support their ridesharing activities, and/or their work with employers. Continue to work with Hudson TMA in its effort to create a School Travel Plan in the City of Jersey City, and assist with implementation at the planning and policy level.
- Coordinate and support regional and statewide strategic planning initiatives.
- Support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools. This year, an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Collaborate with the NJTPA in environmental, climate change and resilience planning activities.
- Support Complete Streets Planning activities including: pedestrian initiatives such as data collection, walkability audits, integration of Safe Routes to School activities with City activities, participation on the Mayor's Quality of Life Task Force to improve pedestrian safety in the City; bicycle initiatives such as advancing the City's Circulation Master Plan to continue the creation of an efficient, safe, and reliable bicycle network throughout the City.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Assist in development of NJTPA's initiatives for DO-IT: Developing Opportunities for Innovation in Transportation.
- Support the NJTPA's efforts to evaluate Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety.
- Support the NJTPA's efforts regarding emergency and incident management, planning for operations, and data sharing.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective.
- Evaluate appropriate parking demand strategies within the City that increase parking efficiency. Strategies may address (but are not limited to) parking minimums or maximums, shared parking options, or incentivizing transportation alternatives.
- Prepare grant applications for the Subregional Studies Program (SSP).

- Perform analysis of multi-modal needs in the context of primary and complementary strategies per the NJTPA CMP.
- Continue development of the NJ Department of Community Affairs (DCA) Post Sandy Planning Assistance Grant (PSPAG) program deliverables. PSPAG provided funds for the City to hire a consultant team to prepare various planning documents including: Resilience Master Plan, Adaptation Master Plan, Green Infrastructure Strategy, Proposed Amendments to Zoning and Building Code with Design Standards, and a Capital Improvement Plan. Staff will continue to work with Maser Consulting to review the planning documents and provide input.
- Continue work on the NJTPA funded FY 2017- FY 2018 Subregional Studies Program study, the preparation of a *Pedestrian Enhancement Plan*. FY 2018 tasks include reviewing results from public meetings and walkability workshops, working with the consultant to produce a Final Report and finalize deliverables, quarterly reporting and invoicing to the NJTPA, collaborating with the TAC, submitting final deliverables and data, and conclusion of the study.

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

The NJTPA central staff is available to assist subregions in enhancing public participation mechanisms. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

In FY 2017, NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to engage not only traditionally under-represented communities in the transportation planning process, but also discussed how to reach millennials and other emerging demographic groups. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> **2.2 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

**ACTIVITIES:**

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts;

special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations efforts. Special attention should be given to engaging traditionally underserved communities.

- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating linkages to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings.

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

**ACTIVITIES:**

- Conduct or assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign or other initiatives related to senior driving, distracted driving, etc.

- **PRODUCT/OUTCOME:** Participation in pilot technical assistance program, including acceptance of direct technical assistance from Rutgers VTC.

**ACTIVITIES:**

- Work with Rutgers VTC research team and NJTPA staff to access a pilot program of on-call technical assistance to subregions, ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Examples include translation services, targeted outreach, facilitation or other support for meetings, and training for staff on outreach techniques. Assistance equal to approximately 100 hours for the NJTPA region in total is available.

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

> ***2.3 Core Products/Outcomes and Activities***

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

**ACTIVITIES:**

- Assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

**ACTIVITIES:**

- Provide input into TIP modifications and amendments, as requested.

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

**ACTIVITIES:**

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

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

- **PRODUCT/OUTCOME:** Proposals for Local Programs

**ACTIVITIES:**

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

- **PRODUCT/OUTCOME:** Participation in interagency capital planning initiatives.

**ACTIVITIES:**

- Participate in the deployment of the NJTPA Online Local Project Management System. Note: NJTPA will deploy an online project management tool for all local programs. The NJTPA will collaborate with NJDOT Local Aid, Bureau of Environmental Program Resources and Subregional Project Managers to identify major milestones to be tracked through the state and federal processes of project development.

- **PRODUCT/OUTCOME:** Participation in transportation related implementation projects.

**ACTIVITIES**

- Assist with the concept development and design phases of a Local Safety project on the Montgomery Corridor, influenced by the *McGinley Square - Montgomery Corridor Mobility Project*. This activity will require coordination amongst various City offices and agencies, as well as a private consultant.
- Assist with the concept development and design of Johnston Avenue, which received repurposed funds. As per the Consolidated Appropriations Act of 2016, transportation funds earmarked for certain projects may be repurposed if the earmark is more than 10 years old and less than 10% of the funding has been obligated. The City was awarded \$1.37 million for roadway improvements on Johnston Avenue. Activities will include coordination with various City agencies and advancement of Complete Streets policies to ensure the street serves all users and functions effectively within the City's street network.
- Continue work on the City of Jersey City's Routes 440/1&9T Multi-Use Urban Boulevard Supplemental Concept Development study. The re-design of Routes 440/1&9T as an urban boulevard is critical to the major redevelopment anticipated along this corridor and an example of how the City is integrating transportation and land use planning. The preliminary preferred alternative for the boulevard south of Communipaw Avenue and for the intersection of Communipaw and Routes 1&9T will be presented to NJDOT.
- Support advancement of Morris Canal Greenway initiative. Assist with implementation of the Morris Canal Greenway in Jersey City per recommendations from *The Morris Canal Greenway Plan* (FY 2012-2013 Subregional Study), which advances prior planning work to accommodate bicyclists and pedestrians. Activities include construction of off-road segments of the greenway, development of a public education materials, and design and installation of greenway route signage. This activity entails continued participation on the NJTPA Morris Canal Working Group, a regional strategic planning initiative.
- Support advancement of East Coast Greenway, specifically assisting with the alignment of Meadowlands Connector route. The Meadowland Connector would provide a safe off-road route for pedestrians and cyclists and connect Jersey City to neighboring municipalities including Harrison, Kearny, Newark and Hoboken.
- **PRODUCT/OUTCOME:** Participation in resiliency related implementation projects

#### ACTIVITIES

- Participate in NJDEP's Rebuild by Design Hudson River project. This effort advances the concepts developed during the design competition phase, which fall under four categories: resist, delay, store, discharge, in order to mitigate the impacts of flooding caused by coastal storm surge and severe rainfall events. While the study area is primarily in Hoboken, it includes a portion of Jersey City in the Newport neighborhood. Staff serve as members of the Executive Steering Committee and Citizen Advisory Group. Funded by U.S. HUD, tasks include the completion of a Feasibility Study, the preparation of

an Environmental Impact Statement, and the identification of a locally-preferred alternative.



**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
CITY OF JERSEY CITY  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 89,941.20		
	2. FRINGE BENEFITS	19.742%	\$ 17,756.50		
	<b>SUBTOTAL</b>		<b>\$ 107,697.70</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ 4,764.80		
	2. TRAVEL		\$ 200.00		
	3. PRINTING & REPRODUCTION		\$ 500.00		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ 5,464.80</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
<b>TOTAL PROGRAM BUDGET</b>			<b>\$ 113,162.50</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2018 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b> \$	90,530.00	<b>Local Match:</b> \$	22,632.50	<b>Total:</b> \$	113,162.50
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**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
CITY OF JERSEY CITY  
STAFFING PLAN**

**Project Task Budget**

<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share of Program (%)</b>
Task 1 - Program Management	80	\$ 3,058.12	\$ 200.00	\$ -	\$ 3,258.12	3%
Task 2 - Transportation Planning and Coordination	2,700	\$ 104,639.58	\$ 5,264.80	\$ -	\$ 109,904.38	97%
<b>TOTAL</b>	<b>2,780</b>	<b>\$ 107,697.70</b>	<b>\$ 5,464.80</b>	<b>\$ -</b>	<b>\$ 113,162.50</b>	<b>100%</b>

**Subregional Staffing Plan**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project <i>(based on total work hours for the year)</i></b>	<b>Total Estimated Hours</b>
1. Barkha R Patel, Senior Planner	91%	1,650
2. Maryann Bucci-Carter, Acting Planning Director	11%	200
3. Katherine Lawrence, Senior Planner	11%	200
4. Tanya Marione, Senior Planner	11%	200
5. Matt Ward, Senior Planner	14%	250
6. Jeff Wenger, Principal Planner	14%	250
7. Jeannine Zampella, Management Assistant	2%	30
<b>TOTAL</b>	<b>17%</b>	<b>2,780</b>

**FY 2018**

**COUNTY OF MIDDLESEX**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**



# **I WORK PROGRAM DOCUMENT DEVELOPMENT**

## MIDDLESEX COUNTY

### **TASK 1: PROGRAM MANAGEMENT**

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

#### ***1.0 – Core Products and Activities***

- **PRODUCT/OUTCOME:** FY 2019 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

##### **ACTIVITIES:**

- Prepare the FY 2019 work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

##### **ACTIVITIES:**

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
- Maintain data in the Cost Tracking System.

- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

##### **ACTIVITIES:**

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

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

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

## **TASK 2: TRANSPORTATION PLANNING AND COORDINATION**

Goals: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives. It is not required that subregions undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs. The list of elective tasks is not exhaustive and is provided as examples of eligible activities. The subregions may wish to pursue other elective activities important to their planning programs that also support the regional metropolitan planning process. Activities to implement Plan 2045 – Connecting North Jersey, the TNJ Regional Plan, the NJTPA Strategic Business Plan, or other regional planning and coordination efforts are strongly encouraged.

### **➤ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS**

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA’s comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

#### **> 2.1 Core Products/Outcomes and Activities**

Middlesex County will support the regional metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the completion and/or adoption process for Plan 2045. Adoption is anticipated first quarter FY 2018.

#### **ACTIVITIES:**

- Participate as requested in the completion and adoption process for Plan 2045 – Connecting North Jersey. Participation may include provision of Middlesex County facilities and County transportation committee structure that could be utilized for the conduct of subregional or regional NJTPA sponsored public outreach meetings for the update and public input into the Regional Transportation Plan 2045 – Connecting North Jersey.

- **PRODUCT/OUTCOME:** Advancement of action(s) identified in Plan 2045.

**ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in Plan 2045. (Plan 2045 will include transportation related actions from the TNJ Regional Plan. E.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, identifying and promoting opportunities for expansion of first and/or last mile access to fixed route bus and rail transit, and/or conducting planning studies that address regional issues at the subregional level.

- **PRODUCT/OUTCOME:** Support for planning studies contained in the NJTPA FY 2018 Unified Planning Work Program (UPWP), and possible implementation of planning studies recommendations.

**ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for NJTPA planning studies conducted under UPWP Volume I (central staff activities) and/or UPWP Volume III (subregional studies program). This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include performance-based planning efforts such as PRIME, and Congestion Management Process (CMP).
- Support the development of the FY 2019 UPWP.

- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) – Keep Middlesex Moving (KMM) activities, as applicable.

**ACTIVITIES:**

- Participate with NJTPA, KMM and the Middlesex County Department of Community Services, Office of Aging and Disabled Services, Transportation Division to implement the Regional Coordinated Human Services Transportation Plan, as applicable.

- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

**ACTIVITIES:**

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop,

enhance and collect data as needed and work with NJTPA central staff to support the performance measure process.

- **PRODUCT/OUTCOME:** Provision of data and data updates

**ACTIVITIES:**

- Facilitate coordination, as necessary, within the Middlesex County Department of Infrastructure Management Offices of planning, engineering, public works, parks, and any appropriate subregional staff from other Middlesex County Departments and/or Offices as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.
  - Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
  - Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2018 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and CMP.
- **PRODUCT/OUTCOME:** Support for Board activities

**ACTIVITIES:**

- Provide ongoing technical support to the Middlesex County NJTPA Trustee and designee(s), as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.



> **2.1 Elective Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Middlesex County subregional transportation planning staff in the Office of Planning Transportation Division will promote the advancement of recommendations developed by Together North Jersey (TNJ) Local Demonstration Projects that were conducted in Middlesex County, including: Middlesex Greenway Access Plan and Health Impact Assessment (Summer 2014); Perth Amboy Bay City Transit District Strategy (December 2013); and, Woodbridge-Rahway Regional Access to the Arts (August 2014).
- Subregional transportation planning staff in the Office of Planning Transportation Division will continue to participate in the Efficient TNJ 2.0 Task Force through attendance of quarterly task force meetings, assisting with the advancement of TNJ actions and/or other activities.
- Review and support transportation-related actions recommended in the TNJ Regional Plan (see [http://togethernorthjersey.com/?page\\_id=24537#new-public-search-page/?page\\_id=24537](http://togethernorthjersey.com/?page_id=24537#new-public-search-page/?page_id=24537) web site information for searchable database of recommendations),
- Collaborate with the Keep Middlesex Moving (KMM) TMA and other TMAs as appropriate to integrate TMA work with the NJTPA subregional transportation planning process for Middlesex County to advance subregional objectives, as appropriate, such as an update to the Middlesex County comprehensive transit guide, and ongoing collaboration on initiatives and programs to promote pedestrian safety, and greater use of multimodal transportation alternatives in the County through such means as bus, rail, and bicycling facilities and accommodations. This collaboration includes the anticipated preparation of a new countywide Middlesex County Bicycle Atlas that will describe existing road characteristics such as availability of shoulders and existing speed limits and grade condition to help assess the suitability level or comfort level that a particular route may have for bicycling.
- Coordinate and support regional and statewide strategic planning initiatives. Seek consistency between the new Middlesex County Comprehensive Master Plan with regional and statewide initiatives, including the Together North Jersey Regional Plan, and Plan 2045 – Connecting North Jersey.
- Support the NJTPA’s continuing work on modeling and the development of GIS data, applications and tools including coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.

- Support the NJTPA’s continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement and educational strategies.
- Collaborate with the NJTPA in environmental, climate change and resilience planning activities.
- Support advancement of the East Coast Greenway (ECG) with special emphasis on the off road and on road sections of the ECG route within Middlesex County.
- Support refinement and advancement of recommendations contained in studies and reports previously prepared under the NJTPA’s Subregional Study Program (SSP) such as the 2013 Transportation Master Plan. This task will include the review and identification of which SSP recommendations are anticipated to be targeted for advancement into the project pipeline review and implementation paths into capital projects.
- Support the NJTPA’s efforts to evaluate Intelligent Transportation Systems (ITS), to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety.
- Support the NJTPA’s efforts regarding emergency and incident management, planning for operations, and data sharing.

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

The NJTPA central staff is available to assist subregions in enhancing public participation mechanisms. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

In FY 2017, NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to engage not only traditionally under-represented communities in the transportation planning process, but also discussed how to reach millennials and other emerging demographic groups. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> **2.2 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) Middlesex County TCC outreach meetings or events will feature NJTPA programs and products.

**ACTIVITIES:**

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Middlesex County will continue to do this through its Transportation Coordinating

Committee which is appointed annually as a Committee of the County Board of Chosen Freeholders. Public education activities will also include: media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations efforts. Special attention will be given to engaging traditionally underserved communities.

- Will make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating linkages to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Middlesex County will assist in public education efforts through its Transportation Coordinating Committee (TCC) regular meetings regarding the results of NJTPA project development, such as project funding announcements. In addition Middlesex County will participate in groundbreaking and ribbon-cuttings for projects affecting Middlesex County.

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

**ACTIVITIES:**

- Conduct or assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign, the Middlesex County Comprehensive Traffic Safety Program Task Force, or other initiatives related to senior driving, distracted driving, etc.

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

> ***2.3 Core Products/Outcomes and Activities***

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

**ACTIVITIES:**

- Assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

**ACTIVITIES:**

- Provide input into TIP modifications and amendments, as requested.

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

**ACTIVITIES:**

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

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

- **PRODUCT/OUTCOME:** Participation in interagency capital planning initiatives.

**ACTIVITIES:**

- Participate in the deployment of the NJTPA Online Local Project Management System.

**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
MIDDLESEX COUNTY  
BUDGET PLAN**

			<b>PROPOSED BUDGET</b>	<b>FEDERAL SHARE</b>	<b>LOCAL MATCH</b>
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 143,170.48		
	2. FRINGE BENEFITS	59.400%	\$ 85,043.27		
	<b>SUBTOTAL</b>		<b>\$ 228,213.75</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
<b>TOTAL PROGRAM BUDGET</b>			<b>\$ 228,213.75</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2018 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$	182,571.00	<b>Local Match:</b>	\$	45,642.75	<b>Total:</b>	\$	228,213.75
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**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
MIDDLESEX COUNTY  
STAFFING PLAN**

**Project Task Budget**

<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share of Program (%)</b>
Task 1 - Program Management	486	\$ 23,660.83	\$ -	\$ -	\$ 23,660.83	10%
Task 2 - Transportation Planning and Coordination	2,300	\$ 204,552.92	\$ -	\$ -	\$ 204,552.92	90%
<b>TOTAL</b>	<b>2,786</b>	<b>\$ 228,213.75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 228,213.75</b>	<b>100%</b>

**Subregional Staffing Plan**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project <i>(based on total work hours for the year)</i></b>	<b>Total Estimated Hours</b>
Anthony Gambilonghi, Supervising Planner,	52%	955
Bruce McCracken, Principal Planner, Transportation	23%	425
Ryan Rapp, Principal Planner	14%	250
Danielle Britton, Keyboard Clerk I	50%	915
George M. Ververides, Director, Office of Planning	13%	241
<b>TOTAL</b>	<b>31%</b>	<b>2,786</b>

**FY 2018**

**COUNTY OF MONMOUTH**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**





# I WORK PROGRAM DEVELOPMENT DOCUMENT

Monmouth County

## **TASK 1: PROGRAM MANAGEMENT**

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

### ***1.0 – Core Products and Activities***

- **PRODUCT/OUTCOME:** FY 2019 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

#### **ACTIVITIES:**

- Prepare the FY 2019 work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

#### **ACTIVITIES:**

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
- Maintain data in the CTS.

- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

#### **ACTIVITIES:**

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

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

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts

- Section III – Highlights of Program Accomplishments

## **TASK 2: TRANSPORTATION PLANNING AND COORDINATION**

Goals: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives. It is not required that subregions undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs. The list of elective tasks is not exhaustive and are provided as examples of eligible activities. The subregions may wish to pursue other elective activities important to their planning programs that also support the regional metropolitan planning process. Activities to implement Plan 2045 – Connecting North Jersey, the TNJ Regional Plan, the NJTPA Strategic Business Plan, or other regional planning and coordination efforts are strongly encouraged.

### **➤ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS**

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA’s comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

#### **> 2.1 Core Products/Outcomes and Activities**

Subregions will support the regional metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the completion and/or adoption process for Plan 2045. Adoption is anticipated first quarter FY 2018.

#### **ACTIVITIES:**

- Participate as requested in the completion and adoption process for Plan 2045 – Connecting North Jersey.

- **PRODUCT/OUTCOME:** Advancement of action(s) identified in Plan 2045.

#### **ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in Plan 2045. (Plan 2045 will include transportation related actions from the TNJ Regional Plan. E.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.
- **PRODUCT/OUTCOME:** Support for planning studies contained in the NJTPA FY 2018 Unified Planning Work Program (UPWP).  
**ACTIVITIES:**
  - Participate on Steering or Technical Advisory Committees, as requested, for NJTPA planning studies conducted under UPWP Volume I (central staff activities) and/or UPWP Volume III (subregional studies program). This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include performance-based planning efforts such as PRIME, and Congestion Management Process (CMP).
  - Support the development of the FY 2019 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.  
**ACTIVITIES:**
  - Participate with NJTPA, Meadowlink/EZ Ride TMAs and other TMAs as appropriate and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.  
**ACTIVITIES:**
  - Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.
- **PRODUCT/OUTCOME:** Provision of data and data updates  
**ACTIVITIES:**

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.
- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2018 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and CMP.
- **PRODUCT/OUTCOME:** Support for Board activities  
**ACTIVITIES:**
  - Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> **2.1 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Participation in Regional Planning Efforts  
**ACTIVITIES:**
  - Participate in TNJ 2.0 Task Forces by attending quarterly Resilience Task Force meetings, and providing technical assistance and information as needed.
  - Support the NJTPA’s continuing work on modeling and the development of GIS data, applications and tools through refinement and utilization of the Monmouth County Travel Demand Model, and other data and performance related tasks as requested and appropriate. This addresses TNJ Action Plan Strategy 7.1 item 2, “Catalogue and share data and integrate with other data for analysis and modeling”, as the model directly integrates the Ocean County’s model, and builds off of the NJ-RTME. Data will be shared on request, as appropriate.

- Collaborate with the NJTPA in environmental, climate change and resilience planning activities, potentially including but not limited to activities involving the Community Rating System, post Sandy planning efforts, and alternative fuel vehicle infrastructure.
  - Collaborate with Meadowlink/EZ-Ride and other TMAs as appropriate to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives related to personal mobility and the reduction of vehicle miles traveled.
  - Assist in the development of NJTPA’s initiatives for DO-IT: Developing Opportunities for Innovation in Transportation.
  - Identify major land developments and analyze impacts on the transportation network from a local and regional perspective.
  - Support the NJTPA’s efforts to evaluate Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety.
  - Participate in the NJTPA’s Planning for Emerging Centers Program study in Freehold Borough.
- **PRODUCT/OUTCOME:** Prepare, support, review, create, develop, maintain, and/or update transportation related studies, plans, policies, and grant applications at the subregional and local level that advance regional goals and objectives.

**ACTIVITIES:**

- Develop and implement regional corridor studies and pilot projects that further the goals and objectives of the Monmouth County Master Plan.
  - Develop, maintain, create, refine, and update planning documents such as maps, plans, inventories, policies, and others.
  - Prepare grant applications for the Subregional Studies Program (SSP), or other funding opportunities.
  - Support Complete Streets Planning activities as they relate to Monmouth County’s Complete Streets Policy, the NJTPA’s Complete Streets efforts, and TNJ Focus Area 7.2 item 4. This includes but is not limited to a review of existing policies to ensure the inclusion of all users, and the provision of support for municipalities interested in adopting a Complete Streets Policy.
- **PRODUCT/OUTCOME:** Advance Existing Plan and Policy Recommendations of the Monmouth County Master Plan (MCMP), Together North Jersey, and other guiding documents that advance regional goals and objectives.

**ACTIVITIES:**

- Advance bus system improvements in Monmouth County in accordance with the Bus Rapid Transit Opportunities Study, part of Together North Jersey’s Local Government Capacity Grant Program, and Recommendation 8.4 in the MCMP.

- Advance greenway initiatives such as the Henry Hudson Trail and the Union Transportation Trail in accordance with NJTPA’s Livable Communities and Complete Streets Planning activities, and referred to as part of the County’s Active Transportation Network in the MCMP.
- Work with municipalities to evaluate appropriate parking demand strategies that increase parking efficiency, in accordance with the Monmouth County Master Plan’s acknowledgement of parking management as an innovative practice.
- Coordinate with Meadowlink/EZ-Ride to support their ridesharing and transit promotion activities, and their work with employers, in accordance with the Monmouth County Master Plan’s emphasis on the reduction of personal automobile dependence.

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

The NJTPA central staff is available to assist subregions in enhancing public participation mechanisms. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

In FY 2017, NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to engage not only traditionally under-represented communities in the transportation planning process, but also discussed how to reach millennials and other emerging demographic groups. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

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

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

**ACTIVITIES:**

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations efforts. Special attention should be given to engaging traditionally underserved communities.
- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.

- Submit to NJTPA the following: agendas of upcoming meetings; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating linkages to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Communicate with the public regarding planning activities

**ACTIVITIES:**

- Communicate with the public as appropriate regarding planning activities through existing channels.

- **PRODUCT/OUTCOME:** Support for the Monmouth County Transportation Council

**ACTIVITIES:**

- Provide staff support to the MCTC including but not limited to the development of agendas, creation of meeting minutes, distribution of documents, recruitment of presenters, and management of meeting logistics related to their monthly meetings.

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

**ACTIVITIES:**

- Assist in public education efforts regarding the results of NJTPA project development.

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

**ACTIVITIES:**

- Assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign or other initiatives related to senior driving, distracted driving, etc. led by NJTPA, Meadowlink/EZ-Ride, or other entities.

- **PRODUCT/OUTCOME:** Participation in pilot technical assistance program, including acceptance of direct technical assistance from Rutgers VTC.

**ACTIVITIES:**

- Work with Rutgers VTC research team and NJTPA staff to access a pilot program of on-call technical assistance for translation services, targeted outreach, meeting support, and other related tasks, on an as needed basis.

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

> ***2.3 Core Products/Outcomes and Activities***

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

**ACTIVITIES:**

- Assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

**ACTIVITIES:**

- Provide input into TIP modifications and amendments, as requested.

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

**ACTIVITIES:**

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

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

- **PRODUCT/OUTCOME:** Proposals for Local Programs

**ACTIVITIES:**

- Support preparation and proposal development for the NJTPA's Local Program activities, including: Local Safety Programs and High Risk Rural Roads Programs, Local Capital Project Delivery, and/or Transportation Alternative Programs.
- Coordinate planning activities with the Monmouth County Department of Public Works and Engineering to help identify and prioritize transportation related projects and assist with developing and implementing capital improvements.



**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
MONMOUTH COUNTY  
BUDGET PLAN**

			<b>PROPOSED BUDGET</b>	<b>FEDERAL SHARE</b>	<b>LOCAL MATCH</b>
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 109,704.07		
	2. FRINGE BENEFITS	71.936%	\$ 78,916.67		
	<b>SUBTOTAL</b>		<b>\$ 188,620.74</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ 366.76		
	2. TRAVEL		\$ 500.00		
	3. PRINTING & REPRODUCTION		\$ 1,000.00		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 1,000.00		
	7. OTHER		\$ -		
	<b>SUBTOTAL</b>		<b>\$ 2,866.76</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
<b>TOTAL PROGRAM BUDGET</b>			<b>\$ 191,487.50</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2018 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$ 153,190.00	<b>Local Match:</b>	\$ 38,297.50	<b>Total:</b>	\$ 191,487.50
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**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
MONMOUTH COUNTY  
STAFFING PLAN**

**Project Task Budget**

<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share of Program (%)</b>
Task 1 - Program Management	200	\$ 10,211.49	\$ -	\$ -	\$ 10,211.49	5%
Task 2 - Transportation Planning and Coordination	3,470	\$ 178,409.25	\$ 2,866.76	\$ -	\$ 181,276.01	95%
<b>TOTAL</b>	<b>3,670</b>	<b>\$ 188,620.74</b>	<b>\$ 2,866.76</b>	<b>\$ -</b>	<b>\$ 191,487.50</b>	100%

**Subregional Staffing Plan**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project <i>(based on total work hours for the year)</i></b>	<b>Total Estimated Hours</b>
David Schmetterer, Principal Planner	100%	1,820
James Bonanno, Assistant Planner	100%	1,820
Joe Barris, Assistant Director	1%	14
Inkyung Englehart, Principal Engineer	1%	16
<b>TOTAL</b>	<b>50%</b>	<b>3,670</b>

**FY 2018**

**COUNTY OF MORRIS**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**



## **I WORK PROGRAM DOCUMENT DEVELOPMENT**

Morris County

### **TASK 1: PROGRAM MANAGEMENT**

Goal: Morris County will provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process through the following efforts:

#### ***1.0 – Core Products and Activities***

- **PRODUCT/OUTCOME:** FY 2019 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

##### **ACTIVITIES:**

- Prepare the FY 2019 work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

##### **ACTIVITIES:**

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
- Maintain data in the CTS.

- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

##### **ACTIVITIES:**

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

### **TASK 2: TRANSPORTATION PLANNING AND COORDINATION**

Goals: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

➤ **TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS**

Morris County will dedicate extensive time and effort as required as part of its involvement in the NJTPA’s comprehensive, continuing and cooperative (3-C) planning process and active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs). Morris County will conduct the following efforts related to Task 2.1:

> ***2.1 Core Products/Outcomes and Activities***

Morris County will support the regional metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the completion and/or adoption process for Plan 2045. Adoption is anticipated first quarter FY 2018.

**ACTIVITIES:**

- Participate as requested in the completion and adoption process for Plan 2045 – Connecting North Jersey.

- **PRODUCT/OUTCOME:** Advancement of action(s) identified in Plan 2045.

**ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in Plan 2045. (Plan 2045 will include transportation related actions from the TNJ Regional Plan. e.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.

- **PRODUCT/OUTCOME:** Support for planning studies contained in the NJTPA FY 2018 Unified Planning Work Program (UPWP).

**ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for NJTPA planning studies conducted under UPWP Volume I (central staff activities) and/or UPWP Volume III (subregional studies program). This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include performance-based planning efforts such as PRIME, and Congestion Management Process (CMP).
- Support the development of the FY 2019 UPWP.

- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

**ACTIVITIES:**

- Participate with NJTPA, TransOptions TMAs and other TMAs as appropriate and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

**ACTIVITIES:**

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement.
- **PRODUCT/OUTCOME:** Provision of data and data updates

**ACTIVITIES:**

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.
  - Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange.
  - Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2018 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and CMP.
- **PRODUCT/OUTCOME:** Support for Board activities

**ACTIVITIES:**

- Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> **2.1 Elective Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Support the NJTPA regional freight planning activities including rail freight, motor carrier, marine highway and air cargo activities.
- Attend quarterly task force meetings of all four TNJ 2.0 Task Forces (Competitive, Efficient, Livable, and Resilient).
- Coordinate with TransOptions to support their work in addressing the transportation needs of businesses and their employees, when appropriate.
- Coordinate and support regional and statewide strategic planning initiatives.
- Support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Collaborate with the NJTPA in environmental, climate change and resilience planning activities.
- Support Complete Streets Planning activities.
- Support advancement of greenway initiatives, including the Morris Canal Greenway.
- Analyze, study or conduct planning activities that support and encourage municipalities and other stakeholders to develop comprehensive bicycle and walking policy implementation plans, when applicable.
- Attend NJTPA's DO-IT: Developing Opportunities for Innovation in Transportation meetings.
- Support the NJTPA's efforts to evaluate Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety.
- Support the NJTPA's efforts regarding emergency and incident management, planning for operations, and data sharing.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective.
- Coordinate with the Highlands Council to ensure consistency between their plans, the work of the NJTPA, and local plans and programs.
- Prepare grant applications for the Subregional Studies Program (SSP), or other funding opportunities.
- Support refinement and advancement of study recommendations into project pipeline review and implementation paths. The County will work with NJDOT to advance a new design of the NJ 24 / Columbia Turnpike (510) interchange.



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

In FY 2017, NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to engage not only traditionally under-represented communities in the transportation planning process, but also discussed how to reach millennials and other emerging demographic groups. To the extent possible, Morris County will utilize these recommendations and techniques in its outreach activities. Morris County will conduct the following efforts related to Task 2.2:

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

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

**ACTIVITIES:**

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Morris County will continue to hold Board of Transportation and Freight Railroad Advisory Committee Meetings.
- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible. Morris County will continue to maintain and update the Morris County Transportation website.
- The following will be submitted to NJTPA: agendas of upcoming meetings; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating linkages to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings.

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

**ACTIVITIES:**

- Conduct or assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign or other initiatives related to senior driving, distracted driving, etc.

- **PRODUCT/OUTCOME:** Participation in pilot technical assistance program, including acceptance of direct technical assistance from Rutgers VTC.

**ACTIVITIES:**

- Work with Rutgers VTC research team and NJTPA staff to access a pilot program of on-call technical assistance to subregions, ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Examples include translation services, targeted outreach, facilitation or other support for meetings, and training for staff on outreach techniques. Assistance equal to approximately 100 hours for the NJTPA region in total is available.

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

Morris County will conduct the following efforts related to Task 2.3:

> **2.3 Core Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

**ACTIVITIES:**

- Provide input into TIP modifications and amendments, as requested.

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

**ACTIVITIES:**

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

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

- **PRODUCT/OUTCOME:** Proposals for Local Programs

**ACTIVITIES:**

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

- **PRODUCT/OUTCOME:** Participation in interagency capital planning initiatives.

**ACTIVITIES:**

- Participate in the deployment of the NJTPA Online Local Project Management System.

- **PRODUCT/OUTCOME:** Technical support for NJTPA Local Concept Development and Freight Concept Development.

**ACTIVITIES:**

- Review technical documents produced by consultant.

**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
MORRIS COUNTY  
BUDGET PLAN**

			<b>PROPOSED BUDGET</b>	<b>FEDERAL SHARE</b>	<b>LOCAL MATCH</b>
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 94,533.30		
	2. FRINGE BENEFITS	72.668%	\$ 68,695.45		
	<b>SUBTOTAL</b>		<b>\$ 163,228.75</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
<b>TOTAL PROGRAM BUDGET</b>			<b>\$ 163,228.75</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2018 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$	130,583.00	<b>Local Match:</b>	\$	32,645.75	<b>Total:</b>	\$	163,228.75
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**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
MORRIS COUNTY  
STAFFING PLAN**

**Project Task Budget**

<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share of Program (%)</b>
Task 1 - Program Management	160	\$ 15,653.39	\$ -	\$ -	\$ 15,653.39	10%
Task 2 - Transportation Planning and Coordination	2,071	\$ 147,575.36	\$ -	\$ -	\$ 147,575.36	90%
<b>TOTAL</b>	<b>2,231</b>	<b>\$ 163,228.75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 163,228.75</b>	<b>100%</b>

**Subregional Staffing Plan**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project (based on total work hours for the year)</b>	<b>Total Estimated Hours</b>
Gerald Rohsler, Transportation Manager	42%	760
John J. Hayes, Principal Planner	41%	737
Joseph A. Russo, Senior Planner	40%	734
<b>TOTAL</b>	<b>41%</b>	<b>2,231</b>



**FY 2018**

**CITY OF NEWARK**



**SUBREGIONAL TRANSPORTATION  
PLANNING WORK PROGRAM**





## **I WORK PROGRAM DOCUMENT DEVELOPMENT**

City of Newark

### **TASK 1: PROGRAM MANAGEMENT**

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

#### ***1.0 – Core Products and Activities***

- **PRODUCT/OUTCOME:** FY 2019 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

**ACTIVITIES:**

- Prepare the FY 2019 work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

**ACTIVITIES:**

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
- Maintain data in the CTS.

- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

**ACTIVITIES:**

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

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

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts

- Section III – Highlights of Program Accomplishments

## **TASK 2: TRANSPORTATION PLANNING AND COORDINATION**

Goals: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives. It is not required that subregions undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs. The list of elective tasks is not exhaustive and are provided as examples of eligible activities. The subregions may wish to pursue other elective activities important to their planning programs that also support the regional metropolitan planning process. Activities to implement Plan 2045 – Connecting North Jersey, the TNJ Regional Plan, the NJTPA Strategic Business Plan, or other regional planning and coordination efforts are strongly encouraged.

### **➤ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS**

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA’s comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

#### **> 2.1 Core Products/Outcomes and Activities**

Subregions will support the regional metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the completion and/or adoption process for Plan 2045. Adoption is anticipated first quarter FY 2018.

#### **ACTIVITIES:**

- Participate as requested in the completion and adoption process for Plan 2045 – Connecting North Jersey.

- **PRODUCT/OUTCOME:** Advancement of action(s) identified in Plan 2045.

#### **ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in Plan 2045. (Plan 2045 will include transportation related actions from the TNJ Regional Plan. E.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.

- **PRODUCT/OUTCOME:** Support for planning studies contained in the NJTPA FY 2018 Unified Planning Work Program (UPWP).

**ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for NJTPA planning studies conducted under UPWP Volume I (central staff activities) and/or UPWP Volume III (subregional studies program). This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include performance-based planning efforts such as PRIME, and Congestion Management Process (CMP).
  - Support the development of the FY 2019 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

**ACTIVITIES:**

- Participate with NJTPA, TMAs such as Meadowlink and TransOptions, and other TMAs as appropriate and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

**ACTIVITIES:**

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.
- **PRODUCT/OUTCOME:** Provision of data and data updates

**ACTIVITIES:**

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.
- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2018 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and CMP.
- **PRODUCT/OUTCOME:** Support for Board activities  
**ACTIVITIES:**
  - Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> **2.1 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics to further advance the City of Newark's regional goals and objectives.  
**ACTIVITIES:**
  - Advance recommendations from TNJ transportation related actions, such as the Safe Passage to Broad Street Station project, the City of Newark Greenstreets Initiative, and the Newark Access to Opportunity program.
  - Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.

- Support Complete Streets Planning activities. Engage stakeholders and advance recommendations of the BikeIronbound Plan, which is focused on improving bicycle facilities in the Ironbound neighborhood to make bicycling safer and easier for all types of users including residents and visitors, as well as the advancement of greenway initiatives such as the East Coast Greenway, Meadowlands Greenway, Morris Canal Greenway, and the greenway Bike Route, Downtown Transit Connector Project.
- Conduct analysis, study or planning efforts that engage stakeholders to develop comprehensive bicycle and walking policy implementation plans. Comprehensive bicycle policy implementation plans may identify specific streets for on street bicycle lanes and/or off street bicycle paths, bicycle parking through zoning requirements and/or bike rack sponsorship programs, updates to bicycle riding ordinances, and safe cycling and driving education and enforcement campaigns. Comprehensive walking policy implementation plans may identify gaps in existing pedestrian accommodations such as sidewalks and crosswalks, updates to ordinance standards for sidewalks, or other measures, and planning for StreetSmart pedestrian safety campaigns.
- The City of Newark will continue to conduct road safety audits (RSAs) to generate recommendations for capital improvements at intersections and corridors where pedestrian/vehicular safety is a major problem.
- Support the NJTPA’s efforts to evaluate Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety.
- Advance the CMAQ Traffic Signal Optimization/Adaptive Signals along McCarter Highway Project to implement an intelligent transportation system to mitigate congestion along Route 21 from Miller Street to 3<sup>rd</sup> Avenue.
- The City will continue the CMAQ efforts by applying for another grant in FY2018 to mitigate traffic in Broad Street corridor.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective.
- Provide support for the Newark Downtown Circulation Improvement Study.
- Prepare grant applications for the Subregional Studies Program (SSP), or other funding opportunities.

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

The NJTPA central staff is available to assist subregions in enhancing public participation mechanisms. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

In FY 2017, NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and

innovative methods to engage not only traditionally under-represented communities in the transportation planning process, but also discussed how to reach millennials and other emerging demographic groups. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> **2.2 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

**ACTIVITIES:**

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations efforts. Special attention should be given to engaging traditionally underserved communities.
- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating linkages to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign projects throughout the City of Newark especially throughout the Downtown area, and major corridors such as Ferry Street and Bergen Street.

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

> **2.3 Core Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

**ACTIVITIES:**

- Provide input into TIP modifications and amendments, as requested.

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

**ACTIVITIES:**

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

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

- **PRODUCT/OUTCOME:** City of Newark Proposals for Local Programs

**ACTIVITIES:**

- Support preparation and proposal development for the NJTPA's Local Program activities, which may include: Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Freight Concept Development, and/or Transportation Alternative Programs.
- The City of Newark staff plans to work on two new Local Safety Program Proposals, these include safety improvements at the intersection of Martin Luther King Jr. Blvd and Central Avenue and the Haynes Avenue Bridge.
- Advance RSA recommendations through the NJTPA Local Safety/High Risk Rural Road Program at Bergen Street, Martin Luther King Jr. Boulevard, Broad Street at Lincoln Park and South Street.
- Utilization of the 2015 Ferry Street RSA, the 2014 Broad Street RSA, the 2013 Bergen Street RSA and the 2012 Martin Luther King Jr. Boulevard RSA to generate capital programming recommendations.
- The City Staff will also be applying for the Transportation Alternatives Program (TAP); the City is proposing the rehabilitation of Market St, Ferry St, and Raymond Plaza East.
- The City of Newark currently has Central Avenue Bridge as a Local Concept Development. The superstructure of the bridge is in poor condition due to severe deterioration of concrete decks, rust and holes in several truss

members, floor beams and girders. It is inevitable to do a complete restoration and rehabilitation of the bridge to improve the general safety of the public.

- **PRODUCT/OUTCOME:** Participation in interagency capital planning initiatives.

**ACTIVITIES:**

- Participate in the deployment of the NJTPA Online Local Project Management System. Note: NJTPA will deploy an online project management tool for all local programs. The NJTPA will collaborate with NJDOT Local Aid, Bureau of Environmental Program Resources and Subregional Project Managers to identify major milestones to be tracked through the state and federal processes of project development.
- **PRODUCT/OUTCOME:** Technical support for NJTPA Local Concept Development and Freight Concept Development.

**ACTIVITIES:**

- Review technical documents produced by consultant for the Central Avenue Bridge Local Concept Development.



**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
CITY OF NEWARK  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 119,208.75		
	2. FRINGE BENEFITS	0.000%	\$ -		
			<b>SUBTOTAL \$ 119,208.75</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
			<b>SUBTOTAL \$ -</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
			<b>SUBTOTAL \$ -</b>	80%	20%
			<b>TOTAL PROGRAM BUDGET \$ 119,208.75</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2018 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$ 95,367.00	<b>Local Match:</b>	\$ 23,841.75	<b>Total:</b>	\$ 119,208.75
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**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
CITY OF NEWARK  
STAFFING PLAN**

**Project Task Budget**

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non- Labor Costs	Indirect Costs	Total Costs	Estimated Share of Program (%)
Task 1 - Program Management	310	\$ 11,752.10	\$ -	\$ -	\$ 11,752.10	10%
Task 2 - Transportation Planning and Coordination	2,789	\$ 107,456.65	\$ -	\$ -	\$ 107,456.65	90%
<b>TOTAL</b>	<b>3,099</b>	<b>\$ 119,208.75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 119,208.75</b>	<b>100%</b>

**Subregional Staffing Plan**

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the year)	Total Estimated Hours
Kimberly Singleton - Principal Engineer, Traffic	87%	1,816
Sing Wong P.E. - Principal Engineer, Traffic	35%	633
Isaac Ojeda Engineer, Traffic	36%	650
<b>TOTAL</b>	<b>53%</b>	<b>3,099</b>

**FY 2018**

**COUNTY OF OCEAN**



**SUBREGIONAL TRANSPORTATION PLANNING  
(STP) WORK PROGRAM**



# **I WORK PROGRAM DOCUMENT DEVELOPMENT**

## OCEAN COUNTY

### **1.0 TASK 1: PROGRAM MANAGEMENT**

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

#### ***1.0 – Core Products and Activities***

- **PRODUCT/OUTCOME:** FY 2019 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

##### **ACTIVITIES:**

- Prepare the FY 2019 work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

##### **ACTIVITIES:**

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
- Maintain data in the CTS.

- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

##### **ACTIVITIES:**

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

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

- Section I – Fourth Quarter Activities

- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

## **2.0 TASK 2: TRANSPORTATION PLANNING AND COORDINATION**

Goals: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives. It is not required that subregions undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs. The list of elective tasks is not exhaustive and are provided as examples of eligible activities. The subregions may wish to pursue other elective activities important to their planning programs that also support the regional metropolitan planning process. Activities to implement Plan 2045 – Connecting North Jersey, the TNJ Regional Plan, the NJTPA Strategic Business Plan, or other regional planning and coordination efforts are strongly encouraged.

### **➤ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS**

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA’s comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

#### **> 2.1 Core Products/Outcomes and Activities**

Subregions will support the regional metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the completion and/or adoption process for Plan 2045. Adoption is anticipated first quarter FY 2018.

#### **ACTIVITIES:**

- Participate as requested in the completion and adoption process for Plan 2045 – Connecting North Jersey.

- **PRODUCT/OUTCOME:** Advancement of action(s) identified in Plan 2045.

#### **ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in Plan 2045. (Plan 2045 will include transportation related actions from the TNJ Regional Plan. E.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.
- **PRODUCT/OUTCOME:** Support for planning studies contained in the NJTPA FY 2018 Unified Planning Work Program (UPWP).

**ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for NJTPA planning studies conducted under UPWP Volume I (central staff activities) and/or UPWP Volume III (subregional studies program). This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include performance-based planning efforts such as PRIME, and Congestion Management Process (CMP).
- Support the development of the FY 2019 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

**ACTIVITIES:**

- Participate with NJTPA, Greater Mercer TMA and other TMAs as appropriate and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

**ACTIVITIES:**

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.
- **PRODUCT/OUTCOME:** Provision of data and data updates

**ACTIVITIES:**

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.
- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2018 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and CMP.
- **PRODUCT/OUTCOME:** Support for Board activities  
**ACTIVITIES:**
  - Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> **2.1 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics.  
**ACTIVITIES:**
  - Per recommendations from the TNJ initiative, continue to develop and implement the Ocean County Long Term Community Recovery Plan to build more resilient communities, including the infrastructure system, in accordance with the National Disaster Recovery Framework (NDRF).
  - Collaborate with the Greater Mercer TMA and other TMAs as appropriate to conduct transportation workshops at the County's One Stop Career Center, to



support ridesharing marketing activities, their work with employers, and to help integrate its work with the NJTPA planning process.

- Advance recommendations from the NJTPA's Route 9 Corridor Study – Managing and Accommodating Growth in Lakewood and Toms River, which was concluded in FY 2017.
- Coordinate and support regional and statewide strategic planning initiatives.
- Support regional and statewide strategic planning initiatives, including interagency collaboration on the development and implementation of the County's Hazard Mitigation Plan.
- Ocean County will continue to coordinate with Monmouth County on transportation modeling, as the Monmouth model builds on the updated Ocean County model.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Collaborate with the NJTPA in environmental, climate change and resilience planning activities, including providing input into vulnerability assessment and adaptation planning activities.
- Support Complete Streets Planning activities, such as Walkable Communities workshops.
- Support advancement of greenway and bikeway initiatives, such as the Barnegat Branch Rail Trail Project BBT and its comprehensive bicycle and walking policy implementation plan
- Maintain an efficient transit system within the subregion to provide for increased mobility and access, while mitigating traffic congestion and environmental pollution.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Ocean Ride, the County's transportation services planning department, will work to enhance service options through increased utilization of technology, review of bus routes, and study of ridership trends. Ocean Ride will collaborate with other County departments and other agencies, including senior and social services to meet the needs of their served constituency.
- Assist in development of NJTPA's initiatives for DO-IT: Developing Opportunities for Innovation in Transportation.
- Support the NJTPA's efforts to evaluate Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety.
- Support the NJTPA's efforts regarding emergency and incident management, planning for operations, and data sharing.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective for consistency with the County Subdivision and Site Plan Resolution.

- Coordinate with Pinelands Commission to ensure consistency between their plans, the work of the NJTPA, and local plans and programs.
- Work with municipalities to evaluate appropriate parking demand strategies that increase parking efficiency and reduce environmental impacts associated with parking. Strategies may address (but are not limited to) parking minimums or maximums, shared parking options, or incentivizing transportation alternatives.
- Prepare grant applications for the Subregional Studies Program (SSP) or other funding opportunities.
- Perform analysis of multi-modal needs in the context of primary and complementary strategies per the NJTPA CMP.

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

The NJTPA central staff is available to assist subregions in enhancing public participation mechanisms. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

In FY 2017, NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to engage not only traditionally under-represented communities in the transportation planning process, but also discussed how to reach millennials and other emerging demographic groups. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> ***2.2 Core Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

**ACTIVITIES:**

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments.
  - The public participation element of the Transportation Program is achieved in part through being a liaison with the Ocean County Transportation Advisory Board, which serves as a public forum on transportation in Ocean County and provides recommendations and guidance to the County on transportation related issues. Subregional Staff also participate in the NJ Transit Citizens Advisory Committee meetings to provide project updates in the County.

- Public information meetings, hosted by the County Engineering Department, to provide an opportunity for citizen input into planned County road and bridge improvements.
- Ocean County Subregional staff will continue to meet with adult communities and other public transportation users throughout the county to respond to service requests and present services available through Ocean Ride and upcoming initiatives
- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating linkages to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> ***2.2 Elective Products/Outcomes and Activities***

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

**ACTIVITIES:**

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings.

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

**ACTIVITIES:**

- Public information meetings, hosted by the County Engineering Department, to provide an opportunity for citizen input into planned County road and bridge improvements.

- **PRODUCT/OUTCOME:** Assistance with special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign and Transportation Planning Alternatives.

**ACTIVITIES:**

- Assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign

- **PRODUCT/OUTCOME:** Participation, on an as-needed basis, in pilot technical assistance program, including acceptance of direct technical assistance from Rutgers VTC.

**ACTIVITIES:**

- Work with Rutgers VTC research team and NJTPA staff to access a pilot program of on-call technical assistance to subregions, ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Examples include translation services, targeted outreach, facilitation or other support for meetings, and training for staff on outreach techniques. Assistance equal to approximately 100 hours for the NJTPA region in total is available.

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

> **2.3 Core Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

**ACTIVITIES:**

- Provide input into TIP modifications and amendments, as requested.

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

**ACTIVITIES:**

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

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

- **PRODUCT/OUTCOME:** Proposals for Local Programs

**ACTIVITIES:**

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

- **PRODUCT/OUTCOME:** Participation in interagency capital planning initiatives.

**ACTIVITIES:**

- Participate in the deployment of the NJTPA Online Local Project Management System. Note: NJTPA will deploy an online project management tool for all local programs. The NJTPA will collaborate with NJDOT Local Aid, Bureau of Environmental Program Resources and Subregional Project Managers to identify major milestones to be tracked through the state and federal processes of project development.

- **PRODUCT/OUTCOME:** Technical support for NJTPA Local Concept Development and Freight Concept Development.

**ACTIVITIES:**

- Review technical documents produced by consultant.

**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
OCEAN COUNTY  
BUDGET PLAN**

			<b>PROPOSED BUDGET</b>	<b>FEDERAL SHARE</b>	<b>LOCAL MATCH</b>
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 109,509.63		
	2. FRINGE BENEFITS	64.804%	\$ 70,966.62		
	<b>SUBTOTAL</b>		<b>\$ 180,476.25</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
<b>TOTAL PROGRAM BUDGET</b>			<b>\$ 180,476.25</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2018 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$	144,381.00	<b>Local Match:</b>	\$	36,095.25	<b>Total:</b>	\$	180,476.25
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**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
OCEAN COUNTY  
STAFFING PLAN**

**Project Task Budget**

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share of Program (%)
Task 1 - Program Management	200	\$ 10,610.08	\$ -	\$ -	\$ 10,610.08	6%
Task 2 - Transportation Planning and Coordination	2,659	\$ 169,866.17	\$ -	\$ -	\$ 169,866.17	94%
<b>TOTAL</b>	<b>2,859</b>	<b>\$ 180,476.25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 180,476.25</b>	<b>100%</b>

**Subregional Staffing Plan**

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the year)	Total Estimated Hours
John Ernst, Director of Engineering	10%	200
Robin Kuri, Principal Engineer, Engineering	53%	1,100
Mark Jehnke, RTAC Member, Supervising Engineer	10%	200
Victoria Pecchioli, STP Admin., Principal Planner,	20%	406
Mark Villinger, Principal Planner, Planning	15%	310
Jenny Jimenez, Assistant Planner, Planning	12%	252
David Fitzgerald, Director, Transportation	14%	291
Kelly Dyson, Ocean Ride, Transportation	5%	100
<b>TOTAL</b>	<b>17%</b>	<b>2,859</b>





**FY 2018**

**COUNTY OF PASSAIC**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**



# I WORK PROGRAM DOCUMENT DEVELOPMENT

Passaic County

## **TASK 1: PROGRAM MANAGEMENT**

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

### ***1.0 – Core Products and Activities***

- **PRODUCT/OUTCOME:** FY 2019 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

#### **ACTIVITIES:**

- Prepare the FY2019 work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation.

#### **ACTIVITIES:**

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products.
- Maintain data in the Cost Tracking System (developed by NJTPA).
- Attend NJTPA-led trainings and workshops on the STP program.

- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

#### **ACTIVITIES:**

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

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

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

## **TASK 2: TRANSPORTATION PLANNING AND COORDINATION**

Goal: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes that inherent in all planning activities are interagency coordination and public participation. It is also recognized that each subregion is unique and pursues transportation planning in ways that may differ from other subregions. In addition to performing the core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives.

### **➤ TASK 2.1 SUPPORT THE NJTPA'S REGIONAL PLANNING PROCESS**

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA's comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including the TMAs.

#### **> 2.1 Core Products/Outcomes and Activities**

Subregions will support the regional metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the completion and/or adoption process for Plan 2045. Adoption is anticipated first quarter FY 2018.

##### **ACTIVITIES:**

- Participate as requested in the completion and adoption process for Plan 2045 – Connecting North Jersey.

- **PRODUCT/OUTCOME:** Advancement of action(s) identified in Plan 2045.

##### **ACTIVITIES:**

- Consistent with the needs and goals of Passaic County, advance select transportation related actions identified in Plan 2045. (Plan 2045 will include transportation related actions from the TNJ Regional Plan. E.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level, including the planning study associated with the North Jersey Rail Coalition.

- **PRODUCT/OUTCOME:** Support for planning studies contained in the NJTPA FY 2018 Unified Planning Work Program (UPWP).

**ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as applicable and as chosen by Passaic County, for NJTPA planning studies conducted under UPWP Volume I (central staff activities) and/or UPWP Volume III (subregional studies program). This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include performance-based planning efforts such as PRIME, and Congestion Management Process (CMP).
  - Support the development of the FY 2019 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

**ACTIVITIES:**

- Participate with NJTPA, TransOptions and/or Meadowlink/EZRide TMAs and other TMAs as appropriate and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

**ACTIVITIES:**

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities as they apply to Passaic County. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will provide support as applicable to enhance and collect data as needed to support the performance measure process.
- **PRODUCT/OUTCOME:** Provision of data and data updates

**ACTIVITIES:**

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.
- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental,

facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.

- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2018 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and CMP.

- **PRODUCT/OUTCOME:** Support for Board activities

**ACTIVITIES:**

- Provide ongoing technical support to the Passaic County Board of Chosen Freeholder designee as the NJTPA representative, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> **2.1 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Prepare transportation related studies and plans, Support the preparation of transportation related studies and plans, Review transportation related studies and plans, and/or engage in interagency coordination and data sharing on transportation related topics.

**ACTIVITIES:**

- Assist in advancing recommendations from TNJ Plan transportation related actions that are consistent with Passaic County needs and goals expressed in the various County Master Plan elements. This includes recommendations from the TNJ Regional Plan, strategies to support bus transit in the Pompton Lakes study supported by a Local Government Capacity Grant Program (LGCGP), and planning and design activities to support a riverwalk under the City of Passaic Eastside Redevelopment Area plan supported by a Local Demonstration Project (LDP) completed by Passaic County while participating in the TNJ effort.
- Participate in the Competitive and Resilient TNJ 2.0 Task Forces by attending quarterly meetings, developing and advancing implementation activities and including action items in other implementation work.
- Collaborate with TransOptions and/or Meadowlink/EZRide TMA and other TMAs as appropriate to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate

- Coordinate and support regional and statewide strategic planning initiatives.
- Support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Advance the efforts of the North Jersey Rail Coalition, dedicated to expanding access to commuter rail service along the existing NYS&W freight rail line connecting Passaic, Bergen and Hudson Counties. The focus of the County's efforts will be to advance a \$1 million planning study led by NJ Transit to analyze the opportunities for new Transit Oriented Development (TOD) in Passaic, Bergen and Hudson Counties and how alternatives service could further TOD and lead to ridership estimate gains. Staff will also look to develop long-term funding options for the next phases of funding needs and construction.
- Advance planning and implementation efforts associated with the Passaic Highlands Greenway which aims to create a new bicycle and pedestrian asset along the historic Right of Way of the New York & Greenwood Lake Railway connecting the communities in the Passaic Highlands to recreational facilities in the southern portion of the County.
- Collaborate with the NJTPA in environmental, climate change and resilience planning activities, including providing input into vulnerability assessment and adaptation planning activities. These efforts will specifically apply to the development and implementation of the NJTPA's Passaic River Basin Vulnerability Assessment.
- Support the NJTPA's Complete Streets Planning activities including: pedestrian initiatives such as data collection, walkable communities and Safe Routes to School; continued management of the County's Complete Streets Implementation Plan recognized as the most comprehensive Complete Streets Policy and Implementation Plan at the County level by the NJDOT, FHWA and Rutgers VTC. The County will also continue to implement its Complete Street Implementation Program through collaboration with engineering on all capital investments in the County roadway network based on the County's Complete Streets Guidelines.
- Conduct analysis, study or planning efforts that engage municipalities and other stakeholders to support a comprehensive bicycle and walking plan as an element of the Passaic County Master Plan. County efforts will also aid municipalities in identifying strategies, plans and specific improvements that can coordinate with investment already being made along County roadways and build off projects such as the Morris Canal Greenway.
- Assist in development of NJTPA's initiatives for DO-IT: Developing Opportunities for Innovation in Transportation.

- Support the NJTPA's efforts to evaluate Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety. County staff will coordinate with NJTPA Central Staff in applying for grants and possible demonstration projects to implement ITS improvements where identified in the County Transportation Element of the Master Plan.
- Continue the County's partnership with Rutgers University and the City University of New York (CUNY) on the development of a Smart Transportation Hub at the Paterson Train Station as part of a Global Cities Team Challenged Initiative supported by NIST.
- Support the NJTPA's efforts regarding emergency and incident management, planning for operations, and data sharing.
- Coordinate with the Highlands Council to ensure consistency between their plans, the work of the NJTPA, and local plans and programs.
- Work with municipalities to evaluate appropriate parking demand strategies that increase parking efficiency and reduce environmental impacts associated with parking. Strategies may address (but are not limited to) parking minimums or maximums, shared parking options, or incentivizing transportation alternatives.
- Prepare grant applications for the Subregional Studies Program (SSP), or other funding opportunities offered through the NJTPA, NJDOT, FHWA and any other outside funding source.



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

The NJTPA central staff is available to assist subregions in enhancing public participation mechanisms. If desired, requests for central staff support should be included in the subregion's STP Program proposal.

> **2.2 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings must feature NJTPA programs and products.

**ACTIVITIES:**

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations efforts. Special attention should be given to engaging traditionally underserved communities.
- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating linkages to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings.

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

**ACTIVITIES:**

- Assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign.

- **PRODUCT/OUTCOME:** Participation in pilot technical assistance program, including acceptance of direct technical assistance from Rutgers VTC.

**ACTIVITIES:**

- Work with Rutgers VTC research team and NJTPA staff to access a pilot program of on-call technical assistance to subregions, ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Examples include translation services, targeted outreach, facilitation or other support for meetings, and training for staff on outreach techniques. Assistance equal to approximately 100 hours for the NJTPA region in total is available.

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

> **2.3 Core Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Assist in the development of the TCP and TIP.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

**ACTIVITIES:**

- Provide input into TIP modifications and amendments as requested.

- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major transportation projects affecting air quality regardless of funding source.

**ACTIVITIES:**

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

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

- **PRODUCT/OUTCOME:** Proposals for Local Programs

**ACTIVITIES:**

- Support preparation and proposal development for the NJTPA's Local Program activities, including: Local Safety Programs and High Risk Rural Roads, Local Capital Project Delivery, Freight Concept Development, and Transportation Alternative Programs.
- The County will fully support all efforts associated with the implementation and programming of the Morris Canal Greenway. The County is heavily invested in advancing all projects and improvements identified in the Morris Canal Greenway Feasibility Study and have had a very successful partnership with the NJTPA Morris Canal Working Group in funding several implementation projects associated with this regional asset.
- Support the NJTPA regional freight planning activities including rail freight, motor carrier, marine highway and air cargo activities. This includes coordinating with NJTPA staff to advance projects that can expand 286K freight car access to business clusters throughout the County as highlighted in the County's Master Plan.
- Utilize Road Safety Audits (RSA) to generate concept development and implementation activities.
- Apply for funding to implement recommendations identified in previous RSA's completed in the City of Paterson and Clifton.

- **PRODUCT/OUTCOME:** Participation in interagency capital planning initiatives.

**ACTIVITIES:**

- Participate in the Online Local Project Management System.
- **PRODUCT/OUTCOME:** Participation in transportation related implementation activities.

**ACTIVITIES:**

- Advance the Morris Canal Greenway through multiple capital investments.
- Advance freight rail bridge upgrades as part of improving 286K freight access as identified in the Passaic County Master Plan.
- Advance various projects identified in Subregional Studies Programs studies and NJTPA led corridor studies that impact Passaic County.
- Advance recommendations and future funding needs in support of the work of the North Jersey Rail Coalition.

**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
PASSAIC COUNTY  
BUDGET PLAN**

			<b>PROPOSED BUDGET</b>	<b>FEDERAL SHARE</b>	<b>LOCAL MATCH</b>
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 66,645.75		
	2. FRINGE BENEFITS	53.720%	\$ 35,802.10		
	<b>SUBTOTAL</b>		<b>\$ 102,447.85</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ 2,500.00		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 2,623.53		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ 5,123.53</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	86.260%	\$ 57,488.62		
	<b>SUBTOTAL</b>		<b>\$ 57,488.62</b>	80%	20%
	<b>TOTAL PROGRAM BUDGET</b>		<b>\$ 165,060.00</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2018 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$	132,048.00	<b>Local Match:</b>	\$	33,012.00	<b>Total:</b>	\$	165,060.00
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**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
PASSAIC COUNTY  
STAFFING PLAN**

**Project Task Budget**

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non- Labor Costs	Indirect Costs	Total Costs	Estimated Share of Program (%)
Task 1 - Program Management	155	\$ 10,553.72	\$ -	\$ 5,922.22	\$ 16,475.95	10%
Task 2 - Transportation Planning and Coordination	1,690	\$ 91,894.12	\$ 5,123.53	\$ 51,566.40	\$ 148,584.05	90%
<b>TOTAL</b>	<b>1,845</b>	<b>\$ 102,447.85</b>	<b>\$ 5,123.53</b>	<b>\$ 57,488.62</b>	<b>\$ 165,060.00</b>	100%

**Subregional Staffing Plan**

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the year)	Total Estimated Hours
La Place, Michael J. - Director	6%	115
Lysicatos, Michael - Assistant Director	31%	560
Simmons, Jason - Senior Environmental Planner	29%	530
Miranda Jason - Assistant Planner	29%	530
Willis, Helen C. - Grant Administrator	6%	110
<b>TOTAL</b>	<b>20%</b>	<b>1,845</b>



**FY 2018**

**COUNTY OF SOMERSET**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**





## **I WORK PROGRAM DOCUMENT DEVELOPMENT**

Somerset County

### **TASK 1: PROGRAM MANAGEMENT**

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

#### ***1.0 – Core Products and Activities***

- **PRODUCT/OUTCOME:** FY 2019 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

**ACTIVITIES:**

- Somerset County will prepare the FY 2019 work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

**ACTIVITIES:**

- Somerset County will prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Somerset County will prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Somerset County will maintain all Subregional grant-related records and products. Somerset County will attend NJTPA-led trainings and workshops on the STP program as requested.
- Somerset County will maintain data in the CTS.

- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

**ACTIVITIES:**

- Somerset County will prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

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

- Section I – Fourth Quarter Activities

- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

## **TASK 2: TRANSPORTATION PLANNING AND COORDINATION**

Goals: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives. It is not required that subregions undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs. The list of elective tasks is not exhaustive and are provided as examples of eligible activities. The subregions may wish to pursue other elective activities important to their planning programs that also support the regional metropolitan planning process. Activities to implement Plan 2045 – Connecting North Jersey, the TNJ Regional Plan, the NJTPA Strategic Business Plan, or other regional planning and coordination efforts are strongly encouraged.

### **➤ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS**

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA’s comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

#### **> 2.1 Core Products/Outcomes and Activities**

Subregions will support the regional metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Somerset County will participate in the completion and/or adoption process for Plan 2045. Adoption is anticipated first quarter FY 2018.

#### **ACTIVITIES:**

- Somerset County will participate as requested in the completion and adoption process for Plan 2045 – Connecting North Jersey.

- **PRODUCT/OUTCOME:** Advancement of action(s) identified in Plan 2045.

#### **ACTIVITIES:**

- Consistent with the needs and goals of Somerset County will advance select transportation related actions identified in Plan 2045. (Plan 2045 will include transportation related actions from the TNJ Regional Plan. E.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.
- **PRODUCT/OUTCOME:** Somerset County will support planning studies contained in the NJTPA FY 2018 Unified Planning Work Program (UPWP).

**ACTIVITIES:**

- Somerset County will participate on Steering or Technical Advisory Committees, as requested, for NJTPA planning studies conducted under UPWP Volume I (central staff activities) and/or UPWP Volume III (subregional studies program). This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include performance-based planning efforts such as PRIME, and Congestion Management Process (CMP).
- Somerset County will support the development of the FY 2019 UPWP.
- **PRODUCT/OUTCOME:** Somerset County will participate in Transportation Management Association (TMA) activities, as applicable.

**ACTIVITIES:**

- Somerset County will participate with NJTPA, Ridewise TMAs and other TMAs as appropriate and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- **PRODUCT/OUTCOME:** Somerset County will participate in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

**ACTIVITIES:**

- Somerset County will participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to assist in the implementation of performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.

- **PRODUCT/OUTCOME:** Somerset County will provide data and data updates

**ACTIVITIES:**

- Somerset County will facilitate coordination, as necessary, with the county's departments of engineering, public works, or other appropriate subregional staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.
- Somerset County will assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers.
- Somerset County will provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2018 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and CMP.
- **PRODUCT/OUTCOME:** Somerset County will support for Board activities  
**ACTIVITIES:**
  - Somerset County will provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> **2.1 Elective Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Somerset County will prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics.  
**ACTIVITIES:**
  - Somerset County will advance the following transportation related recommendations from the TNJ Regional Plan. These include:
    - Strategy 5.1 Promote Transit Oriented Development
    - Strategy 7.1 Maintain transportation infrastructure in a state of good repair.
    - Strategy 7.2 Adopt and implement Complete streets policies
    - Strategy 7.3 Improve conditions and service at transit hub locations
    - Strategy 7.4 Enhance and improve existing public and private transit services
    - Strategy 7.5 Increase transit system capacity in strategic locations
    - Strategy 7.6 Use NJ State Highway Safety Plan and NJ Transit Safety Programs to improve transportation safety
    - Strategy 7.7 Use technology to improve transportation operations

- Somerset County will participate in one or more of the four TNJ 2.0 Task Forces (Competitive, Efficient, Livable, and Resilient). Somerset County will attend quarterly task force meetings and assist with advancement of TNJ actions and/or other activities.
- Somerset County will collaborate with Ridewise and other TMAs as appropriate to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate. Areas include Complete Streets, road safety audits, walkability audits, Street Smart campaign, Safe Routes to School Safe Routes to Transit, the Coordinated Human Services Transportation Plan, last mile and ridesharing, carpooling, vanpooling and senior citizen transportation initiatives.
- Somerset County will coordinate and support regional and statewide strategic planning initiatives.
- Somerset County will support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools. This may include coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
- Somerset County will support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Somerset County will collaborate with the NJTPA in environmental, climate change and resilience planning activities.
- Somerset County will support Complete Streets Planning activities. The county will support pedestrian initiatives such as data collection, walkable communities and Safe Routes to School; or bicycle initiatives such as the application of bike/pedestrian tools.
- Somerset County will support advancement of greenway initiatives. Somerset County will work with the County Park Commission as they update the Open Space and Recreation and Parks Master Plan. Somerset County will work with the Regional Center Partnership to improve connections along greenways and trails within the regional center, county parks and to external greenways and trails systems. Somerset County will undertake planning activities that support and encourage municipalities and other stakeholders to develop comprehensive bicycle and walking policy implementation plans. Comprehensive bicycle policy implementation plans may identify specific streets for on street bicycle lanes and/or off street bicycle paths; suggest land use and zoning changes to support bicycling; comprehensive walking policy implementation plans which may identify gaps in existing pedestrian accommodations such as sidewalks and crosswalks; updates to ordinance standards for sidewalks; or other measures.
- Somerset County will work with NJDOT and NJTPA to conduct Road Safety Audits (RSAs) or Walkable Community Workshops (WCW) to generate recommendations for capital improvements.

- Somerset County will assist in development of NJTPA’s initiatives for DO-IT: Developing Opportunities for Innovation in Transportation.
- Somerset County will support the NJTPA’s efforts to evaluate Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety.
- Somerset County will support the NJTPA’s efforts regarding emergency and incident management, planning for operations, and data sharing.
- Somerset County will help identify major land developments and analyze impacts on the transportation network from a local and regional perspective.
- Somerset County will coordinate with the Highlands Council by reviewing proposed subdivisions and site plans that are located within the Highlands Planning and Preservation areas within the county. The goal is to ensure consistency between their plans, the work of the NJTPA, and proposed site plans and subdivisions.
- Somerset County will prepare grant applications for the Subregional Studies Program (SSP) or other funding opportunities.
- Somerset County will support and assist in the analysis of multi-modal needs in the context of primary and complementary strategies per the NJTPA CMP.
- Somerset County will support refinement and advancement of study recommendations into project pipeline review and implementation paths. Somerset County will support those recommended projects that improve travel for persons on roads and public transit located within Somerset County.

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

The NJTPA central staff is available to assist subregions in enhancing public participation mechanisms. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

In FY 2017, NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to engage not only traditionally under-represented communities in the transportation planning process, but also discussed how to reach millennials and other emerging demographic groups. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> **2.2 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Somerset County will work to implement regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

**ACTIVITIES:**

- Somerset County will inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations efforts. Special attention should be given to engaging traditionally underserved communities.
- Somerset County will make information about subregional planning activities and products available electronically on the web through the county planning board web page and/or through social media, when feasible.
- Somerset County will submit to NJTPA the following: items for upcoming monthly Planning Board meetings, bi-monthly transportation committee meetings and quarterly planning partner forums. The items include meeting agenda; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Somerset County will assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating linkages to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> ***2.2 Elective Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Somerset County will participate in public education efforts regarding the results of NJTPA project development.

**ACTIVITIES:**

- Somerset County will assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings.

- **PRODUCT/OUTCOME:** Somerset County will provide assistance with special outreach efforts to improve travel safety.

**ACTIVITIES:**

- Somerset County will assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign or other initiatives related to senior driving, distracted driving, etc.

- **PRODUCT/OUTCOME:** Somerset County will participate in a pilot technical assistance program, including acceptance of direct technical assistance from Rutgers VTC.

**ACTIVITIES:**

- Somerset County will work with Rutgers VTC research team and NJTPA staff to access a pilot program of on-call technical assistance to subregions, ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Examples include translation services, targeted outreach, facilitation or other support for meetings, and training for staff on outreach techniques. Assistance equal to approximately 100 hours for the NJTPA region in total is available.

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

> ***2.3 Core Products/Outcomes and Activities***

- **PRODUCT/OUTCOME:** Somerset County will participate in the development of the Transportation Capital Program (TCP) and Transportation Improvement Program (TIP), as applicable.

**ACTIVITIES:**

- Somerset County will assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Somerset County will prepare written responses to TIP modifications and amendments when necessary.

**ACTIVITIES:**

- Somerset County will provide input into TIP modifications and amendments, as requested.

- **PRODUCT/OUTCOME:** Somerset County will submit to the NJTPA information about major subregional transportation projects affecting air quality, as applicable.

**ACTIVITIES:**

- Somerset County will provide the NJTPA with major subregional transportation projects affecting air quality, regardless of funding source.

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

- **PRODUCT/OUTCOME:** Proposals for Local Programs

**ACTIVITIES:**



- Somerset County will support preparation and proposal development for the NJTPA's Local Program activities, which may include: Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Freight Concept Development, and/or Transportation Alternative Programs.

**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
SOMERSET COUNTY  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 86,924.52		
	2. FRINGE BENEFITS	46.400%	\$ 40,332.98		
			<b>SUBTOTAL \$ 127,257.50</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 750.00		
	7. OTHER community viz license for SALUIT		\$ 675.00		
			<b>SUBTOTAL \$ 1,425.00</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
			<b>SUBTOTAL \$ -</b>	80%	20%
			<b>TOTAL PROGRAM BUDGET \$ 128,682.50</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2018 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b> \$	102,946.00	<b>Local Match:</b> \$	25,736.50	<b>Total:</b> \$	128,682.50
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**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
SOMERSET COUNTY  
STAFFING PLAN**

**Project Task Budget**

<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share of Program (%)</b>
Task 1 - Program Management	240	\$ 11,619.48	\$ -	\$ -	\$ 11,619.48	9%
Task 2 - Transportation Planning and Coordination	2,092	\$ 115,638.02	\$ 1,425.00	\$ -	\$ 117,063.02	91%
<b>TOTAL</b>	<b>2,332</b>	<b>\$ 127,257.50</b>	<b>\$ 1,425.00</b>	<b>\$ -</b>	<b>\$ 128,682.50</b>	<b>100%</b>

**Subregional Staffing Plan**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project <i>(based on total work hours for the year)</i></b>	<b>Total Estimated Hours</b>
Walter Lane, Director of Planning	14%	260
Kenneth Wedeen, Supervising Planner	55%	995
Andras Holzmann, Senior Planner	43%	775
Tanya Rorbach, GIS Planner	6%	102
Andrew Phillips, Principal Draftsperson	5%	100
Cindy Mellusi, Office Manager	5%	100
<b>TOTAL</b>	<b>21%</b>	<b>2,332</b>



**FY 2018**

**COUNTY OF SUSSEX**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**



## **I WORK PROGRAM DOCUMENT DEVELOPMENT**

County of Sussex

### **TASK 1: PROGRAM MANAGEMENT**

Goal: Provide program management and reporting information for the Sussex County Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

#### ***1.0 – Core Products and Activities***

- **PRODUCT/OUTCOME:** Sussex County’s FY 2019 Subregional Transportation Planning Work Program, Budget and Staffing Plan.  
**ACTIVITIES:**
  - Prepare the County of Sussex’s FY 2019 work program proposal.
- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation for Sussex County. Attend training related to the STP program as requested.  
**ACTIVITIES:**
  - Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
  - Prepare Sussex County’s quarterly invoices and financial documentation using the NJTPA’s Cost Tracking System (CTS).
  - Maintain all of Sussex County’s grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
  - Maintain Sussex County’s data in the CTS.
- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation for Sussex County.  
**ACTIVITIES:**
  - Prepare the Final Report for Sussex County (including summary of impacts and highlights of accomplishments for the full program year).

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

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts

- Section III – Highlights of Program Accomplishments

## **TASK 2: TRANSPORTATION PLANNING AND COORDINATION**

**Goals:** The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

### **➤ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS**

Extensive time and effort is required by Sussex County as part of the County’s involvement in the NJTPA’s comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

#### **> 2.1 Core Products/Outcomes and Activities**

Sussex County will support the regional metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the completion and/or adoption process for Plan 2045. Adoption is anticipated first quarter FY 2018.

#### **ACTIVITIES:**

- Participate as requested in the completion and adoption process for Plan 2045 – Connecting North Jersey.

- **PRODUCT/OUTCOME:** Advancement of action(s) identified in Plan 2045.

#### **ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in Plan 2045. (Plan 2045 will include transportation related actions from the TNJ Regional Plan. E.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the County level.

- **PRODUCT/OUTCOME:** Support for planning studies contained in the NJTPA FY 2018 Unified Planning Work Program (UPWP).

#### **ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for NJTPA planning studies conducted under UPWP Volume I (central staff



activities) and/or UPWP Volume III (subregional studies program). This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include performance-based planning efforts such as PRIME, and Congestion Management Process (CMP).

- Support the development of the FY 2019 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

**ACTIVITIES:**

- Participate with NJTPA, TMAs, and Sussex County human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

**ACTIVITIES:**

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.
- **PRODUCT/OUTCOME:** Provision of data and data updates

**ACTIVITIES:**

- Facilitate coordination, as necessary, with the County Divisions of Engineering and Public Works as well as other appropriate County staff as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.
- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.

- Provide data as requested and if available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2018 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and CMP.

- PRODUCT/OUTCOME: Support for Board activities

ACTIVITIES:

- Provide ongoing technical support to Sussex County’s NJTPA Trustee and the County, as well as to various NJTPA standing committees and to the Board as a whole. This includes updates on Plan 2045 with a focus toward items of particular interest or impact to Sussex County. Support may include memo preparation, meeting attendance, response to questions, etc.

> **2.1 Elective Products/Outcomes and Activities**

Instructions: A list of sample elective activities are provided below. Subregions have the flexibility to select one or multiple activities from the list, or advance elective activities not on this list that best represent those subregional priorities and needs within their jurisdictions which will best serve to advance regional goals and priorities. **Please include only those activities that the subregion reasonably anticipates will be undertaken. Elective tasks that will not be pursued should be deleted from the work program. Please edit activities to accurately describe the work proposed.**

- PRODUCT/OUTCOME: Prepare, support and/or review transportation related studies, plans, grant applications, and/or engage in interagency coordination and data sharing on transportation related topics.

ACTIVITIES:

- Prepare grant applications for the Subregional Studies Program (SSP), or other funding opportunities which can be used to update the County Transportation Master Plan.
- Advance transportation related recommendations from the TNJ Regional Plan and the Local Government Capacity Grant Program (LGCGP) – Sussex County Strategic Growth Plan Update (i.e. support increased and improved transportation options in Sussex County) and the Regional Comprehensive Economic Development Strategy (CEDS).
- In regards to the New Jersey – Pennsylvania Lackawanna Cut-Off Passenger Rail Restoration Project, the County will increase coordination and work with our partners in Pennsylvania on the next phase of the project west to Stroudsburg PA including any additional study work that may be necessary as recommended by the Federal Transit Administration. Work will also continue

on evaluating any Transit Supportive Development potential around the new station area in Andover. This project was identified as one of the High Priority recommendations of the County's TNJ Local Capacity Grant Project – the Sussex County Strategic Growth Plan Update, to help ensure a sustainable future for the County.

- Sussex County Planning staff will coordinate with the County Economic Development Partnership and the County Chamber of Commerce on various transportation issues in the County as they relate to economic growth in the County including the TNJ 2.0 Task Force efforts and implementation of the TNJ Plan. Staff will participate in at least one TNJ 2.0 Task Force by attending quarterly task force meetings, assisting with advancement of TNJ actions and/or other activities.
- Collaborate with the County's TMA - TransOptions to integrate the TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate
- Coordinate with TransOptions to support their ridesharing activities, and/or their work with employers.
- Assist where possible with efforts in FY-2018 to improve the Rail Trail Network in Sussex County, including collaboration with the Sussex County Trails Partnership.
- Coordinate and support local, regional, and statewide strategic planning initiatives.
- Support the NJTPA's continuing work on modeling and the development of GIS data, applications and tools. This year, an emphasis will be on coordinating with partner agencies to advance a Performance Based Planning and Programming approach in order to guide data-driven investment.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Collaborate with the NJTPA in environmental issues and resilience planning activities.
- Support Municipal goals and objectives for Complete Streets Planning activities around Sussex County. This may include support of local governments for: streetscape grant applications, walkable community analysis and/or bicycle initiatives, and project coordination..
- Support advancement of greenway initiatives. This will include Sussex County's continued participation in the Morris Canal Greenway efforts.
- Determine the feasibility of conducting road safety audits (RSAs) in the County to help prioritize recommendations for capital improvements.
- Assist in development of NJTPA's initiatives for DO-IT: Developing Opportunities for Innovation in Transportation.
- Continue the County's participation in the StreetSmart Pedestrian Safety campaign by supporting local government program initiatives.

- Support the NJTPA’s efforts to evaluate Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety and operational efficiencies.
- Support the NJTPA’s efforts regarding emergency and incident management, planning for operations, and data sharing.
- Identify major land developments and review impacts on the transportation network from a local and regional perspective.
- Coordinate with the Highlands Council to ensure consistency between their plans, the work of the NJTPA, and local plans and programs.
- Perform analysis of multi-modal needs in the context of primary and complementary strategies per the NJTPA CMP.
- Support refinement and advancement of study recommendations into project pipeline review and implementation paths as necessary.

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

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

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

**ACTIVITIES:**

- Sussex County will continue to provide a number of mechanisms for citizen input into the transportation planning process in order to inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. These methods include the County Transit Citizens Advisory Committee; the County Human Services “United We Ride” Committee; the County Chamber of Commerce Trails Committee and the County Planning Board. NJTPA transportation planning activities are always presented at these meetings.
- Make information about County transportation planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating linkages to the NJTPA website and social media outlets, development and

enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings.

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

**ACTIVITIES:**

- Assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign or other initiatives related to senior driving, distracted driving, etc. The next potential Street Smart Pedestrian Safety campaign municipality in Sussex County may be Sparta Township which has expressed interest in the program in the past.

- **PRODUCT/OUTCOME:** Participation in pilot technical assistance program, including acceptance of direct technical assistance from Rutgers VTC.

**ACTIVITIES:**

- The County may work with Rutgers VTC research team and NJTPA staff to access a pilot program of on-call technical assistance to subregions, ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Examples include translation services, targeted outreach, facilitation or other support for meetings, and training for staff on outreach techniques. Assistance equal to approximately 100 hours for the NJTPA region in total is available.

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

> **2.3 Core Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

**ACTIVITIES:**

- Provide input into TIP modifications and amendments, as requested.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

**ACTIVITIES:**

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

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

- **PRODUCT/OUTCOME:** Capital Project Management.

**ACTIVITIES:**

- Sussex County will expand and enhance the existing County Transportation Project Map to make it more interactive and provide more information on all State, County and Municipal transportation projects in the County.
- Spearhead collaboration within the Sussex County Department of Engineering and Planning to establish a prioritized capital transportation program and facilitate identification of funding opportunities to advance the high priority project needs.

- **PRODUCT/OUTCOME:** NJTPA Local Programs

**ACTIVITIES:**

- Support preparation and proposal development for the NJTPA's Local Program activities, which include: Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery and potential Transportation Alternative Program projects. This activity includes the evaluation of grant and project requirements, support for grant management and reporting needs, assistance with the technical review of documents produced for the grants or projects, and assistance with project development tasks as identified.
- **PRODUCT/OUTCOME:** Participation in interagency capital planning initiatives.

**ACTIVITIES:**

Participate in the deployment of the NJTPA Online Local Project Management System. Note: NJTPA will deploy an online project management tool for all local programs. The NJTPA will collaborate with NJDOT Local Aid, Bureau of Environmental Program Resources and Subregional Project Managers to identify major milestones to be tracked through the state and federal processes of project development.



**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
SUSSEX COUNTY  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 61,605.31		
	2. FRINGE BENEFITS	51.030%	\$ 31,437.19		
	<b>SUBTOTAL</b>		<b>\$ 93,042.50</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
	<b>TOTAL PROGRAM BUDGET</b>		<b>\$ 93,042.50</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2018 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$ 74,434.00	<b>Local Match:</b>	\$ 18,608.50	<b>Total:</b>	\$ 93,042.50
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**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
SUSSEX COUNTY  
STAFFING PLAN**

**Project Task Budget**

<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share of Program (%)</b>
Task 1 - Program Management	100	\$ 5,659.09	\$ -	\$ -	\$ 5,659.09	6%
Task 2 - Transportation Planning and Coordination	1,544	\$ 87,383.40	\$ -	\$ -	\$ 87,383.40	94%
<b>TOTAL</b>	<b>1,644</b>	<b>\$ 93,042.49</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 93,042.50</b>	<b>100%</b>

**Subregional Staffing Plan**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project <i>(based on total work hours for the year)</i></b>	<b>Total Estimated Hours</b>
Thomas Drabic, Principal Transportation Planner	79%	1,644
<b>TOTAL</b>	<b>79%</b>	<b>1,644</b>



**FY 2018**

**COUNTY OF UNION**



**SUBREGIONAL TRANSPORTATION PLANNING (STP)**

**WORK PROGRAM**



# **I WORK PROGRAM DOCUMENT DEVELOPMENT**

Union County

## **TASK 1: PROGRAM MANAGEMENT**

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

### ***1.0 – Core Products and Activities***

- **PRODUCT/OUTCOME:** FY 2019 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

**ACTIVITIES:**

- Prepare the FY 2019 work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

**ACTIVITIES:**

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
- Maintain data in the CTS.

- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

**ACTIVITIES:**

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

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

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts
- Section III – Highlights of Program Accomplishments

## **TASK 2: TRANSPORTATION PLANNING AND COORDINATION**

Goals: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives. It is not required that subregions undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs. The list of elective tasks is not exhaustive and are provided as examples of eligible activities. The subregions may wish to pursue other elective activities important to their planning programs that also support the regional metropolitan planning process. Activities to implement Plan 2045 – Connecting North Jersey, the TNJ Regional Plan, the NJTPA Strategic Business Plan, or other regional planning and coordination efforts are strongly encouraged.

### **➤ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS**

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA’s comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

#### **> 2.1 Core Products/Outcomes and Activities**

Subregions will support the regional metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the completion and/or adoption process for Plan 2045. Adoption is anticipated first quarter FY 2018.

#### **ACTIVITIES:**

- Participate as requested in the completion and adoption process for Plan 2045 – Connecting North Jersey.

- **PRODUCT/OUTCOME:** Advancement of action(s) identified in Plan 2045.

#### **ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in Plan 2045. (Plan 2045 will include transportation related actions from the TNJ Regional Plan. E.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.
- **PRODUCT/OUTCOME:** Support for planning studies contained in the NJTPA FY 2018 Unified Planning Work Program (UPWP).

**ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for NJTPA planning studies conducted under UPWP Volume I (central staff activities) and/or UPWP Volume III (subregional studies program). This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include performance-based planning efforts such as PRIME, and Congestion Management Process (CMP).
- Support the development of the FY 2019 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

**ACTIVITIES:**

- Participate with NJTPA, Meadowlink/EZRide TMA and other TMAs as appropriate and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

**ACTIVITIES:**

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.

- **PRODUCT/OUTCOME:** Provision of data and data updates

**ACTIVITIES:**

- Facilitate coordination, as necessary, with the Union County Divisions of Engineering and Public Works as the NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.
- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2018 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and CMP.
- **PRODUCT/OUTCOME:** Support for Board activities

**ACTIVITIES:**

- Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> **2.1 Elective Products/Outcomes and Activities**

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

**ACTIVITIES:**

Union County is using flexibility to select one or multiple tasks from the list of elective activities below as well as advance tasks which advance County priorities and needs which will best serve to advance regional goals and priorities.

- Support the NJTPA's continued work to improve pedestrian safety for infrastructure improvements, enforcement, and/or educational strategies.
- Support the NJTPA regional freight planning activities including rail freight, motor carrier, marine highway and air cargo activities with particular attention to the Port Newark/Elizabeth facilities.



- Support the Raritan Valley Rail Coalition to advance improvements to the Raritan Valley Rail Line service as well as any planned improvements to the rail lines and stations serving the County.
- Continue to support public transportation serving Union County and regional improvements to rail transportation to New York.
- The County will continue to support safety conscious planning and safety initiatives such as the Union County Route 22 Safety Shuttle.
- The County will continue to support the East Coast Greenway which is routed through several County parks and support the role of bicycle travel in the County as outlined in the *Union County Comprehensive Bicycle Master Plan*. To support travel by both pedestrian and bicyclist, the County can participate in the Bicycle Pedestrian Advisory Committee at Rutgers State University in order stay informed of current bike/pedestrian tools and funding opportunities.

➤ **TASK 2.2 INTEGRATE PUBLIC PARTICATION IN THE ONGOING 3-C PLANNING PROCESS**

The NJTPA central staff is available to assist subregions in enhancing public participation mechanisms. If desired, requests for central staff support should be included in the subregion’s STP Program proposal.

In FY 2017, NJTPA shared the results of an “Innovative Public Outreach Methods” study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to engage not only traditionally under-represented communities in the transportation planning process, but also discussed how to reach millennials and other emerging demographic groups. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> **2.2 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

**ACTIVITIES:**

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. The County of Union will provide a mechanism for citizen input in the planning process in order to inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Union County plans to continue to support the Union County Transportation Advisory Board. The membership of the TAB offers participation from each of the county’s twenty-one municipalities and would continue to share information on the NJTPA projects and products at meetings.
- The County can provide the minimum public outreach meetings of two per year which includes NJTPA initiatives on the agenda. This may be achieved through the Union County Transportation Advisory Board or another public meeting

which would include the NJTPA initiatives of relevance to the residents of Union County as part of the agenda.

- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating linkages to the NJTPA website.

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

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

**ACTIVITIES:**

- Through the meetings of the Union County Transportation Advisory Board and the NJTPA representative who regularly attends the meeting, the County can assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings.

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

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

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

**ACTIVITIES:**

- Assist in the development of the TCP and TIP, as applicable.

- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

**ACTIVITIES:**

- Provide input into TIP modifications and amendments, as requested.

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

**ACTIVITIES:**

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

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

- PRODUCT/OUTCOME: Proposals for Local Programs

ACTIVITIES:

- Support the advancement of priority transportation improvement projects in Union County including the Tremley Point Connector Road and the re-scoped Kapkowski intersection improvements project.

**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
UNION COUNTY  
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 94,934.67		
	2. FRINGE BENEFITS	79.590%	\$ 75,558.50		
	<b>SUBTOTAL</b>		<b>\$ 170,493.17</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ 1,089.33		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 695.00		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ 1,784.33</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
<b>TOTAL PROGRAM BUDGET</b>			<b>\$ 172,277.50</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2018 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$	137,822.00	<b>Local Match:</b>	\$	34,455.50	<b>Total:</b>	\$	172,277.50
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**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
UNION COUNTY  
STAFFING PLAN**

**Project Task Budget**

<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share of Program (%)</b>
Task 1 - Program Management	250	\$ 15,926.48	\$ -	\$ -	\$ 15,926.48	9%
Task 2 - Transportation Planning and Coordination	2,013	\$ 154,566.69	\$ 1,784.33	\$ -	\$ 156,351.02	91%
<b>TOTAL</b>	<b>2,263</b>	<b>\$ 170,493.17</b>	<b>\$ 1,784.33</b>	<b>\$ -</b>	<b>\$ 172,277.50</b>	<b>100%</b>

**Subregional Staffing Plan**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project <i>(based on total work hours for the year)</i></b>	<b>Total Estimated Hours</b>
Amy Wagner, Director, Dept of Eco Development	1%	25
Liza Betz, Transportation Planning Manager	78%	1,423
Rosa Santos, Secretary	14%	257
Phil Kandl, Division Director	25%	458
Alicja Baszak, Clerk, Dept. of Finance	5%	100
<b>TOTAL</b>	<b>25%</b>	<b>2,263</b>



**FY 2018**

**COUNTY OF WARREN**



**SUBREGIONAL TRANSPORTATION PLANNING  
WORK PROGRAM**





## **I WORK PROGRAM DOCUMENT DEVELOPMENT**

Warren County

### **TASK 1: PROGRAM MANAGEMENT**

Goal: Provide program management and reporting information for the Subregional Transportation Planning Grant in accordance with the comprehensive, coordinated and continuing (3-C) planning process.

#### ***1.0 – Core Products and Activities***

- **PRODUCT/OUTCOME:** FY 2019 Subregional Transportation Planning Work Program, Budget and Staffing Plan.

**ACTIVITIES:**

- Prepare the FY 2019 work program proposal.

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation. Attend training related to the STP program as requested.

**ACTIVITIES:**

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all Subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP program as requested.
- Maintain data in the CTS.

- **PRODUCT/OUTCOME:** Fourth Quarter/Final Report, invoice and supporting documentation.

**ACTIVITIES:**

- Prepare the Final Report (including summary of impacts and highlights of accomplishments for the full program year).

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

- Section I – Fourth Quarter Activities
- Section II – Summary of Program Impacts

- Section III – Highlights of Program Accomplishments

## **TASK 2: TRANSPORTATION PLANNING AND COORDINATION**

Goals: The transportation planning and coordination component of the STP program includes all aspects of transportation planning conducted at the subregional level and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and therefore may have its own approaches to transportation planning.

In addition to performing the core activities, each subregion is encouraged to select those efforts identified and eligible under the elective tasks that best serve the advancement of regional goals and objectives. It is not required that subregions undertake elective activities; however, elective activities are intended to allow the subregion flexibility in proposing a work program that aligns regional goals with subregional needs. The list of elective tasks is not exhaustive and are provided as examples of eligible activities. The subregions may wish to pursue other elective activities important to their planning programs that also support the regional metropolitan planning process. Activities to implement Plan 2045 – Connecting North Jersey, the TNJ Regional Plan, the NJTPA Strategic Business Plan, or other regional planning and coordination efforts are strongly encouraged.

### **➤ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS**

Extensive time and effort is required by the subregions as part of their involvement in the NJTPA’s comprehensive, continuing and cooperative (3-C) planning process and their active involvement with the NJTPA Board of Trustees, its standing committees and the Regional Transportation Advisory Committee (RTAC). Also critical to this task is close coordination with other transportation agencies, including Transportation Management Associations (TMAs).

#### **> 2.1 Core Products/Outcomes and Activities**

Subregions will support the regional metropolitan planning process including the development, maintenance, and implementation of key documents such as the RTP and UPWP through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the completion and/or adoption process for Plan 2045. Adoption is anticipated first quarter FY 2018.

#### **ACTIVITIES:**

- Participate as requested in the completion and adoption process for Plan 2045 – Connecting North Jersey.

- **PRODUCT/OUTCOME:** Advancement of action(s) identified in Plan 2045.

#### **ACTIVITIES:**

- Consistent with the needs and goals of the subregion, advance select transportation related actions identified in Plan 2045. (Plan 2045 will include transportation related actions from the TNJ Regional Plan. E.g. connecting people and places with safe and reliable transportation options, or improving first or last mile access to transit). This may include ongoing identification and assessment of needs, and/or conducting planning studies that address regional issues at the subregional level.
- **PRODUCT/OUTCOME:** Support for planning studies contained in the NJTPA FY 2018 Unified Planning Work Program (UPWP).

**ACTIVITIES:**

- Participate on Steering or Technical Advisory Committees, as requested, for NJTPA planning studies conducted under UPWP Volume I (central staff activities) and/or UPWP Volume III (subregional studies program). This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program. It may also include performance-based planning efforts such as PRIME, and Congestion Management Process (CMP).
- Support the development of the FY 2019 UPWP.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

**ACTIVITIES:**

- Participate with NJTPA, TransOptions TMA or other TMAs as appropriate and human services transportation providers to implement the Regional Coordinated Human Services Transportation Plan, as applicable.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets related to current MAP-21 legislation.

**ACTIVITIES:**

- Participate with NJTPA central staff, NJDOT, NJ TRANSIT and other planning partners to implement performance measures calculation capabilities. Activities may include creating performance targets and thresholds for the current federal rulemaking regarding performance measurement. Staff will also develop other performance measures to support the performance based planning process at NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.
- **PRODUCT/OUTCOME:** Provision of data and data updates

**ACTIVITIES:**

- Facilitate coordination, as necessary, with the subregional departments of engineering, public works, or other appropriate subregional staff as the

NJTPA continues to work with NJDOT to maintain data in the comprehensive performance-based Asset Management System.

- Assist in maintaining the NJTPA Enterprise GIS database by participating in formal quarterly data exchanges, at present via the ArcGIS Online platform as the principal interface for data exchange. Additional types of data to be collected from the subregions include: cadastral, design plans, environmental, facilities, general, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance (<http://www.NJTPA.org/getattachment/ad63cd8d-d87c-494b-9574-24c966cfd18f/EGISQuality-Assurance-Program.aspx>) documentation for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, Coordinated Human Services Transportation Plan (CHSTP), subregional studies conducted by other subregions through Volume III of the FY 2018 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such as PRIME and CMP.
- **PRODUCT/OUTCOME:** Support for Board activities

**ACTIVITIES:**

- Provide ongoing technical support to individual NJTPA Trustees, as well as to various NJTPA standing committees and to the Board as a whole. Support may include memo preparation, meeting attendance, response to questions, etc.

> **2.1 Elective Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Collaborate with TransOptions to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate
- Coordinate with Transoptions our only TMA to support their ridesharing activities, and/or their work with employers.
- Coordinate and support regional and statewide strategic planning initiatives.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Warren County works with local police departments to conduct pedestrian safety programs. Education and enforcement are stressed.

- Support Complete Streets Planning activities, which may include: walkable community workshops and Safe Routes to School.
- Support advancement of greenway initiatives. Warren County has a robust Morris Canal Committee that meets regularly and provides tours for the public. They also work on improving the county's Kiosks to display information for the public at our Canal tourist locations.
- Continued staff support for the County's transportation TAC, which is run by the Transportation Planner and the Human Services representative.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Assist in development of NJTPA's initiatives for DO-IT: Developing Opportunities for Innovation in Transportation.
- Support the NJTPA's efforts to evaluate Intelligent Transportation Systems (ITS) to improve the management of roadways, and mitigate traffic congestion and incidents for improved safety. The County is looking to work with NJTPA and NJDOT to implement a ITS plan for the Warren County US 22 corridor. Warren County will look into signal optimization and coordination and evaluate intelligent signals that are able to be changed on the fly due to an accident or emergency are feasible. Also the intelligent signals would also be able to increase air quality by moving traffic faster through the corridor and eliminate congestion.
- Support the NJTPA's efforts regarding emergency and incident management, planning for operations, and data sharing. Warren County will share its GIS information with NJTPA to improve the NJTPA enterprise GIS system.
- Identify major land developments and analyze impacts on the transportation network from a local and regional perspective. All development applications are looked at to see what types of impacts they will have on the county network, with a particular focus on safety.
- Coordinate with the Highlands Council to ensure consistency between their plans, the work of the NJTPA, and local plans and programs.
- Prepare grant applications for the Subregional Studies Program (SSP) or other funding opportunities, including to prepare an update to the Warren County transportation master plan.
- Support refinement and advancement of study recommendations into project pipeline review and implementation paths. Warren County has submitted close to nine problem statements to NJ DOT to address the issues with the US 22 corridor.

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

The NJTPA central staff is available to assist subregions in enhancing public participation mechanisms. If desired, requests for central staff support should be included in the subregion's STP Program proposal.

In FY 2017, NJTPA shared the results of an "Innovative Public Outreach Methods" study conducted by Rutgers University with the subregions. This extensive effort identified new and innovative methods to engage not only traditionally under-represented communities in the transportation planning process, but also discussed how to reach millennials and other emerging demographic groups. To the extent possible, subregions are encouraged to utilize these recommendations and techniques in their outreach activities.

> **2.2 Core Products/Outcomes and Activities**

- **PRODUCT/OUTCOME:** Implementation of regional and subregional public participation activities. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

**ACTIVITIES:**

- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include: transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups, chambers of commerce, and other civic organizations; and public relations efforts. Special attention should be given to engaging traditionally underserved communities.
- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit to NJTPA the following: agendas of upcoming meetings; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of the NJTPA Public Participation Plan activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications, updating linkages to the NJTPA website and social media outlets, development and enhancements of local websites/social media in coordination with the NJTPA, and development of products (or web content) in other languages as appropriate.

> **2.2 Elective Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Assist in public education efforts regarding the results of NJTPA project development, to keep local communities involved in the development and launching of projects. This allows them to better manage traffic safety and traffic control.
- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.  
**ACTIVITIES:** Construction project coordination with NJDOT, local municipalities and County divisions of planned road closures and detours.
  - Conduct or assist in special outreach efforts, such as the “Be Street Smart NJ” Pedestrian Safety Education Campaign.
- **PRODUCT/OUTCOME:** Participation in pilot technical assistance program, including acceptance of direct technical assistance from Rutgers VTC.

**ACTIVITIES:**

Work with Rutgers VTC research team and NJTPA staff to access a pilot program of on-call technical assistance to subregions, ranging from a telephone help-desk to active deployment of staff for specific engagement activities. Examples include translation services, targeted outreach, facilitation or other support for meetings, and training for staff on outreach techniques. Assistance equal to approximately 100 hours for the NJTPA region in total is available.

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

> **2.3 Core Products/Outcomes and Activities**

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

**ACTIVITIES:**

- Assist in the development of the TCP and TIP, as applicable.
- **PRODUCT/OUTCOME:** Written responses to TIP modifications and amendments.

**ACTIVITIES:**

- Provide input into TIP modifications and amendments, as requested.

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

**ACTIVITIES:**

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

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

- **PRODUCT/OUTCOME:** Proposals for Local Programs

**ACTIVITIES:**

- Support preparation and proposal development for the NJTPA's Local Program activities, which may include: Freight Concept Development, and will include improvements to the South Main Street Bridge improvement study,

- **PRODUCT/OUTCOME:** Interagency participation in Morris County's Freight Concept Development study, entitled, "South Main Street Bridge over the Washington Secondary".

**ACTIVITIES:**

- Work with Morris County on Freight Concept Development Study.
- Review technical documents produced by consultant



**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
WARREN COUNTY  
BUDGET PLAN**

			<b>PROPOSED BUDGET</b>	<b>FEDERAL SHARE</b>	<b>LOCAL MATCH</b>
<b>PART I:</b>	<b>DIRECT COSTS - PERSONNEL SERVICES</b>				
	1. SALARIES		\$ 54,512.39		
	2. FRINGE BENEFITS	53.790%	\$ 29,322.21		
	<b>SUBTOTAL</b>		<b>\$ 83,834.60</b>	80%	20%
<b>PART II</b>	<b>DIRECT NON-LABOR COSTS</b>				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ 505.40		
	3. PRINTING & REPRODUCTION		\$ 100.00		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 300.00		
	7. OTHER (SPECIFY)		\$ -		
	<b>SUBTOTAL</b>		<b>\$ 905.40</b>	80%	20%
<b>PART III:</b>	<b>INDIRECT COSTS</b>				
	INDIRECT COSTS	0.000%	\$ -		
	<b>SUBTOTAL</b>		<b>\$ -</b>	80%	20%
<b>TOTAL PROGRAM BUDGET</b>			<b>\$ 84,740.00</b>	80%	20%

This estimated budget is based upon projected costs to perform the work program for FY 2018 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

**FUNDING SOURCES:**

<b>Federal Share:</b>	\$ 67,792.00	<b>Local Match:</b>	\$ 16,948.00	<b>Total:</b>	\$ 84,740.00
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**FY 2018 SUBREGIONAL TRANSPORTATION PROGRAM (STP)  
WARREN COUNTY  
STAFFING PLAN**

**Project Task Budget**

<b>Task</b>	<b>Subregional Staff Hours</b>	<b>Direct Costs - Personnel Services</b>	<b>Direct Non-Labor Costs</b>	<b>Indirect Costs</b>	<b>Total Costs</b>	<b>Estimated Share of Program (%)</b>
Task 1 - Program Management	119	\$ 5,161.82	\$ -	\$ -	\$ 5,161.82	6%
Task 2 - Transportation Planning and Coordination	1,441	\$ 78,672.78	\$ 905.40	\$ -	\$ 79,578.18	94%
<b>TOTAL</b>	<b>1,560</b>	<b>\$ 83,834.60</b>	<b>\$ 905.40</b>	<b>\$ -</b>	<b>\$ 84,740.00</b>	100%

**Subregional Staffing Plan**

<b>Personnel (Name/Title)</b>	<b>Estimated % of Time on the Project <i>(based on total work hours for the</i></b>	<b>Total Estimated Hours</b>
Dave Dech, Planning Director	18%	325
Brian Appezzato, Senior Planner	31%	655
Theresa Nichols, Keyboarding Clerk Typist	1%	24
Irene Gordon, Administrative Clerk	2%	35
Bill Gleba, County Engineer	5%	100
Nick Paoella, Asst County Engineer	5%	100
Marie Raffay, Asst Engineer	4%	92
Albert Krouse, Senior Planner	4%	79
Richard Miller, Principal Planner	2%	50
Elizabeth Roy, Principal Planner	5%	100
<b>TOTAL</b>	<b>8%</b>	<b>1,560</b>