

Unified Planning Work Program

Fiscal Year 2018



South Jersey
Transportation
Planning Organization

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UNIFIED PLANNING WORK PROGRAM FISCAL YEAR 2018

Policy Board Approved
March 27, 2017

Amended
July 24, 2017,
November 27, 2017 and
May 21, 2018



SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

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SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 1703-08: Adopting the FY 2018 Unified Planning Work Program (UPWP)

WHEREAS, the South Jersey Transportation Planning Organization (SJTPO) is the Metropolitan Planning Organization (MPO) designated under Federal law for the southern region of New Jersey including Atlantic, Cape May, Cumberland, and Salem Counties; and

WHEREAS, pursuant to 23 U.S.C. Sec. 104 (f) (3) et. seq. and 49 U.S.C. Sec. 1607 et. seq. MPO's are responsible for the development of a Unified Planning Work Program (UPWP) to guide the transportation planning process in the region; and

WHEREAS, the SJTPO FY 2018 Unified Planning Work Program describes the metropolitan transportation and transportation-related air quality planning activities to be undertaken by Central Staff, the Counties, consultants, and other agencies,

NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby adopts the FY 2018 Unified Planning Work Program for the region; and

BE IT FURTHER RESOLVED, that the Policy Board authorizes staff to make minor modifications to the UPWP as may be necessary to carry out the above purpose, with subsequent notice to the Policy Board and Technical Advisory Committee.

Certification

I hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Policy Board of the South Jersey Transportation Planning Organization at its meeting of March 27, 2017.



John W. Risley, Secretary/Treasurer

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 1707-22: Approving an Amendment to the FY 2018 Unified Planning Work Program for Cumberland County Bicycle/Pedestrian Safety Action Plan to Add as a Two-Year Effort

WHEREAS, the South Jersey Transportation Planning Organization (SJTPO) is the Metropolitan Planning Organization (MPO) designated under federal law for the southern region of New Jersey, including Atlantic, Cape May, Cumberland and Salem Counties; and

WHEREAS, the SJTPO FY 2018 UPWP described the metropolitan and transportation – related air quality planning activities to be undertaken by Central Staff, the Counties, consultants, and other agencies, and was adopted by the Policy Board on March 27, 2017; and

WHEREAS, this technical study is being funded through the Regional Highway Program of Local Safety/High Risk Rural Roads Program (DBNUM 04314) using federal Highway Safety Improvement Program (HSIP) funds; and

WHEREAS, the SJTPO FY 2018 UPWP includes funding in the Technical Program for the Cumberland County Bicycle/Pedestrian Safety Action Plan technical study; and

WHEREAS, the Local Safety/High Risk Rural Roads Program is administered by the New Jersey Department of Transportation (NJDOT) Bureau of Traffic Data and Safety and must adhere to a rigorous data-driven process; and

WHEREAS, the SJTPO will need to coordinate extensively with NJDOT and the Federal Highway Administration New Jersey Division, and local jurisdictions throughout the process to ensure their rigorous program standards are met by this technical study; and

WHEREAS, there is a need to extend this effort by one year, with no additional cost to ensure that the study can be completed successfully; and

NOW THEREFORE BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves an amendment to the FY 2018 UPWP for the Cumberland County Bicycle/Pedestrian Safety Action Plan technical study to add as a two-year effort.

Certification

I hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Policy Board of the South Jersey Transportation Planning Organization at its meeting of July 24, 2017.



John W. Risley, Secretary/Treasurer

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 1707-23: Amending the FY 2018 Unified Planning Work Program (UPWP) to Add Funding for Ocean Drive (CR 621) Upgrades and Bridge Improvements Local Concept Development Technical Study

WHEREAS, the South Jersey Transportation Planning Organization (SJTPO) is the Metropolitan Planning Organization (MPO) designated under Federal law for the southern region of New Jersey including Atlantic, Cape May, Cumberland, and Salem Counties; and

WHEREAS, the SJTPO FY 2018 UPWP described the metropolitan and transportation – related air quality planning activities to be undertaken by Central Staff, the Counties, consultants, and other agencies, and was adopted by the Policy Board on March 27, 2017; and

WHEREAS, there is a critical need to improve the Middle Thorofare Bridge in Lower Township, Cape May County, a key emergency evacuation route and element of the County's transportation infrastructure; and

WHEREAS, improvements to Ocean Drive bridges have occupied a high priority in SJTPO's long range planning for many years; and

WHEREAS, on behalf of Cape May County, SJTPO will manage a consultant-led effort for local concept development services; and

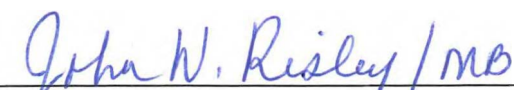
WHEREAS, Task 18-409: Ocean Drive (CR 621) Upgrades and Bridge Improvements Local Concept Development will be added to the Technical Program within the SJTPO FY 2018 UPWP for the two-year consultant-led effort; and

WHEREAS, the New Jersey Department of Transportation (NJDOT) has identified \$1,400,000 in prior year Surface Transportation Program (STP) Non-Urbanized funding and NJDOT Obligation Authority to conduct Concept Development services, the next step in the process of securing federal funds for the improvements;

NOW THEREFORE BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves an amendment FY 2018 UPWP to add a new task and associated funding in the amount of \$1,400,000 for Local Concept Development for the Ocean Drive (CR 621) Upgrades and Bridge Improvements technical study.

Certification

I hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Policy Board of the South Jersey Transportation Planning Organization at its meeting of July 24, 2017.



John W. Risley, Secretary/Treasurer

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 1711-38: Approving an Amendment to the FY 2018 Unified Planning Work Program for Professional and Technical Services to Add as a Two-Year Effort

WHEREAS, the South Jersey Transportation Planning Organization (SJTPO) is the Metropolitan Planning Organization (MPO) designated under federal law for the southern region of New Jersey, including Atlantic, Cape May, Cumberland and Salem Counties; and

WHEREAS, the SJTPO FY 2018 UPWP described the metropolitan and transportation – related air quality planning activities to be undertaken by Central Staff, the Counties, consultants, and other agencies, and was adopted by the Policy Board on March 27, 2017; and

WHEREAS, this technical study is being funded through FHWA PL funds; and

WHEREAS, the SJTPO FY 2018 UPWP includes funding in the Technical Program for the Professional & Technical Service technical study; and

WHEREAS, much of this work is contingent upon actions by the New Jersey Department of Environmental Protection and the US Environmental Protection Agency (EPA); and

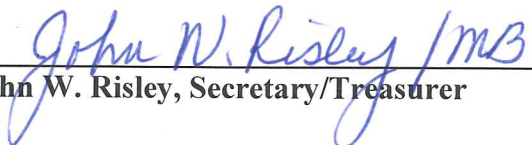
WHEREAS, the one-year extension provides added flexibility to the SJTPO in accommodating air quality assistance needs; and

WHEREAS, this one-year extension incurs no additional cost and the existing scope remains the same; and

NOW THEREFORE BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves an amendment to the FY 2018 UPWP for the Professional and Technical Services technical study to add as a two-year effort.

Certification

I hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Policy Board of the South Jersey Transportation Planning Organization at its meeting of November 27, 2017.



John W. Risley, Secretary/Treasurer

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 1805-13: Approving an Amendment to the FY 2018 Unified Planning Work Program (UPWP) for the Regional Signal Timing Initiative Project to Expand the Scope and Add as a Two-Year Effort

WHEREAS, the South Jersey Transportation Planning Organization (SJTPO) is the Metropolitan Planning Organization (MPO) designated under Federal law for the southern region of New Jersey including Atlantic, Cape May, Cumberland, and Salem Counties; and

WHEREAS, the SJTPO FY 2018 UPWP described the metropolitan and transportation-related air quality planning to be undertaken by Central Staff, the Counties, consultants, and other agencies, and was adopted by the Policy Board on March 27, 2017; and

WHEREAS, this technical study is being funded through Local CMAQ Initiatives (DBNUM X065) using federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds; and

WHEREAS, the SJTPO FY 2018 UPWP included funding in the Technical Program for the Regional Signal Timing Initiative technical study; and

WHEREAS, the selection of Urban Engineers, Inc. was approved by the Policy Board on September 25, 2017, and a Notice to Proceed issued on October 3, 2017 with the study nearing completion; and

WHEREAS, additional modeling and analysis has been requested by Atlantic County to model planned and proposed improvements to Airport Circle in Egg Harbor Township; and

WHEREAS, the additional modeling and analysis is outside the original contracted scope of work, thus requiring an amendment to the contract and subsequent changes and an amendment to the FY 2018 UPWP which originally contemplated this technical effort; and

WHEREAS, the SJTPO Technical Advisory Committee recommended a UPWP amendment to permit expanded scope, schedule, and cost for this project at its March 7, 2018 meeting; and

NOW THEREFORE BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves an amendment to the FY 2018 UPWP for the Regional Signal Timing Initiative technical study to be extended to a two-year effort with expanded scope with a new maximum fee of \$124,961.81; and

BE IT FURTHER RESOLVED that the Policy Board authorizes SJTPO to request \$25,000 in additional CMAQ funding from FHWA for this task; and

BE IT FURTHER RESOLVED, that the Policy Board requests that the South Jersey Transportation Authority execute the appropriate contractual arrangements with the consultant on behalf of the SJTPO.

Certification

I hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Policy Board of the South Jersey Transportation Planning Organization at its meeting of May 21, 2018.



John W. Risley, Secretary/Treasurer

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1. Overview

The South Jersey Transportation Planning Organization (SJTPO) is the federally recognized Metropolitan Planning Organization (MPO) for the southern New Jersey region, serving Atlantic, Cape May, Cumberland, and Salem Counties. Under federal law, MPOs carry out transportation planning and decision-making for urbanized areas. Formed in 1993, SJTPO replaced three smaller existing MPOs and incorporated areas not previously served. SJTPO serves as a technical resource, provides access to funding, and works to provide a regional approach to address transportation planning and engineering issues.

MPOs are responsible for maintaining a continuing, cooperative, and comprehensive transportation planning process. They provide a forum for cooperative decision-making among responsible state and local officials, public and private transit operators, and the public. They coordinate the planning activities of participating agencies and adopt long-range plans to guide transportation investment decisions. MPOs are also responsible for capital programming through a multi-year Transportation Improvement Program (TIP), updated bi-annually, which contains all federal and state funding for surface transportation projects and programs.

Other key activities of the MPO include promoting transportation improvements needed in the region and project development, while keeping the public engaged in the planning process. In addition, MPOs ensure the region's compliance with federal regulations affecting transportation decisions, such as the Clean Air Act Amendments of 1990. In meeting, federal requirements, MPOs maintain the eligibility of their member agencies and transit operators for federal transportation funds for planning, capital improvements, and operations.

Purpose of the Unified Planning Work Program

The SJTPO's Fiscal Year 2018 Unified Planning Work Program (UPWP) describes all transportation and planning related activities to be conducted by central staff, subregions, and member agencies during the fiscal year (July 1, 2017 through June 30, 2018). The tasks and activities within the UPWP are intended to advance the priorities of the region, as reflected in *Transportation Matters*, the federally required long-range, regional transportation plan adopted July 25, 2016.

Each year, MPOs prepare a Unified Planning Work Program (UPWP), in cooperation with member agencies, to describe all metropolitan transportation and transportation-related air quality planning activities anticipated within the area during the year. The Unified Planning Work Program essentially serves as the budget for SJTPO, identifying funding to support planning efforts that SJTPO will undergo. The UPWP describes the planning activities to be performed with

funds provided to MPOs by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The UPWP is an integrated document that includes the work of member agencies, consultants, and the work done directly by SJTPO Central Staff.

As of the amended date of this document (November 27, 2017), SJTPO Central Staff consists of the following individuals and responsibilities:

Jennifer Marandino, P.E. <i>Executive Director</i>	Overall SJTPO Operations
Monica Butler <i>Administrative Manager</i>	Office and contract management and Policy Board support
Robert Clarke <i>Traffic Safety Specialist</i>	Community traffic safety
Nancy Hammer <i>Budget Analyst</i>	Budget management and Technical Advisory Committee support
David S. Heller, P.P., AICP <i>Program Manager</i> <i>System Performance & Subregional Planning</i>	Long-range, regional planning, system performance measurement and reporting, environment and air quality, subregional program and products, and human services transportation
Alan Huff <i>Program Manager</i> <i>Safety Initiatives & Public Outreach</i>	Transportation safety planning, bicycle/pedestrian initiatives, Local Safety Program, public involvement, and social media, Title IV and environmental justice, economic development and tourism activities
Melissa Melora <i>Public Outreach Planner</i>	Public involvement, social media, web development, publications, and environmental justice
John Petersack <i>Capital Program Specialist</i>	Capital programming and Transportation Improvement Program (TIP)
Michael D. Reeves, P.P. <i>Subregional Program Specialist</i>	Subregional Planning Work Program and human services transportation
William Schiavi <i>Principal Planner</i>	Transportation safety planning, multi-modal planning, including bicycle/pedestrian and freight, economic development and tourism activities
Wayne Shelton <i>Traffic Safety Specialist</i>	Community traffic safety

Andrew Tracy

Program Engineer

Capital Programming &

Project Development

TIP database management and capital programming, project development, CMAQ Program, Congestion Management Program (CMP), travel demand modeling, data analysis

Stephanie Wakeley

Assistant Engineer

Capital programming, project development (CMAQ and Local Safety Program), congestion management, and data analysis

SJTPO Structure

The governing body of the SJTPO is the Policy Board. It consists of eleven voting members; one elected official from each county government, one municipal elected official from each county (specifically including the Mayors of Atlantic City and Vineland), and one representative each from the New Jersey Department of Transportation, New Jersey Transit, and the South Jersey Transportation Authority. The Policy Board is informed by recommendations of the Technical Advisory Committee, a committee of planning and engineering experts in the region.

The Technical Advisory Committee (TAC) is a fourteen-member committee comprised of staff of each Policy Board member, as well as representatives of the New Jersey Turnpike Authority and the Delaware River and Bay Authority, along with the chairperson of the Citizens Advisory Committee. The Federal Highway Administration, Federal Transit Administration, South Jersey Economic Development District (SJEDD), and the Cross County Connection Transportation Management Association (CCCTMA) each have one non-voting representative on the TAC. The TAC is informed by the Citizens Advisory Committee, a group of passionate citizens who provide SJTPO with the perspective of the public.

The Citizens Advisory Committee (CAC) assists in public outreach and interaction, providing the public and special interest groups the ability to provide input in the development of a safe, effective, and efficient multi-modal transportation system in the four-county SJTPO region. The CAC membership consists of thirteen voting members approved by the SJTPO Policy Board that reflect the citizenry of the SJTPO region. Members live, work, or conduct business in the SJTPO region. The CAC was established as part of SJTPO's initial structure in recognition of the importance of public involvement to the organization and the overall transportation planning process.

The Transportation Planning Environment

The formation of the SJTPO in 1993 provided a stronger regional approach to solving transportation problems and brought new opportunities to southern New Jersey. In addition to serving as a Metropolitan Planning Organization, SJTPO is a Transportation Management Area, since it serves an urbanized population exceeding 200,000. This designation boosts the resources that can be pooled to address regional problems and qualifies SJTPO for specific shares of federal transportation funds.

The Fixing America's Surface Transportation (FAST) Act (P.L. No. 114-94), a five-year bill, was approved by Congress and signed by President Obama on December 4, 2015, and is the current transportation reauthorization bill. Although it was preceded by the Moving Ahead for Progress in the 21st Century Act (MAP-21, P.L. 112-141), the FAST Act represents the first long-term comprehensive surface transportation legislation since the Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) in 2005. The FAST Act authorizes \$305 billion in funding for federal highway, highway safety, transit, and rail programs for five years from federal fiscal years (FFY) 2016 through FFY 2020. The bill places a major emphasis on freight investments by creating a new National Highway Freight Program (NHFP), funded at an average of \$1.2 billion per year, as well as a new discretionary program entitled the "Nationally Significant Freight and Highway Programs," funded at an average of \$900 million per year.

The FAST Act requires that SJTPO's plans and programs consider ten high-priority issues. The activities and products of this UPWP address all ten areas, which are:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, and improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impact of surface transportation; and
10. Enhance travel and tourism.

This Unified Planning Work Program sets forth the steps SJTPO will take during the coming fiscal year to improve transportation in the region and to meet the challenges of the FAST Act. The Goals set forth in SJTPO's regional transportation plan, *Transportation Matters* align with the ten high priority areas in FAST Act.

Table 1 highlights the primary and secondary association of each of the ten high-priority areas with the various Central Staff Program Areas (by task).

Table 1: Central Staff Program - Relationship to RTP Goals and FAST Act Planning Areas

Central Staff Program Areas	Economic vitality	Safety	Security	Accessibility and mobility	Environment	Integration and connectivity	System management and operation	System preservation	System resiliency and reliability	Travel and tourism
Transportation Safety Planning	○	●	○	●		●			○	○
2040 RTP Implementation	○	○	○	●	○	●	○	●	●	○
Regional & Corridor Planning	○	○	○	○	○	●	●	●	○	○
Current Regional Issues	●			●	○	●		●	○	○
Geographic Information System		○		○	○	○	○			
Congestion Management Process	●	○	○	●	●	○	●	○	●	○
Public Involvement & Title VI	○	○	○	●	●	●	○	○	○	○
Traffic Safety Education Programs		●	○	○			○			
Safety Outreach & Research		●	○	○				○	○	
Transportation Improvement Program	○	●	●	●	●	●	●	●	○	○
Air Quality Planning	○	○			●		●		○	○
Local Project Development	○	●	○	●	○	○	○	●	○	○

Regionwide FY 2018 Planning Priorities

As part of public outreach efforts associated with SJTPO's regional transportation plan (*Transportation Matters*), a brief survey yielded the following as top priorities of South Jersey residents for transportation:

1. Promoting transportation choices for the movement of people and goods;
2. Supporting the regional economy;
3. Mitigating traffic congestion;
4. Improving transportation safety; and
5. Protecting and enhancing the environment.

These identified priorities influence the work program in various activities and tasks, including the technical studies. Focus will be given to the inclusion of Complete Streets elements, including bicycle, pedestrian, and transit accommodation, as well as accommodation for disabled users, particularly in traditionally underserved populations in all planning efforts. With renewed efforts at the State level related to freight, SJTPO will work to promote intermodal connectivity. Working alongside regional partners, staff will evaluate truck routes and other critical freight corridors for accessibility, reliability, safety, and other system performance measures. Consistent with the goal of protecting the environment, SJTPO will continue to promote the implementation and deployment of Intelligent Transportation Systems (ITS) technologies that will ultimately help reduce emissions on the roadway.

SJTPO will continue its Asset Data Collection program, exploring new techniques to collect information on the pavement condition of the regional roadway network. This data will serve as the basis for infrastructure performance measures so that system preservation planning and programming will continue to flow from a regionwide, data-driven, performance-based protocol.

Working collaboratively with the State and the MPOs, SJTPO will support livable community efforts in the region through continued involvement and assistance in the Safe Routes to School Program and Transportation Alternatives Program. These efforts will help lead to the development and implementation of the vision for a regional trail network to connect major attractions within the region and to neighboring regions.

SJTPO is unique in its dual focus on infrastructure improvements and education programs aimed at changing roadway user behavior. Supported, in part, by a grant through the New Jersey Division of Highway Traffic Safety (DHTS), the education and outreach program has 13 distinct safety efforts that focus on child and pre-teen safety, teen and senior drivers, and school bus safety. SJTPO is proud of its commitment to the behavioral side of safety. Efforts in FY 2018 will focus on better integrating the infrastructure and educational outreach efforts in addition to integrating safety considerations into regional planning and capital programming.

Other core responsibilities of MPOs under federal law and SJTPO practice continue to be prominent work program activities. These include updating the Transportation Improvement

Program, conducting required air quality analyses, managing SJTPO's Local Lead, Local Safety, and Congestion Mitigation Air Quality (CMAQ) Programs, and supporting federal research and outreach programs.

In accordance with the federal planning emphasis areas identified by the United States Department of Transportation (USDOT), staff will continue working in the following: (1) MAP-21 and FAST Act Implementation, with a strong focus on Performance Based Planning and Programming; (2) Regional Models of Cooperation, promoting cooperation and coordination across agencies, leveraging resources among MPO and State boundaries; and (3) Ladders of Opportunity, which aims to provide access to essential services for traditionally disadvantaged populations. Added as new emphasis areas for the FY 2018 UPWP, the SJTPO work program will include activities and tasks associated with Resiliency/Reliability and Travel/Tourism, both of which were identified as additional Metropolitan Planning Factors in the FAST Act.

In addition to the federal planning emphasis, SJTPO's FY 2018 UPWP also incorporates priorities identified by the New Jersey Department of Transportation (NJDOT) in a letter dated October 14, 2106. Broad topics include congestion relief strategies, data collection, freight initiatives, Complete Streets implementation, performance based planning, and other relevant activities.

2. 18/100: Central Staff Work Program

In addition to the regionwide priorities discussed above, the Central Staff Work Program will have a substantial emphasis on Transportation Safety Planning, which involves advancing safety projects and other planning efforts identified by the State's Strategic Highway Safety Plan. Equal emphasis will be given to *Transportation Matters* Implementation and Regional & Corridor Planning, which will include collaborative work with SJTPO's regional partners to advance the USDOT's FAST Act requirements as well as other hot topics. Management of technical studies and oversight and direction of administrative support operations will also continue as two strong activities in this FY 2018 UPWP. In addition, public outreach efforts combined with traffic safety outreach and education programs will be significant tasks in the coming year.

Table 5 provides a summary of costs by task for the Central Staff Work Program. The table includes all expenses associated with both Central Staff Salaries/Labor and Operating/Direct Expenses. Table 6 displays the Operating/Direct Expense breakdown by category (i.e. office supplies, printing, and the like); whereas, Table 7 provides a breakdown by task, displaying both Staff Salaries/Labor and Operating/Direct Expenses. Tables are located near the end of this document.

18/110: Transportation Planning

18/111: Transportation Safety Planning

Objective:

Transportation Safety Planning (TSP) is a proactive approach aimed at preventing crashes and unsafe conditions. SJTPO has been conducting multidisciplinary programs by integrating engineering, enforcement, education, and planning, and will continue to do so.

Key activities include the use of crash data and the American Association of State and Highway Traffic Officials (AASHTO) Highway Safety Manual, which support a data-driven approach to identify high crash locations and appropriate countermeasures. This and other quantitative tools, along with the qualitative input from safety professionals, provide input for capital programming decisions. This work also includes staff activities related to bicycle and pedestrian improvement. New Jersey is federally recognized as a bicycle and pedestrian focused state, due its unusually high and increasing crash and fatality statistics. As such, SJTPO's Transportation Safety Planning work additionally focuses on making conditions for bicyclists and pedestrians safer when they use the transportation system.

Activities and Products:

1. Continue collaboration with NJDOT, FHWA, the Delaware Valley Regional Planning Commission (DVRPC, the North Jersey Transportation Planning Authority (NJTPA), the New Jersey Division of Highway Traffic Safety (DHTS), the National Highway Traffic Safety Administration (NHTSA), and others to advance safety planning efforts included within the Statewide Strategic Highway Safety Plan.
2. In conjunction with the safety champions, identified above, work to establish appropriate safety targets in accordance with USDOT's and NJDOT's increasing emphasis on performance-based planning.
3. Utilize crash data and Safety Voyager, which replaces Plan4Safety, for program analysis, special studies, etc. in cooperation with the NJDOT, Rutgers' Center for Advanced Infrastructure and Transportation-Local Technical Assistance Program (CAIT-LTAP), and other stakeholders.
4. Work with NJDOT, DVRPC, and NJTPA to create network screening lists to be utilized in the solicitation of local safety project selection.
5. Aid subregional partners and others related to project development efforts related to the Local Safety Program. These efforts may include:
 - a. Assist subregional partners to select appropriate countermeasures to ensure project is appropriately scoped to maximize safety benefit;
 - b. Prepare initial screening of applications, providing supplemental data and analysis as necessary; and
 - c. Work with subregional partners to advance projects for inclusion in NJDOT's Roundabout and Road Diet pilot programs.
6. Continue to collaborate with NJDOT, DVRPC, and NJTPA to jointly administer the Safe Routes to School (SRTS) program and Transportation Alternative Program (TAP), working with subregional partners on avoiding project application pitfalls.
7. Continue to strengthen bicycle and pedestrian efforts, including serving as regional representative on municipal studies as well as in cooperation with NJDOT, DVRPC, NJTPA, DHTS, and other safety advocates, serve on New Jersey's Bicycle and Pedestrian Advocacy Council (BPAC). Staff currently serves as chair of the Safety Subcommittee of BPAC.
8. Continue to work with several Transportation Research Board committees and subcommittees on safety related issues, including Transportation Safety Planning (ANB10), Highway Safety Workforce Development (ANB23), Highway Safety Performance Committee (ANB25).

Funding: \$139,235

Project Manager: Alan Huff

18/112: 2040 Regional Transportation Plan (RTP) Implementation

Objective:

One of the principal requirements of federal transportation law for Metropolitan Planning Organizations is the development and regular updating of a plan to guide policy and programming decisions. *Transportation Matters*, is the 2016 update to SJTPO's Regional Transportation Plan (RTP), which was adopted on July 25, 2016 by the SJTPO Policy Board. This task will support plan implementation and continued plan outreach and refinement. Visit www.sjtpo.org/rtp to review *Transportation Matters – A Plan for South Jersey*.

Activities and Products:

1. Continue collaboration with NJDOT, DVRPC, and NJTPA in meeting USDOT's FAST Act requirements.
2. Incorporate required system performance measures into the RTP and the overall planning process, as required by the already and soon to be promulgated MAP-21/FAST Act rules.
3. Connected with Activity #1, above, incorporate Management System output into SJTPO's overall transportation planning process.
4. Continue the implementation of *Transportation Matters*. This will include:
 - a. Further apply the South Jersey Travel Demand Model (SJTDM) and other tools to evaluate different strategies in the RTP; and
 - b. In conjunction with the tasks above, continue to build upon USDOT's and NJDOT's increasing emphasis on performance-based planning by acquiring additional data, developing additional performance measures, and further strengthening the linkage between SJTPO and operations agencies in the hopes of maximizing the performance of the existing and planned transportation system.
5. Work with NJDOT and subregional partners on implementation strategies to improve the resiliency and reliability of the transportation system, consistent with the new FAST Act planning factor.
6. Begin efforts, working with the SJTPO subregional partners, including the South Jersey Economic Development District and other stakeholders to investigate ways to enhance travel and tourism, in support of the new planning factor within the FAST Act.
7. Support all goals of *Transportation Matters*, with emphasis on Goal #1: "Promote accessibility and mobility for the movement of people and goods" and Goal #2: "Support the regional economy." This activity may include:
 - a. Work with regional partners to evaluate truck routes and other critical freight corridors for accessibility, reliability, safety, and other system performance measures; and

- b. Lead consultant based freight/rail intermodal technical study (Task 18/403).

Funding: \$126,549

Project Manager: David Heller

18/113: Regional & Corridor Planning

Objective:

SJTPO will participate in planning on a statewide, regional, and subregional level. SJTPO accomplishes this by directly conducting some planning efforts and by participating in the comprehensive transportation planning activities of other agencies to represent the region's interests in other agencies' work. This task includes SJTPO's involvement in studies and other planning not funded by SJTPO.

Activities and Products:

1. Participate in regional transportation planning efforts by advising regional agencies on the priorities and programs of SJTPO and *Transportation Matters*. Forge a strong connection between the SJTPO Plan and priorities to other agencies' plans. SJTPO will accomplish this by taking an active role in the other agencies' planning process with regards to the South Jersey region and SJTPO's transportation network.
2. Participate in subregional transportation planning efforts by conducting, managing, or participating in the planning efforts affecting subregional partners such as the counties and municipalities. This will ensure that projects and programs affecting SJTPO's transportation network are fully responsive to SJTPO policies and help support SJTPO's planning process.
3. Work with NJDOT, DVRPC, and NJTPA to assist NJDOT to meet the 2019 federal deadline (and near-term deadlines) with respect to the Model Inventory of Roadway Elements (MIRE) fundamental data elements, efforts may include:
 - a. Serve as a liaison for NJDOT and county and local roadway owners to collect roadway inventory elements; and
 - b. Attend quarterly meetings with NJDOT, DVRPC, and NJTPA.

Funding: \$92,355

Project Manager: David Heller

18/114: Current Regional Issues

Objective:

Responding to current regional issues is an on-call activity of regional significance. Staff will provide support to the organization to promote the regional viewpoint on or advance specific programs, plans, and projects. Issues which arise through this task may be subsequently addressed in the Regional Transportation Plan, the Unified Planning Work Program, the Transportation Improvement Program, or NJDOT's Study and Development Program.

Activities and Products:

1. Participate in New Jersey's statewide transportation planning efforts through participation with committees involved in statewide planning and operations, such as the Intelligent Transportation -New Jersey (ITS-NJ) Board of Directors, NJDOT's Complete Team, NJDOT's Executive Information System (EIS) Committee, NJDOT's Freight Stakeholder Working Group, and many others. These activities will result in improved statewide policy and capital programming reflecting SJTPO priorities and needs, supporting effective regional models of cooperation.
2. Investigate, collect data, prepare analyses, develop recommendations, prepare correspondence and reports, and coordinate with other agencies. Representative examples of possible topics are proposed highway projects, traffic problems, bus service, transit proposals, economic development issues, bicycle and pedestrian needs, resiliency issues, and airport-related plans. Actual topics are identified on an ongoing basis, often by Policy Board or Technical Advisory Committee action.
3. Work with the subregions and transit providers as needed to implement recommendations identified in each of the updated FY 2015 County Coordinated Human Service Transportation Plans; collaborating with neighboring MPOs on issues extending beyond the SJTPO region.
4. Provide technical assistance to member counties and municipalities as well as NJDOT (as appropriate) in enhancing transportation infrastructure resilience and reliability. System resilience and reliability is one of the new metropolitan planning factors introduced in the FAST Act.
5. Assess the implications for the region of any new or proposed State or federal legislation, regulations, and policies.

Funding: \$38,579

Project Manager: David Heller

18/115: Geographic Information System

Objective:

This task calls for the continued development and application of the Geographic Information Systems (GIS) and digital data used by SJTPO. GIS is a computer system capable of assembling, storing, manipulating, and displaying geographically-referenced information. Expansion of the GIS and database might include additional software and hardware, as well as new digital and printed data. This system is meant to support the planning process by providing visualization capability.

Activities and Products:

1. Collect and assemble GIS related data from various sources, including the US Census, State Data Center, NJDOT, FHWA, Federal Emergency Management Agency (FEMA), Counties, neighboring MPOs, other State Departments, and the South Jersey Transportation Authority (SJTA). Maintain a regional profile from these and other data sources.
2. Prepare, enhance, and update regional and subregional databases and general information in ArcView GIS format to support *Transportation Matters*, selected projects, and the regional planning process.
3. Integrate the SJTDM updates and the New Jersey Congestion Management System (CMS-21) files with the current GIS databases to further develop and enhance the regional database.
4. Develop SJTPO GIS capabilities to support performance-based capital programming techniques, and explore the potential for integrating transportation and asset management.
5. Develop SJTPO GIS capabilities to support the Congestion Management Process (Task 17/116).
6. Remain current on the latest in GIS technology to identify beneficial enhancements in hardware and software.

Funding: \$5,894

Project Manager: David Heller

18/116: Congestion Management Process (CMP)

Objective:

The FAST Act mandates that MPOs in air quality non-attainment areas, such as SJTPO, develop and maintain a Congestion Management Process (CMP) for their region. The CMP provides SJTPO with comprehensive, regularly updated data on congestion and its causes, along with methods for screening and evaluating strategies to address the problems. During fiscal year 1998, the first CMS (originally known as a Congestion Management System) for the SJTPO region became fully operational, and subsequent enhancements have been made to SJTPO's CMP; notably, the acquisition of archived operations data as the primary data source. The latest version of SJTPO's CMP Methodology Report was adopted by the SJTPO Policy Board on November 23, 2015. Archived operations data, such as the Probe Data Analytics (formerly the Vehicle Probe Project) Suite, maintained by the I-95 Corridor Coalition, in conjunction with the University of Maryland, will be the primary tool, as well as NJDOT's CMS-21 program. SJTPO's regional travel demand model, the SJTDM, is also a tool that could be used for analysis and possible evaluation of strategies.

Activities and Products:

1. Operate and maintain SJTPO's Congestion Management Process, including coordinating with the subregions and NJDOT to identify and collect relevant performance data and set targets to report for the region.
2. Develop additional performance measures at the corridor and facility level to examine causes and duration of congestion. Link to performance goals, develop location-specific needs and alternative analyses (strategy level), document methodology to evaluate external problem statements, and illustrate a prioritized list of needs, potential strategies, and projects to be incorporated back into *Transportation Matters* and the TIP.
3. Continue system monitoring, including before/after studies to assess strategy effectiveness.
4. Operate CMP tools, such as the I-95 Corridor Coalition's Probe Data Analytics/Vehicle Probe Project, as well as the new CMS-21 program, for selected output measures and on-call planning activities.
5. Work with NJDOT, DVRPC, NJTPA, subregional partners, and others with activity related to improving traffic operations through the planning, development, and deployment of ITS strategies.
6. Improve measurement of seasonal variation within SJTPO region. Activities may include:
 - a. Work with NJDOT and subregional partners to investigate installation of more permanent traffic counting stations on highly seasonal roadways; and

- b. Work with NJDOT, subregional partners, and outside consultants (as appropriate) to improve seasonal data collection efforts and help NJDOT to calculate more accurate seasonal factors.

Funding: \$45,400

Project Manager: William Schiavi

18/117: Public Involvement & Title VI

Objective:

A major thrust of the FAST Act is the promotion of greater public involvement in transportation planning and decision-making, with MPOs playing a central role. SJTPO has a formal Public Involvement Plan describing the procedures it will follow, which was updated in 2010. Specific public involvement activities in other tasks supplement the more general activities in this task. Each Subregional Work Program also supports SJTPO's public involvement.

Activities and Products:

Public Information

1. Continue to engage the public through the Citizens Advisory Committee (CAC), which was reconstituted in fiscal year 2014 to enhance SJTPO's public participation process. With a redirection of focus to more regional, broad transportation topics, the CAC will continue to be active.
2. Continue to utilize the SJTPO website www.sjtpo.org to provide information and to solicit public comment.
3. In conjunction with Activity 2, investigate and institute additional methods of increasing public involvement and awareness of the SJTPO along with its mission. These methods will include a robust and innovative social media campaign as well as the use of other new technologies to attract a wider public to participate in the SJTPO planning process.
4. Build upon recent efforts to modernize web and social media efforts to redevelop the SJTPO *On the Go* newsletter as an online board to post more timely articles related to transportation issues in the region and promote these stories through social media outlets.
5. Continue to build a broad list of stakeholders, attempting to engage new interested groups of the public in the transportation planning process and SJTPO's regional efforts and activities, including supporting Cross County Connection Transportation Management Agency (CCCTMA).

Title VI / Environmental Justice (EJ)

1. Remain current on Title VI activities, monitor federal and state requirements, review contract documents for conformance with applicable policies.
2. Update the demographic profile of the SJTPO region that identifies the locations of populations of concern using the latest available data.
3. Analyze the TIP with respect to the impact of SJTPO projects on Title VI/EJ populations of concern.
4. Continue to improve coordination of services, access, and mobility for traditionally disadvantaged populations.
5. Build upon the Ladders of Opportunity technical study in FY 2017 that identified network access gaps for disadvantaged populations in obtaining essential services, work on implementing projects, and programs to fill these network gaps.

Funding: \$72,209

Project Manager: Alan Huff / William Schiavi

18/120: Safety

18/121: Traffic Safety Education Programs

Objective:

This task funds SJTPO's traffic safety education programs and initiatives in cooperation with the NJ DHTS and other agencies.

Activities and Products:

1. Continue to secure grants for SJTPO traffic safety programs.
2. Continue with on-going programs such as: Share the Keys, Car-Fit for Seniors, Teens and Trucks, Most Dangerous Place on Earth (presentation for teen drivers), and others. SJTPO will support these programs with a robust and innovative social media campaign as well as the use of other new technologies to attract a wider public to participate in SJTPO's safety education programs.
3. Attend meetings to share information on SJTPO's programs and stay informed as to current trends and practices in traffic safety.
4. Work with New Jersey Division of Highway Traffic Safety (DHTS) staff on outreach activities to increase and promote SJTPO presentations for local communities, schools, and police agencies.

5. Look for additional opportunities to educate the public in pedestrian and bicycle safety at locations that appear on SJTPO's Network Screening List, further collaborating education and infrastructure improvements.
6. Continue to include bicycle and pedestrian safety into SJTPO's existing outreach and education program.

Funding: \$90,260

Project Manager: Jennifer Marandino

18/122: Safety Outreach & Research

Objective:

This task will extend SJTPO's safety programs to local communities. SJTPO will reach out to government agencies, schools, community service organizations, and other appropriate agencies to build upon its successful program and undertake new initiatives. SJTPO will serve as a key technical resource in data collection, public involvement, and organizational support.

Activities and Products:

1. Work with community organizations to advance local safety initiatives. Support these programs with a robust and innovative social media campaign as well as the use of other new technologies to attract a wider public to participate in SJTPO safety outreach programs.
2. Continue work to support county-level Community Traffic Safety Programs (CTSP) in the SJTPO region.
3. Partner with DVRPC and NJTPA to expand the Share the Keys teen driving program statewide and into Pennsylvania.
4. Attend quarterly meetings of the New Jersey Police Traffic Officers Association, DVRPC Regional Safety Task Force, and Statewide Traffic Records Coordinating Committee (STRCC), among others.
5. Work to further integrate the infrastructure and education outreach as well as integrating safety considerations into regional planning and capital programming.

Funding: \$32,174

Project Manager: Jennifer Marandino

18/130: Project Development & Programming

18/131: Transportation Improvement Program (TIP)

Objective:

This task prepares and maintains the region's TIP, which is an annually updated ten-year list of projects scheduled for federal and state funding. The TIP has been the central component of the federal transportation planning process since its inception, and became even more important under the federal Intermodal Surface Transportation Efficiency Act (ISTEA) because of the greater role in decision-making provided to Metropolitan Planning Organizations. Please go to www.sjtpo.org/tip to review SJTPO's TIP.

Activities and Products:

1. Liaison with NJDOT to help facilitate the development and approval of the TIP.
2. Process TIP amendments and modifications needed throughout the year via NJDOT's Electronic Statewide Transportation Improvement Program (e-STIP).
3. Work with subregional partners, tracking technical issues to ensure the project meets key milestones and deliverables to receive authorization of federal dollars. This includes attending meetings, participating in project status calls, and communicating with subregional partners and NJDOT Local Aid.
4. Work with the State to develop the financial plan for the TIP.
5. Manage the TIP review process and conduct public involvement.
6. Provide technical assistance to member counties and municipalities, and assist NJDOT in preparing financial plans for major capital projects, as necessary.

Funding: \$65,998

Project Manager: Andrew Tracy

18/132: Air Quality Planning

Objective:

MPOs are responsible for assuring that transportation decisions conform with the air quality requirements in the State Implementation Plan (SIP) and the federal 1990 Clean Air Act Amendments. In addition to this, MPOs also participate in a variety of Statewide air quality planning efforts and must represent their region's interests in transportation air quality matters.

Activities and Products:

1. Coordinate with Statewide transportation air quality planning efforts, including:
 - a. Monitoring the development of SIP revisions and providing input to represent the region's interests when needed. This task includes ensuring the adequacy of emissions budgets for the SJTPO region to maintain a conforming regional transportation plan and TIP; and
 - b. Participating in completion of the State conformity rule and in clarifying procedures under it.
2. Conduct any procedures required under transportation conformity regulations for adoption of *Transportation Matters* amendments (as required), federal fiscal year 2018-2027 TIP and amendments thereto, including as needed:
 - a. Classifying projects for analysis;
 - b. Developing and operating the SJTDM;
 - c. Managing conformity analysis by consultants;
 - d. Conducting interagency consultation procedures; and
 - e. Preparing formal documents.
3. Monitor Federal and State air quality rules and regulations (i.e., new ozone standards) particularly as they affect the SJTPO region.
4. Continue work on greenhouse gas (GHG) issues, including:
 - a. Evaluation of greenhouse gas emissions impacts of various transportation improvement strategies and projects;
 - b. Participation in efforts spearheaded by the NJDEP to create a stronger link between federally-mandated MPO activities such as the RTP and TIP and state-mandated greenhouse gas targets; and
 - c. Use, evaluation, and transfer of user-friendly tools to subregions to help identify, prioritize, and implement cost-effective strategies to reduce the carbon footprint of municipal and/or county operations.
5. Aid subregional partners and others related to project development efforts related to the CMAQ Program. These efforts may include:
 - a. Reviewing federal legislation and guidance changes that impact CMAQ, and revising SJTPO's CMAQ guidance and application accordingly;
 - b. Assisting applicants in concept development, completing applications, and conducting emissions estimates;
 - c. Scoring and ranking applications, and recommending projects for CMAQ funding; and

- d. Submitting project information and emission reports to NJDOT for inclusion in FHWA's CMAQ database.

Funding: \$26,932

Project Manager: David Heller / Andrew Tracy (CMAQ Program)

18/133: Local Project Development

Objective:

For this task, SJTPO will aid its subregions in preparing projects for federal funding. SJTPO will continue to work closely with its subregional partners throughout the project planning process to advance projects with a high degree of readiness, deliverability, and value to the region. Activities under this task are related to project screening, scoping, data analysis, concept development, field visits, coordination with local stakeholders, initiating consultant-led technical studies, and other pre-design activities.

Activities and Products:

1. Work in coordination with subregions to develop projects for federal funding. This includes attending meetings, conducting analysis, conducting project feasibility/eligibility assessments, and writing reports.
2. Initiate technical studies to support future project development, including issuing requests for proposals, managing consultant selection, and the contracting process.
3. Track the progress of the design phases of projects, including technical issues that may be encountered to predict project readiness and inclusion in the project pool.
4. Facilitate with subregional partners to identify future projects several years in advance, to establish a 'project pipeline' to better plan future TIP funding requirements.
5. For safety projects being advanced for Highway Safety Improvement Program (HSIP) funding, SJTPO will work to identify eligible locations, screen for high-priority locations, identify potential safety solutions, conduct crash data analysis, and provide other assistance. These efforts will support project development for road diets, roundabouts, and other safety improvements.
6. For congestion relief projects, SJTPO will work with its subregional partners to develop projects that address congested locations and corridors identified by its Congestion Management Process (CMP). Pre-design analysis such as traffic simulation modeling may be conducted to assess the feasibility of projects and to estimate their effectiveness.

Funding: \$26,088

Project Manager: Andrew Tracy

18/140: Program Management

18/141: Administration & Internal Management

Objective:

This task provides the internal management and administrative work necessary to sustain the Central Staff operation, including grant management.

Activities and Products:

1. Maintain SJTPO office budget and expense records, prepare time sheets, conduct procurement activities, develop related records, and complete other grant procedures.
2. Oversee SJTA financial administration, including findings of independent audit conducted in FY 2014.
3. Work to reduce the recommended areas of improvement as identified by NJDOT within the FY 2017 Risk Prequalification Assessment Form, specifically in the areas of Personnel Systems, Document Retention, and Project Schedule and Management.
4. Provide office support to the South Jersey Economic Development District (SJEDD), pursuant to an agreement between SJEDD and SJTPO.
5. Monitor progress and submit grant progress reports and close outs, specifically related to Division of Highway Traffic Safety grant.
6. Conduct human resource management activities.

Funding: \$248,479

Project Manager: Monica Butler

18/142: Board and Committee Support

Objective:

This task provides the routine support for the Policy Board, the Technical Advisory Committee, Citizens Advisory Committee, Congestion Management Process Advisory Committee, and any ad hoc committees not specifically dedicated to other tasks.

Activities and Products:

1. Arrange locations and times for meetings, issue Open Public Meetings Law notices.
2. Compile necessary documentation for monthly agendas; distribute meeting notice via email to board and committee members with follow-up as necessary for purposes of quorum; release cancellation notices.

3. Assemble member credentials, update meeting mailing lists and membership rosters, and compile other contact lists.
4. Produce meeting materials, copy and distribute materials supplied by others.
5. Prepare for and attend meetings, take and transcribe minutes, maintain records.
6. Produce resolutions and correspondence, and assist officers.
7. Answer requests from both members and outside sources, refer information.
8. Maintain and update SJTPO website with relevant board and committee information.

Funding: \$55,632

Project Manager: Monica Butler

18/143: Unified Planning Work Program

Objective:

This task will prepare the Unified Planning Work Program (UPWP) for the coming years to describe all transportation planning and transportation-related air quality planning activities for the region and to document the allocation of federal transportation planning funds. The UPWP essentially serves as the master regional transportation planning funding application. The general content of the UPWP will reflect the requirements applicable to Metropolitan Planning Organizations (MPOs) that are designated as Transportation Management Areas.

Activities and Products:

1. Direct development of FY 2019 Subregional Work Programs and technical studies.
2. Develop the FY 2019 Central Staff work programs in coordination with member agencies, including special consideration at TAC or special meetings.
3. Compile the FY 2019 UPWP documents; work with administrative host to prepare budgets, and coordinate the MPO reviews.
4. Process UPWP amendments and related contract modifications, including Task Order and Notice to Incur Cost.
5. Prepare Self-Certification documents, coordinate with federal agency representatives, complete other procedures related to compliance with federal requirements, and keep current on changes in requirements.

Funding: \$33,155

Project Manager: Jennifer Marandino

18/144: Subregional & Technical Program Management

Objective:

SJTPO Central Staff oversees the four county Subregional Transportation Planning Programs, including coordinating and reviewing the work through the year. In addition, it manages the technical studies performed by consultants or member agencies. This task also covers managing the task order and contracting process for these programs, as well as technical assistance when appropriate.

Activities and Products:

1. Manage the task order and contracting processes.
2. Manage the technical studies, including preparation of the scope of work, consultant selection, and direction throughout the study.
3. Review progress reports and technical products from the subregional programs and technical studies for approval throughout the year.
4. Provide technical assistance to, or participate in, the studies and subregional program activities, as appropriate.

Funding: \$120,732

Project Manager: Michael Reeves / Various

3. 18/200: Financial Administration

Administrative services are provided by the South Jersey Transportation Authority (SJTA) pursuant to a formal agreement with NJDOT and SJTPO.

18/201: Financial & Administrative Services

Objective:

SJTPO provides funding to a governmental agency for financial administration and subcontracting on behalf of SJTPO with the counties and consultants, human resources, information technology, and payroll. All listed activities shall be performed in full compliance with the requirements of Office of Management and Budget (OMB) 2 CFR Chapter I, Chapter II, Part 200, and others.

Activities and Products:

1. Execute agreements, task orders, and modifications to receive SJTPO's federal funding from NJDOT, and pass SJTPO funds to SJTPO counties and consultants.
2. Provide all financial services necessary to support SJTPO operations, including development of billing rates, purchasing, payroll administration, and annual audit.
3. Provide all financial control and accounting activities necessary to support the contracts with counties and consultants.

Funding: \$71,500

4. 18/300: Subregional Planning Work Programs

SJTPO counties are vital partners in all SJTPO planning processes. They receive funds through this UPWP to support their contributions to SJTPO, as well as other transportation planning needs of their jurisdictions. They have many activities in common, including contributing to regional transportation plan updates and related projects. They also assist with FTA's Job Access and Reverse Commute (Section 5316) Program, participate in the SJTPO TIP, support public involvement, and provide other assistance to SJTPO priorities.

The County Subregional Planning Work Programs all include a specific Task III product in addition to general transportation planning activities. These projects are submitted by the counties following a solicitation in mid-September of the previous fiscal year for the upcoming fiscal year UPWP. The subregions generally identify their Task III project with their Program submission in November of that year for inclusion in the draft UPWP forwarded to NJDOT for review in early December.

With respect to project selection of Task III projects, each county must explain how their project conforms to the goals and objectives of SJTPO's RTP. The specific goal or goals being promoted by the Task III project (e.g., improve the efficiency and operations of the existing transportation system) are listed in the Subregional Work Program's Task III description. SJTPO staff works with the counties to develop a Task III project that helps advance the regional goals, identified within *Transportation Matters*, ensuring the project is relevant to transportation planning.

Subregional County Transportation Planning Work Programs include intersection and corridor traffic improvement analysis, regional bike path/lane implementation, and tax parcel data update. A full description of each county's work program is provided below.

Details of the Task I, Task II, and Task III activities for each County is provided below. A breakdown of the funding for each County is additionally provided. Table 8 provides a funding summary of the Subregional County Work Program, broken down for each county.

18/301: Atlantic County

Goal:

Improve the efficiency of the region's transportation network and system by participating in subregional transportation planning efforts and activities.

Task I: Program Administration

Objective:

Develop, implement, and administer the County's Subregional Work Program.

Activities:

1. Submit quarterly progress reports and a program year completion report of the FY 2018 Subregional Work Program to SJTPO.
2. Maintain time sheets (by staff and task).
3. Develop the FY 2019 County Subregional Work Program.

Products (due dates):

- Quarterly and Final Progress Reports (10 days after the close of the quarter)
- FY 2019 Subregional Work Program (as required by SJTPO)

Task II: Transportation Data File/TIP/Public Participation

Objective:

Assist SJTPO in its transportation planning activities. Review and update the information base needed for County transportation planning activities. Assist in the development of a project pool candidates for inclusion in the TIP. Participate in and support local, County, and regional transportation planning activities. Encourage and promote public involvement in the transportation planning process.

Activities:

Transportation Data File

1. Provide SJTPO with all traffic counts taken by the County in FY 2018, to be submitted as completed or with the County's progress report.
2. In cooperation with, and at the request of, SJTPO, review and comment on various transportation-related SJTPO plans, projects, and activities. This may include the CMP, NJDOT State Management Systems, and SJTPO's regional transportation plan.

3. Develop, or participate in the development of, transportation-related plans, projects, and activities at the municipal, County, regional, and state level. Specific major projects that fall within the scope of this task may include data dissemination, responding to transportation-related data requests (i.e. crash and traffic count data, aerial photographs, etc.) from public and private agencies and any follow-up work (e.g., traffic counts) needed to complete the County's FY 2017 Task III project.
4. Review and comment on SJTPO population projections and, as needed, develop and provide population projections to SJTPO. Participate in review and correction of Census data and reports.
5. Respond to transportation related data requests from the public and private agencies. This includes requests for information (e.g., accident data, traffic counts, GIS data, development review activity, and aerial photography products).

Transportation Improvement Program (TIP)

1. Provide SJTPO with construction-ready road projects or other (e.g., scoping) projects to be included in the TIP and monitor the progress of County road projects. Assist SJTPO and NJDOT in the prioritization of projects submitted for inclusion in the TIP or project pool.
2. Provide Study and Development projects and assist in the screening and evaluation of projects, as appropriate.
3. Review and comment on NJDOT and NJDEP TIP/SIP process and conclusions relating to air quality conformity.

Interagency Coordination and Public Participation

1. Attend regular meetings of the TAC, Policy Board (as needed), and other relevant subcommittees. Attend other regional, County, and local transportation-related meetings, as appropriate.
2. Facilitate and encourage the participation of the public, local agencies, and organizations in transportation planning at all levels of government. For the purpose of providing information on SJTPO activities, work with SJTPO staff in scheduling their attendance at County Planning Board meetings or providing MPO updates (by County staff) at these meetings.

Products (due dates):

- Any product (or an example of a product), resulting from the County's Task II involvement, and information on any Task II activity that would be relevant to regional planning (as completed, no later than June 30, 2018)
- Prioritized list of project pool candidates (bi-annually, in conjunction with TIP development)

- Status of all active local lead projects (as requested, for updating project status charts)
- Summary (meeting name and date) of meetings attended (as completed, no later than June 30, 2018)

Task III: Supportive Studies

English Creek Avenue Traffic Improvement Study

The section of English Creek Avenue (CR 603/Route 575) from Delilah Road (CR 646) to West Jersey Avenue is a critical arterial roadway that provides for north-south movements within the County. It connects major residential areas to employment and shopping centers in Egg Harbor Township, resulting in multiple turning movements along the segment in multiple locations, creating both safety and capacity issues along this road segment. This project will prepare a traffic study of the road segment that will include:

- Analysis of traffic operations and safety;
- Evaluation of bicycle, pedestrian, and transit movements in the corridor;
- Evaluation of major commercial access points in the corridor;
- Development of improvement alternatives and conceptual designs; and
- Order of magnitude cost estimates and possible phasing for the improvements.

This study assists in the advancement of the *Transportation Matters* goal to improve transportation safety within the subregions. The project will be completed by County staff. The final project will be a written report to be delivered as completed, no later than June 30, 2018.

Funding: \$142,000 Total (Task I \$14,000; Task II \$52,000, and Task III \$76,000)

Federal/Local share breakdown of total cost:

Federal Share (80%) \$113,600 / County Match (20 %) \$28,400

Name	Position	Days
John Peterson	Director	58
Brian Walters	Supervising Planner	4
Matt Duffy	GIS Specialist	20
Robert Lindaw	Assistant Director	4
Sarah Taylor	GIS Specialist	20
--	GIS Specialist Trainee	10
Everest John	Senior Planner	62
Ed Newman	Traffic Analyst	10
--	Traffic Engineer	10

Jim Menge	Engineering Aid	10
John Conover	Senior Engineer	28
Ali Majd	Assistant Engineer	20
William Brennan, Jr	Senior Engineer Aid	10
Terrence Thurber	Engineer Aid	10
--	GIS Intern	10

18/302: Cape May County

Goal:

Improve the efficiency of the region's transportation network and system by participating in subregional transportation planning efforts and activities.

Task I: Program Administration

Objective:

Develop, implement, and administer the County's Subregional Work Program.

Activities:

1. Submit quarterly progress reports and a program year completion report of the FY 2018 Subregional Work Program to SJTPO.
2. Maintain time sheets (by staff and task).
3. Develop the FY 2019 County Subregional Work Program.

Products (due dates):

- Quarterly and Final Progress Reports (10 days after the close of the quarter)
- FY 2019 Subregional Work Program (as required by SJTPO)

Task II: Transportation Data File/TIP/Public Participation

Objective:

Assist SJTPO in its transportation planning activities. Review and update the information base needed for County transportation planning activities. Assist in the development of a project pool candidates for inclusion in the TIP. Participate in and support local, County, and regional transportation planning activities. Encourage and promote public involvement in the transportation planning process.

Activities:

Transportation Data File

1. Provide SJTPO with all traffic counts taken by the County in FY 2018, to be submitted as completed or with the County's progress report.
2. In cooperation with, and at the request of, SJTPO, review and comment on various transportation-related SJTPO plans, projects, and activities. This may include the CMP, NJDOT State Management Systems, and SJTPO's regional transportation plan.
3. Develop, or participate in the development of, transportation-related plans, projects, and activities at the municipal, County, regional, and state level. Specific major projects that fall within the scope of this task may include data dissemination, responding to transportation-related data requests (i.e. crash and traffic count data, aerial photographs, etc.) from public and private agencies.
4. Review and comment on SJTPO population projections and, as needed, develop and provide population projections to SJTPO. Participate in review and correction of Census data and reports.
5. Respond to transportation related data requests from the public and private agencies. This includes requests for information (e.g., accident data, traffic counts, GIS data, development review activity, and aerial photography products).
6. Develop, or participate in the development of, transportation-related plans, projects, and activities at the municipal, County, regional, and state level. Specific major projects that fall within the scope of this task may include the following:
 - a. Data dissemination such as responding to transportation-related data requests (i.e. crash and traffic count data, aerial photographs, etc.) from public and private agencies.
 - b. Work with municipalities in the development of recreation and open space plans and bicycle trail systems.
 - c. Participate in municipal transportation planning initiatives.
 - d. Continue work on developing and implementing the County-wide Wayfinding Signage program.
 - e. Continue to participate in disaster recovery and adaptation planning efforts.
 - f. Other transportation-related projects that may arise during FY 2018.

Transportation Improvement Program (TIP)

1. Provide SJTPO with construction-ready road projects or other (e.g., scoping) projects to be included in the TIP and monitor the progress of County road projects. Assist SJTPO and NJDOT in the prioritization of projects submitted for inclusion in the TIP or project pool.

2. Provide Study and Development projects and assist in the screening and evaluation of projects, as appropriate.
3. Review and comment on NJDOT and NJDEP TIP/SIP process and conclusions relating to air quality conformity.

Interagency Coordination and Public Participation

1. Attend regular meetings of the TAC, Policy Board (as needed), and other relevant subcommittees. Attend other regional, County, and local transportation-related meetings, as appropriate.
2. Facilitate and encourage the participation of the public, local agencies, and organizations in transportation planning at all levels of government. For providing information on SJTPO activities, work with SJTPO staff in scheduling their attendance at County Planning Board meetings or providing MPO updates (by County staff) at these meetings.

Products (due dates)

- Any product (or an example of a product), resulting from the County's Task II involvement, and information on any Task II activity that would be relevant to regional planning (as completed, no later than June 30, 2018)
- Prioritized list of project pool candidates (bi-annually, in conjunction with TIP development)
- Status of all active local lead projects (as requested, for updating project status charts)
- Summary (meeting name and date) of meetings attended (as completed, no later than June 30, 2018)

Task III: Supportive Studies

Planning and Implementation of a Regional Bike Path/Bike Lane System with Wayfinding Signage and Intermodal Connectivity

Continue to implement a Regional Bike Path/Bike Lane System and Implementation Strategy, including wayfinding signage and intermodal regional connectivity.

This study is in relationship with *Transportation Matters* and will implement the County's Regional Bike Path/Bike Lane System Plan with respect to bicycling, wayfinding signage, and intermodal connectivity. It will be supported through partnerships with municipalities and the Cape May County Open Space Board.

This project will be completed by a consultant in cooperation with County staff. The final project will be plans and completed projects (paths, lanes, signage, etc.) as identified in the Cape May

County Regional Bike Path/Bike Lane Plan and Implementation Strategy. Products will be delivered as completed, no later than June 30, 2018.

Funding: \$58,000 Total (Task I \$5,800; Task II \$37,200, and Task III \$15,000)

Federal/Local share breakdown of total cost:

Federal Share (80%) \$46,400 / County Match (20 %) \$11,600

Name	Position	Days
Leslie Gimeno	Director	60
Katelynn Wintz	Senior Planning Aide	45
Brigitte Sherman	Principal Planning Aide	23
Brian O'Connor	GIS Specialist	35
Jason Downie	GIS Specialist	70

18/303: Cumberland County

Goal:

Improve the efficiency of the region's transportation network and system by participating in subregional transportation planning efforts and activities.

Task I: Program Administration

Objective:

Develop, implement, and administer the County's Subregional Work Program.

Activities:

1. Submit quarterly progress reports and a program year completion report of the FY 2018 Subregional Work Program to SJTPO.
2. Maintain time sheets (by staff and task).
3. Develop the FY 2019 County Subregional Work Program.

Products (due dates):

- Quarterly and Final Progress Reports (10 days after the close of the quarter)
- FY 2019 Subregional Work Program (as required by SJTPO)

Task II: Transportation Data File/TIP/Public Participation

Objective:

Assist SJTPO in its transportation planning activities. Review and update the information base needed for County transportation planning activities. Assist in the development of a project pool candidates for inclusion in the TIP. Participate in and support local, County, and regional transportation planning activities. Encourage and promote public involvement in the transportation planning process.

Activities:

Transportation Data File

1. Provide SJTPO with all traffic counts taken by the County in FY 2018, to be submitted as completed or with the County's progress report. For traffic counts not funded under this program count location, date, and total count will be provided.
2. In cooperation with, and at the request of, SJTPO, review and comment on various transportation-related SJTPO plans, projects, and activities. This may include the CMP, NJDOT State Management Systems, and SJTPO's regional transportation plan.
3. Develop, or participate in the development of, transportation-related plans, projects, and activities at the municipal, County, regional, and state level. Specific major projects that fall within the scope of this task may include data dissemination, responding to transportation-related data requests (i.e. crash and traffic count data, aerial photographs, etc.) from public and private agencies.
4. Review and comment on SJTPO population projections and, as needed, develop and provide population projections to SJTPO. Participate in review and correction of Census data and reports.
5. Respond to transportation related data requests from the public and private agencies. This includes requests for information (e.g., accident data, traffic counts, GIS data, development review activity, and aerial photography products).
6. Older aerial photo mylars are flaking ink. Repair and computer storage will be sought for paper aerials. Aerials are being scanned in-house.
7. Review data, general information (accident and transportation count data land use information) and newly proposed state and local development projects. Determine if this data warrants change to the transportation element of the County Master Plan and make revisions, as necessary.
8. Identify areas, facilities, and projects for transportation improvements. Extension of rail service, trails, and bikeways will be researched, pursued, and recorded, as warranted.

9. Update and digitize county road database along with public facilities and other major traffic generators to produce update and thematically oriented road maps.

Transportation Improvement Program (TIP)

1. Provide SJTPO with construction-ready road projects or other (e.g., scoping) projects to be included in the TIP and monitor the progress of County road projects. Assist SJTPO and NJDOT in the prioritization of projects submitted for inclusion in the TIP or project pool.
2. Provide Study and Development projects and assist in the screening and evaluation of projects, as appropriate.
3. Identify and prioritize projects for Capital Transportation Program (CTP) of State Aid County projects. Current and past CTP projects will be monitored as needed. Submit the CTP to SJTPO for its files.
4. Review and comment on NJDOT and NJDEP TIP/SIP process and conclusions relating to air quality conformity.

Interagency Coordination and Public Participation

1. Attend regular meetings of the TAC, Policy Board (as needed), and other relevant subcommittees. Attend other regional, County, and local transportation-related meetings, as appropriate.
2. Facilitate and encourage the participation of the public, local agencies, and organizations in transportation planning at all levels of government. For the purpose of providing information on SJTPO activities, work with SJTPO staff in scheduling their attendance at County Planning Board meetings or providing MPO updates (by County staff) at these meetings.

Products (due dates)

- Any product (or an example of a product), resulting from the County's Task II involvement, and information on any Task II activity that would be relevant to regional planning (as completed, no later than June 30, 2018)
- Prioritized list of project pool candidates (bi-annually, in conjunction with TIP development)
- Status of all active local lead projects (as requested, for updating project status charts)
- Summary (meeting name and date) of meetings attended (as completed, no later than June 30, 2018)

Task III: Supportive Studies

Tax Parcel Data Update and Land Use Analysis

This project involves the update of 2007 Cumberland County tax parcel data with current 2016/2017 information and digitize parcel boundaries into a GIS coverage. The data to be updated includes parcel ownership and property class codes. Road data would include centerlines for all roadways in the County. This information is to be accompanied with a report analyzing property class information for trends from 2007 to 2016 and their transportation implications, which may also include economic and natural hazard (flood zones) concerns.

This activity advances several goals within *Transportation Matters*: to support the regional economy; restore, preserve, and maintain the existing transportation system; and improve the resiliency and reliability of the transportation infrastructure (particularly along the Atlantic and Delaware Bay shorelines).

The project will be completed by a consultant in cooperation with County staff. The final product will be an updated GIS geodatabase of tax parcel data with roadway information for Cumberland County and a report summarizing study findings. Products will be delivered as completed, no later than June 30, 2018.

Funding: \$95,500 Total (Task I \$5,000, Task II \$28,000, and Task III \$62,500)

Federal/Local share breakdown of total cost:

Federal Share (80%) \$76,400 / County Match (20 %) \$19,100

Name	Position	Days
Robert Brewer	Director	35
Sharon Mollick	Senior Planner	30
--	GIS Specialist	20
Jeffery Browne	Graphics Specialist	25
Sherry Riendeau	Office Manager	2
John Knoop	Engineer	5
Doug Whitaker	Assistant Engineer	5
Hope/Nehery/Ridgeway	Public Works Support	5

18/304: Salem County

Goal:

Improve the efficiency of the region's transportation network and system by participating in subregional transportation planning efforts and activities.

Task I: Program Administration

Objective:

Develop, implement, and administer the County's Subregional Work Program.

Activities:

1. Submit quarterly progress reports and a program year completion report of the FY 2018 Subregional Work Program to SJTPO.
2. Maintain time sheets (by staff and task).
3. Develop the FY 2019 County Subregional Work Program.

Products (due dates):

- Quarterly and Final Progress Reports (10 days after the close of the quarter)
- FY 2019 Subregional Work Program (as required by SJTPO)

Task II: Transportation Data File/TIP/Public Participation

Objective:

Assist SJTPO in its transportation planning activities. Review and update the information base needed for County transportation planning activities. Assist in the development of a project pool candidates for inclusion in the TIP. Participate in and support local, County, and regional transportation planning activities. Encourage and promote public involvement in the transportation planning process.

Activities:

Transportation Data File

1. Provide SJTPO with all traffic counts taken by the County in FY 2018, to be submitted as completed or with the County's progress report. Time and labor costs associated with counts, taken as part of Task III, will be charged to Task III.
2. In cooperation with, and at the request of, SJTPO, review and comment on various transportation-related SJTPO plans, projects, and activities. This may include the CMP, NJDOT State Management Systems, and SJTPO's regional transportation plan.

3. Develop, or participate in the development of, transportation-related plans, projects, and activities at the municipal, County, regional, and state level. Specific major projects that fall within the scope of this task may include data dissemination, responding to transportation-related data requests (i.e. crash and traffic count data, aerial photographs, etc.) from public and private agencies.
4. Review and comment on SJTPO population projections and, as needed, develop and provide population projections to SJTPO. Participate in review and correction of Census data and reports.
5. Respond to transportation related data requests from the public and private agencies. This includes requests for information (e.g., accident data, traffic counts, GIS data, development review activity, and aerial photography products).

Transportation Improvement Program (TIP)

1. Provide SJTPO with construction-ready road projects or other (e.g., scoping) projects to be included in the TIP and monitor the progress of County road projects. Assist SJTPO and NJDOT in the prioritization of projects submitted for inclusion in the TIP or project pool.
2. Provide Study and Development projects and assist in the screening and evaluation of projects, as appropriate.
3. Review and comment on NJDOT and NJDEP TIP/SIP process and conclusions relating to air quality conformity.

Interagency Coordination and Public Participation

1. Attend regular meetings of the TAC, Policy Board (as needed), and other relevant subcommittees. Attend other regional, County, and local transportation-related meetings, as appropriate.
2. Facilitate and encourage the participation of the public, local agencies, and organizations in transportation planning at all levels of government. For the purpose of providing information on SJTPO activities, work with SJTPO staff in scheduling their attendance at County Planning Board meetings or providing MPO updates (by County staff) at these meetings.

Products (due dates):

- Any product (or an example of a product), resulting from the County's Task II involvement, and information on any Task II activity that would be relevant to regional planning (as completed, no later than June 30, 2018)
- Prioritized list of project pool candidates (bi-annually, in conjunction with TIP development)
- Status of all active local lead projects (as requested, for updating project status charts)

- Summary (meeting name and date) of meetings attended (as completed, no later than June 30, 2018)

Task III: Supportive Studies

Roadway and Intersection Improvement Analysis

Complete an analysis of the selected intersections and road segments (to be identified and submitted to SJTPO prior to FY 2018). Complete necessary technical analysis of these intersections to determine appropriate roadway, intersection, and/or traffic signal improvements. Prepare improvement designs or specifications.

Traffic Counting Program – Selected County Locations

Complete a traffic counting program for selected Salem County roads, which could include bi-directional and turning movement counts. Count locations and specific count submission format to be determined in cooperation with SJTPO staff.

This activity advances the *Transportation Matters* goal to improve the efficiency and operations of the existing transportation system.

The Roadway and Intersection Improvement Analysis above will be completed by County staff with the assistance of a consultant or consultants to be retained for these projects. The Traffic Counting Program will be completed in-house by County staff. Final products of the two technical studies will be improvement designs or specifications for selected locations as well as traffic counts at selected locations. Products will be delivered as completed, no later than June 30, 2018.

Funding: \$43,000 Total (Task I \$3,000, Task II \$10,000, and Task III \$30,000)

Federal/Local share breakdown of total cost:

Federal Share (80%) \$34,400 / County Match (20 %) \$8,600

Name	Position	Days
Joe Augustyn*	Acting Planning Director	11.1
Matt Goff**	Principal Planning Aide	12.5
William Miller ⁺	Supervisor	1.1
James McKelvie*	County Engineer	11.3
Jonathan Rishel ⁺	Engineering Assistant	1.4

* Planning consultant – Alaimo Group / ** County Planning / ⁺ County Engineering

5. 18/400: Technical Program

To supplement the various agency work programs described above, SJTPO will support technical studies and projects performed by consultants. A total of \$2,003,528 is programmed for nine consultant-led studies within the Technical Program (Task 18/400). While most funding for the technical program is FHWA Statewide Metropolitan Planning (PL) funds and FHWA Flexed FTA Section 5303 planning funds, SJTPO will also leverage federal HSIP and CMAQ fund for two technical studies.

Seven of the studies have been identified as two-year efforts; 18/401 Professional & Technical Services, 18/404 Regional Bicycle and Pedestrian Trail Network, 18/405 Automated Pavement Condition Data Collection, 18/406 Program Support Data Collection, 18/407 Cumberland County Bicycle/Pedestrian Safety Action Plan - HSIP funded, 18/408 Regional Signal Timing Initiative, and 18/409 Ocean Drive (CR 621) Upgrades and Bridge Improvements Local Concept Development Study. Each of these studies involve data collection or other efforts that are better suited for completion during warmer weather and over the summer months or are more complex efforts that would require additional time to complete. The SJTPO region is greatly influenced by seasonal variation in travel due to tourism, with the population increasing from a 600,000-year-round population to nearly 1.6 million during a typical summer weekend.

Consistent with the identified top priorities of South Jersey residents for transportation, consultant-led technical studies will include efforts in concept development for the City of Vineland, freight/rail intermodal connections, bicycle/pedestrian efforts, traffic signal retiming, automated pavement data collection, as well as program support data collection. A description of each study is provided below.

General budgetary information included for work activities is based on preliminary estimates and an anticipated scope of the project. SJTPO staff hours are accounted for separately within the UPWP.

18/401: Professional & Technical Services (2-year)

This task will fund specialized services to support implementation of *Transportation Matters*, SJTPO's most recent update to its long-range Regional Transportation Plan. This consultant-led effort will have emphasis on air quality-related activities, such as assistance in the preparation of ozone maintenance plan emissions budgets and development of input data for future State Implementation Plan (SIP) inventories or updates to the air-quality post-processing/emissions

modeling software. Much of the work associated with this technical study is contingent upon actions by the New Jersey Department of Environmental Protection and the US Environmental Protection Agency (EPA), as such an additional year is needed to complete the effort. As a two-year effort, SJTPO will be in position to handle air quality assistance tasks that will likely arise later in FY 2018 and into FY 2019.

Funding: \$35,022

Project Manager: David Heller

18/402: Burns Avenue Concept Development

Burns Avenue in southern Vineland connects Main Road to Southwest Boulevard. This roadway is largely underutilized due to its lack of shoulders and poor turning radii. The City of Vineland has expressed interest in widening this roadway and implementing other improvements to improve safety, freight accessibility, and to provide another connection to the commercial center in southern Vineland. This task will provide consultant support for concept development, right-of-way analysis, environmental assessment, cost estimates, preliminary designs, and related tasks necessary to advance the expansion of Burns Avenue.

Funding: \$76,021

Project Manager: Andrew Tracy

18/403: Freight/Rail Intermodal Study

Transportation Matters, itemizes several goals; including, promoting the movement of goods, supporting the regional economy, maintaining the network, and enhancing the integration and connectivity of the system. This project relates to these goals, and specifically to one of the Plan's strategies: "Identify locations where better intermodal facilities and infrastructure is needed to promote intermodal connectivity."

The economic diversity of the South Jersey region means that a variety of freight transportation options are needed and used. The region is fortunate in that its freight transportation network includes the Port of Salem. The focus of this study is the regional freight transportation network that serves this port, and connects it to businesses, distribution centers, and the National Highway Freight Network. The main objective of this technical intermodal access study is to identify specific locations along the rail network and its terminals that are key connections for providing effective intermodal access. As part of this effort the consultant study will review the

road connections to and from the point of access and make recommendations to optimize intermodal access and maximize utilization of this port and its surrounding area.

Funding: \$55,021

Project Manager: William Schiavi

18/404: Regional Bicycle and Pedestrian Trail Network (2-year)

The purpose of this effort is consistent with the stated strategy in *Transportation Matters*, to “Initiate and advance conversations among regional partners in the public, private, and non-profit sectors to develop and implement a vision for a regional trail network to connect major attractions within the region and to neighboring regions.” This strategy is in support of the goal to “increase and enhance opportunities for travel and tourism.” This effort seeks to take steps to advance regional trails, which have seen increased public support in recent years, while acknowledging that local jurisdictions have limited or no local money for projects that go beyond maintenance of the existing system. SJTPO’s overall effort will seek to develop a process and plan to allow local jurisdictions to capitalize on available resources to bolster local bicycle and pedestrian access, focused on facilities that provide the greatest regional benefit and access.

This consultant-led effort is modelled from *The Circuit*, the highly successful regional trail system underway in the Delaware Valley Regional Planning Commission’s (DVRPC’s) Philadelphia metro area. This model calls for an initial step of creating and implementing a communications plan, which will assess the threats, weaknesses, opportunities, and strengths in the region for regional trails, will address branding such an effort, will identify stakeholders critical to the success of the process, will provide the tools to successfully communicate the opportunities to bring the public and stakeholders together towards a vision for a regional network, and work towards implementing that effort.

Similar efforts are being completed in Cape May County. This two-year technical study will leverage that work and build upon it. The activity period of the study is expected to be less than a year, but the consultant-led effort will take advantage of the warmer weather in the spring and summer when biking is more prevalent, which can only be accomplished as a two-year effort.

Funding: \$90,021

Project Manager: Alan Huff

18/405: Automated Pavement Condition Data Collection (2-year)

FHWA encourages pavement condition analysis as a data-driven method for prioritizing resurfacing projects and spending funding in the most effective manner. SJTPO subregions report that pavement condition data is a valuable resource when developing work programs, but the data is costly to collect. Past efforts led by SJTPO to collect pavement condition used labor-intensive methodology to collect the data, as roadway photos were manually examined for different types of pavement distresses. The purpose of this technical study is to assess and conduct a lower-cost automated pavement data collection as an alternative way to provide subregions with the data they need to make informed programming decisions.

The technical study is anticipated to be a two-year effort which will permit pavement data collection to occur during the spring, capitalizing on warmer weather, less chance of snow, and a longer period of daylight; all of which represent more ideal data collection conditions.

For this project, a consultant will be selected to collect data on approximately 260 miles of roadways maintained by the City of Vineland. If successful and the budget permits, this project is intended to serve as a pilot for pavement data collection in other subregions, perhaps funded under this same technical study.

This project will also provide the groundwork needed to implement the FHWA Every Day Counts “Pavement Preservation” initiative. One of the new Round 4 initiatives, Pavement Preservation aims to “help infrastructure owners achieve and sustain a desired state of good repair for their transportation facilities—despite tight budgets.” This technical study will provide the data needed to identify candidate roadways for innovative preservation techniques encouraged by FHWA.

Funding: \$55,021

Project Manager: Andrew Tracy

18/406: Program Support Data Collection (2-year) *Updated 3/26/2018*

Traffic counts are an important transportation data collection function, serving as the backbone for various projects, including estimating traffic growth, traffic modeling, performance management, project development, crash predictions, characterizing seasonal travel patterns, and transportation planning in general. A consultant will be hired for data collection, which may be in the form of daily traffic counts, turning movement counts, travel time runs, delay studies, asset inventory data collection, freight goods movement, tourism data collection, and/or other

innovative methods. All data collection will be on county and/or municipal roadways and intersections within SJTPO's four-county region.

As a two-year effort, data can be collected between Memorial Day and Labor Day, capturing seasonal traffic flows in the SJTPO region. This is particularly important in the SJTPO region, which is greatly influenced by seasonal variation in travel due to tourism.

An important component of this data collection tasks is not only to gather traffic counts but also critical data elements needed to perform an estimate of the safety performance evaluation in accordance with the Highway Safety Manual (HSM). Required data inputs into this type of analysis include average daily traffic (ADT) and other geometric information (width of roadway, presence of lighting, signal phasing, etc.).

Funding: \$40,021

Project Manager: Andrew Tracy

18/407: Cumberland County Bicycle/Pedestrian Safety Action Plan (2-year)

To further supplement the Technical Program, described above, SJTPO will utilize federal HSIP funding to support this consultant-led effort that will help identify appropriate countermeasures to address safety issues within the SJTPO region.

New Jersey is recognized by the Federal Highway Administration as a Bicycle and Pedestrian Focused State, meaning that New Jersey has a high rate of bicycle and pedestrian injuries and fatalities, and has seen those numbers worsen in recent years relative to other crashes. This recognition, while bad for the problem that it demonstrates, focuses federal HSIP funding to addressing the problem and highlights for transportation professionals the need for greater focus on these issues.

In a proactive step, the City of Newark developed a Pedestrian and Bicycle Safety Action Plan, which has been very successful and valuable in moving targeted countermeasures forward to address their safety issues. The issues in South Jersey are different, but are equally as important, and require this additional attention to achieve action. To help with this need, SJTPO will pilot a Pedestrian and Bicycle Safety Action Plan in Cumberland County to assist in the data-driven local safety funding process.

The purpose will be to assess the safety issues in Cumberland County for bicycles and pedestrians, bring the public and local stakeholders into the process to better understand and provide input,

and ultimately prioritize efforts to address bicycle and pedestrian safety with the understanding and support of residents. Specific tasks to be performed in this effort will include analysis of crash data, development of a toolbox of design and policy strategies to improve bicycle and pedestrian safety, support in utilizing proven enforcement and education, an evaluation of data-driven methods to advance systemic countermeasures for bicycle and pedestrian safety, and the development of the Pedestrian and Bicycle Safety Action Plan.

As a two-year effort, proper coordination can take place between SJTPO, NJDOT Bureau of Traffic Data and Safety, Federal Highway Administration New Jersey Division, and local jurisdictions. This is of importance for this effort as it involves the collection, analysis of, and public interaction with complex safety data, which need to be managed with care to ensure they adhere to the stringent requirements of the New Jersey Local Safety Program. This process is important to ensure that analyzed project qualify for Highway Safety Improvement Program (HSIP) funds.

The efforts of this technical study will be funded using database number (DBNUM) 04314 Local Safety/High Risk Rural Roads Program funding provided to each MPO.

Funding: \$152,400

Project Manager: Alan Huff

18/408: Regional Signal Timing Initiative (2-year)

In addition to utilizing federal HSIP funding, SJTPO will make use of CMAQ funds to initiate a consultant effort to update traffic signal timing plans on signalized county highways in the region. Traffic signal retiming is a cost-effective way of reducing congestion at intersections, as traffic flow may be significantly improved without the need for costly construction projects. Improved signal timings also improve intersection safety and cut vehicle emissions by reducing stopping and idling.

FHWA recommends that signal operators retime their signals every two to three years. However, many isolated signals and signalized arterials in the SJTPO region have not had their signal timings updated and optimized since they were first implemented. FHWA guidance stresses the importance of retiming signals as a low-cost method of addressing growing traffic congestion before costlier congestion relief measures are attempted. Prior technical studies in Atlantic and Cape May counties have been conducted by SJTPO to collect the traffic count data and signal controller inventory information needed to optimize signal timing.

For this technical study, a consultant will be selected to develop and implement optimized timing plans on signalized county highways in Atlantic and Cape May counties. The consultant shall use

the existing traffic data and controller inventory information to develop the revised timing plans using traffic simulation modeling software. Groups of signals near will be modeled together so that coordinated timing plans may be produced. The revised timing plans will be reviewed and approved by the counties before they are implemented by the consultant. Minor controller equipment upgrades, such as GPS clocks or battery backups, may be included in this project as they may be necessary to implement coordinated timing plans. Changes to signal heads, mast arms, or the roadway are not to be conducted as part of this study.

At the request of Atlantic County, additional modeling and analysis of planned and proposed improvements to Airport Circle in Egg Harbor Township, Atlantic County, will be conducted. The improvements are expected to improve traffic flow and safety at Airport Circle. An additional year is necessary to complete the additional scope of work.

The efforts of this technical study will be funded using DBNUM X065 Local CMAQ Initiatives funding provided to each MPO.

Funding: \$125,000

Project Manager: Andrew Tracy

18/409: Ocean Drive (CR 621) Upgrades and Bridge Improvements Local Concept Development Study (2-year)

Ocean Drive is a 2.7-mile section that runs from its terminus at the intersections of Route NJ 109 and Madison Avenue through sensitive coastal marshlands and over the Intracoastal Waterway to connect the communities of Cape May and Wildwood Crest. Ocean Drive (County Road 621) connects numerous coastal barrier islands along the southernmost coastline of the Atlantic Ocean in Cape May, New Jersey. As the only movable bridge on this portion of Ocean Drive, the Middle Thorofare Bridge serves as the gateway to the Intracoastal Waterway.

The Ocean Drive Upgrade and Bridge Replacements effort was the subject of an earlier comprehensive scoping endeavor, initiated by SJTPO on behalf of Cape May County. The effort resulted in development of a Preliminary Preferred Alternative (PPA) for the Middle Thorofare Bridge, which is no longer viable as the U.S. Fish and Wildlife Service now owns most of the land where the preferred alignment was proposed. A new study must be undertaken. This task will provide a Local Concept Development (LCD) study, which identify and compares reasonable alternatives and strategies that address the requirements of the initial stages of the project delivery process, and selects a new PPA. The LCD Phase elements include, but are not limited to coordination, community outreach, data collection, development of a reasonable number of

prudent and feasible concept alternatives, and investigation of all aspects of a project including Environmental, Right-of-Way (ROW), Access, Utilities, Design, Community Involvement, Constructability, etc. at a “Planning level of effort”.

Funding: \$1,400,000

Project Manager: Jennifer Marandino

6. 18/500: Non-MPO-funded Transportation Planning Activities

The annual Unified Planning Work Program also describes all anticipated regionally significant transportation planning activities in the region, regardless of funding source or agencies conducting the activities. The information is intended to broaden awareness of related activities, to prevent duplication of planning and study efforts, and to encourage coordination of all transportation planning underway in the region.

18/501: New Jersey Department of Transportation

For information on NJDOT planning activities, please contact James B. Lewis, Statewide Planning, Statewide Strategies via email Jim.Lewis@dot.nj.gov or by phone (609) 530-2884.

18/502: New Jersey Turnpike Authority (NJTA)

For information on NJTA planning activities, please contact Lisa K. Navarro, P.E., Acting Supervising Engineer, Planning, via email Navarro, Navarro@turnpike.state.nj.us.

18/503: Delaware River and Bay Authority (DRBA)

For information on DRBA planning activities, please contact Gregory G. Pawlowski, PE, Senior Project Engineer via email Gregory.Pawlowski@DRBA.NET.

18/504: New Jersey Transit (NJ Transit)

The New Jersey Transit Corporation (NJ Transit) has over the last decade established a series of ongoing programmatic planning efforts involving both the use of in-house staff; and using NJ Transit's on-call consultants, selected through a competitive process, to augment NJ Transit's staff capabilities to undertake specific analyses of proposals, issues, and specific needs. In addition, depending on the scale of the proposed work effort and the skills and experience needed to successfully undertake that body of work, NJ Transit will issue RFPs and select consultants this way through a competitive process. All work within these programs is regulated by the availability of funding, whether within NJ Transit's budget or through partnerships with other agencies.

Community Services Planning and Support

This program focuses on planning, analysis, and support relating to human services transportation programs. Among NJ Transit's responsibilities is administering the distribution and use of Federal funding intended for providing vehicles and operating assistance for community centered paratransit and other related services. Planning efforts include support for the development of local human services transportation plans, analysis of the performance, effectiveness, coordination with and demand for human services transportation programs/efforts, analysis of funding sources and mechanisms, program oversight, and other planning and analyses relating to community transportation services.

Schedule: Ongoing, as required

Product: Plans/reports and other services, as required

Qualitative & Quantitative Research

Through this program, NJ Transit updates knowledge of customer travel characteristics by conducting origin and destination surveys of rail, bus, light rail, and Access Link passengers. This information is used to support updating of forecasting models, to conduct Title VI analyses, support Transit Oriented Development, and for other business purposes. Research is conducted to define existing and potential markets through various techniques such as stated preference, public opinion studies, and conjoint surveys. Databases are updated and merged in support of corridor planning, air quality initiatives, and other planning efforts throughout the state. In addition, customer satisfaction studies are conducted on a quarterly basis and the key driver analysis helps to inform planning and decision making affecting several aspects of NJ Transit

Schedule: Ongoing, as required

Product: Analyses and reports, as required

Rail Operations and Infrastructure Planning

This program area provides for planning support for rail-related initiatives and associated infrastructure needs and issues. This work primarily defines the infrastructure needs based on proposed operating plans, which address projected ridership on rail transit services and/or to address safety, storm and related forms of resiliency and reliability concerns. It includes basic operations planning support (schedule development, crew and equipment plans, and train performance analysis), as well as development of network performance simulations and interpretation/reporting. The program also provides for rail infrastructure planning.

Schedule: Ongoing, as required

Product: Analyses and reports, as required

Ridership Forecasting

This program area involves development of ridership and revenue forecasts, as well as development and updating of forecasting models, in support of major capital projects, transit service planning, major service initiatives, and various other efforts. Much of the work is undertaken to comply with Federal Transit Administration (FTA) requirements and guidelines regarding preparation of travel demand forecasts for use in seeking FTA funding. In addition, this program provides support for MPO travel and air quality model development and training, Census, demographic and other travel data preparation and analyses, and other forecasting work. A continued focus of this work is to complete travel demand forecasts for regional transportation plans, as required for FTA's and NJ Transit's longer term planning. Also, NJ Transit will focus on short term travel demand as the regional economy grows.

Schedule: Ongoing, as required

Product: Analyses and reports, as required

Stations, Access & Site Planning

This program focuses on planning for transit facility needs and prioritization for future capital investment, including specialized facility design, bike/pedestrian/shuttle access, and potential Americans with Disability Act (ADA) station improvement phasing. It includes analysis related to existing physical conditions of stations and facilities, access to transit facilities, and parking issues including parking lot inventories, parking management, and accommodating projected growth. Within this program, NJ Transit broadly monitors station access by all modes as well as parking needs on its transit system, and formulates proposed actions and projects to address those needs. Bicycle and pedestrian access and facilities are given special attention within this body of work.

Schedule: Ongoing, as required

Product: Analyses and reports, as required

Transit-Friendly Planning, Land Use & Development

Through this program, NJ Transit provides technical planning assistance to interested municipalities to create and implement sensitive, community-based “vision” plans to guide local growth in a comprehensive manner, especially in areas where transit could stimulate new development opportunities and create strong community centers for people to live, work, and socialize. Critical components of this work include community outreach, engagement, consensus building, and partnerships. Many accomplished projects successfully brought NJ Transit and the targeted community together with state agencies, counties, MPOs, advocacy groups, and not-for-profit organizations so that resources could be leveraged and common goals and objectives achieved. In many communities, successful vision plans have been incorporated into Master Plans and/or adopted as enhanced zoning or new redevelopment plans designed to specifically implement mixed-use Transit Oriented Development (TOD).

Schedule: Ongoing, as required

Product: Plans/reports, as required

Bus Planning

Work will continue to progress both singularly by NJ Transit and in partnership with municipalities and counties to plan for future Bus Rapid Transit (BRT) projects and to otherwise improve bus services so they operate faster, more reliably, and address changing customer needs. Attention will be given to the phasing and scalability of bus improvements to effectively use available capital funding and fit within tight operating funding constraints.

Schedule: Ongoing, as required

Product: Plans/reports, as required

For more information on NJ Transit planning activities, please contact Louis Millan via email LMillan@njtransit.com or by phone (973) 491-7760.

7. Financial Information

The accompanying budget tables provide details regarding SJTPO's anticipated expenses for the state fiscal year (FY) 2018 Unified Planning Work Program and how SJTPO intends to allocate the USDOT planning resources received. Table 2 provides an overview of how SJTPO will spend the \$2,233,199 of USDOT planning resources.

Revenues

There are six separate revenue streams supporting the FY 2018 Unified Planning Work Program:

1. FHWA PL funds;
2. FHWA Flexed FTA Section 5303 planning funds;
3. FHWA Surface Transportation Program (STP-80%) funds;
4. FHWA Highway Safety Improvement Program (HSIP) funds;
5. FHWA Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds; and
6. Non-federal sources (local in-kind match).

Details of how the anticipated revenue sources will be applied to the FY 2018 work program are provided within Table 3 and Table 4.

Central Staff Program Activities are primarily funded through FHWA Statewide Metropolitan Planning (PL) funds and FHWA Flexed FTA Section 5303 planning funds. The local match requirements are provided through the NJDOT "Soft Match" program. The Subregional County Transportation Work Programs are funded using FHWA Surface Transportation Program (STP-80%) funds with the local match provided by the SJTPO counties themselves.

In addition to USDOT funding, SJTPO is the recipient of a grant administered by the New Jersey Division of Highway Traffic Safety (DHTS). SJTPO's education and outreach program is funded in part by the grant. While the grant does not include reimbursement of any salaries and wages, travel, equipment, and other contractual services for program presentation development are funded by the DHTS grant. A summary of this funding is provided in Table 9.

Expenditures

The SJTPO budget for FY 2018 can be separated into two categories: (1) Central Staff Program Activities, including Central Staff Operations (18/100 and 18/200) and Consultant Activities (18/400) and (2) Subregional Program Activities (18/300), which include pass-through funding for

the Surface Transportation Program (STP) Program, Subregional Studies, and other subregional support studies and tasks.

Table 5, Table 6, and Table 7 provide a detailed breakdown of the budget of the Central Staff activities and tasks. Descriptions of these tasks are provided in Section 2 of the document.

The budget for salaries includes nine full time SJTPO employees (7 existing and 2 new) and additional part time employees for central staff and subregional support. The salary budget includes a merit pool of 2% for existing employees.

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
FY 2018 UNIFIED PLANNING WORK PROGRAM (UPWP)**

**Table 2
Funding Overview**

last revised 3/27/2017

				BUDGET
18/ 100	Central Staff Work Program			
18/ 101	Central Staff Salaries/Labor			\$ 1,038,871
18/ 102	Operating/Direct Expenses			\$ 180,800
			<i>Subtotal Central Staff Work Program</i>	<i>\$ 1,219,671</i>
18/ 200	Financial Administration			
18/ 201	Financial & Administrative Services			\$ 71,500
			<i>Subtotal Financial Administration</i>	<i>\$ 71,500</i>
18/ 300	Subregional County Work Programs			
18/ 301	Atlantic County			\$ 142,000
18/ 302	Cape May County			\$ 58,000
18/ 303	Cumberland County			\$ 95,500
18/ 304	Salem County			\$ 43,000
			<i>Subtotal Subregional County Work Programs (80% Federal + 20% Local Match)</i>	<i>\$ 338,500</i>
18/ 400	Technical Program			
18/ 401	Professional & Technical Services			\$ 35,022
18/ 402	Burns Avenue Concept Development			\$ 76,021
18/ 403	Freight/Rail Intermodal Study			\$ 55,021
18/ 404	Regional Bicycle and Pedestrian Trail Network (2-year)			\$ 90,021
18/ 405	Automated Pavement Condition Data Collection Pilot (2-year)			\$ 55,021
18/ 406	Program Support Data Collection (2-year)			\$ 40,022
18/ 407	Cumberland County Bicycle/Pedestrian Safety Action Plan - <i>HSIP funded</i>			\$ 152,400
18/ 408	Regional Signal Timing Initiative - <i>CMAQ funded</i>			\$ 100,000
			<i>Subtotal Technical Program</i>	<i>\$ 603,528</i>

Funding Overview Grand Total \$ 2,233,199

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
FY 2018 UNIFIED PLANNING WORK PROGRAM (UPWP)**

**Table 3
Programmed USDOT Planning Resources**

last revised 3/27/2017

	BUDGET
FHWA FY 2016 Planning (PL) Carryover	\$202,146
FHWA FY 2017 Planning (PL) Allocation	\$1,006,671
FHWA/FTA Consolidated Planning FY 2017 PL Flex	\$433,482
<i>Subtotal FHWA PL</i>	<i>\$1,642,299</i>
FHWA FY 2017 Highway Safety Improvement Program (HSIP) Funds	\$152,400
<i>Subtotal FHWA HSIP</i>	<i>\$152,400</i>
FHWA FY 2017 Congestion Mitigation and Air Quality Improvement Program (CMAQ) Funds	\$100,000
<i>Subtotal FHWA CMAQ</i>	<i>\$100,000</i>
FHWA FY 2017 Surface Transportation Program Funds	\$270,800
<i>Subtotal FHWA STP-SJ</i>	<i>\$270,800</i>
<i>Total Federal Funds</i>	<i>\$2,165,499</i>
FY 2017 Subregional County Transportation Planning Work Programs Local Match	\$67,700
<i>Total Local Match</i>	<i>\$67,700</i>
Programmed USDOT Resources Grand Total	\$2,233,199

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
FY 2018 UNIFIED PLANNING WORK PROGRAM (UPWP)**

**Table 4
USDOT Funding Source Summary**

last revised 3/27/2017

NO.	TASK	FHWA				Total Federal	Local Match	Total Program
		PL	HSIP	CMAQ	STP-SJ			
18/ 100	Central Staff Work Program							
18/ 101	Central Staff Salaries/Labor	\$ 1,038,871	\$ -	\$ -	\$ -	\$ 1,038,871	\$ -	\$ 1,038,871
18/ 102	Operating/Direct Expenses	\$ 180,800	\$ -	\$ -	\$ -	\$ 180,800	\$ -	\$ 180,800
18/ 200	Financial Administration	\$ 71,500	\$ -	\$ -	\$ -	\$ 71,500	\$ -	\$ 71,500
	<i>Subtotal</i>	\$ 1,291,171	\$ -	\$ -	\$ -	\$ 1,291,171	\$ -	\$ 1,291,171
18/ 300	Subregional County Transportation Work Programs				(80%)		(20%)	(100%)
18/ 301	Atlantic County	\$ -	\$ -	\$ -	\$ 113,600	\$ 113,600	\$ 28,400	\$ 142,000
18/ 302	Cape May County	\$ -	\$ -	\$ -	\$ 46,400	\$ 46,400	\$ 11,600	\$ 58,000
18/ 303	Cumberland County	\$ -	\$ -	\$ -	\$ 76,400	\$ 76,400	\$ 19,100	\$ 95,500
18/ 304	Salem County	\$ -	\$ -	\$ -	\$ 34,400	\$ 34,400	\$ 8,600	\$ 43,000
	<i>Subtotal Subregional County Work Programs</i>	\$ -	\$ -	\$ -	\$ 270,800	\$ 270,800	\$ 67,700	\$ 338,500
18/ 400	Technical Program							
18/ 401	Professional & Technical Services	\$ 35,022	\$ -	\$ -	\$ -	\$ 35,022	\$ -	\$ 35,022
18/ 402	Burns Avenue Concept Development	\$ 76,021	\$ -	\$ -	\$ -	\$ 76,021	\$ -	\$ 76,021
18/ 403	Freight/Rail Intermodal Study	\$ 55,021	\$ -	\$ -	\$ -	\$ 55,021	\$ -	\$ 55,021
18/ 404	Regional Bicycle and Pedestrian Trail Network (2-year)	\$ 90,021	\$ -	\$ -	\$ -	\$ 90,021	\$ -	\$ 90,021
18/ 405	Automated Pavement Condition Data Collection Pilot (2-year)	\$ 55,021	\$ -	\$ -	\$ -	\$ 55,021	\$ -	\$ 55,021
18/ 406	Program Support Data Collection (2-year)	\$ 40,022	\$ -	\$ -	\$ -	\$ 40,022	\$ -	\$ 40,022
18/ 407	Cumberland County Bicycle/Pedestrian Safety Action Plan - HSIP funded		\$ 152,400	\$ -	\$ -	\$ 152,400	\$ -	\$ 152,400
18/ 408	Regional Signal Timing Initiative - CMAQ funded		\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000
	<i>Subtotal Technical Program</i>	\$ 351,128	\$ 152,400	\$ 100,000	\$ -	\$ 603,528	\$ -	\$ 603,528
USDOT Funding Source Grand Total		\$ 1,642,299	\$ 152,400	\$ 100,000	\$ 270,800	\$ 2,165,499	\$ 67,700	\$ 2,233,199

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
FY 2018 UNIFIED PLANNING WORK PROGRAM (UPWP)**

**Table 5
Non-USDOT Funding
NJ Division of Highway Traffic Safety (DHTS) Grant**

last revised 3/27/2017

FY 2017, effective 10/1/2016 to 9/30/2017	BUDGET
Salaries and Wages	\$ -
Fringe Benefits	\$ -
Travel	\$ 9,500
Enforcement/Education Details	\$ -
Miscellaneous Personal Services	\$ 1,000
Contratual Services	\$ 20,000
Commodities	\$ 10,800
Other Direct Costs	\$ -
Indirect Costs	\$ -
<i>FY 2017 DHTS Grant Grand Total</i>	<i>\$ 41,300</i>
* FY 2018, effective 10/1/2017 to 9/30/2018	BUDGET
Salaries and Wages	\$ -
Fringe Benefits	\$ -
Travel	\$ 10,000
Enforcement/Education Details	\$ -
Miscellaneous Personal Services	\$ 1,000
Contratual Services	\$ 15,000
Commodities	\$ 8,400
Other Direct Costs	\$ -
Indirect Costs	\$ -
<i>FY 2018 DHTS Grant Grand Total</i>	<i>\$ 34,400</i>

* *Estimated based on FY 2017 grant*

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
FY 2018 UNIFIED PLANNING WORK PROGRAM (UPWP)**

**Table 6
Central Staff Work Program
Summary of Costs by Task**

last revised 3/27/2017

NO.	TASK	BUDGET
18/ 110	Transportation Planning	
18/ 111	Transportation Safety Planning	\$ 139,235
18/ 112	2040 RTP Implementation	\$ 126,549
18/ 113	Regional & Corridor Planning	\$ 92,355
18/ 114	Current Regional Issues	\$ 38,579
18/ 115	Geographic Information System	\$ 5,894
18/ 116	Congestion Management Process	\$ 45,400
18/ 117	Public Involvement & Title VI	\$ 72,209
<i>Subtotal Transportation Planning</i>		<i>\$ 520,221</i>
18/ 120	Safety	\$ -
18/ 121	Traffic Safety Education Programs	\$ 90,260
18/ 122	Safety Outreach & Research	\$ 32,174
<i>Subtotal Safety</i>		<i>\$ 122,434</i>
18/ 130	Project Development & Programming	\$ -
18/ 131	Transportation Improvement Program	\$ 65,998
18/ 132	Air Quality Planning	\$ 26,932
18/ 133	Local Project Development	\$ 26,088
<i>Subtotal Project Development & Programming</i>		<i>\$ 119,019</i>
18/ 140	Program Management	\$ -
18/ 141	Administration & Internal Management	\$ 248,479
18/ 142	Board and Committee Support	\$ 55,632
18/ 143	Unified Planning Work Program	\$ 33,155
18/ 144	Subregional & Technical Program Management	\$ 120,732
<i>Subtotal Program Management</i>		<i>\$ 457,997</i>
Central Staff Work Program Grand Total*		\$ 1,219,671

Note:

* Grand Total includes both Central Staff Salaries/Labor and Operating/Direct Expenses

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
FY 2018 UNIFIED PLANNING WORK PROGRAM (UPWP)**

Table 7
Central Staff Work Program
Operating/Direct Expenses Breakdown by Category
last revised 3/27/2017

LINE ITEM	CATEGORY	BUDGET
51515	Office Supplies	\$ 3,500
51530	Printing	\$ 1,000
52020	Lodging & Meals	\$ 7,500
52021	Mileage	\$ 20,000
<i>Subtotal Travel</i>		<i>\$ 27,500</i>
52240	Postage	\$ 1,500
52610	Internet	\$ 1,200
52620	Landline	\$ 5,000
52640	Cell Phone	\$ -
53076	Phone Maintenance	\$ 1,000
<i>Subtotal Communications</i>		<i>\$ 7,200</i>
55470	Equipment Rental & Maintenance	\$ 3,500
55410	Water	\$ 250
57910	Publications & Subscriptions	\$ 1,000
58140	Ads & Promotional	\$ 1,000
58322	Professional Development	\$ 8,500
58610	Association Dues	\$ 5,000
57090	Consultant Support	\$ 10,000
57040	IT Consulting	\$ 8,000
51812	Software	\$ 4,000
55201	Electric Utility	\$ 4,000
55271	Gas Utility	\$ 2,000
57001	Legal Services	\$ 15,000
55480	Rent	\$ 67,850
54001	Janitorial	\$ 5,000
69010	New Equipment	\$ 5,000

Central Staff Work Program Operating/Direct
Expenses Grand Total \$ 180,800

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
FY 2018 UNIFIED PLANNING WORK PROGRAM (UPWP)**

**Table 8
Central Staff Work Program
Breakdown of Estimated Costs by Task**

last revised

3/27/2017

NO.	TASK	TASK RATIO	Central Staff Work Program Task 18/100	Salaries/Labor Task 18/101	Operating/Direct Expenses Task 18/102
18/ 110	Transportation Planning				
18/ 111	Transportation Safety Planning	11.42%	\$ 139,235	\$ 118,595	\$ 20,640
18/ 112	2040 RTP Implementation	10.38%	\$ 126,549	\$ 107,790	\$ 18,759
18/ 113	Regional & Corridor Planning	7.57%	\$ 92,355	\$ 78,665	\$ 13,690
18/ 114	Current Regional Issues	3.16%	\$ 38,579	\$ 32,860	\$ 5,719
18/ 115	Geographic Information System	0.48%	\$ 5,894	\$ 5,020	\$ 874
18/ 116	Congestion Management Process	3.72%	\$ 45,400	\$ 38,670	\$ 6,730
18/ 117	Public Involvement & Title VI	5.92%	\$ 72,209	\$ 61,505	\$ 10,704
	<i>Subtotal Transportation Planning</i>		\$ 520,221	\$ 443,105	\$ 77,116
18/ 120	Safety				
18/ 121	Traffic Safety Education Programs	7.40%	\$ 90,260	\$ 76,880	\$ 13,380
18/ 122	Safety Outreach & Research	2.64%	\$ 32,174	\$ 27,405	\$ 4,769
	<i>Subtotal Safety</i>		\$ 122,434	\$ 104,285	\$ 18,149
18/ 130	Project Development & Programming				
18/ 131	Transportation Improvement Program	5.41%	\$ 65,998	\$ 56,215	\$ 9,783
18/ 132	Air Quality Planning	2.21%	\$ 26,932	\$ 22,940	\$ 3,992
18/ 133	Local Project Development	2.14%	\$ 26,088	\$ 22,221	\$ 3,867
	<i>Subtotal Project Development & Programming</i>		\$ 119,019	\$ 101,376	\$ 17,643
18/ 140	Program Management				
18/ 141	Administration & Internal Management	20.37%	\$ 248,479	\$ 211,645	\$ 36,834
18/ 142	Board and Committee Support	4.56%	\$ 55,632	\$ 47,385	\$ 8,247
18/ 143	Unified Planning Work Program	2.72%	\$ 33,155	\$ 28,240	\$ 4,915
18/ 144	Subregional & Technical Program Management	9.90%	\$ 120,732	\$ 102,835	\$ 17,897
	<i>Subtotal Program Management</i>		\$ 457,997	\$ 390,105	\$ 67,892
	Central Staff Work Program Grand Total	100%	\$ 1,219,671	\$ 1,038,871	\$ 180,800

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
FY 2018 UNIFIED PLANNING WORK PROGRAM (UPWP)**

**Table 9
Subregional County Transportation Work Programs
Funding Summary**

last revised 3/27/2017

			Task				(80%)		*
18/	300	Subregional Planning Work Programs	I	II	III	Total	Federal Share		
18/	301	Atlantic County	\$ 14,000	\$ 52,000	\$ 76,000	\$ 142,000	\$ 113,600		
18/	302	Cape May County	\$ 5,800	\$ 37,200	\$ 15,000	\$ 58,000	\$ 46,400		
18/	303	Cumberland County	\$ 5,000	\$ 28,000	\$ 62,500	\$ 95,500	\$ 76,400		
18/	304	Salem County	\$ 3,000	\$ 10,000	\$ 30,000	\$ 43,000	\$ 34,400		
Subregional County Work Programs Grand Total			\$ 27,800	\$ 127,200	\$ 183,500	\$ 338,500	\$ 270,800		

Task III Breakdown

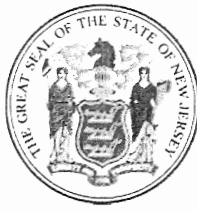
	Staff	Consultant ⁺	Capital Purchase	Total
\$	76,000	\$ -	\$ -	\$ 76,000
\$	3,000	\$ 12,000	\$ -	\$ 15,000
\$	12,500	\$ 50,000	\$ -	\$ 62,500
\$	6,000	\$ 24,000	\$ -	\$ 30,000

Task III Projects

Atlantic County: English Creek Avenue (CR 603/Route 575) Traffic Improvement Study
Cape May County: Planning and Implementation of a Regional Bike Path/Bike Lane System
Cumberland County: Tax Parcel Data Update and Land Use Analysis
Salem County: Intersection Improvement Analysis and Traffic Counting Program (select locations)

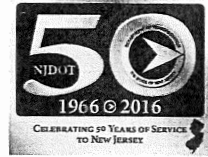
Note:

- * Representing 80% of total county subregional budget; 20% Local Match required
- + Amounts shown represent the maximum funding that can be allocated to a consultant (80% Task III Budget); actual consultant participation and funding level may be less



State of New Jersey

DEPARTMENT OF TRANSPORTATION
P.O. Box 600
Trenton, New Jersey 08625-0600



CHRIS CHRISTIE
Governor

RICHARD T. HAMMER
Commissioner

KIM GUADAGNO
Lt. Governor

DEC 29 2016

December 23, 2016

Robert Clark, Division Administrator
US Department of Transportation
Federal Highway Administration
840 Bear Tavern Road, Suite 202
West Trenton, New Jersey 08628

Attention: Patricia Leech

Dear Mr. Clark:

In accordance with the Mutual Service Standards, enclosed for your review is the draft FY 2018 Unified Planning Work Program (UPWP) for the South Jersey Transportation Planning Organization (SJTPO) along with the Department's comments on same. The document has been reviewed and found to be consistent with Federal and State planning priorities.

We look forward to receiving your agency's comments on the UPWP by January 16, 2017. As in prior years, we will forward your comments to SJTPO to aid in the development of the final version of the UPWP.

If you have any question or require additional information, please contact Monica Etz at 609-530-5957 or monica.etz@dot.nj.gov.

Sincerely,

Andrew R. Swords, AICP, PP
Director
Division of Statewide Planning

c: Stephen Goodman, FTA
Jennifer Marandino, SJTPO
Monica Etz, NJDOT

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NEW JERSEY DEPARTMENT OF TRANSPORTATION

Comments on the South Jersey Transportation Planning Organization's draft FY2018 UPWP

December 23, 2016

Below are the Department's comments on South Jersey Transportation Planning Organization's (SJTPO) draft FY 2018 Unified Planning Work Program (UPWP):

1. NJDOT commends SJTPO on the updated appearance of the UPWP, as well as the expanded narratives and improved tables. The document was comprehensive yet succinct.
2. NJDOT commends SJTPO on integrating many of the federal emphasis areas into the work program. However, it is not clear if resiliency and/or travel and tourism are addressed. Please clarify.
3. NJDOT commends SJTPO for making asset management a planning priority for FY 2018 and requests that SJTPO specify that a staff person will actively participate in NJDOT's preparation of its Transportation Asset Management Plan (TAMP).
4. In October 2016, NJDOT issued a letter outlining the NJDOT's transportation priorities for the MPOs. This letter should also be referenced in Section 1 of the UPWP.
5. Page 9. Under the Transportation Planning Environment, there is reference to Table 6A which was not included in the draft UPWP. It should be submitted for NJDOT review.
6. Page 11. There is reference to Table 6B which was not included in the draft UPWP. It should be submitted for NJDOT review.
7. Page 14. The funding amount for Task 18/112: 2040 RTP Implementation is shown as \$125,549, however, in Table 4 and Table 6 in the back of the UPWP that figure is \$126,549. This should be corrected.
8. Page 15. Under Task 18/113: Regional & Corridor Planning, NJDOT commends SJTPO for including the collection of Model Roadway Inventory Elements (MIRE) in the UPWP. This assistance will be of great benefit to the NJDOT.
9. Page 28. Under Task 18/201: Financial & Administrative Services, SJTPO must ensure that all three activities listed are performed in full compliance with the requirements of OMB 2 CFR Chapter I, Chapter II, Part 200, et al. A paragraph indicating that should be added.

10. Page 29. Under Task 18/300 Subregional Transportation Work Programs, NJDOT recommends adding more detail regarding the process for selecting projects.

11. Page 29. Under Task 18/300 Subregional Transportation Work Programs, SJTPO has provided an abbreviated write-up of the work program for each county. NJDOT recommends that the full work program descriptions be incorporated into this section so that completion dates, funding information, etc., are all together in one location.

12. Page 31. The Cape May County Task III states that *“This project will be implemented through a Shared Services Agreement with the South Jersey Economic Development District acting as a consultant to the County.”* Please clarify what this shared services arrangement is and how a consultant can be named without a competitive selection process in conformance with OMB 2 CFR Chapter I, Chapter II, Part 200, et al.

13. Page 34. Under Task 18/400 Technical Program, the opening paragraph implies that all eight tasks will be consultant efforts. However in reading the descriptions for each task, there is no mention of a consultant in Tasks 401, 403, 404 and 406. Please clarify.

14. Page 34. Under Task 18/400 Technical Program, there are three tasks that are identified as 2-year efforts: 18/404 Regional Bicycle and Pedestrian Trail Network; 18/405 Automated Pavement Condition Data Collection and 18/406 Program Support Data Collection. Looking at the funding for these efforts (\$90,061, \$55,062 and \$58,562 respectively) it appears that these are not very large efforts. It would be useful to see a time table for these efforts and clarification for the two-year time frame.

15. Page 41. Under Revenues, the list of funding streams supporting the FY 2018 UPWP should also include the \$100,000 in CMAQ funds referenced on page 39.

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17. Page 44. In Table 2, the second line says *“FHWA FY 2018 Planning (PL) Allocation.”* The FY 2018 UPWP is funded by FY2017 PL funds and should be labeled as such to avoid confusion. Similarly, the third line of the table says *“FHWA/FTA Consolidated Planning FY 2018 PL Flex”*. These funds should also be labeled FY2017 to avoid confusion.

18. As with previous comments, NJDOT encourages SJTPO to continue to explore grants and other non-governmental funding sources for additional work program activities.

Budget

NJDOT has reviewed the proposed budget for the FY 2018 UPWP. All the funding assumptions are correct and the budget is reasonable. The only outstanding question that remains is the source of funding for the carryover mentioned in item #16 above.

Minor Typos and Corrections:

The following minor typos were identified in the draft UPWP:

1. Page 19. Item 1 under Public Information, (CAC) should be added after Citizens Advisory Committee.
2. Page 25. Under item 4 at the top of the page, employee should be plural and (SJEDD) should be added after South Jersey Economic Development District.
3. Throughout the UPWP, there is a line that says “*Federal Aid Agreement: PL – ()*” under each Task. This is not necessary and can be eliminated.
4. Page 28. Throughout the UPWP, “Activities and Products” is written out. On this page it is shown as “Activities/Products.”
5. Throughout the Sub-Regional Work Program, “Tasks III” should not be plural and should be changed to “Task III.”



U.S. Department
of Transportation
**Federal Highway
Administration**

New Jersey Division

January 23, 2017

840 Bear Tavern Road
Suite 202
West Trenton, New Jersey 08628
609 637-4200

In Reply Refer To:
HPL-NJ

FY 2018 Metropolitan Planning Draft Unified
Planning Work Programs

Mr. Andrew R. Swords, AICP, PP
Director
Division of Statewide Planning
New Jersey Department of Transportation
P.O. Box 600
Trenton, NJ 08625-0600

Dear Mr. Swords:

Thank you for your transmittal of the FY 2018 draft Unified Planning Work Programs (UPWP) for the North Jersey Transportation Authority (NJTPA), Delaware Valley Regional Planning Commission (DVRPC), and the South Jersey Transportation Planning Organization (SJTPO). We have reviewed the documents and enclosed are our comments. If you have any questions, or would like to discuss further, please call me at 609-637-4230.

Sincerely,

Calvin Edghill
Director
Planning, Research & Civil Rights

c: J. Lewis
M. Etz

GENERAL

- We commend the Metropolitan Planning Organizations for linking the program areas and projects to the FAST Act planning factors.

SJTPO

- FHWA encourages South Jersey Transportation Planning Organization to fill the two vacant positions (Transportation Engineer and Transportation Planner). We feel the staffing levels are not sufficient to carry out all of the activities contained in the UPWP.



South Jersey Transportation Planning Organization

*Serving Atlantic, Cape May, Cumberland,
and Salem Counties since 1993.*

Leonard Desiderio, *Chairman*

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Jennifer Marandino, P.E.
Executive Director

John W. Risley, *Secretary/Treasurer*

March 6, 2017

David A. Kuhn, Assistant Commissioner
NJDOT – Capital Investment Planning & Grant Administration
1035 Parkway Avenue
Trenton, NJ 08625

Attention: Monica Etz, MPO Liaison

**Re: Point-by-Point Response to NJDOT/FHWA Comments
SJTPO FY 2018 UPWP**

Dear Mr. Kuhn:

We are in receipt of the December 23, 2016 letter from NJDOT and the January 23, 2017 letter from FHWA, which provided comments on SJTPO's FY 2018 Unified Planning Work Program (UPWP). This letter shall serve as a point-by-point response to both comment letters. The UPWP has been revised to incorporate comments by both agencies, as appropriate. A copy of the current DRAFT UPWP is available for review at SJTPO offices and is also available on the SJTPO website at <http://sjtpo.org/upwp>. In accordance with SJTPO's Public Involvement Plan the final UPWP document will be available at major public libraries and the offices of key participating agencies.

NJDOT, December 23, 2016 letter

Comment 1. NJDOT commends SJTPO on the updated appearance of the UPWP, as well as the expanded narratives and improved tables. The document was comprehensive yet succinct.

We greatly appreciate the commendations on the updated appearance of the document.

Comment 2. NJDOT commends SJTPO on integrating many of the federal emphasis areas into the work program. However, it is not clear if resiliency and/or travel and tourism are addressed. Please clarify.

Table 1 highlights the relationship between the Central Staff Program areas and the FAST Act Planning Areas, including the two new planning factors of resiliency and travel/tourism. The table identifies primary and secondary association of these and other FAST Act planning factors.

Comment 3. *NJDOT commends SJTPO for making asset management a planning priority for FY 2018 and requests that SJTPO specify that a staff person will actively participate in NJDOT's preparation of its Transportation Asset Management Plan (TAMP).*

In an email to Jim Lewis on January 18, 2017, David Heller and William Schiavi were identified as the main contacts for SJTPO with respect to NJDOT's development of its Transportation Asset Management Plan. Although we missed participating in the initial meeting held on January 17th, David has been corresponding with Danielle Graves, exchanging emails related to the effort. Staff will continue to participate in asset management a planning efforts in the regional and as a partner to NJDOT.

Comment 4. *In October 2016, NJDOT issued a letter outlining the NJDOT's transportation priorities for the MPOs. This letter should also be referenced in Section 1 of the UPWP.*

The NJDOT's transportation priorities for the MPOs letter dated October 14, 2016 is now referenced in Section 1 of SJTPO's FY 2018 Unified Planning Work Program (UPWP).

Comment 5. *Page 9. Under the Transportation Planning Environment, there is reference to Table 6A which was not included in the draft UPWP. It should be submitted for NJDOT review.*

Table 6A, was intended to highlight the primary and secondary association of each of the ten FAST Act high-priority issues with the various Central Staff Program Areas (by task). This table is replaced by Table 1 and is found on page 11 of the UPWP.

Comment 6. *Page 11. There is reference to Table 6B which was not included in the draft UPWP. It should be submitted for NJDOT review.*

Table 6B, was intended to depict the association among Central Staff Program Areas and the goals within *Transportation Matters – A Plan for South Jersey*. The table was replaced by Table 1, which highlights the primary and secondary association of each of the ten high-priority areas in FAST Act. The Goals set forth in SJTPO's regional transportation plan, *Transportation Matters* align with the ten high priority areas in FAST Act and thus displayed in a single table within the UPWP document.

Comment 7. *Page 14. The funding amount for Task 18/112: 2040 RTP Implementation is shown as \$125,549, however, in Table 4 and Table 6 in the back of the UPWP that figure is \$126,549. This should be corrected.*

Task 18/112: 2040 RTP Implementation is budgeted in the amount of \$126,549, which is consistent with the amount shown in Table 6 (previously Table 4), Central Staff Work Program, Summary of Costs by Task and Table 8 (previously Table 6), Central Staff Work Program, Breakdown of Estimated Costs by Task. Thank you for identifying the discrepancy.

Comment 8. *Page 15. Under Task 18/113: Regional & Corridor Planning, NJDOT commends SJTPO for including the collection of Model Roadway Inventory Elements (MIRE) in the UPWP. This assistance will be of great benefit to the NJDOT.*

Staff has been working with Simon Nwachukwu, within the Bureau of Transportation Data and Safety to reach out to a broader list of stakeholders who are responsible for roadway data collection at the municipal and county level. In the fall of 2016 William Schiavi helped gather

Model Roadway Inventory Elements (MIRE) elements related to unpaved roads. In the FY 2018 UPWP, staff will continue to work with NJDOT on the collection of fundamental data elements.

Comment 9. Page 28. Under Task 18/201: Financial & Administrative Services, SJTPO must ensure that all three activities listed are performed in full compliance with the requirements of OMB 2 CFR Chapter I, Chapter II, Part 200, et al. A paragraph indicating that should be added.

Language was added within the Objective to indicate all activities shall be performed in full compliance with the requirements of OMB 2 CFR Chapter I, Chapter II, Part 200, and others with respect to Task 18/201: Financial & Administrative Services.

During the NJDOT FY 2017 Risk Prequalification Assessment of SJTPO, the organization has been noted as a “Low-Medium Risk” for compliance with Federal Statutes. During the coming fiscal year, staff will work to improve that rating and improve those areas found to be in need of improvement, including documenting selection processes for the expenditure of federal funds in compliance with 2 CFR 200.

Comment 10. Page 29. Under Task 18/300 Subregional Transportation Work Programs, NJDOT recommends adding more detail regarding the process for selecting projects.

Language was added within the introductory paragraphs under Task 18/300 Subregional Transportation Work Programs to include details on criteria and general guidance for the selection of Task III projects. Details of the Task II projects are broken down for each county within the UPWP, where each county notes how their project conforms to the goals and objectives of SJTPO’s regional transportation plan, *Transportation Matters*.

Comment 11. Page 29. Under Task 18/300 Subregional Transportation Work Programs, SJTPO has provided an abbreviated write-up of the work program for each county. NJDOT recommends that the full work program descriptions be incorporated into this section so that completion dates, funding information, etc., are all together in one location.

As recommended, the full work program for each of the SJTPO counties is now included in the FY 2018 UPWP. Under Task 18/300 Subregional Transportation Work Programs additional details are now provided which includes separate activities and products for each task within the individual counties work program.

Comment 12. Page 31. The Cape May County Task III states that “This project will be implemented through a Shared Services Agreement with the South Jersey Economic Development District acting as a consultant to the County.” Please clarify what this shared services arrangement is and how a consultant can be named without a competitive selection process in conformance with OMB 2 CFR Chapter I, Chapter II, Part 200, et al.

Based upon the question raised by NJDOT, Cape May County will no longer be completing their Task III study utilizing a Shared Services Agreement with South Jersey Economic Development District. The County will instead hire a consultant in conformance with OMB 2 CFR Chapter I, Chapter II, Part 200, and other requirements for their regional bike path study. SJTPO has shared our Request for Proposal template with the County to ensure they are selecting a consultant utilizing a fair and quality-based process. Language within the UPWP has been updated to remove reference to the Shared Services Agreement.

Comment 13. Page 34. Under Task 18/400 Technical Program, the opening paragraph implies that all eight tasks will be consultant efforts. However, in reading the descriptions for each task, there is no mention of a consultant in Tasks 401, 403, 404 and 406. Please clarify.

As indicated in the introductory paragraph under Task 18/400 Technical Program, all studies listed will be performed by consultants, with support from SJTPO staff. Clarifying language was added where appropriate to indicate technical program services will be rendered by a consultant.

Comment 14. Page 34. Under Task 18/400 Technical Program, there are three tasks that are identified as 2-year efforts: 18/404 Regional Bicycle and Pedestrian Trail Network; 18/405 Automated Pavement Condition Data Collection and 18/406 Program Support Data Collection. Looking at the funding for these efforts (\$90,061, \$55,062 and \$58,562 respectively) it appears that these are not very large efforts. It would be useful to see a time table for these efforts and clarification for the two-year time frame.

Language has been added to the introductory paragraphs under Task 18/400 Technical Program speaking to the need and justification of having three of the eight consultant-led technical projects as two-year efforts. Despite having relatively small funding allocations, each of these studies involve data collection or other efforts that are better suited for completion during warmer weather and over the summer months. Additional verbiage was added under each of the two-year technical studies to provide additional support.

While not included within the UPWP document, a timeline for all eight technical studies is posted to the SJTPO website www.sjtpo.org/rfp/#upcoming. Dates for “Anticipated Post Date”, “Proposal Due”, “Notice to Proceed”, and “Project Completion Date” are listed. Consultants and any member of the public will be able to click on “Receive Updates About This RFP” and will automatically be notified when any changes relevant to the technical study are made.

Comment 15. Page 41. Under Revenues, the list of funding streams supporting the FY 2018 UPWP should also include the \$100,000 in CMAQ funds referenced on page 39.

Language within Revenues under Section 7 Financial Information has been updated to reflect six different revenue streams, now including FHWA Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds.

Comment 16. Page 44. In Table 2, the first line indicates there will be \$239,884.33 in funds carried over from the FY 2016 UPWP. SJTPO should identify the funding source to be carried over and which tasks from the FY 2016 will not be completed. Please clarify.

SJTPO’s FY 2016 UPWP included seven different technical studies, three of which were two-year efforts with work extending through FY 2017. For various reasons, the Ladders of Opportunity Assessment was not conducted during FY 2016 with the full budget for the study available. Additionally, the budget for the Professional & Technical Services and RTP Scenario Planning studies was not fully expended, leaving funds available to be carried over for use in FY 2018. Based upon preliminary estimates \$202,146 is available, which is a combination of FHWA Statewide Metropolitan Planning (PL) funds and FHWA Flexed FTA Section 5303 Planning funds.

The first line of Table 3 (previously Table 2), Programmed USDOT Planning Resources, has been relabeled as FHWA FY 2016 Planning (PL) Carryover, for clarification purposes.

Comment 17. *Page 44. In Table 2, the second line says “FHWA FY 2018 Planning (PL) Allocation.” The FY 2018 UPWP is funded by FY2017 PL funds and should be labeled as such to avoid confusion. Similarly, the third line of the table says “FHWA/FTA Consolidated Planning FY 2018 PL Flex”. These funds should also be labeled FY2017 to avoid confusion.*

The second and third lines of Table 3 (previously Table 2), Programmed USDOT Planning Resources, has been relabeled as FHWA FY 2017 Planning (PL) Allocation and FHWA/FTA Consolidated Planning FY 2017 PL Flex.

Comment 18. *As with previous comments, NJDOT encourages SJTPO to continue to explore grants and other non-governmental funding sources for additional work program activities.*

In addition to the programmed USDOT planning resources identified in Table 3 (previously Table 2), SJTPO receives a grant from the New Jersey Division of Highway Traffic Safety (DHTS), which helps supplement funding for Traffic Safety Education programs and activities. The grant includes budget for travel and other capital purchases, including equipment which are directly related to the safety education activities of SJTPO staff. Table 5, Non-USDOT Funding, NJ Division of Highway Traffic Safety Grant provides a summary of the money received in current federal fiscal year (FFY) 2017 and anticipated funds in FFY 2018.

We anticipated working more closely with Cross County Connection on several initiatives related to expanding the Street Smart pedestrian safety education campaign into the SJTPO region and other bicycle and pedestrian safety outreach activities.

We invite NJDOT to share other specific recommendations related to grants and other non-governmental funding sources for SJTPO to investigate for other work program activities.

In addition to the specific comments indicated above, NJDOT also made note of several minor typos and corrections, which have been addressed. Thank you for bringing our attention to the typos.

FHWA, January 23, 2017 letter

FHWA encourages South Jersey Transportation Planning Organization to fill the two vacant positions (Transportation Engineer and Transportation Planner). We feel the staffing levels are not sufficient to carry out all the activities contained in the UPWP.

SJTPO has been working with our administrative host, South Jersey Transportation Authority (SJTA) to advertise for the two positions in the UPWP. Both positions are intended to be full-time, entry-level positions with the specific job titles of Public Outreach Planner and Assistant Planner/Engineer. The Public Outreach Planner is expected to help expand on recent efforts to improve outreach, make written and visual communication more accessible to the public, and contribute towards transportation planning products. The position will report to Alan Huff, Senior Transportation Planner. The primary responsibility of the Assistant Planner/Engineer position is to conduct project-oriented planning activities to support the implementation of transportation projects in the SJTPO region. The position will report to Andrew Tracy, Transportation Engineer. We anticipate board action in May and a start date of June 19, 2017 for both positions.

I trust that the above adequately address the comments of both NJDOT and FHWA related to review of SJTPO's FY 2018 UPWP. The most recent draft can be found on the SJTPO website at www.sjtpo.org/upwp. Recommendation for Policy Board approval of the document is being sought by the Technical Advisory Committee on March 13th with Policy Board consideration on March 27th. Should you have any questions or additional concerns, please don't hesitate to reach out. Thank you for your review.

Sincerely,

A handwritten signature in black ink, appearing to read "J Marandino", with a large, stylized loop at the beginning.

Jennifer Marandino, P.E.
Executive Director

JM/nh

Enclosure

c: Thomas Wospil, Director, NJDOT – Capital Investment, Planning & Development
James Lewis, Manager, NJDOT – Statewide Planning, Statewide Strategies
Calvin Edghill, FHWA – Planning, Research & Civil Rights