

FY 2027 UPWP

Unified Planning Work Program



Chapter II

Subregional Pass-Through Programs

Draft

**FY 2027
UNIFIED PLANNING WORK PROGRAM
SUBREGIONAL PASS-THROUGH PROGRAMS**

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Introduction

Chapter II describes the federally funded planning and project development work being conducted through the Subregional Pass-Through Programs to support regional transportation planning and project development efforts. Approximately 23 percent of the NJTPA's federal allocation for the FY 2027 UPWP will be passed through to the fifteen subregions that make up the NJTPA region. The award of pass-through grants is contingent upon a pre-award evaluation and risk assessment of each subregion, consistent with federal guidelines (2 CFR Chapter I, Chapter II, Part 200, et al).

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

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

**FY 2027
SUBREGIONAL TRANSPORTATION PLANNING (STP)
PROGRAM**

SUBREGIONAL TRANSPORTATION PLANNING (STP) PROGRAM

PROGRAM DESCRIPTION

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

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

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

WORK PROGRAM BUDGET

The proposed FY 2027 STP Program budget and funding allocations below are based on a formula-based distribution using the 2010 US Census. An initial, even base sum of federal funds is distributed to each subregion (\$65,000), then remaining funds are distributed according to the respective shares of population within the region.

Subregion	FY 2027 Funding Allocation
Bergen County	\$ 262,705.00
Essex County	\$ 181,207.50
Hudson County	\$ 156,620.00
Hunterdon County	\$ 103,762.50
Jersey City	\$ 128,162.50
Middlesex County	\$ 243,213.75
Monmouth County	\$ 206,487.50
Morris County	\$ 178,228.75
Newark	\$ 134,208.75
Ocean County	\$ 195,476.25
Passaic County	\$ 180,060.00
Somerset County	\$ 143,682.50
Sussex County	\$ 108,042.50
Union County	\$ 187,277.50
Warren County	\$ 99,740.00
Total STP Program	\$ 2,508,875.00

FY 2027
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAMS

Subregional Transportation Planning Program Core Products/Outcomes and Activities

The STP Program requires all subregions to conduct a common set of activities to achieve a common set of core products and outcomes under Task 1 and Task 2. **Subregions' FY 2027 STP Core Activities are listed below and are followed by each subregion's elective activities.**

TASK 1: PROGRAM MANAGEMENT

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

Core Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Timely quarterly Progress Reports, invoices and supporting documentation for the FY 2027 STP Work Program, along with attendance at training offered related to the STP Program. Monthly invoicing for labor costs is highly encouraged but not required.

ACTIVITIES:

- Prepare quarterly progress reports to track core and elective activity progress for Tasks 1 and 2 via the STP Program Quarterly Progress Reporting tool in the NJTPA's Pass-through Programs online reporting system, which is part of the NJTPA's Cost Tracking System (CTS).
 - Prepare monthly and/or quarterly invoices and financial documentation using the CTS.
 - Maintain all subregional grant-related records and products.
 - Attend NJTPA-led training and workshops on the STP Program.
 - Maintain data in the CTS, including regular updates to salaries, fringe rates, personnel, etc.
- **PRODUCT/OUTCOME:** FY 2028 Subregional Transportation Planning (STP) work program proposal.

ACTIVITIES:

- Prepare FY 2028 STP Work Program, Budget, and Staffing Plan.

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

The transportation planning and coordination component of the STP Program includes all aspects of transportation planning conducted at the subregional level in support of the NJTPA funded work programs and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and has its own approach to transportation planning.

TASK 2.1 SUPPORT THE NJTPA'S REGIONAL PLANNING PROCESS

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

2.1 Core Products/Outcomes and Activities

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

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

ACTIVITIES:

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

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

ACTIVITIES:

- Attend RTAC meetings.

- **PRODUCT/OUTCOME:** Adherence to the NJTPA's Title VI Implementation Plan, which endeavors to ensure that the planning process includes traditionally underserved populations as required by federally funded subrecipients. Please see additional information and the Title VI Implementation Plan (<https://www.njtpa.org/TitleVI>). (Additional Public outreach activities for this task are outlined in Task 2.2).

ACTIVITIES:

- Conduct STP Program funded activities that adhere to the NJTPA's Title VI Implementation Plan. To achieve this, Subregions must strive to accomplish the following as provided in the adopted NJTPA's adopted Title VI Implementation Plan:
 - Provide adequate opportunities for all residents to be involved in the transportation planning process. An example of this is to seek out a diversity of members for

participation on a Technical Advisory Committee (TAC), Stakeholder Advisory Committee (SAC), or focus group.

- Analyze the impacts of transportation investment benefits and burdens for all residents. Work toward equitable distribution of the benefits and burdens of investments so that they are shared as equally as possible across all populations.
- Consider inclusion and impacts of all residents and travelers when developing studies for the NJTPA’s UPWP. Specific guidance can be found in the annual Subregional Studies Solicitation and in other NJTPA program solicitations.
- **PRODUCT/OUTCOME:** Participation in the implementation of *Connecting Communities: The NJTPA Long Range Transportation Plan*.

ACTIVITIES:

- Consistent with the needs and goals of the subregion, advance strategies identified in *Connecting Communities*. Examples include, but are not limited to, conducting activities to reduce crashes; supporting and improve North Jersey’s extensive transit systems; supporting pedestrian, bicycle, and other active transportation; encourage the use of alternate fuels and resilience; responding to continued growth of freight; supporting local mobility services; and take advantage of transportation technology.
- **PRODUCT/OUTCOME:** Support for planning studies and activities contained in the NJTPA FY 2027 Unified Planning Work Program (UPWP).

ACTIVITIES:

- Participate in advisory committees, meetings, webinars, or workshops as requested for NJTPA planning studies and related activities conducted under UPWP Chapter I – Central Staff Activities. Participation may include attendance, review of documents, or other activities. This may include corridor, subarea and/or freight planning studies or studies conducted under the Planning for Emerging Centers Program or Vibrant Communities local planning initiatives. It may also include NJTPA’s performance-based planning efforts such as the Congestion Management Process (CMP) including follow-up on the Accessibility and Mobility Regional Reassessment; support for evaluating Intelligent Transportation Systems (ITS); safety planning; or other planning initiatives.
- Support the NJTPA’s continuing work on transportation modeling, demographic and employment forecasting and the development of GIS data, applications, and tools, as requested. Support coordination with partner agencies to advance a performance-based planning and programming approach and data-driven investments.
- Participate in statewide planning initiatives as requested and as appropriate, such as the update to the statewide Long Range Transportation Plan.
- Implementation of the Target Zero Commission Plan and Recommendations.
- Participate in the completion and implementation of Local Safety Action Plans (LSAPs), developed in keeping with the Safe Systems Approach. Support municipal safety initiatives that advance these county plans.
- Participate in state and regional initiatives to reduce carbon emissions from the transportation system as identified in the 2019 New Jersey Energy Master Plan ([NJ](#)

[Energy Master Plan](#)). One key strategy is to facilitate the transition to electric vehicles. Activities may include participating in the development of Electric Vehicle Readiness Plans, electrification of public and private-sector vehicle fleets, the promotion of electric school buses, assisting local governments in adoption of model electric vehicle ordinances, and dissemination of electric vehicle resources ([Drive Green](#)). These efforts should seek to increase public EV charging opportunities for all residents, regardless of income or other factors.

- Support the development of the FY 2028 UPWP by providing input on activities in addition to the subregion’s individual STP work program.
- **PRODUCT/OUTCOME:** Participation in Transportation Management Association (TMA) activities, as applicable.

ACTIVITIES:

- Coordinate and share information and expertise with the TMAs on transportation demand management activities, including, but not limited to, promoting shared rides, bicycle and pedestrian safety, use of the NJTPA Complete Streets Demonstration Library, electric vehicle charging, and responding to construction-related and unexpected travel disruptions, as applicable. These activities implement the NJTPA Transportation Demand Management and Mobility Plan [TDM Plan](#), completed in spring 2021, and the Regional Coordinated Human Services Transportation Plan ([Regional CHSTP](#)).
- Review and provide feedback on TMA UPWP work program proposals.
- Coordinate with TMAs on safety-related activities, including coordination on Local Safety Action Plan implementation, Complete Street activities, speed studies, walk/bike audits, and safety outreach and education, as requested.
- Coordinate with TMAs to promote engagement with all residents and travelers relating to access to shared and sustainable transportation options, mobility needs of all communities, and safety awareness, as applicable.
- **PRODUCT/OUTCOME:** Participation in the identification and use of performance measures, thresholds, and targets, including those related to transportation authorization legislation.

ACTIVITIES:

- Support NJTPA Central Staff, NJDOT, NJ TRANSIT and other planning partners in implementing performance-based planning and programming (PBPP). Activities may include supporting development of performance targets and thresholds to comply with federal rules and for other performance measures as requested by Central Staff.
- Assist in relating planning and project development to established performance measures and the achievement of performance measure targets as appropriate.

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

ACTIVITIES:

- Enter pertinent information about completed planning studies funded by the NJTPA into the NJTPA’s PRIME tool. Subregions that complete Subregional Studies Program (SSP) studies in the 2025-2026 cycle should enter information from these studies into PRIME before the end of the first quarter of FY 2027. Other previous studies funded by the

NJTPA should be entered into PRIME on an ongoing basis as staff time permits. More information about PRIME can be found at <http://www.njtpa.org/Data-Maps/Tools/PRIME.aspx>. The PRIME tool can be accessed at: <http://prime.njtpa.org/>. For training and assistance please contact Jeff Vernick at Jvernick@njtpa.org or 973-639-8429.

- **PRODUCT/OUTCOME:** Provision of data and data updates and timely response to information requests.

ACTIVITIES:

- Assist in maintaining the NJTPA Enterprise GIS database by providing data as requested by the NJTPA, via OneDrive as the principal interface for data exchange. Provide timely responses to the NJTPA or partner agencies. Types of data to be collected from the subregions may include cadastral, design plans, environmental, facilities, general, land use, development, and zoning, population or employment, planning, and political boundaries, transportation, and utilities layers. Refer to the EGIS Quality Assurance documentation ([EGIS Quality Assurance](#)) for guidance on the data exchange process, metadata requirements, and proper format of data deliverables.
 - Provide data as requested and available to support NJTPA planning studies, including, but not limited to, corridor and subarea studies, environment and resilience studies, freight planning studies, subregional studies conducted by other subregions through Chapter II of the FY 2027 UPWP, the Planning for Emerging Centers Program, and other performance-based planning efforts such regional performance measures, and the Congestion Management Process.
 - Timely response to requests to complete surveys, participate in planning focused discussions, or other requests to provide qualitative information to inform the metropolitan planning process.
- **PRODUCT/OUTCOME:** Participation in the Regional Zoning Atlas Update

ACTIVITIES:

- Support NJTPA in updating the Regional Zoning Atlas by reviewing and verifying the accuracy of county and municipal zoning maps.
- Notify NJTPA of any zoning map updates or changes as they occur to ensure the Atlas remains current.
- Provide additional assistance as requested.

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

The NJTPA Central Staff are available to assist subregions in enhancing public participation. If possible, requests for Central Staff support should be included in the subregion's STP Program proposal.

To the extent possible, subregions are encouraged to incorporate the recommendations and techniques provided in the NJTPA's Public Engagement Toolkit (<https://njtpa.org/Engage>) in their outreach activities. The toolkit provides recommendations for outreach to all communities in the transportation planning process. Subregions should also reference NJTPA's Public Engagement Plan (PEP). The plan describes the NJTPA's goals and objectives for public engagement in the MPO programs, projects and plans while identifying specific approaches, techniques and opportunities for ongoing communication and interaction with the public. The plan is available at <http://www.njtpa.org/pep>.

2.2 Core Products/Outcomes and Activities

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

- **PRODUCT/OUTCOME:** Conduct regional and subregional public participation activities related to Connecting Communities goals and priorities and to support central staff activities. **A minimum of two (2) outreach meetings or events must feature NJTPA programs and products.**

ACTIVITIES:

- Timely dissemination of emails, flyers, or other notifications of upcoming grant opportunities, webinars, symposium or public meetings, or other informational materials such as Notice of Funding Opportunities (NOFOs) to Transportation Coordinating Committees (TCCs) and Transportation Advisory Boards (TABs), municipal contacts, and the public. This can be done through email, social media or website postings, newsletters, or other means. Provide materials in languages in addition to English as appropriate.
- Inform and educate the public on transportation matters and provide a proactive means of soliciting their comments. Examples of potential activities include transportation committees and advisory boards; media outreach and publications to raise awareness and support for community planning efforts; special outreach efforts to business groups; chambers of commerce, or other civic organizations; information booths at public events; social media postings and ads; and public relations efforts in coordination with Central Staff and Board members. Special attention should be given to engaging traditionally difficult to reach populations as outlined in the NJTPA's Title VI Plan. An example of this is to identify such populations and tailor outreach with the purpose of removing barriers to participation.
- Assist in the implementation of the NJTPA Public Engagement Plan activities and other communications activities, including but not limited to, providing timely information

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

- **PRODUCT/OUTCOME:** Organize and host a minimum of two meetings with agendas developed collaboratively between the NJTPA and the subregion.

ACTIVITIES:

- Organize and host at least one (1) meeting with municipal leadership.
- Organize and host at least one (1) additional meeting.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

Subregions play a critical role in assisting the NJTPA in developing and managing the Transportation Improvement Program (TIP) and the Study and Development Program (S&D) and in supporting NJTPA's Local Program activities and other NJTPA funded local capital programming and project development initiatives. Through these programs, the NJTPA advances the goals of the LRTP through the process of performance-based planning and implementation of specific projects that will improve the regional transportation system. These projects also implement recommendations from NJTPA funded Subregional Studies, as well as from planning work undertaken by the counties and by other planning partners. Subregions also play an important role in assisting the NJTPA in reviewing and providing input on the prioritization of projects for NJDOT's annual Transportation Capital Program (TCP).

2.3 Core Products/Outcomes and Activities

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

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

ACTIVITIES:

- Provide input into the development of the Study & Development (S&D) Program by reviewing potential projects and providing feedback to the NJTPA, as requested.
- Review NJDOT Capital Program Screening Committee (CPSC) and Capital Program Committee (CPC) project recommendations and provide feedback to the NJTPA, as requested.
- Review Capital Projects, either through the CPSC or the S&D or TCP process, for consistency and consideration of previous recommendations that were developed through an NJTPA funded subregional or corridor study. Projects that are found to be inconsistent or contrary with recommendations should be brought to the attention of NJTPA planning staff.
- Assist in the development of the annual TCP, as applicable.

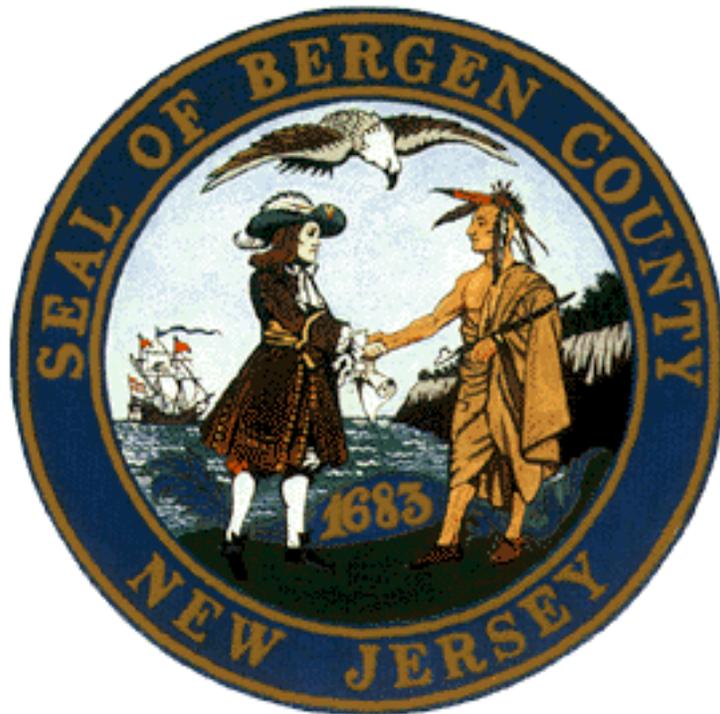
- Review potential projects scored by the NJTPA as part of the Project Pool phase of TIP development and provide feedback on scores to the NJTPA, as requested.
- Review scope, scheduling, and funding recommendations of TIP modifications and amendments and provide feedback to the NJTPA, as requested.
- **PRODUCT/OUTCOME:** Submission to the NJTPA of information about major subregional transportation projects affecting air quality, as applicable.

ACTIVITIES:

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

**FY 2027
ELECTIVE ACTIVITIES AND BUDGETS
BY SUBREGION**

COUNTY OF BERGEN



**FY 2027
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM ELECTIVES**

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

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

The transportation planning and coordination component of the STP Program includes all aspects of transportation planning conducted at the subregional level in support of the NJTPA funded work programs and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and has its own approach to transportation planning.

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participation on the RTAC in a leadership/advisory capacity, providing both local and regional insight where possible.

ACTIVITIES:

- Help create, review, and refine agendas, actively participate in RTAC meetings, guide priorities and focus areas, and lead discussions.
 - Volunteer as an RTAC representative on a sub-committee.
 - Represent RTAC on planning study TACs and other substantive discussions regarding transportation planning, data analysis, etc.
- **PRODUCT/OUTCOME:** Engagement in interagency cooperation on transportation related topics to encourage vibrant, sustainable communities and effective transportation infrastructure and services for the general public.
- ##### **ACTIVITIES:**
- Coordinate with the New Jersey Sports and Exposition Authority (NJSEA) to ensure consistency between their planning efforts, those of the NJTPA, and County and local transportation plans and programs, including the monitoring of impacts and outcomes of the American Dream development, transit investments in the vicinity, and associated traffic and development impacts; and coordination with the NJSEA as they develop and then implement a Local Safety Action Plan for their district.
 - Align County planning efforts with Highlands Council planning efforts as they may emerge. The Borough of Oakland and the Township of Mahwah fall within the purview of the Highlands Council.

- Participate in efforts of other agencies with jurisdiction in (or bordering) Bergen County, including the Office of Planning Advocacy/State Planning Commission on State Plan matters, the Port Authority of New York and New Jersey regarding facilities that are located in or access Bergen County, the Palisades Interstate Park Commission, NYMTC, New York City Planning Department, and other relevant agencies.
- **PRODUCT/OUTCOME:** Prepare, support and/or review of transportation related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation related topics.

ACTIVITIES:

- Coordinate and support regional and statewide strategic planning initiatives, including work alongside the County’s partners at the NJDOT, NJ TRANSIT, and other regional and statewide transportation agencies, such as:
 - **Route 17.** Work with NJDOT to advance critical projects along Route 17, including the Route 17 Bottleneck Project.
 - **Northern Branch.** Work with NJ TRANSIT to advance light rail via an extension of the Hudson Bergen Light Rail along the Northern Branch from North Bergen through Englewood Hospital.
 - **Trans-Hudson.** Monitor critical Trans-Hudson capacity projects including the construction/renovation of the Hudson River Tunnels, Penn Station Expansion, ferry service expansion, a new Port Authority Bus Terminal. Monitor Trans-Hudson Capacity Studies, and work with involved agencies (NJ TRANSIT, Port Authority, AMTRAK, New York Waterway, NJ Sports & Exposition Authority, etc.) to discuss Trans-Hudson issues, challenges, and opportunities.
 - **NJ TRANSIT.** Monitor NJ TRANSIT projects and services, providing insight and feedback as needed, with a focus on reviewing bus stop locations; upcoming capital projects (including the 2026 FIFA World Cup services as well as the proposed NJT Secaucus-Meadowlands Transitway and new bus stop and station locations); challenges regarding transit accommodation at the George Washington Bridge, its approaches, and the GWB Bus Station operations also in coordination with the Port Authority of New York and New Jersey; and other matters as they arise.
 - Collaborate on other regionally significant transportation initiatives as they arise and progress.
- Incorporate best practices in the County’s planning efforts, including but not limited to complete streets, bicycle and pedestrian accommodations, innovative approaches to transit, transit-oriented development and redevelopment, response to changing demographic and economic considerations, safety for all users, emerging technologies, as consistent with the NJTPA LRTP, Connecting Communities.
- Support the NJTPA’s continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Support includes involvement in the Local Safety Program and the outcomes of previous initiatives through this program, through ongoing coordination with local officials and public safety officers.

- Identify major land development and redevelopment projects and analyze impacts on the transportation network from a local and regional perspective, including provision of ADA-compliant elements for users, transit-supporting densities, transit accommodation and location of stops/stations, mixed-use opportunities, impacts on demographic and economic forecasting, etc.
- Support refinement and advancement of study recommendations into project pipeline implementation paths, as timely and appropriate, including on-going work on East Anderson Street/Cedar Lane Bridge (Hackensack/Teaneck), Kingsland Avenue Bridge (Lyndhurst/Nutley), Oradell Avenue Bridge (Oradell), and further application to the LCPD Program and other such opportunities as they may arise.
- Pursue additional training and professional development opportunities offered through the NJTPA as well as other outlets, with a focus on improving technical knowledge base in planning, engineering, design, and technology literacy.
- Participate in the advancement, further refinement, and outgrowths of the countywide Master Plan. The plan allows the County to be proactive and focus on the challenges and opportunities critical to the quality of life of Bergen County residents and businesses alike, many of which are transportation related.
- Monitor and participate in Statewide planning activities as they apply to the County, as well as to transportation planning, programming, and investment – including NJDOT, NJ Transit, and State Plan activities.
- Review federal opportunities and solicitations, as put forward by the NJTPA and other agencies, and recommend application to these programs by the appropriate agencies as well as supporting municipal or other regional partners’ applications and other grant/funding opportunities as they arise.
- Enlist the support of planning and engineering students in our annual Student Intern Program to assist and provide corollary input into our transportation planning activities.
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.

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

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, and outcomes of the Long Range Transportation Plan (Connecting Communities) as opportunities arise, including distribution of announcements and materials, including email blasts, press releases, website postings, flyers, pamphlets, surveys, etc. as appropriate.

- Oversee implementation of the Public Information Action Plans (PIAP) for ongoing Local Capital Project Delivery (LCPD) Program /Federal pipeline projects, including outreach and project information/updates for local officials, stakeholders, affected community-at-large, and the general public. Current projects include East Anderson Street/Cedar Lane Bridge (Hackensack/Teaneck), Kingsland Avenue Bridge (Lyndhurst/Nutley), Oradell Avenue Bridge (Oradell), and Bridge & Intersection Improvements at Market Street/Essex Street/Rochelle Avenue (Lodi/Rochelle Park/Saddle Brook) as well as other opportunities as they may arise.
- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.
ACTIVITIES:
 - Conduct or assist in ongoing outreach efforts, including StreetSmart NJ pedestrian safety education campaign, NJTPA Complete Streets Technical Assistance Program, and Walkable Communities Workshops; outgrowths and future opportunities under the NJTPA Local Safety Program; Road Safety Audits; New Jersey Strategic Highway Safety Plan (SHSP) strategies, outcomes, and updates, and other initiatives, as relevant.
- **PRODUCT/OUTCOME:** Collection, refinement, and dissemination of key datasets with transportation and planning implications for public consumption.
ACTIVITIES:
 - Collect, refine, and disseminate critical data (including GIS data) for agency and public consumption including:
 - Monitoring of Census 2020 outgrowths, American Community Survey, New Jersey State data releases, and other data dissemination, and subsequent analysis, computation, processing, and compilation in the “Bergen County at a Glance” quarterly online publication for public information.
 - Compiling and updating census and economic data, municipal Master Plans, land-use and zoning ordinances, and information on transportation assets countywide on the website.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Monitor NJTPA's Local Program activities for opportunities for proposal development, which may include Local Safety and High-Risk Rural Roads Programs, Local Capital Project Delivery, Local Concept Development (LCD), Freight Concept Development, Transportation Alternatives Programs and/or Congestion Mitigation and Air Quality (CMAQ) Programs.

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

ACTIVITIES:

- Provide technical support and other assistance on locally advanced Federally-funded projects including the following:
 - ***Final Design Phase/ROW Acquisition, Bridge & Intersection Improvements at Market Street/Essex Street/Rochelle Avenue/Main Street, Lodi/Rochelle Park/Saddle Brook.*** Provide project management, technical support, and coordination for the advancement of this longstanding project in the TIP with Federal appropriations.
 - ***Final Design Phase/ROW Acquisition, Kingsland Avenue Bridge, Lyndhurst/Nutley.*** Provide project management, technical support, and coordination for the next phase of improvements on this critical bridge crossing project, with the goal of Final Design leading into the right of way acquisition and construction phases of the project.
 - ***Final Design Phase/ROW Acquisition, East Anderson Street/Cedar Lane Bridge, Hackensack/Teaneck.*** Provide project management, technical support, and coordination for the next phase of improvements on this critical bridge crossing project, with the goal of Final Design leading into the right of way acquisition and construction phases of the project.
 - ***Local Preliminary Engineering Phase/Final Design Phase, Oradell Avenue Bridge, Oradell.*** Provide project management, technical support, and coordination for the next phase of improvements on this critical bridge crossing project, with the goal of finalizing the Preliminary Engineering phase of the project and flowing seamlessly into Final Design at its conclusion.
 - ***Local Concept Development Phase, Passaic Street Bridge over the Passaic River, Garfield/Passaic.*** Work on a Local Concept Development (LCD) proposal currently under consideration for this bi-county bridge location, which is maintained by Bergen County. If the proposal is accepted into the LCD Program, staff will support initial coordination, project scoping, and project management activities in preparation for future phases.

**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
BERGEN COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$ 143,593.92	
2. FRINGE BENEFIT	77.040%	\$ 101,611.08	
		SUBTOTAL \$ 245,205.00	100%
PART II: DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$ -	
2. TRAVEL		\$ 6,500.00	
3. ADVERTISING, PRINTING & REPRODUCTION		\$ -	
4. POSTAGE		\$ -	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$ 6,500.00	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$ -	
7. OTHER (SPECIFY)		\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$ -	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$ 4,500.00	
		SUBTOTAL \$ 17,500.00	100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$ -	
		SUBTOTAL \$ -	100%
		TOTAL PROGRAM BUDGET \$ 262,705.00	100%

This estimated budget is based upon projected costs to perform the work program for FY 2027 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$ 262,705.00	Total: \$ 262,705.00
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**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
BERGEN COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	150	\$ 18,358.16	\$ -	\$ -	\$ 18,358.16	7%
Task 2 - Transportation Planning and Coordination	2,862	\$ 226,846.84	\$ 17,500.00	\$ -	\$ 244,346.84	93%
TOTAL	3,012	\$ 245,205.00	\$ 17,500.00	\$ -	\$ 262,705.00	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Joseph Femia, Department Director, County Engineer	1%	25
Joseph Baladi, Division Head, Planning	10%	200
Nancy Dargis, Division Head, Engineering	1%	30
Christopher Helms, Supervising Planner	21%	350
Peter Kortright, Principal Planner	17%	350
Laura LiVecchi-Bresaz, Transportation Analyst	19%	300
Jaison Alex, Traffic Engineer	14%	300
Martin Maver, Principal Engineer, Bridges	14%	300
Sean Zhang, Principal Planner	2%	35
Sarah Franklin, Assistant Planner, GIS	1%	22
Adam Camerlengo, Assistant Engineer	22%	450
Student Intern 1 (TBD)	22%	325
Student Intern 2 (TBD)	22%	325
TOTAL	13%	3,012

COUNTY OF ESSEX



**FY 2027
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM ELECTIVES**

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

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

The transportation planning and coordination component of the STP Program includes all aspects of transportation planning conducted at the subregional level in support of the NJTPA funded work programs and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and has its own approach to transportation planning.

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

2.1 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Volunteer to serve as RTAC Chair or Vice Chair for a two-year term. These are elected positions, requiring a vote by RTAC.
- Help create agendas, run meetings, and lead discussions.
- Serve as an RTAC representative on a sub-committee.

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

ACTIVITIES:

- Implement the policy recommendation of the Essex County Safety Action Plan (SS4A), including the creation of a Countywide Safety Action Task Force and updating the County’s Complete Streets policy.
- Engage in Towards Zero Deaths or Vision Zero activities in addition to participation in developing local safety action plans (LSAPs), including the following activities:
 - Coordinate the Essex County Safety Action Task Force.
 - Continue participation in the Montclair Vision Zero Task Force.
- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation related topics.

ACTIVITIES:

- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA's PRIME tool, such as recommendations from the Essex County Safety Action Plan.
 - Participate in PRIME training sessions provided by the NJTPA and/or participate in the NJTPA PRIME Users Group that supports the system's further development and refinement.
 - Support refinement and advancement of study recommendations into project pipeline implementation paths, focusing on the recently completed Essex 2045 Transportation Plan and the Essex County LSAP which will be completed during FY 2026.
 - Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Activities may include, but are not limited to, training in the use of crash analysis tools (Numetrics); use of technology intended to reduce vulnerable user crashes, including detection of users; aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP); or participation in the Statewide Traffic Records Coordinating Committee (STRCC) or other statewide or local safety committees.
 - Develop grant applications and conduct interagency coordination for proposals that align with the goals and priorities of Connecting Communities.
 - Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
 - Collaborate with the NJTPA on advancing electric vehicle adoption implementation such as the continuing identification of public-use electric vehicle (EV) charging sites and identification of construction funding opportunities.
 - Prepare grant applications for the Subregional Studies Program (SSP) or other funding opportunities.
 - Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.
- **PRODUCT/OUTCOME:** Promote deployment of Intelligent Transportation Systems (ITS).

ACTIVITIES:

- Improve traffic operations through planning for ITS upgrades and coordinating at the interstate, state, county, and local level, by expanding the County's Advanced Traffic Signal Systems which started with Central Avenue Adoptive Traffic Signal System Phase I & II with expansion into other County roadways within the City of Newark.

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

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings, and ribbon-cuttings.
- Conduct or assist in special outreach efforts as the County completes and implements the recommendations of the Essex County Safety Action Plan (SS4A).
- **PRODUCT/OUTCOME:** Participation in environmental education or other educational efforts.

ACTIVITIES:

- Increase local understanding of environmental issues and strategies that are consistent with NJTPA's regional goals. The County's Environmental Commission hosts regular public meetings and a website and is a forum to publicly discuss environmental issues.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support preparation and proposal development for the NJTPA's Local Program activities through the following programs:
 - Local Safety and High Risk Rural Roads Programs
 - Local Concept Development
 - Transportation Alternative Programs
 - Congestion Mitigation and Air Quality (CMAQ) Program
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives.

ACTIVITIES:

- Follow through on the following NJTPA funded Local Program Activities:
 - Clay Street Bridge Preliminary Design (Newark) - Local Concept Development
 - Bloomfield Avenue Safety Improvements (Newark, Belleville, Bloomfield, Glen Ridge) - Local Safety Program
 - Central Avenue Traffic Signal Optimization/Adaptive System Phase II, Construction (Newark, East Orange, Orange, and West Orange) - CMAQ/TCAM
 - Bridge Street Bridge Final Design (Newark) - Local Concept Development
- **PRODUCT/OUTCOME:** Submission of applications for competitive FHWA or FTA grants (discretionary or congressionally directed spending/community project funding) for surface transportation projects. Submission of applications for state, local, or privately funded opportunities, as appropriate.

ACTIVITIES:

- Support preparation and submission of applications for FHWA or FTA competitive grants (discretionary or congressionally directed spending/community project funding) or other state, local, or privately funded funding opportunities. Grant programs include, but are not limited to the following:
 - Congestion Mitigation and Air Quality (CMAQ) Improvement Program
 - Infrastructure for Rebuilding America (INFRA) Grant Program
 - Discretionary Grant Programs for Charging and Fueling Infrastructure

**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
ESSEX COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$ 125,495.65	
2. FRINGE BENEFIT	44.39345%	\$ 55,711.85	
		SUBTOTAL \$ 181,207.50	100%
PART II: DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$ -	
2. TRAVEL		\$ -	
3. ADVERTISING, PRINTING & REPRODUCTION		\$ -	
4. POSTAGE		\$ -	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$ -	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$ -	
7. OTHER (SPECIFY)		\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$ -	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$ -	
		SUBTOTAL \$ -	100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$ -	
		SUBTOTAL \$ -	100%
		TOTAL PROGRAM BUDGET \$ 181,207.50	100%

This estimated budget is based upon projected costs to perform the work program for FY 2027 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$	181,207.50		Total:	\$	181,207.50
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**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
ESSEX COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	241	\$ 15,818.66	\$ -	\$ -	\$ 15,818.66	9%
Task 2 - Transportation Planning and Coordination	2,055	\$ 165,388.84	\$ -	\$ -	\$ 165,388.84	91%
TOTAL	2,296	\$ 181,207.50	\$ -	\$ -	\$ 181,207.50	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
David Antonio, County Planner	60%	1,250
Nick Bonavita, Planning Aide	39%	805
Janet Pena, Planning Aide	12%	241
TOTAL	37%	2,296

COUNTY OF HUDSON



**FY 2027
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM ELECTIVES**

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

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

2.1 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Serve as an RTAC representative on a sub-committee.

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

ACTIVITIES:

- Serve on the Hudson County Vision Zero Task Force and provide support.
- Collaborate with Hudson TMA on multiple programs and projects including:
 - Implementing Vision Zero initiatives
 - Alternative transportation programs such as smart cycling classes, walk/bike to work programs and transit programs to highlight healthy and environmentally-friendly transportation choices

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

ACTIVITIES:

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

- Support the NJTPA’s continued work to improve safety through data analysis and planning through the following activities:
 - Training in the use of the latest crash data analysis tools such as Numetrics.
 - Participate in the State Highway Safety Plan (SHSP) update.
 - Participate in statewide or local safety committees, such as the Statewide Traffic Records Coordinating committee and the Meadowlands Action Plan for Safety.
 - Utilization of technology to enhance safety of the roadways, in alignment with the SHSP.
 - Use of technology intended to reduce vulnerable user crashes, including detection of users.
 - Modification of signal timing and operations to reduce the risk of collisions (e.g. passive detection, all red extension).
- Undertake the analysis and/or data collection necessary to support state and federal grant applications.
- Review federal opportunities and solicitations, as put forward by the NJTPA and other agencies, and recommend application to these programs by the appropriate county agencies as well as supporting municipal or other regional partners’ applications and other grant/funding opportunities as they arise.
- Support municipalities in achieving safety goals and improvements. Serve as a resource to assist municipalities in the competitive grant application process and with grant administration.
- Support Complete Streets planning activities, including walkable communities efforts, Safe Routes to School projects, or bicycle initiatives through data collection or the use of analytical tools such as the NJTPA’s Bicycle Level of Compatibility index. Consider goods movement activity including truck routing, truck parking, deliveries, and pick-ups as part of complete streets planning.
- Conduct planning activities that refine and foster implementation of the Active Transportation Network. Example activities are GIS and data analysis to support trails or on road facilities or coordination with local and state entities.
- Advance the Hudson County Regional Comprehensive Economic Development Strategy (CEDS) by collaborating with private, non-profit, and other public agencies such as Hudson Economic Development Corporation, Hudson County Improvement Authority, and Hudson TMA to improve access to jobs in industrial centers.
- Advance the Morris Canal Greenway connection via John F. Kennedy Blvd. by implementing bike lanes between Custer Avenue and Mercer Park, as well as the East Coast Greenway by assisting in planning and programming of the Greenway (also known as the Essex-Hudson Greenway).
- Leverage Hudson County Vision Zero products to identify corridors on the high injury network list and conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.

- **PRODUCT/OUTCOME:** Promote deployment of Intelligent Transportation Systems (ITS).

ACTIVITIES:

- Improve traffic operations through planning for ITS upgrades and coordinating at the interstate, state, county, and local level. Strategies can include, but are not limited to, Advanced Traffic Signal Systems or Transit Signal Priority deployments.
- Provide traveler information and response/recovery activities for planned traffic incidents (i.e. construction, events, other permitted activities) and unplanned traffic incidents (i.e. emergency response, weather-related closures, crashes). This may include, but is not limited to, communication through traveler information systems such as Portable Variable Message Signs (PVMS) or development of data feeds and management of communication with map applications such as Waze, Google Maps, Apple Maps, etc.
- Support roadway closure activities through event and incident planning, including, but not limited to, emergency response planning and incident management plans.

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

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings, and ribbon-cuttings, especially for the Clay Street Bridge, JFK Blvd. East, Morris Canal Greenway, and JFK Blvd. projects.
- Participate in public outreach efforts related to the Local Safety Program activities with a focus on public engagement in project timelines for the following projects:
 - JFK Blvd from Pavonia Avenue to Saint Paul’s Avenue
 - JFK Blvd Route 139 to Secaucus Road
 - Paterson Plank Road - Harrison Road to South Wing Viaduct

PRODUCT/OUTCOME: Assistance with the execution of Vision Zero Local Safety Action Plan.

ACTIVITIES:

- Utilize the Hudson County website and social media platform to engage the public in Vision Zero initiatives such as the Street-Smart NJ pedestrian safety campaign, safety focused traffic enforcement campaigns or other initiatives related to senior driving, distracted driving, etc.
- Assist in public education such as in-person events, webinars, and site visits regarding the development of on and off-road trails to encourage alternative, non-motorized travel options.

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

ACTIVITIES:

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

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

ACTIVITIES:

- Increase local understanding of environmental issues and strategies consistent with NJTPA’s regional goals by collaborating with state agencies and Hudson TMA to develop and present educational programming that encourages environmentally friendly transportation choices.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support preparation and proposal development for the NJTPA’s Local Program activities including Local Capital Project Delivery, Freight Concept Development, Transportation Alternative Programs, and Congestion Mitigation and Air Quality Program.

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

ACTIVITIES:

- Advance NJTPA funded Local Program Activities:
 - FY 2020 Local Safety Program funded projects on JFK Boulevard from 43rd to 59th Street and sections of Frank E. Rodgers Blvd in Harrison, Paterson Plank Road in North Bergen, and Secaucus Road along the North Bergen and Jersey City municipal boundaries.
 - FY 2016 Transportation Alternative Program (TAP) program funded Mercer Park: Celebrating the Morris Canal Greenway project. This includes continuing design and implementation efforts to improve safety, aesthetics and connectivity.
 - FY 2020 Congestion Mitigation and Air Quality (CMAQ) Program funded ITS project along the JFK Blvd corridor between Saint Paul’s Avenue to Armstrong Avenue in Jersey City, NJ. This includes design and implementation efforts to install intelligent transportation systems and optimized traffic signals.
 - Congestion Mitigation and Air Quality (CMAQ) Program funded Southwest Hoboken Signal Optimization project

- NJTPA-funded Local Capital Project Delivery Secaucus Meadowlands Parkway Bridge and the Local Concept Development Study Project on John F. Kennedy Blvd from Pavonia Avenue to Saint Paul's Avenue.
- NJTPA FY16-17 LSEAP A2: JFK Boulevard and Paterson Plank Road
- NJTPA FY2018 Local Safety Program (LSP) in the municipalities of Hoboken, Weehawken, West New York, Guttenberg, and North Bergen. The overall purpose of this project is to enhance safety along John F. Kennedy Boulevard East between 16th Street in Hoboken and Wall Street in North Bergen.

**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
HUDSON COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$ 101,491.58	
2. FRINGE BENEFIT	59.738%	\$ 51,128.42	
		SUBTOTAL \$ 152,620.00	100%
PART II: DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$ -	
2. TRAVEL		\$ 1,300.00	
3. ADVERTISING, PRINTING & REPRODUCTION		\$ -	
4. POSTAGE		\$ -	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$ 2,000.00	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$ -	
7. OTHER (SPECIFY)		\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$ -	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$ 700.00	
		SUBTOTAL \$ 4,000.00	100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$ -	
		SUBTOTAL \$ -	100%
		TOTAL PROGRAM BUDGET \$ 156,620.00	100%

<p>This estimated budget is based upon projected costs to perform the work program for FY 2027 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.</p>
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FUNDING SOURCES:

Total Federal :	\$ 156,620.00	Total: \$ 156,620.00
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**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
HUDSON COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	213	\$ 14,857.97	\$ -	\$ -	\$ 14,857.97	9%
Task 2 - Transportation Planning and Coordination	2,511	\$ 137,762.03	\$ 4,000.00	\$ -	\$ 141,762.03	91%
TOTAL	2,724	\$ 152,620.00	\$ 4,000.00	\$ -	\$ 156,620.00	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Tanner Thul, Transportation Planner	71%	1,479
Mark Kataryniak, County Engineer	10%	205
Jose Siera, Director of Traffic	11%	220
Engineering Intern	39%	820
TOTAL	33%	2,724

COUNTY OF HUNTERDON



**FY 2027
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM ELECTIVES**

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

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

The transportation planning and coordination component of the STP Program includes all aspects of transportation planning conducted at the subregional level in support of the NJTPA funded work programs and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and has its own approach to transportation planning.

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

2.1 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Represent RTAC on planning study TACs.

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

ACTIVITIES:

- Participate in the Central Jersey Transportation Forum, as appropriate.
- Assist goHunterdon TMA with providing information to municipalities on bicycle infrastructure grants, letters of support, and other supporting documentation for technical assistance for implementing the Bicycle Plan.
- Collaborate with goHunterdon TMA to implement the findings of the LSAP, per the actions of the Local Implementation Committee.
- Collaborate with the Highlands Council to expand upon the findings of the Hunterdon County Bicycle Plan and the LSAP.
- Collaborate with the Local Implementation Committee to support municipal efforts to enact the LSAP.

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

ACTIVITIES:

- Support the municipal Complete Streets Initiatives by working with local municipalities to achieve recommendations from the LSAP and the Bicycle Plan.
 - Advance implementation of the Hunterdon County Bicycle Plan network by preparing funding applications for the construction of identified routes to support the Active Transportation Network.
 - Participate in PRIME training sessions provided by the NJTPA and/or participate in the NJTPA PRIME Users Group that supports the system’s further development and refinement.
 - Prepare an FY 2028 – FY 2029 SSP Proposal to conduct a Transportation Demand Study to review the road network, traffic demand, and transit demand throughout the most developed sections of the County.
 - Participate in the Eastern Transportation Coalition Freight Academy, when held in New Jersey.
 - Participate in the Lower Delaware Wild and Scenic River Management Council and Steering Committee to support the Delaware River Scenic Byway. Council meetings are quarterly and Steering Committee meetings are monthly.
 - Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.
- **PRODUCT/OUTCOME:** Promote deployment of Intelligent Transportation Systems (ITS).
- ACTIVITIES:**
- Create weather-related road closure maps for all major weather events impacting the County.

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

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Promote grant funding announcements at Commissioner meetings, weekly e-newsletters, and social media posts.
- Conduct meetings with municipal leadership to support the LSAP and the Bicycle Plan findings.
- Inform the public on transportation matters and solicit input as the County advances implementation of the Bicycle Plan.

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

ACTIVITIES:

- Collaborate with goHunterdon and the Local Implementation Committee to promote the findings of the LSAP to improve travel safety.
- Coordinate with NJDOT to modify signal timing and operations along Route 31 from Warren County to Flemington and from Mercer County to Flemington to improve safety and access to Hunterdon Health Hospital.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Prepare a Local Concept Development funding proposal to advance routes identified in the Bicycle Plan Network.

**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
HUNTERDON COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$ 53,569.38	
2. FRINGE BENEFIT	64.49% & 9.130%	\$ 27,170.17	
2. LEAVE ADDITIVE	21.800%	\$ 11,678.12	
		SUBTOTAL \$ 92,417.67	100%
PART II: DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$ -	
2. TRAVEL		\$ 122.09	
3. ADVERTISING, PRINTING & REPRODUCTION		\$ 500.00	
4. POSTAGE		\$ -	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$ 2,080.00	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$ -	
7. OTHER (SPECIFY)		\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$ -	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$ 1,200.00	
		SUBTOTAL \$ 3,902.09	100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	15.000%	\$ 7,442.74	
		SUBTOTAL \$ 7,442.74	100%
		TOTAL PROGRAM BUDGET \$ 103,762.50	100%

This estimated budget is based upon projected costs to perform the work program for FY 2027 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$ 103,762.50	Total: \$ 103,762.50
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**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
HUNTERDON COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	180	\$ 8,327.16	\$ 500.00	\$ 670.50	\$ 9,497.66	9%
Task 2 - Transportation Planning and Coordination	1,561	\$ 84,090.51	\$ 3,402.09	\$ 6,772.24	\$ 94,264.84	91%
TOTAL	1,741	\$ 92,417.67	\$ 3,902.09	\$ 7,442.74	\$103,762.50	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Alan Hunt, Director of Planning and Land Use	10%	200
Collen Runge, Clerk 3	7%	150
Rebecca Hall, Division Head, Geographic Information Systems	6%	120
Katherine Fullerton, Supervising Planner	11%	231
Bill Millette, Principal Planner	6%	120
Bob Hornby, Principal Planner	10%	210
Assistant Planner - open position	3%	60
Intern/Planner Trainee - open position	31%	650
TOTAL	10%	1,741

CITY OF JERSEY CITY



**FY 2027
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM ELECTIVES**

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

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

The transportation planning and coordination component of the STP Program includes all aspects of transportation planning conducted at the subregional level in support of the NJTPA funded work programs and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and has its own approach to transportation planning.

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

2.1 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Collaborate with Hudson TMA to integrate its work with the NJTPA planning process and/or to advance subregional objectives, as appropriate. This includes coordination on Vision Zero and Bicycle Master Planning efforts.
 - Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
 - Coordinate with the New Jersey Sports and Exposition Authority to ensure consistency between their plans, NJTPA initiatives, and local transportation plans and programs. This includes projects such as the Hackensack Riverfront Greenway, the Essex-Hudson Greenway, the Bergen Arches Greenway, and the Meadowlands Action Plan for Safety.
 - Engage in Vision Zero activities, including engineering, outreach, interagency coordination, and updating the Jersey City Vision Zero Action Plan.
 - Coordinate with Hudson County to ensure consistency between its plans and local transportation plans and programs. This includes projects such as the Hackensack Riverfront Greenway and other bicycle and pedestrian initiatives.
- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation related topics.

ACTIVITIES:

- Support refinement and advancement of the following study recommendations into project pipeline implementation paths:
 - Bike Master Plan: Install 3-6 miles of bike lanes; upgrade 3-6 miles of bike lanes; engage the community on bike planning efforts; install 50-100 bike racks; and install protected bike parking facilities.
 - Vision Zero Action Plan: Hold quarterly task force meetings; evaluate and upgrade 20-30 intersections; evaluate and upgrade high-crash corridors, conduct Rapid Response Task Force meetings; and conduct community safety audits.
 - Jersey City Pedestrian Enhancement Plan: Advance curb extensions, parklets and additional pedestrian projects.
 - Jersey City Morris Canal Greenway Plan: Advance planning work to identify redevelopment plan changes, funding sources, feasible short- and long-term alignments and potential design for remaining segments.
 - Alternative Transportation Modes Assessment Study: Continue improving shared micromobility, advance mobility hubs, identify funding sources for Mobility as a service.
 - Traffic Calming Toolkit: Advance two (2) high priority traffic calming projects from the NJTPA funded SSP study.
 - Transportation Master Plan: Advance high-priority recommendations related to safety, sustainable mobility, and multimodal connectivity.
- Support Complete Streets planning and implementation activities, including the following:
 - Increasing data collection for bicycles and pedestrians. This includes using the NJTPA Bicycle Compatibility Index.
 - Participating in Safe Routes to School initiatives.
 - Incorporate goods movement, such as truck routing, truck parking, deliveries and pickups as part of Complete Streets.
 - Creating and maintaining protected bike lanes in Jersey City.
 - Amending ordinances related to bicycle parking requirements.
 - Publishing a bi-annual JC Cycling Trends report.
 - Working with Jersey City schools to implement elements of the Jersey City School Travel Plan including upgrading intersections and installing traffic calming elements around schools.
 - Delivering quick build safety projects to improve traffic safety at dangerous intersections and along high crash corridors.
 - Applying for grant funding for outreach, education, engineering and construction activities.
- Advance planning activities to implement the Active Transportation Network, including continued coordination with Hudson County, NJ TRANSIT, and NJ DEP on projects such as the Hackensack Riverfront Greenway, the Essex-Hudson Greenway (also known as The Greenway), and the Bergen Arches Greenway.

- Prepare grant applications for funding opportunities such as Local Aid, Transit Village, Safe Routes to School, Congestion Mitigation and Air Quality, Safe Streets to Transit, Bikeways, Transportation Alternatives Program, NJ-Job Access and Reverse Commute, and applicable federal programs.
 - Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.
- **PRODUCT/OUTCOME:** Promote deployment of Intelligent Transportation Systems (ITS).
- ACTIVITIES:**
- Improve traffic operations through planning for ITS upgrades and coordinating at the interstate, state, county, and local level. Strategies can include, but are not limited to, Advanced Traffic Signal Systems or Transit Signal Priority deployments.

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

2.2 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participation in public education efforts regarding the results of NJTPA project development.
- ACTIVITIES:**
- Support public education and outreach regarding NJTPA project development, including project funding announcements, groundbreakings, and ribbon-cuttings. Activities include posting project information and updates on the City’s transportation web pages and social media, issuing public notices and holding public meetings, and using the City’s transportation database to inform the public and stakeholders about NJTPA-funded projects. These include Local Safety Program projects (Marin Boulevard, Garfield Avenue, Montgomery Street, Sip Avenue, West Side Avenue, and Summit Avenue) and Transportation Alternatives Program projects (Johnston Avenue and the Morris Canal Greenway).
- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.
- ACTIVITIES:**
- Conduct a traffic safety campaign as part of the Vision Zero Action Plan, including developing public-facing outreach through digital media, print materials, and in-person engagement.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support preparation and proposal development for the NJTPA's Local Program activities, which may include submissions for the Local Safety Program, Freight Concept Development, Transportation Alternatives Program, and Congestion Mitigation and Air Quality program.
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives.

ACTIVITIES:

- Follow through on NJTPA funded Local Program activities, including the following:
 - Local Safety Program: Marin Boulevard, Garfield Avenue, Montgomery Street, Sip Avenue, West Side Avenue, and Summit Avenue.
 - Transportation Alternative Program: Johnston Avenue and Morris Canal Greenway projects.
- **PRODUCT/OUTCOME:** Submission of applications for competitive Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) grants (discretionary or congressionally directed spending/community project funding) for surface transportation projects. Submission of applications for state, local, or privately funded opportunities, as appropriate.

ACTIVITIES:

- Support preparation and submission of applications for FHWA or FTA competitive grants (discretionary or congressionally directed spending/community project funding) or other state, local, or privately funded funding opportunities.

**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
CITY OF JERSEY CITY
BUDGET PLAN**

			PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES				
1. SALARIES			\$ 93,243.58	
2. FRINGE BENEFIT	0.000%		\$ -	
3. LEAVE ADDITIVE	Various		\$ 24,628.02	
SUBTOTAL			\$ 117,871.60	100%
 PART II: DIRECT NON-LABOR COSTS				
1. SUPPLIES			\$ 490.90	
2. TRAVEL			\$ 6,000.00	
3. ADVERTISING, PRINTING & REPRODUCTION			\$ -	
4. POSTAGE			\$ -	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT			\$ 3,800.00	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS			\$ -	
7. OTHER (SPECIFY)			\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)			\$ -	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)			\$ -	
SUBTOTAL			\$ 10,290.90	100%
 PART III: INDIRECT COSTS				
INDIRECT COSTS	0.000%		\$ -	
SUBTOTAL			\$ -	100%
TOTAL PROGRAM BUDGET			\$ 128,162.50	100%

This estimated budget is based upon projected costs to perform the work program for FY 2027 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$ 128,162.50	Total: \$ 128,162.50
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**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
CITY OF JERSEY CITY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	124	\$ 7,284.77	\$ -	\$ -	\$ 7,284.77	6%
Task 2 - Transportation Planning and Coordination	1,890	\$ 110,586.83	\$ 10,290.90	\$ -	\$ 120,877.73	94%
TOTAL	2,014	\$ 117,871.60	\$ 10,290.90	\$ -	\$ 128,162.50	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Elias Guseman, Senior Transportation Planner	85%	1,650
Lyndsey Scofield, Senior Transportation Planner	6%	124
Michael Manzella, Director of Transportation Planning	6%	120
Jennifer Wong, Director of Traffic Engineering	6%	120
TOTAL	26%	2,014

COUNTY OF MIDDLESEX



FY 2027 SUBREGIONAL TRANSPORTATION PLANNING WORK PROGRAM ELECTIVES

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

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

The transportation planning and coordination component of the STP Program includes all aspects of transportation planning conducted at the subregional level in support of the NJTPA funded work programs and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and has its own approach to transportation planning.

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

2.1 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Participate in a leadership role in the Central Jersey Transportation Forum.
 - Coordinate with Woodbridge Township to utilize a Congressionally designated grant to the townships to purchase electric buses and install electric vehicle charging stations.
 - Participate in the New Jersey Bicycle and Pedestrian Advisory Council (BPAC) meetings.
 - Pursue added collaboration with Keep Middlesex Moving (KMM) to integrate their work to advance County objectives. Specifically, KMM will assist with engagement on the *Bike Easy. Walk Safely* Plan, and possibly, the Greenways Guide.
- **PRODUCT/OUTCOME:** Prepare, support and/or review of transportation related studies, plans, recommendations, and/or engage in data sharing on transportation related topics.

ACTIVITIES:

- Participate in PRIME training and/or the Users Group to support further development and refinement.
- Refine and advance study and plan recommendations to follow implementation paths for capital projects. These may include those in the N-S Corridor Freight CD Study; the *Bike Easy. Walk Safely* Plan, and the draft Greenways Network.
- Support NJTPA’s work to improve safety by analysis and strategic planning for infrastructure, enforcement, and education. Activities may include training in crash analysis, aligning this analysis with the NJ SHSP, and participating in the Rt. 1 Safer Travel Initiative.
- Collect and/or analyze data to support state and federal grant applications.

- Develop grant applications and conduct interagency coordination for proposals aligned with goals and priorities in the LRTP (Connecting Communities).
 - Participate in advisory committees, meetings, webinars, or workshops as requested for County SSP studies or those of another subregion.
 - Refine and implement an Active Transportation Network, such as GIS and data analysis supporting greenways and on-road facilities or coordinating with other entities. This network will build on the NJTPA Regional Active Transportation Network.
 - Advance greenway initiatives in the draft Middlesex Countywide Greenways Network, for the East Coast Greenway, and the High Point to Cape May Trail.
 - Collect and analyze data from proposed and approved land development projects to assess impacts on the transportation network from a local or regional perspective.
 - Apply for grant opportunities that may include TASA, CMAQ, Local Freight Impact, and other existing or new solicitations, including those offered by foundations.
 - Consider and/or advance projects aligned with NJTPA’s Congestion Management Plan findings, including the Accessibility and Mobility Regional Reassessment.
 - Support NJTPA's Transit Hub Program activities, such as providing data or analysis, and coordinating with municipal planners and transit agency staff, if communities in the County apply for the program.
 - Support NJDEP CHANJ efforts on the coexistence of terrestrial, native wildlife with the built environment during greenway feasibility studies, if conducted.
 - Develop a potential SSP study application with a focus to be determined.
 - Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.
- **PRODUCT/OUTCOME: Advance Vision Zero Action Plan**

ACTIVITIES:

 - Engage in Towards Zero Deaths or Vision Zero activities and implement the Middlesex County Vision Zero Plan. Examples of activities include, but are not limited to, supporting the Local Safety Engineering Action Plan (LSEAP) and implementing recommendations from the Road Safety Audits (RSA) in collaboration with municipalities.
 - Refine and advance study and plan recommendations to follow implementation paths for capital projects. These may include, but are not limited to, those in six RSAs and two LSEAPs.
 - Conduct RSAs to generate recommendations for capital improvements.
 - Plan for Complete Streets, such as:
 - Pedestrian data collection, walkable communities efforts, municipal SR2S project support
 - Bicycle initiative data collection, use of tools such as the NJTPA’s Bicycle Level of Compatibility Index
 - Goods movement analysis, including truck routing, parking, deliveries, and pick-ups.

- **PRODUCT/OUTCOME:** Promote deployment of Intelligent Transportation Systems (ITS).
ACTIVITIES:
 - Improve traffic operations through ITS upgrades and coordination. Strategies have included installing ATMS for emergency vehicles at 44 intersections, with another 16 planned for Data City.
 - Update ITS projects in www.consystem.com/nj2022/web/index.htm, including the Phase 1 Smart Mobility Testing Ground on NJ27 and its extension on French St. (CR644) and Easton Ave. (CR527), and signal upgrades for emergency safety vehicle warnings.

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

2.2 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participate in public education on NJTPA project development results.
ACTIVITIES:
 - Assist in public education efforts on NJTPA project development (e.g., funding announcements, groundbreakings, ribbon-cuttings). Specifics include grant information sharing with targeted communities, county attendance, and possible media information sharing for events.
- **PRODUCT/OUTCOME:** Participation in subregional freight outreach/education efforts
ACTIVITIES:
 - Assist NJTPA to increase local understanding of freight operations and related transportation needs through subregional freight visits. Specifics include outreach activities and/or staff visits for the Southern Middlesex County North-South Truck Corridor Project.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

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

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

ACTIVITIES:

- Follow through on NJTPA-funded Local Program Activities as listed above.
- Provide technical support for Local or Freight Concept Development Program studies. These include NJTPA's Freight CD North-South Truck Corridor Study, which involves tasks such as input into and refinement of the scope, participating in consultant selection, providing data, attending stakeholder meetings, and reviewing technical documents.

- **PRODUCT/OUTCOME:** Submit applications for FHWA or FTA grants or discretionary or congressionally directed spending/community project funding for transportation projects. Submit applications for state, local, or privately funded opportunities, as appropriate.

ACTIVITIES:

- Prepare and submit FHWA or FTA grant applications (discretionary or congressionally directed spending/community project funding), or for other state, local, or privately funded funding opportunities.

**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MIDDLESEX COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$ 148,874.44	
2. FRINGE BENEFIT	58.480%	\$ 81,482.78	
		SUBTOTAL \$ 230,357.22	100%
PART II: DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$ -	
2. TRAVEL		\$ 6,416.53	
3. ADVERTISING, PRINTING & REPRODUCTION		\$ -	
4. POSTAGE		\$ -	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$ 6,440.00	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$ -	
7. OTHER (SPECIFY)		\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$ -	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$ -	
		SUBTOTAL \$ 12,856.53	100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$ -	
		SUBTOTAL \$ -	100%
		TOTAL PROGRAM BUDGET \$ 243,213.75	100%

This estimated budget is based upon projected costs to perform the work program for FY 2027 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$ 243,213.75	Total: \$ 243,213.75
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**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MIDDLESEX COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	250	\$ 24,504.97	\$ -	\$ -	\$ 24,504.97	10%
Task 2 - Transportation Planning and Coordination	2,854	\$ 205,852.25	\$ 12,856.53	\$ -	\$ 218,708.78	90%
TOTAL	3,104	\$ 230,357.22	\$ 12,856.53	\$ -	\$ 243,213.75	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Denise Nickel, Principal Planner	43%	890
Astha Negi, Principal Planner	30%	615
Christopher Townley, Principal Planner	29%	600
Emily Link, Office Services Manger	3%	72
College Intern, TBD (fall)	11%	239
Supervising Planner, TBD	22%	450
College Intern, TBD (spring)	11%	238
TOTAL	21%	3,104

COUNTY OF MONMOUTH



**FY 2027
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM ELECTIVES**

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

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

The transportation planning and coordination component of the STP Program includes all aspects of transportation planning conducted at the subregional level in support of the NJTPA funded work programs and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and has its own approach to transportation planning.

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

2.1 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Participate in the Central Jersey Transportation Forum, as appropriate.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC), NJ Council on Special Transportation, and county and municipal transportation councils and committees.
- Undertake additional collaboration with a TMA (or TMAs) to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate.
- Provide technical assistance to municipalities as requested, including, but not limited to, grant applications, Monmouth County Environmental Council activities, studies, and outreach, and initiatives from Sustainable Jersey.
- Promote and advance the recommendations from the following Subregional Studies Program (SSP) funded studies for purposes of encouraging implementation, including policy revisions:
 - Monmouth PATHS: Access for All, which found barriers to the public’s mobility throughout the existing transportation network, providing strategies to mitigate and prevent these barriers from proliferating.
 - Monmouth Within Reach, which analyzed congestion during peak tourism and events in the County, providing strategies for accommodating and managing demand to improve travel on the transportation network.

- Moving Mindfully: Monmouth/Mercer Freight Study, which focuses on freight planning in western Monmouth and southern Mercer Counties, providing strategies for accommodating and managing freight traffic in the area.
 - Coordinate transportation related activities with other Monmouth County divisions and agencies including, but not limited to, the Parks Department, and the Divisions of Economic Development, Engineering, Tourism, and Transportation.
- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation related topics.

ACTIVITIES:

- Participate in PRIME training sessions provided by NJTPA and/or participate in the NJTPA PRIME Users Group that supports the system's further development and refinement.
- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA's PRIME tool. Planning studies anticipated to be entered into PRIME potentially include the Safe Streets for All (SS4A) Safety Action Plan and activities following the plan's completion to implement recommendations.
- Support refinement and advancement of study recommendations into project pipeline implementation paths. Study recommendations anticipated to be targeted for advancement into capital projects will be from the SS4A Safety Action Plan and prior subregional studies.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Activities may include but are not limited to: training in the use of crash analysis tools such as Numetrics; aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP); or participation in the Statewide Traffic Records Coordinating Committee (STRCC) or other statewide or local safety committees.
- Undertake the analysis and/or data collection necessary to support state and federal grant applications.
- Develop grant applications and conduct interagency coordination for proposals that align with the goals and priorities of Connecting Communities as requested.
- Support Complete Streets planning activities, such as: pedestrian data collection, walkable communities efforts, and Safe Routes to School projects; or bicycle initiatives such as data collection or the use of analytical tools such as the NJTPA's Bicycle Level of Compatibility index.
- Planning activities that refine and foster implementation of the Active Transportation Network. Example activities are GIS and data analysis to support trails or on road facilities or coordination with local and state entities. The County will work on

creating/updating the bike infrastructure map for Monmouth County to serve micromobility users, mapping bike racks, bike paths, and trails.

- Support the Monmouth County parks system and NJ TRANSIT in advancing completion of the Henry Hudson trail.
- Conduct preliminary planning activities that support development and advancement of micromobility strategies, including bicycle or pedestrian capital improvements or policies. Preliminary planning activities can include but are not limited to developing capital improvements based off findings and recommendations from SS4A, in the form of tactical urbanism projects to improve pedestrian/multi-modal safety. In part, this activity may be advanced by collecting information on existing active transportation infrastructure in order to identify gaps in the transportation network.
- Support NJDEP Connecting Habitat Across New Jersey (CHANJ) efforts regarding coexistence of populations of terrestrial, native wildlife species with the built environment.
- Coordinate with FTA, NJTPA, and other agencies and stakeholders to utilize an FTA administered competitive grant for the replacement and restoration of critical marine infrastructure including piles, dockside utilities, sidewalks, floating barges and steel piles to bring the Belford ferry terminal to a state of good repair.
- Collect development data and analyze the impacts from proposed or approved developments on the transportation network from a local and regional perspective.
- Participate and seek out training opportunities provided by NJTPA or others, including but not limited to ESRI product training; crash data analysis tools such as Numetrics, and the DHTS Crash Analysis Tool; presentation support media; modeling and simulation software; sustainability and resilience (e.g. EV readiness) planning; conflict resolution; media training; and public outreach as opportunities and staff availability allow.
- Seek funding opportunities and develop grant applications for programs that advance planning or project implementation that advance regional goals including the NJ JARC Program, the Subregional Studies Program (SSP), It Pays To Plug In Program, and other funding opportunities as applicable.
- Participate in road safety audits (RSAs) performed by NJDOT, the Monmouth County Division of Engineering, EZ Ride TMA, or other entities to generate recommendations for capital improvements.
- Assist the Monmouth County Transportation Council in advising the Monmouth County Planning Board on county-wide transportation and transit issues.
- Advance transportation-related recommendations from *Monmouth Within Reach* by supporting tourism, shore access, and cultural engagement through the development and maintenance of publicly available web applications, virtual tours, and ArcGIS story maps.
- Conduct research, analysis, and discourse on various financial/technological innovations that improve access to public and private transportation.

- Support preservation of New Jersey Scenic Byways. Update and maintain byway maps and site.
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.

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

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings, and ribbon-cuttings through the dissemination of press releases and publication in Monmouth County’s Quarterly Transportation Newsletter. This includes but is not limited to the projects listed under Task 2.3.

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

ACTIVITIES:

- Conduct or assist in special outreach efforts, such as the Street Smart NJ pedestrian safety campaign or other initiatives related to senior driving, distracted driving, etc. through the dissemination of press releases and publication in Monmouth County’s Quarterly Transportation Newsletter.
- Work with the 4 All Committee (SS4A) to ensure that all interested stakeholders are participating and that initiatives benefit all residents.

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

ACTIVITIES:

- Increase local understanding of environmental issues and strategies that are consistent with NJTPA’s regional goals through the dissemination of press releases and publication in Monmouth County’s Quarterly Environmental Newsletter. Collaborate with the NJTPA, state agencies, and nonprofits including Sustainable Jersey, Monmouth County Division of Farm Summit on creating and presenting educational efforts/materials for the public and policy makers.
- Inform the County’s boards and councils on transportation-related environmental matters such as wildlife crossings, infrastructure resilience, and electric vehicle adoption, relaying information learned through educational opportunities.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

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

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

ACTIVITIES:

- Follow through on NJTPA funded Local Program Activities, which may include, but are not limited to the following:

Local Safety and High-Risk Rural Roads Programs

- County Route 4: Holmdel Road (CR 4) and N. Beers Street/Crape Myrtle Drive Intersection Improvements, Holmdel
- County Route 40A: (Phase II) Memorial Drive Road Diet between SH 33 and SH 35, Neptune, Neptune City, Bradley Beach and Avon-by-the-Sea
- County Route 516: Intersection Improvements to CR 516 and East Road, Middletown
- County Route 524: Corridor Improvements on CR 524 (Phases II -IV), Millstone and Upper Freehold
- County Route 527: Corridor Improvements on CR 527 (Siloam Road) in the Township of Freehold)

Local Capital Project Delivery Program

- Bridge S-31: LCD Study for Monmouth County Bridge (S-31) on Bingham Avenue-Locust Point Road (CR8A) over the Navesink River in Rumson and Middletown
- Bridge S-32: Replacement of Bridge S-32 on CR 520 (Rumson Road) over the Shrewsbury River in Rumson and Sea Bright
- County Route 537: Roadway Improvements to CR 537 Corridor between Sentinel Road and US 9 Interchange, Township of Freehold
- Bridge 3B40: LCD Study for Old Bridge-Matawan Road (CR 516) Bridge 3B40 over Lake Lefferts, Aberdeen, Matawan and Old Bridge
- Bridge O-12: LCD for Monmouth County Bridge O-12, on Corlies Avenue over Deal Lake in Allenhurst and Ocean
- Advance the installation of electric vehicle chargers under the Electric Monmouth Congestion Mitigation and Air Quality (CMAQ) Program.

- **PRODUCT/OUTCOME:** Submission of applications for competitive FHWA or FTA grants (discretionary or congressionally designated spending) for surface transportation projects. Submission of applications for state, local, or privately funded opportunities, as appropriate.

ACTIVITIES:

- Support preparation and submission of applications for FHWA or FTA competitive grants (discretionary or congressionally directed spending/community project funding) or other state, local, or privately funded funding opportunities.

**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MONMOUTH COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$ 71,459.80	
2. FRINGE BENEFIT	58.722%	\$ 41,962.62	
3. LEAVE ADDITIVE	21.000%	\$ 15,006.56	
		SUBTOTAL \$ 128,428.98	100%
PART II: DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$ -	
2. TRAVEL		\$ 391.84	
3. ADVERTISING, PRINTING & REPRODUCTION		\$ -	
4. POSTAGE		\$ -	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$ 2,800.00	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$ -	
7. OTHER (SPECIFY)		\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$ -	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$ 4,000.00	
		SUBTOTAL \$ 7,191.84	100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	99.170%	\$ 70,866.68	
		SUBTOTAL \$ 70,866.68	100%
		TOTAL PROGRAM BUDGET \$ 206,487.50	100%

This estimated budget is based upon projected costs to perform the work program for FY 2027 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$ 206,487.50	Total: \$ 206,487.50
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**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MONMOUTH COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	148	\$ 9,571.13	\$ -	\$ 5,281.32	\$ 14,852.45	7%
Task 2 - Transportation Planning and Coordination	1,747	\$ 118,857.85	\$ 7,191.84	\$ 65,585.36	\$ 191,635.05	93%
TOTAL	1,895	\$ 128,428.98	\$ 7,191.84	\$ 70,866.68	\$ 206,487.50	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Joe Barris, Director of Planning	4%	80
Ashley Brittain, Fiscal Analyst	1%	10
Kyle DeGroot, Senior Planner	1%	10
Leah Emmerich, Assistant Planner	8%	150
Victor Furmanec, Supervising Planner	5%	100
Bridget Neary, Senior Planner	1%	10
Michael Nei, Traffic Engineer	1%	30
Vincent Cardone, Traffic Engineer	4%	75
Marissa Cortese, Senior Planner	1%	10
Charlene Kylie, Environmental Specialist	1%	10
David Schmetterer, Assistant Director of Planning	12%	214
Robyn Snyder, Business Manager	1%	12
Melissa Bezahler, Environmental Specialist	1%	10
Harriet Honigfeld, Supervising Planner	1%	10
Antonio Scanziani, Assistant Planner	63%	1,150
Heather Barton, Program Coordinator	1%	14
TOTAL	6%	1,895

COUNTY OF MORRIS



**FY 2027
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM ELECTIVES**

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

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

2.1 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Coordinate with Avenues in Motion to support the TMA’s work in addressing the transportation needs of communities, schools, businesses, and employees by serving on the Board of Directors and attending quarterly meetings.

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

ACTIVITIES:

- Support the NJTPA’s continued work to improve safety through the analysis of crash data; ongoing traffic counts via Morris County’s Traffic Count Program; and transportation-related GIS analysis and data management.
- Support advancement of the Morris Canal Greenway through participation with the Working Group and associated assistance with coordination and data collection.
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.

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

2.2 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.
ACTIVITIES:
 - Conduct or assist in special outreach efforts, such as the Street Smart NJ pedestrian safety campaign or other initiatives related to senior driving, distracted driving, etc. by posting web announcements and attending/supporting events when applicable.
- **PRODUCT/OUTCOME:** Participation in subregional freight outreach/education efforts.
ACTIVITIES:
 - Work with NJTPA staff to increase local understanding of freight operations and related transportation needs, which could include touring businesses that have significant freight operations in Morris County and visiting sites along the Morris County-owned rail lines to discuss planned improvements.
 - Foster communication, coordination, and economic development with municipalities, businesses, and the public. This includes, but is not limited to the following:
 - Meeting with the County’s freight railroad operator and interested businesses to discuss the potential to receive or send goods on County-owned rail.
 - Meeting with municipal officials or the public to discuss the County railroad improvement projects.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Preparation and submission of proposals to NJTPA Local Programs.
ACTIVITIES:
 - Support preparation and proposal development for the NJTPA’s Local Program activities, which may include Local Safety and High-Risk Rural Roads Programs, Local Capital Project Delivery, and Local Concept Development.
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives.
ACTIVITIES:
 - Manage and advance the Design of the Chester Branch Rail Bridge over Berkshire Valley Road Project, which is an outgrowth of the NJTPA’s FY 2021-2023 Freight Concept Development Program. Activities include monitoring and working with the design consultant, as well as coordinating public outreach and communication with various agencies.

- Manage and advance NJDOT’s Rail Freight Assistance Program funded Dover & Rockaway Realignment Design Project, which is an outgrowth of the NJTPA’s Pilot Freight Concept Development Program. Activities include monitoring and working with the design consultant, as well as coordinating public outreach and communication with various agencies.
- Provide technical support for NJTPA FY 2025-2027 Freight Concept Development Program East Hanover Avenue Bridge Catenary Rail Clearance Project in Morris Plains and Morris Township. Support may include providing data and input during the study process, attending project stakeholder meetings, and/or reviewing technical documents produced by consultants.
- Coordinate with NJTPA and advance Local Safety Program funded projects:
 - Morris Street (CR 510) and Ridgedale Avenue project in Morristown (FY 2020 Local Safety Program).
 - East Main Street/Mendham Road from Tempe Wick Road to Cold Hill Road project in Mendham Borough and Township (FY 2022 Local Safety Program).
 - South Morris Street from Millbrook Avenue/Munson Avenue to Byram Avenue project in Dover (FY 2022 Local Safety Program).
- **PRODUCT/OUTCOME:** Participation in other transportation-related implementation activities.

ACTIVITIES:

- Plan for and advance improvements along the three Morris County-owned freight railroads, in addition to the Dover & Rockaway Realignment Project and the Chester Branch Rail Bridge over Berkshire Valley Road Project.
- Study and advance corridor and intersection safety improvement projects, including the Schooley’s Mountain Road (CR 517) Realignment at Camp Washington Road Project in Washington Township and the Whippany Road (CR 511) and Ford Hill Road Intersection Improvements Project.
- Manage and support advancement of the Route 24 and Columbia Turnpike (CR 510) Interchange Design Project in Hanover Township, Morris Township, and Florham Park Borough, which is in the NJTPA FY 2026-2029 TIP. Support may include providing data and input during the design process, attending project stakeholder meetings, and/or reviewing technical documents produced by consultant.

**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MORRIS COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$ 106,184.17	
2. FRINGE BENEFIT	73.557% & 28.918%	\$ 55,989.52	
3. LEAVE ADDITIVE	16.69%	\$ 16,055.06	
	SUBTOTAL	\$ 178,228.75	100%
PART II: DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$ -	
2. TRAVEL		\$ -	
3. ADVERTISING, PRINTING & REPRODUCTION		\$ -	
4. POSTAGE		\$ -	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$ -	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$ -	
7. OTHER (SPECIFY)		\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$ -	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$ -	
	SUBTOTAL	\$ -	100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$ -	
	SUBTOTAL	\$ -	100%
TOTAL PROGRAM BUDGET		\$ 178,228.75	100%

This estimated budget is based upon projected costs to perform the work program for FY 2027 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$	178,228.75		Total:	\$	178,228.75
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**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
MORRIS COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	136	\$ 14,813.10	\$ -	\$ -	\$ 14,813.10	8%
Task 2 - Transportation Planning and Coordination	2,345	\$ 163,415.65	\$ -	\$ -	\$ 163,415.65	92%
TOTAL	2,481	\$ 178,228.75	\$ -	\$ -	\$ 178,228.75	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the FY)	Total Estimated Hours for STP Work Program
John J. Hayes, Supervising Planner	40%	737
Debra Dellagiacoma, Supervising Engineer	31%	572
Kevin Stephens, Assistant Planner	37%	672
Intern Support	27%	500
TOTAL	34%	2,481

CITY OF NEWARK



**FY 2027
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM ELECTIVES**

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

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

2.1 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Undertake the analysis and/or data collection necessary to support state and federal grant applications.
- Support advancement of greenway initiatives by advancing the Morris Canal Greenway Bike Lane Phase I and II projects.
- Conduct planning activities that support development and advancement of micromobility strategies, by developing bicycle capital improvements recommended by the BikeNewark Plan.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Advance the following capital programming and project development initiatives:
 - Broad Street Pedestrian Safety Phase II
 - Bergen Street Pedestrian Safety Corridor Phase I
 - Bergen Street Pedestrian Safety Corridor Phase II
 - Delancey Street Roadway Improvements
 - Ferry Street Roundabout Safety Improvements Project
 - Ferry Street Intersection Safety Improvements Project
 - 2018 Newark Safe Routes to School
 - Central Avenue Bridge Project
 - Foundry Street Freight Impact Project
 - Ferry Street Freight Impact Project
- **PRODUCT/OUTCOME:** Submission of applications for competitive Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) grants (discretionary or congressionally directed spending/community project funding) for surface transportation projects. Submission of applications for state, local, or privately funded opportunities, as appropriate.

ACTIVITIES:

- Support preparation and submission of applications for FHWA or FTA competitive grants (discretionary or congressionally directed spending/community project funding) or other state, local, or privately funded funding opportunities.

**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
CITY OF NEWARK
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$ 134,208.75	
2. FRINGE BENEFIT	0.000%	\$ -	
		SUBTOTAL \$	134,208.75 100%
 PART II: DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$ -	
2. TRAVEL		\$ -	
3. ADVERTISING, PRINTING & REPRODUCTION		\$ -	
4. POSTAGE		\$ -	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$ -	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$ -	
7. OTHER (SPECIFY)		\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$ -	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$ -	
		SUBTOTAL \$	- 100%
 PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$ -	
		SUBTOTAL \$	- 100%
TOTAL PROGRAM BUDGET		\$	134,208.75 100%

<p>This estimated budget is based upon projected costs to perform the work program for FY 2027 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.</p>
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FUNDING SOURCES:

Total Federal :	\$ 134,208.75	Total: \$ 134,208.75
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**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
CITY OF NEWARK
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	250	\$ 10,002.50	\$ -	\$ -	\$ 10,002.50	7%
Task 2 - Transportation Planning and Coordination	2,848	\$ 124,206.25	\$ -	\$ -	\$ 124,206.25	93%
TOTAL	3,098	\$ 134,208.75	\$ -	\$ -	\$ 134,208.75	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Trevor Howard, Principal Planner	55%	1,148
Mathew Aina, Principal Engineer, Traffic	29%	600
Sydney Chan, Principal Engineer, Civil	29%	600
Bethzaida Seguinot-Jackson, Management Assistant	7%	150
Madelyn Artiles, Principal Engineer, Traffic	29%	600
TOTAL	30%	3,098

COUNTY OF OCEAN



**FY 2027
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM ELECTIVES**

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

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

2.1 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Serve as an RTAC representative on a sub-committee.
- Represent RTAC on planning study TACs.

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

ACTIVITIES:

- Enter pertinent information about completed planning studies NOT funded by the NJTPA into the NJTPA’s PRIME tool.
- Participate in PRIME training sessions provided by the NJTPA and/or participate in the NJTPA PRIME Users Group that support the system’s further development and refinement.
- Support refinement and advancement of study recommendations into project pipeline implementation paths.
- Support the NJTPA’s continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Activities include training in the use of crash analysis tools such as Numetrics; aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP); the use of NJDOT screening lists and in-house mapping of accident data to identify hot spots; implementation of upgrades, and determination of candidates for safety project

applications; participation in the Statewide Traffic Records Coordinating Committee (STRCC) or other statewide or local safety committees.

- Undertake the analysis and/or data collection necessary to support state and federal grant applications.
- Support County and Municipal Complete Streets planning activities as the opportunities arise, such as pedestrian data collection; walkable communities efforts; Safe Routes to School projects; and/or bicycle initiatives such as data collection or the use of analytical tools such as the NJTPA's Bicycle Level of Compatibility index.
- Conduct planning activities that refine and foster implementation of the Active Transportation Network, including collecting and analyzing usage data on the Barnegat Branch Trail and on-road facilities using the Eco-Counters and traffic counters purchased through the STP Program in coordination with local and State entities.
- Support greenway and bikeway initiatives and micromobility strategies, including bicycle or pedestrian capital improvements or policies, through the advancement of the Barnegat Branch Rail Trail Project (BBT) and others as opportunities arise.
- Collaborate with the NJTPA on additional environmental planning activities as opportunities arise.
- Advance the adoption of electric vehicles (EV) by researching current and proposed EV initiatives and infrastructure in the County; exploring the feasibility of developing an EV Readiness Plan and developing the Plan; providing technical assistance to municipalities, businesses, and others interested in developing EV infrastructure (e.g., charging stations); applying for grants for developing electric vehicle fleets and/or the installation of charging stations; and/or providing outreach to educate the local government, business, and the public on electric vehicles, as opportunities arise.
- Participate in resiliency training (e.g., EV readiness, green infrastructure, etc.) as available.
- Conduct and participate in road safety audits (RSAs) to generate recommendations for capital improvements.
- Collect development data and analyze the impacts from proposed or approved developments on the transportation network from a local and regional perspective.
- Analyze the impacts of zoning changes and development and redevelopment plans on the transportation network from a local and regional perspective.
- Prepare grant applications for the Subregional Studies Program (SSP) or other funding programs, as opportunities arise.
- Participate in the Eastern Transportation Coalition Freight Academy, when held in New Jersey.
- Share information about transportation services via the County's website and social media platforms to increase public awareness and promote service utilization.
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.

- **PRODUCT/OUTCOME:** Promote deployment of Intelligent Transportation Systems (ITS).
ACTIVITIES:
 - Improve traffic operations through planning for ITS upgrades and coordinating at the interstate, state, county, and local level. Strategies can include, but are not limited to, Advanced Traffic Signal Systems or Transit Signal Priority deployments.
 - Support roadway closure activities through event and incident planning, including but not limited to, emergency response planning and incident management plans.

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

2.2 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participation in public education efforts regarding the results of NJTPA project development.
ACTIVITIES:
 - Assist in public education efforts regarding the results of NJTPA project development through groundbreakings and ribbon-cuttings; announcements on the County’s website, public informational meetings; and press releases for publication.
- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.
ACTIVITIES:
 - Conduct or assist in special outreach efforts, such as the Street Smart NJ pedestrian safety campaign or other initiatives related to senior driving, distracted driving, etc. by providing information on the County’s website and preparing press releases for publication, etc.
- **PRODUCT/OUTCOME:** Participation in subregional freight outreach/education efforts.
ACTIVITIES:
 - Work with NJTPA staff to increase local understanding of freight operations and related transportation needs through subregional freight visits, as opportunities arise.
- **PRODUCT/OUTCOME:** Participation in environmental education or other educational efforts.
ACTIVITIES:
 - Increase local understanding of environmental issues and strategies that are consistent with NJTPA’s regional goals through local outreach and education about carbon reduction strategies, green infrastructure, resiliency and infrastructure adaptation for all residents by collaborating with the NJTPA, state agencies, Ocean County departments, and nonprofits, as opportunities arise, and as appropriate.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support preparation and proposal development for the NJTPA's Local Program activities, which may include Local Safety and High-Risk Rural Roads Programs, Local Capital Project Delivery, Local Concept Development, Freight Concept Development Program, Transportation Alternative Programs and/or Congestion Mitigation and Air Quality Programs, as opportunities arise, as appropriate.
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives.

ACTIVITIES:

- Provide technical support on the following NJTPA funded Local Program Activities:
 - Kennedy Boulevard and County Line Road Congestion Mitigation projects in Lakewood Township AND Chadwick Island Beach Bridge and GSP Interchange Improvements projects in Toms River (NJTPA Local Capital Project Delivery Program)
 - Project to optimize 182 signalized intersections along 18 corridors throughout the County (Congestion Mitigation and Air Quality - CMAQ)
 - Cedar Bridge Avenue (CR 528) from Clifton Avenue to Garden State Parkway Ramps project, in Lakewood Township (Local Safety Program)
- **PRODUCT/OUTCOME:** Submission of applications for competitive Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) grants (discretionary or congressionally directed spending/community project funding) for surface transportation projects. Submission of applications for state, local, or privately funded opportunities, as appropriate.

ACTIVITIES:

- Support preparation and submission of applications for FHWA or FTA competitive grants (discretionary or congressionally directed spending/community project funding) or other state, local, or privately funded funding opportunities.

**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
OCEAN COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$ 106,582.55	
2. FRINGE BENEFIT	66.140%	\$ 70,493.70	
		SUBTOTAL \$ 177,076.25	100%
PART II: DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$ -	
2. TRAVEL		\$ -	
3. ADVERTISING, PRINTING & REPRODUCTION		\$ -	
4. POSTAGE		\$ -	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$ -	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$ -	
7. OTHER (SPECIFY)		\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$ 10,000.00	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$ 8,400.00	
		SUBTOTAL \$ 18,400.00	100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$ -	
		SUBTOTAL \$ -	100%
		TOTAL PROGRAM BUDGET \$ 195,476.25	100%

This estimated budget is based upon projected costs to perform the work program for FY 2027 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$	195,476.25		Total:	\$ 195,476.25
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**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
OCEAN COUNTY
STAFFING PLAN**

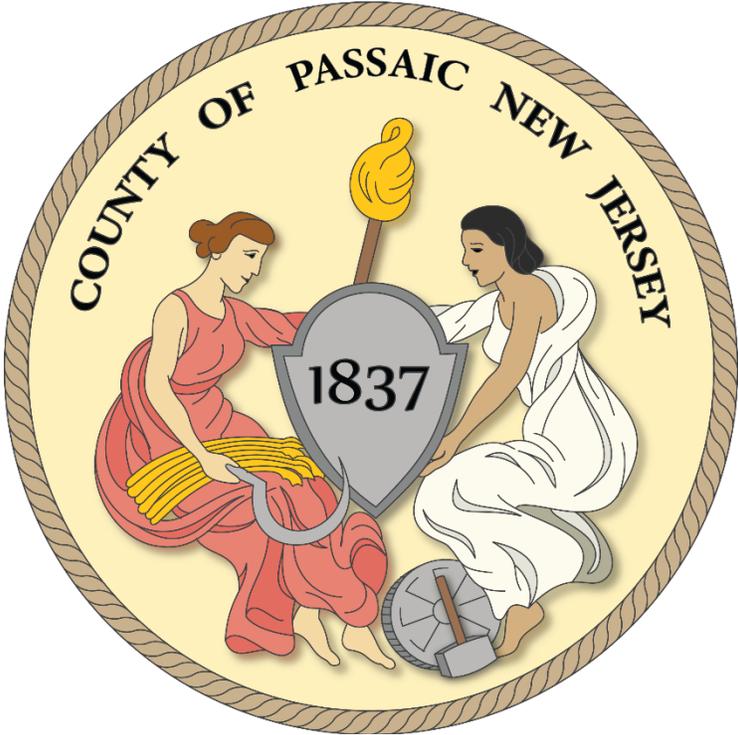
STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	175	\$ 12,627.47	\$ -	\$ -	\$ 12,627.47	6%
Task 2 - Transportation Planning and Coordination	1,835	\$ 164,448.78	\$ 18,400.00	\$ -	\$182,848.78	94%
TOTAL	2,010	\$ 177,076.25	\$ 18,400.00	\$ -	\$195,476.25	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Victoria Pecchioli, STP Admin., Principal Planner, Planning Dept.	8%	170
Scott Cadigan, GIS Specialist I, Planning Dept.	1%	20
Thomas Thorsen, GIS Specialist I, Planning Dept.	2%	50
Timothy Gleason, Assistant Planner, Planning Dept.	10%	215
Evangelia Vasilakis, Recycling Program Aide, Planning Dept.	2%	50
Jennifer Morganti, Environmental Specialist I, Planning Dept.	4%	75
Mark Jehnke, RTAC Member, County Engineer, Engineering Dept.	7%	150
Gregory Smith, Assistant County Engineer, Engineering Dept.	7%	150
Sean Areia, Assistant County Engineer, Engineering Dept.	5%	100
Robin Kuri, Environment Engineer 4, Engineering Dept.	38%	800
Lynn Lamunyon, Senior Traffic Engineer, Engineering Dept.	4%	80
Lauren Wines, Senior Engineer, Engineering Dept.	2%	50
Michelle Arnold, Director, Transportation Services Dept.	2%	50
Kelly Dyson, Principal Buyer, Transportation Dept.	2%	50
TOTAL	7%	2,010

COUNTY OF PASSAIC



**FY 2027
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM ELECTIVES**

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

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

The transportation planning and coordination component of the STP Program includes all aspects of transportation planning conducted at the subregional level in support of the NJTPA funded work programs and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and has its own approach to transportation planning.

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

2.1 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participate as a member of the RTAC in a leadership capacity.

ACTIVITIES:

- Volunteer to serve as RTAC Chair or Vice Chair for a two-year term. These are elected positions requiring a vote by RTAC.
- Help create agendas, run meetings, and lead discussions.
- Serve as an RTAC representative on a sub-committee.
- Represent RTAC in planning study TACs.

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

ACTIVITIES:

- Undertake additional collaboration with Avenues in Motion and EZ Ride TMAs to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate. This includes coordination with both TMAs in Safe Routes to School (SR2S), as well as Complete Streets and Bike/Ped safety programs and activities.
- Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
- Coordinate with the Highlands Council to ensure consistency between their plans, the work of the NJTPA, and local transportation plans and programs.
- Engage in Towards Zero Deaths or Vision Zero activities in addition to participation in implementing local safety action plans (LSAPs) by advancing proven safety countermeasures and supporting data-driven planning to reduce serious injuries and fatalities.

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

ACTIVITIES:

- Participate in PRIME training sessions provided by the NJTPA and/or participate in the NJTPA PRIME Users Group that supports the system’s further development and refinement.
- Support refinement and advancement of study recommendations from the following completed plans into project pipeline implementation paths:
 - Strategic Infrastructure and Investment Plan (2024)
 - Bike Passaic County (2022), the County’s bicycle master plan
 - Paterson-Newark Transit Feasibility Study (2020)
 - Heritage Tourism Element of the Passaic County Master Plan (2013)
 - Passaic County Green Infrastructure Plan (2018)
 - Great Falls Circulation Study (2016)
 - Moving Passaic County, the Transportation Element of the Passaic County Master Plan (2013)
 - Other studies include the Highlands Rail Trail Feasibility Study and the Morris Canal Feasibility Study
- Support the NJTPA’s continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Activities may include, but are not limited to, training in the use of crash analysis tools such as Numetrics; aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP); or participation in the Statewide Traffic Records Coordinating Committee (STRCC) or other statewide or local safety committees.
- Undertake the analysis and/or data collection necessary to support state and federal grant applications.
- Participate in advisory committees, meetings, webinars, or workshops for SSP-funded Passaic County Urban Core Trucking Study.
- Support Complete Streets planning activities, including walkable communities efforts, Safe Routes to School projects, or bicycle initiatives through data collection or the use of analytical tools such as the NJTPA’s Bicycle Level of Compatibility index. Consider goods movement activity, including truck routing, truck parking, deliveries, and pick-ups as part of complete streets planning.
- Support greenway initiatives such as the advancement of the Morris Canal Greenway.
- Collaborate with the NJTPA on additional environmental, and resilience planning activities and training.
- Conduct planning activities that support the development and advancement of micromobility strategies, including bicycle or pedestrian capital improvements or policies.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Analyze the impacts of zoning changes and development and redevelopment plans on the transportation network from both local and regional perspectives, using software such as

ArcGIS Pro and ArcGIS Urban to assess the effects of proposed developments on County roadways and narrow streets commonly found within Paterson, Passaic, and other Passaic County municipalities.

- Work with Passaic, Paterson, Clifton, Totowa, Little Falls, and Pompton Lakes municipalities to evaluate appropriate parking demand strategies that increase parking efficiency. Strategies may address (but are not limited to) parking minimums or maximums, shared parking options, or incentivizing transportation alternatives.
 - Consider or advance studies or projects that align with the findings of the NJTPA's CMP.
 - Address unanticipated transportation-related needs that may not be foreseen during STP Work Program development. Details are to be provided as needs emerge, which must conform with program requirements and will require prior written approval from the NJTPA.
- **PRODUCT/OUTCOME:** Promote deployment of Intelligent Transportation Systems (ITS).
- ACTIVITIES:**
- Provide traveler information and response/recovery activities for planned traffic incidents (i.e., construction, events, other permitted activities) and unplanned traffic incidents (i.e., emergency response, weather-related closures, crashes). This may include, but is not limited to, communication through traveler information systems such as Portable Variable Message Signs (PVMS) or development of data feeds and management of communication with map applications such as Waze, Google Maps, Apple Maps, etc.
 - Improve traffic operations through planning for ITS upgrades and by coordinating at the interstate, state, county, and local levels. Strategies can include, but are not limited to, Advanced Traffic Signal Systems or Transit Signal Priority deployments.
 - Support roadway closure activities through event and incident planning, including, but not limited to, emergency response planning and incident management plans.

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

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings, and ribbon-cuttings.
- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.
- ACTIVITIES:**
- Conduct or assist in special outreach efforts through the following efforts:
 - Encourage municipalities to work with their local TMAs to engage in Street Smart pedestrian safety campaigns.

- Participate in the Passaic County Traffic Safety Officer monthly meetings and coordinate the updating of information regarding crashes within the County.
- **PRODUCT/OUTCOME:** Participation in environmental education or other educational efforts.

ACTIVITIES:

- Increase local understanding of environmental issues and strategies that are consistent with NJTPA’s regional goals in attending NJIT Brownfields, Sustainable Jersey, and NJ Future webinars, and then providing information to County staff and stakeholders, and working with municipalities to adopt the County’s Green Stormwater Infrastructure Master Plan Element implementations guide, including environmental recommendations and infrastructure improvements within the plan’s designated communities.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

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

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

ACTIVITIES:

- Provide technical support for the Highlands Rail Trail, Lakeview Avenue, Spruce Street, Market Street, Allwood Road, Valley Road, and Main Avenue in Passaic Local Safety projects, Main Street LCD, and Signal Optimization project. Support may include the following: providing input into the scope of work; participating in the refinement of the scope of work; participating in the consultant selection process; providing data and input during the study process; attending project stakeholder meetings; or reviewing technical documents produced by the consultant.

**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
PASSAIC COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$ 105,197.40	
2. FRINGE BENEFIT	60.130%	\$ 59,319.20	
		SUBTOTAL \$ 164,516.60	100%
 PART II: DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$ -	
2. TRAVEL		\$ 2,843.40	
3. ADVERTISING, PRINTING & REPRODUCTION		\$ -	
4. POSTAGE		\$ -	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$ 4,500.00	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$ -	
7. OTHER (SPECIFY)		\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$ 1,300.00	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$ 6,900.00	
		SUBTOTAL \$ 15,543.40	100%
 PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$ -	
		SUBTOTAL \$ -	100%
		TOTAL PROGRAM BUDGET \$ 180,060.00	100%

<p>This estimated budget is based upon projected costs to perform the work program for FY 2027 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.</p>
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FUNDING SOURCES:

Total Federal :	\$ 180,060.00	Total: \$ 180,060.00
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**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
PASSAIC COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	140	\$ 10,663.14	\$ -	\$ -	\$ 10,663.14	6%
Task 2 - Transportation Planning and Coordination	2,520	\$ 153,853.46	\$ 15,543.40	\$ -	\$169,396.86	94%
TOTAL	2,660	\$ 164,516.60	\$ 15,543.40	\$ -	\$180,060.00	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the FY)	Total Estimated Hours for STP Work Program
Andras Holzmann - Director	18%	330
Adam Bradford - Supervising Planner	34%	625
Jason Miranda - Senior Planner	25%	450
Salvatore Presti - Assistant Planner	25%	450
Boyang Wang - Geographic Information Systems Specialist	22%	400
Sandra Lawson - Administrative Secretary	2%	30
TBD- Intern	21%	375
TOTAL	21%	2,660

COUNTY OF SOMERSET



**FY 2027
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM ELECTIVES**

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

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

The transportation planning and coordination component of the STP Program includes all aspects of transportation planning conducted at the subregional level in support of the NJTPA funded work programs and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and has its own approach to transportation planning.

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

2.1 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Assist in creating agendas, running meetings, and leading RTAC discussions as needed.
- Serve as an RTAC representative on a sub-committee.
- Represent RTAC on planning study TACs as needed.

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

ACTIVITIES:

- Participate in the Central Jersey Transportation Forum on the Steering Committee to help reshape the format of forum meetings and to improve their municipal membership.
- Participate on the RideWise Board of Directors, support transportation planning activities such as Street Smart safety campaigns, walking and biking audits, public transit planning, and promote EV charging station installations through development of educational materials.
- Work with RideWise to implement safety recommendations from the Somerset County LSAP, including participation in quarterly Local Implementation Committee meetings to advance LSAP strategies in coordination with municipal partners.
- Participate in the quarterly subcommittee meetings of the Bicycle and Pedestrian Advisory Council (BPAC). Staff reports meeting highlights to the Director of the Planning Division, Transportation Committee, and County Engineer.
- Coordinate with the Highlands Council to ensure consistency between their Preservation area regulations and NJTPA, local and county transportation plans and programs to

determine if any proposed transportation projects may have negative impacts on the Highlands Preservation areas within Somerset County.

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

ACTIVITIES:

- Participate in PRIME training sessions provided by NJTPA and participate in the NJTPA PRIME Users Group to complete data entry for the Somerset County EV Subregional Study.
- Support refinement and advancement of study recommendations such as bicycle, pedestrian and trail recommendations from the Walk Bike Hike, the road safety audit study, Preservation Plan and Somerset County Priority Investment studies. Several recommendations from the road safety audit and Walk, Bike Hike studies have been submitted to the Local Safety program as well as safety recommendations have been included in county repaving and bridge rehabilitation projects.
- Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Somerset County staff will continue to participate in training in the use of crash analysis tools such as Numetrics.
- Undertake the analysis and/or data collection necessary to support state and federal transportation grant applications where applicable.
- Develop grant applications and interagency coordination for proposals that align with the goals and priorities of Connecting Communities. One such program is developing potential projects to be submitted to the NJTPA Subregional EV Charging Infrastructure Program to help fund EVSE charger installations in NJTPA subregions.
- Support Complete Streets planning activities in coordination with RideWise TMA, including pedestrian and bicycle safety initiatives, walkable community audits, and Safe Routes to School projects. Collect data and apply analytical tools such as NJTPA's Bicycle Level of Compatibility Index where applicable.
- Implement safety improvements recommended in the *Keep Somerset Moving Transportation Plan 2045*, the *Walk Bike Hike Study*, and Road Safety Audits as part of the County's annual road repaving program. Advance LSAP recommendations through coordinated roadway upgrades.
- Participate in activities with the County Park Commission and Open Space Committee to refine and implement improvements to the County's Active Transportation Network. Utilize GIS to support development of park trails and on- and off-road bicycle and pedestrian facilities, informed by recommendations from the *Walk, Bike, Hike Study*, *Preservation Plan*, and *Priority Investment Plan*.
- Participate in preservation efforts for the Millstone Valley Scenic Byway and East Coast Greenway by participating in committee meetings, reviewing documents and providing technical support where applicable.

- Implement bicycle, pedestrian and micromobility strategies identified in the *Walk Bike Hike Study* and *County Preservation Plan*, as well as recommendations from Road Safety Audits, through ongoing road and bridge projects such as repaving and rehabilitation.
 - Report to the NJTPA on first-time site plans and subdivisions that propose substantial square footage or a high number of parking spaces. These quarterly updates will help identify potential impacts on local, county, and state roadways, supporting regional coordination of transportation planning efforts.
 - Prepare and submit subregional studies grant applications to the NJTPA to advance planning priorities identified in recent studies. Potential topics may include planning for roadway corridor and intersection safety improvements recommended in the LSAP Plan, and initiating a “Reimagine Somerset County Public Transit Service” study as proposed in the *Keep Somerset Moving Plan 2045*.
 - Support the NJTPA Transit Hub Program by collaborating with municipalities and RideWise to provide data and/or analysis to promote mixed use, walkable, compact development located near public transit hubs. These efforts aim to reduce sprawl and encourage higher-density development in areas with existing infrastructure.
 - Address unanticipated transportation related needs that may not be foreseen during the STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from NJTPA when needed.
- **PRODUCT/OUTCOME:** Promote deployment of Intelligent Transportation Systems (ITS).
- ACTIVITIES:**
- Plan and install ITS systems along county roadways as part of roadway repaving and safety improvement, projects including advanced traffic signal and pedestrian safety systems.
 - Provide traveler information and support response and recovery activities for planned and unplanned traffic incidents, including communication through Portable Variable Message Signs (PVMS), and assist with roadway closure coordination through event and incident planning in collaboration with the Somerset County Engineering Department, Emergency Management, Roads and Bridges, and Communications.
 - Enter the Easton Avenue Corridor ITS Plan into the New Jersey State ITS Architecture system to support planning for one of Somerset County’s most heavily traveled roads.

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

2.2 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.
- ACTIVITIES:**
- Coordinate with RideWise TMA to assist in public outreach efforts, such as the Street-Smart NJ, pedestrian and bicycle safety campaigns, safety initiatives related to senior

driving, distracted driving, walking and pedestrian audits and complete and green streets planning. Planning staff will work with both county PIO and RideWise to distribute travel safety reminders as applicable and promote driver, pedestrian and bicyclist safety programs.

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

ACTIVITIES:

- Advance local understanding of environmental issues and strategies that are consistent with NJTPA's regional goals through the following activities:
 - Conduct outreach on electric vehicle (EV) charging station locations and developing informational materials that were recommended in the FY 2025-2026 SSP Somerset County EV Study.
 - Participate in EV-related programming sponsored by the NJTPA, RideWise, and Sustainable Jersey.
 - Promote the importance of environmental strategies to reduce GHG emissions through promotion of alternative fuel vehicle technology. The County continues to showcase its EV vehicles at public events hosted by municipalities and environmental organizations, including Duke Farms and Hillsborough Township.
- Participate in resilience and sustainability webinars and meetings with municipalities and the state concerning ongoing flooding resiliency and other sustainability issues.
- Participate in the TAC for the Somerset County Hazard Mitigation Plan Update in coordination with Somerset County Emergency Management.
- Participate in various bike and walk coalition webinars and educational events annually to promote the use of trails, walking and bike paths as nonmotorized travel alternatives.
- **PRODUCT/OUTCOME:** Participation in subregional freight outreach/education efforts.

ACTIVITIES:

- Work with the NJTPA and Somerset County municipalities to implement freight recommendations from the *Keep Somerset Moving 2045 Plan* by assisting municipalities in addressing increased warehousing activity and the resulting increase in truck traffic on local and county roads.
- Participate in the NJTPA Freight Initiatives Committee as a voting member and bi-monthly committee meetings.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Advance projects through NJTPA's Local Safety and High-Risk Rural Roads Programs, Local Capital Project Delivery, and Local Concept Development programs.
- **PRODUCT/OUTCOME:** Advancement of additional NJTPA funded local capital programming and project development initiatives.

ACTIVITIES:

- Advance the following NJTPA funded local capital programming and project development initiatives:
 - Easton Avenue Lane Local Concept Development from World's Fair Drive to Landing Lane (Local Concept Development Program)
 - Bridge K0607 on New Brunswick Road (Local Capital Project Delivery Program)
 - Bridge H1110 Valley Road (Local Capital Project Delivery Program)
 - Bridge C0609 Picket Place (Local Capital Project Delivery Program)
 - Bridge D0105 Great Road (Local Capital Project Delivery Program)
 - Easton Avenue (CR 527) at DeMott Lane Intersection Improvements, Franklin Township (Local Safety Program)
 - Talmage Ave, Columbus Place and Main Street, Bound Brook (Local Safety Program)
 - Hamilton Street to County Line, Franklin Township (Local Safety Program)
 - Easton Avenue (CR 527) Safety Improvements Program, Franklin Township, Somerset County (Local Capital Project Delivery Program)
 - Valley Road County Route 512 Bridge over Passaic River (Local Capital Project Delivery Program)
- **PRODUCT/OUTCOME:** Submission of applications for competitive Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) grants (discretionary or congressionally directed spending/community project funding) for surface transportation projects. Submission of applications for state, local, or privately funded opportunities, as appropriate.

ACTIVITIES:

- Support the development of a Local Safety Program grant application based on recommendations from the 2021 Raritan Borough Somerset Street (CR 626) Road Safety Audit, with the study area spanning from Route 206 to First Avenue. Consider additional applications to advance LSAP priorities.

**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SOMERSET COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$ 94,499.72	
2. FRINGE BENEFIT	54.110%	\$ 45,182.78	
		SUBTOTAL \$ 139,682.50	100%
PART II: DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$ -	
2. TRAVEL		\$ -	
3. ADVERTISING, PRINTING & REPRODUCTION		\$ -	
4. POSTAGE		\$ -	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$ -	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$ -	
7. OTHER (INTERN)		\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$ -	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$ 4,000.00	
		SUBTOTAL \$ 4,000.00	100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$ -	
		SUBTOTAL \$ -	100%
		TOTAL PROGRAM BUDGET \$ 143,682.50	100%

This estimated budget is based upon projected costs to perform the work program for FY 2027 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$ 143,682.50	Total: \$ 143,682.50
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**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SOMERSET COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	145	\$ 10,730.14	\$ -	\$ -	\$ 10,730.14	7%
Task 2 - Transportation Planning and Coordination	2,349	\$ 128,952.36	\$ 4,000.00	\$ -	\$ 132,952.36	93%
TOTAL	2,494	\$ 139,682.50	\$ 4,000.00	\$ -	\$ 143,682.50	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Samantha De Andrea, Planning Director	8%	165
Jonathan Eagle, Senior Planner	39%	809
Kenneth Wedeen, Supervising Planner	42%	879
Naghma Malik, Manager GIS Services	1%	15
Sheli Daniels, Office Manager	1%	15
Part Time Intern	29%	611
TOTAL	20%	2,494

COUNTY OF SUSSEX



**FY 2027
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM ELECTIVES**

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

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

The transportation planning and coordination component of the STP Program includes all aspects of transportation planning conducted at the subregional level in support of the NJTPA funded work programs and recognizes the importance of interagency coordination and public participation. It also recognizes that each subregion is unique and has its own approach to transportation planning.

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

2.1 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Undertake additional collaboration with Avenues in Motion TMA (or other TMAs) to integrate TMA activities with the NJTPA planning process, advance subregional objectives, implement LSAP recommendations, represent the County on the TMA’s Board of Directors, and strengthen coordination with County Transit and Human Services agencies.
 - Coordinate with the Highlands Council to coordinate reactivation of rail service on the Lackawanna Cut-Off aligns with regional planning goals.
 - Coordinate with Avenues in Motion TMA to raise public awareness about strategies to improve safety on County highways, consistent with Towards Zero Deaths and Vision Zero initiatives.
 - Monitor construction progress on NJ TRANSIT’s passenger rail service to Andover and Amtrak’s proposed extension west of Andover along the NYC–Scranton Rail Corridor, currently in the Scoping Phase.
- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation related topics.
- ##### **ACTIVITIES:**
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must

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

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

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Assist in public education efforts regarding the results of NJTPA project development, such as project funding announcements, groundbreakings, and ribbon-cuttings, particularly for completed TIP projects and for NJ TRANSIT or other projects.

**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SUSSEX COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$ 58,200.12	
2. FRINGE BENEFIT	56.330%	\$ 32,784.13	
3. LEAVE ADDITIVE	29.210%	\$ 17,000.25	
		SUBTOTAL \$ 107,984.50	100%
PART II: DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$ -	
2. TRAVEL		\$ 58.00	
3. ADVERTISING, PRINTING & REPRODUCTION		\$ -	
4. POSTAGE		\$ -	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$ -	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$ -	
7. OTHER (SPECIFY)		\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$ -	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$ -	
		SUBTOTAL \$ 58.00	100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$ -	
		SUBTOTAL \$ -	100%
		TOTAL PROGRAM BUDGET \$ 108,042.50	100%

This estimated budget is based upon projected costs to perform the work program for FY 2027 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$ 108,042.50	Total: \$ 108,042.50
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**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
SUSSEX COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	105	\$ 9,129.12	\$ -	\$ -	\$ 9,129.12	8%
Task 2 - Transportation Planning and Coordination	1,137	\$ 98,855.38	\$ 58.00	\$ -	\$ 98,913.38	92%
TOTAL	1,242	\$ 107,984.50	\$ 58.00	\$ -	\$ 108,042.50	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the FY)	Total Estimated Hours for STP Work Program
Thomas Drabic, Principal Transportation Planner	60%	1,242
TOTAL	60%	1,242

COUNTY OF UNION



**FY 2027
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM ELECTIVES**

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

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

2.1 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Undertake additional collaboration with EZ Ride and Avenues in Motion TMAs to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate.
 - Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
 - Continue to work on the NY Connects to Union County NJ East Coast Greenway Bikeway Project, which is an East Coast Greenway connection between the Goethals Bridge and Cranford.
 - Continue to work on the planning and public outreach for the Union County Rails to Trails project on the former Rahway Valley Railway in the Boroughs of Kenilworth and Roselle Park funded by Transportation Alternatives.
 - Participate in road safety audits (RSAs) to generate recommendations for capital improvements when invited by municipalities or NJDOT.
- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation related topics.

ACTIVITIES:

- Support the NJTPA’s continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Union County will continue to support NJTPA on these initiatives through coordinated planning

projects. Activities may include, but are not limited to, attending training in the use of crash analysis tools such as Numetrics; aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP); or participation in the Statewide Traffic Records Coordinating Committee (STRCC) or other statewide or local safety committees that will improve safety and further expand the reach of these initiatives.

- Advance transportation safety priorities identified in the Union County Action Plan, in coordination with municipal partners, anticipated to be completed by the start of FY 2027, by coordinating with municipal partners, supporting implementation strategies, and identifying opportunities for funding and technical assistance.
- Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.

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

2.2 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Collaborate with EZ Ride TMA in Street Smart NJ Pedestrian Safety Campaigns in the municipalities selected during the fiscal year.

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

ACTIVITIES:

- Work with NJTPA staff to increase local understanding of freight operations and related transportation needs through subregional freight visits. The County intends to continue working with the NJTPA on various freight initiatives and attend scheduled public participation events to discuss, review, and implement positive strategies that will improve safety around freight.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Submission of applications for competitive Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) grants (discretionary or congressionally directed spending/community project funding) for surface transportation projects. Submission of applications for state, local, or privately funded opportunities, as appropriate.

ACTIVITIES:

- Support preparation and submission of applications for FHWA or FTA competitive grants (discretionary or congressionally directed spending/community project funding) or other state, local, or privately funded funding.

**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
UNION COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$ 96,913.10	
2. FRINGE BENEFIT	62.350%	\$ 60,425.32	
3. LEAVE ADDITIVE	Various	\$ 25,862.49	
		SUBTOTAL \$ 183,200.91	100%
PART II: DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$ 1,437.30	
2. TRAVEL		\$ 1,139.29	
3. ADVERTISING, PRINTING & REPRODUCTION		\$ -	
4. POSTAGE		\$ -	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$ 1,500.00	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$ -	
7. OTHER (SPECIFY)		\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$ -	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$ -	
		SUBTOTAL \$ 4,076.59	100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$ -	
		SUBTOTAL \$ -	100%
		TOTAL PROGRAM BUDGET \$ 187,277.50	100%

This estimated budget is based upon projected costs to perform the work program for FY 2027 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$ 187,277.50	Total: \$ 187,277.50
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**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
UNION COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	150	\$ 18,203.60	\$ -	\$ -	\$ 18,203.60	10%
Task 2 - Transportation Planning and Coordination	1,375	\$ 164,997.31	\$ 4,076.59	\$ -	\$ 169,073.90	90%
TOTAL	1,525	\$ 183,200.91	\$ 4,076.59	\$ -	\$ 187,277.50	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project (based on total work hours for the FY)	Total Estimated Hours for STP Work Program
Kamal Saleh, Supervising Planner	57%	1,190
Ricardo Matias, Director of Engineering	7%	140
Ryan Kuber, Fiscal Analyst	2%	50
Kevin Stephens, Planner	5%	95
Bernice Dieter, Assistant County Engineer	2%	50
TOTAL	15%	1,525

COUNTY OF WARREN



**FY 2027
SUBREGIONAL TRANSPORTATION PLANNING
WORK PROGRAM ELECTIVES**

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

TASK 2: TRANSPORTATION PLANNING AND COORDINATION

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

TASK 2.1 SUPPORT THE NJTPA’S REGIONAL PLANNING PROCESS

2.1 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Undertake additional collaboration with Avenues in Motion TMA to integrate TMA work with the NJTPA planning process and/or to advance subregional objectives, as appropriate.
 - Participate in the Bicycle and Pedestrian Advisory Council (BPAC).
 - Coordinate with the Highlands Council, to ensure consistency between their plans, the work of the NJTPA, and local transportation plans and programs, focused on coordinating on the Highlands Traffic Study along the Route 22 Corridor.
 - Engage in Towards Zero Deaths or Vision Zero activities in addition to participation in implementing local safety action plans (LSAPs).
- **PRODUCT/OUTCOME:** Prepare, support and/or review transportation related studies, plans, recommendations, grant applications, and/or engage in data sharing on transportation related topics.
- ##### **ACTIVITIES:**
- Enter pertinent information about completed planning studies Noss4T funded by the NJTPA into the NJTPA’s PRIME tool.
 - Participate in PRIME training sessions provided by the NJTPA and/or participate in the NJTPA PRIME Users Group that supports the system’s further development and refinement.

- Support refinement and advancement of study recommendations into project pipeline implementation paths, including the following:
 - Morris Canal 25 Year Action Plan, which will continue to be advanced through the TAP program for the construction of trail segments in six municipalities in Warren County.
 - Improvements to Route 57 /CR 519 Intersection, Route 46, and Route 22.
 - Support the NJTPA's continued work to improve safety through data analysis and planning for infrastructure improvements, enforcement, and educational strategies. Activities may include, but are not limited to, training in the use of crash analysis tools such as Numetrics; aligning crash analysis techniques with the New Jersey Strategic Highway Safety Plan (SHSP); use of technology intended to reduce vulnerable user crashes, including detection of users; modification of signal timing and operations to reduce the risk of crashes (e.g. passive detection, all red extension); or participation in the Statewide Traffic Records Coordinating Committee (STRCC) or other statewide or local safety committees.
- Undertake the analysis and/or data collection necessary to support state and federal grant applications.
- Support Complete Streets planning activities, including walkable communities efforts, Safe Routes to School projects, or bicycle initiatives through data collection or the use of analytical tools such as the NJTPA's Bicycle Level of Compatibility index. Consider goods movement activity including truck routing, truck parking, deliveries, and pick-ups as part of complete streets planning.
- Conduct planning activities that refine and foster implementation of the Active Transportation Network, such as GIS and data analysis to support trails or on road facilities or coordination with local and state entities.
- Support advancement of Morris Canal greenway initiatives.
- Collaborate with the NJTPA and the Lehigh Valley Planning Commission (Warren County is also within the Allentown MSA) on environmental planning activities and training.
- Conduct planning activities that support development and advancement of micromobility strategies focused on County owned properties, including bicycle or pedestrian capital improvements or policies.
- Conduct road safety audits (RSAs) to generate recommendations for capital improvements.
- Collect development data and analyze the impacts from proposed or approved developments on the transportation network from a local and regional perspective.
- Analyze the impacts of zoning changes and development and redevelopment plans on the transportation network from a local and regional perspective.
- Work with municipalities to evaluate appropriate parking demand strategies that increase parking efficiency. Strategies may address (but are not limited to) parking minimums or maximums, shared parking options, or incentivizing transportation alternatives.
- Participate in the Eastern Transportation Coalition Freight Academy, when held in New Jersey.

- Support preservation of New Jersey Scenic Byways, though the update of the Warren Heritage Scenic Byway’s Corridor Management Plan.
 - Consider or advance projects that align with the findings of the NJTPA’s CMP.
 - Address unanticipated transportation related needs that may not be foreseen during STP Work Program development. Details to be provided as needs emerge, which must conform with program requirements, and will require prior written approval from the NJTPA.
- **PRODUCT/OUTCOME:** Promote deployment of Intelligent Transportation Systems (ITS).
ACTIVITIES:
 - Improve traffic operations through planning for ITS upgrades and coordinating at the interstate, state, county, and local level. Strategies can include, but are not limited to, Advanced Traffic Signal Systems or Transit Signal Priority Deployments.
 - Provide traveler information and response/recovery activities for planned traffic incidents (i.e. construction, events, other permitted activities) and unplanned traffic incidents (i.e. emergency response, weather-related closures, crashes). This may include, but is not limited to, communication through traveler information systems such as Portable Variable Message Signs (PVMS) or development of data feeds and management of communication with map applications such as Waze, Google Maps, Apple Maps, etc.
 - Support roadway closure activities through event and incident planning, including but not limited to, emergency response planning and incident management plans.

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

2.2 Elective Products/Outcomes and Activities

- **PRODUCT/OUTCOME:** Participation in public education efforts regarding the results of NJTPA project development.
ACTIVITIES:
 - Assist in public education efforts as needed, regarding the results of NJTPA project development, such as project funding announcements, groundbreakings, and ribbon-cuttings.
- **PRODUCT/OUTCOME:** Assistance with special outreach efforts to improve travel safety.
ACTIVITIES:
 - Conduct or assist in special outreach efforts, such as the Street Smart NJ pedestrian safety campaign or other initiatives related to senior driving, distracted driving, by engaging with the Warren County Transportation Advisory Committee and by posting information about these efforts on its website and social media pages.
- **PRODUCT/OUTCOME:** Participation in subregional freight outreach/education efforts.
ACTIVITIES:

- Work with the NJTPA regarding County freight management implementation strategies, publicizing efforts accordingly.

TASK 2.3 CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

2.3 Elective Products/Outcomes and Activities

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

ACTIVITIES:

- Support preparation and proposal development for the NJTPA's Local Program activities, which may include Local Safety and High Risk Rural Roads Programs, Local Capital Project Delivery, Local Concept Development, Freight Concept Development Program, Transportation Alternative Programs and/or Congestion Mitigation and Air Quality Programs as appropriate and opportunities arise.

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

ACTIVITIES:

- Follow through on the TAP grant for the Morris Canal Greenway Trail for the construction of improved trail on seven segments of trail in Greenwich, Franklin, Mansfield, Hackettstown, Lopatcong and Independence and any additional trail segments.

- **PRODUCT/OUTCOME:** Submission of applications for competitive Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) grants (discretionary or congressionally directed spending/community project funding) for surface transportation projects. Submission of applications for state, local, or privately funded opportunities, as appropriate.

ACTIVITIES:

- Support preparation and submission of applications for FHWA or FTA competitive grants (discretionary or congressionally directed spending/community project funding) or other state, local, or privately funded funding opportunities.

**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
WARREN COUNTY
BUDGET PLAN**

		PROPOSED BUDGET	
PART I: DIRECT COSTS - PERSONNEL SERVICES			
1. SALARIES		\$ 55,919.08	
2. FRINGE BENEFIT	54.410% & 16.07%	\$ 29,805.08	
		SUBTOTAL \$ 85,724.16	100%
PART II DIRECT NON-LABOR COSTS			
1. SUPPLIES		\$ 516.84	
2. TRAVEL		\$ 500.00	
3. ADVERTISING, PRINTING & REPRODUCTION		\$ -	
4. POSTAGE		\$ -	
5. CONFERENCE/TRAINING/PROFESSIONAL DEVELOPMENT		\$ 2,500.00	
6. PUBLIC OUTREACH/ LANGUAGE TRANSLATIONS		\$ -	
7. OTHER (SPECIFY)		\$ -	
8. TECHNOLOGY EQUIPMENT AND COMPUTERS > \$5,000 (CAPITAL ASSETS)		\$ 10,499.00	
9. TECHNOLOGY SOFTWARE AND COMPUTING DEVICES < \$5,000 (SUPPLIES)		\$ -	
		SUBTOTAL \$ 14,015.84	100%
PART III: INDIRECT COSTS			
INDIRECT COSTS	0.000%	\$ -	
		SUBTOTAL \$ -	100%
		TOTAL PROGRAM BUDGET \$ 99,740.00	100%

This estimated budget is based upon projected costs to perform the work program for FY 2027 as outlined in the Subregional Transportation Planning Program Subcontract. Changes within or between Parts I, II, and III, or within the STP Budget Plan, will be authorized upon written recommendation of the STP Program Manager and approved by the NJTPA.

FUNDING SOURCES:

Total Federal :	\$ 99,740.00	Total: \$ 99,740.00
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**FY 2027 SUBREGIONAL TRANSPORTATION PLANNING PROGRAM
WARREN COUNTY
STAFFING PLAN**

STP Work Program Budget by Task

Task	Subregional Staff Hours	Direct Costs - Personnel Services	Direct Non-Labor Costs	Indirect Costs	Total Costs	Estimated Share Core Program (%)
Task 1 - Program Management	194	\$ 10,395.53	\$ -	\$ -	\$ 10,395.53	10%
Task 2 - Transportation Planning and Coordination	1,276	\$ 75,328.63	\$ 14,015.84	\$ -	\$ 89,344.47	90%
TOTAL	1,470	\$ 85,724.16	\$ 14,015.84	\$ -	\$ 99,740.00	100%

STP Work Program Assigned Staff

Personnel (Name/Title)	Estimated % of Time on the Project <i>(based on total work hours for the FY)</i>	Total Estimated Hours for STP Work Program
Albert Krouse, Senior Planner	2%	50
Ryan Conklin, Planning Director	20%	413
Assistant Planner, Vacant	17%	354
Irene Gordon, Administrative Clerk	3%	65
Keyboarding Clerk 3, Vacant	0%	10
Linda Slocum, Assistant County Engineer	5%	100
Joao Dsouza, Principal Traffic Engineer	2%	50
Maximilian Carlson, Senior Planner	10%	203
Aslan Varoqua, GIS Specialist	7%	140
Part-Time Planning Aid Intern	4%	85
TOTAL	7%	1,470

FY 2027 - 2028
SUBREGIONAL STUDIES PROGRAM (SSP)

SUBREGIONAL STUDIES PROGRAM (SSP)

PROGRAM DESCRIPTION

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

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

Studies include: a systematic approach for gathering and analyzing quantitative data and qualitative information; transparent feedback to engage stakeholders and the public; and active involvement of implementation agencies at the municipal, regional, and state level. Studies also capitalize upon opportunities to strengthen relationships between municipalities, counties, and regions while fostering greater collaboration amongst regional and state agencies. This leads to comprehensive land use and transportation planning.

Studies identify strategies and performance measures for tracking implementation success. Study recommendations are designed to potentially feed into other NJTPA programs (such as Complete Streets Technical Assistance or into Freight Concept Development) or for funding programs, such as Safe Routes to School or Transportation Alternatives Set-Aside Program.

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

Fiscal Year 2027 is the first year of the FY 2027 – FY 2028 SSP cycle, and two (2) new studies will be initiated in this cycle as detailed in the following pages. Additionally, FY 2027 is the second and final year of the FY 2026 – FY 2027 SSP cycle, with two (2) studies that began in FY 2026 concluding in FY 2027. Descriptions for these studies can be found in the [FY 2026 UPWP Chapter II](#).

Solicitation for the FY 2028 – FY 2029 Subregional Studies Program cycle will occur during the fourth quarter of FY 2027 and is described in Chapter I, Task RP/304 - Subregional Pass-Through Programs.

Studies approved under this program must be performed within a two-year period. FY 2027 studies must be completed by June 30, 2028. The NJTPA works with subregions to manage risk and ensure delivery of quality studies that are on time and within budget.

Program funding is made available through a U.S. Department of Transportation (US DOT) pass-through grant, utilizing Federal Highway Administration (FHWA) funds and/or flexed Federal Transit Administration (FTA) funds (CFDA number 20.205).

SUBREGIONAL STUDIES PROGRAM BUDGET

FY 2027 – FY 2028 STUDIES

<u>Subregion</u>	<u>Title</u>	<u>Project Cost</u>
Hudson County	Hudson County School Zone Safety Study	\$420,000
Monmouth County	Coordinated Public Transit Human Services Transportation Plan	<u>\$475,000</u>
	New Studies - Total	\$895,000

FY 2026 – FY 2027 STUDIES

<u>Subregion</u>	<u>Title</u>	<u>Project Cost</u>
Middlesex County	Middlesex County Transportation and Mobility Plan	\$400,000
Passaic County	Passaic County Urban Core Trucking Study	<u>\$415,000</u>
	Continuing Studies - Total	\$815,000

SSP STUDY TIMELINE FY 2027 – FY 2028 Studies

Task/Milestone	Estimated Completion Date
Draft RFP to NJTPA	April 1 – July 29, 2026
Kick-off Meeting with NJTPA	March 31 – June 30, 2026
Authorized Study Start Date	July 1, 2026
Consultant RFP Issued	July 1 – December 31, 2026
Consultant Contract Awarded/Executed	September 1, 2026 – February 1, 2027
Kick-off Meeting with Successful Consultant	September 1, 2026 – February 1, 2027
Draft Final Report Due to TAC/SAC for Review	March 15 – March 31, 2028
Final TAC/SAC meeting	March 31, 2028
Final Report due to NJTPA (This version should incorporate all TAC/SAC and subregional comments)	April 28, 2028
Reconciled Final Report due to NJTPA and all final deliverables	May 31, 2028
Conclusion of Consultant Contract	June 30, 2028
Subregional Subcontract & Study Completion Date	June 30, 2028

FY 2027 – FY 2028
SUBREGIONAL STUDIES WORK PROGRAMS

Study Sponsor: Hudson County

Title of Study: Hudson County School Zone Safety Study

Study Budget

	Amount	Percent
NJTPA/Federal Share:	\$420,000	100%
Total Budget:	\$420,000	100%

Anticipated Study Duration: 12 Months

Project Information

Project Description

Through the Hudson County School Zone Safety Study, Hudson County seeks to determine the circulation and safety needs of schools located on County roadways, examine best practices for policy and infrastructure, and create a comprehensive school zone policy with recommendations for curb management and physical safety countermeasures. The County will work with schools, school districts, and municipalities to identify needs, collective solutions, and collaborate on implementation and enforcement. Data collection and analysis will identify contributing crash factors, best practices, and traffic safety countermeasures which would provide a reduction in crash severity and frequency. This study and the policy recommendations will support actions in Hudson County’s Vision Zero Action Plan, support safe walking, biking, and transit to schools, and will result in a study report summarizing the findings of school safety needs, best practices, and recommendations for policy and infrastructure, as well as a formal policy which can be adopted by the County, potentially as part of the County code, for consistency.

Recommendations will be identified by level of cost, implementation timeframe, and need based on the methodology developed as part of Task 3. The responsibilities of implementation and enforcement will be defined and listed. While the County will be responsible for developing and maintaining policy and infrastructure for County roads, it will be the day-to-day operations of the schools that these will impact, and there will be effects on municipal side streets as well. Therefore, partnerships with the schools and municipalities will be critical to implementation and enforcement to ensure effective policies that are being implemented as intended. Recommended safety improvements with the potential for near-term exploration through demonstration projects will be specifically identified.

Regional Need

As Hudson County and other areas in the region work to create and implement their local safety plans, safety around schools is a key component of protecting vulnerable roadway users. The safety of children, many of whom walk for some or all their journey to and from school and are particularly at risk, is essential to achieving Vision Zero. Schoolchildren are developing ideas and habits, and their participation in safety and education practices can be particularly formative. While programs exist to help with getting children safely to and from school, there is a need to build on these programs and create a consistent policy, particularly for traffic calming infrastructure and curb management, that can be applied to the roadways fronting many schools which are facing the same needs and challenges. Determining best practices and recommendations can be crafted into a policy which can be adopted by Hudson County's constituent municipalities and schools and serve as a model for jurisdictions outside the county.

Scope of Work

Subregional Need

There are numerous schools located on County roads in Hudson County which face similar issues of curb management, access, and safety concerns. The County is in need of a consistent policy to address these issues which can be applied fairly and effectively countywide. A result of Hudson County's densely built urban environment is that most students live near the schools they attend, and therefore, there are less requirements for busing students to school than in areas with more spread-out patterns of development. This creates a high reliance on access to schools by other modes including pickups and drop-offs by parents in private motor vehicles, public transit, biking, and walking. These modes each have various impacts and risks within the county's transportation system. A primary transportation priority for Hudson County is the implementation of the County's Vision Zero Action Plan and achieving zero deaths and serious injuries by 2034. The Action Plan includes numerous school-related traffic safety actions that are essential for implementation. The plan specifically calls for the development and deployment of a school zone program. Given the large number of schools in the county, this initiative is expected to significantly improve roadway safety across multiple jurisdictions.

Community Profile

Hudson County is the most densely populated county in New Jersey. According to the 2023 American Community Survey 5-year estimate, the county has a population of 710,478 and a land area of 46.2 square miles. The county comprises 12 municipalities, which range from Jersey City, the second largest city in the state by population, to East Newark which is the smallest municipality in the state by land area.

According to the American Community Survey 5-year estimates, across Hudson County, there is an estimated total of 96,422 school aged children between the ages of 5 and 17. This is approximately 13.6 percent of the county's total population. Schools are located in urban and suburban contexts.

Hudson County's population is very diverse. Nearly one third of residents of the county do not have access to a vehicle. Over 70 percent of the county's population is classified as minorities,

40 percent of the population of the county is foreign born, and over 20 percent have limited English proficiency. Additionally, over 30 percent of the county's residents have low income.

During the study, additional analysis in the proximity of specific schools will be conducted under the Demographic Assessment task to assist with outreach to encourage participation from residents.

Goals

- Develop an understanding of the safety issues related to student arrivals and departures, including pick-up, drop-off, and other school-related travel activities during the day such as lunch across all modes of transportation.
- Develop a clear, consistent, and effective policy for school zone safety.
- Build effective partnerships with school districts, municipalities, other stakeholders, and the County to work together on improvements for transportation safety.
- Provide a resource to Hudson County municipalities in sharing effective practices that may be adopted.
- Identify at least three (3) potential projects for Safe Routes to School Applications.
- Enhance student safety by reducing traffic-related injuries and fatalities near schools.
- Support and encourage active transportation through safe routes and infrastructure improvements.
- Advance Hudson County Vision Zero initiatives.

Methodology

Task 1: Project Management

Description

The County's Project Manager will manage daily activities of this study and will serve as the liaison between the consultant and the North Jersey Transportation Planning Authority (NJTPA). Additionally, the County's Project Manager will serve as a liaison between the consultant and members of a Technical Advisory Committee (TAC), other agencies and stakeholders, as well as the public. The County's Project Manager will be tasked with managing the consultant selection process, preparing and submitting quarterly reports, reviewing and approving all consultant deliverables, and processing consultant invoices.

The consultant shall assign a qualified individual to serve as Project Manager for this consultant effort. The consultant shall be prepared to submit monthly progress reports and invoices that are up to the standards set forth by the NJTPA to the County's Project Manager. In addition, the

consultant shall be available to discuss project status on a bi-weekly basis with Hudson County and the NJTPA Project Manager (either in person or via conference call) to ensure the project remains on track and within budget.

The consultant shall meet with staff from Hudson County at the beginning of the project to obtain data and information that has previously been collected. The consultant will maintain an open dialogue with the County and TAC members regarding data collection and review, quantification of need, and Data Assessment, Analysis, and Mapping throughout the project. The County's Project Manager will be responsible for ensuring the successful completion of all consultant tasks, on time and within budget. The Consultant shall submit draft digital copies of all reports and interim deliverables in an editable format (MS Word format, Excel, or PowerPoint) and will incorporate project manager, the NJTPA, and TAC comments, as appropriate. If comments cannot be addressed, the consultant will explain the reasons, and the consultant, the subregion, and the NJTPA will find a resolution. Throughout the duration of the study, Hudson County, the TAC, the selected consultant, and project stakeholders will work collaboratively to develop the final product. The consultant shall submit all deliverables to the County's Project Manager according to a schedule (that is shown in weekly increments and updated as needed) which allows sufficient review time for the County, NJTPA, and, as appropriate, TAC members. Review time is generally two weeks. All deliverables shall be to a level of quality that meets generally accepted professional standards, and that is fit for use by end users, which may include County and municipal staff, NJTPA staff, elected officials, and other professionals, including school district staff.

The consultant will use SharePoint or similar filesharing platform to share the project calendar, draft meeting materials, draft reports, and preliminary recommendations with the County and the NJTPA, for review.

A style manual will be developed for all public-facing documents and presentations. Technical memorandum will include an outline for review by the project manager and the NJTPA so that major topics are clearly identified prior to the technical memorandum preparation. The draft final and final report will comply with the NJTPA Guidelines for Preparation of Reports and Studies.

The County will review GIS analyses and will produce the final cartographic products to be used in presentations and study documents to ensure a consistent design. All GIS products submitted by the consultant will follow the NJTPA's E-GIS guidelines by providing digital copies of all data and presentation materials developed for the Plan, including images, raw data from surveys, and GIS layers, to the County and the NJTPA.

Deliverables:

The County

- Lead the kickoff meeting with the successful consultant to set expectations, discuss data collection and analysis, and confirm methodology for the project.
- Participate in bi-weekly progress meetings.
- Submit monthly invoices and quarterly NJTPA Progress Reports.
- Manage the daily activities and serve as the liaison for all parties involved.

- Oversee, evaluate, and review the work of consultants throughout the project.
- Serve as the primary point of contact with the NJTPA on all matters pertaining to the Plan.
- Provide the day-to-day management of consultants and ensure that the study is finished on time, within budget, and per procedural and professional quality standards.
- Review and provide feedback on all interim and final deliverables produced by the Consultant, making sure they are complete and of high quality.
- Provide Subregional and NJTPA comments to the consultant in a timely manner, with a copy of the comments provided to the NJTPA PM.
- Review GIS data and produce the final cartographic products.

The Consultant

- Participate in the kickoff meeting with the County to set expectations, discuss data collection and analysis, and confirm methodology for the project.
- Conduct bi-weekly progress meetings and create meeting agendas and notes.
- Provide monthly written progress reports and invoices.
- Submit all project deliverables in a timely fashion.
- Prepare and submit a schedule (and update as needed) of tasks and a timeline in weekly increments for County review.
- Develop a style manual for the preparation of technical memoranda, reports, presentations, and other materials prepared for the study.
- Facilitate collaboration using an internet-based file-sharing platform (Share Point or equivalent platform) among key participants in the project.
- Provide all interim, draft, and final deliverables for review in an editable format (MS Word for documents; PowerPoint for presentations, etc.).
- Submit all work products to the County and the NJTPA and revise deliverables with all comments addressed.

Task 2: Needs Assessment

Outreach and Partnerships

Description

Through the Outreach and Partnerships task, the County seeks to define circulation needs of schools, including the logistics for pickups, drop-offs, or other regular school related travel in the immediate area for lunch, recess, or other off school campus activity, the issues that are encountered, and understand the perspectives of students, parents, school administrators, municipal officials, including law enforcement, and other roadway users. While the County will be responsible for developing and maintaining policy and infrastructure for County roads, it will be the day-to-day operations of the schools that these will impact, and there will be effects on municipal side streets as well. Partnerships with the schools and municipalities will be critical to inform decision-making and ensure collaboration throughout the study process and beyond. The study process will be open and accessible, allowing for continuous communication between Hudson County, school staff, local officials, the TAC, and the public. The process will also be accessible for all and allow anyone who would like to participate and comment on the study to have the opportunity to do so.

To facilitate the dissemination of information, a project website will be developed by the County and will include report updates, meeting announcements, presentation materials and handouts, draft and final work products, and contact information. The site will allow for questions and comments to be provided directly to County Planning staff.

Develop and Implement a Public Involvement Strategy

From the outset of the study process, a public involvement strategy will be developed by the consultant and executed. Key stakeholders, including school administration staff, non-profits, community groups, and other organizations, will be identified to assist with reaching a broad base of the public for their input. The public involvement strategy to be developed for the study will identify populations to include in the study process, as well as effective methods to engage them and encourage their participation.

The public outreach materials and strategies are intended to be appealing, engaging, and encourage interest and participation through unconventional and fun ideas. The public involvement strategy will utilize several mediums of communication, including meetings, pop up events, a dedicated project website, surveys, newsletters, and/or social media, with study updates and opportunities to provide ideas and opinions. An interactive online mapping application will be created to allow the public to identify transportation issues affecting or related to schools. Should a newsletter be developed during the study, it should be designed to be distributed electronically and easily printable.

Study outreach events will be either virtual or in-person as appropriate, or a combination to allow for different schedules and preferences among the public and participants. All public outreach materials will be published in English, Spanish, and Arabic.

Through the course of the project, the Project Team will hold well-advertised meetings or events targeted at schools participating in the study, as well as general events for all areas of the county. Through the meetings, the project team will share information with the public and encourage discussion and sharing of ideas through engagement strategies and activities. The meetings will be accessible and encourage all members of the public to participate, and they will occur during evening hours to allow for working populations to attend.

A minimum of two (2) public meetings will be held for the study. The purpose of the first meeting will be to introduce the study, share initial findings related to circulation patterns and needs, have a discussion with participants to understand their circulation preferences and habits, identify existing safety issues related to schools and school access, and share outreach materials to encourage additional feedback. The purpose of the second meeting will be to share study recommendations and to invite feedback on safety improvements. The County will handle logistics and identify and invite participants to the public meetings.

Stakeholder Partnerships

On an ongoing basis throughout the course of the study, the Project Team will communicate and coordinate with school staff, municipal staff, and additional stakeholder partners who may serve as a resource for the study. Local knowledge from school administrators, resource officers, crossing guards, parent-teacher associations, municipal governments, transportation agencies,

and other professionals will be shared through TAC meetings, and targeted outreach discussions. The project team may also obtain transportation data and statistics from outreach partners, which will be crucial to the study's quantitative component.

Identifying Partner Schools

The County is leveraging the existing relationship between the schools and the Hudson TMA to form partnerships with schools that are interested in participating in the study. A total of two or three schools will be selected as partner schools. The County will lead the selection of the schools that will participate by prioritizing schools that are located along a County road and express a willingness to participate.

Partner School Meetings

A minimum of three (3) meetings will be held with each of the partner schools. The Partner School Meetings may include school district personnel, school administrators, possibly teachers, municipal staff, the County, and the consultant. The purpose of the first meeting will be to introduce the study and have a discussion with the schools to understand their circulation and travel needs throughout the day, including pickup and drop-off operations and issues. They will also discuss any upcoming projects and planning, and discuss plans for additional outreach with staff, parents, and students. The purpose of the second meeting will be to share:

- Updated findings related to circulation patterns, challenges, and needs; and
- Outreach materials for distribution to the public to encourage additional feedback.

Convene School Forum Discussions

The project team will conduct School Forum discussions to engage stakeholder partners and to collect feedback on challenges and solutions. The purpose of the School Forum Discussions will be to have meetings with various stakeholders together in a high-level setting to collectively discuss different topics related to school circulation and safety. The meetings will have an interactive component utilizing discussion boards and exercises to encourage feedback such as dot preference surveys.

Through the course of the study, a School Forum will be held at each partner school. Topics of the meetings may include introduction of the study to the attendees and gathering of initial thoughts regarding issues for consideration and further study through the course of the study, determining issues affecting school circulation and safety, identification of local projects and updates, requesting data which can be helpful for analyses, discussion of past circulation and safety infrastructure changes and their effectiveness, ideas for potential solutions, reviewing initial findings and draft recommendations, and a discussion of next steps for implementation of study recommendations, including responsibilities. Given the implementation and enforcement necessary by the schools and municipalities and the impacts on local roadways and circulation, a clear understanding of responsibilities for effective implementation is critical. The consultant shall collaborate with the Division of Planning to propose meeting formats and topics.

School Forum discussions may include (but are not limited to):

- School district personnel
- School administrators
- School Resource Officers
- Crossing guards
- Parent-Teacher Associations

Student Engagement

The study will include a component of student engagement, including a preference survey asking students how they currently travel to and from school, what are their most significant barriers, and how they would prefer to travel in the future. Additional options include a poster contest for posters about traffic safety, for use in study materials. The County encourages creative and forward-thinking interactive student engagement techniques that facilitate substantive participation. The consultant shall prepare the student public engagement materials including branding and design and conduct the outreach.

Site Visits

The consultant will lead at least one (1) in-person field visit for each partner school to verify and evaluate existing conditions and to invite participants to discuss important observable safety issues and potential safety improvements. The site visits will be conducted during conditions when school is in session and include photos. The site visits will be conducted by the consultants, County, School Staff, and municipal staff with invited stakeholder groups to identify existing and potential circulation and safety challenges.

Technical Advisory Committee

A Technical Advisory Committee (TAC) will be convened to serve as a resource for the study team. The TAC will share local knowledge and best practices, identify other stakeholders and community groups for outreach, review work products, and provide data and insights as requested.

As part of the Public Outreach Plan, a TAC plan shall be developed and executed that identifies prospective TAC members, an outreach strategy, uniform project messaging, and the purpose and anticipated outcomes for each meeting.

The TAC should include representatives from at least the following agencies:

- The County of Hudson, including the Planning Division, Office of Digital Information, Roads Division and Division of Engineering
- The NJTPA
- Hudson TMA
- Officials and representatives from the municipalities
- School district officials
- School Resource Officers
- Crossing Guards
- Parent-Teacher Associations
- NJ TRANSIT
- New Jersey Department of Education

- Vision Zero Safety Task Force
- Hudson County Sheriff's Office
- Local Safety Advocacy Group representatives

The TAC will meet a minimum of three times over the course of the project. The County's Project Manager will be responsible for scheduling and notifying the TAC of meetings and preparing meeting agendas. The consultant shall prepare the presentation materials, write the meeting minutes and be prepared to participate in each TAC meeting.

The responsibilities of the TAC shall include, but not be limited to:

- Identifying stakeholders, community groups and partners for community outreach and participate in public participation activities. Special consideration will be given to ensure the commitment and involvement of interested parties familiar with the roadway network, schools, and Title VI populations.
- Developing, guiding, and participating in community involvement activities.

Review and provide feedback to the subregional project manager on draft and final interim reports and documents as requested. This includes input on data collection, public outreach, development of improvements, and recommended implementation strategies. It also includes a review of final recommended action items and strategies, and the draft final report.

Deliverables:

The County

- Development of study website, including report updates, meeting announcements, presentation materials and handouts, draft and final work products, and contact information.
- Identification and invitation of participants, and logistics for the two public meetings and the three Stakeholder Partnership meetings.
- Identification and invitation of participants, and logistics for School Forum meetings (One at each partner school).
- Identify partners, send invitations, create the agenda, handle logistics, and schedule the three (3) Technical Advisory Committee meetings.
- Assist with developing the purpose of the School Forum Discussion meetings format and topics.

The Consultant

- Development and execution of a written public involvement strategy, including Technical Advisory Committee meetings and public outreach.
- Content and materials as directed by the County for posting on the project website, including study updates, meeting announcements, meeting presentations and handouts, or draft and final work products.
- Generate a survey and other innovative outreach mechanisms and products, including but not limited to online applications/mapping, flyers, post cards, used for public outreach,

dissemination (in both English, Spanish, and Arabic) via study website, and social media outreach.

- Develop materials, facilitate, and provide meeting notes for two (2) public meetings including agendas, presentation materials, and meeting summaries.
- Develop materials and facilitate Stakeholder Partnership Meetings with schools (three per school) including agendas, presentation materials, and meeting summaries.
- Develop materials, summaries, and facilitate School Forum meetings including agendas, presentation materials, and meeting summaries.
- Presentation materials and minutes, facilitate three (3) Technical Advisory Committee meetings.
- Draft and final Technical Memorandum #1 summarizing the outreach process and input received.
- An appendix to the final report containing a summary of all public comments received from meetings, events, and survey materials.
- Lead at least one (1) in-person field visit for each partner school with a summary of findings for each.
- Participate in and develop student engagement activities including branding and design that facilitate substantive student participation with a summary of findings for each activity.

Data Collection

Through the study, various sources of data will be collected and reviewed to identify existing conditions and needs within the study area.

Literature Review

As part of the data collection task, the consultants shall conduct a literature review and be familiar with the following studies and resources. These will provide background and context, gaps will be identified, and they will be assessed for alignment of study recommendations.

- Hudson County Vision Zero Action Plan
- Hudson County Master Plan Re-examination Report 2016
- Hudson County TMA Safety-Related Work Programs
- Hudson County Comprehensive Economic Development Strategy (CEDS) 2025-2029
- NJ TRANSIT New Bus Hudson
- Connecting Communities: The NJTPA Long Range Transportation Plan
- NJTPA Active Regional Transportation Plan
- The 2016 NJ Bicycle and Pedestrian Master Plan
- Municipal Master Plans, as appropriate. These are available through the Division of Planning.

Data Collection

As an essential component of the study process, the project team will collect necessary data that will be primarily related to partner schools and may include data for inclusive schools if appropriate. This should include:

- Population, including school-aged populations and population growth (American Community Survey and NJTPA Demographic Projections)
- County Road Network (County to provide)
- Roadway designs and existing conditions of key routes in use to be identified through travel patterns analysis (spatial/visual analysis, Office of the County Engineer, municipal engineers)
- Inventory of Schools (County to provide, additional spatial analysis as needed)
- Motor vehicle crashes, with a focus on crashes in proximity to schools, including those involving pedestrians and bicyclists, additional background data on other crashes as necessary for context (Numetric safety data, Police Reports)
- Hudson County High-Injury Network (developed through Vision Zero Action Plan)
- Land use (County to provide through spatial analysis)
- Traffic volumes (NJDOT, County, other sources)
- Pedestrian and Bicycle/Scooter Counts around schools (student travel tallies) – if available
- Existing infrastructure around schools such as but not limited to signage, crosswalks and pedestrian signals, bike lanes, traffic calming measures, public bus stops, transit stops (light rail and/or PATH), school travel plans, and pavement markings based on the proximity identified in Task 3. (windshield or desktop survey, County Engineering, and school data)
- School enrollment (NJ Department of Education, school districts as needed)
- Other information as appropriate

The data collection and review process will also incorporate qualitative data obtained through surveys, events, and meetings with school administrators, community groups, and residents that were collected under Task 2a.

Case Studies

The project team will also examine case studies of school zones and safety countermeasures in similar areas for background, insight, and ideas. The purpose of developing case studies is to identify best practices and strategies which may be useful for addressing school safety solutions that may be applicable at other schools. The case studies will be reviewed to identify examples of a minimum of three (3) cities or regions with comparable attributes to Hudson County which have successfully implemented school zone policies for safety and have measured improvements. Through the Case Studies subtask, issues that were identified and how they were addressed, best practices and strategies, and outcomes will be identified.

Task Findings

The selected consultant will provide a technical memorandum on data collection for the NJTPA, County staff, and TAC members to review.

The consultant shall also be prepared to discuss the data collected at the TAC meeting as well as during the public engagement process.

Deliverables:

The County:

- Data collected and provided to the consultants, as necessary.

The Consultant:

- Draft and final Technical Memorandum #2 that summarizes the data collection effort, case studies, and literature review. The memorandum will specify the data collected and mapped, the purpose, and the sources of all data to be used in the study.

Demographic Assessment

Description:

A Demographic Assessment will be conducted as an essential component of the project. Ensuring fairness and considering all populations in transportation decision making is essential for all planning and projects within Hudson County. All work will consider the potential impacts on populations who have historically been hard-to-reach in planning and construction efforts and who may have been overburdened by adverse impacts.

Rather than repeat the analysis conducted within the past five years, it is more efficient and useful to gather the relevant information, update the analysis if needed, and devote the technical memo to exploring and discussing ways to best engage populations and to develop recommendations to meet the safety and accessibility needs of everyone at the schools. The primary sources for the Demographic Assessment will be the NJTPA Demographic Analysis Tool and Title VI and Demographic GIS layers.

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

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

8. Zero Vehicle households

9. Educational Attainment

After collecting data for each of the factors at the block group/census tract level, the same data will be collected for each factor at additional levels of comparison, such as the County or the NJTPA region. The County will also examine and incorporate other sources of data, household composition, and guardians' employment status or place of work to supplement the study's Demographic Assessment and will explore other ways to represent this data in the study.

Deliverables:

The County:

- Provide demographic data to consultants, as necessary.

The Consultant:

- Provide a technical memo that summarizes the Demographic Assessment. The technical memo should have maps and a narrative.

Task 3: Data Analysis and Mapping

Description

To develop an understanding of the context of schools and roadways, as well as anticipate future needs, the surrounding land use, traffic volumes and circulation patterns, the consultants will conduct data analysis using GIS and possibly micro-simulation. The consultant will conduct the data analysis through GIS, and other software and methods, after approval of the methodologies by the County and the NJTPA.

Proximity Analysis

Working with the County, the consultant shall develop a simple methodology to identify a buffer area around the schools to define the school zone for each partner school. This should be informed by various data sources, including but not limited to NJ Safe Routes to School guidelines or MUTCD Traffic Control For School Areas, in conjunction with consultant experience and partner school and stakeholder input. The consultant will collect data for the defined school zones once established.

Safety Analysis

The project team will review crash data in proximity to schools to understand crash types and the potential causes of crashes. The roadway characteristics in the area around the schools will be reviewed to identify any design attributes of the roadways which may be related to the crashes and/or affecting safety. This may, on a limited basis, include speed analysis. This will

aid in determining factors which drive crashes and impact safety, along with potential solutions which may be able to prevent these crashes.

The consultant will conduct a safety analysis that will accomplish the following:

- Review traffic safety trends within the defined school zones.
- Identify leading causes of crashes.

School Travel Analysis

The consultant will conduct an analysis of travel characteristics that occur within the school zones. The purpose of this analysis is to develop plans that increase safety and accessibility for all modes. The analysis will identify how school children, school staff and others travel to school. This task will identify, but not be limited to, trip origins, bus stops, and mode type to identify current trends. The consultant should also incorporate factors, such as travel times, travel choice, trip distance, distance from transit stops, reduced parking requirement policies, and provide an estimation of the percentage of students living within a specific distance of a school. In addition, this analysis will evaluate movements near the school at other times of the day, such as lunchtime, recess, or after school activities. The consultant should specify what data sources, tools, or technologies they will utilize to conduct this analysis. The County encourages the use of innovative data sources.

Demonstration Projects

Through the data analysis, the study team will identify two (2) schools for demonstration projects to test potential solutions of safety interventions using temporary materials. Priority will be given to the partner schools; however, other schools may be considered for demonstration projects. The locations will be determined based on engagement and commitment from school administrative staff and municipalities, suitability of the locations, applicability of solutions to the locations, and other context-sensitive analysis. Demonstration projects will include a public engagement component with participation during installation and outreach following installation. The sites will be monitored at regular intervals, and the data collected to evaluate effectiveness. The County may use the NJTPA Demonstration Library materials, as available.

The consultant shall also be prepared to discuss the results of the data analysis and case study profiles and share all maps at the TAC meeting as well as for the interactive engagement component and other public engagement methods employed during the public meetings.

Deliverables:

The County

- Provide data to the consultant as available.

The Consultant

- Summarize the quantitative analysis, including crash data, travel patterns, etc. The results of all data identified above shall be included in a Technical Memorandum including: an explanation of methodology of all analyses performed to allow for future replication and assessment of demonstration projects. The memo is comprised of

narrative text, graphics, and mapping. The consultant will provide any GIS data that is collected to the County in accordance with the NJTPA E-GIS standards for naming conventions and metadata. The County will produce the final cartographic products. The summary of the demonstration projects shall include the preparation, design, implementation, evaluation, and effectiveness of the project.

Task 4: Findings and Recommendations

Description

The purpose of this task is to develop a recommendations matrix. The recommended strategies will be informed by the previous tasks and will be presented in an implementation matrix that outlines broad timeframes, issues addressed (including Vision Zero Plan High Injury Network locations), order of magnitude cost estimates, and responsibilities.

Partner School Recommendations

Based on the existing conditions analysis conducted for the partner schools, the consultant will develop school zone safety recommendations for each partner school. The consultant shall work with the County, partner schools, and municipalities to develop a school zone safety vision for each partner school. Specific short, medium, and long-term solutions will be developed into an implementation matrix. These may include, but are not limited to, identifying school travel circulation changes, specific traffic safety improvements, improvements to public transit access, and safety enhancements to the public realm, such as traffic calming. The consultant will also identify locations for potential future demonstration projects (beyond those conducted as part of the study) based on findings of crash analysis and other roadway design characteristics.

General School Recommendations

The consultant will work with the County to develop a School Zone Safety Policy and Implementation Plan for all schools. As part of this project, the County and consultant team will work collaboratively with the County's schools, municipalities, and outside stakeholders to develop a school zone safety policy and action plan that builds on existing actions that increase safety around all schools. The policy will contain broad recommendations concerning how best to achieve the County's vision for increasing safety around schools. The school zone safety policy will expand upon the County's existing Vision Zero Action Plan and incorporate best practices, including a broader range of safety improvement projects, with key concepts identified. The projects and recommendations will be designed to respond to conditions as they exist today and to achieve the County's vision.

Support for Future Projects

The consultant will identify and provide information for potential future Safe Routes to School Grant Applications. The consultant will not write or construct any grant applications, but rather, provide guidance that may be used as part of future grant applications.

As part of this task, the consultant will use the results of the crash analysis to provide the appropriate data that supports recommendations for various school safety zone improvements at high-priority crash locations.

School Safety Zone Toolkit

Based on the outcomes of Task 2 and 3, and comments from the TAC, stakeholders, and the public, the consultant shall develop the draft School Safety Zone Toolkit that shall include, but not be limited to, safety techniques, guidance, concepts, and specific design recommendations. The specific design recommendations will include design guidance at a minimum for corridors and intersections adjacent to the schools.

Deliverables:

The Consultant

- *Partner School Recommendations*
 - Develop school zone safety recommendations matrix for each partner school.
- *General School Recommendations*
 - Develop a School Zone Safety Policy and Implementation Plan for all schools.
- *Support for Future Projects*
 - Identify locations for potential future demonstration projects (beyond those conducted as part of the study) based on findings of crash analysis and other roadway design characteristics. These may be partner or non-partner schools.
 - Materials for at least three Safe Routes to School applications. These may be partner or non-partner schools.
- *School Safety Zone Toolkit*
 - Draft a toolkit of infrastructure and policies to improve roadway safety in proximity to schools.

Task 5: Final Report and Final Deliverables

Description

Prior to the development of the final report, the consultant will prepare an outline of the report for review by subregional and NJTPA staff. After concurrence on the draft report outline, the consultant will prepare the final report, executive summary, and all appendices. The final report will address all comments received for the final draft of the report. The consultant shall provide both hard copies and digital copies of the final report to the project manager for distribution. All graphics and materials shall be appropriately sized to avoid an unnecessarily large file size for the final report.

The draft final report shall be prepared and provided to the County, the NJTPA, and the TAC with sufficient time to allow for review and any necessary revisions. Public comments received on the draft report shall be typed in a separate written supplement. The consultant will revise the draft final report per received comments from the public, the TAC, Hudson County, and the NJTPA, where appropriate. Hudson County and the NJTPA shall make a final consensus determination for how to appropriately make revisions to the report based upon the comments received from the TAC and the public.

The Executive Summary and PowerPoint should adhere to the following guidance. The primary audience for the Executive Summary includes elected officials and the general public. The Executive Summary should begin with a brief section highlighting the major findings or recommendations of the report. This does not necessarily have to be very detailed, but it should quickly let the reader know why this report matters and the key takeaways. Next, it should briefly outline the study's scope of work, the regional significance of this study, stakeholders, public outreach, methodology, relevant data, and summarize study findings, final recommendations, and next steps.

After receiving feedback, the consultant will revise the draft final report accordingly and submit a final report, with all previous comments addressed, for review by County and NJTPA staff. The final report will reconcile all comments received on the final draft of the report.

As an appendix to the final report document, the consultant shall provide a matrix with all final recommendations of the study along with corresponding actions to be taken to implement the recommendations. Recommendations should identify the implementing agency, prioritization rankings, the time frame for implementation, and potential funding sources for implementation.

The consultant will develop a PowerPoint Presentation that follows the same outline as the executive summary.

All findings and recommendations from the study shall be organized and entered into PRIME, the NJTPA's planning information management system, in accordance with PRIME requirements. Further details on PRIME can be found in the PRIME User Guide (user manual) the PRIME Quick Start Guide (basic instructions and best practices), the PRIME Frequently Asked Questions (FAQs) pages, the PRIME Glossary (PRIME system terminology) and the PRIME Bulk Import User Guide (instructions).

Deliverables:

The County

- PRIME data entry.

The Consultant

- Timely submission of draft final report in an editable format, including all findings, recommendations, data analysis, public comment, and summaries of all public meetings and TAC meetings.
- Final report document, including an executive summary, implementation matrix, capital investment program list, and all relevant appendices, including a compilation of public comments.
- Three (3) hardcopies and an electronic version for distribution, and a PowerPoint presentation with script following the same structure as the executive summary will be provided.
- All final GIS data which was collected and used for the study submitted to the NJTPA using the NJTPA E-GIS standards for naming conventions and metadata.

Contact Information:

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**FY 2027 - FY 2028 SUBREGIONAL STUDIES PROGRAM
HUDSON COUNTY
HUDSON COUNTY SCHOOL ZONE SAFETY STUDY
BUDGET PLAN**

		PROPOSED BUDGET
PART I: DIRECT COSTS - PERSONNEL SERVICES		
1. SALARIES		\$ 43,821.76
2. FRINGE BENEFITS	59.7380%	\$ 26,178.24
	SUBTOTAL	\$ 70,000.00
PART II: DIRECT NON-LABOR COSTS		
1. SUPPLIES		\$ -
2. TRAVEL		\$ -
3. PRINTING & REPRODUCTION		\$ -
4. TELEPHONE		\$ -
5. POSTAGE		\$ -
6. CONFERENCE/TRAINING		\$ -
7. OTHER (SPECIFY)		\$ -
	SUBTOTAL	\$ -
PART III: INDIRECT COSTS		
INDIRECT COST ALLOCATION	0%	\$ -
	SUBTOTAL	\$ -
PART IV: CONSULTANT COSTS		
CONSULTANT		\$ 350,000.00
	SUBTOTAL	\$ 350,000.00
TOTAL PROGRAM BUDGET		\$ 420,000.00

<p>This estimated budget is based upon projected costs to perform the work program for FY 2027 - FY 2028 as outlined in the Subregional Studies Agreement. Changes within or between Parts I, II, III & IV will be authorized upon written recommendation of the Program Director and approved by the NJTPA.</p>
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FUNDING SOURCES:

Federal (100%):	\$ 420,000.00	Total:	\$ 420,000.00
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**FY 2027 - FY 2028 SUBREGIONAL STUDIES PROGRAM
HUDSON COUNTY
HUDSON COUNTY SCHOOL ZONE SAFETY STUDY
STAFFING PLAN**

Estimated Project Task Budget

Task	In-house Subregional Staff Activities (estimated)					Consultant Support Activities (estimated)		Total Project	
	Subregional Staff Hours	Direct Labor Costs	Direct Non-Labor Costs	Indirect Costs	Costs	% of Task	Consultant Costs	Total Costs	% of Total Budget
Task 1 - Project Management	90	\$ 7,619.10	\$ -	\$ -	\$ 7,619.10	10%	\$ 35,000.00	\$ 42,619.10	10%
Task 2A - Outreach and Partnerships	269	\$ 22,521.04	\$ -	\$ -	\$ 22,521.04	20%	\$ 70,000.00	\$ 92,521.04	22%
Task 2B - Data Collection and Review	75	\$ 6,945.57	\$ -	\$ -	\$ 6,945.57	17%	\$ 60,000.00	\$ 66,945.57	16%
Task 2C - Demographic Analysis	15	\$ 1,646.74	\$ -	\$ -	\$ 1,646.74	1%	\$ 5,000.00	\$ 6,646.74	2%
Task 3 - Data Analysis and Mapping	120	\$ 10,553.33	\$ -	\$ -	\$ 10,553.33	20%	\$ 70,000.00	\$ 80,553.33	19%
Task 4 - Study Findings and Recommendations	145	\$ 13,577.65	\$ -	\$ -	\$ 13,577.65	17%	\$ 60,000.00	\$ 73,577.65	18%
Task 5 - Final Report and Final Deliverables	83	\$ 7,136.57	\$ -	\$ -	\$ 7,136.57	14%	\$ 50,000.00	\$ 57,136.57	14%
TOTAL	797	\$ 70,000.00	\$ -	\$ -	\$ 70,000.00	100%	\$ 350,000.00	\$ 420,000.00	100%

Subregional Staff Plan

Personnel (Name & Title)	Estimated % of Time Needed for Study <i>(based on total work hours for the year)</i>	Total Estimated Hours for Study
Francesca Giarratana, Deputy Director	3%	115
Byron Nicholas, Division Chief	3%	115
Kevin Force, Supervising Planner	4%	174
Carmen Rosario, Assistant Planner	1%	25
Dominique Turnbull, Assistant Planner	1%	25
Sophia Calcaterra-Hull, Environmental Planner	1%	25
Olivia Pease, Analyst Trainee	2%	95
Mark Kataryniak, County Engineer	1%	40
Jose Sieira, County Traffic Engineer	1%	40
Daryl Krasnuk, Director, Office of Digital	1%	35
Mikhail Harvey, GIS Specialist	1%	55
Jonathan Fonseca, GIS Specialist	1%	53
TOTAL	2%	797

Study Sponsor: Monmouth County

Title of Study: Coordinated Public Transit Human Services Transportation Plan (CPTHSTP)

Study Budget

	Amount	Percent
NJTPA/Federal Share:	\$475,000	100%
Total Budget:	\$475,000	100%

Anticipated Study Duration: 12 Months

Project Information

Project Description

This project will result in the development of a Coordinated Public Transit Human Services Transportation Plan (CPTHSTP or Coordinated Plan), as described by the Federal Transit Administration (FTA) as “A locally developed, coordinated transportation plan that identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes, provides strategies for meeting those needs, and prioritizes transportation services for funding and implementation.” (FTA Circular C9070.1H) The plan will accomplish this through significant and well-planned public outreach, insightful data analysis, and thoughtful application of what is learned to develop effective strategies to serve the people of Monmouth County. The county intends to update this plan every five years.

Regional Need

An updated CPTHSTP has regional significance by ensuring that all populations have access to important destinations, particularly residents with mobility challenges due to age, disability, or income.

At the regional level, an updated Coordinated Plan supports Connecting Communities, the NJTPA Long-Range Transportation Plan (LRTP). Notably, Section 3.1 of the LRTP discusses the goal of “ensuring the transportation system meets the needs of all communities”, and Section 3.3 discusses “enhancing system accessibility, efficiency, connectivity, and reliability for the movement of people and goods”. Both sections align with the purpose of the Monmouth CPTHSTP update, as the Coordinated Plan serves to ensure that populations who depend most on alternative forms of transportation have access to education, employment, food, and health appointments through public and specialized transit services. This can be achieved by encouraging land development in locations that already have these services nearby or offer clear transportation access.

Furthermore, Section 3.1 states the critical importance of “improving system coordination, connectivity, efficiency, and reliability”, which Monmouth County will be assessing with the update of the CPTHSTP. Moreover, Connecting Communities recognizes the importance of providing and improving alternative forms of transportation for low-income and zero-vehicle households populations by stating, “Accessibility provided by these services is particularly vital for residents who may not own automobiles, including low-income residents who often depend on transit for essential daily travel”.

In Chapter 1 of Connecting Communities, the importance of providing new alternative transportation services is emphasized by stating, “new services such as local shuttles can help create more inclusive communities, helping redress disparities in transportation access and opportunities among the region’s communities.” The CPTHSTP will focus on assessing and improving alternative transit services to address disparities in travel and accessibility.

The NJTPA has further supported the development of Coordinated Plans by creating their own plan, the NJTPA Regional Coordinated Human Services Transportation Plan, developed in 2017, and an update memo published in 2023. Additionally, the 2017 Regional CHSTP states that “Human Service Transportation planning, done well, can have a profound effect on the lives of the people it serves”, and goes on to discuss that lack of coordination causes tremendous problems for travelers with mobility and accessibility challenges.

Study Scope of Work

Study Background

Monmouth County has not had an update to its Coordinated Human Services Transportation Plan (as it was known) since 2007, and is in danger of losing access to Senior Citizen & Disabled Residents Transportation Assistance Program (SCADRTP, aka Casino Revenue) funds, and every paratransit operator in the County is in danger of losing access to funding provided through the 5310 program. The program requires that a local CPTHSTP is developed to access funding.

In addition to the funding concerns, Monmouth County is growing steadily older as it has become a high-demand place to retire, partially due to abundant healthcare and age-restricted housing. Additionally, a great deal of mobility strategies, best practices, and new technologies have emerged since the County’s last plan development in 2007, and this plan will encourage coordination of land use and transportation strategies and new technologies as appropriate.

The NJTPA has prioritized six regional needs in its 2023 Update Memo; High transportation costs (in the memo as Fare Subsidies); Driver Training, Performance, and Retention; service restrictions (Flexible Services); Accessibility; and difficulty accessing information (Many to One and One to Many). Monmouth County has these needs as well, and they will be addressed as part of the plan alongside specific needs uncovered during the planning process.

Community Profile

Monmouth County is home to a wide variety of land uses, development patterns, and transit options. Monmouth PATHS: Access for All, conducted in 2021, divided the county into transects based on intensity of land use, and shows that a significant amount of the county's population lives in a less connected suburban landscape, and increasing numbers of people are moving to the county's rural areas. Additionally, older adults are moving into age-restricted single-family communities in suburban areas, away from existing transit.

The county's population is racially composed of 72.1 percent White people, 5.9 percent Black or African American people, 5.3 percent Asian people, 12.7 percent Hispanic or Latino people, 0.7 percent Some Other Race, and 3.3 percent people who are two or more races. Residents who are foreign-born make up 13.6 percent of the population, and 4.2 percent of adults have limited English proficiency (LEP). While Monmouth County has a higher median income compared to New Jersey as a whole, 39.1 percent of households are considered low income by HUD income limits. In addition, 6.5 percent of all households do not have access to a personal vehicle. Prior studies have shown that zero-car households are more common in denser, lower-income communities.

Individuals under 18 comprise 21 percent of the county's population, while 18.6 percent are 65 or older. Among the population aged 65 or over, 27.5 percent have a disability. Of the county's total population, 10.4 percent have a disability. Communities of special concern include Asbury Park, Freehold Borough, Keansburg, Keyport, Long Branch, Neptune, and Red Bank, as per the variables noted above. This plan is expected to provide support for mobility for people in need, especially those identified as over 65 years of age, or having a disability, low-income, employment status, veterans, and other CPTHSTP populations, many of whom have no other option for travel in order to meet basic needs and participate fully in society.

As part of the update to Monmouth County's CPTHSTP, the project team will develop an updated and enhanced Community Profile to ensure that planning efforts are grounded in appropriate and detailed demographic, socioeconomic, and transportation data including items such as but not limited to travel modes.

Study Goals

The goal of this project is to improve transportation and mobility options and availability for people reliant on human services transportation through the development of a conforming, insightful, and implementable Coordinated Plan. The Plan will include the required elements, as defined by FTA in the Section 5310 Circular, and incorporates the guidance from NJ TRANSIT for inclusion of the fifth element. The plan will include:

Element 1 - An assessment of available services that identifies current transportation providers (public, private, and nonprofit).

Element 2 - An assessment of transportation needs for individuals with disabilities and seniors. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service.

Element 3 - Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery.

Element 4 - Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

Element 5 - Where less than 100 percent fleet accessibility for demand-response service is anticipated, a demonstration of how the requirement for equivalent service will be met.

These Federal, State, and local goals define the minimum requirements. However, this plan will seek to exceed these minimums, specifically by including cross-sector coordination strategies, innovative solutions and community-driven engagement practices, as well as regional service integration and performance measures.

The completed plan will increase service coordination, provide a roadmap for future improvements in transportation of human services for various modes, and keep the county and other potential and current state and federal funding recipients eligible to continue program participation.

Study Methodology

Task 1: Project Management

The county's project manager will manage day-to-day activities, which include consultant procurement, contract administration, and processing of consultant invoices. The county's project manager will serve as a liaison between the consultant and the NJTPA. Other work associated with this task will include providing guidance on all aspects of the study to the consultant, reviewing all consultant deliverables for quality and completeness, and the preparation and submission of the quarterly reports and any other documentation required by the NJTPA.

The consultant shall be responsible for performing the work tasks specified in the final agreed upon scope of work described in the Request for Proposals based on the objectives summarized above and in accordance with the work program spelled out below.

Reporting and invoicing requirements shall be in accordance with the terms of the standard contract agreement. In general, the consultant shall be responsible for preparing and submitting monthly progress reports and a progress schedule shown in weekly increments. Progress reports shall include all active and completed tasks, work and submittals completed in the preceding month, work to be performed in the next billing period, meetings/actions/decisions required by Monmouth County, and the status of the schedule and budget.

The consultant shall submit draft digital copies of all reports and interim deliverables in

editable formats, such as MS Word, Excel, or PowerPoint format, as appropriate. Revisions to draft products will incorporate project manager, the NJTPA, and TAC comments, as appropriate. It is expected that, at a minimum, county and NJTPA comments will be resolved to the satisfaction of the county and the NJTPA. The consultant shall be responsible for quality control of all interim and final deliverables.

All GIS products prepared by the consultant will follow the NJTPA's E-GIS guidelines. All mapping will be done to the NJTPA's and Monmouth County's GIS standards for the sharing of appropriately formatted data on their respective Enterprise GIS platforms. NJTPA's standards are available on their website at NJTPA.org. All maps developed for this study will be formatted for print, as well as made available online using the county's Enterprise GIS infrastructure.

It is recommended that the consultant develop a style manual for preparing technical memoranda, reports, presentations, maps, and other study-related materials. The style manual should include a color palette, fonts, and guidelines for formatting and layout. It should also establish standards for maps and cartography branding, covering aspects such as color schemes, format, layout, fonts, symbols, and the placement of legends, titles, the north arrow, scale, and data sources.

The consultant will use an internet-based file-sharing (Basecamp or equivalent) platform to share all draft and final deliverables, including the project calendar, draft meeting materials, draft reports, and preliminary recommendations with the county, the NJTPA, and other key stakeholders involved in reviewing and commenting on draft work products before making them available to the public. It is also recommended that technical memorandum includes an outline for review by the project manager and the NJTPA so that major topics are clearly identified prior to the technical memorandum preparation.

In addition, the consultant shall participate in a project kick-off meeting and be available to discuss project status on a bi-weekly basis (either in person or via conference call) to ensure the project remains on track and within budget.

Deliverables:

The County

- Review all activities conducted by the consultant and provide guidance as needed.
- Participate in the kickoff meeting with the consultant to discuss the schedule, outreach, and final product.
- Prepare and submit quarterly reports, invoices, and any other documentation required by the NJTPA.
- Participate in biweekly conference calls with the consultant and the NJTPA.
- Provide the day-to-day management of consultants and ensure that the study is finished on time, within budget, and per procedural and professional quality standards.
- Maintain regular communication with the NJTPA project manager and serve as the primary point of contact to the NJTPA on all matters pertaining to the study.
- Review and provide feedback on all interim and final deliverables produced by the consultant.

- Provide Subregional and the NJTPA comments to the consultant in a timely manner, with a copy of the comments provided to the NJTPA PM.

The Consultant

- Perform project management and quality assurance including coordination of all sub-consultant activities and overall project administration, as well as, prepare all financial reports and invoices and implement a quality assurance procedure to include an independent technical review of all project deliverables and all documentation. All deliverables shall be to a level of quality that meets generally accepted professional standards, and that is fit for use by end users, which may include Monmouth County staff, NJTPA staff, and elected officials.
- Develop a style manual for the preparation of technical memoranda, reports, presentations, maps, and other materials prepared for the study. The style manual shall include project branding, color palette, fonts, as well as document formatting and layout.
- Utilize the County of Monmouth's Basecamp project management system or provide a system of similar utility agreeable to the County Project Manager.
- Lead the project kickoff meeting and the subsequent bi-weekly project manager meetings and provide agendas and summaries for those meetings.
- Submit all work products to the county and the NJTPA and revise deliverables with all comments.
- Any GIS data that is collected and used for this task must be submitted to the NJTPA using the NJTPA E-GIS standards.
- Provide all interim, draft, and final deliverables for review in an editable format.

Task 2: Needs Assessment

A needs assessment is the foundation for a Coordinated Plan, directing the development and prioritization of action and implementation. Element 1 (assessment of current services) and Element 2 (assessment of transportation needs for individuals with disabilities and seniors) required for an FTA compliant CPTHSTP are included in this task. This task also includes an ESOA summary for Element 5 (a demonstration of how the requirement for equivalent service will be met) as required by NJ TRANSIT guidance.

Furthermore, NJ TRANSIT's CHSTP Draft Guidance Template mentions that the following items should be included/addressed in the needs assessment, for a CPTHSTP, at a minimum:

- Where are the identified populations going and at what times of day?
- How do the identified populations currently get there? (Or are the identified populations unable to get there?)
- What mode of transportation are the identified populations using to reach human services?
- Do the identified populations own their transportation?
- Do the identified populations own transportation but are unable to use it due to mobility issues?
- Are the identified populations reliant on others?
- Are the identified populations using Public Transportation?

- Are the identified populations using Uber/Lyft?
- Are the identified populations using Medical Transportation? If so, why that mode of transportation as opposed to another form of transportation?
- Are the identified populations using County Transportation?
- Are the identified populations using Paratransit?
- Are the identified populations using a Taxi Service?

Outreach and Partnerships

Description

The development of a Coordinated Plan rests heavily on its outreach and the inclusion of community stakeholders, including those representing users as well as providers.

Public Participation/Outreach

Studies funded under the Subregional Studies Program require transparency and the active and substantive participation of the public, with special attention paid to include all populations. In keeping with the NJTPA's Public Engagement Plan (available at [Public Engagement Plan | NJTPA | North Jersey Transportation Planning Authority](#)), public outreach and engagement should be an integral part of, and occur concurrently with, the study tasks.

The consultant team will prepare a Public and Stakeholder Outreach Plan early in the study process that outlines the full range of outreach activities envisioned. Outreach and partnership meetings should be conducted in an interactive facilitation style that solicits all participants' points of view. Outreach and partnership activities related to needs assessment will encompass several activities. These include the formation of the following Committees:

- Transit Advisory Committee (TAC) comprised of service providers and individual riders; and
- Steering Committee consists of various transportation and human services agencies, representatives of schools, not-for-profit service organizations, healthcare providers, the Monmouth County Transportation Council, and others that work with communities in need of transportation.

Transit Advisory Committee

The Transit Advisory Committee (TAC) will seek input from riders and providers to understand their concerns and experiences while travelling in the County, and as providers operating in the County. It will include staff from organizations, including but not limited to, the Monmouth County Divisions of Transportation and Planning, NJ TRANSIT, NJTIP, NJ Advocates for Aging Well, EZ Ride, Monmouth County Veterans Services Office, and other transportation providers, as well as individual riders of their respective services. The consultant will recruit, convene, host, summarize, and organize these three (3) committee meetings in close consultation with the County.

TAC Meeting 1:

- Overview of the plan.

- Evaluate the goals of the plan, including alignment with federal and NJ TRANSIT requirements.
- Initial discussion of transportation needs.
- Review of the TAC's role.

TAC Meeting 2:

- Present/discuss preliminary findings from the data collection, analysis, and public input.
- Present/discuss barriers to mobility for seniors, individuals with disabilities, veterans, and low-income populations.
- Discuss greater coordination between providers.

TAC Meeting 3:

- Present/discuss findings.
- Evaluate implementation strategies for alignment with federal and NJ TRANSIT requirements.

The responsibilities of the TAC shall include, but not be limited to:

- Provide input as service providers and riders on opportunities and challenges.
- Review and provide feedback to the subregional project manager on data collection, public outreach, the development of improvements, and recommended implementation strategies. Also, it includes a review of recommended action items and strategies and the draft final report.
- Identify stakeholders, community groups, and partners for community outreach and participation in various public participation activities.
- Discuss shared strategies, initiatives, and strategies for better service coordination.
- Provide input on the needs assessment and recommended implementation strategies for the CPTHSTP.

Steering Committee

The Steering Committee (SC) is required for an FTA compliant plan. The Steering Committee will provide input from a professional perspective on the challenges of serving the needs of people who are transportation disadvantaged, and how to overcome these challenges. They will also provide important feedback on the draft plan and interim products. The SC will include staff from organizations, including but not limited to, the County Divisions of Transportation, Planning, Office of Community Development, Office of Economic Development, the Monmouth County Office on Aging, Disabilities and Veterans, and Department of Human Services, as well as EZ Ride, NJDOT, NJ TRANSIT (Access Link, and Local Programs, and Community Mobility), the transportation network companies operating in Monmouth, first responders, caregivers, healthcare providers, not-for-profit service providers, and any other organization that provides transportation services to or within the county. The consultant will recruit, convene, host, summarize, and organize three (3) SC meetings in close consultation with the County. The consultant will structure the SC meetings to continue meeting twice a year after the completion of the study in accordance with federal regulations.

Steering Committee Meeting 1:

- Overview of the plan.
- Evaluate the goals of the plan.
- Initial discussion of transportation needs.
- Review of the Steering Committee’s role.

Steering Committee Meeting 2:

- Present/discuss preliminary findings from the data collection, analysis, and public input.

Steering Committee Meeting 3:

- Present/discuss findings.

The responsibilities of the SC shall include, but not be limited to:

- Evaluate the vision, goals, and plan objectives.
- Participate in stakeholder meetings.
- Identify stakeholders, community groups, and partners for community outreach and participation in various public participation activities.
- Identify challenges and opportunities.
- Review and provide input on the needs assessment, the technical efforts, and recommended implementation strategies for the CPTHSTP.

Public Outreach Events

This effort will utilize a “Go To Them” philosophy for public outreach, participating in public events where interested people and their families will be in attendance, for example, the County Fair, and holding events at locations where human services transportation users already are, including but not limited to age-restricted communities, senior centers, veterans hospitals, and sheltered workshops. No less than 15 in-person public outreach events will be held as part of the needs assessment effort for this plan. A prior study ([Identification of Barriers to Mobility in Monmouth County](#)) identified five distinct place types with differing mobility challenges in the County, referred to as transects, and the study will average three meetings per transect. These interactions will be designed to identify needs, highlight successes, and better understand the lives of people who use human services transportation. The consultant will host, summarize, and organize these events.

Municipal Public Officials Briefings

During the study, there will be at least one (1) virtual meeting with the municipalities to capture data and input regarding accessibility. The municipal public officials meeting ensures open communication, allows for additional input from the municipalities, such as Mayors and/or Business Administrators. The consultant team shall prepare meeting materials, facilitate the municipal meeting, and provide a summary.

Public Meetings

In addition to the public outreach events, there will be a minimum of two (2) virtual public meetings during the study. Efforts will be made to include older residents, low-income people, and people with disabilities and veterans, in addition to the general public.

Translation

Prior Subregional Studies have focused on providing materials in English and Spanish, the two most prevalent languages spoken in Monmouth County. Consultants will provide significant translation services, either through advanced automatic translation, remote translation, or traditional translation, to be used on an as-needed basis. The consultant will also conduct appropriate quality control for translations, especially those done using technology.

Webpage

A study webpage will be developed by the consultant to allow members of the public another venue for providing feedback. It will be public-facing, multilingual, responsive (designed for desktop and mobile), and fully accessible for low-vision and blind users. This will include study-specific branding, information about the study and its goals, a method of contact between the public and the county, and hosting of appropriate documents, including the geo-enabled survey. It should create an engaging, user-friendly, and understandable online project presence. It will be created on the County's ESRI publishing infrastructure for long term hosting and maintenance.

Public Survey

A set of geographically enabled surveys (aka Wiki maps) will be developed and widely promoted to help identify specific barriers to mobility and accessibility, as well as learn more about the experiences of people utilizing human services transportation. This data will be used along with information learned during Monmouth PATHS: Access for All, a study looking at barriers to mobility for all travelers in Monmouth County. There may be multiple surveys or survey branches to focus on input from passengers, providers, and the public, for example, will be part of a public online platform, developed on the County's ESRI/ArcGIS Online infrastructure.

An "Experienced Conditions and Accessibility" technical memorandum will be developed as a record of information provided by the online survey, public meetings, municipal meetings, TAC and SC. This report will also detail the methodology as to how the collected data was used to identify barriers to mobility and seeks to better inform the recommendations.

Deliverables:

The County

- Convene a Transit Advisory Committee and a Steering Committee as described above.
- Assist with posting materials on the County's ESRI/ArcGIS Online infrastructure.

The Consultant

- Prepare a Public and Stakeholder Outreach Plan, in accordance with the NJTPA's Public Engagement Plan and other best practices.
- Organize and implement (including preparation of all materials and post-meeting summaries) a minimum of 15 "Go To Them" in-person meetings and events.

- Develop materials, facilitate, and provide meeting summaries for three (3) TAC, three (3) SC meetings, two (2) virtual public meetings, and all other public engagement activities, including agendas, presentation materials, and meeting summaries.
- Develop a public facing, multilingual, responsive (designed for desktop and mobile) and fully accessible (for low-vision and blind users) online public webpage platform.
- Provide translation services throughout the study.
- An Experienced Conditions and Accessibility technical memorandum detailing all outreach events, input received and notes on anticipated use of input for recommendations.
- Create a manageable structure for the county to hold SC meetings twice (2) a year after the completion of the study in accordance with federal regulations.

Data Collection

This subtask will complete the assessment of available resources and identification of the current service providers element that is required for a compliant CPTHSTP. It supplements and supports the public and stakeholder input, and addresses required Element 1 (an assessment of available services).

This subtask will collect and review a large set of quantitative and qualitative data from a wide variety of sources, in support of fully assessing the needs to be addressed by this plan.

Literature Review of Existing Plans and Studies

The literature review includes but is not limited to a review of relevant plans and studies from New Jersey, the NJTPA, NJ TRANSIT, Monmouth County, and any municipalities having included human service transportation in their documents and plans. This plan will build on prior work wherever possible. A non-exhaustive list includes:

- The NJ State Development and Redevelopment Plan (NJ Office of Planning Advocacy)
- Understanding the Transportation and Mobility Needs for an Aging New Jersey Population (2021, NJDOT)
- Monmouth County Master Plan (2016, 2018 re-examination, Monmouth County)
- Monmouth PATHS: Access for All (2021, Monmouth County)¹
- Monmouth County Needs Assessment 2020 (Monmouth ACTS) Advisory Council
- Monmouth County Aging Population Study (2017)
- Coordinated Human Services Transportation Plan for Monmouth County (2007)
- Community Health Needs Assessments (Monmouth hospitals, 2022)
- Regional Coordinated Human Services Transportation Plan: Go Farther, and update memo (NJTPA, 2017 & 2023)
- NJTPA PRIME Database

¹ The Monmouth PATHS study examined barriers to mobility for all travelers, and identified needs based on community form. This study can be a starting point for the identification of needs and the development of strategies, activities, and projects in other tasks.

Exploration of New and Emerging Best Practices

Human Services Transportation is often conflated with demand responsive paratransit services provided by wheelchair lift equipped vans, but new practices and technology are emerging in the transportation sector all the time. One example is Via, an on-demand ride company that provides trips for Middlesex County RIDE in wheelchair accessible minivans, in what would normally be a county owned wheelchair equipped bus. Additionally, ride scheduling software may have improved dramatically since the development of the last County Coordinated Plan and will continue to do so as data and connectivity continues to increase and artificial intelligence is available to supplement human trip planners and dispatchers. The consultant will research and report on new and emerging best practices in the provision and management of human services transportation and apply this knowledge to making recommendations for improvement in Monmouth County.

Location of Needs, Services, and Data Collection

The consultant team will develop a dataset to determine the location and concentration of transportation needs across the county. For example, one census tract may have a large human services transportation client base, and another may have destinations used by the clients, such as medical facilities, public services like libraries, grocery stores and nutrition sites, sheltered workshops, existing transit routes and the Access Link service area, and similar generators for human services trips. The consultant team will use all publicly available data including data collected for and recommendations from prior studies; survey results; census data, location-based data services where feasible, and anonymized data on existing ridership and services provided by county sponsored transportation services to determine what the trip generators and attractors for human services transportation is in the county.

Assessment of Existing Services and Transportation Guide

Transportation Guide

The consultant will develop a catalog or directory of public, private, and non-profit transportation providers operating in Monmouth County, formatted for online access (allowing for multi-lingual and low-no vision users), as well as for printing in English and Spanish. This directory will be used for provider outreach by identifying additional participants in Task 2a, as well as for publication in a format useful to the public for accessing transportation services. Its format should allow for manageable updates by County staff after the completion of the plan. This directly addresses Element 2 required for the CPTHSTP, an assessment of existing services.

Assessment of Existing Services

The consultant will collect information and develop an assessment of existing services. The Assessment of Existing Services is required by NJ TRANSIT to incorporate the following information:

- Service Name
- Vehicle type(s) and number of vehicles
- Type of Service (route information)
- Hours of Operation
- Cost/Fare/Donation

- Funding Source
- List of upcoming mobility projects and initiatives
- Routes to Veteran Affairs (VA) hospitals
- Ride-Hailing Services
- Taxi Services
- Population served and ridership
- Trip purposes served
- Time in Advance Required to Reserve Trip
- Para-Transit
- Private Nonprofit Services
- Areas served
- Ridership Trends
- Ride Cost Comparisons

Equivalent Service Oversight Analysis Data Collection Tool

Background

In order to remain in compliance with the Americans with Disabilities Act, fixed route and demand responsive systems, when viewed in their entirety, must provide equivalent service to all riders regardless of disability, including wheelchair use. NJ TRANSIT plans to conduct Equivalent Service Oversight Analysis (ESOA) for all federal and state program subrecipients that provide public transportation with non-accessible vehicles. This is an ongoing process that includes significant work by the County Designated Lead, Ride in Monmouth.

The county is already in the process of collecting this data and anticipates doing data collection on a regular basis going forward. The consultant will develop a data management system for collected data. The following service characteristics will be collected by the county:

- Response Time
- Fares
- Geographic area of service
- Hours and day of service
- Availability of information
- Reservations capability (if the system is demand responsive)
- Any constraints on capacity or service availability
- Restrictions priorities based on trip purpose (if the system is demand responsive)

ESOA Data Collection System Creation

This task includes the development of a data collection system for long-term use by the county to enable this task to be accomplished accurately and efficiently. NJ TRANSIT performs Equivalent Service Oversight Analysis and the consultant will provide a summary as part of Task 4. This data collection tool will organize the data in manner that is compatible with NJ TRANSIT's ESOA format.

While Equivalent Service Oversight Analysis is not a formal part of this plan, recommendations to address deficiencies should be developed and summarized in Task 4.

Deliverables:

The Consultant

- Literature Review technical memorandum of existing plans and including best practices.
- Existing Services technical memorandum assessing existing services, including data collection on providers, service characteristics, trip generators, attractors for human services, and detailing their features and services.
- An online and printable Transportation Guide for human service providers to assist people with finding transportation services.
- Development of a system to collect ESOA related information for long term use by the County Designated Lead, and training in the use of the system.

Demographic Assessment

Recent demographic assessments were performed for other studies, including the Barriers to Mobility Study, Monmouth PATHS: Access for All, and the Monmouth County Comprehensive Safety Action Plan. Additionally, the Monmouth County Office of Community Development, part of the Division of Planning, regularly tracks a set of demographic metrics related to their work with the federal Department of Housing and Urban Development (HUD). These analyses in conjunction with U.S. Census 5-year American Community Survey (ACS) data are a starting point for the demographic assessment. The analysis will include, but not be limited to, identifying CPTHSTP populations, where they live and how they travel, and discovering any other considerations or key demographic factors. This plan will, by necessity, incorporate additional factors, including but not limited to age, ability status, veteran status, employment status, low-income individuals, and zero-vehicle households, as these are key indicators of the need for human services transportation.

Using the completed demographic profile, the project team will seek to identify needs, work diligently and effectively to reduce barriers to participation in the project, and seek input from local representatives (community and faith-based leaders) to ensure all populations are represented.

Deliverables:

The Consultant

- A Demographic Assessment Technical Memorandum that identifies and maps the CPTHSTP populations discussed above.

Task 3: Data Analysis and Mapping

Data Analysis

This task will analyze and visualize, often through mapping, data collected in Task 2. This task continues to support the first two required elements of the CPTHSTP.

Online Map and Dashboard

Online maps and dashboards serve multiple purposes. First, they will provide the public with a window into the existing conditions of Monmouth County, and how our Ride in Monmouth Service is currently serving its constituents. Additionally, putting data into an easy to use and manipulative online format using ESRI's ArcGIS Online tools, the data can be easily sorted and searched, enabling insights and analysis to be conducted. Trip data extracted from the county's ride scheduling system once mapped and built into a dashboard is now ready to be viewed and analyzed by project staff and stakeholders, without needing to use complex GIS or database functions. Layering these trips with demographics, trip generators, by time of day, or day of the week, may reveal important patterns including gaps in service coverage. The consultant will work with the county to develop an interactive web map made available online using the County's Enterprise GIS infrastructure.

Service Location and Gap Analysis

Using the data collected in Task 2, and building on the mapping described above, the consultant will develop an interactive map or dashboard for the analysis of trips, specific locations of services accessed by clients such as medical centers and sheltered workshops, and any and all other related data for the purpose of promoting efficiency, eliminating duplication, and identifying gaps in service.

Ride in Monmouth (formerly Senior Citizen Area Transit) rides will be anonymized and made available for view by the study team for analysis in an online dashboard but not made available for the general public to respect and preserve client privacy.

Other factors to be assessed should include, but not be limited to:

- Spatial Gaps – Refers to areas that may lack sufficient transportation options.
- Service Gaps – Refers to areas where service demand exceeds the availability of transportation services provided.
- Information Gaps – Refers to public awareness of available transportation services that are offered.
- Technology Gaps – Refers to the public's ability to request a transportation service.
- Service Provider Coordination Gaps – Refers to divides in communication between transportation providers, particularly for demand-response providers.
- Resource Limitation Analysis – Refers to infrastructure limitations, such as, but not limited to, available drivers and/or available equipment.
- Future Land Use Growth Analysis – Refers to locations within the county where land use growth is occurring in relation to the current system.

Demographic Trends Analysis and Mapping

This enhanced profile will identify and analyze the characteristics of populations that rely most heavily on public and specialized transportation particularly older adults (65+), individuals with disabilities, low-income residents, zero vehicle households, and veterans.

The update will incorporate data from the U.S. Census Bureau, county transportation providers/services, local human service agencies, and potentially other data sources (ex: NJ

TRANSIT) to map transportation disadvantaged population concentrations, service gaps, and transportation barriers.

In addition to quantitative data, qualitative input through public engagement events, online surveys, and focus groups with service providers and consumers will be included. This community-informed approach will ensure the profile reflects lived experiences and evolving mobility needs. The resulting Community Profile (developed by the consultant) will guide identification of actionable strategies for improving coordination and service delivery across the county. The profile will align with NJ TRANSIT and the NJTPA's regional CPTHSTP framework and support future federal and state funding eligibility.

Demographic data will be analyzed over time to determine trends in population, age distribution, other factors including the land use intensity transects identified in Monmouth PATHS that would relate to the rate of change in the demand for human services transportation. Demographics analysis will rely on the NJTPA Population and Employment Forecasts adopted as part of Connecting Communities, The NJTPA Long Range Transportation Plan. It is not envisioned that demographic projections will be conducted independently for this study.

Deliverables:

The Consultant

- Technical memorandum analyzing the patterns of existing services, including a gap analysis.
- Demographic Trends (current and future) technical memorandum.
- Online maps and dashboards for publication and analysis as described above.
- Development of a community profile.
- Technical memorandum consisting of data files, maps, and other information used as inputs in the study's analyses.

Task 4: Study Findings and Recommendations

Description

This task will complete the third, fourth, and fifth elements required for a CPTHSTP:

Element 3. Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery.

Element 4. Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

Element 5. Where less than 100 percent fleet accessibility for demand-response service is anticipated, a demonstration of how the requirement for equivalent service will be met.

Strategies, Activities, and Projects

The recommendations will encompass policies, operational strategies, and land use considerations to enhance mobility for populations identified in the CPTHSTP and will be presented in an implementation matrix that outlines broad timeframes, order of magnitude cost estimates, and responsibilities.

Project Prioritization and Funding

The consultant work done to address Element 4 will identify funding sources, and the consultant will develop a draft plan for implementation that includes consideration for feasibility, the scale and urgency of the need, and the time and resources available and needed to implement the strategies, activities, and projects identified in Element 3. It is not anticipated that a detailed, time-consuming prioritization scheme will be developed. Instead, priorities will be broadly grouped based on need.

Equivalent Service Summary

To address Element 5, all Equivalency Service deficiencies found, whether they lack services or lack of available data must be recorded in a summary of findings document and actions identified, and included in the development of Element 4; identified as projects to complete, funding identified and prioritized appropriately. The consultant will produce the Equivalent Service Summary.

Actions may include:

- Lack of accessibility:
 - The agency needs to purchase more Accessible vehicles
 - Encourage S5310 capital applications
 - Coordinate with accessible providers as per CHSTP
 - Ensure equitable distribution of trips for both ambulatory and non-ambulatory

- Lack of available Data:
 - Incorporate manual procedures
 - Tracking reasons for denials
 - Retraining of reservationist
 - Updates in Software
 - Development of Standard Operating Procedures
 - Proper marketing

Deliverables:

The Consultant

- A Technical Memorandum and Implementation Matrix that addresses Element 3. The Implementation Matrix includes timeframes, responsible parties, and potential funding sources.
- Development of a draft plan for projects, prioritization, and funding (Element 4), including projects that address Equivalency Service deficiencies (Element 5).
- Include a summary of NJ TRANSIT's ESOA findings in the plan (Element 5).

Task 5: Final Report and Final Deliverables

Description

The final report shall present the findings of all previous tasks and shall include the following sections: Executive Summary, Public Outreach summary (Transit Advisory Committee, Steering Committee, maps, and survey results), Literature Review and Best Practices report, and Gap Analysis reports. Prior to the development of the final report, the consultant shall prepare an outline for the final report to be reviewed by the county and the NJTPA.

The report shall identify private, State, and Federal funding resources that may be available to advance the recommendations of the report. The final report shall include all technical memoranda as chapters within the report in addition to all documentation developed or prepared during the course of the plan.

The Executive Summary and PowerPoint should adhere to the following guidance. The primary audience for the Executive Summary includes elected officials and the general public. The Executive Summary should begin with a brief section highlighting the major findings or recommendations of the report. This does not necessarily have to be very detailed, but it should quickly let the reader know why this report matters and the key takeaways. Next, it should briefly outline the study's scope of work, the regional significance of this study, stakeholders, public outreach, methodology, relevant data, and summarize study findings, final recommendations, and next steps. The consultant will develop a PowerPoint Presentation that follows the same outline as the executive summary.

After receiving feedback, the consultant will revise the draft final report accordingly and submit a final report, with all previous comments addressed, for review by county and NJTPA staff. The final report will reconcile all comments received on the final draft of the report.

As an appendix to the final report document, the consultant shall provide a matrix with all final recommendations of the study along with corresponding actions to be taken to implement the recommendations. Recommendations should identify the implementing agency, prioritization rankings, the time frame for implementation, and potential funding sources for implementation.

The consultant will develop a PowerPoint Presentation that follows the same outline as the executive summary.

After receiving feedback, the consultant will revise the draft final report accordingly and submit a final report, with all previous comments addressed, for review by county and NJTPA staff. The final report will reconcile all comments received on the final draft of the report. The draft final and final report will comply with the [NJTPA Guideline for Preparation of Reports and Studies](#).

The consultant will prepare final versions of all data used to support the study's findings and will provide this to Monmouth County in digital formats, on physical media.

At the conclusion of the study, the consultant will prepare the PRIME data entry. PRIME is an interactive online database to help manage and provide access to the findings of NJTPA SSP studies. Information about PRIME, including the PRIME Quick Start Guide, Introductory and

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

Once finalized, the Plan will be presented to the appropriate Committee and/or Board for their acceptance or adoption, as appropriate and at their discretion.

Deliverables:

The Consultant

- Final report that includes all technical memoranda and summarizes information from all listed deliverables above.
- Data in accordance with NJTPA guidelines.
- One (1) hard copy for the NJTPA and electronic copies of all deliverables on physical media.
- PowerPoint presentation summarizing the findings presented in the final report.
- A draft NJTPA PRIME record or records for the study.

Contact Information:

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**FY 2027 - FY 2028 SUBREGIONAL STUDIES PROGRAM
MONMOUTH COUNTY
COORDINATED PUBLIC TRANSIT HUMAN SERVICES TRANSPORTATION PLAN
BUDGET PLAN**

		PROPOSED BUDGET
PART I:	DIRECT COSTS - PERSONNEL SERVICES	
	1. SALARIES	\$ 20,538.76
	2. FRINGE BENEFITS 58.461%	\$ 12,007.16
	3. LEAVE ADDITIVE 21.000%	\$ 4,313.14
	SUBTOTAL	\$ 36,859.06
PART II:	DIRECT NON-LABOR COSTS	
	1. SUPPLIES	\$ -
	2. TRAVEL	\$ 221.62
	3. PRINTING & REPRODUCTION	\$ -
	4. TELEPHONE	\$ -
	5. POSTAGE	\$ -
	6. CONFERENCE/TRAINING	\$ -
	7. OTHER (SPECIFY)	\$ -
	SUBTOTAL	\$ 221.62
PART III:	INDIRECT COSTS	
	INDIRECT COST ALLOCATION 50.730%	\$ 10,419.31
	SUBTOTAL	\$ 10,419.31
PART IV:	CONSULTANT COSTS	
	CONSULTANT	\$ 427,500.00
	SUBTOTAL	\$ 427,500.00
	TOTAL PROGRAM BUDGET	\$ 475,000.00

This estimated budget is based upon projected costs to perform the work program for FY 2027 - FY 2028 as outlined in the Subregional Studies Agreement. Changes within or between Parts I, II, III & IV will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

FUNDING SOURCES:

Federal (100%):	\$ 475,000.00	Total:	\$ 475,000.00
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**FY 2027 - FY 2028 SUBREGIONAL STUDIES PROGRAM
MONMOUTH COUNTY
COORDINATED PUBLIC TRANSIT HUMAN SERVICES TRANSPORTATION PLAN
STAFFING PLAN**

Estimated Project Task Budget

Task	In-house Subregional Staff Activities (estimated)					Consultant Support Activities (estimated)		Total Project	
	Subregional Staff Hours	Direct Labor Costs	Direct Non-Labor Costs	Indirect Costs	Costs	% of Task	Consultant Costs	Total Costs	% of Total Budget
Task 1 - Project Management	60	\$ 4,243.18	\$ 22.50	\$ 1,199.46	\$ 5,465.13	10%	\$ 42,750.00	\$ 48,215.13	10%
Task 2A - Outreach and Partnerships	160	\$ 10,969.37	\$ 66.43	\$ 3,100.82	\$ 14,136.63	30%	\$ 128,250.00	\$ 142,386.63	30%
Task 2B - Data Collection and Review	58	\$ 4,067.16	\$ 32.37	\$ 1,149.70	\$ 5,249.23	15%	\$ 64,125.00	\$ 69,374.23	15%
Task 2C - Demographic Analysis	40	\$ 3,001.66	\$ 11.77	\$ 848.51	\$ 3,861.95	5%	\$ 21,375.00	\$ 25,236.95	5%
Task 3 - Data Analysis and Mapping	68	\$ 4,947.24	\$ 42.87	\$ 1,398.48	\$ 6,388.59	20%	\$ 85,500.00	\$ 91,888.59	19%
Task 4 - Study Findings and Recommendations	58	\$ 4,067.16	\$ 22.39	\$ 1,149.70	\$ 5,239.25	10%	\$ 42,750.00	\$ 47,989.25	10%
Task 5 - Final Report and Final Deliverables	75	\$ 5,563.29	\$ 23.29	\$ 1,572.63	\$ 7,159.21	10%	\$ 42,750.00	\$ 49,909.21	11%
TOTAL	519	\$ 36,859.06	\$ 221.62	\$ 10,419.31	\$ 47,500.00	100%	\$ 427,500.00	\$ 475,000.00	100%

Subregional Staff Plan

Personnel (Name & Title)	Estimated % of Time Needed for Study <i>(based on total work hours for the year)</i>	Total Estimated Hours for Study
Heather Barton, Project Manager	8%	340
Matthew Spadacinni, Director of Transportation	5%	179
TOTAL	7%	519