NJTPA

**NORTH JERSEY
TRANSPORTATION
PLANNING AUTHORITY**

FY 2025 UNIFIED PLANNING WORK PROGRAM - CHAPTER II

SUBREGIONAL TRANSPORTATION PLANNING (STP) PROGRAM &

SUBREGIONAL STUDIES PROGRAM (SSP)

ADMINISTRATIVE GUIDELINES

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FY 2025 SUBREGIONAL TRANSPORTATION PLANNING (STP) ADMINISTRATIVE PROGRAM GUIDELINES

PROGRAM MANAGEMENT, ADMINISTRATIVE PROCEDURES, REQUIREMENTS AND ALLOWABLE EXPENSES

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

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

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

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

Program Management Activities

Subregions provide program management and reporting information to support their STP and SSP Work Program grant in accordance with the 3-C planning process followed by the NJTPA for its UPWP. At minimum, required program management activities include the following:

- preparation of the following year's work program;

- maintenance of subregional grant-related records and products, and attendance at NJTPA-led trainings and workshops.

- maintenance of the on-line UPWP Reporting System, including the Cost Tracking System (CTS) and Pass-through Programs on-line reporting systems;

- preparation of quarterly progress reports and invoices, due 10 business days after the close of the first through third quarters and 15 business days after the end of the grant term; and

- preparation and maintenance of the budget and staffing plan, to be submitted electronically with each budget adjustment or staffing change.

<u>**New for FY 2025**</u>

The STP program is updated annually to reflect state and federal priorities and emerging planning issues and needs of the MPO. In addition, administrative guidance is also refreshed as needed in keeping with state and federal requirements and to continue to effectively support the 3C planning process and subregional needs.

Changes to administrative guidance includes:

- The 20 percent local share requirement has been eliminated. The federal local share requirements will be met through toll credits under NJDOT's "Soft Match" program.

- The STP Supplemental Support program has been incorporated into the core STP program. The $15,000 allocated per subregion each year in past program years for technology support/equipment (e.g. computer equipment, software), interns, training/professional development, translation services, or printing will be added to the core program budget and can still be used for these purposes, as well as for other allowable costs under the core program.

o **1.0 Submission of Pre-Award Audit Documents:**

As part of its pre-award desk audit evaluation, which will be conducted in the fourth quarter of FY 2024, the NJTPA conducts an assessment of the subrecipient's eligibility to receive federal funds and requires the following information be submitted by the subregion before their subcontract agreement(s) (STP and SSP, if applicable) can be executed for the federal pass-through program(s).

1. The most recent completed Single Annual Audit and Financial Statements no later than two fiscal years, including a Corrective Action Plan, if applicable (2 CFR 200, Subpart F)

2. The Subregion's work program's direct and indirect cost rates (including supporting documentation and certifications in accordance with 2 CFR Part 200, as applicable), including:

   a. Fringe Benefit/Leave Additive rate(s) (including, but not limited to, the costs of leave (vacation, family related, sick or military, etc.), employee insurance, pensions, and unemployment benefit plans), and

   b. Indirect (Facilities and Administration) Costs Rate.

3. The subregion's updated staffing plan, including:

   a. all personnel to be charged to the grant program, including interns

   b. hourly wage rates and position descriptions, and

   c. percentage of each individual's anticipated participation in the program.

4. Final work program budget(s) with certified rates listed above for indirect and direct expenses, including direct labor, non-labor and SSP consultant costs, if applicable.

5. Subregion's Unique Entity ID Number.

- ○ **2.0 General Financial Guidelines:**

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

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

1. Budgets may be developed using Labor and Direct Non-Labor Categories.

2. Subregions may allocate funds for fringe benefits (including leave additive) and indirect (Facilities and Administrative) costs. However, the rates must be developed and certified in accordance with the Federal Acquisition Regulations and Code of Federal Regulations (2 CFR Parts 200.414, 200.415, 200.416 and 200.431), and approved by the NJTPA in advance. Payment for fringe benefits costs and indirect costs of full-time and part-time employees is permitted as a percentage of direct straight time wages, as approved by the NJTPA.

3. All salary costs must be developed using time and effort per task according to the work program.

4. Current salary rates for each employee charged to the program must be supplied in advance. If the salary rate changes, notification must be supplied in writing to NJTPA staff.

5. Budget Modifications: All budget transfers between Labor and Direct Non- Labor categories require written approval. All requests must be in writing and must be submitted with a revised budget and staffing plan. Requests should be submitted no later than the end of the third quarter (March 31st). ***No budget modification will be granted in the 4th or final quarter.***

6. Budget Adjustments: up to ten percent (10%) of budget may be transferred within Direct Non-Labor Expenses without pre-approval. Up to ten percent of budget may be transferred within Direct Labor Expenses without pre-approval. However, a copy of the revised budget must be submitted to Central Staff.

7. Copies of all receipts, vendor invoices and signed payment vouchers or other proof of payment indicating payment issue date/check number for direct non-labor expenses must be attached to the quarterly invoice. This includes employee expense forms and\or travel expense vouchers. The NJTPA will be unable to reimburse subregional expenses incurred without receipts.

8. All equipment purchases, including office, general or special purpose, computing devices, information technology systems, or capital equipment (regardless of dollar amount), are now eligible for reimbursement under the core STP program beginning FY 2025. These require prior written approval by NJTPA. Reimbursement of any equipment purchases, including office equipment, computers, laptops, or other equipment, information technology hardware, and software (regardless of dollar amount) must be necessary to support the STP Program and requested in advance of procurement. Requests will be evaluated and, if approved, subregions may file for reimbursement. All related expenses must be incurred between July 1, 2024 and June 30, 2025.

9. Labor costs and expenditures of staff not listed on the approved staffing plan will not be reimbursed.

10. Subregions may opt to bill monthly for Direct Labor Expenses only and quarterly for Direct Labor and Non-Labor (Direct) Expenses.

11. Subregions must submit quarterly progress reports and invoices (null or zero-dollar invoice) by appropriate deadlines, whether or not the subregion is seeking reimbursement.

12. Back billing of expenditures is not allowed. Subregions may not bill for expenditures incurred in previous quarters.

13. As a recipients of U.S. DOT funding, the subregions are required to comply with all federal and state procurement guidelines and must comply with the annual federal and State audit requirements (2 CFR 200.331, 2 CFR Subpart F, and State OMB Circular 15-08-OMB); additional procedures for state audits may apply in accordance with the State Grant Compliance Supplement (see Department of Transportation listing on the New Jersey Office of Management and Budget website at: http://www.state.nj.us/treasury/omb/publications/grant/index.shtml.

14. All expenditures shall be documented in compliance with applicable federal and state guidelines and be made available for audit review. All records including payroll timesheets are to be kept during the contract period and for a period of three years from the date of the final payment. Payroll documents or timesheets must be submitted if requested for audit.

15. The subregions must use its own documented procurement procedures that reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and standards identified in 2 CFR Parts 200.318 (General procurement standards) through 200.326 (Contract provisions) and the NJTPA's procedures for procurement of professional services. For procurements exceeding micro-purchase threshold in value, price or rate quotations must be obtained from an adequate number of sources.

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

Non-labor expenses are defined in the appropriate Federal Acquisition Regulations and Codes of Federal Regulations. NJTPA will reimburse subrecipients for non-salary direct expenses as provided for in the approved work program budget and consistent with federal cost principles (2 CRF 200 Subpart E). Expenses related to non-labor items must be documented within the guidelines specified herein. All non-labor expenses must be incurred between July 1, 2024, and June 30, 2025. Allowable charges include the following line items:

Line Item: Supplies

Allowable costs include:

1. Office supplies used to carry out the STP work program (i.e., paper, pens, ink, etc., which are not included in overhead expenses).

Line Item: Computer Equipment (New)

Allowable costs include:

1. Technology equipment and computer hardware with justified need (e.g., existing hardware/software is obsolescent, staff are lacking adequate resources, etc.) and that will support the goals and objectives of the STP Program and/or Subregional Studies Program. Beginning in FY 2025, these items are now eligible under the STP Core program. These requests must support only subregional staff assigned to the STP Program grant and/or the SSP Program grant with reasonable percentages of their overall time.

Line Item: Computer Software/Licenses/Data Services (New)

Allowable costs include:

1. Software licenses including first time software subscriptions and all subsequent renewals may be supported through the STP Program core budget. Beginning in FY 2025, these items are now eligible under the STP Core program.
2. Software maintenance including version upgrades of permanent software licenses, subscription renewals (annual is typical), and related technical support. Beginning in FY 2025, these items are now eligible under the STP Core program.
3. Requests for traffic and pedestrian data collection services - including intersection turning movement counts and video recordings, roadway volume counts, classification counts, speed counts, gap counts, and O-D surveys. Beginning in FY 2025, these items are now eligible under the STP Core program.

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

Allowable costs include:

1. Hotel and transportation costs associated with conference travel

- Subregions must adhere to the current Federal Per Diem rates and must follow NJTPA requirements for conference attendance, described in the section below. Information on the federal travel regulations and current per diem rates can be found at www.gsa.gov. *Note: Reimbursement will be made based on actual expenses, up to the maximum allowable federal cap.*

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

3. Mileage
   - Subregion will be reimbursed at the county/city approved POV rate. The rate may not exceed the federal mileage allowance for vehicle use. Information for current P.O.V. rates can be found at www.gsa.gov. Note: The county/city and GSA POV rates do NOT necessarily have the same rate. Proof of mileage in the form of a web-generated mileage calculator (e.g., MapQuest or Google) must also be submitted.

4. Food charges related to overnight travel. All dining charges associated with overnight travel must adhere to the Federal Per Diem rates.

   - Subregions may not charge for dining associated with same day travel (travel days less than 12 hours) such as travel for attendance of a meeting or day conferences (i.e., purchase of lunch while attending NJTPA Board Meetings).

   - Gratuity is allowed on applicable meal charges. No gratuity will be allowed for services (i.e., maid/room service, bellhop, taxi, and etc.).

5. Subregions will only be reimbursed for a maximum of two staff members (in addition to the Board of Trustees' representative) for all NJTPA Board, Committee and RTAC meetings. Additional Staff may attend. However, their costs will not be reimbursed through the STP Program.

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

Line Item: Advertising, Printing and Reproduction

Allowable costs include:

1. Costs of printing final reports, brochures, promotional materials for events and educational campaigns, etc., which are directly applicable to and included in the subregion's approved work program activities and budget (if not included in overhead expenses).
2. Costs of advertising for events and educational campaigns, etc., which are directly applicable to and included in subregions' approved work programs, are eligible for reimbursement under this program.
3. General advertisement and marketing for subregions are **not** eligible for reimbursement under this grant.
4. Printing of promotional materials and placing advertisements in reputable print and online newspapers or journals; online social media outlets; or other comparable means.

- **Reviewing draft advertisements: <u>Prior to placing the advertisement, subregions must submit the draft advertisement to the NJTPA for review</u>.** The NJTPA may, at its discretion, suggest changes to writing style, and make a notation on issues pertaining spelling and grammar. However, it is not the intention of this policy to provide editorial support. Requests must note the specific event, educational campaign, etc., as well as the means of advertising, the content to be advertised, and the justification of need.
- **Reproduction costs:** When budgeting, please make sure to account for the number of reports that are required to be submitted to the NJTPA. Unanticipated reproduction costs for additional copies of previously completed subregional study reports, requested after the study's grant period has expired, are also eligible. Requests must include the name of the study, number of copies to be printed, and the justification of need.
- **Reimbursement for advertising and printing/reproduction services:** Upon approval, the subregion will be responsible for paying for advertising and printing/reproduction services and shall submit an invoice to the NJTPA for reimbursement through their STP Program subcontract.

Line Item: Postage

Allowable costs are as follows:

1. Cost associated with mailing STP Program documents.

Line Item: Conference/Training

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

Allowable costs are as follows:

1. Conference Registration Fees
   o Attendance at conferences, seminars and meetings where the purpose is the dissemination of technical or policy-related information is an allowable federal cost *for staff being supported by the STP Program grant.* Conferences which staff may expense to the STP grant without prior approval, includes: the TransAction Conference, American Planning Association New Jersey Chapter (NJ APA) Conference, New Jersey Association of Counties (NJAC) Conference, and the New Jersey League of Municipalities Conference. Attendance at all other conferences (e.g., National APA Conference, TRB Conference, etc.) must be pre-approved by the NJTPA. This includes conferences at which subregional staff make presentations. Specifically, subregions must submit a request in writing to the program manager and subsequently receive approval from the NJTPA. The request must include the conference name and sponsor, agenda or program, duration, estimated cost, purpose of attending, and how attendance furthers the STP work program.

- NJTPA Board members will only be reimbursed for attendance at conferences if they are on a panel and/or making a presentation on behalf of the NJTPA (i.e., TransAction, NJAC, and the League of Municipalities).

- Federal funds cannot be used for lobbying; therefore, subregions will not be reimbursed for costs related to conferences or events with an emphasis on lobbying. The grant should not be charged for time or travel costs to events such as these, regardless of who is attending. For example, attendance at the Alliance for Action conferences aimed at affecting federal legislation is disallowed for reimbursement through the STP grant. However, other Alliance events, where technical or policy information is disseminated (e.g., the effect of congestion on the economy, etc.) would be allowable.

- Additionally, subregions may only be reimbursed for allowable travel if the travel or conference line item is in the subregion's STP budget.

- Training is reimbursable in the core program with prior approval. Any training requests must be submitted in writing to the NJTPA and pre-approved prior to incurring costs. **To be eligible for reimbursement, a request form with the conference name and sponsor, agenda or program, duration, estimated cost, purpose of attending, and how attendance furthers the STP work program must be provided for NJTPA approval**.

Line Item: Professional Development or Individual Training

Allowable costs are as follows:

1. Cost of training seminars, sessions and workshops, course materials, and reference manuals in a variety of transportation technical areas, designed to meet the needs of subregional staff in the development of their professional skills and knowledge of the federal requirements, and to ensure proper performance and oversight of the grant program.

   - Training may include, but not be limited to various APA, TRB, NHI, and NTI professional transportation and land use planning courses, including refresher and emerging technology courses and webinars; project management; public speaking/communication skills; federal grant management and administration training; and GIS, MS Projects, SharePoint, and other various computer software training.

   - Training is reimbursable in the core program with prior approval. Any training requests must be submitted in writing to the NJTPA and pre-approved prior to incurring costs. **To be eligible for reimbursement, detailed course descriptions and curriculum and description of how this training furthers the subregion's STP work program must be provided for NJTPA approval.**

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

Allowable costs include:

1. Professional journals, design manuals and publications either by subscription or one-time purchase.

Unallowable costs include:

1. Professional licenses (e.g., PE, AICP)
2. Professional membership fees (e.g., NSPE, NAICP)

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

Requests for technology support must be completed by subregions by January 31st. Any request submitted after this date will be handled on a case-by-case basis if there is a demonstrated emergent need.

Budget Modifications are not allowed in the 4th or final quarter of the program year. All budget modifications must be requested no later than the end of the third quarter, March 31st.

There are no extensions granted for the pass-through programs.

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

1. Consultants shall be retained in accordance with Federal regulations and standards (2 CFR Parts 200.318 through 200.326) and the NJTPA's "Procedures for Procurement of Professional Services".

2. All project consultants must be registered to do business in the State of NJ. Business Registration Certificates are required for all consultants (primes and subconsultants).

3. Consultant contracts are subject to Title 49, Part 26, Code of Federal Regulations (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs" and shall comply with the NJDOT's statewide DBE/ESBE participation goal in effect at the time of consultant solicitation.

4. ESBEs must be certified by NJDOT. DBEs may be certified by any participating member (NJDOT, NJ TRANSIT, and PANYNJ) under the NJ Unified Certification Program (UCP). Please Note: All certified DBEs are ESBEs. Certified DBEs will satisfy an ESBE contract goal. Firms certified as MBE/WBE/SBEs by the NJ Department of Commerce will not satisfy

the DBE/ESBE requirement established under this program. However, the NJTPA does not discourage the use of such firms.

5. To be eligible for reimbursement, costs incurred must be included in the original consultant agreement scope of work and cost proposal and must conform to Federal cost principles.

6. Carefully review invoices before issuing payment:

    a. Check rates and personnel, should agree with cost proposal.

    b. Check the math; please be sure the multiplication/addition is correct.

    c. Consultants must adhere to federal and state cost principles (48 CFR 31.2), including Federal Travel Regulations and current Per Diem rates.

    d. Check time and efforts reports to ensure that percentage of project completed agrees with percentage of project billed to date.

7. If the Consultant is required to produce extensive reports, maps, brochures and etc., be sure that the cost for these have been budgeted in the agreement.

8. Make sure the project is on schedule. Get timely reports and invoices. Try to have the consultant bill monthly. This ensures that you receive regular reports and that you are kept up to date on the project's status.

9. Alert the NJTPA Program Manager to any problems immediately.

10. Monitor DBE/ESBE goal attainment. Alert the NJTPA as soon as possible if goal attainment is in question.

11. Amendments/Changes to Project:

    a. Changes to scope of work. If during the course of this project it is discovered that the scope of work requires revision, the NJTPA should be notified immediately. Changes in project scope may require Board and FHWA approval.

    b. Budget revisions. The NJTPA also must be aware of any budget changes. A change to the budget may affect the DBE/ESBE goal requirement. If changes to the budget or scope of work affect DBE/ESBE participation, the Subregion will be required to request a waiver of exemption from the DBE/ESBE goal. The Subregion must document that a good faith effort was made in order to meet the goal. All requests for a waiver of exemption from DBE/ESBE goal require the NJTPA's Executive Committee Approval.

12. Ask questions. The consultant is working for you. You should never be afraid to ask questions or direct the consultant to meet the project's needs.

13. All products of the consultant project shall be supplied to the NJTPA upon completion and acceptance by the subregion.

- **5.0 Monthly/Quarterly Reporting Requirements:**

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

    (A) Invoice Requirements:

        (1) Signed Invoice. ***The subregions shall submit detailed invoices utilizing the NJTPA's standard invoice form,*** which is generated from the NJTPA's web-based Cost Tracking System (CTS) for pass-through grant programs. (See ***MONTHLY & QUARTERLY REPORTING EXHIBITS*** for a sample invoice for payment form.)

        (2) Cost Tracking System Reports (CTS)
           a. Budget Summary
           b. Employee Time Summary Report
           c. Time Summary by Task Report
           d. Intern Time Keeping Report (if applicable)
           e. Consultant Quarterly Expenses Report (if applicable)

        (3) Direct Expense Receipts. ***Copies of all direct expense receipts must be submitted with the invoice***. This includes but not limited to: Printing, Postage/Express Mail, Travel Vouchers (should detail destination and purpose of trip and include a web-generated mileage calculator) with toll, transit and parking receipts, detailed hotel and lodging receipts, itemized meal and incidental receipts, and all other direct expense receipts and appropriate proof of payment.

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

    (B) Payment Voucher for SSP Consultant Services

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

the payment voucher, the consultant's invoice with all supporting documentation, and activity summary, should be sought at the end of the 4th quarter.

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

Consultant Invoice(s) and Supporting Documentation

(1)   Approved Timesheets

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

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

(3)   Direct Expense Receipts.

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

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

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

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

(C)   Requirements for Quarterly Reports

Reports must be submitted quarterly through the Passthrough Programs Reporting System. Each subregion must report on the progress of each task every quarter using the STP and SSP quarterly reporting templates provided by the NJTPA. Subregions must ensure that all core tasks have been completed as stated in the original scope of work. (See *MONTHLY & QUARTERLY REPORTING EXHIBITS* for sample quarterly reports.) As of this writing, the Passthrough Programs Reporting System is still under development. Guidance and examples shall be updated in FY 2025.

Each Quarterly Progress Report shall include:

(1)   A description of work (Products/Outcomes & Activities) performed during the fiscal quarter and any difficulties or delays encountered.
(2)   A comparison of actual accomplishments to the goals established for the period.
(3)   A comparison, by tasks, of costs incurred with amounts budgeted, and percentage of budget expended.
(4)   Other pertinent supporting project information, data or products developed under this Subcontract.

(D) Reporting Deadlines

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

Quarterly Reporting Schedule for FY 2025 Programs

Reporting Period	Program	Due Date
1st Quarter (ending September 30th)	STP/SSP	October 14, 2024
2nd Quarter (ending December 31st)	STP/SSP	January 15, 2025
3rd Quarter (ending March 31st)	STP/SSP	April 14, 2025
4th Quarter (ending June 30th) / STP Final Quarter	STP/SSP	*STP Final Quarter:* July 22, 2025 *SSP 4th Quarter:* July 15, 2025
5th Quarter (ending September 30th)	SSP	October 15, 2024
6th Quarter (ending December 31st)	SSP	January 15, 2025
7th Quarter (ending March 31st)	SSP	April 14, 2025
8th Quarter (ending June 30th) / SSP Final Quarter	SSP	July 22, 2025

(E) General Submission Requirements

(1)   Invoices and financial documentation should be submitted **electronically and hard copy** by the due date to the NJTPA pass-through program manager and grant specialist.

(2)   Beginning in FY 2025, paper copies of quarterly work program progress reports are no longer required. Instead, subregions must use the Passthrough Program Reporting System. Products defined in the work program must be available upon request.

(3)   **Subregions must use the online Passthrough Programs Reporting System established by the NJTPA,** which will allow for the subregion to structure a consistent reporting system on activities as they relate to their work programs.

(4)   The invoice submission must include Cost Tracking System (CTS) reports, payment voucher(s), and supporting documentation.

Final invoice must include or be accompanied by an executed final release clause and certification statement (see *MONTHLY & QUARTERLY REPORTING EXHIBITS* for sample final invoice release clause and certification statement) and copy of the final product(s).

o **6.0 STP Supplemental Support:**

Starting in FY 2025, the NJTPA will integrate funds from the Subregional Transportation Program (STP) Supplemental Support funds into the core program. Subregions will receive an additional $15,000 in their core program funding to support the local planning program activities that align with the mission of the NJTPA. There is no local share required for these funds. **Reimbursements for all items and services incurred will be subject to eligibility requirements as defined by the NJTPA.**

The five distinct areas of support formerly provided by STP Supplemental Support — Technology Support, Intern Support, Training and Professional Development, Public Outreach Language Translations, and Advertising and Printing/Reproduction— will be eligible under non-labor cost categories in the STP Core Program. Subregions must utilize the Budget Plan form provided in the work program budget template to indicate their intended allocations for these categories.

Before purchasing items or retaining services for Technology Support (computer equipment, software, software licenses, etc.), the subregions are required to provide a justification and get approval from Central Staff. Each subregion must indicate the Technology Support they intend to use in their proposed STP work program's budget plan, utilizing the same Budget Plan form provided in the work program budget template. The Budget Plan includes a request form for technology, which subregions may use to provide details and justification of the need for the equipment and software.

Requests for technology support must be completed by subregions by January 31, 2025. Any request submitted after this date will be handled on a case-by-case basis if there is a demonstrated emergent need.

New: Expanded STP Core Program

STP Supplemental Support Category	New Category	New Subcategory	NJTPA Review
Technology Equipment/Computers > $5,000	Direct Non-Labor Costs	Computer Equipment (New) or Computer Software/Licenses/Data Services (New)	✓ Tech Request Form ✓ Requires additional review
Technology Software/Computing Devices < $5,000	Direct Non-Labor Costs	Computer Equipment (New) or Computer Software/Licenses/Data Services (New)	✓ Tech Request Form ✓ Requires additional review
Intern Support	Direct Labor Costs-Personnel Services	Salaries	✓ Must be included in Budget Plan Template
Training and Professional Development	Direct Non-Labor Costs	Professional Development or Individual Training	✓ Training Request Form ✓ Requires additional review

Public Outreach/Foreign Language Translations	Direct Non-Labor Costs	Other	✓ Must be included in Budget Plan Template
Advertising, Printing/Reproduction	Direct Non-Labor Costs	Advertising, Printing, & Reproduction	✓ Must be included in Budget Plan Template ✓ Requires additional review

- **All eligible items and services under Technology must be procured by the subrecipient and pre-approved by NJTPA, in writing, prior to incurring costs.** Intern Support, Training and Professional Development, Public Outreach Foreign Translations, and Advertising, Printing/Reproduction must be included in the budget plan.

- **All approved items and/or services must be received by subregions within the fiscal year to be eligible for reimbursement from the NJTPA.** Proof of payment/receipt of goods must be submitted by the end of grant close-out period.

- **All reimbursable costs for items and services approved will be awarded through the STP Program subcontract.** The NJTPA's CTS shall be utilized to track and invoice all reimbursable costs in the approved STP core budget. It should also be used to monitor all internship program staff time and labor costs. All authorized items and their associated costs shall also be reported quarterly.

- **Procurement of all items and services requested must comply with federal grant administration and acquisition regulations.** All items and services approved under the STP Supplemental Support Program to be procured by the subregion, shall be procured in accordance with Federal Acquisition Regulations (FAR) and the Code of Federal Regulations, 2 CFR Part 200. For procurements exceeding $10,000 in value, price or rate quotations must be obtained from an adequate number of sources.

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

Technology Support

Supplemental technology support provides subregions with the technical resources needed to create regionally significant products for use in transportation planning. Upon approval, subregions will be responsible for procuring all technology items and shall submit an invoice to the NJTPA for reimbursement through their STP Program subcontract. The following are guidelines for the technology procurements:

- **Subregions must submit a Technology Request Form** that details the items needed and provide a justification of need (e.g., existing hardware/software is obsolescent, staff are lacking adequate resources, etc.) and rationale for how items will support the goals and objectives of the STP Program and/or Subregional Studies Program. These requests must support only subregional staff assigned to the STP Program grant and/or the SSP Program

grant with reasonable percentages of their overall time. **These requests must also come with a product quote with item specifications and cost estimates.**

- All technology equipment and computer hardware (per unit as opposed to total Technology Support costs) with acquisition costs equal to or greater than $5,000 or considered to be capital assets (i.e., acquisition cost is equal to or greater than the lesser of the capitalization level established by the subregion for financial statement purposes or $5,000), shall be recorded and tracked as capital assets acquisitioned through the federally sponsored STP Program. Title to capital equipment purchased by the subrecipient shall vest upon the subregion, is conditional, and is subject to the provisions of 2 CFR 200.313. When original or replacement equipment acquired under the STP subcontract is no longer needed for this program or for other related activities currently or previously supported by the NJTPA, the subrecipient must request disposition instructions from the NJTPA.

- All requested software and computing devices with acquisition costs less than $5,000 and considered to be supplies (i.e., acquisition cost (per unit) is less than the lesser of the capitalization level established by the subregion for financial statement purposes or $5,000) shall also be recorded and tracked as a federal grant procurement for auditing purposes.

- One time/permanent software licenses are eligible items under STP Supplemental Support. First time software subscriptions are also eligible, and all subsequent renewals, version upgrades, and related technical support may be supported by the STP Program budget, with approval from the NJTPA.

- Requests for traffic and pedestrian data collection services - including intersection turning movement counts and video recordings, roadway volume counts, classification counts, speed counts, gap counts, and O-D surveys – will also be considered as an eligible technology expense item.

Intern Support

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

- The subregions will be responsible for hiring and paying their interns and will be reimbursed through their STP Program subcontract.

- Interns will be supported up to the maximum hours for a standard work week as established by each subregion. The NJTPA will not reimburse for overtime or for any hours that exceed the subregion's standard work week.

- Subregions are encouraged to offer competitive wages that exceed the New Jersey minimum wage to encourage applicants with varied skillsets to apply. The minimum wage on January 1, 2024 will be $15 per hour. As of this writing, wage rates for January 1, 2025 onwards have yet to be announced. In recent years subregional intern wages have averaged around $18-$22 per hour.

- Beginning FY 2025, subregions are no longer required to provide details about the tasks to be undertaken by the intern and the products to be complete**. However, the anticipated number of hours per week and hourly wage rate must be included in the STP Work Program Budget.**

- Subregions shall invoice the NJTPA quarterly for reimbursement using the NJTPA's online Cost Tracking System (CTS). The Cost Tracking System's Intern Time Keeping Report signed by the intern's supervisor will be accepted in place of the subregion's internal timesheets or certified payroll summary; however, internally approved timesheets for interns must be kept on file and be made available upon request.

Training and Professional Development

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

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

- Training is reimbursable in the core program with prior approval. Any training requests must be submitted in writing to the NJTPA and pre-approved prior to incurring costs. **To be eligible for reimbursement, detailed course descriptions and curriculum and description of how this training furthers the subregion's STP work program must be provided for NJTPA approval**.

- The subregion will be responsible registering and paying for the training and professional development and shall submit an invoice to the NJTPA for reimbursement through their STP Program subcontract.

Public Outreach Language Translations

Requests for translation services must be included in the budget plan submitted by each subregion. **Translation services must support the public outreach and involvement goals of the Subregional Transportation Planning Program or support studies in the Subregional Studies Program.**

As recipients of federal funding, subregions must comply with the NJTPA's Title VI Implementation Plan (https://www.njtpa.org/NJTPA/media/Documents/About-NJTPA/Federal-Regulations/Title-VI/Title_VI_Implementation_Plan.pdf), which includes guidance on improving

access for traditionally underserved populations including individuals with limited English proficiency (LEP). The LEP Plan section begins on page 19 of the Title VI Implementation Plan.

In addition, the NJTPA has developed Diversity Profiles for each of the 15 subregions (https://njtpa.org/NJTPA/media/Documents/About-NJTPA/Federal-Regulations/Title-VI/Diversity_Profiles_2023.pdf), which can be used to inform outreach activities and include information on languages spoken by residents of each subregion. Finally, the NJTPA offers additional guidance on inclusive public outreach in its Public Engagement Plan and Virtual Public Engagement document, both of which can be found at https://www.njtpa.org/PEP.aspx.

The subregion will be responsible for paying for language translation services and shall submit an invoice to the NJTPA for reimbursement through their STP Program subcontract.

Advertising and Printing/Reproduction

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

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

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

Monthly/Quarterly Reporting and Invoicing Requirements for Reimbursable Costs

All costs for items and services approved for reimbursement will be awarded through the subregions' core STP Program subcontract. The NJTPA's CTS shall be utilized to track and invoice all reimbursable costs in the approved core STP Program. The following documents must be included with each quarterly (see also ***MONTHLY & QUARTERLY REPORTING EXHIBITS*** for a sample invoice and STP Program Quarterly Progress Report).

1. Invoice for payment for reimbursable expenses incurred during the month and/or quarter period.

2. Cost Tracking system reports (Budget Summary, Employee Time Summary Report, Time Summary by Task Report, and Intern Time Keeping Report)

3. Supporting documentation, as applicable (copy of vendor invoice(s) and proof of payment, signed time sheets for interns, etc.)

4. STP Program Progress Report, which includes a section for STP supplement support items, noting all activities including tasks and products completed by any interns for the quarter.

STP PROGRAM MONTHLY/QUARTERLY REPORTING & REQUEST EXHIBITS

Sample Invoice – STP Program

This is a sample. Updated Cost Tracking System (CTS) FY 2025 invoicing is still under review.

NORTH JERSEY TRANSPORTATION PLANNING AUTHORITY, INC.

INVOICE FOR PAYMENT

Date: 9/12/2024

Fiscal Year: 2025

Invoice Period: 9/1/2024 to 9/30/2024

Program Name: Example Program FY2025

Invoice Number: 1932-M9-FY2025   Allowable amount: $0.00

PAYEE NAME AND ADDRESS:

Example Subregion
Street Address
City, State

PAYEE DECLARATION:

I certify to the best of my knowledge and belief that the supporting payment documents are true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federally funded contract. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

REMIT TO:

North Jersey Transportation Planning
Authority, Inc.
One Newark Center-17th Floor
Newark, NJ 07101

_____

Payee Signature

_____

Title

FUNDING	GROSS BUDGET	EXPENDITURES THIS PERIOD	EXPENDITURES TO DATE	AMOUNT AVAILABLE
FEDERAL	$0.00	$0.00	$0.00	$0.00
TOTAL	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Sample Budget Summary Request for Payment Report - STP

This is a sample. Updated Cost Tracking System (CTS) FY 2025 invoicing is still under review.

Budget Summary
Quarterly Request for Payment

Subregion: Sample Subregion

Fiscal Year: FY2025   **Quarter:** Q1

Program Name: Sample STP Program

	Total Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Expenditures to Date	Available Balance
Salaries	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Fringe Benefits	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Indirect Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Subtotal	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Supplies	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Travel	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Printing	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Telephone	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Postage	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Conference/Training	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Public Outreach	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Tech Capital Assets	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Tech Supplies	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Subtotal	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Allowable Cost by Funding Source

Federal	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

[Subregion Name]
Employee Time Summary

Program: **Example Subregional Program**

Period: **7/1/202X to 7/31/202X**

Employee: **Jane Doe**

Task	Hours	Salary	Fringe	Additive
Program Management	0	0.00	0.00	0.00
Total	**0**	**0.00**	**0.00**	**0.00**

Employee: **John Doe**

Task	Hours	Salary	Fringe	Additive
Program Management	0	0.00	0.00	0.00
Total	**0**	**0.00**	**0.00**	**0.00**

Program Totals

Hours	Salary	Fringe	Indirect Cost
0	0	0	0

Grand Total: **0**

Time Summary By Task

Program: EXAMPLE STP PROGRAM

Period: 7/1/202X to 7/31/202X

Program Management

Hours	Salary	Fringe	Additive	Total
0.0	0.00	0.00	0.00	0.00

Grand Total 0.00

Cumulative Totals

Program Task	Total to Date	% to Date
Program Management	0.00	0.00
Planning	0.00	0.00
Outreach	0.00	0.00
Total	**0.00**	**0.00**

* '% to Date' is percent of total program budget

[Subregion Name]
Employee Hours By Date

Program: *Example Subregion Program*

Period: **7/1/202X to 7/31/202X**

Jane Doe

Date	Hours	Salary	Fringe	Additive
7/1/202X	0	0.00	0.00	0.00
7/23/202X	0	0.00	0.00	0.00
7/28/202X	0	0.00	0.00	0.00
Total	**0**	**0.00**	**0.00**	**0.00**

John Doe

Date	Hours	Salary	Fringe	Additive
7/1/202X	0	0.00	0.00	0.00
7/23/202X	0	0.00	0.00	0.00
7/28/202X	0	0.00	0.00	0.00
Total	**0**	**0.00**	**0.00**	**0.00**

<u>Sample Final Invoice Release Clause and Certification Statement*</u>

Final Invoice Release Clause

Project: <insert project name>

Total Funding Amount:
Total Funding Expended:

"In consideration of the requested payment of its final invoice for FY 202X* <insert project name>, the <insert county/city name> hereby releases the NJTPA and NJIT from all claims and liabilities for work or services performed by the <county/city insert name> under this Agreement, including claims for extra work or claimed extra work."

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

Signature: _____
(Print Name and Title) Program

To be submitted with final invoice.

Sample Technology Request Form

NJTPA FY 20XX UPWP
Technology Request Form

Subregion:	_____
Contact Person:	_____
Date of Current Request:	_____

Contact Number: _____

General Instructions: Please use the provided drop-down lists (in grey) and input boxes to complete the form. Do not fill in formula-based cells (in yellow). Only fill up sections that are relevant to the request and leave blank any areas that are not relevant to your request. Submitting complete and accurate request forms and all related documentation will reduce delays in the processing of your request. For questions and clarifications, please contact the STP Program Manager.

Technology Requests

Note: Technology equipment, computers, computing devices, and software requests **must** include product specifications. *Remember to submit a product quote and price estimate for the intended purchases. If applicable, please indicate the expiration date of the price estimation/vendor quote provided.*

Expiration date of vendor quote/price	

Category *Select from drop-down menu*	Product Type *Select from drop-down menu*	Item/Service Description *Provide details and technology specifications about the item or service requested.*	User *Indicate the user(s) of the item as well as percentage of time spent on STP.*	Rationale/Justification *Why do you need this item? How will the items support the goals and objectives of STP/SSP (What projects, tasks, and activities do you need it for?)*	Qty	Price *Price of one (1) item*	Cost *Do not fill this in. The formula will calculate the cost.*
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -

Total Requested Amount	$ -

Please note:

See paragraph 16. under section 2.0 General Financial Guidelines, for federal/state procurement guidelines pertaining to the procuring of these items. In procurements exceeding $3,500 in value, price or rate quotations must be obtained from an adequate number of sources, and included as supporting documentation with the request form.

All requests must meet federal grant administration and acquisition regulations (OMB 2 CFR 200 and FAR) and support the NJTPA's RTP. Subregions must provide adequate justification and supporting documentation to demonstrate the need and how the requested resources will be used to support its STP work program or SSP study. Technology equipment, computers, computing devices and software requests should include product specifications, where possible.

North Jersey Transportation Planning Authority Departments Approval:

_____

STP Program Manager   **Date**

_____

Senior Director, Finance & Administration   **Date**

Sample Training Request Form

NJTPA FY 20XX UPWP
Conferences and Training Request Form

Subregion: _____

Contact Person: _____   **Contact Number:** _____

Date of Current Request: _____

General Instructions: Please use the provided drop-down lists (in grey) and input boxes to complete the form. Do not fill in formula-based cells (in yellow and orange). Only fill up sections that are relevant to the request and leave blank any areas that are not relevant to your request. Submitting complete and accurate request forms and all related documentation will reduce delays in the processing of your request. For questions and clarifications, please contact the STP Program Manager.

Conferences and Training Requests

Note: Attendance at conferences, seminars, and meetings where the purpose is the dissemination of technical or policy-related information is an allowable federal cost for staff being supported by the STP Program grant.

Category *Select from drop-down menu*	Name *Conference name and Sponsor, or title of the Training Program*	Dates and Duration *Indicate the dates of the conference/training program and the duration of the event/class/conference.*	User(s) *Indicate who will be attending as well as percentage of time spent on STP.*	Rationale/Justification *Why do you need to attend this conference/training event? Are you facilitating or presenting at this event? How will the items support the goals and objectives of STP/SSP (What projects, tasks, and activities do you need it for?)*	Qty	Price *Price of one (1) ticket/registration fee*	Cost *Do not fill this in. The formula will calculate the cost.*
							$ -
							$ -
							$ -
						Amount	$ -

Professional Development and Individual Training Requests

Note: Cost of training seminars, sessions and workshops, course materials, and reference manuals in a variety of transportation technical areas, designed to meet the needs of subregional staff in the development of their professional skills and knowledge of the federal requirements, and to ensure proper performance and oversight of the grant program. *Remember to submit a product quote and price estimate for the intended purchases.*

Category *Select from drop-down menu*	Name *Title of the Course/Program/Workshop*	User(s) *Indicate who will be attending as well as percentage of time spent on STP.*	Rationale/Justification *Provide a detailed course description and curriculum. How will the items support the goals and objectives of STP/SSP (What projects, tasks, and activities do you need it for?)*	Qty	Price *Price of one (1) ticket/registration fee*	Cost *Do not fill this in. The formula will calculate the cost.*
						$ -
						$ -

Please note:

See paragraph 16. under section 2.0 General Financial Guidelines, for federal/state procurement guidelines pertaining to the procuring of these items. In procurements exceeding $3,500 in value, price or rate quotations must be obtained from an adequate number of sources, and included as supporting documentation with the request form.

All requests must meet federal grant administration and acquisition regulations (OMB 2 CFR 200 and FAR) and support the NJTPA's RTP. Subregions must provide adequate justification and supporting documentation to demonstrate the need and how the requested resources will be used to support its STP work program or SSP study. Technology equipment, computers, computing devices and software requests should include product specifications, where possible.

Amount	$ -

Total Requested Amount	$ -

North Jersey Transportation Planning Authority Departments Approval:

_____
STP Program Manager   **Date**

_____
Senior Director, Finance & Administration   **Date**

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Sample Equipment Return Form

NJTPA TECHNOLOGY LIBRARY
PRODUCT RETURN FORM

I acknowledge the acceptance of the following product(s) as part of the North Jersey Transportation Planning Authority's *Technology Library*. It is understood that all products remain the property of the NJTPA.

ITEM #	QTY	PRODUCT	DATE OF PURCHASE	FISCAL YEAR ACQUIRED

Subregional Concurrence:

_____
Name (Please Print)

_____
Title

_____
Subregion / Organization

_____
Signature   Date

North Jersey Transportation Planning Authority, Inc.
Technology Library Product Release Authorization

Igor Sorin Information Technology Director

_____
Signature   Date

FY 2025 - FY 2026
SUBREGIONAL STUDIES PROGRAM (SSP) GUIDELINES

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

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

Grant Management Requirements

Federal funding awarded for studies selected under this notice will be awarded through UPWP subcontract agreements and be made available to grantees on a reimbursable basis. **A subcontract cannot be issued to the subregion until all required Pre-Award information, including the subregion's annual audit, has been received, accepted, and reviewed by the NJTPA**. The Pre-Award information required for this program is the same information that is required for the Subregional Transportation Planning (STP) pass-through program. The NJTPA will provide guidance on the Pre-Award process in advance of the start of FY 2025 – FY 2026 SSP studies, including a list of required documentation.

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

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

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

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

   b. Direct Expense Receipts
      All direct expense receipts must be submitted with consultants' invoice. This includes but not limited to: Printing, Postage/Express Mail, Travel Vouchers (should detail destination and purpose of trip, and a web-generated mileage calculator) with toll, transit and parking receipts,

detailed hotel and lodging receipts, detailed meal and incidental receipts, and all other direct expense receipts. All travel must adhere to federal travel regulations and per diems in effect during the time of travel. (Information for current POV and Per Diem Rates can be found at www.gsa.gov).

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

   d. Final Invoice and Local Share requirement: All reconciled final reports, products, invoices with final release clause and supporting documentation are due by **5:00 PM on July 22, 2026.** Deliverables are not considered Final, and the final invoice will not be paid, until all NJTPA edits and comments are reconciled. There is a 20 percent local share requirement for the Subregional Studies Program. Subregions will only be reimbursed for 80 percent of the study's total actual expenses. The NJTPA will distribute the reimbursement by providing 80 percent of all total expenses, which includes the invoicing of subregional labor and non-labor costs, and consultant costs.

3. *Study Initiation:* Upon approval by the NJTPA Board of Trustees, NJDOT and federal sponsors, FY 2025 – FY 2026 studies will be authorized to begin July 1, 2024. The performance schedule under the SSP's subcontract shall begin on July 1, 2024, and shall end on June 30, 2026. Costs incurred prior to or after these dates will not be reimbursable or credited to the local share under the federal grant.

4. *Preliminary Meeting with NJTPA:* The subregion's project manager shall meet with the NJTPA Central Staff who will be involved on the study, before the consultant or subregional staff commence work to discuss program requirements, review the project scope of work, and address any questions. This meeting must occur in the first quarter of FY 2025.

5. *Bi-weekly Meetings with the NJTPA:* The subregion's project manager shall participate in bi-weekly meetings with the NJTPA project manager throughout the course of the study. Participation in these bi-weekly meetings by relevant consultant staff is requested. However, subregions should meet with the consultant staff at least on a bi-weekly basis in addition to meeting with the NJTPA staff. These meetings may also be combined, so that the subregion, consultant, and the NJTPA meet biweekly at minimum.

6. *Adherence to the SSP Study Schedule*: The NJTPA requires that subregions adhere to the established study schedule and report progress in meeting the schedule in both bi-weekly meetings and the quarterly progress reports. Subregions must immediately notify the NJTPA of any actual or potential condition that is delaying or threatens to delay the timely performance of the contract and work collaboratively with the NJTPA staff to resolve the delays. NJTPA staff is available to assist where needed to ensure that the schedule is maintained. When a study misses a milestone or falls a month behind schedule, the NJTPA will work with the subregion to secure a corrective action plan from the Consultant (or subregional staff if not a consultant supported effort). The NJTPA will provide additional oversight for the project and interim progress status reports may be required from the subregions until the problem is satisfactorily resolved.

Consultant Procurement

7. *Development of Requests for Proposals:* The subregions must use and adhere to its own documented procurement procedures that reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 2 CFR 200, and the NJTPA procurement policies for professional services. Subregions must submit their RFP template

and documented process for professional services with their study proposal. The NJTPA's detailed requirements and applicable checklists for Procurement of Professional Services, including the development of RFPs and current DBE/ESBE participation goal, can be found on the NJTPA's RFP webpage at: http://www.njtpa.org/Get-Involved/RFPs/RFP-RFQ/Procurement-Guidance.aspx. The RFP should reflect the Scope of Work contained in the NJTPA FY 2025 UPWP. The NJTPA will provide guidance on developing RFPs in advance of the start of FY 2025 – FY 2026 SSP studies.

8. *DBE (Disadvantage Business Enterprise) or ESBE* (Emerging Small Business Enterprise) *Participation:* Consultant contracts, if and where included in a proposal's work program, are subject to Title 49, Part 26, Code of Federal Regulations (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs" and shall comply with the NJDOT's statewide DBE/ESBE participation goal in effect at the time of consultant solicitation. As subrecipients of USDOT funding, NJDOT, NJTPA and local agencies are required to comply with and enforce certain nondiscrimination requirements in the award and administration of USDOT assisted contracts and procurements, which includes taking necessary steps to ensure that DBE firms have the opportunity to participate in the projects. Such steps include the setting of goals to ensure DBE firms are considered by the proposing consultants and, when feasible, organizing the project schedule and task requirements to encourage participation in the contract by DBE firms. Local agencies should be fully aware of all the subcontracting opportunities in their consultant contracts. This may also include consideration of proposed task activities that the recipients might otherwise contemplate performing with their own work forces and the availability of certified DBEs and ESBEs certified under the State of New Jersey's Unified Certification Program (the databases of certified DBEs and ESBEs can be found at http://njucp.dbesystem.com/ and http://www.state.nj.us/transportation/business/procurement/ProfServ/information.shtm).

   Once the consultant contracts are awarded the subregions will be required to monitor the proposed DBE participation to ensure the proposed goal is maintained as the study progresses. If any subregion is unable to achieve this goal, a formal request to waive the DBE/ESBE goal for the SSP agreement must be provided in writing and presented to the NJTPA Executive Director and Executive Committee for approval. Central Staff must be made aware of any concerns about not obtaining the goal, immediately.

9. *Request for Proposals:* **The RFP may not be issued until NJTPA staff has approved the content.** The NJTPA estimates that it can take up to eight weeks to review draft RFPs. Exact timeframes will vary due to the completeness of the draft RFP submitted, timing of the submission, and the subregion's internal review and response process. NJTPA encourages subregional project managers to assemble and submit the draft RFP for review prior to the start of FY 2025. To assist consultants in developing proposals, the RFP should identify all tasks and subtasks, deliverables, and a realistic time frame for the study to be completed, incorporating the NJTPA and selection committee comments. In addition to the public advertisement process checklist described in the NJTPA Procedures for Procurement of Professional Services link referenced above in item 7, the RFP shall be advertised on the subregion's website (where possible) and on the NJTPA website. The subregion must provide NJTPA with the final version of the RFP in PDF format.

10. *Consultant Selection*: Consultant services must be obtained through maximum free and open competition; the study specifications must be clear and unrestrictive; and the selection process should be competitive. Subregions must develop a Consultant Selection Committee, comprised of a minimum of three people, one of which must include the NJTPA Project Manager and, where applicable, may include at least one other representative from the Steering Committee or Technical Advisory Committee (such as NJ TRANSIT, NJDOT, etc.). Prior to publicly distributing the RFP, the NJTPA may recommend the Consultant Selection Committee have an opportunity to review and

comment on the RFP (allow a minimum of two weeks for their review), along with the criteria that will be used by the committee for the evaluation of each proposal. Once the proposals are received by the subregional project manager, they should be distributed to the committee for evaluation (allow a minimum of two (2) weeks for proposal scoring - additional if interviews are held). This requirement must be built into the overall study schedule.

11. *Consultant Interviews (if applicable):* It is highly recommended that interviews are held with the top two or three highest ranked consultant team(s) prior to selecting a team. Key members of the proposed study team, including representatives of proposed subconsultants should be present.

12. *Award of Consultant Contract:* Contracts shall not be awarded to consultants until the NJTPA has issued a Letter to Incur Costs to the subregion for their Subregional Studies Program subcontract, which is contingent upon federal and NJDOT approval of the NJTPA's FY 2025 UPWP, funding authorization, and submission of Pre-Award information.

13. *Contract Duration:* The consultant contract must be completed by June 30, 2026, which is the last day to incur costs. Therefore, to meet this deadline, the reconciled final report that addresses NJTPA and other comments must be submitted by May 30, 2026. This allows sufficient time for finalization of the report and to address any remaining issues prior to the grant deadline.

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

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

Development and Approval of Study Deliverables

16. *Interim Study Deliverables:* In addition to the final study deliverables, the work plans for the Subregional Studies should provide interim deliverables, such as the table of contents for the final report, technical memoranda, or preliminary drafts of the final technical report. Interim deliverables should be spaced appropriately throughout the duration of the study to facilitate project management and oversight, and to identify and address gaps and/or challenges to the successful completion of the study as they arise. The technical memoranda should include an outline for review by the project manager and the NJTPA so that major topics are clearly identified prior to its preparation. The subregion retains the right to delay/refuse payment to the consultant should they be dissatisfied with inferior or unacceptable work products, especially products that have not undergone a thorough

quality control/quality assurance process that includes grammar and spell-checking and verification of facts/statistics. The NJTPA should be notified as early as possible if this type of problem arises.

17. *Review of Study Deliverables and Required Deliverable Format for Written/Text Deliverables:* All meeting and outreach materials presented the SAC/TAC or public (e.g., meeting agendas, flyers, handouts, display boards, PowerPoint presentations) must be provided in Microsoft Word or other editable format to the NJTPA for review and comment at least two (2) weeks prior to their presentation or release. For the purposes of review, PowerPoint presentation must have a brief description of content to be covered in the notes section of slides.

18. *NJTPA Review Process:* All written and graphic products produced by the consultant must be approved by the Subregional Project Manager, the NJTPA Project Manager, and subject matter experts as needed. Products of an in-house effort also must be reviewed by NJTPA staff. NJTPA staff will provide specific comments through the Track Changes and comments function in Word with additional comments through e-mail as needed. Depending on the quality and completeness of draft products, an additional round of review may be needed. NJTPA staff strive to review and provide consolidated comments on technical memorandum within a two-week timeframe. This is not always feasible, but it is a goal. Final deliverables require additional review time. NJTPA will work with subregions to discuss and address all comments. This is required for all deliverables. **Final payment to the subregion is contingent upon review and approval of final products/deliverables by the NJTPA.**

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

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

Study Conclusion/Closeout Procedures

21. *Delivery of Draft Report to Steering Advisory Committee or Technical Advisory Committee (SAC or TAC) for Review:* It is recommended that any drafts of the deliverables be provided to the members of the SAC or TAC for their review be done so no later than March 14, 2026. The subregion should have approved these deliverables prior to their dissemination to the SAC or TAC. The NJTPA project manager may receive the draft documents for review concurrent with the SAC or TAC.

22. *Final Public Meeting and Final Meeting of the Steering Advisory Committee Review or Technical Advisory Committee (SAC or TAC):* It is recommended that the final SAC or TAC meeting be held no later than March 31, 2026, at which presentation and discussion of the draft study report should occur, to allow time for revisions based on SAC or TAC feedback. It is recommended that the final Public Meeting be held no later than May 15, 2026.

23. *Develop Final Report, Abstract, Executive Summary, matrix of recommended action items, PowerPoint presentation, and GIS Files:* All draft final deliverables, reflecting all SAC, TAC, stakeholder and/or public input, are to be submitted to the NJTPA for review and comment no later than April 30, 2026. All written reports should follow the guidance provided in the Guidelines for Preparation of [NJTPA Reports and Studies report](). Due to the number of studies that conclude concurrently, allow two to four weeks for NJTPA review and comment on the Draft Final Report. The Abstract, Executive Summary and PowerPoint should adhere to the following guidance: The primary audience for the abstract is technical professionals. The abstract should briefly and objectively encapsulate the study methodology and need not include specific study recommendations. The Abstract should NOT be repeated in the executive summary. The primary audience for the Executive Summary includes elected officials and the general public. The Executive Summary should begin with a brief section highlighting the major findings or recommendations of the report. This should not be very detailed, but it should quickly let the reader know why this report matters and the key takeaways. Next, it should briefly outline the study's scope of work, the regional significance of this study, stakeholders, public outreach, methodology, relevant data, and summarize study findings, final recommendations, and next steps. The PowerPoint presentation should follow the same organizational structure as the Executive Summary, avoid overly wordy slides, and be accompanied by a written script or talking points that may be in the slide notes. All images used in PowerPoint presentation must be of print quality (minimum of 300 dpi at final image size) and provided in electronic form with the final deliverables.

24. *Submit the Final Reconciled Report to NJTPA*: This final reconciled report addresses all prior feedback from subregional and NJTPA staff and includes the final layout of the report. Include on the report cover the NJTPA Logo and a disclaimer statement on the inside cover or the title page of any published report concerning this study. Also, submit GIS files (if applicable), Abstract, Executive Summary, and PowerPoint presentation. The final report, reflecting all reconciled revisions, is due no later than **May 30, 2026**.

25. *PRIME data entry*: All study findings must be entered into PRIME, the NJTPA's online library of final reports and specific findings from all SSP (and other planning) studies. It is the subregional project manager's responsibility to enter study recommendations into PRIME (sometime following the end of the study); however, the subregional project manager may anticipate the need for consultant support for this in the request for proposals. The subregion or consultant will incorporate all study findings, including map features, document attachments and data entries into PRIME per the system's requirements. Full information about PRIME is available at www.njtpa.org/PRIME.

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

27. *Final Deliverables*: After the NJTPA review of the reconciled Final Report, subregions must address all final feedback and submit to NJTPA one (1) hard copy of all final deliverables, as well as two (2) electronic copies via USB drive or other electronic media format of the study's deliverables, which includes the Final Report, Executive Summary, final technical memoranda and associated products (as opposed to interim versions), PowerPoint presentation, and GIS files (if any). These deliverables are required for final submission by **June 30, 2026**. Deliverables are not considered final, and the final invoice will not be paid, until the NJTPA's revisions and comments are reconciled.

SSP REPORTING EXHIBITS

Sample Invoice – Subregional Studies Program

NORTH JERSEY TRANSPORTATION PLANNING AUTHORITY, INC.

INVOICE FOR PAYMENT

Date: 08/15/202X

Fiscal Year: 202X

Invoice Period: 7/1/202X - 7/31/202X

Program Name: EXAMPLE SSP PROGRAM

Invoice Number: XXX-XX-FY202X   Allowable amount: $0.00

PAYEE NAME AND ADDRESS:

County/City
Address
PO Box XXX
City, NJ 088XX

PAYEE DECLARATION:

I certify to the best of my knowledge and belief that the supporting payment documents are true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federally funded contract. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

REMIT TO:

North Jersey Transportation Planning
Authority, Inc.
One Newark Center-17th Floor
Newark, NJ 07101

_____
Payee Signature

_____
Title

FUNDING	GROSS BUDGET	EXPENDITURES THIS QUARTER	EXPENDITURES TO DATE	AMOUNT AVAILABLE
FEDERAL	$0.00	$0.00	$0.00	$0.00
LOCAL MATCH	$0.00	$0.00	$0.00	$0.00
TOTAL	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Sample Budget Summary Request for Payment - SSP

Budget Summary
Quarterly Request for Payment

Subregion: Example Subregion

Fiscal Year: 202X   **Period:** 7/1/202X-7/31/202X

Program Name: Example Subregional Program

	Total Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Expenditures to Date	Available Balance
Salaries	0	0	0	0	0	0	0
Fringe Benefits	0	0	0	0	0	0	0
Leave Additive	0	0	0	0	0	0	0
Subtotal	0	0	0	0	0	0	0
Supplies	0	0	0	0	0	0	0
Travel	0	0	0	0	0	0	0
Printing	0	0	0	0	0	0	0
Telephone	0	0	0	0	0	0	0
Postage	0	0	0	0	0	0	0
Conference/Training	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0
Consultant	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Subtotal	0	0	0	0	0	0	0
Indirect Cost	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0

Allowable Cost by Funding Source

Federal	0	0	0	0	0	0	0
Local Match	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0

Time Summary By Task

Program: EXAMPLE SSP PROGRAM

Period: 7/1/202X to 7/31/202X

Program Management

Hours	Salary	Fringe	Additive	Total
0.0	0.00	0.00	0.00	0.00

Grand Total   0.00

Cumulative Totals

Program Task	Total to Date	% to Date
Program Management	0.00	0.00
Planning	0.00	0.00
Outreach	0.00	0.00
Total	**0.00**	**0.00**

* '% to Date' is percent of total program budget

[Subregion Name]
Employee Hours By Program Task

Program: *Example Subregional Program*

Period: **7/1/202X to 7/31/202X**

Program Management

John Doe

Date	Hours	Salary	Fringe	Additive
7/1/202X	0	0.00	0.00	0.00
7/3/202X	0	0.00	0.00	0.00
7/5/202X	0	0.00	0.00	0.00
7/11/202X	0	0.00	0.00	0.00
7/13/202X	0	0.00	0.00	0.00
7/15/202X	0	0.00	0.00	0.00
7/23/202X	0	0.00	0.00	0.00
7/24/202X	0	0.00	0.00	0.00
Total	**0**	**0**	**0**	**0**

Sample Employee Time Summary Report – SSP

[Subregion Name]
Employee Time Summary

Program: **Example Subregional Program**

Period: **7/1/202X to 7/31/202X**

Employee: **Jane Doe**

Task	Hours	Salary	Fringe	Additive
Program Management	0	0.00	0.00	0.00
Total	**0**	**0.00**	**0.00**	**0.00**

Employee: **John Doe**

Task	Hours	Salary	Fringe	Additive
Program Management	0	0.00	0.00	0.00
Total	**0**	**0.00**	**0.00**	**0.00**

Program Totals

Hours	Salary	Fringe	Indirect Cost
0	0	0	0

Grand Total: **0**

[Subregion Name]
Employee Hours By Date

Program: *Example Subregion Program*

Period: **7/1/202X to 7/31/202X**

Jane Doe

Date	Hours	Salary	Fringe	Additive
7/1/202X	0	0.00	0.00	0.00
7/23/202X	0	0.00	0.00	0.00
7/28/202X	0	0.00	0.00	0.00
Total	**0**	**0.00**	**0.00**	**0.00**

John Doe

Date	Hours	Salary	Fringe	Additive
7/1/202X	0	0.00	0.00	0.00
7/23/202X	0	0.00	0.00	0.00
7/28/202X	0	0.00	0.00	0.00
Total	**0**	**0.00**	**0.00**	**0.00**

[Subregion Name]
Consultant Quarterly Expenses

Program: **Example SSP**

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

Consultant	DBE/ESBE	Budgeted Amount	Expended this Quarter
[Consultant Name]	No	$0.00	$0.00
[Consultant Name]	Yes	$0.00	$0.00

Summary

Total Consultant Budget: $0.00   Total Billed This Quarter: $0.00

Total DBE/ESBE: $0.00   Billed To Date: $0.00

Total DBE/ESBE %: $0.00   DBE/ESBE To Date: $0.00

DBE/ESBE % to Date: $0.00

Total Amount Available: $0.00

Sample Quarterly Progress Report Template - SSP

<table>
<tr><td colspan="4" align="center">**FY 20XX – FY 20XX SUBREGIONAL STUDIES PROGRAM**
QUARTERLY PROGRESS REPORT

All text in RED must be updated.

All dates in BLACK are NJTPA deadlines.</td></tr>
<tr><td colspan="4" align="center">**[SUBREGION]**</td></tr>
<tr><td colspan="4" align="center">**[STUDY TITLE/NAME OF STUDY]**</td></tr>
</table>

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

Budget Status Report			
Total Budget *(including local share)*	**Amount Authorized**	**Amount Expended to Date**	**% Expended to Date**
Federal	$	$	
Total Budget	$	$	## %
DBE Participation	$	$	## %

Quarterly Reporting Deadlines*			
First Quarter	**Second Quarter**	**Third Quarter**	**Fourth Quarter**
Fifth Quarter	**Sixth Quarter**	**Seventh Quarter**	**Eighth/Final Quarter**

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

Schedule		
The separate Project Gantt Chart must also be updated quarterly. *All work must be performed within the grant performance period. Costs incurred prior to July 1, 20XX, and after June 30, 20XX, are not eligible for reimbursement.*		
Milestone *(Add additional milestones at project start as needed)*	**Estimated Completion Date** *(Recommended schedule provided in red. Replace with study specific estimated completion dates in black no later than the study kickoff or consultant kickoff meeting.)*	**Actual Completion Date** *(Update quarterly)*
Authorized Study Start Date	July 1, 20XX	July 1, 20XX

Kick-off Meeting with NJTPA	April 1 – July 29, 20XX	Insert date
Draft RFP to NJTPA	July 1 – September 30, 20XX	Insert date
Consultant RFP Issued	July 1 – December 30, 20XX	Insert date
Consultant Contract Awarded/Executed	September 1, 20XX – February 1, 20XX	Insert date
Kick-off Meeting with Successful Consultant	September 1, 20XX – February 1, 20XX	Insert date
Technical Memorandum #1 – Data Collection Summary Report (Insert Task Name)	Month xx, 20xx	Insert date
Technical Memorandum #2 – Technical Analysis	Month xx, 20xx	Insert date
Technical Memorandum #3 – Plan Development	Month xx, 20xx	Insert date
Draft Report Due to TAC/SAC for Review	March 3, 20XX	Insert date
Final TAC/SAC meeting	March 14, 20XX	Insert date
Draft Final Report due to NJTPA (This version incorporates all TAC/SAC and subregion comments)	April 30, 20XX	Insert date
Reconciled Final Report due to NJTPA. (This version includes all prior feedback from subregional and NJTPA staff and includes final layout.)	May 9, 20XX	Insert date
Conclusion of Consultant Contract	May 30, 20XX	Insert date
Final Deliverables due, Subregional Sub-Contract & Study Completion Date	June 30, 20XX	Insert date

Project Description

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

Goals and Objectives

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

Progress & Milestones by Task

*Briefly list - by task - all significant progress and milestone events (with dates) completed in the reporting period. All task activities performed **by the Subregion and the consultant** must be addressed in each quarterly report, even if no work was done on a particular task for the current reporting period. Exclude work and progress completed in previous quarters. Provide the cumulative percent of work completed to date by task, and the total percent of work completed to date. Add additional tasks at project start, as needed.*

Task	Progress & Milestones This Quarter	% Completed to Date
Task 1- Project Management	A consultant kick-off meeting was held on December 13, 20XX (name parties present and agenda discussed).	38%

Task 2A – Outreach and Partnerships	• The County conducted a series of focus group meetings with educators, municipal officials, non-profits and business owners (briefly describe meeting goals and objectives). • A TAC meeting was held on March 29, 20XX, to discuss the feedback collected from the focus groups and the results of the consultant's data collection effort. • Report on any project milestones and degree of completion	60%
Task 2B – Data Collection and Review	• The data collection task was completed during this quarter. • The consultant (insert consultant work completed this quarter). • A technical memorandum summarizing all data collected was submitted by the consultant on March 29, 20XX (include if this report is in draft or completion form).	100%
Task 2C – Equity Assessment	• The data was collected, and traditionally underserved populations were identified.	60%
Task 3 – Data Analysis and Mapping	• No work was completed for this task during this quarter. Technical analysis work is scheduled to begin in the fourth quarter.	0%
Task 4 – Study Findings and Recommendations	• No work was completed for this task during this quarter.	0%
Task 5 – Final Report and Final Deliverables	• No work was completed for this task during this quarter.	0%
Total Percent of Study Work Completed to Date		**33%**

Products & Outcomes

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

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

Technical Memorandum #1 – Data Collection Summary Report Finalized

Comments

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

The study is on schedule and within budget.

Sample Subregional Studies Program Project Schedule

FY 20XX – FY 20XX SUBREGIONAL STUDIES PROGRAM

SUBREGION
STUDY TITLE

PROJECT GANTT CHART
Subregional Studies Program Grant Performance Period (July 1, 20XX - June 30, 20XX)

Task # - Description	FY 20XX Prior Quarter (April / May / June)	1st Quarter (July / Aug / Sept)	2nd Quarter (Oct / Nov / Dec)	3rd Quarter (Jan / Feb / Mar)	4th Quarter (Apr / May / June)	5th Quarter (July / Aug / Sept)	6th Quarter (Oct / Nov / Dec)	7th Quarter (Jan / Feb / Mar)	8th/Final Quarter (Apr / May / June)	Final Qtr Report (July)
Authorized Study Start Date		★ July 1, 2025								
Quarterly Reports & Invoices			★	★	★	★	★	★	★	★
RFP Development and Procurement Process	● April 15, 20XX									
Kick-Off Meeting with NJTPA		September 15, 20XX ●								
Consultant Contract Awarded/Executed			January 1, 20XX ●							
Kick-Off Meeting with Successful Consultant			January 1, 20XX ●							
Draft Final Report Due to TAC/SAC for Review								March 31, 20XX ●		
Final TAC/SAC meeting								April 10, 20XX ●		
Final Report due to NJTPA (subject to review)								April 30, 20XX ●		
Reconciled Final Report due to NJTPA									May 29, 20XX ●	
Conclusion of Consultant Contract									June 30, 20XX ★	
Subregional Sub-Contract Study Completion Date									June 30, 20XX ★	
Task 1 - Project Management										
Task 2B - Visioning and Goal Setting										
Task 2C - Data Collection and Review										
Task 3 - Data Analysis and Mapping										
Task 4 - Recommendations and Implementation										
Task 5 - Final Report and Final Deliverables										

Project Management Milestones / *Study Task Milestones*

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

All work must be performed within the grant performance period. Costs incurred prior to July 1, 20XX and after June 30, 20XX are not eligible for reimbursement.

Legend:

● Latest Milestone Date (Recommended) Milestone Date (Fixed)	★ Milestone Date (Fixed)	(grey) Proposed Timeline
	◉ Meeting Date	(blue) Actual Progession Work Completed
	NJTPA Project Management	
	│ Recommned Schedule	

Sample Consultant Progress Report Template

Study:

Consultant:

Invoice Number:

Invoice Period:

Overall Project Status / Description of Work Completed This Period

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

Task 1 – Project Management

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

Task 2A – Outreach and Partnerships

-

Task 2B – Data Collection and Review

-

Task 2C – Equity Assessment

-

Task 3 – Data Analysis and Mapping

-

Task 4 – Study Findings and Recommendations

- No activity this period.

Task 5 – Final Report and Final Deliverables

- No activity this period.

Budget Status / Summary of Work Percent Complete

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

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

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

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

Scheduled Milestones/Deliverables Status

- No deliverables have been completed to date. (This section should provide a list of work products/deliverables provided during this period (include product date).)
- The scheduled completion of the study is June 30, 2025. No deviations from this end date are anticipated at present. (Any adjustments to the schedule must be approved and noted here.)

Primary Work Tasks Scheduled for Next Reporting Period

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

Action Items

- None at present.

Project Controls

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

- No issues at present.