

FY2023UPWP

Unified Planning Work Program

Chapter II

Subregional Pass-Through Programs

**FY 2023
UNIFIED PLANNING WORK PROGRAM
SUBREGIONAL PASS-THROUGH PROGRAMS**

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Introduction

Chapter II describes the federally funded planning and project development work being conducted through the Subregional Pass-Through Programs to support regional transportation planning and project development efforts. Approximately 28 percent of the NJTPA's federal allocation for the FY 2023 UPWP will be passed through to the fifteen subregions that make up the NJTPA region. The award of pass-through grants is contingent upon a pre-award evaluation and risk assessment of each subregion, consistent with federal guidelines (2 CFR Chapter I, Chapter II, Part 200, et al).

The Subregional Transportation Planning (STP) Program provides formula-based funding to each member subregion to carry out essential transportation-related planning, programming and administrative activities that support the NJTPA's regional transportation planning efforts. The NJTPA subregions are vital partners of NJTPA Central Staff for critical planning work and for public participation. The STP program addresses federal, state, and regional priorities.

The Subregional Studies Program (SSP) is a competitive grant program that provides federal funds for planning studies conducted by the subregions. Each year a proposal selection committee composed of representatives from the NJTPA Central Staff, Regional Transportation Advisory Committee (RTAC), NJ Department of Transportation (NJDOT), and NJ TRANSIT selects candidate proposals for two-year studies to refine and develop transportation improvement strategies rooted in the NJTPA's Long Range Transportation Plan (LRTP).

**FY 2023
SUBREGIONAL TRANSPORTATION PLANNING (STP)
PROGRAM**

SUBREGIONAL TRANSPORTATION PLANNING (STP) PROGRAM

PROGRAM DESCRIPTION

The Subregional Transportation Planning (STP) Program allows each subregion to carry out essential transportation planning, programming and administrative activities that support the NJTPA's regional transportation planning efforts, consistent with the comprehensive, coordinated and continuing (3-C) planning process. The NJTPA's Unified Planning Work Program (UPWP) supports the subregional planning work conducted through the STP program in coordination with Central Staff activities. Participation in the STP Program is mandatory for subregions to be eligible to receive federal funds for transportation improvements through the U.S. Department of Transportation (USDOT). Funding for the STP Program is allocated based on a population-driven formula.

The work performed by the subregions through this program strengthens the NJTPA's ability to understand, evaluate and respond to regional planning issues. Central to this is the NJTPA's implementation of the current LRTP, *Plan 2050: Transportation. People. Opportunity*. Areas of subregional and Central Staff coordination include information sharing, analysis, performance measurement, regional studies, and stakeholder and public engagement.

The STP Program allows some flexibility in how local planning efforts support the NJTPA's regional planning effort based on the local needs and goals of each subregion. The program is divided into two task activities: Program Management and Transportation Planning and Coordination. The Program Management task, which cannot exceed 10 percent of the total budget, covers all work required to manage the grant, including oversight, record/document management and quarterly reporting. The Transportation Planning and Coordination task has three subtasks, consisting of Planning, Public Participation and Capital Programming, along with associated core and elective activities. The core activities are required of all 15 subregions throughout the fiscal year. The elective task activities are designed to allow subregions to tailor work programs to directly address the NJTPA's planning goals, and at the same time focus on their local priorities and organizational strengths. Additional funds are allocated for supplemental support, which may be used by the subregion to hire interns, purchase technology such as computers, or support outreach and educational activities through advertising, printing, and/or translation services.

WORK PROGRAM BUDGET

The proposed FY 2023 STP Program budget and funding allocations below are based on a formula-based distribution using the 2010 US Census. An initial even base sum of federal funds is distributed to each subregion (\$50,000), then remaining funds are distributed according to the respective shares of population within the region. The work program requires a 20 percent local match.

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

In addition, a total maximum budget of \$225,000 has been allocated in the FY 2023 UPWP's STP Program for Supplemental Support, with a \$15,000 allotment to each subregion (there is no local match requirement for these funds).

**FY 2023
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAMS**

Subregional Transportation Planning Program

Core Products/Outcomes and Activities

STP Program guidelines require all subregions to conduct a common set of activities to achieve a common set of core products/outcomes under Task 1 and Task 2. Details on these core activities are provided below. **For the sake of streamlining the UPWP, Subregions' FY 2023 STP Core Activities are listed below and are followed by each subregion's elective activities.**

TASK 1: PROGRAM MANAGEMENT

The Program Management component of the STP Program includes program management and reporting for the STP Grant in accordance CFR 200 and all applicable federal requirements.

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

- **PRODUCT/OUTCOME:** Timely quarterly progress reports, invoices and supporting documentation for the FY 2023 STP Work Program, along with attendance at 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 via the STP Program Quarterly Progress Report Template.
- Prepare quarterly invoices and financial documentation using the NJTPA's Cost Tracking System (CTS).
- Maintain all subregional grant-related records and products. Attend NJTPA-led trainings and workshops on the STP Program.
- Maintain data in the CTS, including regular updates to salaries, fringe rates, personnel, etc.

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

ACTIVITIES:

- Prepare the Fourth Quarter/Final Report (including a 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 report shall include a summary of subregional activities that occurred during the fourth quarter (via the STP Program Quarterly Progress Report Template used in 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 – Highlights of Program Accomplishments, with summary of program impacts
- PRODUCT/OUTCOME: FY 2024 STP Work Program proposal.

ACTIVITIES:

- Prepare FY 2024 STP Work Program, Budget and Staffing Plan.

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

❖ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

Extensive time and effort are required by the subregions 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 metropolitan planning process including the development, maintenance, and implementation of key documents such as the long range transportation plan (LRTP) and UPWP through the following efforts:

- PRODUCT/OUTCOME: Support for Board activities.

ACTIVITIES:

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

- PRODUCT/OUTCOME: Participation in the Regional Technical Advisory Committee (RTAC).

ACTIVITIES:

- Attend RTAC meetings, respond to requests for information from Central Staff sent to RTAC, participate in RTAC subcommittees or other RTAC related activities as appropriate.

- **PRODUCT/OUTCOME:** Adhere to the NJTPA’s Title VI Implementation Plan (https://www.njtpa.org/NJTPA/media/Documents/About-NJTPA/Federal-Regulations/Title-VI/Title_VI_Implementation_Plan.pdf), which endeavors to ensure that the planning process includes traditionally underserved populations (e.g., low income, minority, and limited English proficiency populations) as required by federally funded subrecipients. Please see additional information about traditionally underserved populations at the NJTPA’s Title VI page (<http://www.njtpa.org/TitleVI.aspx>).

ACTIVITIES:

- Conduct STP funded activities that adhere to the NJTPA’s Title VI Implementation Plan. To achieve this, subregions must strive to accomplish the following as provided in the Title VI Implementation Plan:
 - Provide adequate opportunity to traditionally underserved populations to be involved in the transportation planning process. An example of this is to seek out members of these communities for participation on a Technical Advisory Committee (TAC), Stakeholder Advisory Committee (SAC), or focus group.
 - Conduct extensive public outreach to traditionally underserved populations, as outlined in the NJTPA’s Public Engagement Plan (PEP) (<http://www.njtpa.org/pep>). An example of this is to identify such populations and tailor outreach with the purpose of removing barriers to participation.
 - Analyze the impacts of transportation investment benefits and burdens to traditionally underserved populations and assist in making sure the benefits and burdens are shared as equally as possible across all populations including traditionally underserved populations. See the NJTPA’s Equity Assessment Guide for guidance on this task. (<https://www.njtpa.org/NJTPA/media/Documents/About-NJTPA/Federal-Regulations/Title-VI/Equity-Assessment-Guide-2020-07.pdf>)
 - Consider equity when developing studies for the NJTPA’s Unified Planning Work Program (UPWP). Specific guidance can be found in the annual Subregional Studies Program (SSP) Solicitation and in other NJTPA program solicitations.
- **PRODUCT/OUTCOME:** Participation in the implementation of Plan 2050.

ACTIVITIES:

- Consistent with the needs and goals of the subregion, advance strategies identified in Plan 2050. Examples include but are not limited to conducting activities to reduce crashes; support and improve North Jersey’s extensive transit systems; support active transportation; respond to continued growth of freight; support local mobility services; and take advantage of transportation technology.

- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2023 UPWP.

ACTIVITIES:

- Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I - Central Staff Activities. Participation may include attendance, review of documents, or other activities as requested. This may include corridor, subarea, environment and climate change, and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program or Together North Jersey (TNJ) local planning initiatives. It may also include NJTPA's performance-based planning efforts such as the Congestion Management Process (CMP); support for evaluating Intelligent Transportation Systems (ITS); safety planning; initiatives to address climate change resiliency and promote electric vehicles; initiatives to address equity; or other activities.
 - Support the NJTPA's continuing work on modeling, scenario analysis, and the development of GIS data, applications and tools, as requested. Support coordination with partner agencies to advance a performance-based planning and programming approach and data-driven investment.
 - Participate in statewide planning initiatives as requested and as appropriate, such as the update to the Long Range Statewide Transportation Plan (LRSTP).
 - As appropriate, implement the strategies of the New Jersey Strategic Highway Safety Plan (SHSP) (<https://www.saferoadsforallnj.com/about>), adopted in September 2020. Many strategies can be implemented by or in partnership with subregions. Please see the strategies in the plan for Equity (pg. 21-22), Lane Departure (pg. 26), Intersections (pg. 30), Driver Behavior (pg. 37-38), Pedestrians and Bicyclists (pg. 42-43), other Vulnerable Road Users (pg. 49-50)
 - As appropriate, implement the transportation related strategies and goals of the NJ Energy Master Plan (EMP), adopted in January 2020 (https://www.bpu.state.nj.us/bpu/pdf/publicnotice/NJBPU_EMP.pdf)
The EMP has two strategies that subregions should focus on with an emphasis on **Strategy 1:** Reduce Energy Consumption and Emissions from the Transportation Sector and, to a lesser extent, **Strategy 6:** Support Community Energy Planning and Action with an Emphasis on Encouraging and Supporting Participation by Low and Moderate-Income and Environmental Justice (EJ) Communities.
 - Support the development of the FY 2024 UPWP by providing input on activities in addition to the subregion's individual STP Work Program.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

ACTIVITIES:

- Participate with the NJTPA, TMAs and human services transportation providers to implement the NJTPA Transportation Demand Management and Mobility Plan (<https://www.njtpa.org/Planning/RegionalPrograms/Studies/Active/Transportation-Demand-Management-and-Mobility-Plan.aspx>), completed in spring 2021, and

the Regional Coordinated Human Services Transportation Plan (CHSTP) (<https://www.njtpa.org/Planning/Plans-Guidance/Human-Services-Plan.aspx>), completed in 2017, as applicable.

- Coordinate and share information and expertise with the TMAs on transportation demand management activities, including, but not limited to promoting shared rides, bicycle and pedestrian safety, electric vehicle adoption, and responding to construction-related and unexpected travel disruptions, as applicable. Use the Demonstration Project Materials Library hosted by Hudson TMA, as applicable, to support transportation demand management activities. The library is a joint resource administered by the NJTPA and Hudson TMA, which loans temporary traffic control devices and signage for use in temporary demonstration projects conducted by TMAs, subregions, or their partner municipalities.
- Coordinate with TMAs on safety-related activities, including the Street Smart NJ pedestrian safety campaigns, as requested.
- Coordinate with TMAs to promote engagement in low income and minority communities, as applicable.

- **PRODUCT/OUTCOME:** Participation in Together North Jersey (TNJ).

ACTIVITIES:

- Participate in one or more of the four TNJ Task Forces (Competitive, Efficient, Livable, and Resilient). Participation to include the following:
 - Attend Task Force meetings.
 - Assist with advancement of the TNJ Plan, including preparation for and/or participation in TNJ Institute events and TNJ Local Technical Assistance Program activities, or other activities, as applicable.
- **PRODUCT/OUTCOME:** Participation in the identification of performance measures, thresholds, and targets, including those related to FAST Act legislation.

ACTIVITIES:

- Support NJTPA Central Staff, NJDOT, NJ TRANSIT and other planning partners in implementing performance-based planning and programming (PBPP). Activities may include supporting development of performance targets and thresholds to comply with federal rules and for other performance measures established in the PBPP process at the NJTPA. Staff will develop, enhance and collect data as needed to support the performance measure process.

- **PRODUCT/OUTCOME:** Documentation of NJTPA funded planning study findings.

ACTIVITIES:

- Enter pertinent information about completed planning studies funded by the NJTPA into the NJTPA's PRIME tool. Subregions that complete SSP studies in the 2021 – 2022 cycle should enter pertinent information from these studies into PRIME before the end of the first quarter of FY 2023. Other previous studies funded by the NJTPA should be entered into PRIME on an ongoing basis as staff time permits. See <http://prime.njtpa.org/>.

- **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 documentation (<https://www.njtpa.org/NJTPA/media/Documents/Data-Maps/Demographics-GIS/Enterprise-GIS/Appendix-U3-EGIS-Quality-Assurance-Programcomm.pdf>) for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
- Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and climate change studies, freight planning studies, subregional studies conducted by other subregions through Chapter II of the FY 2023 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such regional performance measures, and CMP.

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

To the extent possible, subregions are encouraged to incorporate in their outreach activities the recommendations and techniques provided in the NJTPA’s Public Engagement Toolkit (<https://njtpa.org/Engage>). The toolkit provides recommendations for outreach to minority communities, low income residents, and others traditionally under-represented in the transportation planning process provided. Subregions should also reference NJTPA’s PEP. The plan outlines how NJTPA plans to involve the region’s residents in our programs, projects and plans. The plan also describes NJTPA’s goals and objectives for public engagement while identifying specific approaches, techniques and opportunities for ongoing communication and interaction with the public. The plan is available at <http://www.njtpa.org/pep>.

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

Subregions will integrate public participation throughout their involvement in the NJTPA’s 3-C planning process through the following efforts:

- **PRODUCT/OUTCOME:** Conduct regional and subregional public participation activities, including assisting the NJTPA with outreach for the LRSTP as requested. Engage in and document efforts to gain input from communities of color, low-income communities, people with disabilities, and people with limited English proficiency. A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.

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, or other civic organizations; information booths at public events; social media postings and ads; and public relations efforts in coordination with Central Staff and Board members. Special attention should be given to engaging traditionally underserved communities as outlined in the NJTPA’s Title VI Plan (https://njtpa.org/NJTPA/media/Documents/About-NJTPA/Federal-Regulations/Title-VI/20210111_NJTPA_TitleVI_ImplementationPlan_2020-Update_Adopted.pdf).
- Make information about subregional planning activities and products available electronically on the web and/or through social media, when feasible.
- Submit the following to the NJTPA: agendas of upcoming meetings on transportation related topics; meeting summaries; materials distributed to and received from the public; and the number of meetings, number of people in attendance, number and types of inquiries etc.
- Assist in the implementation of NJTPA’s PEP activities and other communications activities, including but not limited to the following: providing timely information about activities and events to the NJTPA for dissemination through regional-level communications; updating links to the NJTPA website and social media outlets; development and enhancements of local websites/social media in coordination with the NJTPA; and development of products (or web content) in other languages as appropriate.

❖ TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

Subregions play a critical role in assisting NJTPA in developing and managing the Transportation Improvement Program (TIP) and the Study and Development (S&D) Program and in supporting NJTPA’s Local Programs activities and other NJTPA funded local capital programming and project development initiatives. Through these programs, the NJTPA advances the goals of the LRTP through the process of performance-based planning and implementation of specific projects that will improve the regional transportation system. Subregions also play an important role in assisting NJTPA in developing NJDOT’s annual Transportation Capital Program (TCP).

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

Subregions will support NJTPA’s capital programming and project development through the following efforts:

- **PRODUCT/OUTCOME:** Participation in the development and management of the TCP and TIP, as applicable.

ACTIVITIES:

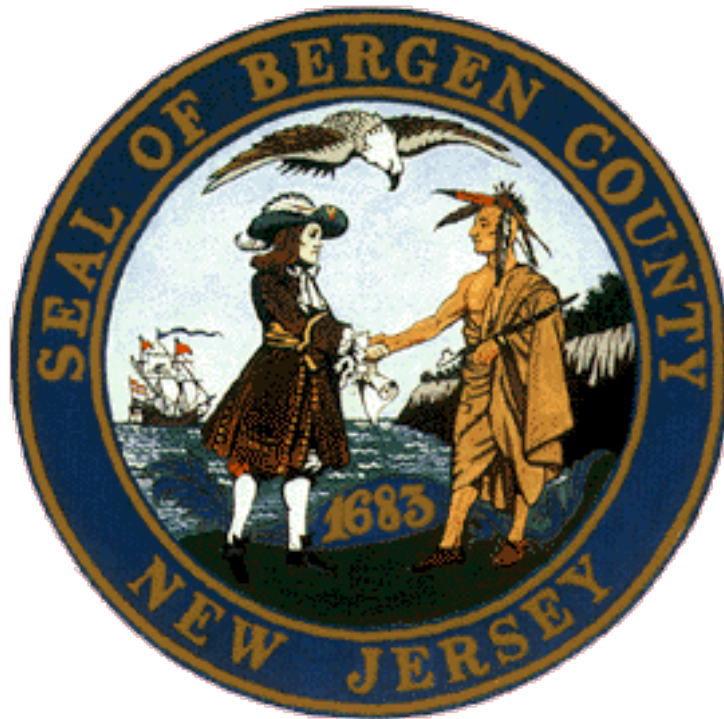
- Assist in the development of the TCP, as applicable.
 - Provide input into the development of the S&D Program by reviewing potential projects and providing feedback to NJTPA, as requested.
 - Review NJDOT Capital Program Screening Committee (CPSC) and Capital Program Committee (CPC) project recommendations and provide feedback to NJTPA, as requested.
 - Review potential projects scored by NJTPA as part of the Project Pool phase of TIP development and provide feedback on scores to NJTPA, as requested.
 - Review scope, scheduling, and funding recommendations of TIP modifications and amendments and provide feedback to NJTPA, as requested.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

ACTIVITIES:

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

**FY 2023 ELECTIVE ACTIVITIES AND BUDGETS
BY SUBREGION**

COUNTY OF BERGEN



**FY 2023
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM - ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Bergen County for Task 2 activities are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

❖ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

➤ 2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participation on the RTAC in a leadership capacity.

ACTIVITIES:

- Help create, review, and refine agendas for RTAC meetings, guide priorities and areas of focus, and lead discussion.
- Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee)
- Represent RTAC on planning study TACs.

- **PRODUCT/OUTCOME:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities and effective transportation infrastructure and services for the general public.

ACTIVITIES:

- Coordinate and collaborate with the EZ Ride TMA work activities, including improving enhanced mobility for seniors and low-income residents.
- Coordinate with the New Jersey Sports and Exposition Authority to ensure consistency between their planning efforts, those of the NJTPA, and County and local transportation plans and programs, including monitoring impacts and outcomes of the American Dream development, transit investments in the vicinity, and associated impacts on traffic and development.
- Gauge consistency of County planning efforts with those of the Highlands Council as they may emerge. The Borough of Oakland and the Township of Mahwah fall within the purview of the Highlands Council.

- **PRODUCT/OUTCOME:** Preparation, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engagement in data sharing on transportation related topics.

ACTIVITIES:

- Coordinate and support the following regional and statewide strategic planning initiatives, alongside the County’s partners at the NJDOT, NJ TRANSIT, and other regional and statewide transportation agencies:
 - **Route 17.** Work with NJDOT to advance critical projects along Route 17, including the Route 17 Bottleneck Project.
 - **Northern Branch.** Work with NJ TRANSIT to advance light rail via an extension of the Hudson Bergen Light Rail from North Bergen to Englewood Hospital.
 - **Trans-Hudson.** Monitor critical Trans-Hudson capacity projects including the Hudson River Tunnel, the Gateway Project, Penn Station Expansion, ferry service expansion, Port Authority Bus Terminal replacement, and Trans-Hudson Capacity Studies. Work with participating agencies (NJ TRANSIT, Port Authority, AMTRAK, New York Waterway, NJ Sports & Exposition Authority, etc.) to discuss issues, challenges, and opportunities.
 - Collaborate on other regionally significant transportation initiatives as they arise and progress.
- Work to include best practices into the County’s planning efforts, including complete streets, bicycle and pedestrian accommodations, innovative approaches to transit, transit-oriented development and redevelopment, response to changing demographic and economic considerations, safety for all users, social/environmental justice (EJ) considerations, emerging technologies (including electric and autonomous vehicles), as recommended in the TNJ Plan and consistent with Plan 2050.
- Support the NJTPA’s continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Support to also include continued involvement in the Local Safety Program and the outcomes of previous initiatives through this program and through ongoing coordination with local officials and public safety officers. Safety analysis to be conducted in line with NJDOT Safety Voyager and the NJ Division of Highway Traffic Safety (DHTS) Crash Analysis Tool and associated data releases, as well as outcomes, strategies, and updates included in the New Jersey Strategic Highway Safety Plan (SHSP).
- Identify major land development and redevelopment projects and analyze impacts on the transportation network from a local and regional perspective, including ADA-compliant elements for users, transit-supporting densities, transit accommodation, location of stations, mixed-use opportunities, impacts on demographic and economic forecasting, etc.
- Support refinement and advancement of study recommendations into project pipeline implementation paths, including ongoing work on East Anderson

Street/Cedar Lane Bridge (Hackensack/Teaneck), Kingsland Avenue Bridge (Lyndhurst/Nutley), Oradell Avenue Bridge (Oradell), and other opportunities as they may arise.

- Participate in PRIME training sessions and other training opportunities provided by the NJTPA as they arise, including opportunities to develop and refine planning tools, learn new technologies, and gain exposure to best practices in the field.
- Pursue additional training and professional development opportunities offered through the NJTPA as well as other outlets, with a focus on improving technical knowledge base in planning, engineering, design, and technology literacy/use.
- Participate in the development and refinement of the countywide Master Plan. The plan allows the County to be proactive and focus on the challenges and opportunities critical to the quality of life of Bergen County residents and businesses alike, many of which are transportation related.
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.

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

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

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

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, and outcomes of Plan 2050 as opportunities arise, including overseeing implementation of the Public Information Action Plans (PIAP) for ongoing Local Capital Project Delivery Program and other federal pipeline projects, including outreach and project information updates for local officials, stakeholders, affected community-at-large, and the general public.

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

ACTIVITIES:

- Conduct or assist in special outreach efforts, such as the Street Smart NJ pedestrian safety education campaign; NJTPA's Complete Streets Technical Assistance Program and Walkable Communities Workshops; outgrowths of NJTPA's Local Safety Program, road safety audits (RSAs); New Jersey Strategic Highway Safety Plan (SHSP) strategies, outcomes, and updates; and other initiatives as relevant.

- **PRODUCT/OUTCOME:** Assemble, refine, and disseminate key datasets with transportation and planning implications for public consumption.

ACTIVITIES:

- Assemble, refine, and disseminate critical data (including GIS data) for agency and public consumption to include:
 - Monitoring of Census 2020 activities and data dissemination, and subsequent compilation in the “Bergen County at a Glance” quarterly online publication for public information.
 - Compiling and updating census and economic data, municipal Master Plans, land-use and zoning ordinances, and information on transportation assets countywide on the website.
 - Coordinating with the NJTPA on GIS/data initiatives.

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

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

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

ACTIVITIES:

- Monitor NJTPA’s Local Programs for opportunities for proposal development which may include the Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery Program, Local Concept Development (LCD), Freight Concept Development Program, Transportation Alternatives Set-Aside Program, and/or Congestion Mitigation and Air Quality (CMAQ) Program.
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives.

ACTIVITIES:

- Provide support on NJTPA Local Programs activities, including the following:
 - **Local Capital Project Delivery Program/LCD Study, Oradell Avenue Bridge, Oradell.** Staff support to include project management; facilitation of interagency coordination; participation in community and public outreach; and review of technical documents produced by the consultant.
 - **Local Capital Project Delivery Program/LCD.** This activity is contingent upon Bergen County’s proposal to study the Passaic Street/Wall Street Bridge over the Passaic River being approved. Staff support to include development and refinement of the scope of work; participation in the consultant selection process; provision of data and input; review of technical documents produced by the consultant, as well as other relevant activities.
 - **CMAQ/TCAM Program.** Staff to support the development of Adaptive/Intelligent Signals Program, building on the CMAQ/TCAM Program funded Hackensack Central Business District Initiative, including refinements to the control center; monitoring and expanding the system to

address additional corridors; as well as improvements to the system through iterative updates, and optimization informed by lessons learned.

- **PRODUCT/OUTCOME:** Advancement of other capital programming and project development initiatives.

ACTIVITIES:

- Advance other federally funded projects, including the following:
 - ***Final Design Phase, Bridge & Intersection Improvements at Market Street/Essex Street/Rochelle Avenue. Lodi/Rochelle Park/Saddle Brook.*** Staff to provide project management, technical support, and coordination for the advancement of this longstanding project in the TIP with federal appropriations.
 - ***Preliminary Engineering Phase, Kingsland Avenue Bridge, Lyndhurst/Nutley.*** Staff to provide project management, technical support, and coordination for the next phase of improvements on this critical bridge crossing project, with the goal of graduation into the Final Design Phase.
 - ***Preliminary Engineering Phase, East Anderson Street/Cedar Lane Bridge, Hackensack/Teaneck.*** Staff to provide project management, technical support and coordination for the next phase of improvements on this critical bridge crossing project, with the goal of graduation into the Final Design Phase.

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
BERGEN COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 137,874.75		
	2. FRINGE BENEFITS	68.780%	\$ 94,830.25		
			SUBTOTAL \$ 232,705.00		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ 1,000.00		
	2. TRAVEL		\$ 7,000.00		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 7,000.00		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ 15,000.00		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
			STP CORE PROGRAM BUDGET \$ 247,705.00	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ -		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ 5,500.00		
	3. INTERN SUPPORT		\$ 9,500.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. ADVERTISING, PRINGTING/REPRODUCTION		\$ -		
			STP SUPPLEMENTAL SUPPORT BUDGET \$ 15,000.00	100%	0%
			TOTAL STP PROGRAM BUDGET \$ 262,705.00		

This estimated budget is based upon projected costs to perform the work program for FY 2023 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 213,164.00	Local Match:	\$ 49,541.00
		Total Funding:	\$ 262,705.00

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
BERGEN COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	200	\$ 20,827.45	\$ -	\$ -	\$ 20,827.45	8%
Task 2 - Transportation Planning and Coordination	2,635	\$ 211,877.55	\$ 15,000.00	\$ -	\$ 241,877.55	92%
STP Core Program Budget	2,835	\$ 232,705.00	\$ 15,000.00	\$ -	\$ 247,705.00	100%
STP Supplemental Support Budget	594	\$ 9,500.00	\$ 5,500.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	3,429	\$ 242,205.00	\$ 20,500.00	\$ -	\$ 262,705.00	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Joseph Femia, Department Director/County Engineer	4%	75
Joseph Baladi, Division Head - Planning	5%	100
Nancy Dargis, Division Head - Engineering	1%	20
Christopher Helms, Supervising Planner	59%	1,000
Peter Kortright, Principal Planner	19%	400
Laura LiVecchi-Bresaz, Transportation Analyst	64%	1,000
Jaison Alex, Traffic Engineer	5%	100
Martin Maver, Senior Engineer - Bridges	5%	100
Sean Zhang, Principal Planner	1%	20
Sarah Franklin, Assistant Planner/GIS	1%	20
Intern Support	29%	594
TOTAL	17%	3,429

COUNTY OF ESSEX



**FY 2023
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM - ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Essex County for Task 2 activities are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

❖ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

➤ 2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participation on the RTAC in a leadership capacity.

ACTIVITIES:

- Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee).
- Represent RTAC on planning study TACs.

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

ACTIVITIES:

- Participate in the Central Jersey Transportation Forum.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- Engage in Towards Zero Deaths or Vision Zero activities by assisting in outreach and installation of signage at intersections with high pedestrian activity.

- **PRODUCT/OUTCOME:** Preparation, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engagement in data sharing on transportation related topics.

ACTIVITIES:

- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA’s PRIME tool.
- Participate in PRIME training sessions provided by the NJTPA and/or participate in the NJTPA PRIME Users Group that will support the system’s further development and refinement.

- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths with a focus on conducting RSAs to assist in the implementation of the Subregional Studies Program (SSP) funded Essex County Transportation Plan - 2045.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Activities may include, but are not limited to, training in the use of crash analysis tools such as NJDOT's Safety Voyager and the DHTS Crash Analysis Tool; aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP); participating in the Statewide Traffic Records Coordinating Committee (STRCC); or other statewide or local safety committees.
- Support complete streets planning activities by undertaking road safety audits (RSAs) and assisting municipalities and other non-profit organizations in applying for Safe Routes to School Program funding opportunities.
- Support advancement of the following greenway initiatives:
 - Support the Morris Canal Greenway by participating in the Morris Canal Working Group.
 - Support the Essex Hudson Greenway by providing technical assistance regarding park and associated trail development.
- Advance adoption of electric vehicles by coordinating with TMAs to support local EV ordinances; identifying appropriate locations and installing public use EV charging stations; and submitting grant applications to NJ Department of Environmental Protection (DEP), NJ Board of Public Utilities (BPU), and US Department of Energy for additional EV charging stations.
- Participate in resiliency (e.g., green infrastructure, climate change adaptation, etc.) training as available.
- Conduct planning activities that support development and advancement of micromobility strategies, including bicycle or pedestrian capital improvements or policies.
- Analyze the impacts from proposed or approved developments on the transportation network from a local and regional perspective. Site plan review is NOT reimbursable through the STP Program.
- Conduct analysis or additional outreach using the GIS and other data and recommendations developed as part of the NJTPA's Regional Active Transportation Plan.
- Prepare grant applications for the SSP and other funding opportunities as appropriate.
- Participate in the Eastern Transportation Coalition Freight Academy when held in New Jersey.
- Consider or advance projects that align with the findings of the NJTPA's CMP update, the Accessibility and Mobility Strategy Synthesis that accomplish one or both of the following:

- Address one or more needs identified in the study’s Needs Assessment or Equity Assessment.
- Implement the following strategies specified in the Strategy Identification and Prioritization report.
- Sidewalks / pedestrian improvements: add/improve sidewalks, crosswalks, trails, safer street crossings, and pedestrian countdown signals
- Arterial operations: traffic signal improvements, signal coordination and optimization, active traffic management, and adjustable lanes
- Road geometry improvements: bottleneck removal, lane reconfiguration, clearance widening, interchange changes, and intersections/ turning lanes
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.

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

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

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

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings, and ribbon-cuttings for the following projects: Irvington Avenue Improvements (Phase II), Walnut Street/Hobart Gap Road Roundabout (Livingston), Bloomfield Avenue Safety Improvements (Montclair), Essex County Transportation Plan-2045, and Central Avenue Traffic Signal Optimization/Adaptive System.

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

ACTIVITIES:

- Support municipal Street Smart NJ pedestrian safety campaigns as needed.

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

ACTIVITIES:

- Work with the NJTPA to increase local understanding of freight operations and related transportation needs through subregional freight visits with a focus on Port Newark.

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

ACTIVITIES:

- Increase local understanding and acceptance of public use EV charging stations through outreach and educations via the County’s website and social media sites.

❖ TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

➤ 2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support preparation and proposal development to NJTPA Local Programs, which may include the Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery Program, Local Concept Development, Freight Concept Development Program, Transportation Alternative Set-Aside (TA Set-Aside) Program, and/or Congestion Mitigation and Air Quality (CMAQ) Program.

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

ACTIVITIES:

- Follow through on NJTPA funded Local Programs activities, which may include Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery Program, TA Set-Aside Program, and/or CMAQ Program.

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
ESSEX COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES			
	1. SALARIES	\$ 112,203.96		
	2. FRINGE BENEFITS 48.1298%	\$ 54,003.54		
	SUBTOTAL	\$ 166,207.50		
PART II	DIRECT NON-LABOR COSTS			
	1. SUPPLIES	\$ -		
	2. TRAVEL	\$ -		
	3. PRINTING & REPRODUCTION	\$ -		
	4. TELEPHONE	\$ -		
	5. POSTAGE	\$ -		
	6. CONFERENCE/TRAINING	\$ -		
	7. OTHER (SPECIFY)	\$ -		
	SUBTOTAL	\$ -		
PART III:	INDIRECT COSTS			
	INDIRECT COSTS 0.000%	\$ -		
	SUBTOTAL	\$ -		
	STP CORE PROGRAM BUDGET	\$ 166,207.50	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS			
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000	\$ -		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000	\$ -		
	3. INTERN SUPPORT	\$ 15,000.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT	\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS	\$ -		
	6. ADVERTISING, PRINGTING/REPRODUCTION	\$ -		
	STP SUPPLEMENTAL SUPPORT BUDGET	\$ 15,000.00	100%	0%
	TOTAL STP PROGRAM BUDGET	\$ 181,207.50		

This estimated budget is based upon projected costs to perform the work program for FY 2023 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 147,966.00	Local Match:	\$ 33,241.50
		Total Funding:	\$ 181,207.50

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
ESSEX COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	194	\$ 12,272.26	\$ -	\$ -	\$ 12,272.26	7%
Task 2 - Transportation Planning and Coordination	2,020	\$ 153,935.24	\$ -	\$ -	\$ 153,935.24	93%
STP Core Program Budget	2,214	\$ 166,207.50	\$ -	\$ -	\$ 166,207.50	100%
STP Supplemental Support Budget	833	\$ 15,000.00	\$ -	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	3,047	\$ 181,207.50	\$ -	\$ -	\$ 181,207.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
David Antonio, County Planner	68%	1,420
Nick Bonavita, Planning Aide	30%	630
Janet Pena, Planning Aide	8%	164
Intern Support	40%	833
TOTAL	37%	3,047

COUNTY OF HUDSON



**FY 2023
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM - ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Hudson County for Task 2 activities are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

❖ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

➤ 2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participate on the RTAC in a leadership capacity.

ACTIVITIES:

- Hudson County’s subregional representative, Byron Nicholas, plans to continue serving as RTAC Vice-Chair and remains committed to serving in leadership roles on the committee.
- Assist the NJTPA to review RTAC meeting agendas, run meetings, and lead discussions.
- Represent RTAC and Hudson County on multi-agency initiatives such as the New Jersey Strategic Highway Safety Plan (SHSP), New York Metropolitan Transportation Council (NYMTC)’s Clean Freight Corridors Technical Advisory Committee, and the MAP Forum.
- **PRODUCT/OUTCOME:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Coordinate with the New Jersey Sports and Exposition Authority (NJSEA) to ensure consistency between their plans, the work of the NJTPA, and local transportation plans and programs. The focus is on working closely with NJSEA to further the goals and objectives of the Hackensack Meadowlands District Master Plan (2020), especially objectives pertaining to advancing transportation equity and mitigating the effects of climate change in and around the NJDEA’s jurisdiction.

- **PRODUCT/OUTCOME:** Preparation, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engagement in data sharing on transportation related topics.

ACTIVITIES:

- Participate in PRIME training sessions provided by the NJTPA and/or participate in the NJTPA PRIME Users Group that will support the system's further development and refinement.
- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths.
- Support the efforts of the New Jersey Strategic Highway Safety Plan (SHSP) by participating in Pedestrian and Bicycle Emphasis Area and Equity Emphasis Area committee meetings.
- Participate on the Subregional Studies Program (SSP) funded Hudson County Truck Routes Assessment through the following tasks: administrative duties, consultant selection, public engagement, technical analysis, and review of interim and final deliverables.
- Participate on the TAC for the SSP funded Jersey City Alternative Transportation Modes Assessment study.
- Support complete streets planning activities by maintaining and updating a database of essential best practices for ROW design.
- Support the completion of the Essex-Hudson Greenway in partnership with Essex County, the Open Space Institute (OSI), and the New Jersey's Bike and Walk Coalition, by conducting planning related to greenway management structure and final design, outreach to stakeholders, and identification of funding opportunities.
- Support the Morris Canal Greenway by participating in the Morris Canal Working Group.
- Support the New Jersey Climate Change Alliance's (NJCCA) goal of advancing science-informed climate change strategies, by participating in working groups and stakeholder meetings.
- Conduct planning activities that support development and advancement of micromobility strategies, including bicycle or pedestrian capital improvements or policies.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Conduct analysis or additional outreach using the GIS and other data and recommendations developed as part of the NJTPA's Regional Active Transportation Plan.
- Analyze the impacts from proposed or approved developments on the transportation network from a local and regional perspective. Site plan review is NOT reimbursable through the STP Program.
- Analyze the impacts of zoning changes and development and redevelopment plans on the transportation network from a local and regional perspective.

- Work with municipalities to evaluate appropriate parking demand strategies that increase parking efficiency. Strategies may address (but are not limited to) parking minimums or maximums, shared parking options, or incentivizing transportation alternatives.
- Prepare grant applications for the SSP or other funding opportunities.
- Consider or advance projects that align with the findings of the NJTPA’s CMP update, the Accessibility and Mobility Strategy Synthesis (<https://www.njtpa.org/Planning/Regional-Programs/CongestionManagement/Accessibility-Synthesis.aspx?ext=.>) that accomplish one or both of the following:
 - Address one or more needs identified in the study’s Needs Assessment or Equity Assessment.
 - Implement one or more strategies specified in the Strategy Identification and Prioritization report (<https://www.njtpa.org/NJTPA/media/Documents/Planning/Regional-Programs/Congestion-Management/Accessibility%20Synthesis/NJTPA-AMSS-Strategy-Identification-and-Prioritization.pdf?ext=.pdf>).
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.

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

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

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

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development through the County’s redesigned public facing transportation project website, which provides information on individual projects, including opportunities for public participation and engagement.

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

ACTIVITIES:

- Provide representation on NJTPA’s Freight Initiatives Committee and work with the NJTPA to increase local understanding of freight operations and related transportation needs through subregional freight visits.

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

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

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

ACTIVITIES:

- Support preparation proposal development to NJTPA Local Programs, including the Local Capital Project Delivery Program and other programs as opportunities arise.
- **PRODUCT/OUTCOME:** Advancement the following NJTPA funded local capital programming and project development initiatives:

ACTIVITIES:

- Clay Street Bridge (Hudson/Essex) and Bridge Street Bridge (Hudson/Essex). Local Concept Development (LCD) studies.
- FY 2020 Local Safety Program funded projects on JFK Boulevard from 43rd to 59th Street and sections of Frank E. Rodgers Blvd in Harrison, Paterson Plank Road in North Bergen, and Secaucus Road along the North Bergen and Jersey City municipal boundaries.
- FY 2018 Local Safety Program funded JFK Boulevard East safety improvement projects in North Bergen, West New York, Guttenberg and Weehawken.
- FY 2020 Congestion Mitigation and Air Quality Program funded ITS project along JFK Blvd between Armstrong Avenue and St. Paul's Place in Jersey City.
- FY 2016 Transportation Alternatives Set-Aside Program funded Mercer Park: Celebrating the Morris Canal Greenway project.
- Secaucus Meadowlands Parkway Bridge and the John F. Kennedy Blvd. from Pavonia Avenue to St Paul's Avenue LCD studies.

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
HUDSON COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 84,759.80		
	2. FRINGE BENEFITS	62.231%	\$ 52,747.13		
			SUBTOTAL \$ 137,506.93		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ 113.07		
	2. TRAVEL		\$ 2,000.00		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 2,000.00		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ 4,113.07		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
			STP CORE PROGRAM BUDGET \$ 141,620.00	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ -		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ -		
	3. INTERN SUPPORT		\$ 15,000.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. ADVERTISING, PRINGTING/REPRODUCTION		\$ -		
			STP SUPPLEMENTAL SUPPORT BUDGET \$ 15,000.00	100%	0%
			TOTAL STP PROGRAM BUDGET \$ 156,620.00		

This estimated budget is based upon projected costs to perform the work program for FY 2023 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$	128,296.00	Local Match:	\$	28,324.00
			Total Funding:	\$	156,620.00

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
HUDSON COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	195	\$ 13,662.96	\$ -	\$ -	\$ 13,662.96	10%
Task 2 - Transportation Planning and Coordination	1,760	\$ 123,843.97	\$ 4,113.07	\$ -	\$ 127,957.04	90%
STP Core Program Budget	1,955	\$ 137,506.93	\$ 4,113.07	\$ -	\$ 141,620.00	100%
STP Supplemental Support Budget	1,000	\$ 15,000.00	\$ -	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	2,955	\$ 152,506.93	\$ 4,113.07	\$ -	\$ 156,620.00	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Byron Nicholas, Supervising Transportation Planner	95%	1,735
Thomas Malavasi, County Engineer	5%	85
Jose Siera, Director of Traffic	7%	135
Intern Support	55%	1,000
TOTAL	41%	2,955

COUNTY OF HUNTERDON



**FY 2023
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM - ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Hunterdon County for Task 2 activities are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

❖ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

➤ 2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participate on the RTAC in a leadership capacity.

ACTIVITIES:

- Represent RTAC on planning study TACs.

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

ACTIVITIES:

- Coordinate with the Highlands Council to ensure consistency between their plans, the work of the NJTPA, and Hunterdon County’s plans and programs.
- Support goHunterdon’s pedestrian safety programs and carpooling programs.

- **PRODUCT/OUTCOME:** Preparation, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engagement in data sharing on transportation related topics.

ACTIVITIES:

- Advance transportation related recommendations from the TNJ Plan pertaining to strengthening tourism by promoting North Jersey’s arts, cultural, recreation, historic, and natural amenities at a regional scale and supporting and expanding agricultural businesses, urban farming, and agritourism.
- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA’s PRIME tool, as staff time permits.
- Participate in PRIME training sessions provided by the NJTPA and/or participate in the NJTPA PRIME Users Group that will support the system’s further development and refinement.

- Support the NJTPA’s continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies.
- Advance complete streets planning activities by supporting goHunterdon TMA to provide technical assistance to Hunterdon County municipalities and schools; plan and implement bicycle and pedestrian infrastructure; promote bicycling through public awareness efforts; conduct outreach focused on bicycling opportunities and safety education.
- Improve greenway connectivity and bicycle/pedestrian mobility within Hunterdon County through open space and trails planning.
- Advance adoption of electric vehicles by collaborating with goHunterdon TMA to develop and then present a series of “Virtual Breakfast Talks” to municipal staff and elected officials, about the increasing availability of and funding streams for EV infrastructure.
- Participate in resiliency (e.g., green infrastructure, climate change adaptation, etc.) training as available.
- Analyze the impacts of zoning changes and development and redevelopment plans on the transportation network from a local and regional perspective.
- Review the Hunterdon County 2008 Transportation Plan and the Hunterdon County Short Line Rail Study to assess which recommendations remain relevant and can be advanced with current funding opportunities.
- Participate in the Eastern Transportation Coalition Freight Academy when held in New Jersey.
- Support preservation of New Jersey Scenic Byways by participating in Lower Delaware Wild and Scenic River meetings, which supports the preservation of the Delaware River Scenic Byway.

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

➤ 2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Increase local understanding of environmental issues and strategies that are consistent with the NJTPA’s long range transportation plan, Plan 2050, by assisting in developing Hunterdon County environmental educational programs.

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
HUNTERDON COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I: DIRECT COSTS - PERSONNEL SERVICES					
	1. SALARIES		\$ 44,952.14		
	2. FRINGE BENEFITS	74.490%	\$ 33,484.85		
	3. LEAVE ADDITIVE	22.970%	\$ 10,325.51		
			SUBTOTAL \$ 88,762.50		
PART II DIRECT NON-LABOR COSTS					
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ -		
PART III: INDIRECT COSTS					
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
STP CORE PROGRAM BUDGET \$			88,762.50	80%	20%
PART IV STP SUPPLEMENTAL SUPPORT COSTS					
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ -		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ 15,000.00		
	3. INTERN SUPPORT		\$ -		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. ADVERTISING, PRINGTING/REPRODUCTION		\$ -		
STP SUPPLEMENTAL SUPPORT BUDGET \$			15,000.00	100%	0%
TOTAL STP PROGRAM BUDGET \$			103,762.50		

This estimated budget is based upon projected costs to perform the work program for FY 2023 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$	86,010.00	Local Match:	\$	17,752.50
			Total Funding:	\$	103,762.50

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
HUNTERDON COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	200	\$ 8,837.05	\$ -	\$ -	\$ 8,837.05	10%
Task 2 - Transportation Planning and Coordination	809	\$ 79,925.45	\$ -	\$ -	\$ 79,925.45	90%
STP Core Program Budget	1,009	\$ 88,762.50	\$ -	\$ -	\$ 88,762.50	100%
STP Supplemental Support Budget	0	\$ -	\$ 15,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	1,009	\$ 88,762.50	\$ 15,000.00	\$ -	\$ 103,762.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FI)</i>	Total Estimated Hours for STP Work Program
Carrie Fellows, Director-Planning & Land Use	6%	124
Marc Sahlk, Economic Development Division Director	19%	390
Susan Pena, Clerk 3	10%	200
Patricia Leidner, GIS Division Head	1%	30
Katherine Fullerton, Supervising Planner	13%	265
TOTAL	8%	1,009

CITY OF JERSEY CITY



**FY 2023
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM - ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to the City of Jersey City for Task 2 activities are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

❖ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

➤ 2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participate on the RTAC.

ACTIVITIES:

- Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee)
- Represent RTAC on planning study TACs.

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

ACTIVITIES:

- Collaborate with Hudson TMA, as appropriate, to advance the objectives of the Jersey City’s Complete Streets and Jersey City School Travel plans.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- Coordinate with the New Jersey Sports and Exposition Authority, as appropriate, to ensure consistency between their plans, specifically the Meadowlands District Transportation Plan 2045 (MDTP), the work of the NJTPA, and local transportation plans and programs.
- Engage in Towards Zero Deaths or Vision Zero activities as identified in the Jersey City Vision Zero Action Plan.

- **PRODUCT/OUTCOME:** Preparation, support, and/or review of transportation related studies, plans, recommendations, grant applications, and/or engagement in data sharing on transportation related topics.

ACTIVITIES:

- Advance the TNJ Plan through the following actions:

- Enhance and improve existing public and private transit services by operating and improving the City’s networked micro-transit service while working with Citibike to expand bike sharing services citywide.
 - Advance environmental objectives such as reducing carbon emissions by encouraging alternate transportation modes and addressing stormwater management by incorporating green infrastructure into transportation projects where feasible.
 - Advance transportation and transportation adjacent recommendations from the Jersey City Climate Action Plan by collaborating with local and regional partners to increase the availability of electric vehicle charging infrastructure throughout the City including lower income communities.
 - Advance greenway projects within the City and the greater region by enhancing access to existing and planned open space, parks, and historic resources.
- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA’s PRIME tool.
 - Participate in PRIME training sessions provided by the NJTPA and/or participate in the NJTPA PRIME Users Group that will support the system’s further development and refinement.
 - Support refinement and advancement of study recommendations into the project pipeline review and implementation paths with a focus on building protected bicycle lanes outlined in the Jersey City Bike Master Plan and curb extensions, parklets, and additional pedestrian projects outlined in the Jersey City Pedestrian Enhancement Plan and Jersey City Vision Zero Action Plan.
 - Support the NJTPA’s continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies through training in the use of crash analysis tools such as NJ Safety Voyager and DHTS Crash Analysis Tool and aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP).
 - Participate in the Subregional Studies Program (SSP) funded Jersey City Traffic Calming Toolkit study. Participation to include managing the study including convening the TAC; managing the consultant team; overseeing outreach efforts; reviewing all interim and final study materials; and serving as a liaison between City agencies, the NJTPA, the consultant team, and general public. Jersey City provides the required 20 percent local match as a cash match for consultant support.
 - Support complete streets planning activities by advancing recommendations from the Jersey City Bicycle Master Plan including increasing data collection to capture mode choice for all trips; continuing to rollout protected bike lanes in Jersey City; working with community partners to strategically implement short and long term bicycle parking; amending ordinances related to bicycle parking requirements; publishing a bi-annual JC Cycling Trends report; and working with Jersey City schools to implement elements of the Jersey City School Travel Plan.

- Support advancement of greenway initiatives by advancing construction of the Morris Canal Greenway and working with partners on regional greenways such as the Essex Hudson Greenway and Hackensack Riverfront Greenway.
- Collaborate with the NJTPA on climate change and resilience planning activities by implementing action items from the Jersey City Climate Action Plan related to electric vehicle adoption.
- Advance electric vehicle adoption by replacing Jersey City fleet vehicles with electric vehicles and adding publicly accessible charging stations, as appropriate.
- Participate in resiliency (e.g., green infrastructure, climate change adaptation, etc.) training as available.
- Support the development and advancement of micromobility strategies by monitoring, evaluating, and optimizing Via Jersey City, Citi Bike, and Jersey City's protected bike network.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Analyze the impacts of zoning changes and development and redevelopment plans on the transportation network from a local and regional perspective.
- Analyze the impacts from proposed or approved developments on the transportation network from a local and regional perspective. Site plan review is NOT reimbursable through the STP Program.
- Conduct analysis or additional outreach using the GIS and other data and recommendations developed as part of the NJTPA's Regional Active Transportation Plan.
- Advance recommendations of the SSP funded Jersey City Parking Management Plan by evaluating Jersey City's zone parking process and fee schedule to determine appropriate revisions/changes; conducting targeted on-street meter pricing pilot projects; addressing parking standards; exploring opportunities to expand shared parking options; and/or incentivizing transportation alternatives.
- Prepare grant applications for the SSP and other funding opportunities such as NJDOT Local Aid and Transit Village Programs.
- Consider or advance projects that align with the findings of the NJTPA's CMP update, the Accessibility and Mobility Strategy Synthesis (<https://www.njtpa.org/Planning/Regional-Programs/CongestionManagement/Accessibility-Synthesis.aspx?ext=.>) that accomplish one or both of the following:
 - Address one or more needs identified in the study's Needs Assessment or Equity Assessment.
 - Implement one or more strategies specified in the Strategy Identification and Prioritization report (<https://www.njtpa.org/NJTPA/media/Documents/Planning/Regional-Programs/Congestion-Management/Accessibility%20Synthesis/NJTPA-AMSS-Strategy-Identification-and-Prioritization.pdf?ext=.pdf>).
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge,

which must conform with program requirements, and will require prior written approval from the NJTPA.

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

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

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

ACTIVITIES:

- Assist in public education efforts regarding NJTPA projects such as the Local Safety Program funded street redesigns along Communipaw Avenue, Marin Boulevard, Montgomery Street, Sip Avenue, West Side Avenue, and segments of the Morris Canal Greenway by maintaining and updating the City's transportation website and social media sites, as well as sending public notices and holding public meetings.
- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.

ACTIVITIES:

- Conduct or assist in special outreach efforts, such as the Street Smart NJ pedestrian safety campaign and Jersey City's multi-media Vision Zero awareness campaign.
- **PRODUCT/OUTCOME:** Participation in subregional freight outreach/education efforts.

ACTIVITIES:

- Work with the NJTPA to increase local understanding of freight operations and related transportation needs through subregional freight visits.
- **PRODUCT/OUTCOME:** Participation in environmental education or other educational efforts.

ACTIVITIES:

- Increase local understanding of environmental issues that are consistent with the NJTPA's regional goals through stakeholder and public outreach focused on the strategies and actions in the Jersey City Climate Action Plan.

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

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

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

ACTIVITIES:

- Support preparation and proposal development to NJTPA Local Programs, which may include the Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery Program, Local Concept Development, Freight Concept Development Program, Transportation Alternative Set-Aside (TA Set-Aside) Program, and/or Congestion Mitigation, and Air Quality (CMAQ) Program.
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives.

ACTIVITIES:

- Follow through on NJTPA funded Local Programs activities, including, but not limited to the following:
 - Local Safety Program funded Communipaw Avenue, Marin Boulevard, Montgomery Street, Sip Avenue, and West Side Avenue Street redesigns
 - TA Set-Aside Program funded Johnston Avenue project.Staff support to include assisting the Jersey City Engineering Division with project selection, project management, outreach, review of all interim and final study deliverables.

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
CITY OF JERSEY CITY
BUDGET PLAN**

	PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES	\$ 89,704.42		
2. FRINGE BENEFITS	\$ -		
3. LEAVE ADDITIVE Various	\$ 16,698.42		
SUBTOTAL	\$ 106,402.84		
PART II DIRECT NON-LABOR COSTS			
1. SUPPLIES	\$ 1,959.66		
2. TRAVEL	\$ 3,000.00		
3. PRINTING & REPRODUCTION	\$ 300.00		
4. TELEPHONE	\$ -		
5. POSTAGE	\$ -		
6. CONFERENCE/TRAINING	\$ 1,500.00		
7. OTHER (SPECIFY)	\$ -		
SUBTOTAL	\$ 6,759.66		
PART III: INDIRECT COSTS			
INDIRECT COSTS 0.000%	\$ -		
SUBTOTAL	\$ -		
STP CORE PROGRAM BUDGET	\$ 113,162.50	80%	20%
PART IV STP SUPPLEMENTAL SUPPORT COSTS			
1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000	\$ -		
2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000	\$ -		
3. INTERN SUPPORT	\$ 12,000.00		
4. TRAINING AND PROFESSIONAL DEVELOPMENT	\$ -		
5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS	\$ 3,000.00		
6. ADVERTISING, PRINGTING/REPRODUCTION	\$ -		
STP SUPPLEMENTAL SUPPORT BUDGET	\$ 15,000.00	100%	0%
TOTAL STP PROGRAM BUDGET	\$ 128,162.50		

This estimated budget is based upon projected costs to perform the work program for FY 2023 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 105,530.00	Local Match:	\$ 22,632.50
		Total Funding:	\$ 128,162.50

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
CITY OF JERSEY CITY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	180	\$ 8,171.06	\$ -	\$ -	\$ 8,171.06	7%
Task 2 - Transportation Planning and Coordination	2,261	\$ 98,231.78	\$ 6,759.66	\$ -	\$ 104,991.44	93%
STP Core Program Budget	2,441	\$ 106,402.84	\$ 6,759.66	\$ -	\$ 113,162.50	100%
STP Supplemental Support Budget	600	\$ 12,000.00	\$ 3,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	3,041	\$ 118,402.84	\$ 9,759.66	\$ -	\$ 128,162.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Elias Guseman, Senior Transportation Planner	85%	1,650
Barkha Patel, Assistant Business Administrator	7%	146
Lyndsey Scofield, Senior Transportation Planner	33%	645
Intern Support	31%	600
TOTAL	39%	3,041

COUNTY OF MIDDLESEX



FY 2023 SUBREGIONAL TRANSPORTATION PLANNING WORK PROGRAM - ELECTIVES

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Middlesex County for Task 2 activities are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

❖ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

➤ 2.1 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Participate in the Central Jersey Transportation Forum meetings and its Steering Committee meetings.
- Collaborate with State and regional agencies, TMAs including Keep Middlesex Moving (KMM), and municipalities in the planning and implementation of the County’s Destination 2040 Strategic Plan.
- Participate in New Jersey Bicycle and Pedestrian Advisory Council (BPAC) meetings.
- **PRODUCT/OUTCOME:** Preparation, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engagement in data sharing on transportation related topics.

ACTIVITIES:

- Support implementation of transportation related elements of Middlesex County’s Destination 2040 Strategic Plan, including preparation of functional plans to operationalize transportation and resiliency related elements of the plan.
- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths by preparing applications to programs such as the Transportation Alternatives Set-Aside Program and the NJDOT Local Freight Impact Fund (LFIF) and by focusing on significant projects and initiatives which may enter the project pipeline. Prospective projects may include ferry projects in the Borough of Carteret and City of South Amboy, bicycle/ pedestrian

and complete streets improvements on County roads, and electric vehicle charging stations.

- Review and provide input on the NJTPA’s continued work to improve safety through data analysis, planning and implementation of infrastructure improvements, interagency collaboration, and promotion of educational strategies. Activities may include, but are not limited to, training in the use of crash analysis tools including the Numetric and Safety Voyager tools and aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP).
- Advance electric vehicles readiness through County and partnership actions focused on encouraging and educating municipalities, businesses, and developers regarding the benefits of providing EV charging infrastructure; applying for grants for the installation of charging stations; and supporting infrastructure, among other actions.
- Participate in resiliency training as provided by the NJTPA and others.
- Review and consider grant applications for the NJDOT LFIF, NJDOT Transportation Infrastructure Bank Fund, TNJ Technical Assistance Grant Program, and NJDEP Recreational Trails Program.
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.

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

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

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

ACTIVITIES:

- Conduct or support stakeholder or public engagement in support of Middlesex County’s Destination 2040 planning and/or implementation activities, consistent with the NJTPA’s Long Range Transportation Plan, Plan 2050, using the NJTPA’s Public Engagement Plan tools and other creative best management practices, with a focus on public engagement that targets Title VI/Environmental Justice (EJ) populations.

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

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

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

ACTIVITIES:

- Review NJTPA solicitations and prepare proposals to NJTPA Local Programs, which may include the Local Safety and High-Risk Rural Roads Programs, Local Capital Project Delivery, Local Concept Development, Freight Concept Development Program, Transportation Alternative Set-Aside Program, and/or Congestion Mitigation and Air Quality Program.

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MIDDLESEX COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 146,356.54		
	2. FRINGE BENEFITS	55.910%	\$ 81,827.94		
			SUBTOTAL \$ 228,184.48		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ 29.27		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ 29.27		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
			STP CORE PROGRAM BUDGET \$ 228,213.75	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ -		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ -		
	3. INTERN SUPPORT		\$ 15,000.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. ADVERTISING, PRINTING/REPRODUCTION		\$ -		
			STP SUPPLEMENTAL SUPPORT BUDGET \$ 15,000.00	100%	0%
			TOTAL STP PROGRAM BUDGET \$ 243,213.75		

This estimated budget is based upon projected costs to perform the work program for FY 2023 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 197,571.00	Local Match:	\$ 45,642.75
		Total Funding:	\$ 243,213.75

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MIDDLESEX COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	99	\$ 6,239.74	\$ -	\$ -	\$ 6,239.74	3%
Task 2 - Transportation Planning and Coordination	3,120	\$ 221,944.74	\$ 29.27	\$ -	\$ 221,974.01	97%
STP Core Program Budget	3,219	\$ 228,184.48	\$ 29.27	\$ -	\$ 228,213.75	100%
STP Supplemental Support Budget	750	\$ 15,000.00	\$ -	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	3,969	\$ 243,184.48	\$ 29.27	\$ -	\$ 243,213.75	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Michael Dannemiller, Supervising Engineer	46%	844
Denise Nickel, Principal Planner	33%	600
Andrew Lappitt, Principal Planner, Transportation	50%	905
Jasmine Grossmann, Senior Planner, Transportation	47%	854
Emily Link, Office Services Manager	1%	16
Intern Support	41%	750
TOTAL	36%	3,969

COUNTY OF MONMOUTH



**FY 2023
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM - ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Monmouth County for Task 2 activities are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

❖ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

➤ 2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participate in RTAC planning initiatives.

ACTIVITIES:

- Volunteer as an RTAC representative on sub-committees (such as the STP Solicitation Review Subcommittee), as appropriate
- Represent the interests of Monmouth County and RTAC on planning study TACs.
- **PRODUCT/OUTCOME:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Participate in meetings and activities of groups including, but not limited to the Central Jersey Transportation Forum, Sustainable Jersey, the Bicycle and Pedestrian Advisory Council (BPAC), NJ Council on Special Transportation, and County and municipal transportation councils and committees.
- Conduct planning activities that support the development and advancement of bicycle, pedestrian, and micromobility strategies and assist municipalities to conduct similar planning activities by collecting information on existing infrastructure necessary for active mobility to identify gaps in the transportation network.
- Coordinate with and provide assistance to the Fort Monmouth Economic Revitalization Authority, as opportunities arise.
- Collaborate and participate in discussions, where appropriate, with organizations such as Transportation for America, Sustainable Jersey, NJDOT, NJTPA, NJ TRANSIT, EZ Ride, and others to improve transportation for residents and visitors to Monmouth County.

- Coordinate on transportation related activities with other Monmouth County divisions and agencies including, but not limited to, the Parks Department, and the Divisions of Economic Development, Engineering, Tourism, and Transportation.
- **PRODUCT/OUTCOME:** Preparation, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engagement in data sharing on transportation related topics.

ACTIVITIES:

- Provide technical assistance to municipalities as requested, including but not limited to, grant applications, Environmental Commission activities, studies, and outreach.
- Develop, maintain, create, refine, update, and/or distribute planning documents to the public through physical or digital means, such as Monmouth County’s Bicycle Infrastructure and Bicycle Level of Stress Maps, Interactive Transportation Guide, and Transit Map.
- Develop, maintain, create, refine, update, and/or publish data sets to the public through physical or digital means that support informed transportation planning and engineering, including but not limited to Straight Line Diagrams.
- Utilize the Monmouth County Travel Demand Model, along with other types of analysis, to support decision making, and advance understanding of planning issues that affect Monmouth County.
- Advance the recommendations from the following Subregional Studies Program (SSP) funded studies:
 - Monmouth Within Reach Study, which focusses on congestion during peak tourism and events in the County, providing strategies for accommodating and managing demand improve travel on the transportation network.
 - Moving Mindfully: Monmouth\Mercer Freight Study, which focuses on freight planning in western Monmouth and southern Mercer Counties, providing strategies for accommodating and managing freight traffic in the area.
- Participate in training opportunities provided by the NJTPA or others, which may include, but are not limited to the NJTPA’s Freight Academy, NJTPA PRIME training sessions and PRIME Users Group, ESRI product training, crash data analysis tools such as NJ Safety Voyager and the DHTS Crash Analysis Tool, presentation support media, modeling and simulation software, sustainability and resilience (e.g. EV readiness) planning, conflict resolution, media training, and public outreach, as opportunities and staff availability allow.
- Assist the Monmouth County Transportation Council in advising the Monmouth County Planning Board.
- Advance transportation related recommendations and strategies from the TNJ Plan which aim to promote tourism and agritourism, arts, culture, and other entertainment, while maintaining historical sites and spaces, through the

development and maintenance of publicly available web applications, virtual tours, and story maps.

- Support development and preservation of the New Jersey Scenic Byway and Monmouth County Scenic, Heritage, and Cultural Byway by participating in committees and meetings upon request and developing and maintaining publicly available ArcGIS Online Byway maps.
- Inform and assist municipalities and others in the implementation of travel demand strategies recommended in the SSP funded Monmouth Within Reach Study.
- Enter pertinent information about completed Monmouth County planning studies NOT funded by the NJTPA into the NJTPA's PRIME tool.
- Support the NJTPA's continued work to improve safety through educational strategies, such as distributing up to date bicycling laws and safety guidance.
- Participate on advisory committees, meetings, webinars, or workshops of studies performed by neighboring counties and NJTPA subregions as requested.
- Support planning activities that advance Monmouth County's Complete Streets Policy, the NJTPA's complete streets efforts, and the TNJ Plan. Support municipalities interested in adopting complete streets policies by providing example legislation and supportive research.
- Collaborate with the NJTPA on climate change, resilience, and other environmental planning activities, as opportunities arise.
- Advance adoption of electric vehicles through the development of an EV Readiness Plan and through technical assistance to municipalities, businesses, and others interested in developing EV infrastructure.
- Analyze the impacts of zoning changes, redevelopment plans, and proposed or approved developments on the transportation network from a local and regional perspective.
- Work with municipalities to evaluate appropriate parking demand strategies such as parking minimums or maximums, shared parking options, or incentivizing transportation alternatives that increase parking efficiency.
- Participate in road safety audits (RSAs), as health conditions permit, performed by NJDOT, the Monmouth County Division of Engineering, EZ Ride TMA, or other entities to generate recommendations for capital improvements.
- Seek out funding opportunities that advance planning or project implementation and prepare grant applications to programs such as the NJ JARC Program, SSP, It Pays To Plug In Program, and other funding opportunities, as applicable.
- Conduct research, analysis, and discourse on various financial/technological innovations that improve access to public and private transportation.
- Be an "insight engine" that provides decision makers and the public with meaningful knowledge and understanding about the complex planning issues facing Monmouth County and the resources available to address them (Monmouth County Master Plan 14.3). This includes but is not limited to publishing

informational guides, speaking with constituents on local issues, and being a resource on past and present planning policies and practices.

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

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

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

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

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings through on site distribution of informational pamphlets, flyers, and brochures in coordination with Monmouth County municipalities, and through Monmouth County's Quarterly Transportation Newsletter.

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

ACTIVITIES:

- Conduct or assist in special outreach efforts, such as the Street Smart NJ pedestrian safety campaign or other initiatives related to senior driving, distracted driving, etc. through on site distribution of informational pamphlets and brochures in coordination with Monmouth County municipalities, and through Monmouth County's Quarterly Transportation Newsletter.

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

ACTIVITIES:

- Increase local understanding of environmental issues and strategies by collaborating with the NJTPA, State agencies, and/or nonprofits to distribute and present relevant educational materials

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

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

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

ACTIVITIES:

- Support preparation and proposal development to NJTPA Local Programs, which may include the Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery Program, Local Concept Development (LCD), Freight Concept Development Program, Transportation Alternative Set-Aside Program, and/or Congestion Mitigation and Air Quality Program.
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives.

ACTIVITIES:

- Follow through on NJTPA funded Local Programs activities, which may include, but not limited to the following:

Local Safety and High Risk Rural Roads Programs

- County Route 4: Holmdel Road (CR 4) and N. Beers Street/Crape Myrtle Drive Intersection Improvements, Holmdel Township
- County Route 40A: Memorial Drive Road Diet between SH 33 and Munroe Avenue, City of Asbury Park and Township of Neptune
- County Route 524: Corridor Improvements on CR 524 (Phases II -IV), Millstone & Upper Freehold Townships
- County Route 527: Corridor Improvements on CR 527 (Siloam Road) in the Township of Freehold)

Local Capital Project Delivery Program

- Bridge S-31: LCD study for Monmouth County Bridge (S-31) on Bingham Avenue- Locust Point Road (CR8A) over the Navesink River, Borough of Rumson and Township of Middletown, NJ
- Bridge S-32: Replacement of Bridge S-32 on CR 520 (Rumson Road) over the Shrewsbury River, Boroughs of Rumson & Sea Bright
- County Route 537: Roadway Improvements to CR 537 Corridor between Sentinel Road and US 9 Interchange, Township of Freehold, Bridge 3B40: LCD Study for Old Bridge-Matawan Road (CR 516) Bridge 3B40 over Lake Lefferts, Old Bridge Township, Matawan Borough and Aberdeen Township
- Bridge O-12: LCD Study for Monmouth County Bridge O-12, on Corlies Avenue over Deal Lake, Borough of Allenhurst and Township of Ocean.

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MONMOUTH COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 107,147.64		
	2. FRINGE BENEFITS	50.222%	\$ 53,811.69		
	3. LEAVE ADDITIVE	Various	\$ 22,506.95		
			SUBTOTAL \$ 183,466.28		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 521.22		
	7. OTHER (Software)		\$ 7,500.00		
			SUBTOTAL \$ 8,021.22		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
			STP CORE PROGRAM BUDGET \$ 191,487.50	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ -		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ -		
	3. INTERN SUPPORT		\$ 15,000.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. ADVERTISING, PRINTING/REPRODUCTION		\$ -		
			STP SUPPLEMENTAL SUPPORT BUDGET \$ 15,000.00	100%	0%
			TOTAL STP PROGRAM BUDGET \$ 206,487.50		

This estimated budget is based upon projected costs to perform the work program for FY 2023 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 168,190.00	Local Match:	\$ 38,297.50
		Total Funding:	\$ 206,487.50

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MONMOUTH COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	241	\$ 14,991.96	\$ -	\$ -	\$ 14,991.96	8%
Task 2 - Transportation Planning and Coordination	3,275	\$ 168,474.32	\$ 8,021.22	\$ -	\$ 176,495.54	92%
STP Core Program Budget	3,516	\$ 183,466.28	\$ 8,021.22	\$ -	\$ 191,487.50	100%
STP Supplemental Support Budget	833	\$ 15,000.00	\$ -	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	4,349	\$ 198,466.28	\$ 8,021.22	\$ -	\$ 206,487.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Joe Barris, Director	2%	45
Shilpa Bhojappa, Senior Engineer	1%	25
Kyle DeGroot, Assistant Planner	1%	25
Inkyung Englehart, Chief Engineer	1%	15
Victor Furmanec, Supervising Planner	28%	510
Meghan Leavey, GIS Supervisor	3%	50
Bridget Neary, Senior Planner	1%	25
Michael Nei, Traffic Engineer	1%	25
Michael Popovech, Planner Trainee	98%	1,780
Quinn Ruff, Assistant Planner	1%	25
David Schmetterer, Assistant Director	15%	275
Ashlynn Shannahan, Planner Trainee	38%	700
Robyn Snyder, Business Manager	1%	16
Intern Support	46%	833
TOTAL	17%	4,349

COUNTY OF MORRIS



FY 2023 SUBREGIONAL TRANSPORTATION PLANNING WORK PROGRAM – ELECTIVES

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Morris County for Task 2 activities are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

❖ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

➤ 2.1 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Coordinate with TransOptions to support the TMA’s work in addressing the transportation needs of businesses and their employees, serving on the Board of Directors, and attending quarterly meetings.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- **PRODUCT/OUTCOME:** Preparation, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engagement in data sharing on transportation related topics.

ACTIVITIES:

- Participate in PRIME training sessions provided by the NJTPA and/or participate in the NJTPA PRIME Users Group that will support the system’s further development and refinement.
- Support the NJTPA’s continued work to improve safety through the analysis of crash data; ongoing traffic counts via Morris County’s Traffic Count Program; and transportation-related GIS analysis and data management.
- Support advancement of the Morris Canal Greenway by participating on the Morris Canal Working Group and assisting with coordination and data collection.
- Support the Morris County Park Alliance’s Connect to Walk and Bike Program by attending meetings, providing data support, and reviewing and providing input on plans and recommendations.

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

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

➤ 2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Assist in special outreach efforts, such as the Street Smart NJ pedestrian safety campaign or other initiatives related to senior driving, distracted driving, etc. by posting web announcements and attending/supporting events when applicable.

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

ACTIVITIES:

- Work with the NJTPA to increase local understanding of freight operations and related transportation needs through subregional freight visits. This could include touring businesses that have significant freight operations in Morris County and visiting sites along the Morris County-owned rail lines to discuss planned improvements.
- Foster communication, coordination, and economic development with municipalities, businesses, and the public through the following potential staff activities:
 - Meeting with the County railroad operator and interested businesses to discuss the potential to receive or send goods on County rail.
 - Meeting with municipal officials to discuss County railroad improvement projects.

❖ TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

➤ 2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support preparation and proposal development to NJTPA Local Programs, which could include Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery Program, Local Concept Development, and Freight Concept Development Program.

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

ACTIVITIES:

- Provide technical support for the Freight Concept Development Program funded Berkshire Valley Road Truck Circulation Study. Support to include providing data and input during the study process; attending project meetings; and reviewing technical documents produced by consultant.
- Provide project management for the NJDOT's Rail Freight Assistance Program funded Dover & Rockaway Realignment Project, which is an outgrowth of the NJTPA's Freight Concept Development Program.

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

ACTIVITIES:

- In addition to the Dover & Rockaway Realignment Project, plan for and advance improvements along the three Morris County owned freight railroads.
- Monitor the construction of the federally funded NYS&W Bicycle & Pedestrian Path and coordinate future meetings with interested parties.

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MORRIS COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I: DIRECT COSTS - PERSONNEL SERVICES				
1. SALARIES		\$ 87,540.89		
2. FRINGE BENEFITS	71.775%	\$ 62,832.48		
3. LEAVE ADDITIVE	14.685%	\$ 12,855.38		
	SUBTOTAL	\$ 163,228.75		
PART II DIRECT NON-LABOR COSTS				
1. SUPPLIES		\$ -		
2. TRAVEL		\$ -		
3. PRINTING & REPRODUCTION		\$ -		
4. TELEPHONE		\$ -		
5. POSTAGE		\$ -		
6. CONFERENCE/TRAINING		\$ -		
7. OTHER (SPECIFY)		\$ -		
	SUBTOTAL	\$ -		
PART III: INDIRECT COSTS				
INDIRECT COSTS	0.000%	\$ -		
	SUBTOTAL	\$ -		
STP CORE PROGRAM BUDGET		\$ 163,228.75	80%	20%
PART IV STP SUPPLEMENTAL SUPPORT COSTS				
1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ -		
2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ -		
3. INTERN SUPPORT		\$ 15,000.00		
4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
6. ADVERTISING, PRINGTING/REPRODUCTION		\$ -		
STP SUPPLEMENTAL SUPPORT BUDGET		\$ 15,000.00	100%	0%
TOTAL STP PROGRAM BUDGET		\$ 178,228.75		

This estimated budget is based upon projected costs to perform the work program for FY 2023 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 145,583.00	Local Match:	\$ 32,645.75
		Total Funding:	\$ 178,228.75

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MORRIS COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	160	\$ 13,586.61	\$ -	\$ -	\$ 13,586.61	8%
Task 2 - Transportation Planning and Coordination	2,201	\$ 149,642.14	\$ -	\$ -	\$ 149,642.14	92%
STP Core Program Budget	2,361	\$ 163,228.75	\$ -	\$ -	\$ 163,228.75	100%
STP Supplemental Support Budget	1,154	\$ 15,000.00	\$ -	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	3,515	\$ 178,228.75	\$ -	\$ -	\$ 178,228.75	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
John J. Hayes, Supervising Planner	47%	861
Benjamin Peacock, Principal Planner	41%	750
Elizabeth Murray, Assistant Planner	41%	750
Intern Support	63%	1,154
TOTAL	48%	3,515

CITY OF NEWARK



**FY 2023
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM - ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to the City of Newark for Task 2 activities are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

❖ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

➤ 2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participation on the RTAC in a leadership capacity.

ACTIVITIES:

- Volunteer to serve as RTAC Chair or Vice Chair for a two-year term, if elected by RTAC.
- Help create RTAC meeting agendas, run meetings, and lead discussion.
- Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee)
- Represent RTAC on planning study TACs.

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

ACTIVITIES:

- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).

- **PRODUCT/OUTCOME:** Preparation, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engagement in data sharing on transportation related topics.

ACTIVITIES:

- Support the NJTPA’s continued work to improve safety by attending NJ Safety Voyager and/or DHTS Crash Analysis Tool training and participating in the Statewide Traffic Records Coordinating Committee (STRCC).
- Support the advancement of the East Coast Greenway by connecting neighborhood bike lanes to the East Coast Greenway.

- Support the Newarkgo bike share program by coordinating of resources for the operation of scooters in the City of Newark’s right of way.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Support development and advancement of subregional projects that are consistent with the NJTPA CMP update’s strategies including multimodal, operational, and travel demand management strategies, as outlined in the Strategy Identification and Prioritization report.
- Participate in the Eastern Transportation Coalition Freight Academy when held in New Jersey.
- Manage the Newark Riverfront Pedestrian Access and North Broad Street Redevelopment concept development studies.
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.

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

➤ 2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Participate in at least one Street Smart NJ pedestrian safety campaign.

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

ACTIVITIES:

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

❖ TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

➤ 2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support preparation and proposal development to NJTPA Local Programs, which may include the Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery Program, Local Concept Development, Freight Concept

Development Program, Transportation Alternative Set-Aside Program, and/or Congestion Mitigation and Air Quality Program.

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

ACTIVITIES:

- Assist in advancing the following NJTPA funded Local Programs projects:
 - Bergen Street Pedestrian Safety Corridor Improvements Project Phase I
 - Dr. MLK Jr. Blvd Pedestrian Safety Corridor Improvements Project
 - Ferry Street Pedestrian Safety Corridor Improvements Project
 - Delancey Street Roadway Improvements
 - McClellan Street Underpass Roadway and Drainage Improvements
 - Bergen Street Pedestrian Safety Corridor Improvement Project Phase II
- **PRODUCT/OUTCOME:** Advancement of other capital programming and project development initiatives.

ACTIVITIES:

- Assist in advancing the NJDOT 2018 Safe Routes to School Program funded project to construct bicycle and pedestrian improvements at thirteen schools in Newark's five wards.

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
CITY OF NEWARK
BUDGET PLAN**

	PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES	\$ 119,208.75		
2. FRINGE BENEFITS 0.000%	\$ -		
SUBTOTAL	\$ 119,208.75		
PART II DIRECT NON-LABOR COSTS			
1. SUPPLIES	\$ -		
2. TRAVEL	\$ -		
3. PRINTING & REPRODUCTION	\$ -		
4. TELEPHONE	\$ -		
5. POSTAGE	\$ -		
6. CONFERENCE/TRAINING	\$ -		
7. OTHER (SPECIFY)	\$ -		
SUBTOTAL	\$ -		
PART III: INDIRECT COSTS			
INDIRECT COSTS 0.000%	\$ -		
SUBTOTAL	\$ -		
STP CORE PROGRAM BUDGET	\$ 119,208.75	80%	20%
PART IV STP SUPPLEMENTAL SUPPORT COSTS			
1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000	\$ -		
2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000	\$ -		
3. INTERN SUPPORT	\$ 15,000.00		
4. TRAINING AND PROFESSIONAL DEVELOPMENT	\$ -		
5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS	\$ -		
6. ADVERTISING, PRINGTING/REPRODUCTION	\$ -		
STP SUPPLEMENTAL SUPPORT BUDGET	\$ 15,000.00	100%	0%
TOTAL STP PROGRAM BUDGET	\$ 134,208.75		

This estimated budget is based upon projected costs to perform the work program for FY 2023 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 110,367.00	Local Match:	\$ 23,841.75
		Total Funding:	\$ 134,208.75

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
CITY OF NEWARK
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	290	\$ 9,983.60	\$ -	\$ -	\$ 9,983.60	8%
Task 2 - Transportation Planning and Coordination	3,026	\$ 109,225.15	\$ -	\$ -	\$ 109,225.15	92%
STP Core Program Budget	3,316	\$ 119,208.75	\$ -	\$ -	\$ 119,208.75	100%
STP Supplemental Support Budget	750	\$ 15,000.00	\$ -	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	4,066	\$ 134,208.75	\$ -	\$ -	\$ 134,208.75	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Trevor Howard , Principal Planner	81%	1,470
Mathew Aina, Principal Engineer-Traffic	34%	620
Juan Feijoo, Manager - Traffic	27%	500
Mohamed Camara., Principal Engineer	28%	518
Bethzaida Sequinot, Administrative Analyst Bilingual	11%	208
Intern Support	41%	750
TOTAL	37%	4,066

COUNTY OF OCEAN



**FY 2023
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM - ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Ocean County for Task 2 activities are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

❖ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

➤ 2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participation on the RTAC in a leadership capacity.

ACTIVITIES:

- Volunteer to serve as RTAC Chair or Vice Chair for a two-year term, if elected by RTAC.
 - Help create RTAC meeting agendas, run meetings, and lead discussion.
 - Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee)
 - Represent RTAC on planning study TACs.
- **PRODUCT/OUTCOME:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.

ACTIVITIES:

- Collaborate with the Greater Mercer TMA as appropriate to conduct transportation workshops, either in person or virtually.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- Coordinate with the Pinelands Commission as appropriate to ensure consistency between the Pinelands Comprehensive Management Plan, the work of the NJTPA, and Ocean County’s Master Plan, Site Plan and Subdivision Ordinance, and relevant transportation plans and programs.

- **PRODUCT/OUTCOME:** Preparation, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engagement in data sharing on transportation related topics.

ACTIVITIES:

- Advance transportation related recommendations from the TNJ Plan by developing and implementing the Ocean County Long Term Community Recovery Plan, which is focused on building more resilient communities (including transportation infrastructure) in accordance with the National Disaster Recovery Framework (NDRF). Activities may include participating in the Community Rating System Users Group and providing assistance to municipalities with mapping, navigating National Flood Insurance Program (NFIP) issues, and making connections with stakeholders.
- Participate in a stakeholder’s working group to develop a water taxi ferry system utilizing the historic ferry route that historically connected Tuckerton to Beach Haven as recommended in Ocean County’s Long Term Recovery Plan.
- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA’s PRIME tool, as applicable.
- Participate in PRIME training sessions provided by the NJTPA and/or participate in the NJTPA PRIME Users Group that will support the system’s further development and refinement.
- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths with a focus on recommendations related to high friction surface treatments, pedestrian safety improvements, pedestrian refuge islands, and other potential improvements.
- Support the NJTPA’s continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Activities may include but are not limited to the use of NJDOT screening lists and in-house mapping of accident data to identify hot spots; selecting candidates for safety project applications; and implementing upgrades.
- Participate on advisory committees, meetings, webinars, or workshops as requested for NJTPA Subregional Studies Program (SSP) studies conducted by another subregion.
- Support, encourage, and collaborate (where appropriate) with municipalities and other stakeholders to develop and advance comprehensive bicycle or pedestrian policy implementation plans to update ordinances; make capital improvements; participate in initiatives such as Walkable Communities and Safe Route to School; and participate in the collection of bicycle/pedestrian data.
- Support advancement of greenway and bikeway initiatives, including the Barnegat Branch Rail Trail (BBT) and the Union Transportation Trail (Plumsted Township).
- Collaborate with the NJTPA on environmental, climate change, and resilience planning activities as opportunities arise, including participating in workshops and planning activities.

- Advance adoption of electric vehicles by researching current and proposed EV initiatives and infrastructure in the County; exploring feasibility of developing an EV Readiness Plan and/or developing a plan; providing technical assistance to municipalities, businesses, and others interested in installing EV infrastructure (e.g., charging stations); applying for grants for developing electric vehicle fleets and/or the installing charging stations; and/or providing education to local government, business, and the public regarding electric vehicles.
- Participate in resiliency training as available.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Analyze the impacts from proposed or approved developments on the transportation network from a local and regional perspective, such as traffic studies and reviews.
- Conduct analysis or additional outreach using the GIS and other data and recommendations developed as part of the NJTPA's Regional Active Transportation Plan.
- Analyze the impacts of zoning changes and development and redevelopment plans on the transportation network from a local and regional perspective.
- Prepare grant applications for the SSP or other funding opportunities to be determined from the evaluation of County needs.
- Participate in the Eastern Transportation Coalition Freight Academy when held in New Jersey.
- Consider or advance projects that align with the findings of the NJTPA's CMP update, the Accessibility and Mobility Strategy Synthesis (<https://www.njtpa.org/Planning/Regional-Programs/CongestionManagement/Accessibility-Synthesis.aspx?ext=.>) that accomplish one or both of the following:
 - Address one or more needs identified in the study's Needs Assessment or Equity Assessment, as applicable.
 - Review and implement one or more strategies specified in the Strategy Identification and Prioritization report (<https://www.njtpa.org/NJTPA/media/Documents/Planning/Regional-Programs/Congestion-Management/Accessibility%20Synthesis/NJTPA-AMSS-Strategy-Identification-and-Prioritization.pdf?ext=.pdf>), as applicable to Ocean County needs.
- 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, and conduct thorough planning of its transit routes to reflect ridership needs and trends
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.

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

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

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

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings through announcements on the County's website, public informational meetings; and press releases for publication.
- Assist in providing outreach to adult communities regarding access to transportation opportunities.
- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.
- Conduct or assist in special outreach efforts, such as the Street Smart NJ pedestrian safety campaign or other initiatives related to senior driving, distracted driving, etc. by providing information on the County's website and preparing press releases for publication, etc.
- Make information about transportation services available through website and Facebook to outreach and promote services.
- **PRODUCT/OUTCOME:** Participation in subregional freight outreach/education efforts.

ACTIVITIES:

- Work with the NJTPA to increase local understanding of freight operations and related transportation needs through subregional freight visits.
- **PRODUCT/OUTCOME:** Participation in environmental education or other educational efforts.
- Increase local understanding of environmental issues and strategies that are consistent with the NJTPA's regional goals through local outreach and education about greenhouse gas reduction strategies, green infrastructure, resiliency, infrastructure adaptation, and environmental justice (EJ), by collaborating with the NJTPA, State agencies, other Ocean County departments, and nonprofits, as appropriate.

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

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

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

ACTIVITIES:

- Support preparation and proposal development to NJTPA Local Programs including the Local Safety and High Risk Rural Road programs, Local Capital Project Delivery Program, Transportation Alternative Set-Aside (TA Set-Aside) Program, and/or Congestion Mitigation and Air Quality (CMAQ) Program.
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives.

ACTIVITIES:

- Follow through on NJTPA funded Local Programs activities, which may include the Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery Program, TA Set-Aside Program, and/or CMAQ Program.

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
OCEAN COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 114,588.09		
	2. FRINGE BENEFITS	57.500%	\$ 65,888.15		
			SUBTOTAL \$ 180,476.25		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ -		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
			STP CORE PROGRAM BUDGET \$ 180,476.25	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ -		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ 15,000.00		
	3. INTERN SUPPORT		\$ -		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. ADVERTISING, PRINGTING/REPRODUCTION		\$ -		
			STP SUPPLEMENTAL SUPPORT BUDGET \$ 15,000.00	100%	0%
			TOTAL STP PROGRAM BUDGET \$ 195,476.25		

This estimated budget is based upon projected costs to perform the work program for FY 2023 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 159,381.00	Local Match:	\$ 36,095.25
		Total Funding:	\$ 195,476.25

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
OCEAN COUNTY
STAFFING PLAN**

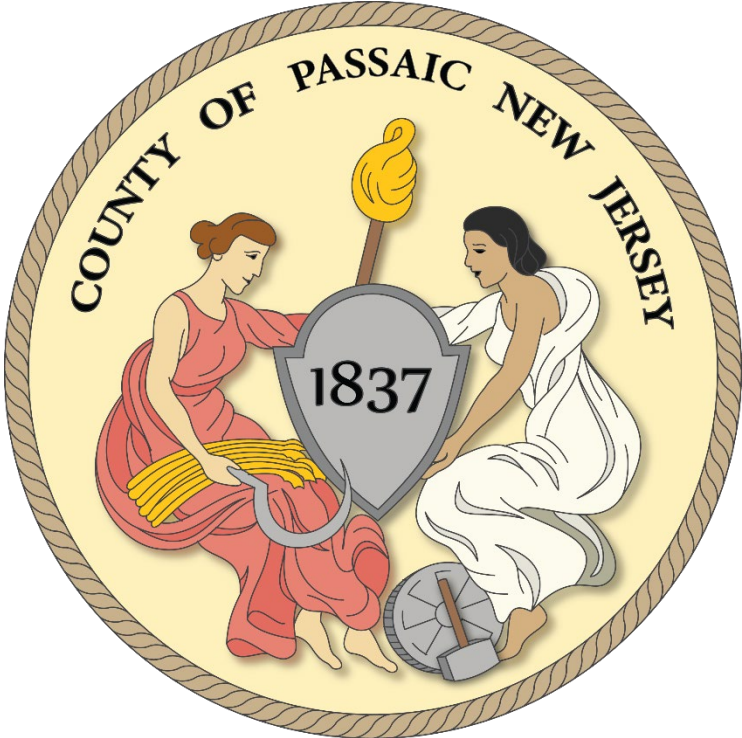
STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	200	\$ 11,806.20	\$ -	\$ -	\$ 11,806.20	7%
Task 2 - Transportation Planning and Coordination	2,597	\$ 168,670.05	\$ -	\$ -	\$ 168,670.05	93%
STP Core Program Budget	2,797	\$ 180,476.25	\$ -	\$ -	\$ 180,476.25	100%
STP Supplemental Support Budget	0	\$ -	\$ 15,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	2,797	\$ 180,476.25	\$ 15,000.00	\$ -	\$ 195,476.25	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Victoria Pecchioli, STP Admin., Principal Planner, Planning	16%	325
Mark Villinger, Supervising Planner, Planning	17%	350
Nicole Leaf, Environmental Specialist I, Planning	12%	242
Markian Borkowsky, Assistant Planner, Planning	10%	210
Victoria Kemp, Planning Trainee	10%	200
Scott Cadigan, GIS Specialist I, Planning	12%	250
Thomas Thorsen, GIS Specialist II, Planning	12%	250
John Ernst, Director of Engineering	5%	100
Mark Jehnke, RTAC Member, Assistant County Engineer	5%	100
Robin Kuri, Principal Engineer, Engineering	10%	200
Lynn Lamunyon, Traffic Engineer, Engineering Dept.	5%	100
Charles Gordon, Principal Engineer, Hydraulic, Engineering Dept.	5%	100
Gregory Smith, Principal Engineer, Engineering Dept.	5%	100
Lauren Wines, Senior Engineer, Engineering Dept.	5%	100
David Fitzgerald, Director, Transportation	6%	120
Kelly Dyson, Ocean Ride, Transportation	2%	50
TOTAL	8%	2,797

COUNTY OF PASSAIC



**FY 2023
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM – ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Passaic County for Task 2 activities are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

❖ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

➤ 2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participation on the RTAC in a leadership capacity.

ACTIVITIES:

- Help create RTAC meeting agendas, run meetings, and lead discussion.
- Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee)
- Represent RTAC on planning study TACs.

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

ACTIVITIES:

- Collaborate with TMAs to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate. Collaboration to include outreach on bicycle and pedestrian goals developed as part of the Bicycle Master Plan and creating inroads to local schools for feedback on needs and implementation.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- Coordinate with the Highlands Council to ensure consistency between their plans, the work of the NJTPA, and local transportation plans and programs, specifically as it relates to the Highlands Council grant to support planning in Bloomingdale and Ringwood to foster economic development and enhance bike/ped mobility.

- **PRODUCT/OUTCOME:** Preparation, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engagement in data sharing on transportation related topics.

ACTIVITIES:

- Support transportation related activities advanced through Together North Jersey including advancing the design phase for Phase II of Dundee Island Park in the City of Passaic, which implements elements of the Passaic Eastside Transit-Oriented Development Strategy; implementing the County’s Comprehensive Economic Development Strategy (CEDS); and implementing the Engaging Through the Arts Along the Morris Canal Greenway Plan.
- Participate in PRIME training sessions provided by the NJTPA and/or participate in the NJTPA PRIME Users Group that will support the system’s further development and refinement.
- Support refinement and advancement of study recommendations into the project pipeline review and implementation paths with an emphasis on advancing recommendations from Subregional Studies Program (SSP) funded projects including the Transportation Element of the Passaic County Master Plan - Moving Passaic County, the Heritage Tourism Element of the Passaic County Master Plan, Bike Passaic County, the Passaic County Green Infrastructure Plan, Great Falls Circulation Study, and the Paterson-Newark Transit Feasibility Study, as well as other projects such as the Highlands Rail Trail Feasibility Study, Morris Canal Feasibility Study, and the Passaic-Bergen-Hudson Transit Study.
- Support the NJTPA’s continued work to improve safety through data collection and analysis by developing crash data in Passaic County with an emphasis on social justice communities where reporting and geocoding lag statewide data collection efforts. Activities may include, but are not limited to training in the use of crash analysis tools such as NJ Safety Voyager and the DHTS Crash Analysis Tool; aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP); and/or participating in the Statewide Traffic Records Coordinating Committee (STRCC), and/or other statewide or local safety committees.
- Support complete streets planning activities through the following activities:
 - Conducting the annual review of the Passaic County Roadway Resurfacing Program to ensure compliance with the County’s Complete Streets Guidelines.
 - Reviewing projects (capital and otherwise) for compliance with Complete Streets Guidelines as requested by various County departments. Provide guidance on implementing complete streets through professional seminars and conferences wherever possible.
- Collaborate with the NJTPA on environmental, climate change, and resilience planning activities by advancing adaptation strategies, such as those in the Passaic River Basin Climate Resilience Planning Study.

- Participate in resiliency training (e.g., green infrastructure, climate change adaptation, etc.) as available.
- Conduct planning activities that support development and advancement of micromobility strategies by advancing recommendations developed as part of the SSP funded Bike Passaic County, as well as the annual Complete Streets Implementation Program developed and managed by County Planning and Engineering staff.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Conduct analysis or additional outreach using the GIS and other data and recommendations developed as part of the NJTPA's Regional Active Transportation Plan.
- Collaborate 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, and/or incentivizing transportation alternatives.
- Prepare grant applications for the SSP or other funding opportunities as opportunities arise.
- Participate in the Eastern Transportation Coalition Freight Academy when held in New Jersey.
- Support preservation of New Jersey Scenic Byways by promoting candidate byways projects located in Passaic County.
- Consider or advance projects that align with the findings of the NJTPA's CMP update, the Accessibility and Mobility Strategy Synthesis ([https://www.njtpa.org/Planning/Regional-Programs/CongestionManagement/Accessibility-Synthesis.aspx?ext=.](https://www.njtpa.org/Planning/Regional-Programs/CongestionManagement/Accessibility-Synthesis.aspx?ext=)) that accomplish one or both of the following:
 - Address one or more needs identified in the study's Needs Assessment or Equity Assessment.
 - Implement one or more strategies specified in the Strategy Identification and Prioritization report (<https://www.njtpa.org/NJTPA/media/Documents/Planning/Regional-Programs/Congestion-Management/Accessibility%20Synthesis/NJTPA-AMSS-Strategy-Identification-and-Prioritization.pdf?ext=.pdf>).
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.

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

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

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

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings by sharing these accomplishments through the County's public outreach activities including social media platforms and press releases.
- **PRODUCT/OUTCOME:** Participation in subregional freight outreach/education efforts.

ACTIVITIES:

- Work with the NJTPA to increase local understanding of freight operations and related transportation needs through subregional freight visits, building on previous planning efforts such as the NJTPA's Freight Rail Industrial Opportunities (FRIO) study, as well as ongoing data collection that supports freight initiatives on County roadways.

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

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

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

ACTIVITIES:

- Support preparation and proposal development to NJTPA Local Programs, which may include the Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery Program, Local Concept Development (LCD), Freight Concept Development Program, Transportation Alternative Set-Aside (TA Set-Aside) Program, and/or Congestion Mitigation and Air Quality (CMAQ) Program.
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives.

ACTIVITIES:

- Follow through on the following NJTPA funded Local Programs activities:
 - Spruce Street Gateway Project (TA Set-Aside Program)
 - Morris Canal Greenway Phase IV (TA Set-Aside Program)
 - Highlands Rail Trail Phase I (TA Set-Aside Program)
 - Highlands Rail Trail Phase II (CMAQ)
 - Smart Signal Project (CMAQ)

- Main Ave LCD (Passaic)
- Market Street Local Safety Project (Paterson)
- Allwood Road Local Safety Project (Clifton)
- Lakeview Avenue Complete Streets Local Safety (Paterson)
- Provide technical support the Main Avenue LCD study in the City of Passaic.

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
PASSAIC COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 98,196.21		
	2. FRINGE BENEFITS	60.990%	\$ 59,889.88		
			SUBTOTAL \$ 158,086.09		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ 2,500.00		
	3. PRINTING & REPRODUCTION		\$ 1,473.91		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ 3,000.00		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ 6,973.91		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
			STP CORE PROGRAM BUDGET \$ 165,060.00	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ -		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ 2,000.00		
	3. INTERN SUPPORT		\$ 13,000.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. ADVERTISING, PRINTING/REPRODUCTION		\$ -		
			STP SUPPLEMENTAL SUPPORT BUDGET \$ 15,000.00	100%	0%
			TOTAL STP PROGRAM BUDGET \$ 180,060.00		

This estimated budget is based upon projected costs to perform the work program for FY 2023 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 147,048.00	Local Match:	\$ 33,012.00
		Total Funding:	\$ 180,060.00

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
PASSAIC COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	84	\$ 6,516.96	\$ -	\$ -	\$ 6,516.96	4%
Task 2 - Transportation Planning and Coordination	2,583	\$ 151,569.13	\$ 6,973.91	\$ -	\$ 158,543.04	96%
STP Core Program Budget	2,667	\$ 158,086.09	\$ 6,973.91	\$ -	\$ 165,060.00	100%
STP Supplemental Support Budget	650	\$ 13,000.00	\$ 2,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	3,317	\$ 171,086.09	\$ 8,973.91	\$ -	\$ 180,060.00	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Lysicatos, Michael - Director	19%	344
Andras Holzmann - Supervising Planner	29%	525
Boyang Wang - GIS Specialist	27%	498
Miranda, Jason - Senior Planner	27%	500
Presti, Salvatore - Assistant Planner	43%	790
Hamilton, Qushonda - Admin Secretary	1%	10
Intern Support	35%	650
TOTAL	35%	3,317

COUNTY OF SOMERSET



**FY 2023
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM – ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Somerset County for Task 2 activities are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

❖ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

➤ 2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participate on the RTAC in a leadership capacity.

ACTIVITIES:

- Volunteer to help create RTAC meeting agendas, run meetings, and lead discussion when appropriate.
 - Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee) when appropriate.
 - Volunteer to represent RTAC on planning study TACs when appropriate.
- **PRODUCT/OUTCOME:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities.
- ##### **ACTIVITIES:**
- Participate in the Central Jersey Transportation Forum by attending regular meetings and subcommittee meetings.
 - Participate in the Bicycle and Pedestrian Advisory Council (BPAC) by attending quarterly meetings and subcommittee meetings.
 - Collaborate with the Highlands Council and Somerset County municipalities within the Highlands region to secure funding for future planning efforts and to advance recommendations from previous NJTPA subregional studies.

- **PRODUCT/OUTCOME:** Preparation, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engagement in data sharing on transportation related topics.

ACTIVITIES:

- Participate in PRIME training sessions provided by the NJTPA and/or participate in the NJTPA PRIME Users Group that will support the system's further development and refinement when offered.
- Advance bike, hike, and pedestrian recommendations into the capital project pipeline from the Subregional Studies Program (SSP) funded Walk, Bike, Hike, Somerset County Study and Somerset County Roadway Corridor Safety Analysis Study, as well as the Somerset County Preservation Plan.
- Support the NJTPA's continued work to improve safety by participating in training of crash analysis tools such as Safety Voyager and Numetrics and inviting municipalities to attend these training sessions.
- Work with RideWise TMA, the NJTPA, and VTC to support complete streets planning activities including walkability audits, complete streets technical assistance, pedestrian and bicycle data collection and SRTS. Support to include participating on TAC and SAC committees; reviewing documents; participating in public outreach activities; and providing GIS technical assistance where appropriate.
- Support advancement of the Peters Brook Greenway, D and R Canal Greenway, Millstone Valley Scenic Byway, and the East Coast Greenway by participating in advisory committees, focus groups and public meetings, as well as reviewing work documents and providing GIS and other technical assistance as appropriate.
- Work with the County Office of Emergency Management and County Engineering Department to update the County Hazard Mitigation Plan and conduct activities that support resiliency.
- Reduce energy consumption and greenhouse gas emissions from the transportation sector by collaborating with County Energy Council; supporting the installation of EV charging stations; purchasing of EV fleet vehicles; development of first and last mile transportation options; and promoting public transit and micro mobility travel options.
- Conduct planning activities with RideWise TMA, the Somerset County Business Partnership, AARP, and Healthier Somerset that support development and advancement of micromobility strategies. Activities to include, identifying potential municipal locations to launch a micro mobility demonstration project and advancing bicycle and pedestrian improvements based on recommendations from the Walk, Bike, Hike Somerset County Study, County Preservation Plan, and the Somerset County Cultural and Heritage Long Range Plan.
- Participate in RSAs on County and/or local roads to generate recommendations for implementing potential safety improvements.
- Conduct analysis and outreach to advance recommendations developed as part of the NJTPA's Regional Active Transportation Plan.

- Provide assistance to the boroughs of Bernardsville, Raritan, Bound Brook, and South Bound Brook with their redevelopment planning efforts by analyzing the local and regional impacts of redevelopment on the transportation network; participating in the consultant selection process; participating in advisory committees, focus groups, and public meetings; reviewing documents; and providing demographic and or GIS technical assistance where appropriate.
- Work with County Engineering and RideWise TMA to prepare grant applications for the SSP, Planning for Emerging Centers Program, and/or the TNJ Technical Assistance Program.
- Support preservation of the Millstone Valley Scenic Byway by participating in SAC and public meetings, as well as providing planning and GIS technical support where appropriate.
- Advance recommendations from the SSP funded Supporting Priority Investment in Somerset County studies, Walk, Bike, Hike Somerset County study, and the Somerset County Roadway Corridor Safety study that align with the findings of the NJTPA's CMP Plan update where appropriate.
- Address unanticipated unforeseen transportation related needs that have been unforeseen during STP Work Program development and conform to program requirements. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.

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

➤ 2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support public education efforts related to the NJTPA project development by collaborating with the Somerset County Public Information Office and Somerset County Board of County Commissioners to inform the public through press releases via the County's website, social media accounts, radio, newspapers targeted advertisements, email blasts, and County Commissioner videos, on a project by project basis.

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

ACTIVITIES:

- Collaborate with the Regional Center Partnership, RideWise TMA, Healthier Somerset, and the Somerset County Business Partnership to implement Street Smart NJ pedestrian safety campaigns and other pedestrian/bicyclist health and safety initiatives.

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

ACTIVITIES:

- Collaborate with the Somerset County Business Partnership and the NJTPA to increase local understanding of truck and rail freight operations and related transportation issues through subregional visits to trucking and rail freight operations.

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

ACTIVITIES:

- Increase local understanding of environmental issues by collaborating with the NJTPA, RideWise TMA, Healthier Somerset, municipal Green Teams, Somerset County Energy Council to conduct educational programming on important environmental issues such as resiliency with a focus on climate change mitigation and adaptation.

❖ TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

➤ 2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support preparation and proposal development to NJTPA Local Programs including the Local Safety and High-Risk Rural Roads Programs and Local Capital Project Delivery Program.

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

ACTIVITIES:

- Assist with the following projects by advancing project concepts, project design, engineering, and public outreach:
 - FY 2020 Local Safety Engineering Assistance Program project on Hamilton Street (CR514) from Berry Street to Middlesex County line in Franklin Township
 - Proposed Local Capital Project Delivery Program LCD project on Easton Avenue (CR527) in Franklin Township
- Advance the NJTPA Freight Concept Development Program Port Reading Secondary Grade Crossing Elimination Study by participating on a technical advisory committee, providing demographic data and GIS technical support, and/or reviewing technical documents.

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SOMERSET COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 84,676.25		
	2. FRINGE BENEFITS	51.970%	\$ 44,006.25		
			SUBTOTAL \$ 128,682.50		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ -		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ -		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
			STP CORE PROGRAM BUDGET \$ 128,682.50	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ -		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ 3,000.00		
	3. INTERN SUPPORT		\$ 12,000.00		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. ADVERTISING, PRINGTING/REPRODUCTION		\$ -		
			STP SUPPLEMENTAL SUPPORT BUDGET \$ 15,000.00	100%	0%
			TOTAL STP PROGRAM BUDGET \$ 143,682.50		

This estimated budget is based upon projected costs to perform the work program for FY 2023 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$	117,946.00	Local Match:	\$	25,736.50
			Total Funding:	\$	143,682.50

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SOMERSET COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	104	\$ 7,880.07	\$ -	\$ -	\$ 7,880.07	6%
Task 2 - Transportation Planning and Coordination	1,922	\$ 120,802.43	\$ -	\$ -	\$ 120,802.43	94%
STP Core Program Budget	2,026	\$ 128,682.50	\$ -	\$ -	\$ 128,682.50	100%
STP Supplemental Support Budget	706	\$ 12,000.00	\$ 3,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	2,732	\$ 140,682.50	\$ 3,000.00	\$ -	\$ 143,682.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Walter Lane, Director	9%	184
Kenneth Wedeen, Supervising Planner	44%	914
Adam Bradford, Senior Planner	43%	888
Aarthy Sabesan, GIS Manager	0%	10
Office Manager, Vacant	1%	20
GIS Coordinator, Vacant	0%	10
Intern Support	34%	706
TOTAL	19%	2,732

COUNTY OF SUSSEX



**FY 2023
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM - ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Sussex County for Task 2 activities are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

❖ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

➤ 2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participation on the RTAC in a leadership capacity.

ACTIVITIES:

- Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee).
- Represent RTAC on planning study TACs as opportunities arise.

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

ACTIVITIES:

- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- Coordinate with the Highlands Council with a focus on the Lackawanna Cut-Off Passenger Rail project, to ensure consistency between their plans, the work of the NJTPA, and local transportation plans and programs as necessary.
- Engage in Towards Zero Deaths or Vision Zero activities through field reviews, data reviews, safety assessments, and possibly Road Safety Audits (RSAs).

- **PRODUCT/OUTCOME:** Preparation, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engagement in data sharing on transportation related topics.

ACTIVITIES:

- Advance Transportation related recommendations from the Local Government Capacity Grant Program (LGCGP) funded Sussex County Strategic Growth Plan Update study, with a focus on the Lackawanna Cut-Off Passenger Rail Restoration Project.

- Participate in PRIME training sessions provided by NJTPA and/or participate in the NJTPA PRIME Users Group that will support the system's further development and refinement.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Activities may include, but are not limited to training in the use of crash analysis tools such as NJ Safety Voyager and DHTS Crash Analysis Tool; aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP); or participation in the Statewide Traffic Records Coordinating Committee (STRCC).
- Update Sussex County's Complete Streets Plan, developed in cooperation with the NJTPA, and determine the potential for developing a County complete streets policy.
- Assist with connecting the Morris Canal Greenway to other greenways in the County including the Sussex Branch Rail Trail and the trail network in Waterloo Village.
- Collaborate with the NJTPA on environmental, climate change, and resilience planning activities, as applicable and as opportunities arise.
- Advance adoption of electric vehicles by providing technical assistance and/or guidance to municipalities, businesses, and others interested in developing EV infrastructure and by applying for grants for EV infrastructure.
- Participate in resiliency training (e.g., green infrastructure, climate change adaptation, etc.) as available.
- Conduct planning activities that support the development and advancement of micromobility strategies, including bicycle and/or pedestrian capital improvements or policies.
- Conduct RSAs to generate recommendations for capital improvements.
- Analyze the impacts of zoning changes and development and redevelopment plans on the transportation network from a local and regional perspective.
- Analyze the impacts from proposed or approved development or redevelopment on the transportation network from a local and regional perspective. Site plan review is NOT reimbursable through the STP Program.
- Conduct analysis or additional outreach using the GIS and other data and recommendations developed as part of the NJTPA's Regional Active Transportation Plan.
- Prepare grant applications for the Subregional Studies Program (SSP) or other funding opportunities as staff resources permit.
- Participate in the Eastern Transportation Coalition Freight Academy when held in New Jersey.
- Support preservation of New Jersey Scenic Byways including the Highlands Scenic Byway by providing technical assistance with the byway's signage, wayfinding, and other related issues.

- Consider or advance projects that align with the findings of the NJTPA’s CMP update, the Accessibility and Mobility Strategy Synthesis ([https://www.njtpa.org/Planning/Regional-Programs/CongestionManagement/Accessibility-Synthesis.aspx?ext=.](https://www.njtpa.org/Planning/Regional-Programs/CongestionManagement/Accessibility-Synthesis.aspx?ext=)) that accomplish one or both of the following:
 - Address one or more needs identified in the study’s Needs Assessment or Equity Assessment.
 - Implement one or more strategies specified in the Strategy Identification and Prioritization report (<https://www.njtpa.org/NJTPA/media/Documents/Planning/Regional-Programs/Congestion-Management/Accessibility%20Synthesis/NJTPA-AMSS-Strategy-Identification-and-Prioritization.pdf?ext=.pdf>).
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.

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

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

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

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings and ribbon-cuttings, with a focus on Transportation Improvement Set-Aside Program projects in the County.

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

ACTIVITIES:

- Conduct special outreach efforts, such as potential Street Smart NJ pedestrian safety campaigns in Sparta Township and Andover Borough, and/or a countywide distracted driver campaign.

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

ACTIVITIES:

- Work with the NJTPA to increase local understanding of freight operations and related transportation needs through subregional freight visits with a focus on the benefits of freight development in the County along the NYS&W Railroad.

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

ACTIVITIES:

- Increase local understanding of environmental issues and associated strategies through Public Information Centers focused on green infrastructure, greenhouse gas reduction strategies, and other relevant issues.

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

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

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

ACTIVITIES:

- Support preparation and proposal development to NJTPA Local Programs, which may include the Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery Program, Local Concept Development, Freight Concept Development Program, Transportation Alternative Set-Aside Program, and/or Congestion Mitigation and Air Quality (CMAQ) Program.

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

ACTIVITIES:

- Follow through with the CMAQ Program Local Mobility Initiatives funded project to replace County transit busses.

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SUSSEX COUNTY
BUDGET PLAN**

			PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I:	DIRECT COSTS - PERSONNEL SERVICES				
	1. SALARIES		\$ 60,405.90		
	2. FRINGE BENEFITS	53.980%	\$ 32,607.10		
			SUBTOTAL \$ 93,013.00		
PART II	DIRECT NON-LABOR COSTS				
	1. SUPPLIES		\$ -		
	2. TRAVEL		\$ -		
	3. PRINTING & REPRODUCTION		\$ -		
	4. TELEPHONE		\$ -		
	5. POSTAGE		\$ 29.50		
	6. CONFERENCE/TRAINING		\$ -		
	7. OTHER (SPECIFY)		\$ -		
			SUBTOTAL \$ 29.50		
PART III:	INDIRECT COSTS				
	INDIRECT COSTS	0.000%	\$ -		
			SUBTOTAL \$ -		
			STP CORE PROGRAM BUDGET \$ 93,042.50	80%	20%
PART IV	STP SUPPLEMENTAL SUPPORT COSTS				
	1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ -		
	2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ 15,000.00		
	3. INTERN SUPPORT		\$ -		
	4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
	5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
	6. ADVERTISING, PRINTING/REPRODUCTION		\$ -		
			STP SUPPLEMENTAL SUPPORT BUDGET \$ 15,000.00	100%	0%
			TOTAL STP PROGRAM BUDGET \$ 108,042.50		

This estimated budget is based upon projected costs to perform the work program for FY 2023 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$	89,434.00	Local Match:	\$	18,608.50
			Total Funding:	\$	108,042.50

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SUSSEX COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	99	\$ 6,196.69	\$ 29.50	\$ -	\$ 6,226.19	7%
Task 2 - Transportation Planning and Coordination	1,387	\$ 86,816.31	\$ -	\$ -	\$ 86,816.31	93%
STP Core Program Budget	1,486	\$ 93,013.00	\$ 29.50	\$ -	\$ 93,042.50	100%
STP Supplemental Support Budget	0	\$ -	\$ 15,000.00	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	1,486	\$ 93,013.00	\$ 15,029.50	\$ -	\$ 108,042.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Thomas Drabic, Principal Transportation Planner	71%	1,486
TOTAL	71%	1,486

COUNTY OF UNION



**FY 2023
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM – ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Union County for Task 2 activities are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

❖ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

➤ 2.1 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
 - Collaborate with EZ Ride to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives by participating in Street Smart NJ pedestrian safety campaigns, Safe Routes to School, or other initiatives, as appropriate.
 - Support the Raritan Valley Rail Coalition (RVRC) to advance improvements to the NJ TRANSIT Raritan Valley Line (RVL) including any planned improvements to the rail line and stations serving Union County.
- **PRODUCT/OUTCOME:** Preparation, support, and/or review transportation related studies, plans, recommendations, grant applications, and/or engagement in data sharing on transportation related topics.

ACTIVITIES:

- Support the Union County Route 22 Safety Shuttle by assisting in system planning and maintenance.
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.

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

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

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

ACTIVITIES:

- Support the Union County Transportation Advisory Board (TAB) which informs the public on transportation matters and provides a mechanism for citizen input.
- Assist in public education efforts regarding the results of NJTPA projects, meetings, and conferences through TAB meetings.

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

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

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

ACTIVITIES:

- Support preparation and proposal development to NJTPA Local Programs including the Transportation Alternative Set-Aside Program and/or Congestion Mitigation and Air Quality Program as opportunities arise.

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
UNION COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I: DIRECT COSTS - PERSONNEL SERVICES				
1. SALARIES		\$ 95,802.20		
2. FRINGE BENEFITS	52.962%	\$ 50,738.76		
3. LEAVE ADDITIVE	Various	\$ 25,392.59		
	SUBTOTAL	\$ 171,933.55		
PART II DIRECT NON-LABOR COSTS				
1. SUPPLIES		\$ -		
2. TRAVEL		\$ -		
3. PRINTING & REPRODUCTION		\$ -		
4. TELEPHONE		\$ -		
5. POSTAGE		\$ -		
6. CONFERENCE/TRAINING		\$ 343.95		
7. OTHER (SPECIFY)		\$ -		
	SUBTOTAL	\$ 343.95		
PART III: INDIRECT COSTS				
INDIRECT COSTS	0.000%	\$ -		
	SUBTOTAL	\$ -		
STP CORE PROGRAM BUDGET		\$ 172,277.50	80%	20%
PART IV STP SUPPLEMENTAL SUPPORT COSTS				
1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000		\$ -		
2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000		\$ -		
3. INTERN SUPPORT		\$ 15,000.00		
4. TRAINING AND PROFESSIONAL DEVELOPMENT		\$ -		
5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS		\$ -		
6. ADVERTISING, PRINGTING/REPRODUCTION		\$ -		
STP SUPPLEMENTAL SUPPORT BUDGET		\$ 15,000.00	100%	0%
TOTAL STP PROGRAM BUDGET		\$ 187,277.50		

This estimated budget is based upon projected costs to perform the work program for FY 2023 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 152,822.00	Local Match:	\$ 34,455.50
		Total Funding:	\$ 187,277.50

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
UNION COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	208	\$ 14,726.49	\$ -	\$ -	\$ 14,726.49	9%
Task 2 - Transportation Planning and Coordination	1,690	\$ 157,207.07	\$ 343.95	\$ -	\$ 157,551.02	91%
STP Core Program Budget	1,898	\$ 171,933.55	\$ 343.95	\$ -	\$ 172,277.50	100%
STP Supplemental Support Budget	833	\$ 15,000.00	\$ -	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	2,731	\$ 186,933.55	\$ 343.95	\$ -	\$ 187,277.50	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Phil Kandl, Division Director	16%	290
Liza Betz, Transportation Planning Manager	71%	1,300
Rosa Santos, Secretary	11%	204
Cynthia Walker, Dept. of Finance	6%	104
Intern Support	46%	833
TOTAL	30%	2,731

COUNTY OF WARREN



**FY 2023
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM - ELECTIVES**

All subregions are required to conduct a common set of activities to achieve core products/outcomes under Task 1 and Task 2. Details on these common core activities are provided in the “Subregional Core STP Program Products/Outcomes and Activities” section. Task 1 is program management and is comprised entirely of core activities. Elective products/outcomes and associated elective activities specific to Warren County for Task 2 activities are provided below. Subregions are not required to include elective activities in their STP Work Programs; however, these activities allow subregions to focus on local priorities and organizational strengths, while addressing the NJTPA’s planning goals.

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

❖ TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

➤ 2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participation in additional activities on the RTAC.

ACTIVITIES:

- Volunteer as an RTAC representative on a sub-committee (such as the STP Solicitation Review Subcommittee), as applicable.

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

ACTIVITIES:

- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).

- **PRODUCT/OUTCOME:** Preparation, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engagement in data sharing on transportation related topics.

ACTIVITIES:

- Support preservation New Jersey Scenic Byways by participating in regular Warren County Heritage Scenic Byway meetings and preparing mapping and other supportive materials for the Scenic Byway Committee as needed.
- Advance adoption of electric vehicles by developing an EV Readiness Plan; providing technical assistance to municipalities, businesses, and others interested in developing EV infrastructure; applying for grants for electric fleet vehicles and/or the installation of charging stations; and/or providing outreach to educate local governments, businesses, and the public on electric vehicles.
- Support complete streets planning by conducting pedestrian counts and providing this data to the NJTPA.

- Support advancement of greenway initiatives including the Morris Canal Greenway and other trail initiatives, as applicable.
- Support development and advancement of micromobility strategies by updating Warren County’s Bike Map.
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Detail to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.

❖ TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

➤ 2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support preparation and proposal development to NJTPA Local Programs, which may include the Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery Program, Local Concept Development, and/or Freight Concept Development Program, as appropriate and as opportunities arise.

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

ACTIVITIES:

- Advance the Transportation Alternative Set-Aside Program funded improvements along the Morris Canal Greenway in Warren County.

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
WARREN COUNTY
BUDGET PLAN**

	PROPOSED BUDGET	FEDERAL SHARE	LOCAL MATCH
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES	\$ 54,072.87		
2. FRINGE BENEFITS 56.050%	\$ 30,307.84		
SUBTOTAL	\$ 84,380.71		
 PART II DIRECT NON-LABOR COSTS			
1. SUPPLIES	\$ 200.00		
2. TRAVEL	\$ 159.29		
3. PRINTING & REPRODUCTION	\$ -		
4. TELEPHONE	\$ -		
5. POSTAGE	\$ -		
6. CONFERENCE/TRAINING	\$ -		
7. OTHER (SPECIFY)	\$ -		
SUBTOTAL	\$ 359.29		
 PART III: INDIRECT COSTS			
INDIRECT COSTS 0.000%	\$ -		
SUBTOTAL	\$ -		
STP CORE PROGRAM BUDGET	\$ 84,740.00	80%	20%
 PART IV STP SUPPLEMENTAL SUPPORT COSTS			
1. TECHNOLOGY EQUIPMENT/COMPUTERS > \$5,000	\$ -		
2. TECHNOLOGY SOFTWARE/COMPUTING DEVICES < \$5,000	\$ -		
3. INTERN SUPPORT	\$ 15,000.00		
4. TRAINING AND PROFESSIONAL DEVELOPMENT	\$ -		
5. PUBLIC OUTREACH /FOREIGN LANGUAGE TRANSLATIONS	\$ -		
6. ADVERTISING, PRINGTING/REPRODUCTION	\$ -		
STP SUPPLEMENTAL SUPPORT BUDGET	\$ 15,000.00	100%	0%
TOTAL STP PROGRAM BUDGET	\$ 99,740.00		

This estimated budget is based upon projected costs to perform the work program for FY 2023 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Supplemental Support Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Federal Share:	\$ 82,792.00	Local Match:	\$ 16,948.00
		Total Funding:	\$ 99,740.00

**FY 2023 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
WARREN COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	94	\$ 4,234.73	\$ 200.00	\$ -	\$ 4,434.73	5%
Task 2 - Transportation Planning and Coordination	1,196	\$ 80,145.98	\$ 159.29	\$ -	\$ 80,305.27	95%
STP Core Program Budget	1,290	\$ 84,380.71	\$ 359.29	\$ -	\$ 84,740.00	100%
STP Supplemental Support Budget	936	\$ 15,000.00	\$ -	-	\$ 15,000.00	
TOTAL STP PROGRAM BUDGET	2,226	\$ 99,380.71	\$ 359.29	\$ -	\$ 99,740.00	

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Albert Krouse - Senior Planner	12%	247
Brian Appezzato - Senior Planner	21%	445
Dave Dech - Planning Director	17%	317
Irene Gordon - Admin Clerk	5%	95
Theresa Nichols -Keyboard Clerk 3	1%	27
Linda Read - Asst. County Engineer	5%	100
Joao Dsouza - Traffic Engineer	3%	59
Intern Support	45%	936
TOTAL	14%	2,226

FY 2023 - 2024
SUBREGIONAL STUDIES PROGRAM (SSP)

SUBREGIONAL STUDIES PROGRAM (SSP)

PROGRAM DESCRIPTION

The Subregional Studies Program (SSP) provides technical and financial assistance to subregions and subregional teams, on a competitive basis, to produce studies of important regional mobility and accessibility issues. This program is an extension of the NJTPA's Subregional Transportation Planning (STP) program. Only NJTPA-member subregions are eligible to serve as the study lead and may submit proposals to this program.

These studies produce recommendations consistent with the Long Range Transportation Plan (LRTP), the Congestion Management Process (CMP), and federal guidance. The SSP is a critical element of the NJTPA's continuous, cooperative, and comprehensive metropolitan planning process. Subregions are encouraged to propose studies that complement other planning work in the NJTPA region. Products developed through this program must address issues of significance to the entire region and must be consistent with plans and priorities at the state and regional level.

Studies include a systematic approach for gathering and analyzing quantitative data and qualitative information; a transparent feedback loop with stakeholders and the public; and active involvement of implementation agencies at the municipal, regional, and state level. Studies outline strategies and performance measures for tracking implementation successes. Studies also capitalize upon opportunities to strengthen relationships between municipalities, counties and regional and state agencies that lead to coordinated land use planning and transportation project implementation.

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

Fiscal Year 2023 is the first year of the FY 2023 – FY 2024 SSP cycle, and four new studies will be initiated in this cycle as detailed in the following pages. Additionally, FY 2023 is the second and final year of the FY 2022 – FY 2023 SSP cycle, with five studies that began in FY 2022 concluding in FY 2023. Descriptions for these studies can be found in the [FY 2022 UPWP Chapter II](#).

Solicitation for the FY 2024 – FY 2025 Subregional Studies Program cycle will occur during the fourth quarter of FY 2023 and is described in Chapter I, Task 23/304 - Subregional Pass Through Programs.

Studies approved under this program must be performed within a two-year period. FY 2023 studies must be completed by June 30, 2024. The NJTPA works with subregions to manage risk and ensure delivery of quality studies that are on time and within budget.

Program funding is made available through a U.S. Department of Transportation (US DOT) pass-through grant, utilizing Federal Highway Administration (FHWA) funds and/or flexed Federal Transit Administration (FTA) funds (CFDA number 20.205). To be eligible for this program, participants must provide at least a 20 percent local, non-federal match.

SUBREGIONAL STUDIES PROGRAM BUDGET

FY 2023 – FY 2024 STUDIES

<u>Subregion</u>	<u>Title</u>	<u>Project Cost*</u>
City of Jersey City	Traffic Calming Toolkit.....	\$200,000
City of Newark	Newark Bike Plan.....	\$375,000
Monmouth County	Identification of Barriers to Mobility in Monmouth County.....	\$400,000
Passaic County	Passaic County Strategic Infrastructure Investment.....	<u>\$375,000</u>
Total – New Studies		\$1,350,000

FY 2022 – FY 2023 STUDIES

<u>Subregion</u>	<u>Title</u>	<u>Project Cost*</u>
Essex County	Essex County Transportation Plan – 2045	\$380,395
Hudson County	Hudson County Truck Routes Assessment.....	\$400,000
Middlesex County	Southern Middlesex County Freight Movement Study.....	\$500,000
Somerset County	Somerset County Master Plan Circulation Element	\$400,000
Union County	Electric Charging Stations Location Study.....	<u>\$220,000</u>
Total – Continuing Studies		\$1,900,395

*all funds include 20% local match

SSP STUDY TIMELINE FY 2023 – FY 2024 Studies

Task/Milestone	Estimated Completion Date
Draft RFP to NJTPA	April 1 – July 29, 2022
Authorized Study Start Date	July 1, 2022
Kick-off Meeting with NJTPA	July 1 – September 30, 2022
Consultant RFP Issued	July 1 – December 30, 2022
Consultant Contract Awarded/Executed	September 1, 2022 – February 1, 2023
Kick-off Meeting with Successful Consultant	September 1, 2022 – February 1, 2023
Draft Final Report Due to TAC/SAC for Review	March 11 – March 29, 2024
Final TAC/SAC meeting	March 29, 2024
Final Report due to NJTPA (This version incorporates all TAC/SAC and subregion comments)	April 30, 2024
Reconciled Final Report due to NJTPA and all final deliverables	May 31, 2024
Conclusion of Consultant Contract	June 30, 2024
Subregional Subcontract & Study Completion Date	June 30, 2024

FY 2023 – FY 2024
SUBREGIONAL STUDIES WORK PROGRAMS

Study Sponsor: City of Jersey City

Title of Study: Traffic Calming Toolkit

Study Budget

	Amount	Percent
NJTPA/Federal Share Request:	\$ 160,000	80%
Subregion/Local Share Match:	\$ 40,000	20%
Total Budget:	\$ 200,000	100%

Anticipated Study Duration: 12 Months

I. Project Information

A. Project Description

Over the past decade, the City of Jersey City has experienced substantial growth. The City’s population has increased by 18 percent between 2010 and 2020 and population forecasts provided by the NJTPA project an additional 32 percent increase by 2050. The current and projected growth emphasizes the need to design and retrofit the City’s infrastructure to safely accommodate the growing set of diverse needs. Jersey City’s current traffic calming guidance was developed over a decade ago and needs to be updated to better support local and regional safety goals set forth by the NJTPA and Jersey City. Through this study, a collaborative City and consultant team, with NJTPA guidance and oversight, will develop a typology-based toolkit that will increase safety for all pedestrians, bicyclists, transit riders, and motorists.

B. Regional Need

Jersey City is the state’s second most-populous City and a major regional destination for work, shopping, and recreation. Residents from the North Jersey region and beyond also commute to and through Jersey City to access major employment centers along the Hudson River Waterfront and Manhattan. The growing population of Jersey City and ever-increasing traffic in and through the City has led to pedestrian and vehicle conflicts that have resulted in dangerous and sometimes fatal crashes. The NJTPA’s Long Range Transportation Plan (Plan 2050) emphasizes the goal to improve overall system safety, reduce serious injuries and fatalities for all travelers on all modes and outlines strategies to reach zero traffic-related deaths. While many traffic safety improvements have been made in Jersey City since the adoption of the Vision Zero Action Plan in 2019, the City lacks up to date traffic calming guidance. This inhibits Jersey City’s ability to meet both the City’s Vision Zero goals and the NJTPA’s regional goals.

II. Study Scope of Work

A. Introduction

1. Study Background

a. Subregional Need

The City of Jersey City is a densely populated, highly urbanized municipality. It is the second most-populous City in the State with a rapidly growing residential and commuter population. The City is well served by an established street grid and a multi-modal public transportation network, serving a growing population of commuters and residents.

The growing population, convergence of transportation modes, and complex street network pose safety risks for all travelers. Just in the past decade, nearly 100 people have been killed in traffic crashes and over 200 have suffered life-changing injuries. Nearly one-half of fatal crash victims in Jersey City have been pedestrians. With the adoption of the Jersey City Vision Zero Action Plan in 2019, the City is dedicated to reaching the goal of zero traffic deaths and severe injuries on City streets. The City recognizes a need for a comprehensive evaluation and update to its traffic calming practices to ensure safety for all pedestrians, bicyclists, transit riders, and motorists. This study will help advance actions from the City's Vision Zero Plan and provide design guidance to address additional action items.

This study will integrate with ongoing City and County safety and complete street efforts that include, but are not limited to, the [Grand Street Concept Development study](#), [Pedestrian Enhancement Plan](#), [Montgomery Street Corridor study](#), [School Travel Plan](#), [Bicycle Master Plan](#), [Christopher Columbus Drive Redesign](#), and [Hudson County Land Development Regulations](#).

b. Community Profile

Previous studies conducted by Jersey City have identified sizeable Title VI and Environmental Justice (EJ) communities throughout the City. Per the Jersey City Parking Management Plan study conducted between 2019 and 2020, 98 percent of Jersey City residents live in a community of concern. The City's population exceeds five of six common indicators (minority concentration, low-income concentration, female head of household with children, carless households, or persons with limited English proficiency). Sixty-seven percent of Jersey City's residents live within exclusive communities of concern which is defined as a block group that meets or exceeds the regional threshold for minority concentration and meet or exceed the regional threshold for low-income populations and meet or exceed the regional threshold for two of the non-EJ disadvantaged population indicators.

2. Study Goals and Objectives

The goal of this study is to update Jersey City's current traffic calming measures. These measures have not changed since a Master Plan Circulation Element amendment was adopted in 2011. The primary objective of this study is the development of a Traffic Calming Toolkit. The toolkit will be used to provide Jersey City an updated set of traffic calming principles to further the City's Vision Zero Action Plan and provide specific design interventions the City can implement to increase safety for pedestrians, cyclists, motorists and transit riders. The secondary objective is to evaluate and determine the effectiveness of the traffic calming and safety measures that the City has implemented to date.

B. Study Methodology

Task 1: Project Management

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

The Consultant shall designate a project manager who will report to the City and be responsible for managing the day-to-day activities of the Consultant team. The Consultant project manager shall establish an effective means of coordinating and reporting its activities with the City throughout the course of the project to ensure an expeditious exchange of information and shall be responsible for the preparation and submission of progress meeting agendas and minutes, and monthly progress reports and invoices. A detailed project schedule (Gantt chart) shall be submitted at the kick-off meeting for City review and approval and reviewed regularly during the course of the project to ensure the timely completion of the project. The Consultant shall submit digital copies of all reports in MS Word format, and will incorporate project manager, NJTPA and TAC comments, as appropriate. The Consultant shall be responsible for quality control of all interim and final deliverables. Final reports incorporating all edits from project teams, stakeholders and technical advisory groups must be submitted to NJTPA for review by May 29, 2024. Contracts must be completed by June 30, 2024, which is the last day to incur costs.

Deliverables:

- The City will prepare and submit quarterly reports and any other documentation required by the NJTPA. The consultant project manager shall prepare and submit monthly progress reports and invoices, progress meeting agendas and minutes, and a detailed progress schedule to be maintained on a regular basis.

- City and consultant project managers, along with NJTPA, will participate in biweekly conference calls, a project kick-off meeting, and up to five (5) interagency meetings.
- All interim, draft and final deliverables shall be provided for review in MS Word format.

Task 2: Needs Assessment

a) Outreach and Partnerships

The City anticipates soliciting feedback from subject area experts on the TAC and stakeholders to ensure the City's transportation goals are being met and that the outcomes proposed in this study will produce the greatest results. Outreach will also play a key part in understanding the types of traffic calming interventions City officials and residents will support and would like to see implemented in their communities.

Outreach Strategy

The Consultant shall prepare a draft and final written outreach strategy at the beginning of the study that describes all meetings, tasks, and activities related to TAC, stakeholder, and public outreach. The outreach strategy will include details on the Consultant's responsibilities, number of meetings, purpose of meetings, and specific outreach techniques (e.g., meeting advertisement, meeting invitation preparation and dissemination, social media strategies).

Technical Advisory Committee (TAC)

The TAC shall help develop a shared vision for Jersey City and identify specific goals and objectives to accomplish this vision. This visioning will build on the Jersey City Master Plan's Circulation Element. Stakeholder and public outreach will be critical to the definition of the vision statement and the list of goals and objectives for the Traffic Calming Toolkit.

The City project manager shall convene the TAC, schedule meetings, and serve as the primary "point person" for the TAC. The schedule of meetings and distribution of meeting notices and associated materials to committee members will be handled by the City project manager. The Consultant shall attend all TAC meetings and prepare meeting agendas, presentations, materials, and minutes. The TAC shall provide input and expertise from subject matter experts. This group shall consist of key professionals that represent the diverse functional areas that may impact this study, including the City Divisions of City Planning, Engineering, Traffic, Parking, and Commerce, Mayor's Office, City Council, City Department of Public Works, and Special Improvement Districts. The NJTPA, Hudson County and Hudson TMA, and possibly other agencies such as NJDOT, NJ TRANSIT, and the Port Authority will also be invited. The responsibilities of the TAC shall include, but not be limited to:

- Assist the project team in honing the study goals and objectives.

- Review and provide feedback on draft and final interim reports and documents throughout the study.
- Identify stakeholders and partners associated with community outreach and participation for various public participation activities. Special consideration will be given to ensure the commitment and involvement of interested parties familiar with the City's transportation network, EJ issues, and resident and business needs.
- Develop, guide, and participate in community involvement activities.

Up to three (3) TAC meetings are anticipated. The meetings will aim to accomplish the following:

Meeting 1:

- Introduction to the project
- Review of goals and objectives
- Presentation on Traffic Calming Review which will include
 - The results from the Circulation Element traffic calming guidelines review
 - Results of the existing traffic calming techniques exercise
- Solicit feedback on design guidance and demonstration project locations (see Task 4 for additional information on demonstration projects)

Meeting 2:

- Review final locations to receive designs guidance (see Task 2)
- Review final demonstration project locations
- Review results of outreach efforts to date
- Review of draft traffic calming techniques

Meeting 3:

- Presentation of and feedback on draft deliverables
- Review results of demonstration projects

Stakeholder Meetings and/or Presentations

It is anticipated that stakeholder meetings will be held throughout the study. Early efforts will be made to include the various stakeholder groups, decision makers, and elected officials in the selection process for locations to receive design guidance and demonstration projects. These meetings will also be used to gain valuable insight on the City's existing traffic calming efforts to help gauge the success of the City's process and implementation.

Later efforts will be focused on receiving feedback on the results of the study. Copies of the draft and final report and other related documents will be provided to stakeholder groups to gain feedback, develop a consensus on the prioritized recommendations of the study, and increase awareness and support for its recommendations. The Consultant shall support these activities by providing project information and materials as needed. The Consultant should be prepared to attend up to two (2) of these meetings, upon request.

Public Meetings

Throughout the study, there will be opportunities for public input to guide the development of the Traffic Calming Toolkit and recommendations for the various phases of the study. The City will hold all public meetings in an ADA and transit-accessible facility to reduce barriers to meaningful participation. Meetings may also be held virtually if public health and safety requires it and/or if the consultant team feels that the most meaningful engagement can be achieved in a virtual or hybrid environment. Jersey City strongly recommends that all public meetings include a virtual option regardless of whether the meeting is in person. In accordance with federal requirements, specific attention will be given to EJ populations (low-income and minority populations), people with limited English proficiency, the elderly, and people with disabilities.

It is envisioned that two (2) public meetings shall be held during the course of this study. At the first public meeting (anticipated near the end of Task 2b), the Consultant shall introduce the project and solicit public input on the priority locations for the demonstration projects and the preliminary goals and objectives, as well as to introduce the public to the concept, purpose, and format of a demonstration project. At the second public meeting (anticipated during Task 5), the results of the demonstration projects, recommendations, and the final Traffic Calming Toolkit shall be presented. Feedback from the public will be incorporated into the final report and final toolkit. Where appropriate and feasible, public meeting materials will be made available to the public in advance of the public meeting. A public comment period (anticipated two-week duration) will follow all public meetings during which written comments may be submitted to the City project manager. The consultant shall provide an alternate method, such as a dedicated call-in number, to collect public input from those who lack access to technology/internet or experience with online review platforms. Public comments shall be recorded in meeting summaries and the final report. The consultant shall be responsible for providing all meeting materials and content should be available in at least English and Spanish. Additional languages may be required for outreach with certain populations and in certain neighborhoods.

Project Webpage

The Consultant, working with the City and the TAC, will develop materials to post to the City's existing official website. A webpage dedicated to the study will be created by the City on the existing website, which will serve as a repository for draft documents and materials, announce public meetings/events, and raise awareness of the purpose of the study.

Deliverables:

The consultant shall provide the following:

- Written Outreach Strategy
- Participation in up to three (3) meetings of the TAC, including preparation of presentation materials, handouts, and meeting minutes.
- Participation in up to two (2) stakeholder meetings, if necessary, including preparation of presentation materials, handouts, and meeting minutes.

- Participation in two (2) public meetings, including preparation of presentation materials, handouts, and meeting minutes.
- Preparation of materials for website as requested (e.g., descriptive narrative, maps/graphics, fact sheets).
- Technical Memorandum that summarizes all outreach activities, methods, and comments or input received.

b) Data Collection and Review

This task will include a review of previously completed related studies (including, but not be limited to, Section 4.7.2 of the Circulation Element, the Jersey City Vision Zero Action Plan, the Jersey City Bicycle Master Plan, the Jersey City Pedestrian Enhancement Plan, Road Safety Audits (RSAs) and Complete Street Plans) to avoid duplication of work and to determine opportunities to incorporate or expand prior recommendations and/or efforts. City staff will provide the consultant team with all relevant study material.

With assistance from the City project manager, the consultant will conduct a comprehensive review of both the City's existing traffic calming guidelines in the Circulation Element Section 4.7.2, traffic calming guidelines in the Jersey City Bike Master Plan and Bikeway Design Guide and the measures installed by the City. The review will include the collection of data that will determine the effectiveness of the recommended Circulation Element methods that have been implemented in Jersey City and in similar urban contexts. (Jersey City will provide an inventory of all installed traffic calming elements that will include the location and installation date (where feasible) in an appendix in the RFP.) The level of effectiveness will be determined by how successful each technique has been in addressing the goals it is designed to accomplish such as, but not limited to, slowing vehicle speeds, improving pedestrian visibility, improving pedestrian safety, and reducing safety conflicts. If there are gaps in the existing data, observations in the field or additional data collection may be necessary to supplement readily available data. (The City will provide a list of existing data sources in an appendix to the RFP.) How effectively each measure meets local, state and regional safety goals and standards will also be considered.

In addition to the comprehensive review, the consultant will develop the street typology framework for organizing the preliminary and final traffic calming techniques. The framework will serve as a way to organize and identify the contextually appropriate traffic calming techniques for each typology (i.e. local residential streets should use speed humps and chicanes while mixed use avenues should use traffic circles and chicanes). The consultant should reference the typologies identified in Table 4.7.1 of the Jersey City Circulation Element and Hudson County Land Development Regulations when developing the framework. The consultant should consider typologies that include area type, such as commercial, high density residential, low density residential, industrial, and road functional classification. The consultant will then research and compile a traffic calming measures summary that will include, but not be limited to, new traffic calming measures, new traffic calming technologies, and updated traffic calming standards. The traffic calming measures summary will also suggest which typology(ies) each measure may be applicable to. The City

anticipates a mixture of techniques that will overlap between typologies and techniques that are appropriate for a sole typology.

Following the completion of the related studies review, existing traffic calming guidelines review, street typology framework development and new traffic calming techniques summary, the Consultant, with input from the City project manager and the TAC, shall develop a methodology, such as a scoring of weighted selection criteria, informed by findings of data collection and review, to identify priority locations for conceptual design intervention and demonstration projects. An emphasis shall be placed on locations that both demonstrate a need for traffic calming and are feasible locations for future implementation. Anticipated criteria shall include, but not be limited to, crash data, Environmental Justice population, vulnerable populations (e.g., the mobility-impaired, children, seniors), and public and stakeholder feedback.

Deliverables:

- Geodatabase of all data collected, and all GIS products, will follow the procedures described in the NJTPA's EGIS User Manual, specifically Appendix U3 – EGIS Quality Assurance Program. Information about EGIS can be found at <https://www.njtpa.org/Data-Maps/Demographics-GIS/Enterprise-GIS.aspx>
- Technical Memorandum 1 that summarizes the review of previous studies, comprehensive review of the City's current traffic calming measures and installations, the street typology development process and new measures scan. This will include narrative text, mapping, and other graphics.
- Technical Memorandum that summarizes the priority location selection process and results.

c) Equity Assessment

The consultant will conduct a Title VI and Environmental Justice Assessment that will examine, at a minimum, where low-income, minority, other national origin and limited English proficiency populations live, and how they travel. Additional factors such as age, ability status, sex, zero-vehicle households, and others relevant to the study should be included. The assessment will compare the average of these factors at the block group level to the subregional and the NJTPA regional averages. Data sources for the Environmental Justice assessment should include the latest American Community Survey (ACS) 5 year data at the block group level, and may include Environmental Justice and Title VI data available in the NJTPA Open Data Portal available on the NJTPA website. The assessment will follow the guidelines set forth by the NJTPA.

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

Deliverables:

- Title VI and Environmental Justice Assessment

Task 3: Selection Matrix

The consultant will be responsible for developing selection criteria to identify the traffic calming techniques that will be included in the toolkit. The criteria should include, but not be limited to:

- Measures must fit the unique physical right-of-way constraints of Jersey City
- Avoid measures that will have an adverse environmental impact
- Avoid measures that will have adverse effects on the communities they are in. Special attention will be given to environmental justice populations
- Measures that are eligible for federal, state, and local funding
- Measures that do not have prohibitive operations, construction, or equipment costs
- Measures that comply with City Zoning and Engineering, Federal and State standards
 - Measures that do not currently comply must include guidance to update standards under the Jersey City's control
- Measures that comply with the Jersey City Bike Master Plan and Bikeway Design Guide
- Measures that advance City, state, and regional safety goals
- Measures that have potential to advance Jersey City's sustainability, storm water management, and resiliency goals

The consultant shall also consider the results of the traffic calming techniques review, the scan of updated traffic calming techniques and technologies conducted in Task 2b, feedback from the demonstration projects, and the feedback received from the TAC, and the public when developing the final set of traffic calming techniques that will be included in the Traffic Calming Toolkit.

The consultant, with the City and TAC, shall refine and select the final traffic calming measures to be included in the toolkit based on the results of the selection matrix. In addition to selecting the final traffic calming measures, the consultant shall develop the typology framework for the toolkit (see Task 2b) and organize each traffic calming technique into a typology.

Deliverables:

- Technical Memorandum that summarizes Traffic Calming Techniques selection process and includes narrative text, graphics, and mapping.

Task 4: Priority Locations, Demonstration Projects, Traffic Calming Toolkit

a) Priority Locations and Demonstration Projects

Using the methodology developed in Task 2b, the consultant will work with the City and TAC to identify two (2) locations in each of Jersey City's six (6) wards for a total of 12 locations to receive conceptual design guidance. An effort should be made to have each street typology represented across the 12 selected locations. At least two (2), and no more than three (3), of the 12 locations will be selected to move forward as a demonstration project. The demonstration projects will provide the opportunity to showcase innovative traffic calming techniques to the public and analyze the effectiveness of the intervention. An emphasis shall be placed on traffic calming methods that have not yet been implemented in Jersey City to test their level of effectiveness, potential for future implementation and to build support/awareness with the public. The consultant will work with the TAC, City and NJTPA to develop evaluation criteria for the demonstration projects to quantitatively evaluate the effectiveness of each project. It is anticipated that the evaluation criteria will be similar to the level of effectiveness criteria developed in Task 3 and that determines how successful each technique has been in addressing the goals it is designed to accomplish. Throughout the planning, installation and evaluation process, the project team will encourage feedback from the public on each project. Results from the demonstration projects will inform whether or not to include the tested traffic calming strategies in the final Traffic Calming Toolkit.

The Consultant shall be responsible for preparing designs, coordinating installation with City agencies, conducting performance evaluations, and preparing all materials and reports. It is anticipated that the demonstration project will be no shorter than 7 days and no longer than 21 days.

The Consultant shall prepare a report that summarizes the outcomes of each demonstration project, including recommendations for final implementation based on the performance of each project. Reports should be reader-friendly and include narrative text, photos, and graphics, including maps and illustrations.

Deliverables:

- Participation in up to three (3) demonstration projects and a Demonstration Project Plan that includes, but it not limited to, the preparation of designs, implementation plan, coordination of the installation with City agencies, conducting performance evaluations, removal plan and materials needed.
- Technical Memorandum that summarizes the demonstration project and priority location selection process, findings from the demonstration projects and includes narrative text, graphics, and mapping.
- Draft and revised final Summary of Demonstration Projects

b) Traffic Calming Toolkit

Based on the outcomes of Tasks 2 and 3, comments from the TAC, stakeholders and the public, the Consultant shall develop the draft Traffic Calming Toolkit that will outline each typology, the traffic calming techniques in each typology, the guidance for each technique, and conceptual-level design guidance for the 12 locations identified in Task 4a. Each typology (i.e. local neighborhood) will include traffic calming techniques for corridors and intersections. The Consultant will first prepare an outline and table of contents for the Traffic Calming Toolkit for review. The Traffic Calming Toolkit shall include, but not be limited to, the following sections: an abstract, design guidelines by typology, and strategies for implementation.

Study recommendations for the 12 priority locations should include specific and feasible concepts for specific locations for the City to advance to implementation. These recommendations should be described as conceptual and not engineering-level drawings. Outcomes from the demonstration projects shall be incorporated into the final design of each demonstration project location if necessary. The guide should include easy to read graphics and guidance to allow for the public to review and understand the proposed concepts.

Deliverables:

- Traffic Calming Toolkit Table of Contents
- Draft and revised final Traffic Calming Toolkit

Task 5: Final Report, Final Traffic Calming Toolkit and Final Deliverables

The Consultant will prepare an outline and table of contents for both the final report and the Traffic Calming Toolkit for review prior to the drafting of a final report. Once approved, the consultant will prepare a draft final report, which will include, but not be limited to, the following sections: an Abstract, Executive Summary, Introduction, Methodology, Traffic Calming Methods Review with key statistics, final selection matrix, outreach summary, and implementation plan.

The consultant shall include all technical memos in the final report appendices. The final report shall draw from the deliverables of the previous tasks and the document will identify existing local, state, and federal funding resources available to advance recommendations within the report and the 12 priority locations.

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

Deliverables:

- Final Report Outline and Table of Contents
- Traffic Calming Toolkit

- Draft Final and Final Report
- Draft Final and Final Report PowerPoint Presentation
- Two bound copies of the final report and Traffic Calming Toolkit
- Study Materials: The Consultant will provide digital copies of all presentation materials developed during the project; the final report will follow NJTPA reporting guidelines. All data, including images, raw data from surveys, derived GIS layers, will be provided to the City of Jersey City. All Consultant GIS products will follow the procedures described in the NJTPA's EGIS User Manual, specifically Appendix U3 – EGIS Quality Assurance Program.
- PRIME data entry: All identified needs and recommendations generated by the study final report should be catalogued in a database for upload into the Planning Recommendations Integration Management Engine (PRIME) by the consultant at study completion. PRIME data field names will be provided by NJTPA.

Contact Information:

Subregional Project Manager Name: Elias Guseman
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**FY 2023 - FY 2024 SUBREGIONAL STUDIES PROGRAM
CITY OF JERSEY CITY
TRAFFIC CALMING TOOLKIT
BUDGET PLAN**

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

This estimated budget is based upon projected costs to perform the work program for FY 2023 - FY 2024 as outlined in the Subregional Studies Agreement. Changes within or between Parts I, II, III & IV will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

FUNDING SOURCES:

Federal Share (80%): \$ 160,000.00 **Local Match (20%):** \$ 40,000.00 **Total:** \$ 200,000.00

**FY 2023 - FY 2024 SUBREGIONAL STUDIES PROGRAM
CITY OF JERSEY CITY
JERSEY CITY TRAFFIC CALMING TOOLKIT
STAFFING PLAN**

Estimated Project Task Budget

Task	In-house Subregional Staff Activities (estimated)					Consultant Support Activities (estimated)		Total Project	
	Subregional Staff Hours	Direct Labor Costs	Direct Non-Labor Costs	Indirect Costs	Costs	% of Task	Consultant Costs	Total Costs	% of Total Budget
Task 1 - Project Management	60	\$ -	\$ -	\$ -	\$ -	8	\$ 16,077.80	\$ 16,077.80	8%
Task 2A - Outreach and Partnerships	90	\$ -	\$ -	\$ -	\$ -	30	\$ 59,084.68	\$ 59,084.68	30%
Task 2B - Data Collection and Review	150	\$ -	\$ -	\$ -	\$ -	22	\$ 44,162.72	\$ 44,162.72	22%
Task 3 - Selection and Analysis	120	\$ -	\$ -	\$ -	\$ -	15	\$ 30,498.64	\$ 30,498.64	15%
Task 4 - Toolkit and Recommendations Development	90	\$ -	\$ -	\$ -	\$ -	18	\$ 36,907.39	\$ 36,907.39	18%
Task 5 - Final Report/ Toolkit and Final Deliverables	90	\$ -	\$ -	\$ -	\$ -	7	\$ 13,268.77	\$ 13,268.77	7%
TOTAL	600	\$ -	\$ -	\$ -	\$ -	100	\$ 200,000.00	\$ 200,000.00	100%

Subregional Staff Plan

Personnel (Name & Title)	Estimated % of Time Needed for Study <i>(based on total work hours for the year)</i>	Total Estimated Hours for Study
Elias Guseman, Senior Transportation Planner	15%	600
TOTAL	15%	600

Study Sponsor: City of Newark

Title of Study: Newark Bike Plan

Study Budget

	Amount	Percent
NJTPA/Federal Share Request:	\$ 300,000	80%
Subregion/Local Share Match:	\$ 75,000	20%
Total Budget:	\$ 375,000	100%

Anticipated Study Duration: 12 Months

I. Project Information

A. Project Description

This project will create a Newark Bike Plan that will outline steps toward building a safe, comfortable, and convenient bike network for all types of riders and all types of trips. The Newark Bike Plan will be a plan for conventional bicycles. The Plan will use existing data, collect new data, and engage the public to create a bike plan that will guide bike transportation improvements for the next 10 years. The City currently lacks a connected bike network and by improving conditions for cyclists and spurring higher rates of ridership, Newark can achieve significant neighborhood benefits. Cycling has a demonstrated positive effect on safety, health, the economy and other aspects of daily life. These benefits can help further enrich the quality of life in the City for residents, visitors and workers alike.

B. Regional Need

The Newark Bike Plan will address regional needs by presenting a vision of a comfortable, convenient, and safe environment in the City of Newark for cyclists of all ages and abilities. The City of Newark is the largest City in the State of New Jersey. The City serves as a regional hub for commerce, trade, transit and employment. By implementing a bike plan for the entire city, Newark can serve the bicycle needs of City residents as well as visitors.

II. Study Scope of Work

A. Introduction

The City of Newark is New Jersey’s largest City and has experienced population growth every year since 2010. New employers, residences, parks, plazas, hotels and retail stores have spurred development throughout Newark. The City’s extensive transportation network provides residents and non-residents with several transportation modes, including bus, light rail, and regional rail. Its network also allows businesses to thrive, ensuring that employees can arrive to their jobs on time. To ensure that Newark remains economically competitive as a desirable place to live, work, study and visit, the transportation network must be functional and accessible for all users. Creating a Newark Bike Plan establishes a vision to build a safe, comfortable, and convenient bike network for all types of riders and all types of trips.

1. Study Background

a. Subregional Need

The City of Newark initiated its Complete Streets policy ordinance in 2012 and has since completed several plans since its adoption. In 2016, the City completed three plans that addressed bicycle and pedestrian use. These plans were Bike Ironbound, the Newark Complete Streets Design Guidelines and Implementation Plan, and the City of Newark Pedestrian and Bicycle Safety Action Plan. These plans helped Newark over the years improve its bicycle/pedestrian network. The Bike Ironbound Plan captured the essential elements of a successful bike plan and specifically focused on one section of the city. The Newark Bike Plan will mirror the framework of the Bike Ironbound Plan and apply its principles to the entire City of Newark. In 2019, the City completed the Newark Downtown Circulation Improvement Study (NDCIS). This study recommended a variety of pedestrian safety, bicycle and vehicular improvements for various locations within the Newark Downtown Area. Recommendations from the NDCIS highlighted the need for a citywide bike network, this study seeks to address that need.

b. Community Profile

The entire City of Newark is considered an Environmental Justice Community as defined by NJ Environmental Justice Law. *“Pursuant to the Law, the Legislature designated an overburdened community as any census block group, as determined in accordance with the most recent United States Census, in which: (1) at least 35 percent of the households qualify as low-income households (at or below twice the poverty threshold as determined by the United States Census Bureau); (2) at least 40 percent of the residents identify as minority or as members of a State recognized tribal community; or (3) at least 40 percent of the households have limited English proficiency (without an adult that speaks English “very well” according to the United States Census Bureau).”*

The City of Newark has recently completed an Environmental Resource Inventory. This report extensively documents environmental justice communities in the City of Newark and can be used as a resource for this study.

<https://data-newgin.opendata.arcgis.com/documents/NewGIN::newark-nj-2021-environmental-resources-inventory/explore>

2. Study Goals

- a. Develop a safe, convenient and continuous bicycle infrastructure network with facilities that serve the needs of users of all abilities.
- b. Increase bicycle mode share on the transportation network.
- c. Recommend bicycle infrastructure improvements, including identifying potential sources of funding.
- d. Expand integration of transit and bicycle mobility that enhance and extend the reach of the existing bus and rail network.
- e. Increased supply of convenient short-term, and secure long-term, bike parking.

B. Study Methodology

Task 1: Project Management

Trevor Howard, Principal Planner, City of Newark Department of Engineering Division of Traffic and Signals will act as the lead project manager. Mr. Howard will oversee formation of the steering committee, the creation and advertisement of the RFP, selection of the consultant, and daily consultant and staff operations. Under Mr. Howard's supervision, Division of Traffic and Signals staff will be responsible for all quarterly reporting, consultant management, and fiscal management. Mr. Howard has over eighteen years of planning experience at the state, county and local levels of government.

Responsibilities of the City of Newark project manager include:

- Keeping the consultant team within budget and on schedule.
- Ensuring the team adheres to the scope of work.
- Acting as the primary point of contact between the consultant team, the NJTPA project manager, and the City of Newark.

Responsibilities of the consultant project manager include:

- Provide bi-weekly updates to the lead project manager and the NJTPA project manager in the form of in person meetings, phone meetings or video conferencing.
- Provide the City with a Project Management Plan as well as monthly invoices and written progress reports.

Deliverables:

The City will prepare and submit quarterly reports and any other documentation required by the NJTPA. The consultant project manager shall prepare and submit monthly progress reports and invoices, progress meeting agendas and minutes, and a detailed progress schedule

to be maintained on a regular basis. All deliverables shall be to a level of quality that meets generally accepted professional standards, and that is fit for use by end users, which may include City staff, NJTPA staff and elected officials.

Task 2: Needs Assessment

a) Outreach and Partnerships

The success of the Newark Bike Plan rests in part on a robust and comprehensive outreach plan. The consultant, in partnership with the Division of Traffic and Signals, will be responsible for preparing an outreach plan and conducting outreach efforts. Three main areas of outreach are envisioned.

1. Technical Advisory Committee (TAC)
2. Stakeholder Meetings
3. Public Outreach Activities

Technical Advisory Committee (TAC)

The City and the consultant team shall create a TAC to provide input and expertise from technical experts. This group shall consist of representatives of groups to include the Planning Board, Engineering Division, NJDOT, NJTPA, NJ TRANSIT, NJ Office of Planning Advocacy, EZRide, and representatives of any identified Title VI and Environmental Justice communities. Private sector businesses may be asked to participate on the TAC. The responsibilities of the TAC shall include, but not be limited to:

- Identifying stakeholders, community groups and businesses for participation in public outreach activities. Special consideration will be given to interested parties familiar with Newark's transportation network, Title VI and environmental justice (EJ) issues and development patterns.
- Develop, guide and participate in community involvement activities.
- Review and provide feedback to the City on draft and final interim reports and documents throughout the study. This includes input on data collection, public outreach, development of improvements and recommended implementation strategies. It also includes review of final recommendations, action items, strategies and the draft final report.

Stakeholder Meetings

Building on experience, stakeholders throughout the study area will be informed of the process and provide valuable insights and feedback that will inform many aspects of the study, such as locations for data collection. The consultant will conduct interviews with individuals and focus groups representing all who live, work, invest, govern or visit Newark. From these interviews, the consultant team will be able to ascertain opinions and intentions for near- and long- term future infrastructure improvements. It is anticipated that between four and eight interviews will be held.

For stakeholder meetings, it is important the Division of Traffic and Signals utilize its long-standing interagency connections with various city, county and state agencies as well as other governmental and private entities such as NJ TRANSIT, and NJDOT. Connecting with relevant agencies ensures a collaborative environment that will increase efficiency and create benefits for all involved.

Public Outreach Activities

Several public meetings will take place utilizing a strategy of “pop up” meetings at already occurring events. This can maximize the number and diversity attendees. These meetings will inform the public of the City’s future goals and solicit feedback from the average Newark resident perspective. These meetings will engage all Newark Wards and 10 meetings, two in each Ward, are envisioned. Virtual meeting options for some or all of the meetings may enhance the public outreach.

In addition, two citywide public meetings will be held to present the draft plan. These can be found under Task 5.

Deliverables:

- A public involvement plan detailing the staff and consultant roles and responsibilities for each distinct public outreach activity, including development of outreach materials, preparation of meeting materials, and communications. The selected consultant will complete summary reports for each round of engagement including:
 - Attendees contact list (or a count of those engaged if contact information is not collected)
 - Summary of concerns and issues raised by stakeholders and community members
 - Action items for how feedback will be incorporated into the plan
- The consultant staff will develop a website and social media profiles to provide up to date information and survey the public.
- The consultant shall conduct four to eight stakeholder engagement meetings.
- Three (3) meetings of the TAC are anticipated, at which consultant participation shall be required. The schedule of meetings, distribution of meeting notices and associated materials to committee members will be handled by Newark staff. Summaries of the TAC meetings shall be prepared by the consultant. The consultant shall be responsible for preparing PowerPoint presentations and preparing all meeting materials and minutes, attending meetings and making presentations as appropriate.
- The consultant shall conduct approximately 10 pop up meetings, two meetings for each ward in the city. The consultant will provide summaries of each meeting as well as provide an overall summary of the findings and recommendations from meetings.

b) Data Collection and Review

The consultant will collect, review and utilize previous studies and data within the study limits of the City of Newark, as well as incorporate other examples of mid-size city bike plans from around the nation. Examples of prior local studies include:

1. Bike Ironbound
2. Newark Complete Streets Design Guidelines and Implementation Plan
3. City of Newark Pedestrian and Bicycle Safety Action Plan
4. Newark Downtown Circulation Study
5. City of Newark, NJ Geographic Information Network <https://data-newgin.opendata.arcgis.com/>
6. Inventory the existing bicycle network.

Deliverables:

- Tech memo explaining the results of data collection and review.
- GIS map and associated data depicting the existing bicycle network.

c) Equity Assessment

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

1. Minority (defined by US DOT as Black, Hispanic or Latino, Asian American, American Indian and Alaskan Native, Native Hawaiian or other Pacific Islander)
2. Place of Birth
3. Low income
4. Limited English Proficiency - defined as those individuals who have identified themselves as speaking a language other than English and speaking it less than well.
5. Age - Population over 65 years of age, under 5, and 5-17
6. People with Disabilities
7. Sex
8. Zero Vehicle households

After collecting data for each of the factors at the block group/census tract level, the same data will be collected for each factor at the City and/or the NJTPA region. The Equity Assessment will compare percentages in each factor to the City and NJTPA regional percentages. Once the demographic profile is complete, the consultant will conduct an assessment with insights gained. The assessment will identify patterns of vulnerable populations; avoid recommendations that have disproportionately high and adverse effects; and strive to reduce and eliminate barriers to meaningful participation in the planning process to the identified populations.

Deliverables:

- Tech Memo summarizing findings.

Task 3: Data Analysis and Mapping

This task will seek to:

1. Determine bicycle demand by analyzing population density, employment density, key City destinations, and equity.
2. Determine the bicycle level of traffic stress for each roadway based on its typical cross section. The NJTPA Bicycle Level of Stress index may be used as a starting point for this analysis.
3. Define a typical cross section for each road with the city.
4. Propose a complete bicycle network for the City. The plan will provide a bicycle network within Newark that is comfortable, connected, accessible and convenient for people of all ages and abilities.

Deliverables:

- A technical memo summarizing the methodology and findings of the data analysis.
- GIS maps and associated data depicting population density, employment density, key City destinations, socioeconomic data that determine equity factors and a composite bicycle demand map.
- GIS map and associated data depicting roadway cross sections within the City of Newark. Display and define cross sections with bike lanes most conducive to each road.
- GIS map and associated data displaying a proposed bicycle network.

Task 4: Study Findings and Recommendations

The Newark Bike Plan will propose a bike network for the City of Newark. The Study will define the existing network, make recommendations for bicycle improvements and identify key next steps. The Study will also identify streets where bike lanes can be added within the existing ROW without taking parking, and designate streets where parking lanes may be removed to necessitate a bike lane.

Deliverables:

- Tech memo on findings and recommendations, including a proposed bicycle network.
- Implementation matrix that includes identified streets and prioritized potential improvements by short-, medium-, and long-term time frames with cost estimates and potential funding sources.

Task 5: Final Report and Final Deliverables

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

The draft and final document will be based on the results of previous tasks. After receiving final edits from the City of Newark, the consultant will prepare a final report. The consultant will deliver five (5) hard copies and five (5) digital copies of the final report.

PowerPoint Presentation: The consultant will prepare a PowerPoint presentation that summarizes the Bike Plan. The PowerPoint presentation must include graphic oriented slides and accompanying presentation notes or script. The presentation must follow the same format as the Executive Summary and must be in an editable format with high resolution.

The consultant shall participate in a minimum of two citywide public information meetings and prepare the necessary materials for these meetings. The consultant shall prepare summaries of the public meetings. The consultant shall present the final report at a regularly scheduled Newark Planning Board Meeting.

The consultant shall enter study findings into PRIME: PRIME is an interactive online database to help manage and provide access to the findings of all SSP studies. PRIME makes the findings of all SSP studies widely available to subregional, NJTPA and partner agency planners, engineers and other transportation professionals. PRIME organizes study results as a series of records that are categorized, entered and mapped in this online application. PRIME makes SSP study findings readily searchable and features tools designed to facilitate inter-agency collaboration and further project scoping and development. Information about PRIME, including PRIME *Quick Start Guide*, Introductory and How-To Videos, FAQs, Glossary and the full *PRIME User Guide* are available at www.njtpa.org/PRIME.

Study Materials: The consultant will provide digital copies of all presentation materials developed during the study. All data, including images, raw data from surveys, derived GIS layers, databases, mailing lists, etc. will be provided to Newark in its original source format. All consultant GIS products will follow the procedures described in the NJTPA's EGIS User Manual, specifically Appendix U3 – EGIS Quality Assurance Program. This manual can be found on the NJTPA website (<http://www.njtpa.org/NJTPA/media/Documents/Data-Maps/Demographics-GIS/Enterprise-GIS/Appendix-U3-EGIS-Quality-Assurance-Programcomm.pdf>)

Deliverables:

- Final Report Outline and Table of Contents
- Draft and Final Newark Bike Plan
- Draft Final and Final Report PowerPoint Presentation
- Five bound copies of the final report and five electronic copies
- Study Materials: The Consultant will provide digital copies of all presentation materials developed during the project; the final report will follow NJTPA reporting guidelines. All data, including images, raw data from surveys, derived GIS layers, will be provided

to the City of Newark. All Consultant GIS products will follow the procedures described in the NJTPA's EGIS User Manual, specifically Appendix U3 – EGIS Quality Assurance Program.

- PRIME data entry: All identified needs and recommendations generated by the study final report should be catalogued in a database for upload into PRIME by the consultant at study completion. PRIME data field names will be provided by NJTPA.

Contact Information:

Subregional Project Manager Name: Trevor Howard
Title: Principal Planner
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Subregional Chief Financial Officer Name: Danielle Smith, CFO
Title: Chief Financial Officer
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**FY 2023 - FY 2024 SUBREGIONAL STUDIES PROGRAM
CITY OF NEWARK
NEWARK BIKE PLAN
BUDGET PLAN**

			PROPOSED BUDGET
PART I:	DIRECT COSTS - PERSONNEL SERVICES		
	1. SALARIES		\$ 75,000.00
	2. FRINGE BENEFITS	0.000%	\$ -
		SUBTOTAL	\$ 75,000.00
PART II:	DIRECT NON-LABOR COSTS		
	1. SUPPLIES		\$ -
	2. TRAVEL		
	3. PRINTING & REPRODUCTION		
	4. TELEPHONE		
	5. POSTAGE		
	6. CONFERENCE/TRAINING		\$ -
	7. OTHER (SPECIFY)		\$ -
		SUBTOTAL	\$ -
PART III:	INDIRECT COSTS		
	INDIRECT COST ALLOCATION	0.000%	\$ -
		SUBTOTAL	\$ -
PART IV:	CONSULTANT COSTS		
	CONSULTANT		\$ 300,000.00
		SUBTOTAL	\$ 300,000.00
		TOTAL PROGRAM BUDGET	\$ 375,000.00

This estimated budget is based upon projected costs to perform the work program for FY 2023 - FY 2024 as outlined in the Subregional Studies Agreement. Changes within or between Parts I, II, III & IV will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

FUNDING SOURCES:

Federal Share (80%):	\$ 300,000.00	Local Match (20%):	\$ 75,000.00	Total:	\$ 375,000.00
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FY 2023 - FY 2024 SUBREGIONAL STUDIES PROGRAM
City of Newark
Newark Bike Plan
STAFFING PLAN

Estimated Project Task Budget

Task	In-house Subregional Staff Activities (estimated)				Consultant Support Activities (estimated)		Total Project		
	Subregional Staff Hours	Direct Labor Costs	Direct Non-Labor Costs	Indirect Costs	Costs	% of Task	Consultant Costs	Total Costs	% of Total Budget
Task 1 - Project Management	0	\$ -	\$ -	\$ -	\$ -	10	\$ 30,000.00	\$ 30,000.00	8%
Task 2A - Outreach and Partnerships	0	\$ -	\$ -	\$ -	\$ -	20	\$ 68,000.00	\$ 68,000.00	19%
Task 2B - Data Collection and Review	600	\$ 23,180.00	\$ -	\$ -	\$ 23,180.00	15	\$ 48,000.00	\$ 71,180.00	20%
Task 3 - Data Analysis and Mapping	600	\$ 23,180.00	\$ -	\$ -	\$ 23,180.00	30	\$ 98,000.00	\$ 121,180.00	34%
Task 4 - Study Findings and Recommendations	352	\$ 13,640.00	\$ -	\$ -	\$ 13,640.00	15	\$ 24,000.00	\$ 37,640.00	10%
Task 5 - Final Report and Final Deliverables	0	\$ -	\$ -	\$ -	\$ -	10	\$ 32,000.00	\$ 32,000.00	9%
TOTAL	1,552	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00	100	\$ 300,000.00	\$ 360,000.00	100%

Subregional Staff Plan

Personnel (Name & Title)	Estimated % of Time Needed for Study <i>(based on total work hours for the year)</i>	Total Estimated Hours for Study
Mathew Aina, Principal Engineer-Traffic	14%	525
Charles Traficante, Principal Engineer	14%	502
Mohamed Camara, Principal Engineer	14%	525
TOTAL	14%	1,552

Study Sponsor: Monmouth County

Title of Study: Identification of Barriers to Mobility in Monmouth County

Study Budget

	Amount	Percent
NJTPA/Federal Share Request:	\$ 320,000	80%
Subregion/Local Share Match:	\$ 80,000	20%
Total Budget:	\$ 400,000	100%

Anticipated Study Duration: 12 Months

I. Project Information

A. Project Description

This study seeks to identify and develop measures to mitigate barriers to mobility in Monmouth County. It will accomplish this by focusing on the accessibility constraints (ex: physical, policy, socioeconomic, awareness) experienced in Monmouth County through a data and outreach driven analysis of existing conditions. The goal of the project is to provide guidance for all jurisdictions to reduce or overcome existing barriers to mobility, and to prevent the development of new barriers.

B. Regional Need

Overcoming barriers to mobility is a regional need identified in many publications and documents. The NJDOT's Mobility and Community Form Guide (MCF Guide) was developed to explain and affirm the need to adequately connect people to where they live, work, and play to maintain a high quality of life. This study will connect the existing land use patterns and the experiences residents have in getting around Monmouth County. The need was also identified in the US Environmental Protection Agency's National Walkability Index, which gave the NJTPA Region a score of 12.02/20, and Monmouth County a score of 11.35/20. The 2017 NJTPA Regional Coordinated Human Services Transportation Plan (CHSTP), *Go Farther*, provided context to the barriers experienced by seniors, people with a disability, and disadvantaged populations in the NJTPA Region, and this study seeks to expand on a similar line of identifying "service gaps and unmet needs in transportation services." (see page 4, CHSTP). Together North Jersey's (TNJ) 2015 Plan remarks that one of the region's challenges is unequal access to opportunities (page 20). Further study of what these inequalities and barriers are could be useful in improving bicycle, pedestrian, and public transit access across the region. The project also aligns with three of the NJTPA's Plan 2050 Goals, as well six of the Regional Capital Investment

Strategy Principals. The Federal Emphasis Areas of *Ladders to Opportunity* and *Regional Models of Cooperation* are both addressed. This study will provide the specific information needed to highlight these needs at the local level and move forward with addressing them.

II. Study Scope of Work

A. Introduction

Anyone endeavoring to move from point ‘A’ to point ‘B’ will encounter a barrier to mobility, however these barriers are not presented equally throughout our landscape or society. Access to an automobile and the ability to drive significantly reduces mobility barriers. Another method for reducing barriers is living and working in a walkable or transit accessible community. For travelers without these advantages, there is an incomplete network of sidewalks, difficult cycling conditions on roadways, and limited transit options to overcome these barriers without relying on for-hire private vehicles. This highlights the reality that mobility is not guaranteed, and that many people are required to pay a high cost for travel or cope with difficult conditions. Individuals who don’t have access to a private vehicle may experience a lower level of service, are more likely to be exposed to the elements, or forced to use infrastructure that is not as well connected, safe, or comfortable to travel on.

This study seeks to identify and develop measures to mitigate barriers to mobility of all types including but not limited to improving the public awareness of travel options, infrastructure improvements, and policy changes.

1. Study Background

a. Subregional Need

Barriers to mobility within Monmouth County for the entire County population and all modes has not been studied in the past. Other reports completed in the subregion, including the 2016 Monmouth County Master Plan, the 2018 Moving Mindfully: Monmouth/Mercer study, and the 2015 Monmouth County Bus Rapid Transit Opportunities Study state the need for efficient, connected, and supportive networks.

Recommendation 8.8 of the Monmouth County Master Plan cites the need to identify and prioritize transportation related projects and assist with the development of the County’s Capital Improvement Program. It also cites Recommendation 3.4 (Appendix D, p. 69) that “A well-functioning and safe roadway network is essential to the economic prosperity of Monmouth County.” The Master Plan also charges the Division of Planning to be an insight engine” that provides decision makers and the public with meaningful knowledge and understanding about the complex planning issues facing Monmouth County and the resources available to address them (Recommendation 14.3, Appendix D, p. 159).

b. Community Profile

Monmouth County is home to a wide variety of development patterns, lifestyles, and methods of access to resources. The County is made up of a population that is 6.7

percent Black or African American, 5.4 percent Asian, 10.6 percent Hispanic or Latino, 75.4 percent White, and 1.9 percent Some Other Race. Residents who are foreign born make up 13.6 percent of the population, and 6.5 percent of adults have limited English proficiency. While Monmouth County has a higher median income compared to New Jersey as a whole, 39.1 percent of households are considered low income by HUD income limits and 6.9 percent of all households have no vehicle available.

Individuals under 18 comprise 21.4 percent of the total population, and 17.1 percent are 65 or older. Among the population ages 65 or over, 28.5 percent have a disability. Of the total population, 10.1 percent has a disability. Communities of special concern with regards to equity and environmental justice within the study area preliminarily include Asbury Park, Freehold Borough, Keansburg, Keyport, Long Branch, Neptune, and Red Bank, as per the variables noted above. Using the NJTPA's regional thresholds for minority populations, communities will be evaluated by their low-income population, limited English proficiency persons, people with disabilities, zero-vehicle households, and senior and youth populations.

2. Study Goals

The study's main goal is to identify and develop measures to mitigate existing and potential new barriers to mobility of all types in Monmouth County. The study seeks to develop a vision for the County that would enable its residents to travel without undue burden due to physical, policy, perception and awareness, or other barriers to their personal mobility.

The study will identify and classify barriers to transportation. This will be informed by public outreach, committee feedback, and data collection and analysis. Once identified, possible solutions and mitigation measures will be developed to overcome and transcend these barriers to mobility. Recommendations to overcome barriers to mobility may include extending sidewalks, mitigating vehicle congestion, increasing secure bicycle parking areas, or extending public transit service to underserved areas. These must be developed with input from the affected communities and institutional partners to effect meaningful betterment for those who use the network. The overarching goal is to provide evidence, resources, and recommendations to service providers and municipalities to identify and mitigate barriers to mobility, improving the equity of our transportation system.

B. Study Methodology

Task 1: Project Management

These tasks will be performed to ensure that the study is conducted efficiently and with proper coordination between the Consultant Team, the County, and the NJTPA.

The County Project Manager will:

- Lead the project in purpose and direction, acting as the point of contact for the County of Monmouth and for all parties involved.
- Oversee, evaluate, and review the work of consultant and subregional staff throughout the project.
- Coordinate resources and tasks accordingly.
- Perform all administration tasks relating to the review and approval of consultant invoicing in accordance with County and federal requirements, monitoring of contract conformity, and where necessary, serve as a locally-based advisor for consultant on technical and community issues as well as alternative sources of information and data.
- Maintain regular communication with the NJTPA project manager. This includes convening regular meetings (bi-weekly) with the NJTPA project manager and the consultants and relaying NJTPA comments and concerns to the consultants.
- Provide an online project management system, such as Basecamp, for the use of the entire project team.

The Consultant Project Manager will:

- Be responsible for performing the work tasks specified in the final agreed upon “Scope of Work” described in the RFP.
- Perform project management and quality assurance including coordination of all sub-consultant activities and overall project administration, as well as prepare all financial reports and invoices. The project manager shall be responsible for implementing a quality assurance procedure to include an independent technical review of all project deliverables and all documentation. All deliverables shall be to a level of quality that meets generally accepted professional standards, and that is fit for use by end users, which may include Monmouth County staff, NJTPA staff and elected officials.
- Develop a style manual for the creation of technical memoranda, reports, presentations, maps, and other materials created for the study. The Style Manual will include branding, color palette, fonts, formatting, and layout.
- Provide a monthly progress statement indicating recent work and pending deliverables both from the Consultant and Monmouth County
- Participate in bi-weekly (at minimum) status calls and participate in up to three (3) in-person project status meetings
- Utilize the County of Monmouth’s Basecamp implementation
- Provide to Monmouth County all documentation, including monthly invoicing and progress reports, as required by the NJTPA and Monmouth County

Deliverables:

- Monthly progress reports and invoices, and regular maintenance of a detailed progress schedule.
- Style manual detailing the look, specs, and format of all study materials.
- Meeting agendas, handouts, presentations, and minutes of project management, Advisory Committee, stakeholder, and other meetings.
- Bi-weekly (at minimum) project management calls, as well as a project kick-off meeting and up to three (3) in-person project team meetings as needed.

- Online project management platform implementation for use by study team.

Task 2: Needs Assessment

a) Outreach and Partnerships

The consultant team will prepare a public and stakeholder outreach plan early in the study process. Outreach and partnership activities related to needs assessment will include several activities and include work with an Advisory Committee (comprised of transportation professionals and stakeholders) and an Experiences Committee. Both Committees will meet three (3) times throughout the study period in an advisory capacity.

Studies funded under the Subregional Studies Program require transparency and the active and substantive participation of the general public, with special attention paid to engaging historically underrepresented and non-English speaking communities. In keeping with the NJTPA's Public Engagement Plan (available at <https://www.njtpa.org/get-involved/public-engagement-plan>), public outreach and engagement should be an integral part of, and occur concurrently with, the study tasks. Innovative public engagement methods are encouraged, such as conducting outreach at free community events (to reach people where they live, work, shop, and play) and including an online and/or social media participation option where possible to boost participation. In addition, public outreach efforts may include non-English translation services.

While recommendations are expected to be beneficial in nature, low-income residents, residents of color and those with limited English proficiency will be engaged as part of a holistic effort to develop recommendations that do not place a disproportionate burden on Environmental Justice populations and that Environmental Justice (EJ) populations are not disproportionately excluded from the benefits of study recommendations, in accordance with Executive Order 12898.

A set of geographically enabled surveys will be developed and widely distributed in order to help identify specific barriers to mobility, as well as learn more about the experiences of the travelling public and the difficulties they face.

A public website will be developed for this study, and a publicly editable online mapping tool will be implemented for the study and promoted along with the survey. The website should be public facing, bi-lingual, responsive (designed for desktop and mobile) and fully accessible (for low-vision and blind users). It should create an engaging and easy to access and understand online project presence.

The Advisory Committee will include Monmouth County Staff from the Division of Planning, the Division of Engineering, the Office of Community Development, the Office of Economic Development, and the Department of Transportation. It will also include the NJTPA project manager and EZ Ride as experts in mobility, as well as representatives from NJDOT, NJ TRANSIT, and the New Jersey Turnpike Authority. Additional members identified as experts on experiences on transportation networks may be included as well.

The Experiences Committee will be convened for this study to discuss the point of view of the traveling public. It will include Monmouth County Staff from the Division of Planning, the consultant, and leaders from community groups and coalitions representing experiences of the public while traveling on the County transportation network. This could include the Monmouth County Transportation Council, the New Jersey Bike and Walk Coalition, New Jersey Association of Railroad Passengers, Families for Safe Streets New Jersey, Tri-State Transportation Campaign, and more. This group will inform the study on barriers to identify and conduct further analysis on.

Deliverables:

- Creation and implementation of a Public Involvement Plan, in accordance with NJTPA’s Public Engagement Toolkit and other best practices.
- Organization (including preparation of all materials and post meeting summary) and formation of an Advisory Committee which will hold three meetings over the course of the study.
 - Meeting 1: Discuss premise and existence of barriers and develop the goals and vision for study.
 - Meeting 2: Present/discuss preliminary findings from the data collection and analysis, and public input.
 - Meeting 3: Present/discuss mitigation measures.
- Organization (including preparation of all materials and post meeting summary) and formation of an Experiences Committee which will hold three meetings over the course of the study.
 - Meeting 1: Discuss premise and existence of barriers; review and develop a set of goals for study.
 - Meeting 2: Present/discuss preliminary findings.
 - Meeting 3: Present/discuss mitigation measures.
- Organization (including preparation of all materials and post meeting summary) of two hybrid (in-person/online) public meetings.
 - Meeting 1: Introduce the study to the general public and solicit input.
 - Meeting 2: Present preliminary findings, and mitigation measures.
- Development and implementation of a public facing, bi-lingual, responsive (designed for desktop and mobile) and fully accessible (for low-vision and blind users) online engagement platform. This will include at a minimum study specific branding, information about the study and its goals, a method of contact between the public and the study team, hosting of appropriate documents, and a geo-enabled survey.
- Development of a “Experienced Conditions” report detailing the information provided by the general public in the geo-enabled survey, and how quantitative information in the study was processed and classified.
- Development of a public outreach summary detailing actions to involve the community and results showing how proportional and fair the resulting outreach was.
- Prepare and record meeting materials for the Advisory Committee and Experiences Committee, e.g., agendas, handouts, presentations, minutes.

b) Data Collection and Review

This subtask will involve but not be limited to a literature and best practices review; crash, traffic, and transit data collection and review; infrastructure assessment, including locations of Intelligent Transportation Systems infrastructure; an identification of Environmental Justice communities; and a review of potential impacts based on final recommendations.

Literature and best practices will be reviewed on mobility and barriers to mobility from a variety of sources. These include but are not limited to: Coordinated Human Service Transportation reports, studies performed for regional and state agencies, and scholarly work on the topic of multi-modal transportation and travel mode selection. The NJDOT Mobility and Community Form guide will provide best practices of community form and act as a baseline design condition to inform the presence of barriers in existing community designs. A technical memorandum will be written summarizing this research.

This study will also build on prior work performed by the Monmouth County Division of Planning, including the 2016 Aging in Place study, which developed an isolation index for older adults that included transportation issues. This study will borrow methodology from the 2017 Regional Coordinated Human Services Transportation Plan performed by the NJTPA and the Monmouth County Coordinated Human Services Plan, for the identification of barriers as well as recommendations in improving our local transportation network.

A wide variety of data will be used or collected to perform spatial analysis in Task 3 related to the identification of barriers. This will include but not be limited to zoning for all Monmouth County municipalities (to relate to the NJDOT's Mobility and Community Form Guide Transect Model), land use/land cover, Safety Voyager data, existing infrastructure-related data such as the location of sidewalks, bike paths, and multi-use paths in the County, the Monmouth County Travel Demand Model, as well as demographic data from the U.S. Census Bureau, the U.S. Bureau of Labor Statistics, the US Environmental Protection Agency, NJ TRANSIT, the NJ Bureau of Labor Statistics, the NJ Department of Community Affairs, the New Jersey Department of Environmental Protection and location-based data services, e.g. StreetLight or similar.

Data on environmental justice will be collected from the U.S. Census Bureau and other relevant sources in order to identify and map communities in Task 3.

Deliverables:

- Data collected from sets described above and organized for spatial analysis in ArcPRO, documented in a technical memorandum.
- A Best Practices technical memorandum as described above.

c) Equity Assessment

This subtask would include an assessment of vulnerable communities using data from the US Census Bureau and information gleaned from the public survey, in accordance with the NJTPA's Environmental Justice Guidelines and Executive Order 12898. This assessment

will be used by the study team to ensure that recommendations do not unduly burden a community of concern.

This subtask will evaluate vulnerable communities using NJTPA's regional thresholds for minority population, low-income population, limited English proficiency persons, people with disabilities, zero-vehicle households, and senior and youth populations in the NJTPA region.

Deliverables:

- Environmental Justice Report identifying Title VI and EJ populations, and the potential for this study's recommendations placing undue burdens on them.

Task 3: Data Analysis and Mapping

Barriers to mobility will be identified through two methods of analysis that will culminate in a comprehensive map. They are: 1) an existing data driven geospatial analysis and 2) coding of the data provided by the public. The results will be accessible on a map application and visually display where barriers to mobility exist in Monmouth County.

The first analysis seeks to identify where housing exists or is planned, relative to the distance required to travel to basic services and opportunities. Such analysis could consider how accessible it would be traveling by either private vehicle, public transit, bicycle, or walking to these destinations, identifying the factors limiting the ease to reach necessities. The data collection, analysis, and reduction to areas of focus will be informed by variables relating to socioeconomic status, access to transportation, and awareness of mobility options.

The quantitative analysis of barriers is expected to be accomplished through a connection of various data values which have a high likelihood of correlation, for example housing data will be matched with household transportation data for a given area to provide a value of density matching or mismatch with modal share. As an example (although not indicative of the limits of this study's required analysis), census data related to car ownership can be overlaid with zoning, transit access, Bicycle Level of Stress, presence of sidewalks, and other mobility related information. The resulting areas showing mobility barriers can then be mapped for distance to locations that provide basic services (nutrition, shopping, medical), and opportunity (employment, education). An index will be developed to rank the severity of the barriers to mobility. This is one method of identifying barriers to mobility based on finding communities that have low access to services and opportunity. The consultant team will develop a method or methods to identify barriers to mobility for users of all modes in consultation with the study team and Advisory Committee. This may include consideration of congestion and safety for automobile users, transit facilities (such as bus stops or station, bicycle parking), etc. and reliability for transit users, or other modes as determined.

The second analysis will focus on qualitative data sourced from the public input survey, described in Task 2, which will collect personal experiences of mobility barriers. These barriers will be coded in order to be classified into the overall barrier analysis, informing that analysis and checking it against reality. Examples of barriers may be bike or pedestrian encounters with vehicles, high transportation costs that cannot be supported by the local

populace, variance of available transportation modes available in a given area. These can identify the extent, frequency and locations of areas of concern.

Measures to mitigate barriers will be developed using the NJDOT's Mobility and Community Form Guide, as well as other best practices. Matching community designs to transects will be accomplished through the development of a composite zoning layer, relating zoning along with land use/land cover data to apply the transect system to Monmouth County. This matching of community design and form to one of six transects allows for the study team to extrapolate that those areas of similar design, form, and density might experience similar barriers to mobility. Recommendations will fit each transect type and its issues relating to not meeting the best practices for the areas design and form. Once this matching process of locations to transects is completed, locations of where barriers exist can be cross referenced with their transect type and be assumed to exist in similar areas. Using a transect approach would allow for any municipality inside or outside Monmouth County to infer possible barriers to mobility where similar community designs and forms are found, allowing for guidance from NJDOT to be applied.

By identifying the transects in Monmouth County, the application of the NJDOT Mobility and Community Form Guide can be connected to the existing landscape, and its recommendations can be moved forward.

Deliverables:

- Development of methods and indices to identify barriers to mobility using data collected in Task 2 (a,b,c).
- Development of a Composite Zoning Map and accompanying translation to transects.
- Development of a Bicycle Level of Stress Analysis.
- Mapping of services and opportunity nodes.
- Webmap application showing all collected and analyzed data.
- Technical memoranda summarizing the process, methods, data used, and results of the analysis.

Task 4: Study Findings and Recommendations

Data from all other tasks will be utilized in consultation with the Advisory Committee and Experiences Committee to identify a set of definitive barriers to mobility experienced in each transect type.

The consultant will develop a technical memorandum detailing the barriers found in the analysis performed in Task 3, by transect, with recommendations based on the NJDOT Mobility and Community Form Guide and best practices, with accompanying maps and data. This report should identify what the barriers are and what caused them to be created and identify measures to mitigate them and avoid creating them in the future.

Development of a Limiting Effects and Positive Solutions report detailing recommendations of how to use the information on barriers to mobility while considering how to assure equitable action for all communities. The report would provide action items for informing

developers, municipal officials, as well as comprehensive plans in the region to help overcome mobility barriers through the implementation or change to services, infrastructure, or policy. Mitigation measures presented in the final report (Task 5) will be suitable for advancement under a variety of funding programs. Environmental Justice will be featured under the effects portion.

Deliverables:

- Development of a technical memorandum outlining the barriers found.
- Development of a Limiting Effects and Positive Solutions technical memorandum detailing the findings of the analysis, measures to mitigate barriers encountered, and measures to prevent the development of new barriers.

Task 5: Final Report and Final Deliverables

The final report shall be based on the results of all previous tasks and will include the following sections: Executive Summary, Literature Review and Best Practices, Barriers by Transect reports, Experienced Conditions report, Public Outreach summary (AC, Stakeholder Groups, maps, and survey), and Limiting Effects and Positive Solutions report.

The report shall identify existing State and federal funding resources available that will assist in advancing the recommendations of the report. The final report will include all technical memorandum and summary reports, and all documentation developed or prepared during the project in the appendices.

At the conclusion of the study, the Consultant will conduct the PRIME data entry. PRIME is an interactive online database to help manage and provide access to the findings of all SSP studies. Information about PRIME, including PRIME Quick Start Guide, Introductory and How-To Videos, FAQs, Glossary and the full PRIME User Guide are available at www.njtpa.org/PRIME .

Deliverables:

- Final report that references all technical memorandum and summarizing information from all listed deliverables above.
- Geospatial data in accordance with the NJTPA’s guidelines.
- Electronic copies of all deliverables on physical media.
- Final report PowerPoint presentation.
- PRIME data entry

Contact Information:

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**FY 2023 - FY 2024 SUBREGIONAL STUDIES PROGRAM
MONMOUTH COUNTY
IDENTIFICATION OF BARRIERS TO MOBILITY IN MONMOUTH COUNTY
BUDGET PLAN**

			PROPOSED BUDGET
PART I:	DIRECT COSTS - PERSONNEL SERVICES		
	1. SALARIES		\$ 36,070.92
	2. FRINGE BENEFITS	50%	\$ 25,836.84
		SUBTOTAL	\$ 61,907.76
PART II:	DIRECT NON-LABOR COSTS		
	1. SUPPLIES		\$ 111.17
	2. TRAVEL		\$ -
	3. PRINTING & REPRODUCTION		\$ -
	4. TELEPHONE		\$ -
	5. POSTAGE		\$ -
	6. CONFERENCE/TRAINING		\$ -
	7. OTHER (DATA)		\$ 17,500.00
		SUBTOTAL	\$ 17,611.17
PART III:	INDIRECT COSTS		
	INDIRECT COST ALLOCATION	57%	\$ 20,481.07
		SUBTOTAL	\$ 20,481.07
PART IV:	CONSULTANT COSTS		
	CONSULTANT		\$ 300,000.00
		SUBTOTAL	\$ 300,000.00
		TOTAL PROGRAM BUDGET	\$ 400,000.00

<p>This estimated budget is based upon projected costs to perform the work program for FY 2023 - FY 2024 as outlined in the Subregional Studies Agreement. Changes within or between Parts I, II, III & IV will be authorized upon written recommendation of the Program Director and approved by the NJTPA.</p>
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FUNDING SOURCES:

Federal Share (80%):	\$ 320,000.00	Local Match (20%):	\$ 80,000.00	Total:	\$ 400,000.00
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**FY 2023 - FY 2024 SUBREGIONAL STUDIES PROGRAM
MONMOUTH COUNTY
IDENTIFICATION OF BARRIERS TO MOBILITY IN MONMOUTH COUNTY
STAFFING PLAN**

Estimated Project Task Budget

Task	In-house Subregional Staff Activities (estimated)					Consultant Support Activities (estimated)		Total Project	
	Subregional Staff Hours	Direct Labor Costs	Direct Non-Labor Costs	Indirect Costs	Costs	% of Task	Consultant Costs	Total Costs	% of Total Budget
Task 1 - Project Management	82	\$ 5,979.39	\$ 1,746.53	\$ 1,942.77	\$ 9,668.68	0	\$ 30,000.00	\$ 39,668.68	10%
Task 2A - Outreach and Partnerships	150	\$ 8,179.16	\$ 2,573.99	\$ 2,709.43	\$ 13,462.57	0	\$ 45,000.00	\$ 58,462.57	15%
Task 2B - Data Collection and Review	130	\$ 6,234.57	\$ 3,836.82	\$ 2,073.78	\$ 12,145.17	0	\$ 75,000.00	\$ 87,145.17	22%
Task 3 - Data Analysis and Mapping	180	\$ 9,068.49	\$ 4,010.25	\$ 3,005.54	\$ 16,084.28	0	\$ 75,000.00	\$ 91,084.28	23%
Task 4 - Study Findings and Recommendations	300	\$ 16,140.50	\$ 3,062.16	\$ 5,347.77	\$ 24,550.43	0	\$ 45,000.00	\$ 69,550.43	17%
Task 5 - Final Report and Final Deliverables	295	\$ 16,305.65	\$ 2,381.42	\$ 5,401.79	\$ 24,088.87	0	\$ 30,000.00	\$ 54,088.87	14%
TOTAL	1,137	\$ 61,907.76	\$ 17,611.17	\$ 20,481.07	\$ 100,000.00	100%	\$ 300,000.00	\$ 400,000.00	100%

Subregional Staff Plan

Personnel (Name & Title)	Estimated % of Time Needed for Study <i>(based on total work hours for the year)</i>	Total Estimated Hours for Study
Victor Furmanec, Supervising Planner	6%	220
Michael Popovech, Planner Trainee	13%	490
Ashlynn Shannahan, Planner Trainee	7%	260
Joe Barris, Director of Planning	1%	40
David Schmetterer, Assistant Director of Planning	2%	65
Robyn Snyder, Finance	1%	32
Meghan Leavey, GIS Supervisor	1%	30
TOTAL	4%	1,137

Study Sponsor: Passaic County

Title of Study: Passaic County Strategic Infrastructure Investment Plan

Study Budget

	Amount	Percent
NJTPA/Federal Share Request:	\$ 300,000	80%
Subregion/Local Share Match:	\$ 75,000	20%
Total Budget:	\$ 375,000	100%

Anticipated Study Duration: 12 Months

I. Project Information

A. Project Description

The Passaic County Strategic Infrastructure Investment Plan will develop strategic priorities surrounding existing and proposed infrastructure projects to create more competitive, equitable, and sustainable communities. The plan would make existing and future infrastructure investment matter more to those who need it the most. To do so the plan will put forward strategies that coordinate policies and projects that maximize the return on these investments and include elements not traditionally highlighted in transportation projects. These strategies will mobilize solutions for local economic development, address equity, improve resiliency, and bridge the digital divide. The process of developing the plan will provide an updated economic profile of the County that will be used to engage businesses, government and the public in order to identify strengths, weaknesses, opportunities and threats that could be addressed through coordinated infrastructure investments. These projects will provide the framework to identify 5 – 10 project areas to develop more detailed strategies on how to best coordinate and leverage local policies and refine key partnerships. Focus groups within each strategic investment area will bring in partners such as utility operators, telecommunications, and local community and land use boards to create the framework for detailed strategies with local impact. The plan will serve as a road map to developing funding strategies, partnership opportunities, value-added policy recommendations, and the scale of investment and returns surrounding transportation infrastructure projects. Priority Investment Areas will focus on transit supportive infrastructure investments where mixed-use, grayfields/brownfields, or transition land uses exist or could be supported.

B. Regional Need

The study meets a critical documented and emerging need to increase the economic activity and competitiveness of the County and the region through coordination with the land uses and the entities in charge of these investments. The study also directly addresses the RCIS principles. The core goal of aligning infrastructure investment with local economic development needs and trends is to Help the Region Grow Wisely. The hallmark of the plan addresses Federal Emphasis Areas by creating a Regional Model for Cooperation that builds on the County's Comprehensive Economic Development Strategy (CEDS) plan / committee and bringing it together with infrastructure planning.

II. Study Scope of Work

A. Introduction

1. Study Background

- a. Subregional Need: The plan builds on Passaic County's CEDS completed through the Economic Development division in 2015, which identifies priority goals and strategies for accelerating job growth, advancing regional competitiveness, and attracting workforce. While the goals and strategies offer relevant tools, new context is needed due to shifting demographics, market needs, technological investments and the impacts of the COVID-19 public health emergency. An updated economic profile and SWOT analysis based on feedback from the business community, municipal partners, and the public will inform the County on how to best apply techniques from the CEDS. A Capital Infrastructure / Investment Screening will link the CEDS, Transportation Circulation Element, and other capital planning studies to identify priority investments that provide a synergy between partners and address the challenges presented in the SWOT analysis and outreach efforts. Finally, a set of Priority Investment Areas will be identified to focus on specific strategies that can maximize the return and value of any potential infrastructure projects. The Strategies will include partnerships, land use and other policies, discussions, and funding recommendations needed to properly coordinate implementation efforts at various scales throughout the County. The core goals of advancing local economic development priorities, addressing equity and sustainability, and helping Environmental Justice (EJ) and Title VI communities will be a focus in each project area strategy to provide a simple road map for the future. The Plan will focus on traditional infrastructure such as roads and transit and non-traditional infrastructure. Also, the plan will identify infrastructure investments that can help improve resiliency to flooding, electricity reliability, broadband internet including access to 5G networks, and impacts of older infrastructure including combined sewer overflows.
- b. Community Profile: The plan will include all communities within Passaic County covering a wide spectrum of urban, suburban, and rural areas. The diverse nature of the County gives rise to various Environmental Justice and Title VI communities throughout. The presence of large populations of minority, low-income, limited English proficiency, zero-car households, and individuals between 4 and 17 years old within the

Cities of Paterson, Clifton and Passaic, makes the urban core of Passaic County of particular focus when it comes to Environmental Justice and the potential for investments that can address any of the many issues facing these groups. Outreach to these communities can be challenging and requires a network of partners as well as layered outreach strategies to understand the context of a study or transportation project solution and how it may apply to individuals. The remainder of the County is home to various Environmental Justice and Title VI communities including individuals over 65 years old represented in many of the mature suburban communities outside of the three cities. Low income and low English proficiency also presents itself in portions of Haledon and Wayne which introduces specific strategies that may mirror those used in the urban core of the County. Individuals with disabilities as well as individuals under 5 years old are represented throughout the County but the land use context in each of these areas presents different challenges to outreach as well as their dependence on services and individuals for transportation solutions.

2. Study Goals

- a. Leveraging planned and existing infrastructure investment to have the maximum benefit to the communities, businesses and residents that need them the most.
- b. Update the economic development profile of the County and complete a SWOT analysis based on the data in order to support transportation investments.
- c. Build a robust m for engaging businesses, local partners, government and the public to provide feedback and partnerships for future projects.
- d. Identify all significant planned and active capital/transportation infrastructure projects throughout the County.
- e. Refine a core set of Priority Area Strategies to develop a set of strategies to maximize economic development, equity, and sustainability goals at the local level with a core set of stakeholders.
- f. Provide clear road map to implement projects that is easy to use by all partners and present in the future.

B. Study Methodology

Task 1: Project Management

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

Passaic County's project manager is the primary point of contact with the consultant team and with the NJTPA project manager, who is consulted and engaged in all aspects of the study. In addition to the administrative tasks described above, the County's project manager

is responsible for keeping the project on schedule, reviewing and commenting on all consultant products, participating in public outreach for the study, and for resolving study issues. The NJTPA program manager is available to support the County project manager as requested.

The consultant shall also designate a project manager who will be responsible for managing the day-to-day activities of the consultant team and will serve as the primary source of contact with Passaic County. The consultant project manager shall establish an effective means of coordinating and reporting its activities with the County throughout the course of the project, including a regularly scheduled bi-weekly meeting to review progress and upcoming deliverables with relevant personnel and stakeholders. The consultant project manager shall be responsible for the preparation and submission of progress meeting agendas and minutes, and monthly progress reports and invoices. A detailed project schedule (Gantt chart) shall be submitted at the kick-off meeting for County review and approval and reviewed regularly during the study to ensure the timely completion of the study. Final reports incorporating all edits from project teams, stakeholders and technical advisory groups must be submitted to NJTPA for review by May 29, 2024. Contracts must be completed by June 30, 2024, which is the last day to incur costs.

All deliverables shall be to a level of quality that meets generally accepted professional standards, and that is fit for use by end users, which may include County staff, NJTPA staff and elected officials.

Deliverables:

- Detailed project schedule to be submitted at the kick-off meeting
- Bi-weekly updates with the subregional project manager, the NJTPA project manager, and the consultant team
- The consultant project manager shall prepare and submit monthly progress reports and invoices, progress meeting agendas and minutes, and a detailed progress schedule to be maintained on a regular basis
- The County will prepare and submit quarterly reports and any other documentation required by the NJTPA

Task 2: Needs Assessment

The Needs Assessment will involve several activities required to define the critical needs and information to inform the development of Priority Investment Areas and the subsequent recommendations and strategies in the plan recommendations. This task will be broken into **Outreach and Partnerships, Data Collection and Review** (including the economic profile and SWOT analysis), and a **Capital/Infrastructure Project Screening**. This task represents the core of the consultant led activities in close coordination with the County Project Manager.

a) Outreach and Partnerships

Organization and reporting of outreach activities will be led by the consultant team in close coordination and with the assistance of the Passaic County project manager and staff. This sub-task includes managing coordination with the Stakeholder Advisory Committee, municipal representatives, focus groups with the business community (CEDS committee), and the public.

Stakeholder Advisory Committee

The County, in consultation with the consultant, shall create a Stakeholder Advisory Committee (SAC) to provide input, oversight and direction for the study. The SAC shall consist of representatives from key groups including but not limited to:

- NJTPA
- NJDOT
- NJ TRANSIT
- NJ Board of Public Utilities (BPU)
- North Jersey Chamber of Commerce
- Greater Paterson Chamber of Commerce
- William Paterson University Small Business Development Center
- NJEDA
- Passaic County Improvement Authority
- NJ Office of Planning Advocacy
- Municipal Representatives
- NJ Highlands Council
- Passaic County Workforce Investment Board (WIB)
- EZ Ride and TransOptions TMAs

Public Outreach Activities

The consultant shall draft and implement a community involvement strategy. The strategy will include virtual outreach and other techniques that engage the general public, local businesses, municipalities, and a core group of large employers. The outreach activities will utilize some of the trends and highlights from the Economic Profile and SWOT Analysis in Task 3 to gather specific feedback to be used to refine the Priority Investment Areas. Subregional studies must have public input and refer to the Public Engagement Plan (PEP) for guidance. The PEP describes the NJTPA's goals and objectives for public engagement while also identifying specific approaches, techniques and opportunities for ongoing communication and interaction with the public. See <https://www.njtpa.org/get-involved/public-engagement-plan> for the PEP and public engagement toolkit.

Public outreach efforts will engage a diverse range of Passaic County residents and businesses with a focus on disadvantaged groups. Some residents face greater vulnerabilities and disparities in the transportation system. The more groups a person identifies with, the greater the disparity. These groups include women, people of color, children and seniors,

people who don't own cars or do not drive, people with limited English proficiency, people with disabilities, and people with no- or low-income. In many cases these same residents will experience limited access to virtual meetings due to the "digital divide" which requires a specific emphasis and strategy to reach these individuals in both urban, suburban, and rural settings. This study will strive to engage these groups and the public at large through its outreach efforts. The community involvement strategy will describe all meetings, meeting purposes, and activities related to public outreach. The County will hold public meetings in person (if possible, following the County's health department guidance) in a convenient and ADA accessible facility. The community involvement strategy should include the following:

- Strategies that potentially address and lasting impacts of the public health emergency;
- At least one public event in each in the northern, central and southern part of the County in locations and dates approved by the County;
- Interviews / surveys with a core group of major employers (Coordinated with Passaic County staff but led by consultant);
- Interviews with municipal representatives on local development / redevelopment goals infrastructure needs and projects (Passaic County staff will manage these meetings while the consultant will assist with some of the core municipalities);
- Feedback on infrastructure needs from select residents, business leaders, and community organizations as determined by the County or the SAC (Led by the Passaic County staff); and
- Development of a survey to be administered through the project website and social media platforms (Managed by Passaic County staff and analyzed by the consultant).

Public outreach efforts will include non-English translation services (Spanish and Arabic). Special effort must be made to ensure engagement of environmental justice communities by working to eliminate any barriers to their meaningful participation in the Study process. The Consultant will conduct research to identify areas where low income, minority, and limited English proficiency populations reside.

Equity Assessment

Using the most recent 2020 Census and [U.S. Census, American Community Survey](#) 5-year estimates at the block group or census tract level, the following Title VI and Environmental Justice factors will be examined:

- Minority (defined by USDOT as Black, Hispanic or Latino, Asian American, American Indian and Alaskan Native, Native Hawaiian or other Pacific Islander)
- Place of Birth
- Low income
- Limited English Proficiency - defined as those individuals who have identified themselves as speaking a language other than English and speaking it less than well.
- Age - Population over 65 years of age, under 5, and 5-17
- People with Disabilities

- Sex
- Zero Vehicle households

The assessment will compare the average of the above factors, calculated separately, at the block group level to the County and the NJTPA regional averages. The assessment may also include a calculation of the share of the County population factor that lives within the block group, which results in the identification of clusters of the population factor within the County. Once the demographic profile is complete, the consultant will conduct an assessment with insights gained of the study area population.

Study Webpage and Social Media Material

The consultant, working with Passaic County will develop materials to post to the Passaic County Department of Planning and Economic Development webpage. The existing webpage will have a section regarding this study and will be used to solicit comments on draft documents and materials during the public involvement process. Materials will be delivered in a manner that can also be easily shared through the County’s social media platforms. Examples would be infographics and short videos that summarize the projects and goals of the study. This will be especially important during public outreach and final recommendation phases of the study.

Deliverables:

- Community Involvement Plan including an EJ analysis.
- Development and administration of an online survey and an online mapping tool and summary of comments received.
- Three (3) meetings of the SAC. County staff will schedule and distribute meeting notices and materials to committee members.
- The consultant shall participate in at least three (3) public meetings.
- Survey and response (County led).
- Summary of discussions with major employers.
- Municipal interviews and summary documents.
- Materials for the County Planning Department webpage and social media platforms. The County will be responsible for hosting and uploading materials.
- The consultant shall be responsible for preparing PowerPoint presentations and preparing all meeting materials, attending meetings and making presentations as appropriate, and preparing minutes and summaries for all public outreach meetings and activities

b) Data Collection and Review

Data collection and review will be led by the consultant team and will include data and mapping information needed to complete an **Economic / Demographic Profile and SWOT Analysis**, and **Capital / Infrastructure Project Screening**.

Economic / Demographic Profile and SWOT Analysis

The consultant will develop an Economic Base Analysis that will be used to inform the analysis of economic Strengths, Weaknesses, Opportunities, and Threats (SWOT analysis). The Economic Base Analysis will provide trends and important characteristics throughout Passaic County in terms of general demographics to better understand the existing conditions in the County. The analysis should be drawn from readily available resources such as County Planning Board approved development projects and should not encompass the majority of the outreach and data collection effort. A consultant with experience in accessing data and developing this type of analysis is recommended to be part of the consultant team. This analysis will include but not be limited to the following:

- Age distribution
- Area income
- Educational attainment
- Industry trends
- Major employers
- Largest occupations
- Income data
- Migration and commuter trends
- Comparative economic profile within the region

The analysis will include the geographic distribution of these factors in GIS format, as well. A comparison to the surrounding counties, region and state will provide further context of how the Economic Profile stands within the region. The Passaic County Planning staff will assist with all standards used in the County's Enterprise GIS System as well as methods to share the mapping dynamically with the public through the County's GIS Portal.

The SWOT Analysis will be used as a lens with which to view the Capital / Infrastructure Project Screening to help determine what could have the most value and impact to economic development and environmental justice communities in the County. The analysis will pay special attention to EJ and Title VI communities, the potential to promote transit supportive development, and ways to address sustainability and resiliency goals.

The consultant will illustrate the situational advantages and challenges of the County that takes into account the data collected through the outreach process. These metrics will need to be developed in conjunction with the public outreach strategy for surveys, interviews, and other feedback to properly inform the analysis. The metrics that will be tested as well as the data driven process will be developed in conjunction with the County and the SAC.

The consultant will rely on mapping and infographics or provide a concise and easy to consume summary of the trends and analysis geared towards the public, local businesses and local officials.

Deliverables:

- Economic and Demographic Profile report including a general summary report on trends as well as a detailed technical memorandum. All supporting spreadsheets will be provided a final deliverable.
- Geographic Information Systems data associated with all mapping provided for the Economic and Demographic Profile.
- SWOT Analysis, include a general summary report with all associated mapping and infographics. A more detailed technical memorandum will also be provided.

c) Capital / Infrastructure Project Screening

The Capital / Infrastructure Project Screening will be comprised of a database and mapping of major transportation and capital infrastructure projects either planned or identified as a priority through the outreach effort. A screening of existing plans that will provide a database of transportation and related projects (i.e., electric upgrades, 5G access, green infrastructure, combined sewer upgrade plans, etc.) to identify priority areas and types of projects that could be linked together. This screening will provide the basis for engaging entities involved in delivering these capital investments to develop a dialogue on possible synergies and strategies moving forward. These projects will then be summarized and prioritized for strategy refinement. Related prior plans would include but not be limited to:

- Transportation Element of the Passaic County Master Plan
- Green Stormwater Infrastructure Element of the Passaic County Master Plan
- Paterson – Newark Transit Market Study
- Passaic – Bergen – Hudson Transit Technical Study
- Passaic County Comprehensive Economic Development Strategy
- Innovative Challenge Grant Program – 5G Needs Assessment
- NJTPA FRIO Corridor Study
- NJ TRANSIT Rail Plan
- Paterson Green Infrastructure Feasibility Study
- Passaic County Future – Sustainability Element of the Passaic County Master Plan
- Together North Jersey – Final Plan

Additionally, the consultant will use all available resources from NJTPA to identify planned investments, including but not limited to the following:

- The most recent Transportation Improvement Program and Plan 2050
- IMPLAN Economic Input-Output Model
- NJTPA Congestion Management Process (CMP) Analysis
- NJTPA PRIME

The screening will be a critical tool along with the Economic Profile and SWOT Analysis to inform the public outreach element of the plan. The information will be used to engage stakeholders when refining the Priority Investment Areas in Task 3.

Deliverables:

- Technical memorandum summarizing the findings of the Screening.
- Summary document with associated mapping to show overlay of key projects and the Economic Profile and SWOT Analysis.
- All database and GIS layers with associated metadata to be integrated into the County GIS Enterprise system. (see final project deliverables for PRIME Data Entry).

Task 3: Study Findings and Recommendations

a) Priority Investment Area - Refinement

Using the data collected in Task 2, the consultant will lead a refinement of the Priority Investment Areas along with Passaic County staff and the SAC. The process will focus on 5 to 10 areas that provide the highest and best use of resources and relative return on infrastructure investment. The consultant will develop screening criteria in conjunction with the County and SAC to select Priority Investment Areas that promote a core set of goals including, but not limited to:

- Promote robust economic development opportunities
- Garner local support
- Support Passaic County's economic competitiveness
- Highlight a mix of urban, suburban, and rural scale projects
- Support Transit Oriented Design
- Promote equity and accessibility to jobs and services
- Support sustainability and resiliency
- Make use of brownfields/grayfields

b) Priority Investment Area – Strategy Development

Once the final five to ten Priority Investment Areas are selected and vetted with the SAC, the consultant team will identify key stakeholders engaged as part of the initial public outreach for five to ten focus group meetings and interviews. The goal of the meetings will be to build new lines of communication and collaboration between stakeholders and to further refine strategies that would maximize assets. This could include zoning recommendations, placemaking, cooperative funding, transit service goals/needs, and economic development strategies among others. The focus groups will focus on the following outcomes:

- Engage infrastructure implementation agencies to coordinate implementation and funding strategies.
- Provide local governments new capacity by refining local goals into discrete land use recommendations including zoning, incentives, placemaking and tax strategies.
- Provide sounding board for engaged residents and business on how to advance social and economic needs and goals.
- Engage non-profit and other agencies that can aid in implementation.

The feedback and metrics gathered during the data collection tasks will allow the consultant team to produce a document that will provide a road map for stakeholders to support implementation activities and further refinement of strategies over time.

The consultant will provide a summary of each Priority Investment Area including mapping, key projects, stakeholders and points of contact, and an implementation matrix of each strategy with the associated partners and timing. The documents will be reviewed as part of the final plan and recommendations.

Deliverables:

- Data driven methodology for refining Priority Investment Areas.
- Summary of five to ten focus group meetings.
- Refined Priority Investment Strategy Area Reports including:
 - Project area map and description.
 - Strategy Area goals, objectives, and benefits.
 - Order of magnitude investment / return on investment.
 - Project stakeholders / agencies.
 - Policy objectives and recommendations for agencies.
 - Key infrastructure projects with lead agencies and descriptions.
 - Implementation matrix (policy, funding, coordination).

Task 4: Final Report and Final Deliverables

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

The draft and final document will be based on the results of the previous tasks. After receiving final edits from NJTPA, the consultant will prepare a final report. The consultant will deliver five (5) hard copies and five (5) digital copies of the final report.

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

The Consultant will conduct the PRIME data entry. PRIME is an interactive online database to help manage and provide access to the findings of all SSP studies. PRIME makes the findings of all SSP studies widely available to subregional, NJTPA and partner agency planners, engineers and other transportation professionals. PRIME organizes study results as a series of records that are categorized, entered and mapped in this online application. PRIME makes SSP findings readily searchable and features tools designed to facilitate inter-agency collaboration and further project scoping and development. Information about

PRIME, including PRIME Quick Start Guide, Introductory and How-To Videos, FAQs, Glossary and the full PRIME User Guide are available at www.njtpa.org/PRIME .

Study Materials: The consultant will provide digital copies of all presentation materials developed during the study. All data, including images, raw data from surveys, derived GIS layers, databases, mailing lists, etc. will be provided to Passaic County in its original source format. All consultant GIS products will follow the procedures described in the NJTPA's EGIS User Manual, specifically Appendix U3 – EGIS Quality Assurance Program. This manual can be found on the NJTPA website (<http://www.njtpa.org/NJTPA/media/Documents/Data-Maps/Demographics-GIS/Enterprise-GIS/Appendix-U3-EGIS-Quality-Assurance-Programcomm.pdf>)

Deliverables:

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

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**FY 2023 - FY 2024 SUBREGIONAL STUDIES PROGRAM
PASSAIC COUNTY
Passaic County Strategic Infrastructure Investment Plan
BUDGET PLAN**

			PROPOSED BUDGET
PART I:	DIRECT COSTS - PERSONNEL SERVICES		
	1. SALARIES		\$ 41,857.38
	2. FRINGE BENEFITS	71.28%	\$ 29,835.94
		SUBTOTAL	\$ 71,693.33
PART II:	DIRECT NON-LABOR COSTS		
	1. SUPPLIES		\$ 700.00
	2. TRAVEL		\$ -
	3. PRINTING & REPRODUCTION		\$ 2,606.67
	4. TELEPHONE		\$ -
	5. POSTAGE		\$ -
	6. CONFERENCE/TRAINING		\$ -
	7. OTHER (SPECIFY)		\$ -
		SUBTOTAL	\$ 3,306.67
PART III:	INDIRECT COSTS		
	INDIRECT COST ALLOCATION	0%	\$ -
		SUBTOTAL	\$ -
PART IV:	CONSULTANT COSTS		
	CONSULTANT		\$ 300,000.00
		SUBTOTAL	\$ 300,000.00
		TOTAL PROGRAM BUDGET	\$ 375,000.00

This estimated budget is based upon projected costs to perform the work program for FY 2023-FY 2024 as outlined in the Subregional Studies Agreement. Changes within or between Parts I, II, III & IV will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

FUNDING SOURCES:

Federal Share (80%): \$ 300,000.00 **Local Match (20%):** \$ 75,000.00 **Total:** \$ 375,000.00

**FY 2023 - FY 2024 SUBREGIONAL STUDIES PROGRAM
PASSAIC COUNTY
Passaic County Strategic Infrastructure Investment Plan
STAFFING PLAN**

Project Task Budget

Task	In-house Subregional Staff Activities					Consultant Support Activities		Total Project	
	Subregional Staff Hours	Direct Labor Costs	Direct Non-Labor Costs	Indirect Costs	Costs	Consultant Hours	Consultant Costs	Total Costs	% of Total Budget
Task 1 - Project Management	50	\$ 4,111.99	\$ 258.99	\$ -	\$ 4,370.98	179	\$ 25,000.00	\$ 29,370.98	8%
Task 2 - Needs Assessment	480	\$ 29,043.27	\$ 1,592.81	\$ -	\$ 30,636.08	1,071	\$ 150,000.00	\$ 180,636.08	48%
Task 3 - Study Findings and Recommendations	370	\$ 24,158.54	\$ 971.10	\$ -	\$ 25,129.64	607	\$ 85,000.00	\$ 110,129.64	29%
Task 4 - Final Report and Final Deliverables	205	\$ 14,379.53	\$ 483.77	\$ -	\$ 14,863.30	286	\$ 40,000.00	\$ 54,863.30	15%
TOTAL	1,105	\$ 71,693.33	\$ 3,306.67	\$ -	\$ 75,000.00	2,143	\$ 300,000.00	\$ 375,000.00	100%

Subregional Staff Plan

Personnel (Name & Title)	Estimated % of Time Needed for Study <i>(based on total work hours for the year)</i>	Total Estimated Hours for Study
Michael Lysicatos, Director	4%	135
Salvatore Presti., Assistant Planner	6%	210
Jason Miranda, Senior Planner	4%	140
Andras Holzmann, Supervising Planner	9%	320
Boyang Wang, GIS Specialist	8%	300
TOTAL	3%	1,105