



# UNIFIED PLANNING WORK PROGRAM

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FISCAL YEAR (FY) 2022

POLICY BOARD APPROVED March 22, 2021

AMENDED May 24, 2021



**South Jersey  
Transportation  
Planning Organization**

[www.sjtpo.org](http://www.sjtpo.org)

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## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

### **RESOLUTION 2103-08: Adopting the FY 2022 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 2022 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,**

**WHEREAS, the SJTPO FY 2022 UPWP is fully consistent with the U.S. Department of Transportation Metropolitan Transportation Planning Regulations (23 CFR part 450) which became effective May 27, 2016, as well as the "Fixing America's Surface Transportation Act" (FAST Act); and**

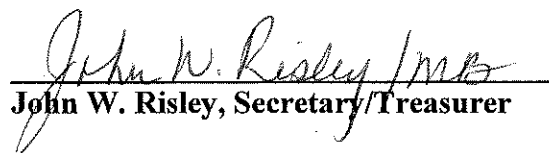
**WHEREAS, the SJTPO FY 2022 UPWP includes salaries for nine full nine full-time and two part-time positions and one part-time vacancy, with a 2% pool for merit-based increases, subject to the discretion of the SJTPO Executive Director and approval of the SJTA Board of Commissioners; and**

**NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby adopts the FY 2022 Unified Planning Work Program for the region; and**

**BE IT FURTHER RESOLVED, that the Policy Board authorizes staff to make minor revisions 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 22, 2021.**

  
**John W. Risley, Secretary/Treasurer**

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2105-19: Approving an Amendment to the FY 2022 Unified Planning Work Program (UPWP) Reallocating Funds from the Central Staff Work Program to the Technical Program**

**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, on March 22, 2021, the SJTPO Policy Board approved the SJTPO FY 2022 UPWP, which included a total of \$1,856,119 in Total Programmed FHWA Resources and allocated \$1,156,703 for Central Staff Salaries/Labor and \$161,956 within the Technical Program; and**

**WHEREAS, updated estimates to SJTPO's fringe rate, utilizing more recent payroll burdens, led to a reduction of \$41,543 needed for SJTPO's Central Staff Salaries/Labor, leaving additional funds for the Technical Program; and**

**WHEREAS, a total of \$203,499 is now available for SJTPO's Technical Program, permitting the addition of a third consultant-led technical effort; and**

**WHEREAS, SJTPO seeks to amend the FY 2022 UPWP to add the new Task 22/403 Website Backend/Extension Review and Optimization within the Technical Program; and**

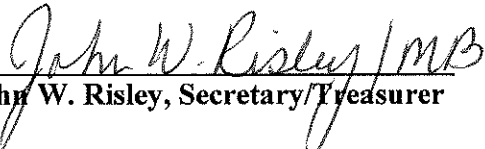
**WHEREAS, the additional funds were made available to Task 22/401 Automated Traffic Signal Performance Feasibility and Deployment and Task 22/402 Regional Trails Network - Feasibility Survey, Cape May County and money to both consultant-led technical efforts; and**

**WHEREAS, the Total Programmed FHWA Resource in the FY 2022 UPWP will not be affected by the reallocation of funds from SJTPO's Central Staff Program to the Technical Program as described above; and**

**NOW, THEREFORE BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves an amendment to the SJTPO FY 2022 UPWP to add the new Task 22/403 Website Backend/Extension Review and Optimization within the Technical Program and reallocate budget from the Central Staff Work Program, Central Staff Salaries/Labor to the Technical Program.**

**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 24, 2021.**

  
**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, often referred to as the three C's. MPOs 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 every two years, 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 2022 Unified Planning Work Program (UPWP) is an integrated document that describes all transportation and planning related activities to be conducted by central staff, subregions, and member agencies during the state fiscal year (July 1, 2021 through June 30, 2022). The tasks and activities within the UPWP are intended to advance the priorities of the region, as reflected in RTP 2050, SJTPO's federally required long range, regional transportation plan (RTP) adopted on January 25, 2021. The adoption of the Plan was delayed from July 2020, as a result of the COVID-19 pandemic to allow for a more equitable public outreach process.

Each year, MPOs prepare a 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 UPWP essentially serves as the budget for the MPO,

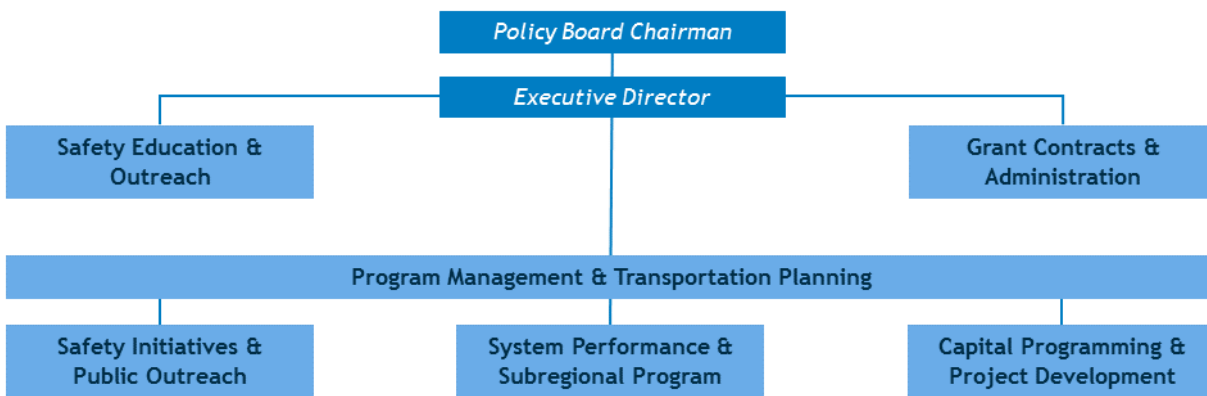
identifying funding to support planning efforts that the Organization will undergo. The UPWP describes the planning activities to be performed with funds provided to MPOs by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

## 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 (NJDOT), New Jersey Transit (NJ TRANSIT), and the South Jersey Transportation Authority (SJTA). The Policy Board is informed by recommendations of the Technical Advisory Committee (TAC), a committee of planning and engineering experts in the region.

The TAC is a fourteen-member committee comprised of staff of each Policy Board member, as well as representatives of the New Jersey Turnpike Authority (NJTA) and the Delaware River and Bay Authority (DRBA), along with the chairperson of the Citizens Advisory Committee (CAC). The FHWA, FTA, South Jersey Economic Development District (SJEDD), and the Cross County Connection Transportation Management Association (CCCTMA) each have one non-voting representative on the TAC. With the dissolution of the CAC (November 2020), SJTPO will revise the TAC by-laws to remove the chairperson of the CAC from the TAC. This revision will make the TAC a thirteen-member committee.

SJTPO is responsible, under federal law, for carrying out required metropolitan planning activities as enumerated within this work program, conducted by central staff employees. The SJTPO organizational structure has three distinct areas under the Program Management & Transportation Planning umbrella: Safety Initiatives & Public Outreach, System Performance & Subregional Program, and Capital Programming & Project Development. The SJTPO Organizational Chart, approved September 2017, identifies Safety Education & Outreach and Grants, Contracts & Administration as additional core functions within the MPO.



As of the date of this document, SJTPO central staff is comprised of nine full-time and two part-time positions under Safety Education & Outreach. SJTPO's Subregional Program Specialist under System Performance & Subregional Program resigned on December 31, 2020, leaving a vacancy for a part-time employee. Responsibilities of this position, including the Subregional Planning Work Program, semi-annual reporting, and human services transportation, will fall to the Program Manager and other staff, as appropriate. Little disruption of work is anticipated.

Additional details related to individuals and responsibilities of each position are included below:

*SJTPO Employee*

**Jennifer Marandino, P.E.**

*Executive Director*

*Overview of position responsibilities*

Overall SJTPO operations

**Safety Initiatives & Public Outreach**

**Alan Huff**

*Program Manager*

*Safety Initiatives & Public Outreach*

Transportation safety planning, bicycle/pedestrian initiatives, Local Safety Program, public involvement, Title VI and Environmental Justice, and economic development and tourism activities

**Melissa Melora**

*Public Outreach Coordinator*

Public involvement and outreach, social media, web development, Title VI coordination, and public materials quality control

**William Schiavi**

*Principal Planner*

Transportation safety planning, multi-modal planning, including bicycle/pedestrian and freight, and economic development and tourism activities

### **System Performance & Subregional Program**

**David S. Heller, P.P., AICP**

*Program Manager System*

*Performance & Subregional Program*

Long range regional planning, system performance measurement and reporting, environment and air quality, subregional program and products, and human services transportation

***Vacant (part-time)***

*Subregional Program Specialist*

Subregional Planning Work Program, semi-annual reporting, and human services transportation

### **Capital Programming & Project Development**

**Jason Simmons**

*Program Manager Capital*

*Programming & Project Development*

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

**Katherine Elliott**

*Assistant Planner*

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

### **Grant Contracts & Administration**

**Monica Butler**

*Administrative Manager*

Office and contract management and Policy Board support

**Nancy Hammer**

*Budget Analyst*

Budget management and Technical Advisory Committee support

### **Safety Education & Outreach**

**Robert Clarke (part-time)**

*Traffic Safety Specialist*

Community traffic safety

**Wayne Shelton (part-time)**

*Traffic Safety Specialist*

Community traffic safety

## **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 an MPO, SJTPO is a Transportation Management Area (TMA), 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



**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
Performance Based Planning	○	●	○	○	●	○	●	●	○	○
Complete Streets Planning	●	●	○	●	●	●	●	○	○	●
Transit/Human Services Planning	●	○	○	●		●	●	○	○	○
Transportation Safety Planning	○	●	○	●		●			○	○
Congestion Management & Relief Planning	●	○	○	●	●	○	●	●	○	●
Economic Development & Tourism	●	○	○	●	●	●	●	●	○	●
Resiliency & Reliability Planning	○	○	●	○		○	○	○	●	○
Intelligent Transportation Systems Planning		○	○	●		●	●	●	○	○
Environmental & Air Quality Planning	○	○			●		●	○	●	○
Regional Coordination & Collaboration	○	○	●	○	○	●	○	○	●	●
Transportation Improvement Program	●	●	○	●	●	●	●	●	●	○
Local Project Development	○	●	○	●	○	○	○	●	●	○
Safety Education Programs & Presentation		●	○	○			○			
Safety Outreach & Collaboration		●	○	○				○	○	
Public Involvement & Outreach	○	○	○	●	●	●	○	○	○	○
Title VI & Environmental Justice	○	○	○	●	●	●	○	○	○	○

● Primary Association

○ Secondary Association

## Regionwide FY 2022 Planning Priorities

SJTPO approved its long range plan, RTP 2050 on January 25, 2021. To gain valuable public insight during pre-plan outreach (Summer 2019), SJTPO conducted public meetings, soliciting feedback on the prioritization of the goals and strategies. Members of the public were asked to rank the importance of the ten RTP goals, which yielded the following as top priorities for transportation:

1. Promote accessibility and mobility for the movement of people and goods;
2. Mitigate traffic congestion and promote efficient system operation;
3. Restore, preserve, and maintain the existing transportation system;
4. Support the regional economy; and
5. Improve the resiliency and reliability of the transportation infrastructure.

While improving transportation safety was a lower ranked goal (7 out of 10) by the public, SJTPO has a long-standing record of placing a high priority on safety. If users of the transportation system do not reach their destination safely, nothing else matters.

In combination with the top priorities identified by members of the public, SJTPO must also consider priority areas established by the FHWA and NJDOT. Both transportation agencies provide guidance to SJTPO and the other MPOs in New Jersey, which serve as a foundation for the development of each MPO's work programs. The letters from FHWA and NJDOT are included as [Appendix B](#).

In its September 17, 2020, letter, FHWA requested that NJDOT and the MPOs continue with MAP-21 Implementation, Regional Models of Cooperation, Ladders of Opportunity, and focus on contributions related to the targets set for the National Performance Measures. FHWA also noted that the MPOs should continue incorporating Automated/Connected/Electric/Shared-use Vehicles into the planning processes. FHWA recognized that the impacts of these transformative technologies remain uncertain, but noted, efforts at the MPO level should focus on how best to address the challenges and opportunities that come with the future. In the planning letter, FHWA also recognized that the COVID-19 pandemic altered travel trends, while improving air quality and travel times. FHWA encouraged the MPOs to conduct effective Transportation Demand Management (TDM) aimed at maximizing traveler choices.

SJTPO's FY 2022 UPWP incorporates priorities identified by NJDOT in its letter dated September 23, 2020. Most of the broad topics identified for the previous UPWPs continue in this year's UPWP. Broad priority areas include interagency coordination related to FAST Act requirements and long range planning activities; resiliency of the transportation infrastructure; congestion relief; freight planning; emerging technologies; bicycle and pedestrian planning; improved traffic operations through Intelligent Transportation Systems (ITS); and incorporating public health



where applicable with continued engagement of the public, ensuring the process is conducted in a fair and equitable manner.

NJDOT added several new planning priority activities for FY 2021 under the freight planning; ITS; and equity, public health, and outreach areas. SJTPO will work to incorporate many of the activities in its transportation planning work in this year's UPWP.

Federal, state, and regional identified priorities influence the work program in various activities and tasks, including SJTPO's technical studies. Chapter II of the RTP 2050 highlights the five Critical Issues that regularly arise and cause project delays. Activities within this UPWP aim to begin a more focused process of working to help SJTPO's subregions overcome these issues.

The COVID-19 pandemic has impacted various tasks, activities, delivery of major planning products, and altered travel trends throughout New Jersey and the United States. SJTPO has added the Regional Transportation Plan (RTP) Development task to this year's UPWP to assess the impacts of the COVID-19 pandemic on the region's demographics, traffic patterns, and overall economy. While examining the impacts, SJTPO will contemplate a short-term update to the RTP 2050 with support for the initial development of an update included in this year's UPWP.

Since 2017, staff has been working in cooperation with regional partners to set targets, develop written procedures, and integrate performance-based planning into regional planning efforts, leveraging resources across MPO and state boundaries. SJTPO will continue its participation in NJDOT's Complete Team Committee, who has coordinated much of these efforts. Participation will continue in SJTPO's FY 2022 UPWP and beyond.

Building off efforts in the FY 2021 UPWP, SJTPO continues to explore opportunities to advance South Jersey Trails, the regional bicycle and pedestrian trails network in the SJTPO region. The goal of these efforts is to make connections to regional networks, including connections outside of the SJTPO region. Combining this forward momentum with public outreach, SJTPO will constitute a South Jersey Trails Action Committee to establish a visionary network and create a broader base of local support. SJTPO intends to create a visionary network for the South Jersey Trails system.

As part of SJTPO's commitment to work *Toward Zero Deaths* and ensure that all roadway users get home safely, the MPO will continue 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), SJTPO's Education and Outreach Program has safety programs/presentations that focus on teen driver safety, occupant protection, mature drivers, pedestrian/bicycle safety, defensive driving training, and other professional development. SJTPO is proud of its commitment to the behavioral side of safety.

On the infrastructure side of safety, SJTPO will explore and pilot innovative ways to make the data-driven Local Safety Program more accessible and responsive to local jurisdictions, while continuing to promote proven safety countermeasures, and generate more and better safety projects for advancement. SJTPO also aims to incorporate safety improvements into its local lead projects to make a meaningful reduction in fatal and serious injury crashes in New Jersey.

Having selected projects to advance with federal Congestion Mitigation and Air Quality (CMAQ) funding for FY 2022, FY 2023, and FY 2024, staff will continue its work with partners on moving projects through to authorization. Within the Congestion Management & Relief Planning task, SJTPO will continue to look for ways to promote the implementation and deployment of ITS technologies that will ultimately help reduce emissions on the roadway. In FY 2022, SJTPO will explore opportunities to implement automated traffic signal performance, determining the best technology for the desired application through a consultant-led technical study.

Continuing from the FY 2021 UPWP, SJTPO will build off the freight work conducted at the state level with consultant support. Working in partnership with subregional partners, staff will evaluate truck routes and other critical freight corridors for accessibility, reliability, safety, and other system performance measures. As part of the same effort, staff will look for ways to work with subregional partners to capitalize on New Jersey's Local Freight Impact Fund.

Working collaboratively with NJDOT Bureau of Local Aid & Economic Development (NJDOT Local Aid), staff will explore and expand efforts and work with subregional partners and locals to help develop projects funded with federal dollars, including the Highway Safety Improvement Program (HSIP), the Safe Routes to School program (SRTS), and the Transportation Alternatives Set-Aside Program (TA Set-Aside). The goal of this increased outreach and assistance is to improve local public agency project delivery, ensuring that NJDOT capitalizes on using all available federal funds.

## 2. 22/100: Central Staff Work Program

The Central Staff Work Program details the tasks and activities to be completed by SJTPO staff in the UPWP. Each task provides an objective, list of activities, along with anticipated products. The SJTPO project manager is identified in addition to the anticipated budget to be expended for each work task. The budget for all tasks is estimated based upon a comparison of FY 2019 and 2020 budget estimates to actual expenditures. These values are compared to the expenditures for the first quarter of FY 2021 to estimate the budget for FY 2022, with variations based upon anticipated Activities and Products in this year's work program. The funding for each task is comprised of salaries/labor and operating/direct expenses.

Program Management, including general administration and internal management, oversight of SJTPO's technical program, along with board and committee support will account for slightly more than 40% of the Central Staff budget in the FY 2022 UPWP. Administration & Internal management represents 18% of the total budget, while management of SJTPO's technical program represents approximately 11% of the total budget, and 8% is attributed to Board and Committee Support.

Transportation Planning tasks and activities is approximately 30% of the budget, which includes Transportation Safety Planning, Regional Coordination & Collaboration, among other tasks. Of significance in the FY 2022 UPWP is work associated with Regional Transportation Plan (RTP) Development (5%), with both Transit/Human Services and Transportation Safety Planning accounting for 3.5% of the Central Staff budget.

Slightly more than 20% of the budget is attributed to Safety Education & Public Outreach (21%), which includes Public Involvement & Outreach (10%) and the newly renamed Equity & Public Health task, which represents 4.5% of the total budget. Safety Education Programs & Presentations accounts for 4% of the total budget.

Public Involvement & Outreach, in addition to Equity & Public Health (formerly Title VI & Environmental Justice), are a strong focus in this year's work program. Since the hiring of a Public Outreach Coordinator, SJTPO has been working to increase engagement with the region's residents and visitors and strengthen public confidence and participation in the planning process. More recently, SJTPO has been working very diligently to incorporate underserved populations into the transportation planning process, focusing on civil rights issues. Similarly, SJTPO has been extending its coordination to include Federally and Non-Federally Recognized Tribal governments. Working in partnership with FHWA, NJDOT, and SJTPO's partner MPOs, efforts in this area will continue.

Capital Programming & Project Development represents 8% of the total budget in this year's work program, broken down into Transportation Improvement Program and Local Project Development, accounting for 3.5% and 4.5%, respectively.

This UPWP continues with much of the same Central Staff Program Areas from previous years, with a few exceptions. As mentioned, [Task 22/114 Regional Transportation Plan \(RTP\) Development](#) was added back into work tasks for FY 2022, as SJTPO is contemplating a mid-term update. Two tasks were renamed. [Task 22/142 Safety Education Collaboration & Professional Development](#) was previously known as Safety Outreach & Collaboration. [Task 22/144 Equity & Public Health](#) was renamed from Title VI & Environmental Justice. All other tasks remain, with the specific Activities and Products changed to reflect new priorities.

This UPWP also separates Activities and Products under each individual Central Staff Program Area, providing greater transparency. SJTPO will carefully monitor the progress of all Products listed in the UPWP. If there is a need to add, delete, or a task cannot be completed, SJTPO will list the change in a UPWP Amendment log. Action will be taken by the TAC and Policy Board, as appropriate. Final Products and deliverables will be posted to the SJTPO website, as appropriate.

[Table 7](#) 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. Funding estimates noted in the text associated with each task herein represent the total of both Central Staff Salaries/Labor and Operating/Direct Expenses.

[Table 8](#) displays the Operating/Direct Expense breakdown by category (i.e., office supplies, printing, etc.). A budget of \$11,000 for staff Tuition Reimbursement is included within the Operating and Direct Expenses. In accordance with Internal Revenue Code Section 127; "Educational Assistance Programs," any amount reimbursed to an employee during the calendar year in excess of \$5,250 will be reported in the employee's gross income and reflected on the employee's W-2 form at year-end.

## 22/110: Transportation Planning

### 22/111: Performance Based Planning

#### **Objective:**

Transportation Performance Management is a "strategic approach that uses system information to make investment and policy decisions to achieve transportation system performance goals." National goal areas consist of: Safety, Infrastructure Condition, Congestion Reduction, System Reliability, Freight Movement and Economic Vitality, and Environmental Sustainability. MAP-21

and the FAST Act have resulted in a multitude of performance measures required by MPOs and State DOTs. The main objective of this task is to incorporate the required performance measures, metrics, and targets into SJTPO's planning products and coordinate with NJDOT and its regional partners on the same.

### **Activities:**

1. Lead the creation of CMAQ Congestion Measures and Targets for the Atlantic City Urbanized Area, in accordance with federal guidance. Coordinate with all entities comprising the Atlantic City Urbanized Area to create and assess jointly agreed upon measures and targets. The established targets shall be included in the 2<sup>nd</sup> Performance Period Report to be submitted by NJDOT to FHWA.
2. Coordinate with NJDOT in the development and integration of performance measures and targets to meet federal performance requirements for the National Highway System (NHS), supporting the progress to achieve national performance goals, including participating in NJDOT's Complete Team Committee.
3. Incorporate required system performance measures into the regional planning activities and the overall planning process, as required by the MAP-21/FAST Act rules.
4. Assess performance of the regional transportation system in the areas of safety, pavement and bridges, and operations, using both federally mandated performance measures, metrics, and targets, as well as other system performance measures and metrics.
5. 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.
6. Continue to assist NJDOT, the Delaware Valley Regional Planning Commission (DVRPC), and the North Jersey Transportation Planning Authority (NJTPA) to meet all associated deadlines of Model Inventory of Roadway Elements (MIRE) fundamental data on county and local roads. Efforts may include:
  - a. Serve as a liaison for NJDOT and county and local roadway owners to collect roadway inventory elements; and
  - b. Attend meetings with NJDOT to review collected data and provide guidance, as appropriate.

### **Products (due dates):**

1. Baseline bridge, and pavement and bridge conditions, as well as 2- and 4-year targets (PM2) for NJDOT's Baseline Performance Report for the 2<sup>nd</sup> Performance Period (Summer 2022).

2. Baseline system performance measures (travel time reliability, and truck travel time reliability), as well as 2- and 4-year targets (PM3) for NJDOT's Baseline Performance Report for the 2<sup>nd</sup> Performance Period (Summer 2022).
3. Baseline Transit Asset Management and Transit Safety measures, and 2023 targets for NJDOT's Baseline Performance Report for the 2<sup>nd</sup> Performance Period (Summer 2022).
4. Technical memorandum summarizing methodology behind establishment of CMAQ Congestion Measures, as well as 2-year and 4-year targets for Atlantic City Urbanized Areas (Summer 2022) suitable for inclusion in NJDOT's Baseline Performance Report for the 2<sup>nd</sup> Performance Period (Fall 2022).
5. Regional Performance Indicators Report/Report Card (Summer 2022).

**Funding:** \$46,065

**Project Manager:** David Heller

## 22/112: Complete Streets Planning

### **Objective:**

Complete Streets Planning refers to a series of efforts and activities that seek to advance mobility options beyond automobile-centric transportation. One component of this multi-modal approach includes the advancement of Complete Streets elements in transportation projects to ensure that new transportation investments allow users greater freedom to choose the mode that best suits their needs. These efforts tie directly to the RTP goal to "Promote accessibility and mobility for the movement of people and goods." Strategies to advance this goal include evaluating all projects for inclusion of Complete Streets elements, promoting the awareness of transportation alternatives, and identifying opportunities to develop intermodal connections. The RTP goal to "Support the regional economy" includes a strategy to advance a regional trails network.

SJTPO has a consultant-led technical study planned as [Task 22/402 Regional Trails Network – Feasibility Survey, Cape May County](#), which will assess right-of-way options between Atlantic and Cape May Counties' existing/funded trails facilities, thus advancing regional trails.

### **Activities:**

1. Continue to evaluate and refine the Complete Streets Priority Areas, which highlight areas in which projects should focus special attention in including bicycle, pedestrian, and transit accommodation into improvements.
2. Evaluate options through local, regional, and state coordination, as well as assessing existing data resources to expand upon inventory of bicycle and pedestrian resources, including sidewalks, trails, and other amenities and features.

3. Evaluate transportation projects submitted for inclusion in the TIP to ensure that bicycle, pedestrian, and transit accommodations fit the land use patterns and serve the needs of impacted residents. This effort will utilize the Complete Streets Priority Areas.
4. Support the collection of bicycle and pedestrian volume data on county and municipal roadways. Participate in statewide efforts to identify and standardize bicycle and pedestrian volume data collection and to identify proxy measures to estimate network-wide bicycle and pedestrian volumes.
5. Work to advance South Jersey Trails, the regional bicycle and pedestrian trails network in the SJTPO region. This will include stakeholder identification, communications strategy, network inventory, corridor identification and advancement, and coordination with neighboring regions.
6. Continue collaborative efforts with DVRPC, The Circuit, and regional bicycle and pedestrian partners to bring resources to the region with the broader goal of expanding the connectivity of the trails network in South Jersey.
7. Constitute a South Jersey Trails Action Committee that will bring together the most informed and active bicycle and pedestrian partners in the four-county region to establish a visionary network, a framework for implementation, a broader base of local support, and a roadmap for the sustainability of a larger system.
8. Continue to collaborate with NJDOT, DVRPC, and NJTPA to jointly administer the Transportation Alternatives Set-Aside Program (TA Set-Aside) and Safe Routes to Schools (SRTS) Program, working with subregional partners on avoiding project application pitfalls. SJTPO will focus special attention on increasing awareness of the programs to increase the number of applicants, improve the quality of applications, and ultimately improve the performance of these programs in seeing quality projects advance to construction authorization.
9. Continue to strengthen bicycle and pedestrian efforts, including serving as a regional representative on municipal studies, in addition to coordinating with NJDOT, DVRPC, NJTPA, DHTS, as well as professional and advocacy groups associated with safety, complete streets, public health, equity, and bicycle and pedestrian issues. As part of this activity, SJTPO staff will serve on several state and regional groups, including New Jersey's Bicycle and Pedestrian Advisory Council (BPAC), the Complete Streets Working Group, the New Jersey Circuit Committee, the Land Use and Transportation Task Force, and others.
10. In partnership with NJDOT, NJTPA, the Voorhees Transportation Center (VTC), the Sustainability Institute at The College of New Jersey (SI@TCNJ), and others, promote and conduct trainings and other technical assistance in the SJTPO region that advance Complete Streets.

### **Products (due dates):**

1. Updates and refinements to the Complete Streets Priority Areas (ongoing, as needed).
2. Establishment of the South Jersey Trails Action Committee (Summer/Fall 2021).



3. Visionary network for the South Jersey Trails system (Spring/Summer 2022).

**Funding:** \$39,485

**Project Manager:** Alan Huff

## 22/113 Transit/Human Services Planning

### **Objective:**

The top ranked goal within SJTPO's RTP is to "Promote accessibility and mobility for the movement of people and goods." Under the regional transportation system's "multi-modal" array of transportation options, transit and human services are two critical types of transportation service. Transit, or public transit, can be defined as a system of transport for passengers by group travel systems available for use by the public, typically managed on a schedule, operated on established routes, and charge a posted fee for each trip. Human services transportation includes a broad range of transportation service options designed to meet the needs of transportation disadvantaged populations, including older adults, persons with disabilities, and persons or households with lower income. These individuals have different needs and may require a set of different services depending on their abilities, environment, and the options available in their community. While the hallmark of this program area includes the federally mandated human services transportation plan, or the Access for All Transit Plan, as referred to by SJTPO, support and accommodation for both transit and human services transportation is an ongoing process.

### **Activities:**

1. In support of RTP 2050 Critical Issue #3, associated with inequitable access, SJTPO will engage NJ TRANSIT and others in detailed discussions to identify specific transit issues, requests, or improvements brought by stakeholders and the public for further investigation and incorporate additional factors surrounding equity into service decisions.
2. Work with NJ TRANSIT and others, as appropriate, to identify and advance conversations related to unmet transit needs, in support of RTP 2050 unfunded critical needs. This may involve collaboration related to ridership forecasting to determine if the ridership demand exists, delineation of the market that the new or improved service would service, or other assistance as requested by NJ TRANSIT to help justify these investments.
3. Work with county transit providers on carrying out the recommendations within SJTPO's Access for All Transit Plan. Efforts may include:
  - a. Development of a pipeline of projects based on ease of implementation; and/or
  - b. Development of a list of action items that can be undertaken by SJTPO to help advance at least some of the recommendations of the Access for All Transit Plan. Items may include:
    - i. Convening targeted meetings and discussions with county transportation providers, or sitting on county coordinating committee(s), as well as other



- similar committees (i.e., NJ Council on Developmental Disabilities, Council on Access and Mobility (CAM), Rutgers' Senior Mobility Advisory Team, etc.);
- ii. List of additional data collection needs and/or ridership forecasts necessary to implement recommendations; and/or
  - iii. Identification of other funding sources or grants for human services transportation projects.
4. Collaboration efforts with DVRPC, NJTPA, CCCTMA, and others on human services transportation issues extending beyond the SJTPO region will continue. Efforts will focus on implementation of actions that uphold fairness and improve coordination of services, access and mobility for low income and minority populations, persons with disabilities and senior citizens.
  5. Continue to oversee SJTPO's role in various human services programs, including NJ-Job Access and Reverse Commute (NJ-JARC) Grant Program, Section 5310, Senior Citizens and Disabled Residents Transportation Assistance Program, and others.
  6. In collaboration with NJ TRANSIT, review, score, and rank applications submitted for the FTA's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Grant Program, as well as the NJ-JARC Grant Program.
  7. Establish SJTPO as a collaborative partner with NJ TRANSIT and others in the identification and feasibility of future transit enhancements, including the extension of the Glassboro-Camden Line, operational improvements to the Atlantic City Rail Line, or others.

**Products (due dates):**

1. Documentation of these efforts related to RTP 2050 Critical Issues #3, associated with inequitable access, including summary of significant discussions and meetings, and outcome of these efforts (Summer 2022).
2. Documentation summarizing significant discussions and/or meetings, as well as steps that have been taken and/or will be taken to help address a minimum of two unfunded critical needs from RTP 2050, and the outcome of any efforts (Summer 2022).
3. Pipeline of projects, based primarily on ease of implementation, stemming from SJTPO's Access for All Transit Plan (Fall 2021).
4. Documentation of progress towards advancing recommendations from SJTPO's Access for All Transit Plan (Spring 2022).
5. Summary sheet, including ranking of Section 5310 applications (Winter 2022).
6. Summary sheet, including ranking of NJ-JARC (Spring 2022).

**Funding:** \$46,065

**Project Manager:** David Heller

## 22/114: Regional Transportation Plan (RTP) Development

### **Objective:**

One of the principal requirements of federal transportation law for MPOs is the development and regular updating of a plan to guide policy and programming decisions. This task centers on the update of SJTPO's Regional Transportation Plan, RTP 2050, adopted January 25, 2021. The adoption of the Plan was delayed from Summer 2020 because of the COVID-19 pandemic. By law, since SJTPO falls within an 8-Hour Ozone Nonattainment Area, the RTP must be updated every four years, which would require an update no later than January 2025. That does not mean that the RTP cannot be updated sooner. SJTPO is considering a sooner update for several reasons; one of which would be to assess the impacts of the COVID-19 pandemic on the region's demographics, traffic patterns, and overall economy. Additional considerations for a sooner update include better alignment with RTP cycles of partner MPOs, consideration of the new 2020 Census figures, as well as offsetting the update in relation to other SJTPO major planning documents. This task will contemplate a short-term update to RTP 2050 and support the initial development of an update.

### **Activities:**

1. Work in collaboration with the MPOs to increase coordination of RTP planning efforts, activities, and baseline assumptions, capitalizing on shared resources as much as practical. Through this collaboration, SJTPO will determine if a mid-term update of the RTP is warranted.
2. Support NJDOT and NJ TRANSIT in the development of the Statewide Long Range Transportation Plan (SLRTP) and NJ TRANSIT's 10-Year Strategic Plan and Five-Year Capital Plan, respectively, as part of stakeholder coordination and collaboration and assist with public involvement activities to produce a multimodal transportation plan that meets state and federal requirements.
3. Review new 2020 Census data and other academic studies or papers that are pertinent to demographics for the purposes of assessing the impacts of the COVID-19 pandemic and establishing planning assumptions to be utilized.
4. Review academic papers, historical traffic count data, available through NJDOT or within the University of Maryland's Probe Data Analytics Suite, and other available tools (i.e., RITIS COVID-19 Impact Analysis Platform) and datasets to assess the impacts of the COVID-19 pandemic on regional traffic patterns.
5. Research examples of scenario planning conducted by similar sized MPOs (small to medium size) to determine the feasibility of conducting possible scenario planning in support of the RTP. Work with subregional partners to vet possible scenario planning options.

6. Begin research and preparation of Phase I outreach for the RTP 2050 update. This may include research into a possible scenario planning exercise as recommended as part of FHWA's comments to RTP 2050.
7. Solicit and compile a list of critical needs, strategies, projects, and programs for inclusion into an update to RTP 2050.
8. Prepare for and present Plan to TAC and others, as appropriate.
9. Plan and hold public meetings, including preparation of necessary presentations and visual materials.

**Products (due dates):**

1. Documentation summarizing if a mid-term update of the RTP is warranted (Summer 2022).
2. Documentation summarizing culmination of research of possible scenario planning application for SJTPO (Summer 2022).
3. Documentation summarizing impacts of the COVID-19 pandemic on regional demographics, economy, and transportation system, and long-range repercussions, to be included as part of a COVID-19 discussion in any update to RTP 2050 (Summer 2022).

**Funding:** \$65,810

**Project Manager:** David Heller

## 22/115: Transportation Safety Planning

**Objective:**

Transportation Safety Planning is a proactive, data-driven approach aimed at preventing crashes, identifying and mitigating risk in the transportation network, and reducing the severity when crashes occur. SJTPO's efforts to advance transportation safety are unique among MPOs for its multidisciplinary approach of integrating engineering, enforcement, education, and planning, and will continue to do so. These efforts tie directly to the RTP goal to "Improve transportation safety." Strategies to advance this goal include evaluating all projects for inclusion of safety elements, safety education programs (addressed in [Task 22/141: Safety Education Programs & Presentation](#) and [Task 22/142: Safety Outreach & Project Collaboration](#)), aligning investments with the NJ Strategic Highway Safety Plan (SHSP), reducing barriers to safety project advancement, and to prioritize projects on the bicycle and pedestrian network.

Key activities include the use of crash data and the American Association of State and Highway Traffic Officials (AASHTO) Highway Safety Manual, which supports a data-driven approach to identifying 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

improvements. New Jersey is federally recognized as a Pedestrian and Bicycle Safety Focus State due to 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:**

1. Continue collaboration with NJDOT, FHWA, DVRPC, NJTPA, DHTS, NHTSA, and others to advance safety planning efforts included within the SHSP. This includes participation in Emphasis Area Teams and task-oriented sub-team meetings.
2. Continue to monitor transportation safety investments, evaluate how the investments align with priorities from the SHSP, monitor and report on the performance of project advancement, and adjust solicitation efforts, as needed.
3. In partnership with the organizations, identified above, evaluate the feasibility and begin conversations at the local level regarding the development of countywide Local Safety Plans as a means of targeted advancement of the SHSP.
4. In conjunction with the organizations, identified above, monitor progress on achievement of safety targets established for the state and SJTPO, in accordance with increasing emphasis from USDOT and NJDOT on performance-based planning. This would also involve collaboration in establishing new annual targets.
5. Aid applicants in project development efforts related to the Local Safety Program. Applicant may include county or municipal governments. Efforts may include:
  - a. Assist applicants in evaluating safety performance and needs of potential project locations;
  - b. Assist applicants to select appropriate countermeasures to ensure project is appropriately scoped to maximize safety benefit;
  - c. Assist applicants by performing many elements of the application process, such as crash diagrams, Highway Safety Manual (HSM) analysis, Benefit/Cost (B/C) analysis, etc.;
  - d. Prepare initial screening of applications, providing supplemental data and analysis as necessary; and
  - e. Work with applicants to advance projects to NJDOT for HSIP funding.
6. Continue to explore and pilot innovative ways to make the data-driven Local Safety Program more accessible and responsive to local jurisdictions, while promoting proven safety countermeasures, and generating more and better safety projects for advancement.
7. Utilize approved network screening lists to develop interactive maps of high crash locations and evaluate new projects submitted for inclusion in the TIP. When project

locations and network screening locations coincide, the consideration for the inclusion of safety elements will be made before project scopes are finalized.

**Products (due dates):**

1. HSIP Project Status Charts, detailing annual safety investments (ongoing, updated bi-monthly).
2. Annual Safety Targets (Fall 2021).
3. Interactive Map of Network Screening List locations (Summer 2021).
4. Local Safety Program Solicitation (Fall 2021).
5. Crash analyses, crash diagrams, HSM analyses, B/C analyses associated with Local Safety Program Safety applications, (ongoing, as needed).

**Funding:** \$46,065

**Project Manager:** Alan Huff

## **22/116: Congestion Management & Relief Planning**

**Objective:**

The FAST Act mandates that MPOs in air quality non-attainment areas 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. SJTPO's CMP Methodology Report was updated in 2018 to take advantage of the growing availability of archived operations data. The revised methodology will be implemented with the goal of advancing cost-effective congestion relief strategies in the SJTPO region. Archived operations data, such as the Probe Data Analytics (formerly the Vehicle Probe Project) Suite will be the primary data source for the CMP, along with NJDOT's CMS-21 program, traffic counts, and subregional input.

**Activities:**

1. Continue coordinating with the University of Maryland's Center for Advanced Transportation Technology (CATT) Lab staff on addressing SJTPO's subregions comments/questions, as well as on enhancements to the PDA Suite Bottleneck Ranking tool.
2. Develop annual bottleneck location lists for State/Authority roadways, as well as for County/Local roadways using archived operations data (PDA Suite). Work with subregional partners, NJDOT, and other regional stakeholders to identify congested locations, sources of congestion (including bottlenecks that may be addressed through future projects) and prioritize locations for potential future improvements.
3. Aid subregional partners and others in 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 evaluating project alternatives, completing applications, and conducting emissions estimates;
  - c. Scoring and ranking applications, and recommending projects for CMAQ funding;
  - d. Encourage the development of electric vehicle charging stations and vehicles to reduce emissions and improve air quality in Environmental Justice (EJ) areas; and
  - e. Submitting project information and emission reports to NJDOT for inclusion in FHWA's CMAQ database.
4. 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.

**Products (due dates):**

1. Annual bottleneck location list State/Authority roadways as well as for County/Local roadway (Fall 2021).
2. Emission reports for proposed CMAQ projects (as needed, as part of CMAQ solicitation)
3. CMAQ Project Status Charts, detailing annual investments (ongoing, updated bi-monthly).

**Funding:** \$26,325

**Project Manager:** Jason Simmons

## 22/117: Economic Development & Tourism

**Objective:**

Economic Development and Tourism refers to a series of efforts and activities that seek to ensure that transportation does not hinder but advances the regional economy and opportunities for tourism. SJTPO's efforts to advance economic development and tourism focus on regional trails (addressed in [Task 22/112 Complete Streets Planning](#)), freight, and regional coordination. These efforts tie directly to the RTP goal to "Support the regional economy." Strategies to advance this goal include identifying regional freight corridors and priority projects and to expand representation from employers and non-profits.

SJTPO has a consultant-led technical study planned as [Task 22/402 Regional Trails Network – Feasibility Survey, Cape May County](#), which will assess right-of-way options between Atlantic and

Cape May Counties' existing/funded trails facilities. This effort will also advance economic development and tourism, through the advancement of regional trails.

**Activities:**

1. Establish a Freight Advisory Committee that would advise SJTPO and others on freight related activity in the region, including generators, commodities, movement patterns and others, which would supplement other data collection efforts.
2. Work with the Freight Advisory Committee and other regional partners in concert with SJTPO's Regional Freight Plan Data Collection and Analysis technical study to identify a more complete regional freight network and evaluate truck routes and other critical freight corridors for accessibility, reliability, safety, and other system performance measures and identify project needs for advancement.
3. Investigate the feasibility of incorporating alternative freight modes, including barge and rail, in freight planning efforts.
4. Help local jurisdictions to identify funding sources to support transportation improvements that expand access for economic activity and assist jurisdictions in addressing needs associated with funding source requirements, such as data collection.
5. Begin efforts, working with SJTPO's subregional partners, including the South Jersey Economic Development District (SJEDD) and other stakeholders to investigate ways to enhance travel and tourism in support of the planning factor within the FAST Act.
6. Identify standing committees within the region that represent business community (perhaps Chambers of Commerce) needs and develop dialogue to better incorporate economic development needs in transportation planning.
7. Investigate opportunities to more thoroughly address the tourism planning factor, researching activities of other similarly sized MPOs and throughout New Jersey, working to incorporate those strategies.

**Products (due dates):**

1. Establishment of the SJTPO Freight Advisory Committee (Summer 2021).
2. Report documenting regional freight generators, commodities, and network (Spring/Summer 2022).
3. Documentation summarizing activities SJTPO can undertake to advance economic development and tourism beyond freight and regional trails (Summer 2022).

**Funding:** \$39,485

**Project Manager:** Alan Huff



## 22/118: Resiliency & Reliability Planning

### **Objective:**

System Resilience and Reliability is one of the newer Metropolitan Planning Factors introduced in the FAST Act. Further, system resilience has taken on heightened importance considering the increasing frequency of extreme weather events, both regionally and nationally, which can inflict considerable damage on the transportation infrastructure. SJTPO's Resiliency & Reliability Planning work aims to improve SJTPO's resources and services in this increasingly key area. In addition to system resiliency, efforts related to the continuity of operations of SJTPO itself would also fall within this task. These efforts tie directly to the RTP goal to "Improve the Resiliency and Reliability of the Transportation Infrastructure."

### **Activities:**

1. Augment SJTPO's data repository to pinpoint vulnerable areas and critical infrastructure. Examples include storm-surge maps, updated flood insurance maps, and light detection and ranging (LIDAR) elevation data.
2. Work with NJDOT and other partners on risk management strategies for improving the resilience of transportation infrastructure against the impacts of extreme weather.
3. Work with subregional partners, along with NJDOT's Division of Environmental Resources, the NJ Climate Change Alliance group spearheaded by Rutgers University, as well the Management Transition Advisory Group (MTAG) spearheaded by Stevens Institute of Technology to develop a Regional Vulnerability Assessment for the SJTPO region. The purpose of this study would be to identify assets highly vulnerable to existing and future flooding and heat events, considering climate change factors, such as future temperature and flooding projections, storm surge, and sea level rise. The Vulnerability Assessment will identify locations on county and municipal roadways as at-risk due to flooding events.
4. Aid subregional partners and others, as appropriate, in enhancing transportation infrastructure resilience and reliability.
5. Collaborate with NJDOT's Office of Emergency Preparedness, subregional partners, and other agencies relevant to evacuation planning to facilitate coordination of emergency preparedness activities in the region. Efforts will focus on ensuring regional needs are adequately and appropriately addressed.
6. Convene a roundtable consisting of state, regional, and local stakeholders to learn more about and collaborate on more efficient emergency planning and operations in support of a strategy identified in the NJ Office of Emergency Management (NJ OEM) Statewide Hazard Mitigation Plan.
7. Continue to work with SJTA, SJTPO's administrative host, and other regional partners to expand upon the basic framework of a Continuity of Operations Plan drafted specific to SJTPO. Efforts shall include establishing a list of contacts and appropriate agencies to coordinate with in the event of an emergency, as well as develop protocols to ensure the



basic functions of the Organization are maintained. Incorporate “lessons learned” related to working from home and continuing basic operations during the COVID-19 pandemic.

**Products (due dates):**

1. Regional Vulnerability Assessment (initial draft, Spring 2022).
2. List of attendees, agenda, and potential action items resulting from emergency planning and operations roundtable (Spring 2022).
3. Continuity of Operations Plan (Fall 2021).

**Funding:** \$19,740

**Project Manager:** David Heller

## **22/119: Intelligent Transportation Systems Planning**

**Objective:**

Intelligent Transportation Systems (ITS) refers to the use of innovative technology to improve the safety, efficiency, and operations of transportation systems. FHWA encourages many ITS initiatives through the ITS Joint Program Office and Every Day Counts (EDC) program. SJTPO participates in many statewide ITS initiatives and is a member of the Intelligent Transportation Society of New Jersey (ITSNJ).

Preparing for future technologies, such as connected and autonomous vehicles, demand-responsive traveler information systems, and computerized traffic signal systems is crucial, as these technologies have the potential to transform New Jersey’s transportation systems and positively impact the quality of life for every traveler. This task will involve continued participation in statewide efforts related to intelligent transportation and incorporation into the planning process, as appropriate.

**Activities:**

1. Continue to participate in statewide collaboration on the NJ Statewide ITS Architecture. Participate in ITS Architecture Committee (IAC) meetings.
2. Participate in ITSNJ activities, including committee participation and attendance at the ITSNJ Annual Meeting, with the intent of disseminating information to local partners.
3. Work with subregional planning partners to identify ITS strategies and deploy ITS technologies in the SJTPO region. The goal would be to improve traffic operations by investing in fiberoptic and communication infrastructure across the region to support safety and mobility related initiatives.
4. Work with state and regional partners to investigate opportunities to incorporate automated/connected/electric/shared use vehicles into the metropolitan planning

process. Research activities of other similarly sized MPOs and throughout New Jersey, working to incorporate those strategies.

**Products (due dates):**

No final products anticipated.

**Funding:** \$13,160

**Project Manager:** Jason Simmons

## **22/120: Environmental & 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 participate in a variety of statewide air quality planning efforts and must represent their region's interests in transportation air quality matters.

**Activities:**

1. Coordinate with statewide transportation air quality planning efforts, which may include:
  - a. Monitor the development of SIP revisions and provide input to represent the region's interests when needed;
  - b. Ensure the adequacy of emissions budgets for the SJTPO region to maintain a conforming RTP and TIP;
  - c. Attendance and participation in air quality working group meetings, webinars, and discussions at the regional, state, and federal level.
2. Conduct any procedures required under transportation conformity regulations for adoption of the federal fiscal year (FFY) 2022-2031 TIP amendments thereto, including as needed:
  - a. Classifying projects for analysis;
  - b. Developing and operating the South Jersey Travel Demand Model (SJTDM);
  - c. Conducting interagency consultation procedures; and
  - d. 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. Monitor Greenhouse Gas (GHG) issues and regulations, both nationally and statewide, focusing on impacts to the SJTPO region. Continue to serve on Rutgers University's Climate Change Alliance, representing SJTPO's interests and providing input, as well as relaying proceedings back to SJTPO staff, TAC, and other stakeholders, as appropriate.

5. Work with NJ TRANSIT, Cross County Connection TMA, and other partners to promote clean-powered vehicles, such as electric buses to reduce air pollution and help to meet the State's 2050 GHG emissions targets under the Global Warming Response Act. Particular attention should be paid to low-income communities where pollutant concentrations are disproportionately higher.
6. In support of RTP 2050 Critical Issue #4, associated with regulatory burden, work on enhancing GIS repository of environmental data, building upon existing GIS layers of the Pinelands and CAFRA zones. Additional GIS layers may include Federal Emergency Management Agency (FEMA) Flood Zones, environmentally sensitive areas, such as wetlands, historic/cultural resources, etc., to help subregional partners anticipate and better navigate the regulatory burdens.

**Products (due dates):**

1. Conformity determination for SJTPO's RTP 2050 and FFY 2022-2031 TIP (as needed, contingent on NJDOT activity) (Summer/Fall 2022).
2. Provision of travel demand model output data and/or MOVES emission model input data to NJDEP (contingent on NJDEP activity, Winter/Summer 2022).

**Funding:** \$13,160

**Project Manager:** David Heller

## **22/121: Regional Coordination & Collaboration**

**Objective:**

Coordination with planning partners at the state, federal, regional, and subregional level is crucial to the success of the metropolitan transportation planning process. SJTPO recognizes the importance of participating in collaborative forums that promote the exchange of ideas, concerns, risks, and opportunities of transportation planning. Statewide Collaboration meetings hosted by NJDOT are held regularly and foster discussion among New Jersey's MPOs, NJDOT, NJ TRANSIT, FHWA, and FTA. In addition, SJTPO hosts forums for collaboration among regional and subregional partners to foster a regional approach to transportation planning and to improve project outcomes. These activities have and will continue to result in improved statewide policy and capital programming, reflecting SJTPO priorities and needs and support effective regional models of cooperation.

**Activities:**

1. Participate in New Jersey's statewide transportation planning efforts through participation with committees involved in statewide planning and operations, such as New Jersey State Transportation Innovation Council (STIC), Federal Highway EDC events, quarterly MPO Collaboration meetings, and other regionally focused collaborations.

2. Assess the implications for the region of any new or proposed state or federal legislation, regulations, and policies, and communicate implications to subregional partners.
3. Continue collaboration with NJDOT, NJ TRANSIT, DVRPC, and NJTPA in meeting USDOT's FAST Act requirements.
4. Participate in meetings of the SJTPO Policy Board, TAC, or other meetings with SJTPO subregional partners.
5. Continue to conduct discussions with the SJTPO Policy Board and TAC about the various types and amounts of federal and state transportation funding received annually and facilitate conversations about increasing the share of transportation funding received by the MPO.
6. Work with federal, state, and local partners in support of RTP 2050 Critical Issue #1, associated with funding imbalance to initiate further conversations about the formulas that determine the distribution of funds and work to ensure the metrics used achieve a better balance in investments that reflect the needs of all planning partners, such as urban and rural areas alike.
7. Work in support of RTP 2050 Critical Issue #2, associated with major projects to better understand the value of revenues generated at the Shore for the purposes of discussing possible ways to dedicate a portion of this revenue for critical infrastructure projects that make that revenue possible.

**Products (due dates):**

No final products anticipated.

**Funding:** \$52,645

**Project Manager:** Jennifer Marandino

## 22/130: Capital Programming & Project Development

### 22/131: Transportation Improvement Program (TIP)

**Objective:**

This task prepares and maintains the region's TIP, which is updated every two years and includes a ten-year list of projects scheduled for federal and state funding. The SJTPO TIP compliments the Statewide Transportation Improvement Program (STIP), which is a compilation of the three regional TIPs developed by the three MPOs covering New Jersey. The TIP/STIP 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 MPOs.

**Activities:**

1. Work with NJDOT to develop the financial plan for the TIP/STIP, as appropriate, for the FFY 2022-2031 TIP/STIP, or next cycle.
2. Provide technical assistance to member counties and municipalities and assist NJDOT and NJ TRANSIT in preparing financial plans for major capital projects, as necessary.
3. Liaise with NJDOT and NJ TRANSIT to help facilitate the development and approval of the TIP/STIP.
4. Process TIP/STIP amendments and modifications needed throughout the year via NJDOT's Electronic Statewide Transportation Improvement Program (e-STIP), conducting public involvement, as necessary.
5. Continue to refine SJTPO's Project Selection Process, as needed, to ensure planning priorities and regional needs consider all modes.
6. Coordinate with subregional partners to develop projects for funding. This includes attending meetings, conducting analysis, conducting project feasibility/eligibility assessments, and associated mapping of projects to determine urban/non-urban boundaries.
7. Facilitate with subregional partners to identify future projects several years in advance, to establish a 'project pipeline' to better plan future TIP funding requirements.

**Products (due dates):**

1. TIP amendment/modification tracker to be posted to SJTPO website and provided to TAC and Policy Board (ongoing, updated bi-monthly).
2. Local Lead Project Status and HSIP/CMAQ Project Status Charts (ongoing, updated bi-monthly).
3. Approved TIP (Summer/Fall 2021).
4. Memo to Executive Director outlining TIP/STIP amendment and modification requests received from NJDOT, NJ TRANSIT or subregional partners (ongoing, as needed).
5. Year-end Obligation Reports, produced by NJDOT and NJ TRANSIT, to be posted to SJTPO website (end of federal fiscal year, Fall 2021).

**Funding:** \$46,065

**Project Manager:** Jason Simmons

## **22/132: Local Project Development**

**Objective:**

Project development efforts, particularly on the local level are extremely valuable in preparation for projects to receive federal or other available funding. SJTPO will continue to work closely with its subregional partners, and local municipalities, as appropriate, 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:**

1. 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.
2. In coordination with NJDOT Local Aid and FHWA, engage with local partners to improve local public agency project delivery and compliance with federal regulations.
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. Work in partnership with NJDOT to develop and evaluate problem statements.
5. Work with local agencies to bring specific issues to the attention of NJDOT for further review and consideration.
6. In coordination with NJDOT Local Aid, explore opportunities to engage local public agencies (i.e., municipalities) broadening the coordination between regional partners with the focus being opportunities to access federal funding sources, such as HSIP, the SRTS program, and TA Set-Aside. The goal would be to improve the performance of these and other programs in seeing projects advance to construction authorization.
7. Work with subregional partners, in support of RTP 2050 Critical Issue #4, associated with regulatory burden, particularly in the Pinelands, to better detail specific barriers being experienced. Begin coordination with neighboring MPOs and counties within the Pinelands to assess similarities and differences of issues, which may include an information exchange among counties and MPOs to share common issues or possible solutions, if identified. The ultimate goal is to assist counties to identify internal solutions to common barriers or to begin conversations with the Pinelands Commission and other state, regional, and local partners to identify solutions.

**Products (due dates):**

1. Status charts for local lead projects including HSIP and CMAQ funded projects (ongoing, produced bi-monthly).
2. Schedule of key submission dates to better ensure project delivery (start of federal fiscal year, Fall 2021).
3. Summary of end of the year authorizations of SJTPO Local Lead Projects, highlighting federal dollars authorized in the region. (end of federal fiscal year, Fall 2021).

**Funding:** \$59,230

**Project Manager:** Jason Simmons

## 22/140: Safety Education & Public Outreach

### 22/141: Safety Education Programs & Presentations

#### **Objective:**

Dating back to 1998, SJTPO has offered a robust series of programs to teach the public about traffic safety. These programs are designed to bring awareness to the many risks presented to the roadway users and educate others on how minor changes in behavior can make an enormous difference in increasing safety on area roadways. Guided by New Jersey's SHSP, SJTPO has programs focusing on Drivers (drowsy and distracted driving, aggressive driving/speeding, impaired driving, mature drivers, teen drivers, occupant protection, and proper licensing), Other Users (pedestrian and bicycles), and Vehicles (motorcycles and trucks). Programs are specifically targeted to an appropriate age group. Typically, these presentations are made in-person at local schools or organizations in the SJTPO region and surrounding areas. However, like other public outreach activities, the Safety Education Programs and Presentations required adaptation because of the COVID-19 pandemic. SJTPO has purchased a license for GoToWebinar to deliver the programs and presentations in a virtual meeting environment.

This task funds SJTPO's traffic safety education programs and initiatives in cooperation with the DHTS and other agencies. The education and outreach programs work in combination with improvements to area infrastructure to make a meaningful difference in reducing crashes across the region and New Jersey.

#### **Activities:**

1. Continue with on-going programs, such as Share the Keys, Car Crashes, It's Basic Physics, Teens and Trucks, Most Dangerous Place on Earth, Belts on Bones, Car-Fit for Senior Drivers, and others.
2. Continue to facilitate Child Passenger Seat (CPS) training, as requested by others, and present education programs related to child passenger safety and occupant protection.
3. Provide Defensive Driving training to the public in the SJTPO region, utilizing the National Safety Council (NSC) program. Traffic Safety Specialists recently obtained Instructor Credentials to be able to provide this training.
4. Work with community organizations to advance local safety initiatives. Participate in community events, such as National Night Out.

#### **Products (due dates):**

1. List of Presentations, target age group, and number of persons reached, organized by Focus/Objective number, as indicated in DHTS Federal Highway Safety Grant (ongoing, reported quarterly).



**Funding:** \$52,645

**Project Manager:** Jennifer Marandino

## **22/142: Safety Education Collaboration & Professional Development**

### **Objective:**

SJTPO collaborates with many organizations on programs and activities that address different facets of safety. Working together with regional and state partners is the key in reducing serious injury and fatal crashes on all public roadways. This is part of SJTPO's commitment to work *Toward Zero Deaths* and ensure that all roadway users get home safely.

This task will maintain professional affiliation by attending traffic safety meetings and trainings with the goal being to increase knowledge and awareness of relevant safety topics. Additionally, included in this task, staff will participate in traffic safety conferences.

### **Activities:**

1. Attend quarterly meetings of the New Jersey Police Traffic Officers Association, Regional Police Chiefs meetings, DVRPC Regional Safety Task Force, and Statewide Traffic Records Coordinating Committee (STRCC), among others.
2. Coordinate efforts in safety education and outreach with national, regional, and statewide partners, attending events, such as Lifesavers National Conference on Highway Safety Priorities, NJ TransAction, among other trainings, including webinars or virtual events.
3. Attend meetings and deliver trainings with Kean University and New Jersey Association of Accident Reconstructionist (NJAAR) to police officers about crashes.
4. Attend meetings and conduct trainings with Safe Kids NJ related to child passenger seat safety, as well as attend updates of Share the Keys Facilitator Training, Safety Voyager, Title 39, Motorcycle and Pedestrian Safety and Outreach and Driver Education, among others.
5. Participate in the CPS Car Seat Inspection Program held by county partners to ensure the installation of child passenger seats is correct, as well as certifying others as CPS Instructors.
6. Using SJTPO's Network Screening List, capitalize on SJTPO's data-driven work to advance infrastructural safety projects to evaluate crash trends across the region and evaluate new opportunities to target programs to address specific transportation safety issues.
7. Support the various safety education programs offered by SJTPO with a robust and innovative social media campaign, as well as the use of other innovative technologies to attract a wider public to participate in SJTPO safety outreach programs.



**Products (due dates):**

1. List of trainings and target age group organized by Focus/Objective number as indicated in DHTS Federal Highway Safety Grant (ongoing, reported quarterly).

**Funding:** \$26,325

**Project Manager:** Jennifer Marandino

## **22/143: Public Involvement & Outreach**

**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 significant role. Federal legislation requires consultation with federally recognized tribes in transportation planning, which includes providing information about opportunities for early coordination during the planning process and major planning activity documents. SJTPO has been working in direct partnership with FHWA, NJDOT, and partner MPOs to increase the consultation and coordination. More generically, SJTPO has a Public Involvement Plan (PIP) describing the procedures it follows related to all planning activities.

**Activities:**

1. Maintain and update the SJTPO website, [www.sjtpo.org](http://www.sjtpo.org), to ensure regional partners, stakeholders, and the public can find information and materials related to all SJTPO activities. Tasks may include the development of additional webpages and updating of content, such as placing notice of public comment opportunities on the Announcements and Public Comment webpages, noting availability of Request for Proposals (RPFs), and making board and committee agenda packets accessible prior to meetings.
2. Continue to engage the public to strengthen public confidence and participation in the planning process using web tools/technology, social media, outreach, education, as well as in-person and virtual public meetings.
3. Continue efforts to build and support the Community Outreach and Engagement Committee (COEC), formerly known as the Citizens Advisory Committee (CAC), to reach a representative sampling of the region's diverse population to share information and receive feedback on SJTPO activities and projects.
4. Continue to utilize, evaluate, and update the PIP, as needed, to ensure SJTPO's outreach practices meet federal requirements, keep up with best practices, maximize the effectiveness and utility of comments received, and ensure that practices respond to the needs of the region's residents.
5. Develop relationships with local media outlets and establish protocols to engage local media in outreach efforts.

6. Increase use of visualization, such as infographics and video to simplify SJTPO concepts and make the process more engaging.
7. Continue to utilize the SJTPO website, [www.sjtpo.org](http://www.sjtpo.org), to provide information, solicit public comment, and promote activities, such as traffic safety education, and continue to explore and test current ways to make the website and its content more engaging.
8. Produce educational content for the *On the Go* newsletter, email blasts, social media, or other uses that promote planning priorities, including, but not limited to safety, public health, equity, bicycle and pedestrian issues, environment, as well as to better promote the work being done by SJTPO and its partners, including the planning process and project advancement.
9. Continue to bolster social media usage to communicate with the public, generate interest in transportation issues, promote traffic safety education efforts, and evaluate ways to effectively receive feedback from the public as a part of an effort to attract a wider public to participate in the SJTPO planning process.
10. Engage in new partnerships with stakeholders that are uniquely connected with transportation issues, including but not limited to the health community, environmental groups, social service organizations, and others. Continue to build SJTPO's list of stakeholders and members of the public to better inform the region about SJTPO's regional efforts and activities and those of its partners.
11. Work to identify best contacts with each of the 68 municipalities in the SJTPO region to better share opportunities and learn about needs and barriers in the region.
12. Conduct public involvement activities, as laid out in SJTPO's PIP, associated with SJTPO's Core documents. This may include advertising in the local newspapers, conducting comment periods, and holding public meetings, among other related tasks.
13. Carry out consultation with Federally and Non-Federally Recognized Tribes, consistent with federal guidance, including notification of early coordination opportunities during the planning process, and providing access to major planning activity documents.

**Products (due dates):**

1. SJTPO website (ongoing, updated regularly).
2. Refinements and additions to the COEC (ongoing, throughout the year).
3. Refinements and additions to the PIP (ongoing, as needed).
4. Additions to the SJTPO list of stakeholders (ongoing, throughout the year).
5. Database of municipal contacts (ongoing, throughout the year).
6. Database documenting consultation and coordination of Federally and Non-Federally Recognized Tribes (ongoing, throughout the year).

**Funding:** \$131,615

**Project Manager:** Alan Huff

## 22/144: Equity & Public Health

### **Objective:**

The federal government places great emphasis on a variety of equity issues, including Title VI, Environmental Justice (EJ), Limited English Proficiency (LEP) and others not only for MPOs, but for all federally funded entities. Title VI refers to Title VI of the 1964 Civil Rights Act, which states that "no person in the United States, shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Federal guidance defines Environmental Justice as "the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies."

SJTPO takes its role in Title VI and EJ seriously and strives to meet and exceed these standards. SJTPO actively works to advance these initiatives through continuous monitoring of federal requirements, updating demographic analyses by which transportation planning activities are measured, and is actively evaluating the transportation system for gaps in serving vulnerable populations. Inherent in these activities and others is the impact of decision-making and planning work on health – these impacts must be better understood to be better addressed.

### **Activities:**

1. Continue to utilize, evaluate, and update the Title VI Implementation Plan, LEP Plan, and EJ Plan, as needed, to ensure SJTPO practices and projects meet federal requirements, keep up with best practices, maximize effectiveness, and ensure that the plans respond to the needs of the region's residents.
2. Remain current on Title VI activities, monitor federal and state requirements, and review contract documents for conformance with applicable policies.
3. Coordinate with federal, state, and regional partners to build on the recently created Title VI Coordinator role. Work with partners, staff, and subregions to ensure that activities comply with Title VI and related requirements.
4. Utilize best practices to reach underserved and/or disadvantaged populations identified as part of the FY 2020 Multilingual Outreach Services technical study.
5. Continue to identify regional partners that would be willing to help SJTPO reach additional members of the public, making SJTPO processes more equitable.
6. Make translation of Core documents available, as well as utilize online tools to translate other documents into languages spoken throughout the region. Work to identify and secure on-call consultant services to provide translation, interpretation, and other accommodations.

7. Continue to work to incorporate recommendations from SJTPO's most recent Federal Certification Review related to Civil Rights. Efforts under this activity began in FY 2020 and will continue into FY 2022.
8. Assess projects in the SJTPO TIP and other projects funded in the SJTPO region, such as those through the HSIP, SRTS, TA Set-Aside, and CMAQ programs and identify their impact on Title VI/EJ populations. Assess recently updated project selection criteria and make refinements, as needed, to ensure that the needs of underserved communities are given explicit and meaningful consideration.
9. Work to identify barriers to greater equity in the advancement of transportation projects and work with federal, state, and regional partners to identify ways to overcome those barriers.
10. Work with NJDOT and MPO partners to establish specific Disadvantage Business Enterprise (DBE) goals applicable to Professional & Technical Services, as appropriate.
11. Work with state, regional, and local planning partners to better understand the role of SJTPO in incorporating public health into the planning process and addressing public health in project advancement.

**Products (due dates):**

1. Refinements and additions to the Title VI Implementation Plan (ongoing, as needed).
2. Refinements and additions to the Limited English Proficiency (LEP) Plan ongoing, (as needed).
3. Refinements and additions to the Environmental Justice (EJ) Plan (ongoing, as needed).
4. On-call consultant services for translation, interpretation, and accommodation (ongoing, as needed).
5. Refinements and additions to the SJTPO Project Selection Criteria (as needed to ensure proper inclusion of equity and public health issues).

**Funding:** \$59,225

**Project Manager:** Alan Huff

## 22/150: Program Management

### 22/151: Administration & Internal Management

**Objective:**

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

### Activities:

1. Maintain SJTPO office budget and expense records, prepare timesheets and inventory records, conduct procurement activities, develop related records, and complete other administration functions.
2. Oversee SJTA financial administration and human resource management activities.
3. Maintain basic computer maintenance and oversee IT services contracted through PCS.
4. Secure and administer SJTPO's grant through NJ DHTS, monitor progress of the grant, submit progress reports, reimbursements, and close outs or other necessary documentation, specifically related to the DHTS grant.
5. Work to reduce the recommended areas of improvement as identified by NJDOT within previous years' Risk Prequalification Assessment Form, specifically in the areas of Project Management and Scheduling and Document Retention.
6. Provide office support to the SJEDD, pursuant to an agreement between SJEDD and SJTPO.

**Products (due dates):**

1. Budget and Expense Records Log (ongoing, recorded as necessary).
2. Employee Timesheets (ongoing, processed bi-weekly).
3. Employee Reimbursements (ongoing, processed monthly).
4. Inventory of all items over a \$500 value (ongoing, reviewed annually).
5. Computer Inventory, completed by PCS (ongoing, reviewed annually).
6. Quarterly Reimbursement Request/Progress Reports to maintain DHTS grant (each quarter).

**Funding:** \$236,910

**Project Manager:** Monica Butler

## 22/152: Board and Committee Support

**Objective:**

This task provides the routine support for the Policy Board, TAC, and any ad hoc committees not specifically dedicated to other tasks.

### Activities:

1. Arrange locations and times for meetings, issue meeting notices, including coordinating with administrative host to appropriately advertise meetings.
2. Assemble member credentials, update meeting mailing lists and membership rosters, and compile other contact lists.

3. Develop, edit, and compile necessary documentation and supporting materials for monthly agenda items, including preparation of item sheets and resolutions.
4. Distribute meeting notices and materials to board and committee members with follow-up, as necessary, for purposes of quorum, release cancellation and/or special meeting notices.
5. Prepare for and attend meetings, take and transcribe minutes, including any coordination with staff and member agencies in the development of meeting minutes, and maintain records.
6. Answer requests from members and outside sources.

**Products (due dates):**

1. Annual meeting schedule and Notice for publishing related to Policy Board and TAC, as appropriate (Fall/Winter 2021).
2. Member credentials and informational rosters (ongoing, updated January/February 2022).
3. Supporting materials related to the Policy Board and TAC meetings, including emails to committee members (ongoing, monthly/bi-monthly preparation).
4. Meeting minutes (ongoing, monthly/bi-monthly preparation).

**Funding:** \$105,290

**Project Manager:** Monica Butler

## **22/153: Unified Planning Work Program**

**Objective:**

The UPWP essentially serves as the master regional transportation planning funding application. The general content of the UPWP will reflect the requirements applicable to MPOs that are designated as TMAs. Activities under this task will prepare the 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.

**Activities:**

1. Work in consultation with administrative host to prepare a status of activity expenditures, including a comparison of budgeted (approved) amounts and estimated costs incurred for purposes of reporting to NJDOT.
2. Prepare and submit to NJDOT a semi-annual and final program summary report detailing the current UPWP progress during the preceding six months.
3. Process UPWP amendments and related contract modifications, including Task Order and Notice to Incur Cost.

4. Direct development of FY 2023 Subregional Planning Work Programs and technical studies.
5. Develop the FY 2023 Central Staff Work Programs in coordination with member agencies, including special consideration at TAC or special meetings.
6. Compile the FY 2023 UPWP document, work with administrative host to prepare budgets, and coordinate the MPO reviews.
7. Prepare Self-Certification documents, coordinate with federal agency representatives, complete other procedures related to compliance with federal requirements, and keep up to date on changes in requirements.

**Products (due dates):**

1. Executed Task Order, allocating funds to SJTA for FY 2022 UPWP (July 2021).
2. Task Order Modification Requests and Executed Agreements (ongoing, as needed).
3. Semi-annual and final program summary report (January 2021 and August 2022).
4. Final deliverables for all Central Staff, Subregional Work Program, and Technical Studies included within FY 2022 UPWP (August 2022).
5. Draft and Final FY 2023 UPWP (December 2021 and March 2022).

**Funding:** \$26,325

**Project Manager:** Jennifer Marandino

## **22/154: Subregional Planning Work Program Management**

**Objective:**

SJTPO central staff oversees the four-county Subregional Planning Work Programs, including coordinating and reviewing the work throughout the year. This task also covers managing the contracting process for these programs, as well as technical assistance when appropriate.

**Activities:**

1. Evaluate risk of subrecipients, who receive pass-through funds from SJTPO to ensure compliance with federal requirements, performing an annual risk assessment.
2. Manage Subcontract Agreement and contracting processes.
3. Review progress reports, invoices, and technical products from the subregional programs for approval throughout the year.
4. Coordinate with NJDOT and SJTA, obtaining necessary data and figures for the preparation of quarterly report.
5. Provide technical assistance to, or participate in, the studies and subregional program activities, as appropriate.

### **Products (due dates):**

6. Quarterly Invoices and subregional reports associated with reimbursement by NJDOT (ongoing, as needed).
7. Call for FY 2023 Subregional Work Program budget and description (Fall 2021).
8. FY 2023 Subregional Risk Assessment, to be completed annually (Spring 2022).
9. FY 2023 Subcontract Agreements between SJTA and subregional partners (Spring/Summer 2022).

**Funding:** \$26,325

**Project Manager:** David Heller

## **22/155: Technical Program Management**

### **Objective:**

In addition to managing the Subregional Planning Work Program, SJTPO central staff manages the technical studies performed by consultants. This task covers managing all aspects of the technical program, including scope development, release of a Request for Proposal (RFP), consultant selection, and management of the technical study once it is underway.

[Task 21/401 SJTPO Regional Freight Plan Data Collection and Analysis](#) is a continuing technical study from a prior year Task Order.

New technical studies in this year's work program include [Task 22/401 Automated Traffic Signal Performance Feasibility and Deployment](#) and [Task 22/402 Regional Trails Network – Feasibility Survey, Cape May County](#), as identified in 20/400 Technical Program. The previous Regional Trail Network – Feasibility Survey (Task 20/403) included identification and evaluation of feasible routing for the Atlantic County Bikeway West. This task is anticipated to be completed by June 30, 2021, FY 2021. The new technical study, in this year's work program, is a similar effort but will assess right-of-way options between Atlantic and Cape May Counties' existing/funded trails facilities.

### **Activities:**

1. Manage the technical studies, including preparation of the scope of work, releasing RFPs, consultant selection, managing consultant-led studies, and reviewing invoices prior to payment.
2. Work with consultant, tracking the project to ensure the technical effort meets key milestones and deliverables related to project completion. This includes attending meetings, participating in project related calls, and communicating with consultant, subregional partners, and/or NJDOT Local Aid, as appropriate.





3. Review progress reports, invoices, and technical products from technical studies for approval throughout the year.

**Products (due dates):**

1. RFP for Automated Traffic Signal Performance Measure Feasibility and Deployment Study (Summer 2021).
2. RFP for Regional Trails Network – Feasibility Survey, Cape May County (Fall 2021).
3. Technical study invoices associated with reimbursement by NJDOT (ongoing, as needed).

**Funding:** \$138,195

**Project Manager:** Alan Huff/David Heller/Jason Simmons

### 3. 22/200: Financial Administration

Administrative services are provided by SJTA pursuant to the Basic Agreement between NJDOT, SJTA, and SJTPO (Agreement Number 2019-SJTA-001).

#### 22/201: Financial & Administrative Services

##### **Objective:**

SJTPO provides funding to SJTA for financial administration and subcontracting on behalf of SJTPO with the counties and consultants, purchasing, grants, accounting, human resource management, and accounts payable and accounts receivable. All 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:**

1. Execute agreements, task orders, and modifications to receive SJTPO's federal funding from NJDOT, and pass 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, initially incurring all costs on behalf of SJTPO, to be reimbursed by NJDOT after submission of appropriate financial documents.
4. Provide all human resource management, including executing appropriate documents and process for any employee actions, as well as all administration associated with health benefits and related tasks.

##### **Products (due dates):**

1. Task Order Agreement and Modifications (ongoing, as needed).
2. Executed Subcontract Agreements associated with consultant-led technical studies (ongoing, as needed).
3. Invoices and Payment Vouchers associated with reimbursement by NJDOT (ongoing, as needed).

**Funding:** \$71,500

**Project Manager:** Monica Butler

## 4. 22/300: Subregional Planning Work Programs

SJTPO counties are vital partners in all SJTPO planning processes. The counties 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 RTP updates and related projects. The counties participate in the SJTPO TIP, support public involvement, and provide other assistance to SJTPO priorities.

The County Subregional Planning Work Programs 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 its project conforms to the goals and objectives of SJTPO's RTP. The specific goal(s) being promoted by the Task III project (i.e., "Improve the Efficiency and Operations of the Existing Transportation System") is/are listed in the Subregional Planning Work Programs' Task III description. SJTPO staff works with the counties to develop a Task III project that helps advance the regional goals, identified within SJTPO's current RTP, ensuring the project is relevant to transportation planning.

Task III projects within this year's County Subregional Planning Work Programs include corridor level traffic improvement investigation, tax parcel data, geometry update and land use analysis, as well as roadway and intersection improvement analysis, and select county locations for a traffic counting program. Cape May County has elected not to complete a Task III project for FY 2022.

Details of the Task I, Task II, and Task III activities for each county are provided below. A breakdown of the funding for each county is additionally provided. [Table 9](#) provides a funding summary of the County Subregional Planning Work Programs, broken down for each county.

Although the due dates for some final products of county work tasks are noted as no later than mid-August 2022, no work shall be billed after June 30, 2022, the end of the state fiscal year.

## 22/301: 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 Planning Work Program, providing general administration of the program.

### **Activities:**

1. Submit quarterly progress reports and a program year completion report of the FY 2022 Subregional Planning Work Program to SJTPO.
2. Maintain time sheets (by staff and task).
3. Develop the FY 2023 County Subregional Planning Work Program.

### **Products (due dates):**

- Quarterly and final progress reports (10 days after the close of the quarter).
- FY 2023 Subregional Planning 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 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 2022, to be submitted as completed or with the county's progress report. Count information will be in a portable document format (.pdf) with summary count statistics submitted in spreadsheet format to be provided by SJTPO. Count data will 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 RTP.

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, GIS data, development review activity, and aerial photographs, etc.) from public and private agencies.
4. Review and comment on SJTPO demographic projections and, as needed, develop and provide demographic projections to SJTPO. Participate in review and analysis of Census data and reports.

#### **Transportation Improvement Program (TIP)**

1. Provide SJTPO with construction-ready road projects or other (i.e., 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. Monitor the progress of TIP projects and provide a project status report with each subregional quarterly report and/or work with SJTPO staff in a periodic review of projects.
3. Provide Study and Development projects and assist in the screening and evaluation of projects, as appropriate.
4. Review and comment on NJDOT and NJDEP TIP/STIP 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 to schedule their attendance at County Planning Board meetings or providing MPO updates (by county staff) at these meetings.

#### **Products (due dates):**

##### **No work shall be billed after June 30, 2022, the end of the state fiscal year.**

- Any plans, studies, or 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 mid-August 2022).
- Prioritized list of project pool candidates (every two years, 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 mid-August 2022).

## Task III: Supportive Studies

### Delilah Road (CR 646) Traffic Improvement Study

The section of Delilah Road CR 646 from Fire Road CR 651 to Main Road CR 585 is a critical arterial roadway. The segment of roadway provides for East-West movements within the Atlantic City and other municipalities. The segment connects major residential areas to employment and shopping centers in Egg Harbor Township, Pleasantville, and Absecon. The result is multiple turning movements along the segment in multiple locations. This presents both safety and capacity issues along the noted segment. Atlantic County proposes to complete a detailed traffic study of the segment that will include:

- Analysis of traffic operations and safety;
- Evaluation of bicycle, pedestrian, and transit movements in this segment;
- 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 activity advances SJTPO's RTP goal to "Improve Transportation Safety" within the subregions. The project will be completed in-house by county staff. Products will be delivered as completed, no later than mid-August 2022. However, no work shall be billed after June 30, 2022, the end of the state fiscal year.

**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

**Staffing Plan:** The county anticipates staff listed on the subsequent page will contribute the following number of workdays throughout the fiscal year to accomplish the above referenced tasks, activities, and deliverables. Any work anticipated to be completed by a consultant is not included. Further, Atlantic County works in partnership with local colleges and universities in the area to hire a GIS Intern during the academic year. A portion of the intern's work is charged to the County's Subregional Work Program. The position of GIS Intern is listed in the County's staffing plan, but a specific name cannot be identified at this time because of the nature of the position.

Name	Position	Days
John Peterson	Director	64
Brian Walters	Supervising Planner	7
Robert Lindaw	Assistant Director	3
Sarah Taylor	GIS Specialist	37
Everest John	Senior Planner	71
Ed Newman	Traffic Analyst	9
Ali Majd	Assistant Engineer	17
Emily Peraria	GIS Specialist	61
--	GIS Intern	8

## 22/302: 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 Planning Work Program, providing general administration of the program.

### Activities:

1. Submit quarterly progress reports and a program year completion report of the FY 2022 Subregional Planning Work Program to SJTPO.
2. Maintain time sheets (by staff and task).
3. Develop the FY 2023 County Subregional Planning Work Program.

### Products (due dates):

- Quarterly and final progress reports (10 days after the close of the quarter).
- FY 2023 Subregional Planning 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 2022, 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.
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 the following:
  - a. Data dissemination, such as responding to transportation-related data requests (i.e., crash and traffic count data, GIS data, development review activity, and 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 with the intention of expanding the trail system, components of which include classification and wayfinding signage elements;
  - c. Participate in municipal transportation planning initiatives;
  - d. Participate in municipal and county complete streets initiatives, ensure opportunities for public input;
  - e. Participate in regional trail planning and connectivity-related projects;
  - f. Assist with planning and programming initiatives to enhance efficiency and effectiveness of the Cape May County Fare Free Transportation System;
  - g. Continue work on developing and implementing the county-wide wayfinding signage system;
  - h. Continue to participate in disaster recovery and adaptation planning efforts; and
  - i. Other transportation-related projects that may arise during FY 2022.
4. Review and comment on SJTPO demographic projections and, as needed, develop and provide demographic projections to SJTPO. Participate in review and analysis of Census data and reports.

#### **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. Monitor the progress of TIP projects and provide a project status report with each subregional quarterly report and/or work with SJTPO staff in a periodic review of projects.



3. Provide Study and Development projects and assist in the screening and evaluation of projects, as appropriate.
4. Review and comment on NJDOT and NJDEP TIP/STIP 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 to schedule their attendance at County Planning Board meetings or providing MPO updates (by county staff) at these meetings.

### **Products (due dates)**

**No work shall be billed after June 30, 2022, the end of the state fiscal year.**

- Any plans, studies, or 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 mid-August 2022).
- Prioritized list of project pool candidates (every two years, 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 mid-August 2022).

## **Task III: Supportive Studies**

Due to the limited staff resources within the Planning Department, **Cape May County has elected not to complete a Task III Supportive Study in FY 2022.** The county will explore opportunities to complete a Task III study in the future.

**Funding:**      **\$43,000 Total** (Task I \$4,200; Task II \$38,800, and Task III \$0,000)

Federal/Local share breakdown of total cost:

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

**Staffing Plan:** The county anticipates staff listed on the subsequent page will contribute the following number of workdays throughout the fiscal year to accomplish the above referenced tasks, activities, and deliverables. Any work anticipated to be completed by a consultant is not included in this list.

Name	Position	Days
Leslie Gimeno	Director	50
Scott Mullen	Senior Planning Aide	25
Brian O'Connor	GIS Specialist	30
Jason Downie	GIS Specialist	25

## 22/303: 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 Planning Work Program, providing general administration of the program.

#### Activities:

1. Submit quarterly progress reports and a program year completion report of the FY 2022 Subregional Planning Work Program to SJTPO.
2. Maintain time sheets (by staff and task).
3. Develop the FY 2023 County Subregional Planning Work Program.

#### Products (due dates):

- Quarterly and final progress reports (10 days after the close of the quarter).
- FY 2023 Subregional Planning 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 2022, 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 RTP.
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 (i.e., crash and traffic count data, GIS data, development review activity, and aerial photographs, etc.) from public and private agencies.
4. Review and comment on SJTPO demographic projections and, as needed, develop and provide demographic projections to SJTPO. Participate in review and analysis of Census data and reports.
5. Review data, general information (crash 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.
6. Identify areas, facilities, and projects for transportation improvements. Extension of rail service, trails, and bikeways will be researched, pursued, and recorded, as warranted.
7. Update and digitize county road database along with public facilities and other major traffic generators to produce updated and thematically oriented road maps.
8. Other transportation-related projects which may arise during FY 2022.

**Transportation Improvement Program (TIP)**

1. Provide SJTPO with construction-ready road projects or other (i.e., 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. Monitor the progress of TIP projects and provide a project status report with each subregional quarterly report and/or work with SJTPO staff in a periodic review of projects.
3. Provide Study and Development projects and assist in the screening and evaluation of projects, as appropriate.
4. 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.
5. Review and comment on NJDOT and NJDEP TIP/STIP 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 to schedule staff attendance at County Planning Board meetings or providing MPO updates (by county staff) at these meetings.

### **Products (due dates)**

#### **No work shall be billed after June 30, 2022, the end of the state fiscal year.**

- Any plans, studies, or 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 mid-August 2022).
- Prioritized list of project pool candidates (every two years, 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 mid-August 2022).
- Outline of future facilities, route alignments and other transportation needs (as completed, no later than mid-August 2022).
- County Road Map for public distribution and in digitized database (as completed, no later than mid-August 2022).

## **Task III: Supportive Studies**

### **Tax Parcel Data & Geometry Update and Land Use Analysis**

This project involves the full update of 2007 Cumberland County tax parcel data with current 2019/2020 information and digitization of 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 2020 and their transportation implications, which may also include economic and natural hazard (flood zones) concerns.

While consultant work related to tax parcel data attributes was completed in the 2018 Subregional study, the geometries of the parcels were not updated, causing inaccuracies in the parcel data. As well, approximately 342 new lots have been created in Cumberland County within the past 10 years, with their geometry not being updated in the 2018 work, and with no attributes established for said parcels. This project will, where applicable, include information from the FY 2018 Subregional Task III study and update it with current data.

This activity advances several goals within SJTPO's RTP including 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, 2022.

**Funding:**      **\$103,200 Total** (Task I \$5,000, Task II \$32,200, and Task III \$66,000)  
                          Federal/Local share breakdown of total cost:  
                          Federal Share (80%) \$82,560 / County Match (20 %) \$20,640

**Staffing Plan:** The county anticipates staff listed below will contribute the following number of workdays throughout the fiscal year to accomplish the above referenced tasks, activities, and deliverables. Any work anticipated to be completed by a consultant is not included in this list.

<b>Name</b>	<b>Position</b>	<b>Days</b>
Matthew Pisarski	Director	47
Sharon Mollick	Senior Planner	35
Joseph Zaccaria	GIS Specialist	20
Omarey Williams	Shared Services Coordinator	5
Doug Whitaker	Assistant Engineer	12

## 22/304: 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 Planning Work Program, providing general administration of the program.

### **Activities:**

1. Submit quarterly progress reports and a program year completion report of the FY 2022 Subregional Planning Work Program to SJTPO.

2. Maintain time sheets (by staff and task).
3. Develop the FY 2023 County Subregional Planning Work Program.

**Products (due dates):**

- Quarterly and final progress reports (10 days after the close of the quarter).
- FY 2023 Subregional Planning 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 2022, 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 Congestion Management Process (CMP), NJDOT State Management Systems, and SJTPO's RTP.
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, GIS data, development review activity, and aerial photographs, etc.) from public and private agencies.
4. Review and comment on SJTPO demographic projections and, as needed, develop and provide demographic projections to SJTPO. Participate in review and analysis of Census data and reports.

**Transportation Improvement Program (TIP)**

1. Provide SJTPO with construction-ready road projects or other (i.e., 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. Monitor the progress of TIP projects and provide a project status report with each subregional quarterly report and/or work with SJTPO staff in a periodic review of projects.

3. Provide Study and Development projects and assist in the screening and evaluation of projects, as appropriate.
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 providing information on SJTPO activities, work with SJTPO staff to schedule their attendance at County Planning Board meetings or providing MPO updates (by county staff) at these meetings.

### **Products (due dates):**

**No work shall be billed after June 30, 2022, the end of the state fiscal year.**

- Any plans, studies, or 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 mid-August 2022).
- Prioritized list of project pool candidates (every two years, 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 mid-August 2022).

## **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 the start of FY 2022. 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 collaboration with SJTPO staff.

This activity advances 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(s) to be retained for this project. 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 mid-August 2022. However, no work shall be billed after June 30, 2022, the end of the state fiscal year.

**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

**Staffing Plan:** The county anticipates staff listed below will contribute the following number of workdays throughout the fiscal year to accomplish the above referenced tasks, activities, and deliverables. Any work anticipated to be completed by a consultant is not included in this list.

<b>Name</b>	<b>Position</b>	<b>Days</b>
Joseph Augustyn *	Acting Planning Director	5
Matt Goff	Principal Planning Aide	12
John Crawford	Supervisor	1
James H. McKelvie **	County Engineer	6
* Planning consultant with Alaimo Group		
** Engineering consultant with Alaimo Group		



## 5. 22/400: Technical Program updated 5/24/2021

To supplement the various agency work programs described above, SJTPO will initiate and administer technical studies and projects to be performed by consultants. A total of \$203,499 is programmed for three consultant-led studies within the Technical Program, utilizing FHWA Statewide Metropolitan Planning (PL) funds. Consultant services are necessary for an automated traffic signal performance measure pilot, as well as a trails feasibility effort. The third consultant-led effort was amended into the UPWP in May to allow for review and optimization of the backend of the SJTPO website. The two original efforts are anticipated to be two-year efforts. The ability to collect summer traffic volumes and locations is important to the Automated Traffic Signal Performance Feasibility and Deployment technical study, which can only be accomplished as a two-year effort. The Trails Feasibility Survey, Cape May County, in this year's UPWP will build off and utilize lessons learned from a similar effort in FY 2021. That effort is expected to continue into early FY 2022. Thus, there is a need to provide more than one-year to complete the new trail effort in FY 2022. The website-related effort will be a single-year effort. A description of each study is provided herein.

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

The SJTPO Regional Freight Plan Data Collection and Analysis technical effort was identified within the FY 2021 UPWP as having a continuing task order in SJTPO's FY 2022 UPWP, along with the more recently added Air Quality Technical Assistance effort. Other technical studies from FY 2018 and 2020 will also continue work into the FY 2022 UPWP; [Task 18/407 Cumberland County Bicycle/Pedestrian Safety Action Plan](#) and [Task 20/403 Regional Trail Network – Feasibility Survey](#), respectively. Additional detail along with a description of continuing work from previous work programs are provided within [Appendix A. Table 10](#) provides an overview of how SJTPO will spend the associated money.

### **22/401: Automated Traffic Signal Performance Feasibility and Deployment (2-year)**

One of the current FHWA Every Day Counts – Round 4 (EDC-4) initiatives is Automated Traffic Signal Performance Measures (ATSPMs). ATSPMs allow for real-time and historical monitoring of many metrics, including approach volumes, vehicle delays, arrivals on red, approach speeds, pedestrian delays, turning movement counts, and many more. Availability of metrics is dependent on the type of monitoring equipment installed.

The use of ATSPMs will provide signal operators with the high-resolution traffic data needed to monitor, manage, and improve signals. This initiative supports the MAP-21 and FAST Act drive for performance measures and performance-based planning, as well as supporting New Jersey's drive for ITS project implementation. This task will also support one of NJDOT's MPO Transportation Priorities, which is to "improve traffic operations through Intelligent Transportation Systems (ITS) upgrades." Additionally, work associated with this technical study is supportive of various goals SJTPO's RTP goal to "Mitigate Traffic Congestion and Promote Efficient System Operation."

This task will provide consultant support to coordinate with subregional partners to provide various analytical services in determining the best technology for the desired application. Based upon the findings and defined objectives of the subregional partners, ATSPMs equipment will be deployed at test locations in the SJTPO region. Test equipment may include modems for internet connectivity and software upgrades for the signal controllers. This task may also include consultant monitoring of the collected data, analysis of the data, and recommendations for operational improvements. This will be a two-year effort to ensure summer traffic volumes and locations are considered. Seasonality of traffic in the SJTPO region is significant and any effort to identify preferred technologies will require analyzing summer travel.

**Funding:** \$110,000 (FHWA-PL)

**Project Manager:** Jason Simmons

## **22/402: Regional Trails Network – Feasibility Survey, Cape May County (2-year)**

In partnership with state and national bicycle and pedestrian advocacy groups, as well as local governments, SJTPO has been working to advance a regional trails network in the four-county region. This began with a Communications and Marketing Plan in FY 2019. This effort included an outreach element to the public, as well as to stakeholders in the region and an assessment of existing conditions. Through this work, an initial need was identified to look at opportunities to deploy a network of trails on a larger scale than has been done in the past. Cape May County has an extensive and growing network of trails across the southern and central portions of the county. Atlantic County has critical trails facilities on the ground or under investigation between Somers Point to the southeast and Camden County to the west, ultimately connecting to future facilities in Camden County and on to Philadelphia. There is a need to evaluate connectivity between Atlantic County's facilities in Somers Point and Cape May County's facilities in Woodbine and Dennis Township.

This task will fund a consultant-led assessment of right-of-way options between Atlantic and Cape May Counties' existing/funded trails facilities. The technical effort will give participating county and municipal governments a better understanding of the presence, ownership, and condition of rights-of-way to determine potential corridors for future development of this connecting bikeway. This will be a two-year effort to allow adequate time for public and stakeholder outreach and to accommodate the schedule of a similar effort in Atlantic County, whose lessons learned will inform the RFP for this study.

**Funding:** \$80,000 (FHWA-PL)

**Project Manager:** Alan Huff

## **22/403: Website Backend/Extension Review and Optimization**

As a part of the FY 2016 UPWP, SJTPO engaged in a comprehensive update to the SJTPO website ([www.sjtpo.org](http://www.sjtpo.org)), which launched in June of 2016. The resulting website features a What You See Is What You Get (WYSIWYG) functionality built on the WordPress platform. The front-end experience is quite good, offering a polished, professional user experience. However, after 5 years of lessons learned, there are several opportunities for optimizations.

This task will fund a consultant-led comprehensive review of the admin area of the SJTPO website including various extensions, settings, and design elements. The main objective is to review the backend and optimize to ensure website functionality is more flexible, that unused elements are removed, and to simplify the admin area for the day-to-day maintenance of the website. This effort will include some limited functionality additions.

**Funding:** \$13,499 (FHWA-PL)

**Project Manager:** Alan Huff

## 6. 22/500: Non-MPO-Funded Transportation Planning Activities

The annual UPWP 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.

### 22/501: New Jersey Department of Transportation

NJDOT works in partnership with transportation professionals across the state at various levels to improve lives through improving transportation. The Department accomplishes this mission by providing reliable, environmentally, and socially responsible transportation and motor vehicle networks and services to support and improve the safety and mobility of people and goods in New Jersey. The State Planning and Research and Management System Work Program supports NJDOT's mission by striving to optimize transportation, community, and environmental needs within available resources. [Appendix C](#) has been reserved for the NJDOT State Planning and Research and Management System Work Program, which is to be inserted when it becomes available.

*For more information on NJDOT planning activities, please contact James B. Lewis, Statewide Planning, Statewide Strategies via email [Jim.Lewis@dot.nj.gov](mailto:Jim.Lewis@dot.nj.gov) or by phone (609) 963-2220.*

### 22/502: New Jersey Turnpike Authority (NJTA)

The NJTA is dedicated to the safe and efficient movement of people and goods over two of the busiest toll roads in the United States – the New Jersey Turnpike (148 miles) and the Garden State Parkway (173 miles). The Authority's highways are a critical link in the transportation network of the Northeast I-95 Corridor. Every day, they provide the safest, quickest, and most convenient routes for hundreds of thousands of commuters, truckers, and recreational travelers.

The following table represents the regionally significant planning projects to be undertaken by the NJTA in state fiscal year 2022. The Replacement of the Garden State Parkway Southbound Bridges of Great Egg Harbor and Drag Channel was completed in 2020. The project provided for the replacement of the southbound bridges, including the construction of a multi-use pathway on the bridges and the demolition of the Beasley's Point Bridge. The other projects listed are in various stages of the planning process, as noted in the far-right column. All projects listed are sponsored by the New Jersey Turnpike Authority within the SJTPO region.

**Table 2: NJTA Regional Significant Plan Projects, FY 2022**

Project Name	Description	County	Project Status
<b>New Jersey Turnpike</b>  <i>Interchanges 1-4 Widening Program</i>	The Program is a proposed widening of one additional lane in each direction from the existing four-lane Interchange 1 at MP 0.0 to just north of the existing Interchange 4 at MP 36.5 and then coordinating the final designs/or improvements at Interchanges 1, 2, 3 and 4.	Salem, Gloucester, Camden, Burlington	Preliminary Engineering will commence second quarter 2021. Final Design is expected to begin mid-2022 and construction to commence early 2024, with expected completion in 2029.
<b>Garden State Parkway (GSP)</b>  <i>Interchanges 6, 13, and 17 Alternative Analysis</i>	This project will provide preliminary engineering for GSP Interchanges 6, 13 and 17. Missing movements at Interchanges 6 and 17 will be evaluated to potentially improve access at these interchanges. For Interchange 13 a right southbound entrance ramp will be evaluated to replace the existing left lane entrance ramp.	Cape May	These projects are under consideration by the Authority some may be advanced into preliminary engineering during the FY 2022. The Authority is still evaluating.
<b>Garden State Parkway</b>  <i>Interchange 20</i>	This project will provide preliminary engineering for GSP Interchange 20. A right lane northbound exit ramp will be evaluated to replace the existing left lane exit ramp.		
<b>Garden State Parkway</b>  <i>Interchange 29</i>	This project will provide preliminary engineering for GSP Interchange 29. Missing movements at Interchange 29 will be evaluated to potentially improve access at this interchange and concurrently close Interchange 30.		
<b>Garden State Parkway</b>  <i>Shoulder Widening Milepost 30 to 35</i>	This project will provide standard left and right shoulders in both directions of the GSP between mileposts 30 and 35, improve roadside safety features, construct stormwater management facilities, and replace eight bridges.	Atlantic	This project is currently under construction. Expected completion is 2023.

For information on NJTA planning activities, please contact Lisa K. Navarro, P.E., Acting Supervising Engineer, Planning, via email [Navarro@njta.com](mailto:Navarro@njta.com).

## 22/503: Delaware River and Bay Authority (DRBA)

The DRBA has an extensive network of structures and facilities designed to provide the public with safe and efficient means of transportation, as well as providing economic development and opportunities in the region. This transportation network includes the Delaware Memorial Bridge (DMB), the Cape May-Lewes Ferry (CMLF), and the Forts Ferry (FF). The DRBA also operates and maintains through the auspices of long-term leases with a municipality, county, or the state, five (5) Airport facilities in Delaware and New Jersey. Of special interest are those projects at the DRBA facilities in the SJTPO region, including the Cape May-Lewes Ferry (CMLF) and the Millville and Cape May Airports. [Appendix D](#) has been reserved for the DRBA Capital Improvement Program and Five-Year Strategic Plan.

*For more information on DRBA planning activities, please contact Gregory G. Pawlowski, PE, Senior Project Engineer via email [Gregory.Pawlowski@drba.net](mailto:Gregory.Pawlowski@drba.net) or by phone (302) 571-6380.*

## 22/504: New Jersey Transit (NJ TRANSIT)

NJ TRANSIT maintains a series of ongoing programmatic planning efforts involving both the use of in-house staff and consultants, as required, to undertake analyses of proposals, issues, and specific needs. All work within these programs is regulated by the availability of resources, including funding and staff, and internal priorities.

Planning work is undertaken within these programs on an ongoing basis with specific efforts and initiatives advanced, as required. Work products may include reports, plans, analyses, data, drawings, renderings, and other products and services, as required.

### **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, state and NJ TRANSIT funding intended to provide vehicles and operating assistance for community transportation, including paratransit and other related services. Planning efforts include support for the development of the "locally developed" Coordinated Human Services Transportation Plans (SJTPO's Plan referred to as the Access for All Transit Plan), 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.

### **Corridor Planning and Analysis**

NJ TRANSIT maintains this program area to determine the suitability and feasibility of different transit applications in local and regional corridors. It provides for development and analysis of preliminary implementation concepts for transit capital improvements, transit alternatives,

operating schemes, and assessment of conceptual level environmental impacts. Efforts will be undertaken in select corridors, working with communities where opportunities exist to leverage existing public transit services in support of redevelopment or other mobility goals. Assessments consider a wide range of issues, including land use, demographics, existing travel patterns, local planning and zoning, transit modes, and environmental impacts. At times within this program, NJ TRANSIT has teamed with MPOs, counties, and other agencies in joint planning efforts.

### **Qualitative and 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, to support Transit Oriented Development and other planning work, 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 region. Focus Groups are conducted with customers and employees to obtain opinions and attitudes, which provide an understanding and clarity on issues facing the corporation. In addition, customer satisfaction studies are conducted on a regular basis. The customer satisfaction survey was designed to provide actionable data by identifying specific areas needing attention, allowing NJ TRANSIT to focus resources on key drivers of satisfaction and improve the overall customer experience. The depth of the information gathered from the surveys will continue to help drive NJ TRANSIT in making strategic decisions in the areas of its operating budget, capital programs, customer service and marketing initiatives, as well as its operations and safety and security. The survey also will give customers, stakeholders, and NJ TRANSIT a clear window into how the Corporation is performing.

### **Rail Operations and Infrastructure Planning**

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

### **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 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 on segments of its system or in areas of interest.

### **Stations, Access, Parking, and Site Planning**

This program focuses on planning for transit facility improvements and needs, and prioritization for future capital investment, including specialized facility design, holistic and comprehensive access to transit, and potential ADA station improvements. It includes analysis related to existing physical conditions of stations and facilities, access to transit facilities, including bicycle, pedestrian, and other similar micro-mobility applications, 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 and formulates proposed actions and projects to address those needs.

### **Transit-Friendly Planning Program**

Through this program, NJ TRANSIT provides technical planning assistance to interested municipalities to create and implement sensitive, community-based plans to set the stage of Transit-Oriented Development (TOD) and 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 TOD.

### **Bus and Other Surface Transportation Planning**

Work will continue to progress both singularly by NJ TRANSIT and in partnership with municipalities, counties, and other external parties to plan for future bus rapid transit projects, bus terminals and support facilities, and to improve bus services so they operate faster, more reliably, and address changing customer needs. Particular attention will be given to bus system redesign efforts and the phasing and scalability of bus improvements to effectively use available capital funding and fit within tight operating funding constraints. Planning efforts may include





traditional bus vehicles, as well as other types of specialized vehicles and propulsion/push systems, which are used to push an object forward.

*For more information on NJ TRANSIT planning activities, please contact Louis Millan, Senior Director - Capital Planning, via email [LMillan@njtransit.com](mailto: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) 2022 UPWP and how SJTPO intends to allocate the USDOT planning resources received. [Table 3](#) provides an overview of how SJTPO will spend the \$1,856,119 of FHWA planning resources for the FY 2022 UPWP and the additional funds (\$655,352.67) from SJTPO's Continuing Task Order.

### Revenues

There are four separate revenue streams supporting SJTPO's FY 2022 UPWP:

1. FHWA Statewide Metropolitan Planning (PL) funds;
2. FHWA Flexed FTA Section 5303 (PL) funds;
3. Federal Surface Transportation Block Grant Program (STBGP) funds;
4. Non-federal sources (local match).

Details on how the anticipated revenue sources will be applied to the FY 2022 work program are provided within [Table 5](#) and [Table 6](#).

Central Staff Work Program and Financial Administration activities are funded through FHWA Statewide Metropolitan Planning (PL) funds and FHWA Flexed FTA Section 5303 planning funds, which are collectively identified as FHWA-PL. The local match requirements are provided through the NJDOT "Soft Match" program. The Subregional Planning Work Programs are funded using FHWA Surface Transportation Block Grant Program, specific funding allocated to the population area less than 5,000 (STBGP-L5K 80% in FY 2022) funds, with the local match provided by the SJTPO counties themselves. The SJTPO suballocation of the federal funds are displayed within the Statewide Transportation Improvement Program (FFY 2020-2029) as Metropolitan Planning (DBNUM X30A). These funds are estimates, with the suballocation of funds based upon the actual apportionment to New Jersey from both FHWA and FTA.

In previous work programs, FHWA HSIP and CMAQ funds were leveraged to support consultant-led efforts within the Technical Program. SJTPO had anticipated using HSIP funds to advance a Local Safety Program Design Assistance technical study. However, based upon the proposed HSIP application schedule established for DVRPC/SJTPO's Local Safety Program, a Technical Review Committee recommendation of projects will be November 2022, which would align with a FY 2023 technical study.

SJTPO does not anticipate using CMAQ funds as a federal funding stream within the FY 2022 UPWP. SJTPO receives an annual suballocation of CMAQ funds in the amount of \$1.9 million,

which is utilized to fund SJTPO's competitive, selection based CMAQ program. SJTPO solicited new projects for the program in calendar year 2020 for projects within FFY 2022, 2023, and 2024. SJTPO has fully programmed its suballocation of CMAQ funds, selecting design and construction projects to advance for authorization. Projects will be funded using SJTPO's line item and are not explicitly programmed in the TIP. The selection did not include any planning level studies, and thus was not included in this UPWP. Ultimately, because SJTPO fully programmed its suballocation of funds for design/construction projects, there is not enough money for consultant-led technical studies funded with CMAQ funds in the FY 2022 UPWP.

In addition to USDOT funding, SJTPO is the recipient of a grant administered by DHTS. SJTPO's education and outreach program is funded in part by the grant. While the grant does not include reimbursement of any salaries or wages, travel, equipment, and other contractual services for program presentation development are funded by the DHTS grant. A copy of SJTPO's Safety Education and Outreach Grant for FFY 2021 (FED-2021-SJTPO-00133) is included as part of [Appendix E](#) for reference. The grant period is effective from October 1, 2020 through September 30, 2021, consistent with the federal fiscal year.

## Expenditures

The SJTPO budget for FY 2022 can be separated into four categories:

1. Central Staff Work Program (22/100), including Central Staff Salaries/Labor (22/101) and Operating/Direct Expenses (22/102);
2. Financial Administration (22/200), which includes Financial & Administrative Services (21/201);
3. Subregional Planning Work Programs Activities (22/300), which include pass-through funding for the Surface Transportation Block Grant Program (STBGP-L5K), Subregional Studies, and other subregional support studies and tasks for the four SJTPO counties; and
4. Technical Program (22/400), which includes consultant-led activities.

[Table 7](#) and [Table 8](#) provide a detailed breakdown of the budget of the central staff activities and tasks. A total of \$1,316,160 is anticipated to be expended for central staff salaries/labor and operating/direct expenses. Descriptions of all central staff tasks are provided in [Section 2](#) of the document.

The budget for salaries includes nine full-time and three part-time employees, in addition to budget for a seasonal worker that could be utilized to support central staff activities and tasks. As previously noted, SJTPO's Subregional Program Specialist under System Performance & Subregional Program resigned on December 31, 2020, leaving a vacancy for a part-time

employee. The budget for this part-time vacancy is included in budget estimates for Central Staff Salaries/Labor, with the intention to fill the vacancy in some capacity to be determined.

All SJTPO salary increases are merit based and considered annually at the end of the fiscal year. All increases are based upon End of Year Performance Evaluation of Tasks & Performance Factors of each employee with the final discretion of increases made by the Executive Director. The evaluation form was developed in consultation with the Governor's Authority Unit (GAU), DVRPC, NJTPA, and SJTPO. The use of the Performance Evaluation of Tasks & Performance Factors form was formally approved by the SJTPO Policy Board on May 26, 2015 through Resolution 1903-04. The use of a standard employee evaluation protocol coupled with a merit pool for salary increases, set at 2.0% is consistent among New Jersey's three MPOs.

During the COVID-19 pandemic, all merit-based increases were put on hold. It is the anticipation that SJTPO staff will retroactively receive all merit increases from previous fiscal years, once approved by the SJTA Board of Commissioners. Proposed increases from previous fiscal years are accounted for within budget estimates of Central Staff Salaries.

While budget for a 2% merit increase is contemplated as part of the Central Staff Salaries (Task 20/101 Central Staff Salaries/Labor), the salaries of employees are not individually listed.



**Table 3a: Funding Overview for FY 2022 UPWP**

last revised 5/24/21

				Budget
22/	100	<b>Central Staff Work Program</b>		
22/	101	Central Staff Salaries/Labor	\$	1,115,160
22/	102	Operating/Direct Expenses	\$	201,000
<i>Subtotal Central Staff Work Program</i>			\$	1,316,160
22/	200	<b>Financial Administration</b>		
22/	201	Financial & Administrative Services	\$	71,500
<i>Subtotal Financial Administration</i>			\$	71,500
22/	300	<b>Subregional Planning Work Programs</b>		
22/	301	Atlantic County	\$	142,000
22/	302	Cape May County	\$	43,000
22/	303	Cumberland County	\$	103,200
22/	304	Salem County	\$	43,000
<i>Subtotal Subregional Planning Work Programs (80% Federal + 20% Local Match)</i>			\$	331,200
22/	400	<b>Technical Program</b>		
22/	401	Automated Traffic Signal Performance Feasibility and Deployment	\$	110,000
22/	402	Regional Trails Network - Feasibility Survey, Cape May County	FHWA PL \$	80,000
22/	403	Website Backend/Extension Review and Optimization	\$	13,499
<i>Subtotal Technical Program</i>			\$	203,499
<b>FY 2022 Total Program (including Local Match)</b>			\$	1,922,359
<b>20% Local Match</b>			\$	66,240
<b>FY 2022 Total Programmed FHWA Resources</b>			\$	1,856,119

**Table 3b: Funding Overview for NJDOT Continuing Task Orders**

last revised 5/24/21

				Total Initial Budget	Expended to Date	Remaining Budget
<b>NJDOT Continuing Task Orders</b>						
18/	407	Cumberland County Bicycle/Pedestrian Safety Action Plan		\$ 401,926.25	\$ -	\$ 401,926.25
20/	403	Regional Trail Network – Feasibility Survey		\$ 87,506.98	\$ -	\$ 87,506.98
21/	401	SJTPO Regional Freight Plan Data Collection and Analysis		\$ 154,000.00	\$ 80.56	\$ 153,919.44
21/	402	Air Quality Technical Assistance		\$ 12,000.00	\$ -	\$ 12,000.00
<b>NJDOT Continuing Task Orders Total</b>				\$ 655,433.23	\$ 80.56	\$ 655,352.67
<b>Grand Total (excluding 20% Local Match)</b>						\$ 2,511,471.67

**Table 4: Programmed USDOT Planning Resources**

	<i>approved</i>	<i>3/22/21</i>
		<b>Budget</b>
100% FTA PL (FY'19) Carryover - Partial FY 2020 UPWP Release of Funds		\$71,817
FHWA FY 2021 Planning (PL) Allocation		\$1,069,588
FHWA/FTA Consolidated Planning FY 2021 PL Flex from Section 5303		\$449,754
<i>Subtotal FHWA PL</i>	<i>\$1,591,159</i>	
FHWA Highway Safety Improvement Program (HSIP) Funds		\$0
<i>Subtotal FHWA HSIP</i>	<i>\$0</i>	
FHWA Congestion Mitigation and Air Quality Improvement Program (CMAQ) Funds		\$0
<i>Subtotal FHWA CMAQ</i>	<i>\$0</i>	
FHWA FY 2021 Surface Transportation Block Grant Program funds		\$264,960
<i>Subtotal FHWA STBGP-L5K</i>	<i>\$264,960</i>	
<i>Total Federal Funds</i>	<i>\$1,856,119</i>	
Subregional Planning Work Programs Local Match		\$66,240
<i>Total Local Match</i>	<i>\$66,240</i>	
<b>FY 2022 Total Program (including Local Match)</b>		<b>\$1,922,359</b>
<b>20% Local Match</b>		<b>\$66,240</b>
<b>FY 2022 Total Programmed FHWA Resources</b>		<b>\$1,856,119</b>
<b>NJDOT Continuing Task Orders Total</b>		<b>\$655,352.67</b>
<b>Grand Total</b>		<b>\$2,511,471.67</b>

**Table 5: USDOT Funding Source Summary**

**Table 5  
USDOT Funding Source Summary**

last revised 5/24/21

NO.	TASK	PL	FHWA			Total Federal	Local Match	Total Program
		including Flexed FTA Section 5303	HSIP	CMAQ	STBGP-L5K			
<b>22/ 100</b>	<b>Central Staff Work Program</b>							
22/ 101	Central Staff Salaries/Labor	\$1,115,160	\$0	\$0	\$0	\$1,115,160	\$0	\$1,115,160
22/ 102	Operating/Direct Expenses	\$201,000	\$0	\$0	\$0	\$201,000	\$0	\$201,000
	<i>Subtotal Central Staff Work Program</i>	\$1,316,160	\$0	\$0	\$0	\$1,316,160	\$0	\$1,316,160
<b>21/ 200</b>	<b>Financial Administration</b>							
22/ 201	Financial & Administrative Services	\$71,500	\$0	\$0	\$0	\$71,500	\$0	\$71,500
	<i>Subtotal Financial Administration</i>	\$71,500	\$0	\$0	\$0	\$71,500	\$0	\$71,500
<b>22/ 300</b>	<b>Subregional Planning Work Programs</b>				<b>(80%)</b>		<b>(20%)</b>	<b>(100%)</b>
22/ 301	Atlantic County	\$0	\$0	\$0	\$113,600	\$113,600	\$28,400	\$142,000
22/ 302	Cape May County	\$0	\$0	\$0	\$34,400	\$34,400	\$8,600	\$43,000
22/ 303	Cumberland County	\$0	\$0	\$0	\$82,560	\$82,560	\$20,640	\$103,200
22/ 304	Salem County	\$0	\$0	\$0	\$34,400	\$34,400	\$8,600	\$43,000
	<i>Subtotal Subregional Planning Work Programs</i>	\$0	\$0	\$0	\$264,960	\$264,960	\$66,240	\$331,200
<b>22/ 400</b>	<b>Technical Program</b>							
22/ 401	Automated Traffic Signal Performance Feasibility and Deployment	\$110,000	\$0	\$0	\$0	\$110,000	\$0	\$110,000
22/ 402	Regional Trails Network - Feasibility Survey, Cape May County	\$80,000	\$0	\$0	\$0	\$80,000	\$0	\$80,000
22/ 403	Website Backend/Extension Review and Optimization	\$13,499	\$0	\$0	\$0	\$13,499	\$0	\$13,499
	<i>Subtotal Technical Program</i>	\$203,499	\$0	\$0	\$0	\$203,499	\$0	\$203,499
	<b>FY 2022 Total Program</b>	<b>\$1,591,159</b>	<b>\$0</b>	<b>\$0</b>	<b>\$264,960</b>	<b>\$1,856,119</b>	<b>\$66,240</b>	<b>\$1,922,359</b>
	<b>NJDOT Continuing Task Orders Total</b>	\$253,506.98	\$401,926.25	\$0.00	\$0.00	\$655,433.23	\$655,352.67	\$0.00
	<b>Grand Total</b>	<b>\$1,844,665.98</b>	<b>\$401,926.25</b>	<b>\$0.00</b>	<b>\$264,960.00</b>	<b>\$2,511,552.23</b>	<b>\$721,592.67</b>	<b>\$1,922,359.00</b>

**Table 6: Central Staff Work Program, Breakdown of Estimated Costs by Task**

*last revised*      5/24/21

NO.	TASK	TASK RATIO	Central Staff Work Program Task 22/100	Salaries/Labor Task 22/101	Operating/Direct Expenses Task 22/102
<b>22/ 110</b>	<b>Transportation Planning</b>				
22/ 111	Performance Based Planning	3.50%	\$ 46,065	\$ 39,030	\$ 7,035
22/ 112	Complete Streets Planning	3.00%	\$ 39,485	\$ 33,455	\$ 6,030
22/ 113	Transit/Human Services Planning	3.50%	\$ 46,065	\$ 39,030	\$ 7,035
22/ 114	Regional Transportation Plan (RTP) Development	5.00%	\$ 65,810	\$ 55,760	\$ 10,050
22/ 115	Transportation Safety Planning	3.50%	\$ 46,065	\$ 39,030	\$ 7,035
22/ 116	Congestion Management & Relief Planning	2.00%	\$ 26,325	\$ 22,305	\$ 4,020
22/ 117	Economic Development & Tourism	3.00%	\$ 39,485	\$ 33,455	\$ 6,030
22/ 118	Resiliency & Reliability Planning	1.50%	\$ 19,740	\$ 16,725	\$ 3,015
22/ 119	Intelligent Transportation Systems Planning	1.00%	\$ 13,160	\$ 11,150	\$ 2,010
22/ 120	Environmental & Air Quality Planning	1.00%	\$ 13,160	\$ 11,150	\$ 2,010
22/ 121	Regional Coordination & Collaboration	4.00%	\$ 52,645	\$ 44,605	\$ 8,040
<i>Subtotal Transportation Planning</i>			\$ 408,005	\$ 345,695	\$ 62,310
<b>22/ 130</b>	<b>Capital Programming &amp; Project Development</b>				
22/ 131	Transportation Improvement Program (TIP)	3.50%	\$ 46,065	\$ 39,030	\$ 7,035
22/ 132	Local Project Development	4.50%	\$ 59,230	\$ 50,185	\$ 9,045
<i>Subtotal Capital Programming &amp; Project Development</i>			\$ 105,295	\$ 89,215	\$ 16,080
<b>22/ 140</b>	<b>Safety Education &amp; Public Outreach</b>				
22/ 141	Safety Education Programs & Presentations	4.00%	\$ 52,645	\$ 44,605	\$ 8,040
22/ 142	Safety Education Collaboration & Professional Development	2.00%	\$ 26,325	\$ 22,305	\$ 4,020
22/ 143	Public Involvement & Outreach	10.00%	\$ 131,615	\$ 111,515	\$ 20,100
22/ 144	Equity & Public Health	4.50%	\$ 59,225	\$ 50,180	\$ 9,045
<i>Subtotal Safety Education &amp; Public Outreach</i>			\$ 269,810	\$ 228,605	\$ 41,205
<b>22/ 150</b>	<b>Program Management</b>				
22/ 151	Administration & Internal Management	18.00%	\$ 236,910	\$ 200,730	\$ 36,180
22/ 152	Board and Committee Support	8.00%	\$ 105,290	\$ 89,210	\$ 16,080
22/ 153	Unified Planning Work Program	2.00%	\$ 26,325	\$ 22,305	\$ 4,020
22/ 154	Subregional Planning Work Program Management	2.00%	\$ 26,325	\$ 22,305	\$ 4,020
22/ 155	Technical Program Management	10.50%	\$ 138,195	\$ 117,090	\$ 21,105
<i>Subtotal Program Management</i>			\$ 533,045	\$ 451,640	\$ 81,405
<b>Central Staff Work Program Grand Total 100%</b>			<b>\$ 1,316,160</b>	<b>\$ 1,115,160</b>	<b>\$ 201,000</b>

utilizing FY2022 Central Staff estimates using FY 2022 Fringe Rate\_4.27.2021 to calculate FY202 Central Staff estimates, FY 2022 Budgeted Base Salary



**Table 7: Central Staff Work Program, Operating/Direct Expenses Breakdown by Category**

approved 3/22/21

LINE ITEM	CATEGORY	BUDGET
51515	Office Supplies	\$ 3,500
51530	Printing	\$ 1,000
51770	Office Equipment	\$ 8,000
51812	Software	\$ 5,000
52020	Lodging & Meals	Travel \$ 6,500
52021	Mileage	Travel \$ 14,000
Subtotal Travel		\$ 20,500
52240	Postage	\$ 1,500
52610	Internet	Communications \$ 2,000
52620	Landline	Communications \$ 6,500
53076	Phone Maintenance	Communications \$ -
Subtotal Communications		\$ 8,500
54001	Janitorial	\$ 4,200
55201	Electric Utility	Utility \$ 4,600
55271	Gas Utility	Utility \$ 2,000
55410	Water	Utility \$ 600
Subtotal Utility		\$ 7,200
55470	Equipment Rental & Maintenance	\$ 3,000
55480	Rent	\$ 72,000
57001	Legal Services	\$ 15,000
57040	IT Consulting	\$ 8,500
57090	Consultant Support	\$ 18,000
57910	Publications & Subscriptions	\$ 1,100
58140	Ads & Promotional	\$ 1,000
58322	Professional Development	\$ 8,500
58330	Tuition Reimbursement	\$ 11,000
58610	Association Dues	\$ 3,500
Central Staff Work Program Operating/ Direct Expenses Grand Total		\$ 201,000

**Table 8: Subregional Planning Work Program, Funding Summary**

approved 3/22/21

			Task				(80%)	
22/	300	Subregional Planning Work Programs	I	II	III	Total	Federal Share	*
22/	301	Atlantic County	\$ 14,000	\$ 52,000	\$ 76,000	\$ 142,000	\$ 113,600	
22/	302	Cape May County	\$ 4,200	\$ 38,800	\$ -	\$ 43,000	\$ 34,400	
22/	303	Cumberland County	\$ 5,000	\$ 32,200	\$ 66,000	\$ 103,200	\$ 82,560	
22/	304	Salem County	\$ 3,000	\$ 10,000	\$ 30,000	\$ 43,000	\$ 34,400	
<b>Subregional Planning Work Programs Grand Total</b>			<b>\$ 26,200</b>	<b>\$ 133,000</b>	<b>\$ 172,000</b>	<b>\$ 331,200</b>	<b>\$ 264,960</b>	

			Task III Breakdown			
			Staff	Consultant <sup>+</sup>	Capital Purchase	Total
22/	301	Atlantic County	\$ 76,000	\$ -	\$ -	\$ 76,000
22/	302	Cape May County	\$ -	\$ -	\$ -	\$ -
22/	303	Cumberland County	\$ 13,200	\$ 52,800	\$ -	\$ 66,000
22/	304	Salem County	\$ 6,000	\$ 24,000	\$ -	\$ 30,000

**Task III Projects**

Atlantic County:	Delilah Road (CR 646) Traffic Improvement Study
Cape May County:	Not Applicable
Cumberland County:	Tax Parcel Data & Geometry Update and Land Use Analysis
Salem County:	Roadway and Intersection Improvements Analysis Traffic Counting Program

**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

**Table 9: NJDOT Continuing Task Orders**

last revised 5/24/21

NO. TASK	FHWA					Total Initial Budget	Expended to Date	Remaining Budget
	PL	HSIP	CMAQ	STBGP				
18/ 407 Cumberland County Bicycle/Pedestrian Safety Action Plan		\$ 401,926.25	\$ -	\$ -	\$ -	\$ 401,926.25	\$ -	\$ 401,926.25
20/ 403 Regional Trail Network – Feasibility Survey	\$ 87,506.98	\$ -	\$ -	\$ -	\$ -	\$ 87,506.98	\$ -	\$ 87,506.98
21/ 401 SJTPO Regional Freight Plan Data Collection and Analysis	\$ 154,000.00	\$ -	\$ -	\$ -	\$ -	\$ 154,000.00	\$ 80.56	\$ 153,919.44
21/ 402 Air Quality Technical Assistance	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00		\$ 12,000.00
<b>NJDOT Continuing Task Order Total</b>	\$ 253,506.98	\$ 401,926.25	\$ -	\$ -	\$ -	\$ 655,433.23	\$ 80.56	\$ 655,352.67

NO. TASK	Task Order Number	Federal Project	Encumbrance Number	Job Number	Source	Period of Performance	
18/ 407 Cumberland County Bicycle/Pedestrian Safety Action Plan	PL-SJ-18-02	LS3ED00S(160)	--	6000353	HSIP	6/30/22	*
20/ 403 Regional Trail Network – Feasibility Survey	PL-SJ-20-01	L450D00S305 / Z450D00S305 Technical Studies	62003064440 62003064447	2206830	FY '19 MET PL	6/30/22	**
21/ 401 SJTPO Regional Freight Plan Data Collection and Analysis	PL-SJ-21-01	Z450D00S400 Technical Studies	62003104303	2207076	FY '20 PL funds	6/30/22	***
21/ 402 Air Quality Technical Assistance	PL-SJ-21-01	Z450D00S400 Technical Studies	62003104303	2207076	FY '20 PL funds	6/30/22	****

\* Original Period of Performance - 6/30/2021, Modification Number 2 requested to extend to 6/30/2022

\*\* Original Period of Performance - 6/30/2021, Modification Number 3 requested to extend to 6/30/2022

\*\*\* Original Period of Performance - 6/30/2021, Modification Number 1 extended to 6/30/2022

\*\*\*\* New Task added along with reallocation of funds from Central Staff Salaries/Labor, Modification 2 requested

**Table 10: Non-USDOT Funding, NJ Division of Highway Traffic Safety (DHTS) Grant (FFY 2021 and 2022)**

*last revised 5/24/21*

<b>FFY 2021, effective 10/1/2020 to 9/30/2021</b>	<b>BUDGET</b>
Salaries and Wages	\$ -
Fringe Benefits	\$ -
Travel	\$ 5,000
Enforcement/Education Details	\$ -
Miscellaneous Personal Services	\$ 4,000
Contractual Services	\$ -
Commodities	\$ 3,000
Other Direct Costs	\$ 2,000
Indirect Costs	\$ -
<b>FFY 2021 DHTS Grant Grand Total</b>	<b>\$ 14,000</b>

<b>FFY 2022, effective 10/1/2021 to 9/30/2022</b>	<b>BUDGET</b>
Salaries and Wages	\$ -
Fringe Benefits	\$ -
Travel	\$ 1,500
Enforcement/Education Details	\$ -
Miscellaneous Personal Services	\$ 2,500
Contractual Services	\$ 28,000
Commodities	\$ 3,000
Other Direct Costs	\$ 3,200
Indirect Costs	\$ -
<b>FFY 2022 DHTS Grant Grand Total</b>	<b>\$ 38,200</b>

## Appendix A. Continuing Task Orders updated 5/24/2021

SJTPO initially had one technical study within the FY 2021 UPWP before a second technical study was amended in April 2021. Both consultant-led studies; [SJTPPO Regional Freight Plan Data Collection and Analysis \(Task 21/401\)](#) and [Air Quality Technical Assistance \(Task 21/402\)](#) will continue through June 30, 2022.

SJTPO has one continuing technical study from the FY 2020 UPWP, [Regional Trail Network – Feasibility Survey \(Task 20/403\)](#). While work associated with this effort was originally anticipated to be completed by June 30, 2021, Atlantic County requested the schedule for the study be extended through June 30, 2022, to provide additional time for stakeholder outreach.

SJTPO's [Task 18/407 Cumberland County Bicycle/Pedestrian Safety Action Plan](#) is also a Continuing Task Order into the FY 2022 UPWP. The effort was extended through June 30, 2022, to allow the consultant to conduct Highway Safety Manual analysis and additional services that may result after Local Safety Program applications are submitted to NJDOT for review and consideration through March 2022.

[Table 10](#) provides an overview of how SJTPO will spend the unexpended funds. The expectation is that the technical studies will be completed by the end of state fiscal year 2022 (June 30, 2022). A description of each technical is provided below.

### 18/407 Cumberland County Bicycle/Pedestrian Safety Action Plan

New Jersey is recognized by FHWA 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 on 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 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.

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.

### **Project Status:**

A Request for Proposal (RFP) was released for this technical effort on September 2017, with Urban Engineers chosen as the consultant approved by the SJTPO Policy Board at their November 2017 meeting. A Notice to Proceed was issued April 25, 2018, with a kick-off meeting held in early May 2018. Work on this project continues after several changes to the original effort resulted in the need to extend the project completion date through to June 30, 2022. Scope and cost changes were approved by the SJTPO Policy Board to allow the consultant to conduct a Highway Safety Manual analysis that was not originally anticipated as well as to accommodate scope enhancements to public outreach, primarily due to the COVID-19 pandemic and due to additional crash analysis due to the nature of the selected project corridors. Funding for this effort is available through PL-SJ-18-02, funded using SJTPO's suballocation of Highway Safety Improvement Program funding. The Modification No. 2 to Task Order PL-SJ-18-02 is being processed by NJDOT, for a scope and cost increase in addition to a time extension.

**Funding:**                      \$401,926.25 (FHWA-HSIP) *Total Amended Budget*  
    \$325,806.35 (FHWA-HSIP) *Expended to Date through April 23, 2021*

**Project Manager:** Alan Huff

## **20/403 Regional Trail Network – Feasibility Study**

In partnership with state and national bicycle and pedestrian advocacy groups, as well as local governments, SJTPO has been working to advance a regional trails network in the four-county region. This began with a Communications and Marketing Plan in FY 2019. This effort included an outreach element to the public as well as to stakeholders in the region and an assessment of existing conditions. Through this work, an initial need was identified to look at opportunities to deploy a network of trails on a larger scale than has been done in the past. Rail and utility rights-of-way present the greatest likely opportunities but require extensive data collection and analysis to better assess presence, ownership, and conditions of these rights-of-way, as well as to assess the opportunity for connectivity that they provide.

This task will fund a consultant-led assessment of right-of-way options for the Atlantic County Bikeway West corridor. The technical effort which will give participating county and municipal governments a better understanding of the presence, ownership, and condition of rights-of-way to determine potential corridors for future development of the Atlantic County Bikeway West, which will connect the existing Atlantic County Bikeway East with the planned Camden County Link Trail.

### **Project Status:**

An RFP was released August 20, 2020, with consultant selection made by the SJTPO Policy Board at their November 23, 2020, meeting. A Notice to Proceed was issued January 20, 2021, and kick-off meeting held January 26, 2021. While the project was originally anticipated to be completed by June 30, 2021, a No Cost Time Extension has been requested by Atlantic County to accommodate public and stakeholder outreach. The Modification No. 3 to Task Order PL-SJ-20-01 is being processed by NJDOT, with a new project end date of June 30, 2022.

**Funding:**                      \$87,506.98 (FHWA-PL) *Total Initial Budget*  
    \$16,026.81 (FHWA-PL) *Expended to Date, through March 26, 2021*

**Project Manager:** Alan Huff

## **21/401: SJTPO Regional Freight Plan Data Collection and Analysis**

The FAST Act emphasizes the need for the transportation network to support economic development, which South Jersey residents have consistently rated as one of their top priorities for the RTP. SJTPO will develop a Regional Freight Plan that highlights the specific needs of county and local roadways to enhance the movement of goods. The 2017 New Jersey Statewide Freight Plan summarizes current and future freight planning and transportation needs on a statewide-level and performs analysis on New Jersey's roadway network. However, regional and local freight planning is needed to support potential future local transportation infrastructure improvements in the SJTPO region.

A Regional Freight Plan will allow SJTPO to identify primary freight corridors and transportation projects that may improve operation along those corridors. Consultant support is necessary to assist with the identification and analysis of the region's relevant freight generators, their commodities, volumes, transportation modes, and local infrastructure utilized as regional freight corridors. This effort will also evaluate the freight corridors, using a performance-based approach to screen the network for issues that hinder freight movement and will include data collection to assess volume and classification information of regional freight corridors. Ultimately, SJTPO will use this technical study to develop a Regional Freight Plan, whose recommendations would

inform updates to the NJDOT State Freight Plan, and ultimately provide local communities access to available funding to improve freight movement in the SJTPO region.

**Project Status:**

An RFP was released February 11, 2021, with consultant selection considered by the SJTPO Policy Board at the May 24, 2021, meeting. This timeline will permit a Notice to Proceed and kick-off meeting to be held in June and an anticipated project completion date late-April 2022, in advance of the Task Order end date of June 30, 2022.

**Funding:**                      \$154,000 (FHWA-PL) *Total Initial Budget*  
    \$80.56 (FHWA-PL) ) *Expended to Date*

**Project Manager:** William Schiavi

## **21/402: Air Quality Technical Assistance (2-year)**

This task will entail consultant support in performing a new regional emissions analysis required for the conformity determination of the FFY 2022-2025 TIP and RTP 2050. This consultant-led effort will focus on the running of the latest MOVES emissions model and reporting of results, as well as the development of appropriate input data. A new regional emissions analysis is required because of a new regionally significant project added after approval of SJTPO's RTP 2050.

**Project Status:**

An RFP was released April 8, 2021, with consultant selection considered by the SJTPO Policy Board at the May 24, 2021, meeting with a Notice to Proceed immediately following. The timeline for this project is very short, to ensure that a conformity determination can be made in advance of the FFY 2022-2025 TIP approval in September 2021. The anticipation is that the consultant will deliver MOVES emissions modeled results in June with the technical study wrapping up just after the end of the state fiscal year in July, well in advance of Task Order end date of June 30, 2022.

**Funding:**                      \$20,000 (FHWA-PL) *Total Initial Budget*  
    \$0.00 (FHWA-PL) *Expended to Date*

**Project Manager:** David Heller



## Appendix B. FHWA/NJDOT Planning Priorities Letters



# State of New Jersey

DEPARTMENT OF TRANSPORTATION

P.O. Box 600

Trenton, New Jersey 08625-0600

PHILIP D. MURPHY

*Governor*

DIANE GUTIERREZ-SCACCETTI

*Commissioner*

SHEILA Y. OLIVER

*Lt. Governor*

September 23, 2020

Jennifer Marandino  
Executive Director  
SJTPD  
782 South Brewster Rd.  
Vineland, NJ 08361

Mary Ameen  
Executive Director  
NJTPA  
One Newark Center  
Newark, NJ 07102

Barry Seymour  
Executive Director  
DVRPC  
190 N Independence Mall W.  
Philadelphia, PA 19106

Dear Ms. Marandino, Ms. Ameen and Mr. Seymour:

This letter presents the New Jersey Department of Transportation (NJDOT) planning priorities for your FY 2022 Unified Planning Work Program (UPWP). Federal Highway Administration (FHWA) priorities are also enclosed.

## **NJDOT Planning Priorities for MPOs**

### **Interagency Coordination**

- Continue to collaborate with NJDOT in meeting USDOT's Fixing America's Surface Transportation (FAST) Act requirements.
- Coordinate with NJDOT in the development and integration of performance measures and targets necessary to meet federal performance requirements for the NHS and support progress to achieve national performance goals. This includes performance-based planning and programming (PBPP) approaches in accordance with FHWA TPM requirements and the Department's TPM, asset management and long range planning policies, procedures, practices and objectives, and performance management written procedures.
- Support NJDOT and NJ TRANSIT in the development of the Long Range Statewide Transportation Plan (LRSTP) as part of stakeholder coordination and collaboration, and assist with public involvement activities to produce a multimodal transportation plan that meets state and federal requirements.

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- In partnership with the Complete Team, institutionalize an improved process for initiating mobility and freight improvements with an updated, coordinated and streamlined approach to developing and vetting problem statements.
- Continue to assist NJDOT with data collection of Model Inventory of Roadway Elements (MIRE) on county and local roads. This would be done by attending meetings with Transportation Data and Support to review collected data and to provide guidance on future data to be collected to meet the 2026 federal deadline.
- Continue to support greater coordination with other MPOs, NJDOT, transit agencies, TMAs and subregions in mobility and land use planning. This can include Regional Models of Cooperation like the Central Jersey Transportation Forum, grant or technical assistance programs to encourage vibrant, sustainable communities, developing and maintaining data bases in support of smart growth, redevelopment, and other related activities.
- Work with NJDOT and other partners on risk management strategies for improving the resilience of transportation infrastructure against the impacts of extreme weather.
- Work with willing county and municipal partners for integration of transportation and land use to promote community livability and maximize the efficiency of the transportation system.
- Continue programs that support communities as they initiate or expand work on transit-oriented development (TOD).

### **Congestion Relief**

- Pursue congestion relief strategies such as low-cost operational improvements at intersections, interchanges, and identified bottlenecks; and Transportation Demand Management (TDM) to help maximize the efficiency of the existing transportation system from the demand side, encouraging greater use of alternatives to single occupant vehicles.

### **Freight Planning**

- Improve the freight network and hubs for more efficient access and improved system performance and encourage modal shift from trucks to barge and rail.
- Continue to champion truck parking improvements throughout the state through dialogue with MPO partners and industry stakeholders (trucking, real estate, manufacturing, etc.).
- Continue to advance rail freight projects, connectivity solutions, and planning initiatives in New Jersey. Specifically,
  - Advance systematic freight rail improvements in North Jersey such as 286k, plate F, shared service, port-rail connectivity issues and line impediments; and
  - Enhance regional connectivity in South Jersey through New Jersey and Pennsylvania.
- Investigate the impact of increased goods delivery from online sources with regard to land use and transportation, specifically the use of local roads by truck traffic and the ability of employees to safely access warehouses.
- Improve safety as it regards freight-related access to warehouses and warehouse/industrial parks for trucks as well as employees.

### **Emerging Technologies**

- Work to incorporate automated/connected/electric/shared use vehicles into the planning process, recognizing the challenges, opportunities and uncertainty associated with these technologies.

### **Bicycle and Pedestrian Planning**

- Maximize opportunities for Complete Streets implementation:
  - Promote green infrastructure.
  - Support the collection of bicycle and pedestrian volume data on county roadways, and on municipal streets as appropriate.
  - Refine the local project prioritization process to include scoring factors that are based on potential health outcomes, safety improvements, connectivity for all modes, proximity to schools and transit stops, and other factors.
  - Consider adoption of a Complete Streets Policy by each MPO.
- Provide opportunities to complete the East Coast Greenway, the Circuit Trail and other regional trail networks by assisting with the development of local trail plans and projects; and investigating opportunities to make connections to regional networks.

### **Intelligent Transportation Systems**

- Promote the use of Intelligent Transportation System (ITS) architecture:
  - Improve traffic operations through ITS upgrades and enhanced coordination at the interstate, state, county and local level.
  - Disseminate and provide information/knowledge/skills to local partners in technology areas where NJDOT has acquired a higher level of maturity.
  - Explore the benefits of providing connectivity between infrastructure and vehicles to improve mobility and safety.
  - Invest in the development of fiber and communication infrastructure across NJ to support safety- and mobility-related initiatives.
  - Invest in compliance and adaptation of ITS regional architecture in all pertinent and applicable projects.

### **Equity, Public Health, and Outreach**

- Assist the NJDOT Division of Local Aid and Economic Development in incorporating equity in the grant application process. Continue to help promote safety projects and improve the project delivery process through coordination with Local Aid and FHWA.
- Implement actions that uphold fairness and improved coordination of services, access and mobility for low income and minority populations, persons with disabilities and senior citizens.
- Promote clean-powered public transit options, such as electric buses, in an effort to reduce air pollution, particularly in low-income communities where pollutant concentrations are disproportionately higher.

- Encourage counties and municipalities to promote public health principles and practices whenever possible in implementation of transportation projects.
- Focus on increasing participation of minority and low-income communities in the planning process; allow community members to brainstorm project ideas so that planning efforts are more tailored to meet their mobility needs.
- Continue to engage with the public to strengthen public confidence and participation in the planning process through the use of web tools/technology, social media, outreach, education and public forums/meetings.

We look forward to continued collaboration with your organization in the development and execution of your planning work programs.

Sincerely,



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

Enclosure

c: Robert Clark, FHWA  
Stephen Goodman, FTA  
Michael Russo, NJDOT  
James Lewis, NJDOT  
Monica Etz, NJDOT

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

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

In Reply Refer To:  
HPL-NJ

September 17, 2020

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

Re: FY 2022 UPWP Planning Emphasis Areas

Dear Mr. Swords:

Thank you for your letter of September 1, 2020, requesting the planning emphasis areas for the MPOs FY 2022 Unified Planning Work Programs. Per our Mutual Service Standards for the FY 2022 Unified Planning Work Program, Federal Highway Administration is requesting the State Department of Transportation and the Metropolitan Planning Organizations (MPOs) to continue with **MAP-21 Implementation, Regional Models of Cooperation, and Ladders of Opportunity**, focusing on contributing towards the agreed to 2-year and 4-year targets set for the National Performance Measures in their respective planning work programs for FY 2022.

In addition, MPOs should continue incorporating Automated/Connected/Electric/Shared-use Vehicles into their planning processes. Although the potential impacts of these technologies are still uncertain, MPOs need to determine how best to address the challenges and opportunities these technologies present. The current public health emergency has altered travel trends within the region and improved air quality and travel times. MPOs are encouraged to conduct effective TDM strategies that can help to continue the trend.

We encourage the MPOs and the State Department of Transportation to develop and identify work tasks associated with these planning emphasis areas for inclusion in their upcoming Unified Planning Work Programs. If you have any questions, please contact Brian Goodson at [brian.goodson@dot.gov](mailto:brian.goodson@dot.gov) or 609-637-4208.

Sincerely,

*Sutapa Bandyopadhyay*

Sutapa Bandyopadhyay  
Planning and Program Development Manager  
FHWA New Jersey Division Office

cc: Monica Etz, NJDOT  
Jim Lewis, NJDOT  
Mary Ameen, NJTPA  
Jennifer Marandino, SJTPO  
Barry Seymour, DVRPC  
Uzoma Anukwe, FTA  
Ray Tomczak, FTA



## Appendix C. NJDOT Planning Activities

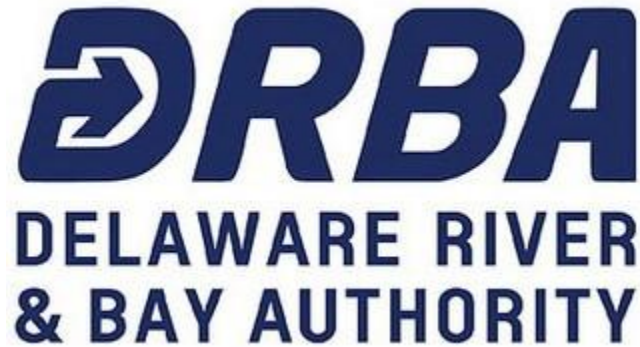
Reserved for the NJDOT State Planning and Research and Management System Work Program; to be inserted when it becomes available.

## Appendix D. DRBA Planning Activities

Reserved for the DRBA's Capital Improvement Program and Five-Year Strategic Plan; to be inserted when it becomes available



# **Delaware River and Bay Authority**



## **2021 Capital Improvement Program and Five Year (2021-2025) Strategic Plan**

December 2020

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# Introduction

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The Delaware River and Bay Authority (DRBA) is an agency created by a Congressionally sanctioned interstate compact between the States of New Jersey and Delaware and enacted pursuant to 53 Laws of Delaware, Chapter 145 (17 Del. C.S. 1701) and P.L. 1961, C.66 (C.32:11E-1 et. seq. of the Pamphlet Laws of New Jersey). The Mission of the DRBA is connecting people and places in the heart of the North East Corridor.

The DRBA has an extensive network of structures and facilities designed to provide the public with safe and efficient means of transportation as well as providing economic development and opportunities in the region. This transportation network includes the Delaware Memorial Bridge (DMB), the Cape May-Lewes Ferry (CMLF), and the Forts Ferry (FF). The Authority also operates and maintains through the auspices of long-term leases with a municipality, county or the state, five (5) Airport facilities in Delaware and New Jersey. These facilities include New Castle Airport, Delaware Airpark and Civil Air Terminal in Delaware and Millville and Cape May Airports in New Jersey.

The DRBA has developed five goals in support of its mission against which Capital projects are evaluated. These goals include:

- J Asset Preservation – The responsible stewardship of critical regional infrastructure through the preservation of the asset. Preservation of the asset is necessary to retain its existing value and maximize its useful life.
- J Efficiency and Sustainability - Increase operating efficiencies through the construction of sustainable infrastructure utilizing best available technologies and management practices.
- J Safety - Maintain or enhance safe and reliable infrastructure for our customers.
- J Security - Enhance the security of critical regional infrastructure in coordination with regional security agencies.
- J Economic Development - Support revenue producing growth through controlled investment in economic development opportunities.

Capital improvement projects generally occur in phases over multiple years. This Strategic Plan serves as a planning tool for directing resources to address the goals over the next five years to consistently maintain and enhance the Authority's facilities and address the increasing demands associated with an aging infrastructure. Implementation of this Strategic Plan will assure the public continues to enjoy quality transportation services in a safe and efficient manner as well as intelligently maintain and enhance facilities as necessary.

Included in the following pages are the identified multi-year capital improvement projects organized by asset class (DMB, CMLF, FF and each of the five Airports). Within each asset class, individual projects are further organized into the following classifications:

- J Continuing Projects – Projects which were previously authorized in the Capital Improvement Program, which are scheduled to continue in 2021.
- J Annual – Projects which require yearly authorization to continue.
- J New Projects – Projects which have not been authorized in a prior Capital Improvement Program and are seeking authorization in 2021.
- J Out Year Projects – Projects which will be seeking authorization in a future Capital Improvement program.

Airport projects which are contributed to by the Federal Aviation Administration are subject to grant approval and funding allocation.

This information, provided in tabular format, identifies the financial resources for each project. Descriptions for each project follow the tables and are keyed to the table by the project's rank number (projects are ranked in order of priority by the Authority, with a total of 97 projects). The Capital Improvement Program budget for 2021 is shown as the highlighted column within the table.

## 2021 Capital Improvement Program - \$110,490,000 Authority and External Funds

Capital Asset	2021		
	DRBA	External	Total
<u>CONTINUING PROJECTS</u>			
Delaware Memorial Bridge	\$ 16,677,000	\$ 5,500,000	\$ 22,177,000
Cape May-Lewes Ferry	\$ 17,109,000	\$ 1,428,000	\$ 18,537,000
Forts Ferry	-	-	-
New Castle Airport	\$ 435,000	\$ 6,922,000	\$ 7,357,000
Millville Airport	\$ 700,000	\$ 1,675,000	\$ 2,375,000
Cape May Airport	\$ 6,803,000	\$ 3,470,000	\$ 10,273,000
Delaware Air Park	\$ 742,000	\$ 2,312,000	\$ 3,054,000
Civil Air Terminal	-	-	-
Subtotal	\$ 42,466,000	\$ 21,307,000	\$ 63,773,000
<u>ANNUAL PROJECTS</u>			
Delaware Memorial Bridge	\$ 28,518,000	\$ -	\$ 28,518,000
Cape May-Lewes Ferry	\$ 14,819,000	\$ 12,000	\$ 14,831,000
Forts Ferry	\$ 20,000	\$ -	\$ 20,000
New Castle Airport	\$ 485,000	\$ -	\$ 485,000
Millville Airport	\$ 356,000	\$ 360,000	\$ 716,000
Cape May Airport	\$ 190,000	\$ -	\$ 190,000
Delaware Air Park	\$ 235,000	\$ 54,000	\$ 289,000
Civil Air Terminal	\$ 215,000	\$ -	\$ 215,000
Subtotal	\$ 44,838,000	\$ 426,000	\$ 45,264,000
<u>NEW PROJECTS</u>			
Delaware Memorial Bridge	\$ 460,000	\$ -	\$ 460,000
Cape May-Lewes Ferry	\$ 443,000	\$ -	\$ 443,000
Forts Ferry	-	\$ -	\$ -
New Castle Airport	\$ -	\$ -	\$ -
Millville Airport	\$ 150,000	\$ -	\$ 150,000
Cape May Airport	\$ 400,000	\$ -	\$ 400,000
Delaware Air Park	-	\$ -	\$ -
Civil Air Terminal	-	-	\$ -
Subtotal	\$ 1,453,000	\$ -	\$ 1,453,000
<b>Grand Total All Projects</b>	<b>\$ 88,757,000</b>	<b>\$ 21,733,000</b>	<b>\$ 110,490,000</b>

## Authority-Wide Five Year (2021-2025) Strategic CIP Summary Authority Funds Only

Capital Asset	2021	2022	2023	2024	2025
<b>CONTINUING PROJECTS</b>					
Delaware Memorial Bridge	\$ 16,677,000	\$ 48,557,000	\$ 46,058,000	\$ 2,570,000	\$ 1,000,000
Cape May-Lewes Ferry	\$ 17,109,000	\$ 16,455,000	\$ 2,375,000	\$ 10,070,000	\$ 40,000,000
Forts Ferry	\$ -	\$ -	\$ -	\$ -	\$ -
New Castle Airport	\$ 435,000	\$ 1,125,000	\$ 575,000	\$ 75,000	\$ -
Millville Airport	\$ 700,000	\$ 700,000	\$ 240,000	\$ 1,273,000	\$ 264,000
Cape May Airport	\$ 6,803,000	\$ 875,000	\$ 350,000	\$ -	\$ -
Delaware Air Park	\$ 742,000	\$ 45,000	\$ 50,000	\$ 67,000	\$ 41,315,000
Civil Air Terminal	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 42,466,000	\$ 67,757,000	\$ 49,648,000	\$ 14,055,000	\$ 82,579,000
<b>ANNUAL PROJECTS</b>					
Delaware Memorial Bridge	\$ 28,518,000	\$ 28,080,000	\$ 21,419,000	\$ 16,980,000	\$ 18,025,000
Cape May-Lewes Ferry	\$ 14,819,000	\$ 12,287,000	\$ 6,960,000	\$ 4,475,000	\$ 780,000
Forts Ferry	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
New Castle Airport	\$ 485,000	\$ 2,440,000	\$ 1,595,000	\$ 1,425,000	\$ 1,450,000
Millville Airport	\$ 356,000	\$ 1,517,000	\$ 605,000	\$ 480,000	\$ 490,000
Cape May Airport	\$ 190,000	\$ 565,000	\$ 135,000	\$ 50,000	\$ 45,000
Delaware Air Park	\$ 235,000	\$ 298,000	\$ 5,000	\$ -	\$ 20,000
Civil Air Terminal	\$ 215,000	\$ 280,000	\$ 5,000	\$ -	\$ 20,000
Subtotal	\$ 44,838,000	\$ 45,487,000	\$ 30,744,000	\$ 23,430,000	\$ 20,850,000
<b>NEW PROJECTS</b>					
Delaware Memorial Bridge	\$ 460,000	\$ 1,270,000	\$ 1,270,000	\$ -	\$ -
Cape May-Lewes Ferry	\$ 443,000	\$ 900,000	\$ -	\$ -	\$ -
Forts Ferry	\$ -	\$ -	\$ -	\$ -	\$ -
New Castle Airport	\$ -	\$ -	\$ -	\$ -	\$ -
Millville Airport	\$ 150,000	\$ 1,500,000	\$ -	\$ -	\$ -
Cape May Airport	\$ 400,000	\$ -	\$ -	\$ -	\$ -
Delaware Air Park	\$ -	\$ -	\$ -	\$ -	\$ -
Civil Air Terminal	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 1,453,000	\$ 3,670,000	\$ 1,270,000	\$ -	\$ -
<b>OUT-YEAR PROJECTS</b>					
Delaware Memorial Bridge	\$ -	\$ 4,950,000	\$ 3,050,000	\$ 18,700,000	\$ 10,000,000
Cape May-Lewes Ferry	\$ -	\$ 4,100,000	\$ 1,160,000	\$ -	\$ -
Forts Ferry	\$ -	\$ -	\$ -	\$ -	\$ -
New Castle Airport	\$ -	\$ 10,000	\$ 53,000	\$ 193,000	\$ 350,000
Millville Airport	\$ -	\$ 300,000	\$ 125,000	\$ 1,761,000	\$ 63,000
Cape May Airport	\$ -	\$ 1,640,000	\$ 485,000	\$ 1,515,000	\$ 303,000
Delaware Air Park	\$ -	\$ -	\$ -	\$ 800,000	\$ -
Civil Air Terminal	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ 11,000,000	\$ 4,873,000	\$ 22,969,000	\$ 10,716,000
<b>Grand Total All Projects</b>	<b>\$ 88,757,000</b>	<b>\$ 127,914,000</b>	<b>\$ 86,535,000</b>	<b>\$ 60,454,000</b>	<b>\$ 114,145,000</b>

# Delaware Memorial Bridge - Continuing Projects

## Crossings Strategic Capital Improvement Plan

Ranking	Project	2020 \$ Spent (EST.)	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
<b>Continuing Projects</b>												
3	Deck UHPC Overlay Program	\$ 5,750,000	\$ 1,200,000	\$ -	\$ 21,667,000	\$ -	\$ 43,333,000	\$ -	\$ -	\$ -	\$ -	\$ -
5	Deck Repairs	\$ 670,000	\$ 1,155,000	\$ -	\$ 1,500,000	\$ -	\$ 1,500,000	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -
7	Roof and Building Envelope Rehabilitation (DMB)	\$ 1,200,000	\$ 320,000	\$ -	\$ 1,000,000	\$ -	\$ 25,000	\$ -	\$ 70,000	\$ -	\$ -	\$ -
11	Admin Building Elevator Retrofits	\$ 575,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Ship Collision Protection	\$ 450,000	\$ 7,000,000	\$ 5,500,000	\$ 20,940,000	\$ 16,340,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Catwalk Repairs	\$ 50,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32	Miscellaneous Roadway Improvements	\$ 1,100,000	\$ 3,900,000	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -
34	Toll Booth HVAC Replacement	\$ 50,000	\$ 300,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35	Salt Bay Renovation	\$ 57,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41	Police Parking Lot at Julia Building	\$ 26,000	\$ 777,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Gantry Lane Markers	\$ -	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -
45	Replace Chillers in Administration Building Phase 2	\$ 625,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	Roadway LED Lighting Upgrades	\$ 200,000	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
56	Facility Utility Survey (DMB)	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60	War Memorial Refurbishment	\$ -	\$ 200,000	\$ -	\$ 1,750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>		<b>\$ 10,753,000</b>	<b>\$ 16,677,000</b>	<b>\$ 5,500,000</b>	<b>\$ 48,557,000</b>	<b>\$ 16,340,000</b>	<b>\$ 46,058,000</b>	<b>\$ -</b>	<b>\$ 2,570,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>

### 3 **Deck UHPC Overlay Program - Asset Preservation**

Both structures exhibit minor deck cracking and delamination as well as potholes due to age and heavy truck volumes. The project aims to demonstrate a proof of concept for Ultra High Performance Concrete (UHPC) overlays on the decks of the Delaware Memorial Bridge. As part of this project, areas will be identified on the bridge where UHPC overlays can be installed and cores taken for testing and evaluation. This project has an estimated DRBA cost of \$1,200,000 in 2021 and \$65,000,000 in the out years. This effort has no anticipated annual operating cost impact.

### 5 **Deck Repairs - Safety**

Both structures exhibit minor deck cracking and delamination as well as potholes due to age and heavy truck volumes. The project includes large lane-width concrete repairs to the bridge deck to maintain an appropriate level of service until the permanent overlay project is fully implemented. This project has an estimated DRBA cost of \$1,155,000 in 2021 and \$4,500,000 in the out years. This effort has no anticipated annual operating cost impact.

### 7 **Roof and Building Envelope Rehabilitation (DMB) - Asset Preservation**

The Authority is still in the early stages of a healthy roof management program having over 150 roof systems throughout its facilities. Each year, annual inspections and capital investments are strategically placed to provide a 30-year solution to establish a consistent and manageable replacement plan in the future. This project has an estimated DRBA cost of \$320,000 in 2021 and \$1,095,000 in the out years. This effort has no anticipated annual operating cost impact.

### 11 **Admin Building Elevator Retrofits - Efficiency and Sustainability**

Elevators in the Delaware Memorial Bridge Administrative Building are reaching the end of their design life and are in need of repair. The project programs the design and rehabilitation of two elevators. This project has an estimated DRBA cost of \$25,000 in 2021. This effort has no anticipated annual operating cost impact.

# Delaware Memorial Bridge - Continuing Projects

15 **Ship Collision Protection - Safety**

The existing tower fender system on the twin spans is in poor repair and the design is insufficient for the current vessel traffic. The project programs the provision of protection system meeting current standards and consisting of eight 80 foot diameter dolphin structures, two at the approach of each tower pier. This project has an estimated DRBA cost of \$7,000,000 in 2021 and \$20,940,000 in the out years. The project is partially funded in the amount of approximately \$21,840,000 by the US Department of Transportation. This effort has no anticipated annual operating cost impact.

28 **Catwalk Repairs - Safety**

The steel framework of the catwalks on the Delaware Memorial Bridge are aging and showing signs of severe corrosion and section loss. The project aims to remove and replace deteriorated members of the catwalks and install new members. This project has an estimated DRBA cost of \$500,000 in 2021. This effort has no anticipated annual operating cost impact.

32 **Miscellaneous Roadway Improvements - Asset Preservation**

Large sections of hot mix pavement in the northbound direction are 12 or more years old, showing signs of distress, and have reached the end of their useful life. The project will remove the wearing surface and install a fresh wearing course in sections over a three year period. This project has an estimated DRBA cost of \$3,900,000 in 2021 and \$4,000,000 in the out years. This effort has no anticipated annual operating cost impact.

34 **Toll Booth HVAC Replacement - Asset Preservation**

The HVAC units for the Tolls building are at the end of their service life and operate on obsolete R-22 refrigerant, which is being phased out by the EPA. The project will begin the process of replacement with high efficiency units that operate on modern, environmentally-friendly refrigerant. This project has an estimated DRBA cost of \$300,000 in 2021 and \$250,000 in the out years. This effort has no anticipated annual operating cost impact.

35 **Salt Bay Renovation - Safety**

The salt bay at the Delaware Memorial Bridge complex has developed issues including a cracked foundation, concrete spalling, and cracks in the masonry. The project programs the design and construction of the necessary repairs for the salt bay building envelope. This project has an estimated DRBA cost of \$500,000 in 2021. This effort has no anticipated annual operating cost impact.

41 **Police Parking Lot at Julia Building - Efficiency and Sustainability**

Parking for police vehicles is greatly lacking at the Julia Building adding significant response time for officers when vehicles are parked in the administration building lot. The project programs the design and construction of 50 additional parking spaces at the Julia Building to address this shortage. This project has an estimated DRBA cost of \$777,000 in 2021. This effort has no anticipated annual operating cost impact.

42 **Gantry Lane Markers - Efficiency and Sustainability**

The existing gantry mounted lane status signals on each span are comprised of a series of LED lights. These lights are nearing the end of their anticipated life cycle (10 years). Each lane signal consists of 50 individual LED lights. The project programs the replacement of the 4,000 LED lights over a three year period. This project has an estimated DRBA cost of \$200,000 in 2021 and \$400,000 in the out years. This effort has no anticipated annual operating cost impact.

45 **Replace Chillers in Administration Building Phase 2 - Efficiency and Sustainability**

Several existing HVAC chiller units are at the end of their service life and operate on obsolete R-22 refrigerant, which is being phased out by the EPA. The project will begin the process of replacement with high efficiency units that operate on modern, environmentally-friendly refrigerant. This project has an estimated DRBA cost of \$250,000 in 2021. This effort has no anticipated annual operating cost impact.

## Delaware Memorial Bridge - Continuing Projects

47 **Roadway LED Lighting Upgrades - Efficiency and Sustainability**

This is a continuation of an existing program to replace all existing high pressure sodium roadway lights with new, modern, longer lasting, and more efficient LED fixtures. The effort will continue for two more years to complete the Delaware approach roads. This project has an estimated DRBA cost of \$250,000 in 2021 and \$250,000 in the out years. This effort has no anticipated annual operating cost impact.

56 **Facility Utility Survey (DMB) - Efficiency and Sustainability**

Utility records and location services are not provided by the local utility companies for the majority of the Authority's properties and historical records are difficult to track without a common GIS platform. The project programs a field utility survey to include preliminary development of a GIS platform to record this data and track future changes. This project has an estimated DRBA cost of \$100,000 in 2021. This effort has no anticipated annual operating cost impact.

60 **War Memorial Refurbishment - Asset Preservation**

The War Memorial is aging and showing signs of deterioration. The project programs the design and restoration of the existing War Memorial. This project has an estimated DRBA cost of \$200,000 in 2021 and \$1,750,000 in the out years. This effort has no anticipated annual operating cost impact.



# Delaware Memorial Bridge - Annual Projects

## Crossings Strategic Capital Improvement Plan

Ranking	Project	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>Annual Projects</b>										
1	Annual Bridge Steelwork Repairs	\$ 13,000,000	\$ -	\$ 10,000,000	\$ -	\$ 9,000,000	\$ -	\$ 9,000,000	\$ -	\$ 9,000,000	\$ 1
22	Annual Maintenance Bridge Span Painting	\$ 10,000,000	\$ -	\$ 14,500,000	\$ -	\$ 11,000,000	\$ -	\$ 7,500,000	\$ -	\$ 7,500,000	\$ 1
24A	Annual Minor Capital Maintenance (DMB)	\$ 1,821,000	\$ -	\$ 1,375,000	\$ -	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ 60,000	\$ 1
25A	Annual Minor Capital Equipment (DMB)	\$ 917,000	\$ -	\$ 665,000	\$ -	\$ 455,000	\$ -	\$ -	\$ -	\$ -	\$ 1
27A	Annual Automation/Telecom Upgrades (DMB)	\$ 2,780,000	\$ -	\$ 1,540,000	\$ -	\$ 904,000	\$ -	\$ 420,000	\$ -	\$ 1,465,000	\$ 1
	<b>Grand Total</b>	<b>\$ 28,518,000</b>	<b>\$ -</b>	<b>\$ 28,080,000</b>	<b>\$ -</b>	<b>\$ 21,419,000</b>	<b>\$ -</b>	<b>\$ 16,980,000</b>	<b>\$ -</b>	<b>\$ 18,025,000</b>	<b>\$ 5</b>

### 1 **Annual Bridge Steelwork Repairs - Asset Preservation**

This project programs miscellaneous steelwork repairs found to be necessary as a result of comprehensive annual inspections. These repairs are necessary to preserve the bridge's steelwork while maintaining safety and operational service levels. Work typically includes replacement of worn bearing assemblies, access platforms, maintenance of steel connections, installing new safety features, and other items. This project has an estimated DRBA cost of \$13,000,000 in 2021 and \$37,000,000 in the out years.

### 22 **Annual Maintenance Bridge Span Painting - Asset Preservation**

The annual bridge report recommends repairs to the coating system of the Delaware Memorial Bridge to protect the structural steel on specific spans. The project programs funds to have deficient areas cleaned to bare metal and recoat with a 4- layer protective overcoat system. This project has an estimated DRBA cost of \$10,000,000 in 2021 and \$40,500,000 in the out years.

### 24A **Annual Minor Capital Maintenance (DMB) - Asset Preservation**

This project programs annual work activities necessary to accommodate changing regulations and to preserve existing infrastructure. Minor capital maintenance may include, but not be limited to: interior renovations, building upgrades, electrical/lighting improvements, installation of oil/water separators, fencing, guiderail replacement, signage replacement, HVAC upgrades, chiller upgrades, emergency generator improvements, miscellaneous office space improvements, miscellaneous toll booth improvements, as well as utility and general infrastructure improvements. This project has an estimated DRBA cost of \$1,821,000 in 2021 and \$1,555,000 in the out years.

### 25A **Annual Minor Capital Equipment (DMB) - Efficiency and Sustainability**

This project programs annual capital equipment purchases which may include but are not limited to: vehicles, trucks, specialty equipment, emergency generators, trailers, and other equipment that are utilized to preserve existing infrastructure assets. Purchases are based on established replacement guidelines considering useful life and condition. This project has an estimated DRBA cost of \$917,000 in 2021 and \$1,120,000 in the out years.

## Delaware Memorial Bridge - Annual Projects

### 27A **Annual Automation/Telecom Upgrades (DMB) - Efficiency and Sustainability**

Automation upgrades and equipment enhancements are needed to maintain sustainable and efficient facilities. This yearly project includes but is not limited to: automation master planning, computer hardware replacement purchases, local and wide area network upgrades, software and hardware upgrades, file back-up system maintenance and upgrades, video teleconference system upgrades, document management storage systems, server replacements, business continuity hardware/software, network replacement/upgrades, storage area network upgrades, and various hardware/software installations or upgrades as necessary. This project has an estimated DRBA cost of \$2,780,000 in 2021 and \$4,329,000 in the out years.

# Delaware Memorial Bridge - New Projects

## Crossings Strategic Capital Improvement Plan

Ranking	Project	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>New Projects</b>										
29	Bridge Worker Fall Protection	\$ 460,000	\$ -	\$ 1,270,000	\$ -	\$ 1,270,000	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Grand Total</b>	<b>\$ 460,000</b>	<b>\$ -</b>	<b>\$ 1,270,000</b>	<b>\$ -</b>	<b>\$ 1,270,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### 29 **Bridge Worker Fall Protection - Safety**

The walkways underneath the bridges are original to the Delaware Memorial Bridges and are not up to safety standards. The project will install lifelines throughout the length of the bridge for personnel to tie-off while accessing the walkways. This project has an estimated DRBA cost of \$460,000 in 2021 and \$2,540,000 in the out years. This effort has no anticipated annual operating cost impact.

# Delaware Memorial Bridge - Out Year Projects

## Crossings Strategic Capital Improvement Plan

Ranking	Project	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>Out Year Projects</b>										
67	Cable Preservation (Both Structures)	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68	Fall Prevention Fencing	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 10,000,000	\$ -	\$ 10,000,000	\$ -
73	Emergency Lighting for the Anchorages-Towers	\$ -	\$ -	\$ 515,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
74	Bridge Management and Monitoring System	\$ -	\$ -	\$ 500,000	\$ -	\$ 2,000,000	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -
75	DMB Tower Elevator Communications and Controls	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
78	Fitness Center Renovations (DMB)	\$ -	\$ -	\$ 100,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -
80	Administration Building Second Floor Renovations	\$ -	\$ -	\$ 35,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -
82	Route 9 Bridge Repairs	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 3,200,000	\$ -	\$ -	\$ -
83	Norfolk RR Backwall Replacement	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -
84	1st Structure Safety Walk & Curb Drainage Retrofit	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -
	<b>Grand Total</b>	\$ -	\$ -	\$ 4,950,000	\$ -	\$ 3,050,000	\$ -	\$ 18,700,000	\$ -	\$ 10,000,000	\$ -

### 67 Cable Preservation (Both Structures) - Asset Preservation

As a result of the cable investigation it was determined that preventive measures are necessary to maintain the service life and capacity of the Delaware Memorial Bridge structures. The project installed a dehumidification system to preserve the main suspension cables in 2018 and maintains an active maintenance and monitoring program as part of the contract. This project has an estimated DRBA cost of \$1,000,000 in the out years. This effort has an anticipated annual maintenance and monitoring cost of \$54,000.

### 68 Fall Prevention Fencing - Safety

The project aims to install anti-climb mesh fencing along both spans of the Delaware Memorial Bridges. This project has an estimated DRBA cost of \$22,000,000 in the out years. This effort has no anticipated annual operating cost impact.

### 73 Emergency Lighting for the Anchorages-Towers - Safety

There is a need for emergency pathway lighting in the towers and anchorages of the Delaware Memorial Bridge. The project programs the assessment, design, and installation of emergency lighting systems for these areas. This project has an estimated DRBA cost of \$515,000 in the out years. This effort has no anticipated annual operating cost impact.

### 74 Bridge Management and Monitoring System - Asset Preservation

The 1st and 2nd Structures are aging and require significant monitoring and maintenance to ensure they continue to serve as an essential asset to the traveling public. The implementation of a bridge monitoring system is recommended to track the condition of critical structural elements and facilitate prioritization and documentation of corrective measures. This project has an estimated DRBA cost of \$3,500,000 in the out years. This effort has an anticipated annual operating cost of \$50,000.

### 75 DMB Tower Elevator Communications and Controls - Efficiency and Sustainability

There is a desire to monitor access and ensure proper usage of the recently rehabilitated Tower Elevators. The project programs the design and installation of communications to the towers and installation of card readers for the Tower Elevators. This project has an estimated DRBA cost of \$800,000 in the out years. This effort has no anticipated annual operating cost impact.

## Delaware Memorial Bridge - Out Year Projects

78 **Fitness Center Renovations (DMB) - Efficiency and Sustainability**

The fitness center holds obsolete equipment and unused space. The purpose of this project is to renovate the area to effectively use the room and upgrade the equipment. This project has an estimated DRBA cost of \$450,000 in the out years. This effort has no anticipated annual operating cost impact.

80 **Administration Building Second Floor Renovations - Efficiency and Sustainability**

Extensive renovations have been performed throughout the east wing of the Delaware Memorial Bridge Administrative Building with exception of the upper foyer. The project programs renovations to the flooring, stairwells, and other features throughout this space. This project has an estimated DRBA cost of \$335,000 in the out years. This effort has no anticipated annual operating cost impact.

82 **Route 9 Bridge Repairs - Asset Preservation**

The Route 9 bridge deck is showing signs of deterioration near the joints. The project programs the removal and replacement of existing bridge joints along with the repair of the associated portions of the bridge deck. This project has an estimated DRBA cost of \$3,350,000 in the out years. This effort has no anticipated annual operating cost impact.

83 **Norfolk RR Backwall Replacement - Asset Preservation**

The backwall of west abutment of the bridge over the Norfolk Southern Railroad has developed a large longitudinal crack that extends through the length of the backwall. The project aims to replace this backwall and the expansion joint above with a jointless backwall that will be designed to perform better and eliminate leakages from the joint. This project has an estimated DRBA cost of \$2,600,000 in the out years. This effort has no anticipated annual operating cost impact.

84 **1st Structure Safety Walk & Curb Drainage Retrofit - Safety**

The 1st structure currently has an open grate safety walk which allows water, road salts, and sand to corrode the structural steel beneath the road level. The project programs the design and construction necessary to convert from an open grate safety walk to a solid surface. This project has an estimated DRBA cost of \$2,150,000 in the out years. This effort has no anticipated annual operating cost impact.

# Cape May Lewes Ferry - Continuing Projects

## Crossings Strategic Capital Improvement Plan

Ranking	Project	2020 \$ Spent (EST.)	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>Continuing Projects</b>											
2	Main Engine Repower and Dry Docking	\$ 4,953,000	\$ 4,054,000	\$ 210,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Transfer Bridge Replacements	\$ 6,450,000	\$ 2,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Freeman Highway Storage Building	\$ 2,200,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Monopile Repair	\$ 630,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Fender Replacements	\$ -	\$ 690,000	\$ -	\$ 850,000	\$ -	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ -
26B	Roof and Building Envelope Rehabilitation (CMLF)	\$ 41,000	\$ 500,000	\$ -	\$ 75,000	\$ -	\$ 25,000	\$ -	\$ 70,000	\$ -	\$ -	\$ -
30	Production Kitchen	\$ 56,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	Cape May Master Plan Phase 1: Utility Corridor	\$ 260,000	\$ 1,000,000	\$ -	\$ 7,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38	Motor Vessel Replacement Program	\$ 100,000	\$ 1,500,000	\$ -	\$ 1,500,000	\$ -	\$ 1,500,000	\$ -	\$ 10,000,000	\$ -	\$ 40,000,000	\$ -
40	Electrical Signage - Cape May and Lewes	\$ 15,000	\$ 70,000	\$ -	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Cape May Approach Roads Rehabilitation	\$ 150,000	\$ 2,890,000	\$ 1,218,000	\$ 2,890,000	\$ 1,218,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48	Lewes Terminal Master Plan Phase 1: Utility Corridor	\$ 200,000	\$ 800,000	\$ -	\$ 2,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50	Freeman Highway Repaving	\$ 30,000	\$ 1,900,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
57	Power Feed Replacement for Slips	\$ 40,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58	Police Dispatch Center Upgrades	\$ 45,000	\$ 25,000	\$ -	\$ 1,240,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Grand Total</b>	<b>\$ 15,170,000</b>	<b>\$ 17,109,000</b>	<b>\$ 1,428,000</b>	<b>\$ 16,455,000</b>	<b>\$ 1,218,000</b>	<b>\$ 2,375,000</b>	<b>\$ -</b>	<b>\$ 10,070,000</b>	<b>\$ -</b>	<b>\$ 40,000,000</b>	<b>\$ -</b>

### 2 **Main Engine Repower and Dry Docking - Asset Preservation**

Two of the ferry vessels have older engines which are not efficient and difficult to maintain. The project provides for the replacement of the engines reduction gears, and other associated parts for one vessel, which will be installed in 2020-2021. This project has an estimated DRBA cost of \$4,054,000 in 2021. The project is partially funded in the amount of approximately \$210,000 by the Environmental Protection Agency. This effort has no anticipated annual operating cost impact.

### 4 **Transfer Bridge Replacements - Safety**

The transfer bridges in Cape May and Lewes are in need of updates pertaining to the age of the structures, deteriorated concrete, and structurally deficient supports. The project incorporates the design and construction of new transfer bridges. This project has an estimated DRBA cost of \$2,300,000 in 2021. This effort has no anticipated annual operating cost impact.

### 6 **Freeman Highway Storage Building - Efficiency and Sustainability**

The Freeman Highway Facility is in need of a permanent storage building for highway equipment. The project proposes the design and construction of a conditioned storage building. This project has an estimated DRBA cost of \$400,000 in 2021. This effort has no anticipated annual operating cost impact.

### 12 **Monopile Repair - Safety**

A monopile in Lewes, used to prevent errant vessels from causing damage to adjacent property, was recently damaged. The effort includes the design and installation of a replacement piling system This project has an estimated DRBA cost of \$30,000 in 2021. This effort has no anticipated annual operating cost impact.

# Cape May Lewes Ferry - Continuing Projects

## **14 Fender Replacements - Asset Preservation**

High strength fiberglass fender panels were installed during the late 1990s at both terminals to resist vessel impact along the bulkhead. These panels have reached their lifespan and are being replaced with steel panels similar in shape and size. This project has an estimated DRBA cost of \$690,000 in 2021 and \$1,700,000 in the out years. This effort has no anticipated annual operating cost impact.

## **26B Roof and Building Envelope Rehabilitation (CMLF) - Asset Preservation**

The Authority is still in the early stages of a healthy roof management program having over 150 roof systems throughout its facilities. Each year, annual inspections and capital investments are strategically placed to provide a 30-year solution to establish a consistent and manageable replacement plan in the future. This project has an estimated DRBA cost of \$500,000 in 2021 and \$170,000 in the out years. This effort has no anticipated annual operating cost impact.

## **30 Production Kitchen - Efficiency and Sustainability**

Due to outsourcing of the Lewes Kitchen, the food preparation to supply the ferry vessels is now limited to Cape May. The project programs the study (completed in 2020) and construction of a new modular kitchen in Cape May to accommodate vessel F&R operations. This project has an estimated DRBA cost of \$550,000 in 2021. This effort has no anticipated annual operating cost impact.

## **36 Cape May Master Plan Phase 1: Utility Corridor - Efficiency and Sustainability**

This is the first phase of implementing the Cape May Master Plan, which addresses the aging utility infrastructure. The project proposes the design and installation of a centralized utility corridor, which allows for easier access to perform maintenance and repairs. This project has an estimated DRBA cost of \$1,000,000 in 2021 and \$7,000,000 in the out years. This effort has no anticipated annual operating cost impact.

## **38 Motor Vessel Replacement Program - Efficiency and Sustainability**

A marine master plan was completed in 2008 which recommended construction of new vessels primarily due to the age of the existing fleet. A new vessel is estimated to cost in the \$40 million range. The plan supports an update of the old master plan, and then the design and replacement of the first of the three (3) existing vessels in the out years. Federal funding is anticipated for this project, but not committed at this time. This project has an estimated DRBA cost of \$1,500,000 in 2021 and \$53,000,000 in the out years. This effort has no anticipated annual operating cost impact.

## **40 Electrical Signage - Cape May and Lewes - Efficiency and Sustainability**

The current ferry facilities do not have modern indicators for toll lane status or advertisement boards. The project involves the supply and installation of both toll lane indicators and variable message signs for advertisement of terminal facilities. This project has an estimated DRBA cost of \$70,000 in 2021 and \$600,000 in the out years. This effort has an anticipated annual operating cost impact of \$5,000.

## **43 Cape May Approach Roads Rehabilitation - Asset Preservation**

Roadway improvements are necessary for maintaining expected levels of service for the approach roads to the Cape May Terminal. The project proposes the design and construction for roadway reconfigurations at the terminal entrance, improvements to the approach roads, and the replacement of Cape May highway signage. This project has an estimated DRBA cost of \$2,890,000 in 2021 and \$2,890,000 in the out years. The project is partially funded in the amount of approximately \$2,436,000 by the New Jersey Department of Transportation. This effort has no anticipated annual operating cost impact.

## **48 Lewes Terminal Master Plan Phase 1: Utility Corridor - Efficiency and Sustainability**

This is the first phase of implementing the Lewes Master Plan, which addresses the aging utility infrastructure. The project proposes the design and installation of a centralized utility corridor, which allows for easier access to perform maintenance and repairs. This project has an estimated DRBA cost of \$800,000 in 2021 and \$2,300,000 in the out years. This effort has no anticipated annual operating cost impact.

## Cape May Lewes Ferry - Continuing Projects

50 **Freeman Highway Repaving - Asset Preservation**

Roadway improvements are necessary for maintaining expected levels of service for Freeman Highway, approaching the Lewes Terminal. The project includes the repaving, joint repairs, and restriping of the existing roadway. This project has an estimated DRBA cost of \$1,900,000 in 2021. This effort has no anticipated annual operating cost impact.

57 **Power Feed Replacement for Slips - Efficiency and Sustainability**

The P3 power feed and Davits are aging and in need of replacement. The project programs the design and construction of safe and reliable replacement infrastructure. This project has an estimated DRBA cost of \$400,000 in 2021. This effort has no anticipated annual operating cost impact.

58 **Police Dispatch Center Upgrades - Efficiency and Sustainability**

The existing monitoring equipment and console are obsolete. The purpose of the upgrade is to replace the outdated console and legacy systems to improve functionality, ergonomics, and monitoring capabilities. This project has an estimated DRBA cost of \$25,000 in 2021 and \$1,240,000 in the out years. This effort has an anticipated annual operating cost impact of \$10,000.



# Cape May - Lewes Ferry - Annual Projects

## Crossings Strategic Capital Improvement Plan

Ranking	Project	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>Annual Projects</b>										
23	Annual Vessel Maintenance & Dry Docking	\$ 11,584,000	\$ -	\$ 8,750,000	\$ -	\$ 5,950,000	\$ -	\$ 3,500,000	\$ -	\$ -	\$ -
24B	Annual Minor Capital Maintenance (CMLF)	\$ 2,106,000	\$ 12,000	\$ 1,160,000	\$ -	\$ 275,000	\$ -	\$ 325,000	\$ -	\$ 275,000	\$ -
25B	Annual Minor Capital Equipment (CMLF)	\$ 307,000	\$ -	\$ 525,000	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -
27B	Annual Automation/Telecom Upgrades (CMLF)	\$ 772,000	\$ -	\$ 1,372,000	\$ -	\$ 565,000	\$ -	\$ 250,000	\$ -	\$ 505,000	\$ -
64	Maintenance Dredging (CM)	\$ 50,000	\$ -	\$ 480,000	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -
	<b>Grand Total</b>	<b>\$ 14,819,000</b>	<b>\$ 12,000</b>	<b>\$ 12,287,000</b>	<b>\$ -</b>	<b>\$ 6,960,000</b>	<b>\$ -</b>	<b>\$ 4,475,000</b>	<b>\$ -</b>	<b>\$ 780,000</b>	<b>\$ -</b>

### 23 Annual Vessel Maintenance & Dry Docking - Efficiency and Sustainability

The project programs annual capital expenditures for the three (3) vessels, particularly in areas that preserve these assets and improve passenger safety and operational reliability. Planned projects include but are not limited to: vessel shipyard dry-dockings, purchase of life saving equipment, seating replacements, systems efficiency upgrades, generator overhauls, and miscellaneous improvements. This project has an estimated DRBA cost of \$11,584,000 in 2021 and \$18,200,000 in the out years.

### 24B Annual Minor Capital Maintenance (CMLF) - Asset Preservation

These land-side projects include, but not be limited to: HVAC improvements, roofing, terminal improvements, electrical improvements, security enhancements, building and workshop improvements, fencing and signage improvements, and carpet replacement. This project programs annual work activities necessary to accommodate changing regulations and to preserve existing infrastructure. This project has an estimated DRBA cost of \$2,106,000 in 2021 and \$2,035,000 in the out years.

### 25B Annual Minor Capital Equipment (CMLF) - Efficiency and Sustainability

The project programs annual capital equipment purchases which may include but are not limited to: vehicles, trucks, specialty equipment, emergency generators, trailers, and other equipment that are utilized to preserve existing infrastructure assets. Purchases are based on established replacement guidelines considering useful life and condition. This project has an estimated DRBA cost of \$307,000 in 2021 and \$695,000 in the out years.

### 27B Annual Automation/Telecom Upgrades (CMLF) - Efficiency and Sustainability

Automation upgrades with equipment enhancements are required for maintaining sustainable and efficient facilities. The project includes but is not limited to: automation master planning, computer hardware replacement purchases, network upgrades, software and hardware upgrades, uninterruptible power supply improvements, camera installations, fire detection systems upgrades, and other miscellaneous upgrades or installations. This project has an estimated DRBA cost of \$772,000 in 2021 and \$2,692,000 in the out years.

### 64 Maintenance Dredging (CM) - Safety

Cape May requires dredging annually as areas are prone to siltation. The project programs hydrographic surveys for planning and scheduling of annual maintenance dredging at the ferry terminals. Scheduling of dredging at Lewes is on an as-needed basis. This project has an estimated DRBA cost of \$50,000 in 2021 and \$880,000 in the out years. This effort has no anticipated annual operating cost impact.

# Cape May - Lewes Ferry - New Projects

## Crossings Strategic Capital Improvement Plan

Ranking	Project	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>New Projects</b>										
46	Lewes Approach Signage Improvements	\$ 353,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49	Replace Chiller and Cooling Tower (LW)	\$ 90,000	\$ -	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Grand Total</b>	<b>\$ 443,000</b>	<b>\$ -</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### 46 Lewes Approach Signage Improvements - Safety

Missing signage along Route 1 and outdated signage along Freeman Highway are needed to direct customers to the Lewes Ferry Terminal. The project adds a sign to a northbound Route 1 structure owned by DelDOT and replaces signs on Freeman Highway and Cape Henlopen Drive. This project has an estimated DRBA cost of \$353,000 in 2021. This effort has no anticipated annual operating cost impact.

### 49 Replace Chiller and Cooling Tower (LW) - Asset Preservation

Several existing HVAC chiller units are at the end of their service life and operate on obsolete R-22 refrigerant, which is being phased out by the EPA. The project will begin the process of replacement with high efficiency units that operate on modern, environmentally-friendly refrigerant. This project has an estimated DRBA cost of \$90,000 in 2021 and \$900,000 in the out years. This effort has no anticipated annual operating cost impact.

# Cape May - Lewes Ferry - Out Year Projects

## Crossings Strategic Capital Improvement Plan

Ranking	Project	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>Out Year Projects</b>										
69	Public/Private Shipyard Partnership	\$ -	\$ -	\$ 3,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
76	Pedestrian Walkway Fascia Replacement (CM)	\$ -	\$ -	\$ 100,000	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -
77	Accommodation Hotel Barge	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
79	Fitness Center Renovations (CM)	\$ -	\$ -	\$ 100,000	\$ -	\$ 360,000	\$ -	\$ -	\$ -	\$ -	\$ -
96	Cape May Master Plan Phases: 2 through 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	Lewes Master Plan Phases 4 through 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Grand Total</b>	\$ -	\$ -	\$ 4,100,000	\$ -	\$ 1,160,000	\$ -	\$ -	\$ -	\$ -	\$ -

### 69 **Public/Private Shipyard Partnership - Efficiency and Sustainability**

This effort provides funding for the Authority to partner with a local shipyard in the implementation of a floating dry-dock sufficient for Cape May – Lewes Ferry vessels. The project would also provide for ongoing dry-dock and repair services within the home state, saving time and money, and also providing local employment. The project foresees significant grant funding to become viable. This project has an estimated DRBA cost of \$3,100,000 in the out years. This effort has no anticipated annual operating cost impact.

### 76 **Pedestrian Walkway Fascia Replacement (CM) - Asset Preservation**

Fascia material which protects the supporting structural steel columns and walkway is showing signs of failure. A repair solution will be developed and implemented to protect the structure from the elements found in this marine environment. This project has an estimated DRBA cost of \$900,000 in the out years. This effort has no anticipated annual operating cost impact.

### 77 **Accommodation Hotel Barge - Efficiency and Sustainability**

During peak season there is insufficient local lodging for employees. The procurement and installation of a pre-fabricated hotel barge will provide significant seasonal lodging capacity for employees in a more cost-effective manner than investing in local real estate. The project will include the design of shore side infrastructure and utilities as well as the procurement and installation of a pre-built hotel barge. This project has an estimated DRBA cost of \$800,000 in the out years. This effort has no anticipated annual operating cost impact.

### 79 **Fitness Center Renovations (CM) - Efficiency and Sustainability**

The fitness center holds obsolete equipment and unused space. The purpose of this project is to renovate the area to effectively use the room and upgrade the equipment. This project has an estimated DRBA cost of \$460,000 in the out years. This effort has no anticipated annual operating cost impact.

### 96 **Cape May Master Plan Phases: 2 through 6 - Efficiency and Sustainability**

These are the remaining phases for implementing the Cape May Master Plan. This includes multiple projects to address the site's aging infrastructure and aims to optimize the facility's operations. Costs for the construction of these phases of the Master Plan fall outside of the five year strategic plan. This effort has no anticipated

## Cape May - Lewes Ferry - Out Year Projects

### 97 **Lewes Master Plan Phases 4 through 6 - Efficiency and Sustainability**

These are the remaining phases for implementing the Lewes Master Plan. This includes multiple projects to address the site's aging infrastructure and aims to optimize the facility's operations. Costs for the construction of these phases of the Master Plan fall outside of the five year strategic plan. This effort has no anticipated annual operating cost impact.

# Forts Ferry - Annual Projects

## Crossings Strategic Capital Improvement Plan

Ranking	Project	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>Annual Projects</b>										
24H	Annual Minor Capital Maintenance (FF)	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -
	<b>Grand Total</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>

### 24H **Annual Minor Capital Maintenance (FF) - Asset Preservation**

This project programs annual work activities necessary to accommodate changing regulations and to preserve existing infrastructure. These land-side projects include, but are not be limited to: HVAC improvements, roofing, terminal improvements, electrical improvements, security enhancements, building and workshop improvements, fencing and signage improvements, and carpet replacement. This project has an estimated DRBA cost of \$20,000 in 2021 and \$80,000 in the out years.

# New Castle Airport - Continuing Projects

## Airports Strategic Capital Improvement Plan

Ranking	Project	2020 \$ Spent (EST.)	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>Continuing Projects</b>											
10	Facility Utility Survey (ILG)	\$ 275,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Rehabilitate 1-19	\$ 55,000	\$ 400,000	\$ 6,922,000	\$ 325,000	\$ 2,925,000	\$ 550,000	\$ 4,950,000	\$ -	\$ -	\$ -	\$ -
26C	Roof and Building Envelope Rehabilitation (ILG)	\$ 1,000	\$ -	\$ -	\$ 800,000	\$ -	\$ 25,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -
44	Perimeter Road Rehabilitation	\$ 31,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52	Terminal Architectural Improvements Phase 2	\$ 2,462,000	\$ 25,000	TBD	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53	Parking Improvements Phase 2	\$ 2,000,000	TBD	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Grand Total</b>	<b>\$ 4,824,000</b>	<b>\$ 435,000</b>	<b>\$ 6,922,000</b>	<b>\$ 1,125,000</b>	<b>\$ 2,925,000</b>	<b>\$ 575,000</b>	<b>\$ 4,950,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### 10 **Facility Utility Survey (ILG) - Efficiency and Sustainability**

Utility records and location services are not provided by the local utility companies for the majority of the Authority's properties and historical records are difficult to track without a common GIS platform. The project programs a field utility survey to include preliminary development of a GIS platform to record this data and track future changes. This project has an estimated DRBA cost of \$10,000 in 2021. This effort has no anticipated annual operating cost impact.

### 13 **Rehabilitate 1-19 - Efficiency and Sustainability**

The Runway 1-19 pavement area is in need of rehabilitation based on FAA pavement life cycles and the State of Delaware's pavement management study. The project programs for rehabilitation of the runway pavement, and any modifications to signage, markings, lighting or infrastructure which may be necessary. This project has an estimated DRBA cost of \$400,000 in 2021 and \$875,000 in the out years. The project is partially funded in the amount of approximately \$14,797,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

### 26C **Roof and Building Envelope Rehabilitation (ILG) - Asset Preservation**

The Authority is still in the early stages of a healthy roof management program having over 150 roof systems throughout its facilities. Each year, annual inspections and capital investments are strategically placed to provide a 30-year solution to establish a consistent and manageable replacement plan in the future. This project has an estimated DRBA cost of \$900,000 in the out years. This effort has no anticipated annual operating cost impact.

### 44 **Perimeter Road Rehabilitation - Efficiency and Sustainability**

The perimeter roads are exhibiting signs of damage from heavy vehicle loading. The project programs the design and construction of this rehabilitation, to include demolition and reconstruction of existing asphalt pavement. This project has an estimated DRBA cost of . This effort has no anticipated annual operating cost impact.

### 52 **Terminal Architectural Improvements Phase 2 - Asset Preservation**

The terminal facility is dated and has not had a unified visual update in its service life, as well as experiencing a modified usage case on the interior. The project programs funds to design and implement a consistent system of visual improvements to the exterior of the building, and to modify the interior of the building to suit current and future needs. This project has an estimated DRBA cost of \$25,000 in 2021 and \$0 in the out years. External funding is anticipated for this project, but is not yet committed. This effort has no anticipated annual operating cost impact.

## New Castle Airport - Continuing Projects

### **53     Parking Improvements Phase 2 - Efficiency and Sustainability**

The landside and airside parking facilities at the airport terminal require signage and marking updates, improvements and expansions, as well as the implementation of paid parking systems to accommodate anticipated commercial service. The project programs the design and construction of all necessary updates and expansions. This project DRBA cost in 2021 . External funding is anticipated for this project, but is not yet committed. This effort has no anticipated annual operating cost impact.

# New Castle Airport - Annual Projects

## Airports Strategic Capital Improvement Plan

Ranking	Project	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>Annual Projects</b>										
24C	Annual Minor Capital Maintenance (ILG)	\$ 25,000	\$ -	\$ 741,000	\$ -	\$ 415,000	\$ -	\$ 415,000	\$ -	\$ 420,000	\$ -
25C	Annual Minor Capital Equipment (ILG)	\$ 460,000	\$ -	\$ 405,000	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -
27C	Annual Automation/Telecom Upgrades (ILG)	\$ -	\$ -	\$ 294,000	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 30,000	\$ -
65C	Reserve for Economic Development/Tenant Improve	\$ -	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -
	<b>Grand Total</b>	<b>\$ 485,000</b>	<b>\$ -</b>	<b>\$ 2,440,000</b>	<b>\$ -</b>	<b>\$ 1,595,000</b>	<b>\$ -</b>	<b>\$ 1,425,000</b>	<b>\$ -</b>	<b>\$ 1,450,000</b>	<b>\$ -</b>

### 24C Annual Minor Capital Maintenance (ILG) - Asset Preservation

The project programs repairs, renovations, and improvements to Authority owned and occupied facilities and infrastructure to include, but not be limited to: site grading, lighting, signage, utility upgrades, storm water, fire suppression, pavement, airfield security/safety, planning, permitting, and record document updates. The project is necessary to protect the facilities, maintain good repair, and provide for public safety. This project has an estimated DRBA cost of \$25,000 in 2021 and \$1,991,000 in the out years. This effort has no anticipated annual operating cost impact.

### 25C Annual Minor Capital Equipment (ILG) - Efficiency and Sustainability

The project programs annual capital equipment purchases which may include but are not limited to: vehicles, trucks, specialty equipment, emergency generators, trailers, and other equipment that are utilized to preserve existing infrastructure assets. Purchases are based on established replacement guidelines considering useful life and condition. This project has an estimated DRBA cost of \$460,000 in 2021 and \$585,000 in the out years. This effort has no anticipated annual operating cost impact.

### 27C Annual Automation/Telecom Upgrades (ILG) - Efficiency and Sustainability

Automation upgrades with equipment enhancements are required for maintaining sustainable and efficient facilities. The project includes but is not limited to: automation master planning, computer hardware replacement purchases, network upgrades, software and hardware upgrades, uninterruptible power supply improvements, camera installations, fire detection systems upgrades, and other miscellaneous upgrades or installations. This project has an estimated DRBA cost of \$334,000 in the out years. This effort has no anticipated annual operating cost impact.

### 65C Reserve for Economic Development/Tenant Improvements (ILG) - Economic Development

The Authority needs to program substantial capital infrastructure improvements to meet external needs. The project programs building repairs and site improvements for the airport tenants as needed per lease agreements with the Authority, as well as programming for proposed economical development efforts. This project has an estimated DRBA cost of \$4,000,000 in the out years. This effort has no anticipated annual operating cost impact.



# New Castle Airport - New Projects

## Airports Strategic Capital Improvement Plan

Ranking	Project	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>New Projects</b>										
31	Airfield markings (ILG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Wetland Area Improvements - RW 14 APCH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Grand Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### 31 **Airfield markings (ILG) - Efficiency and Sustainability**

The pavement markings at the airport facilities have degraded over time or require updates to meet changing FAA marking requirements. The project programs the evaluation, design, and construction of markings at the airport facilities as needed. No costs are being committed to this project. This effort has no anticipated annual operating cost impact.

### 54 **Wetland Area Improvements - RW 14 APCH - Safety**

The recently cleared wooded area at the runway 14 approach is currently inaccessible by conventional mowing equipment. The project programs the initial clearing of critical obstacles and the design of long term softening of steep slopes. No costs are being committed to this project. This effort has no anticipated annual operating cost impact.

# New Castle Airport - Out Year Projects

## Airports Strategic Capital Improvement Plan

Ranking	Project	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>Out Year Projects</b>										
71	Construct Run-up Pad	\$ -	\$ -	\$ 10,000	\$ -	\$ 30,000	\$ 270,000	\$ -	\$ -	\$ 350,000	\$ 3,150,000
85	Reconstruct Taxiway K	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 300,000	\$ 15,000	\$ 300,000	\$ -	\$ -
86	Improve RSA Runway 1-19	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 45,000	\$ 28,000	\$ 255,000	\$ -	\$ -
87	Obstruction Removal	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -
89	Acquire Land for Runway 1 RPZ	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 900,000	\$ -	\$ -
91	Relocate Airport Operations and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -
	<b>Grand Total</b>	\$ -	\$ -	\$ 10,000	\$ -	\$ 53,000	\$ 640,000	\$ 193,000	\$ 1,455,000	\$ 350,000	\$ 3,150,000

### 71 Construct Run-up Pad - Efficiency and Sustainability

The construction of the Taxiway B and E project eliminated the run-up pad for the airport. The project programs for the design and construction of a new run-up pad in a more suitable location for the airport. This project has an estimated DRBA cost of \$390,000 in the out years. The project is partially funded in the amount of approximately \$3,420,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

### 85 Reconstruct Taxiway K - Asset Preservation

Taxiway K at the Runway 9 approach is not currently aligned with the rest of Taxiway K and there are runway safety issues with pavements in the vicinity. The project programs the relocation of Taxiway K which will align it with the rest of the parallel Taxiway K and eliminate the runway safety issues. This project has an estimated DRBA cost of \$30,000 in the out years. The project is partially funded in the amount of approximately \$600,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

### 86 Improve RSA Runway 1-19 - Safety

The approach end of runway 14-32 currently encroaches on the runway safety area for Runway 1-19. The project programs for the design and construction of modifications to the pavement and associated lighting systems to address this condition. This project has an estimated DRBA cost of \$33,000 in the out years. The project is partially funded in the amount of approximately \$300,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

### 87 Obstruction Removal - Safety

The project programs the removal of obstructions on airport property and on properties within the airport's immediate surroundings. The effort includes easement acquisition over the affected off-airport properties and brings the airport into compliance with federal airspace safety standards. This project has an estimated DRBA cost of \$3,000 in the out years. The project is partially funded in the amount of approximately \$25,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

### 89 Acquire Land for Runway 1 RPZ - Efficiency and Sustainability

The FAA strongly encourages airport sponsors to control all properties falling within the Runway Protections Zones at each runway end. The project programs the investigation and purchase of land adjacent to the Runway 1 approach. This project has an estimated DRBA cost of \$100,000 in the out years. The project is partially funded in the amount of approximately \$900,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

## New Castle Airport - Out Year Projects

### 91 **Relocate Airport Operations and Maintenance - Efficiency and Sustainability**

The airport operations and maintenance facilities are currently located on opposite sides of the airfield with the maintenance facility located entirely within the secured perimeter of the Delaware Air National Guard. As part of the master plan process, a common site was selected and this project budgets for the development of the site to accommodate the operation and maintenance needs of the airport. Partial funding is anticipated from the Delaware Air National Guard and the Federal Aviation Administration for this project, but is not committed at this time. This project has an estimated DRBA cost of \$50,000 in the out years. This effort has no anticipated annual operating cost impact.

# Millville Airport - Continuing Projects

## Airports Strategic Capital Improvement Plan

Ranking	Project	2020 \$ Spent (EST.)	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>Continuing Projects</b>											
18	South Apron Expansion	\$ 10,000	\$ -	\$ 1,450,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26D	Roof and Building Envelope Rehabilitation (MIV)	\$ -	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ 25,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -
37	Rehabilitate Taxiways "A", "C", and "G"	\$ -	\$ 25,000	\$ 225,000	\$ 25,000	\$ 225,000	\$ 215,000	\$ 1,935,000	\$ 223,000	\$ 2,007,000	\$ 264,000	\$ 2,376,000
51	Roadway Improvements	\$ -	\$ 425,000	\$ -	\$ 425,000	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -
	<b>Grand Total</b>	<b>\$ 10,000</b>	<b>\$ 700,000</b>	<b>\$ 1,675,000</b>	<b>\$ 700,000</b>	<b>\$ 225,000</b>	<b>\$ 240,000</b>	<b>\$ 1,935,000</b>	<b>\$ 1,273,000</b>	<b>\$ 2,007,000</b>	<b>\$ 264,000</b>	<b>\$ 2,376,000</b>

### 18 **South Apron Expansion - Economic Development**

The project programs the design and construction of a new cargo apron in the vicinity of the intersection of Taxiways "B" and "E". The project will expand the apron pavement to provide for more diverse aircraft operations. The project is funded in the amount of approximately \$1,450,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

### 26D **Roof and Building Envelope Rehabilitation (MIV) - Asset Preservation**

The Authority is still in the early stages of a healthy roof management program having over 150 roof systems throughout its facilities. Each year, annual inspections and capital investments are strategically placed to provide a 30-year solution to establish a consistent and manageable replacement plan in the future. This project has an estimated DRBA cost of \$250,000 in 2021 and \$325,000 in the out years. This effort has no anticipated annual operating cost impact.

### 37 **Rehabilitate Taxiways "A", "C", and "G" - Asset Preservation**

In accordance with the findings of the latest Pavement Management Study taxiways A, C, and G are in need of repair. The project programs the design and construction costs for these repairs to include pavement resurfacing, lighting, signage, and associated drainage improvements. This project has an estimated DRBA cost of \$25,000 in 2021 and \$727,000 in the out years. The project is partially funded in the amount of approximately \$6,768,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

### 51 **Roadway Improvements - Efficiency and Sustainability**

The access roads for the airport are exhibiting signs of deterioration. The project programs the design and construction of this rehabilitation effort, to include demolition and reconstruction of existing asphalt pavement. This project has an estimated DRBA cost of \$425,000 in 2021 and \$1,425,000 in the out years. This effort has no anticipated annual operating cost impact.

# Millville Airport - Annual Projects

## Airports Strategic Capital Improvement Plan

Ranking	Project	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>Annual Projects</b>										
24D	Annual Minor Capital Maintenance (MIV)	\$ 66,000	\$ -	\$ 465,000	\$ -	\$ 125,000	\$ -	\$ 125,000	\$ -	\$ 125,000	\$ -
25D	Annual Minor Capital Equipment (MIV)	\$ 125,000	\$ 360,000	\$ 265,000	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -
27D	Annual Automation/Telecom Upgrades (MIV)	\$ 115,000	\$ -	\$ 37,000	\$ -	\$ 10,000	\$ -	\$ 5,000	\$ -	\$ 15,000	\$ -
65D	Reserve for Economic Development/Tenant Improvements (MIV)	\$ 50,000	\$ -	\$ 750,000	\$ -	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ 350,000	\$ -
	<b>Grand Total</b>	<b>\$ 356,000</b>	<b>\$ 360,000</b>	<b>\$ 1,517,000</b>	<b>\$ -</b>	<b>\$ 605,000</b>	<b>\$ -</b>	<b>\$ 480,000</b>	<b>\$ -</b>	<b>\$ 490,000</b>	<b>\$ -</b>

### 24D Annual Minor Capital Maintenance (MIV) - Asset Preservation

The project programs repairs, renovations, and improvements to Authority owned and occupied facilities and infrastructure to include, but not be limited to: site grading, lighting, signage, utility upgrades, storm water, fire suppression, pavement, airfield security/safety, planning, permitting and record document updates. The project is necessary to protect the facilities, maintain good repair, and provide for public safety. This project has an estimated DRBA cost of \$66,000 in 2021 and \$840,000 in the out years.

### 25D Annual Minor Capital Equipment (MIV) - Efficiency and Sustainability

The project programs annual capital equipment purchases which may include but are not limited to: vehicles, trucks, specialty equipment, emergency generators, trailers, and other equipment that are utilized to preserve existing infrastructure assets. Purchases are based on established replacement guidelines considering useful life and condition. This project has an estimated DRBA cost of \$125,000 in 2021 and \$385,000 in the out years. The project is partially funded in the amount of approximately \$360,000 by the Federal Aviation Administration.

### 27D Annual Automation/Telecom Upgrades (MIV) - Asset Preservation

Automation upgrades with equipment enhancements are required for maintaining sustainable and efficient facilities. The project includes but is not limited to: automation master planning, computer hardware replacement purchases, network upgrades, software and hardware upgrades, uninterruptible power supply improvements, camera installations, fire detection systems upgrades, and other miscellaneous upgrades or installations. This project has an estimated DRBA cost of \$115,000 in 2021 and \$67,000 in the out years.

### 65D Reserve for Economic Development/Tenant Improvements (MIV) - Economic Development

The Authority needs to program substantial capital infrastructure improvements to meet external needs. The project programs building repairs and site improvements for the airport tenants as needed per lease agreements with the Authority, as well as programming for proposed economical development efforts. This project has an estimated DRBA cost of \$50,000 in 2021 and \$1,800,000 in the out years. This effort has no anticipated annual operating cost impact.

# Millville Airport - New Projects

## Airports Strategic Capital Improvement Plan

Ranking	Project	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>New Projects</b>										
61	Building M319 Demolition	\$ 150,000	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Grand Total</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### 61 **Building M319 Demolition - Efficiency and Sustainability**

Building M319 is vacant and is at the end of its life cycle. The project programs the assessment, design, and demolition of the building. This project has an estimated DRBA cost of \$150,000 in 2021 and \$1,500,000 in the out years. This effort has no anticipated annual operating cost impact.

# Millville Airport - Out Year Projects

## Airports Strategic Capital Improvement Plan

Ranking	Project	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>Out Year Projects</b>										
70	Airfield markings (MIV)	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
88	T-Hangar Replacements	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ 1,250,000	\$ -	\$ -	\$ -
93	Facility Utility Survey (MIV)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 511,000	\$ -	\$ -	\$ -
95	Master Plan (MIV)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,000	\$ 563,000
	<b>Grand Total</b>	\$ -	\$ -	\$ 300,000	\$ -	\$ 125,000	\$ -	\$ 1,761,000	\$ -	\$ 63,000	\$ 563,000

### 70 Airfield markings (MIV) - Safety

The pavement markings at the airport facilities have degraded over time or require updates to meet changing FAA marking requirements. The project programs the evaluation, design, and construction of markings at the airport facilities as needed. This project has an estimated DRBA cost of \$300,000 in the out years. This effort has no anticipated annual operating cost impact.

### 88 T-Hangar Replacements - Economic Development

The existing portable T-Hangars at the airport have reached the end of their serviceable life and can no longer be economically maintained. The project programs the design and construction costs for a new ten bay T-hangar building to be constructed at the T-hangar site which was recently constructed with the benefit federal airport improvement program funds. This project has an estimated DRBA cost of \$1,375,000 in the out years. This effort has no anticipated annual operating cost impact.

### 93 Facility Utility Survey (MIV) - Asset Preservation

Utility records and location services are not provided by the local utility companies for the majority of the Authority's properties and historical records are difficult to track without a common GIS platform. The project programs a field utility survey to include preliminary development of a GIS platform to record this data and track future changes. This project has an estimated DRBA cost of \$511,000 in the out years. This effort has no anticipated annual operating cost impact.

### 95 Master Plan (MIV) - Asset Preservation

The current master plan is outdated and is eligible for update in accordance with the federal Airport Improvement Program. The Authority intends to develop a dynamic master plan to set goals and plan the future development of the airport. The plan will reflect current industry trends and incorporate feedback from all stakeholders. This project has an estimated DRBA cost of \$63,000 in the out years. The project is partially funded in the amount of approximately \$563,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

# Cape May Airport - Continuing Projects

## Airports Strategic Capital Improvement Plan

Ranking	Project	2020 \$ Spent (EST.)	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>Continuing Projects</b>											
16	Rehabilitate 10-28 & Remove Taxiway E	\$ 34,000	\$ -	\$ 3,220,000	\$ 175,000	\$ 1,575,000	\$ 350,000	\$ 3,150,000	\$ -	\$ -	\$ -	\$ -
17	Second Multi-Tenant Building	\$ 1,200,000	\$ 2,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Replace 10-28 PAPIs	\$ 15,000	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	Replace Airport Beacon	\$ 24,000	\$ 203,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55	Multi-Purpose Building (Hornet Road)	\$ 619,000	\$ 3,750,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62	Terminal Parking Lot Pavement Improvements	\$ 55,000	\$ 100,000	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63	Facility Utility Survey (WWD)	\$ -	\$ 380,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Grand Total</b>	<b>\$ 1,947,000</b>	<b>\$ 6,803,000</b>	<b>\$ 3,470,000</b>	<b>\$ 875,000</b>	<b>\$ 1,575,000</b>	<b>\$ 350,000</b>	<b>\$ 3,150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### 16 Rehabilitate 10-28 & Remove Taxiway E - Asset Preservation

Results from the most recent pavement management study indicate the pavement on Runway 10-28 is deteriorating and is in need of rehabilitation. Work will include pavement resurfacing, lighting, signage, and associated drainage improvements as well as the removal of an unnecessary connector taxiway. This project has an estimated DRBA cost of \$525,000 in the out years. The project is funded in the amount of approximately \$7,945,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

### 17 Second Multi-Tenant Building - Economic Development

Cape May Airport has experience increased development and business interest and there is little available space to accommodate demand. The project provides for the construction of a second multi-tenant light industrial building to accommodate new tenancy requests. This project has an estimated DRBA cost of \$2,300,000 in 2021. This effort has no anticipated annual operating cost impact.

### 19 Replace 10-28 PAPIs - Asset Preservation

The existing Precision Approach Path Indicator (PAPI) at both ends of the runway have reached the end of their serviceable life and can no longer be maintained. The project programs the replacement of these critical navigational aids. This project has an estimated DRBA cost of \$70,000 in 2021. This effort has no anticipated annual operating cost impact.

### 20 Replace Airport Beacon - Efficiency and Sustainability

The existing airport beacon is attached to the terminal building and is difficult and dangerous to maintain. The project provides for the a new separate tilt down beacon to provide easy and safe maintenance access. This project has an estimated DRBA cost of \$203,000 in 2021. This effort has no anticipated annual operating cost impact.

### 55 Multi-Purpose Building (Hornet Road) - Efficiency and Sustainability

The existing terminal building's layout and condition are not conducive to future terminal functions and the facility is poorly located. Cape May County is investing significant funds in the development of a new airport entrance at Hornet Road and this project provides for the planning, design, and construction of a new terminal facility at the end of Hornet Road immediately adjacent to the airport's FBO and fueling facilities. This project has an estimated DRBA cost of \$3,750,000 in 2021. The project is cost shared in the amount of approximately \$250,000 by the Cape May County. This effort has no anticipated annual operating cost impact.



## Cape May Airport - Continuing Projects

**62     Terminal Parking Lot Pavement Improvements - Efficiency and Sustainability**

The terminal parking lot pavement is in poor condition and is in need of rehabilitation. Work will include pavement resurfacing and associated drainage improvements. This project has an estimated DRBA cost of \$100,000 in 2021 and \$700,000 in the out years. This effort has no anticipated annual operating cost impact.

**63     Facility Utility Survey (WWD) - Efficiency and Sustainability**

Utility records and location services are not provided by the local utility companies for the majority of the Authority's properties and historical records are difficult to track without a common GIS platform. This project programs a field utility survey to include preliminary development of a GIS platform to record this data and track future changes. This project has an estimated DRBA cost of \$380,000 in 2021. This effort has no anticipated annual operating cost impact.

# Cape May Airport - Annual Projects

## Airports Strategic Capital Improvement Plan

Ranking	Project	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>Annual Projects</b>										
24E	Annual Minor Capital Maintenance (WWD)	\$ 135,000	\$ -	\$ 300,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 25,000	\$ -
25E	Annual Minor Capital Equipment (WWD)	\$ 25,000	\$ -	\$ 135,000	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -
27E	Annual Automation/Telecom Upgrades (WWD)	\$ 30,000	\$ -	\$ 130,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -
	<b>Grand Total</b>	<b>\$ 190,000</b>	<b>\$ -</b>	<b>\$ 565,000</b>	<b>\$ -</b>	<b>\$ 135,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ -</b>

### 24E **Annual Minor Capital Maintenance (WWD) - Asset Preservation**

The project programs repairs, renovations, and improvements to Authority owned and occupied facilities and infrastructure to include, but not be limited to: site grading, lighting, signage, utility upgrades, storm water, fire suppression, pavement, airfield security/safety, planning, permitting and record document updates. The project is necessary to protect the facilities, maintain good repair, and provide for public safety. This project has an estimated DRBA cost of \$135,000 in 2021 and \$425,000 in the out years.

### 25E **Annual Minor Capital Equipment (WWD) - Efficiency and Sustainability**

The project programs annual capital equipment purchases which may include but are not limited to: vehicles, trucks, specialty equipment, emergency generators, trailers, and other equipment that are utilized to preserve existing infrastructure assets. Purchases are based on established replacement guidelines considering useful life and condition. This project has an estimated DRBA cost of \$25,000 in 2021 and \$215,000 in the out years.

### 27E **Annual Automation/Telecom Upgrades (WWD) - Efficiency and Sustainability**

Automation upgrades with equipment enhancements are required for maintaining sustainable and efficient facilities. The project includes but is not limited to: automation master planning, computer hardware replacement purchases, network upgrades, software and hardware upgrades, uninterruptible power supply improvements, camera installations, fire detection systems upgrades, and other miscellaneous upgrades or installations. This project has an estimated DRBA cost of \$30,000 in 2021 and \$155,000 in the out years.

# Cape May Airport - New Projects

## Airports Strategic Capital Improvement Plan

Ranking	Project	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>New Projects</b>										
59	Way Finding	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Grand Total</b>	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### 59 Way Finding - Safety

The airport attracts visitors from the outside public due to the multiple businesses and museums. The project aims to help visitors navigate their way through the site with ample signage and pedestrian maps. This project has an estimated DRBA cost of \$400,000 in 2021. This effort has no anticipated annual operating cost impact.

# Cape May Airport - Out Year Projects

## Airports Strategic Capital Improvement Plan

Ranking	Project	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>Out Year Projects</b>										
65E	Reserve for Economic Development/Tenant Improve	\$ -	\$ -	\$ 250,000	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -
66E	Roof and Building Envelope Rehabilitation (WWD)	\$ -	\$ -	\$ 1,375,000	\$ -	\$ 50,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -
72	Rehabilitate Taxiway "A"	\$ -	\$ -	\$ 15,000	\$ -	\$ 35,000	\$ 300,000	\$ 140,000	\$ 1,350,000	\$ 140,000	\$ 1,350,000
81	Airfield Markings (WWD)	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -
92	Roadway Improvements (WWD)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250,000	\$ -	\$ -	\$ -
94	Master Plan (WWD)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,000	\$ 563,000
	<b>Grand Total</b>	\$ -	\$ -	\$ 1,640,000	\$ -	\$ 485,000	\$ 300,000	\$ 1,515,000	\$ 1,350,000	\$ 303,000	\$ 1,913,000

### 65E Reserve for Economic Development/Tenant Improvements (WWD) - Efficiency and Sustainability

The Authority needs to program substantial capital infrastructure improvements to meet external needs. The project programs building repairs and site improvements for the airport tenants as needed per lease agreements with the Authority, as well as programming for proposed economical development efforts. This project has an estimated DRBA cost of \$550,000 in the out years. This effort has no anticipated annual operating cost impact.

### 66E Roof and Building Envelope Rehabilitation (WWD) - Asset Preservation

The Authority is still in the early stages of a healthy roof management program having over 150 roof systems throughout its facilities. Each year, annual inspections and capital investments are strategically placed to provide a 30-year solution to establish a consistent and manageable replacement plan in the future. This project has an estimated DRBA cost of \$1,450,000 in the out years. This effort has no anticipated annual operating cost impact.

### 72 Rehabilitate Taxiway "A" - Asset Preservation

In accordance with the findings of the latest Pavement Management Study taxiway A is in need of repair. The project programs the design and construction costs for these repairs to include pavement resurfacing, lighting, signage, and associated drainage improvements. This project has an estimated DRBA cost of \$330,000 in the out years. The project is partially funded in the amount of approximately \$3,000,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

### 81 Airfield Markings (WWD) - Efficiency and Sustainability

The pavement markings at the airport facilities have degraded over time or require updates to meet changing FAA marking requirements. The project programs the evaluation, design, and construction of markings at the airport facilities as needed. This project has an estimated DRBA cost of \$300,000 in the out years. This effort has no anticipated annual operating cost impact.

### 92 Roadway Improvements (WWD) - Economic Development

The access roads for the airport are exhibiting signs of deterioration. The project programs the necessary improvement needed to maintain the airport roadway pavements. This project has an estimated DRBA cost of \$1,250,000 in the out years. This effort has no anticipated annual operating cost impact.

## Cape May Airport - Out Year Projects

### 94 **Master Plan (WWD) - Efficiency and Sustainability**

The current master plan is outdated and is eligible for update in accordance with the federal Airport Improvement Program. The Authority intends to develop a dynamic master plan to set goals and plan the future development of the airport. The plan will reflect current industry trends and incorporate feedback from all stakeholders. This project has an estimated DRBA cost of \$63,000 in the out years. The project is partially funded in the amount of approximately \$563,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

# Delaware Airpark - Continuing Projects

## Airports Strategic Capital Improvement Plan

Ranking	Project	2020 \$ Spent (EST.)	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>Continuing Projects</b>											
8	New Aviation Fuel Farm	\$ 220,000	\$ 443,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Master Plan (33N)	\$ 19,000	\$ 4,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Expand Apron	\$ 11,000	\$ -	\$ 1,897,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	Remove Obstructions (33N)	\$ -	\$ 285,000	\$ 300,000	\$ -	\$ -	\$ 50,000	\$ 450,000	\$ 67,000	\$ 603,000	\$ 51,000	\$ 455,000
39	Acquire Land For Airfield Protection	\$ -	\$ 10,000	\$ 90,000	\$ 45,000	\$ 405,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Grand Total</b>	<b>\$ 250,000</b>	<b>\$ 742,000</b>	<b>\$ 2,312,000</b>	<b>\$ 45,000</b>	<b>\$ 405,000</b>	<b>\$ 50,000</b>	<b>\$ 450,000</b>	<b>\$ 67,000</b>	<b>\$ 603,000</b>	<b>\$ 51,000</b>	<b>\$ 455,000</b>

### 8 **New Aviation Fuel Farm - Economic Development**

The project programs the installation of a new dual (Jet A and 100 LL) aviation fuel farm. The project will replace the existing fuel farm which is nearing the end of its design life and also includes relocation of the facility to a more appropriate location. This project has an estimated DRBA cost of \$443,000 in 2021. This effort has no anticipated annual operating cost impact.

### 9 **Master Plan (33N) - Efficiency and Sustainability**

The current master plan is outdated and is eligible for update in accordance with the federal Airport Improvement Program. The Authority intends to develop a dynamic master plan to set goals and plan the future development of the airport. The plan will reflect current industry trends and incorporate feedback from all stakeholders. This project has an estimated DRBA cost of \$4,000 in 2021. The project is partially funded in the amount of approximately \$25,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

### 21 **Expand Apron - Economic Development**

The existing apron space is predicted to become more heavily utilized as a result of the runway relocation and facility expansion. The project programs the design and construction of additional apron space, placed appropriately to serve the increased demand. The project is funded in the amount of approximately \$1,897,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

### 33 **Remove Obstructions (33N) - Safety**

The project programs the removal of obstructions on airport property and on properties within the airport's immediate surroundings. The effort includes easement acquisition over the affected off-airport properties and brings the airport into compliance with federal airspace safety standards. This project has an estimated DRBA cost of \$285,000 in 2021 and \$168,000 in the out years. The project is partially funded in the amount of approximately \$1,808,000 by the Federal Aviation Administration. There is anticipated annual operating cost impact of \$7,000 for this project.

### 39 **Acquire Land For Airfield Protection - Safety**

The airport has expanded as part of the airport master plan, as have the safety areas surrounding the airport. The project programs the investigation and purchase of land adjacent to the airport to protect the new footprint. This project has an estimated DRBA cost of \$10,000 in 2021 and \$45,000 in the out years. The project is partially funded in the amount of approximately \$495,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

# Delaware Airpark - Annual Projects

## Airports Strategic Capital Improvement Plan

Ranking	Project	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>Annual Projects</b>										
24F	Annual Minor Capital Maintenance (33N)	\$ 215,000	\$ 54,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27F	Annual Automation/Telecom Upgrades (33N)	\$ 20,000	\$ -	\$ 48,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -
	<b>Grand Total</b>	<b>\$ 235,000</b>	<b>\$ 54,000</b>	<b>\$ 298,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>

### 24F **Annual Minor Capital Maintenance (33N) - Asset Preservation**

The project programs repairs, renovations, and improvements to Authority owned and occupied facilities and infrastructure to include, but not be limited to: site grading, lighting, signage, utility upgrades, storm water, fire suppression, pavement, airfield security/safety, planning, permitting, and record document updates. The project is necessary to protect the facilities, maintain good repair, and provide for public safety. This project has an estimated DRBA cost of \$215,000 in 2021 and \$250,000 in the out years. The project is partially funded in the amount of approximately \$54,000 by the Federal Aviation Administration.

### 27F **Annual Automation/Telecom Upgrades (33N) - Efficiency and Sustainability**

Automation upgrades with equipment enhancements are required for maintaining sustainable and efficient facilities. The project includes but is not limited to: automation master planning, computer hardware replacement purchases, network upgrades, software and hardware upgrades, uninterruptible power supply improvements, camera installations, fire detection systems upgrades, and other miscellaneous upgrades or installations. This project has an estimated DRBA cost of \$20,000 in 2021 and \$73,000 in the out years.

# Delaware Airpark Airport - Out Year Projects

## Airports Strategic Capital Improvement Plan

Ranking	Project	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>Out Year Projects</b>										
90	New Box Hangars	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	800,000	\$ -	\$ -	\$ -
	<b>Grand Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>800,000</b>	\$ -	\$ -	\$ -

### 90 New Box Hangars - Economic Development

There is a need for additional hangers at the Delaware Air Park. The project programs the construction of additional box hangers to address this demand. This project has an estimated DRBA cost of \$800,000 in the out years. This effort has no anticipated annual operating cost impact.



# Civil Air Terminal - Annual Projects

## Airports Strategic Capital Improvement Plan

Ranking	Project	2021	External Funding 2021	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025
	<b>Annual Projects</b>										
24G	Annual Minor Capital Maintenance (CAT)	\$ 195,000	\$ -	\$ 280,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27G	Annual Automation/Telecom Upgrades (CAT)	\$ 20,000	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -
	<b>Grand Total</b>	<b>\$ 215,000</b>	<b>\$ -</b>	<b>\$ 280,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>

### 24G **Annual Minor Capital Maintenance (CAT) - Asset Preservation**

The project programs repairs, renovations, and improvements to Authority owned and occupied facilities and infrastructure to include, but not be limited to: site grading, lighting, signage, utility upgrades, storm water, fire suppression, pavement, airfield security/safety, planning, permitting, and record document updates. The project is necessary to protect the facilities, maintain good repair, and provide for public safety. This project has an estimated DRBA cost of \$195,000 in 2021 and \$280,000 in the out years.

### 27G **Annual Automation/Telecom Upgrades (CAT) - Efficiency and Sustainability**

Automation upgrades with equipment enhancements are required for maintaining sustainable and efficient facilities. The project includes but is not limited to: automation master planning, computer hardware replacement purchases, network upgrades, software and hardware upgrades, uninterruptible power supply improvements, camera installations, fire detection systems upgrades, and other miscellaneous upgrades or installations. This project has an estimated DRBA cost of \$20,000 in 2021 and \$25,000 in the out years.

## Appendix E. DHTS FFY 2021 Grant

HTS Federal Highway Safety Grant 2021

Organization: SJTPO

General Information

Applicant Agency SJTPO  
Project Title Safety Education and Outreach  
Federal Tax ID # 223200859  
D-U-N-S Number 80-541-7193  
CCR Registered? ☐ Yes ☒ No For information regarding CCR Registration [click here](#).

Final financial claim due October 31.

Project period must be within current federal fiscal year (October 1 - September 30).

**Project Period**

From 10/1/2020 To 9/30/2021

**Type of Application**

☐ Initial ☒ Cont. ☐ Year 2 ☐ Year 3

Is the applicant organization non-profit? ☒ No ☐ Yes

Are you a New Jersey State Agency (e.g. Division of State Police, Department of Community Affairs)?

☒ Yes ☐ No

**Project Director**

Prefix: Mrs.  
First Name: Jennifer  
Last Name: Marandino  
Title: Executive Director  
Address 1: 782 South Brewster Road  
Address 2: Unit B6  
City: Vineland  
State: New Jersey  
Zip: 08361  
Phone: 856-794-1941 ext.208  
Fax: 856-794-2549  
E-Mail: jmarandino@sjtpo.org

**Financial Director**

Prefix: Mrs.  
First Name: Karen  
Last Name: Davis  
Title: SJTA Director of Finance  
Address 1: Milepost 21.3 Atlantic City Expressway  
Address 2: P.O. Box 351  
City: Elwood  
State: New Jersey  
Zip: 08037  
Phone: 609-965-6060 ext.259  
Fax: 609-965-7315  
E-Mail: kdavis@sjta.com

**Authorizing Official**

Prefix: Mrs.  
First Name: Jennifer  
Last Name: Marandino  
Title: Executive Director  
Address 1: 782 South Brewster Road  
Address 2: Unit B6  
City: Vineland  
State: New Jersey  
Zip: 08361  
Phone: 856-794-1941 ext.208  
Fax: 856-794-2549  
E-Mail: jmarandino@sj

### **Problem Statement**

Describe in detail the specific problem you are attempting to impact or correct. Objectives must be measurable and three years of data to support the problem is required. Indicate why your current program or activity is not adequate and explain past efforts to resolve the problem. Provide supporting data, facts, or statistics which substantiate the need for the project.

SJTPO continues to offer a robust series of programs to teach the public about traffic safety. These programs are designed to bring awareness to the many risks presented to drivers, passengers, bicyclists, and pedestrians on area roadways and teach simple ways to improve safety. This is a part of SJTPO's commitment to work Toward Zero Deaths and ensure that all roadway users get home safely.

Guided by the State's Strategic Highway Safety Plan, SJTPO has programs focusing on Drivers (distracted driving, aggressive driving/speeding, impaired driving, mature drivers, teen drivers, occupant protection, proper licensing and defensive driving) and other Users (pedestrian and bicycles).

The pedestrian/bicycle fatal rate in New Jersey continues to rise to the current rate of 34 percent (2019). In 2017 the rate was 31% and rose to 34% in 2018, this rise is alarming and needs attention. The national average rate is approximately 10%, therefore New Jersey is three times the national rate. In 2017 & 2018 the rate in the SJTPO region was 18%, but has risen to 28% in 2019. While the specific Objective for pedestrian/bicycle safety has been eliminated, since 2019, every safety program that SJTPO offers has a pedestrian/bicycle safety component built into the presentation.

See attached Problem Statement for additional detail and specific data to support SJTPO's Safety Education and Outreach efforts.

Click the Browse button to add Problem Statement attachments.

[https://njsage.intelligrants.com/\\_Upload/2209652\\_1749551-FY21DHTSGrant\\_ProblemStatement.pdf](https://njsage.intelligrants.com/_Upload/2209652_1749551-FY21DHTSGrant_ProblemStatement.pdf)

### **Objectives**

Describe objectives to be accomplished during the project. Objectives should be specific, clearly written, measurable, targeted to the problem identified, and time framed.

### **Objective**

The focus is Teen Drivers Safety. Increase school participation by 1 or 2 schools in Cape May, Cumberland and Salem County helping curb aggressive driving, reduce impaired driving, crashes, and unbelted occupants and increase awareness for drivers.

Click the Browse button to add Objectives attachments.

### **Tasks**

Continue to deliver Share the Keys and related programs for teen drivers.

Continue to deliver Defensive Driving program to teen and adult drivers.

Increase outreach and promote all relevant SJTPO programs.

### **Activities**

Narrative Description of Project

1. Continue to present Share the Keys, Car Crashes, It's Basic Physics and Most Dangerous Place on Earth to high schools.
2. Promote SJTPO programs for high school students to new high schools, by developing new contacts; specifically in Cape May and Salem Counties.
3. Partner with NJM Insurance Company (current custodian of Share the Keys) and promote Share the Keys programs and Facilitator Training.
4. Continue to work with New Jersey DHTS staff on outreach activities, particularly for teen drivers.
5. Promote SJTPO presentations for our communities, schools and police agencies.

**Objective**

The focus is Occupant Protection. Increase school participation by 1 additional school for the Belts on Bones Program, educating more preteen and elementary children, thus decreasing unbelted vehicle occupants both in an automobile and school bus.

Click the Browse button to add Objectives attachments.

**Tasks**

Continue to promote various programs for elementary and middle school students  
Continue to provide CPS training and updates  
Continue to provide Child Seat Inspections

**Activities**

1. Provide Occupant Protection and Belts and Bones presentations for elementary and middle school students.
2. Promote occupant protections programs to new middle and elementary schools, by establishing new contacts, adding 1 new school for Belts on Bones program.
3. Continue to work with New Jersey DHTS staff on outreach activities, particularly child seat training for high school students with children
4. Facilitate Child Passenger Seat (CPS) training as requested by others.
5. Provide Child Passenger Seat training to new technicians and any in-service training necessary to maintain certifications.
6. Purchase new Child Passenger Safety Seats and Training Dolls to be utilized during CPS training throughout the State.
7. Participate in community events to promote occupant safety, such as National Night Out or other similar-type Community Events.
8. Promote SJTPO presentations for our communities, schools, and police agencies.

**Objective**

The focus is Mature Drivers. Maintain contact with AARP who assisted in expanding outreach of Car-Fit to mature drivers, ensuring proper fit within their vehicle and increasing safety awareness for vehicle occupants.

Click the Browse button to add Objectives attachments.

### Tasks

Continue to promote various programs for mature drivers.

### Activities

1. Continue to present Car-Fit for Senior Drivers.
2. Continue to work with New Jersey DHTS staff on outreach activities, particularly for senior vehicle occupants
3. Participate in community events to promote car fit programs, such as National Night Out or other similar-type Community Events.
4. Develop a Most Dangerous Place on Earth for mature drivers.

### Objective

The focus is Defensive Driving Training: Provide the National Safety Council Defensive Driving in-classroom training to approximately 150 participants in this grant period.

Click the Browse button to add Objectives attachments.

### Tasks

Present National Safety Council Defensive Driving Training.  
Increase awareness of new training offered by SJTPO.

### Activities

1. Maintain Annual membership to National Safety Council as well as Instructor credentials for two traffic safety specialist.
2. Provide annual lease renewal fee for Instructor Resource Kit for National Safety Council Defensive Driving Training program.
3. Secure appropriate classroom setting to provide National Safety Council Defensive Driving Training to public.
4. Purchase necessary training material and participant handbooks for National Safety Council Defensive Driving.
5. Partner with County agencies and provide Defensive Driving program to the public for a minimum fee (\$10.00).
6. Partner with high schools and provide Defensive Driving program to Seniors.
7. Send all necessary paperwork for Defensive Driving participants to National Safety Council within 24 hours of event, will include fees associated with Fed-Ex.
8. Promote SJTPO presentations for our communities, schools, and police agencies.

### Objective

The focus is Coordination between Agencies. Maintain professional affiliation by attending traffic safety

meetings and training, with the goal to increase staff education and awareness of relevant safety topics during the grant period.

Click the Browse button to add Objectives attachments.

### Tasks

Attend CTSP regional meetings to lend support and provide updates  
Share resources and programs among the regional traffic safety groups  
Facilitate Crash Investigation Training

### Activities

1. Attend quarterly meetings of Delaware Valley Regional Planning Commission Safety Task Force , and Statewide Traffic Records Coordinating Committee, among others, dependent upon relevant topics covered at meetings.
2. Attend meetings of NJ Police Traffic Officers Association, Region 6 and 7 Traffic Officers Safety meetings, and Regional Police Chiefs meetings, among others.
3. Attend updates of Share the Keys Facilitator Training, Safety Voyager, Title 39, Motorcycle and Pedestrian Safety and Outreach and Driver Education, among others.
4. Continue to provide crash investigation training with Kean University to police officers .

### Objective

The focus is Professional Development. Increase outreach and knowledge base by attending traffic safety conferences with the goal being to stay relevant in safety topics while networking with others.

Click the Browse button to add Objectives attachments.

### Tasks

Attend workshops/trainings both as a participant and vendor to increase outreach contacts

### Activities

1. Promote existing programs and presentations offered at SJTPO.
2. Incorporate information and new materials into relevant SJTPO presentation material, keeping materials fresh and relevant.
3. Attend Lifesavers National Conference on Highway as participant; April 25–27, 2021 - Long Beach Convention Center in Long Beach, CA
4. Attend NJ TransAction 2020 as participant; October 27-29, 2020 (event rescheduled from April 2020, due to COVID-19) - Atlantic City, NJ.
5. Attend NJ TransAction 2021 as participant; April 2021 - Atlantic City, NJ.



**Objective**

Click the Browse button to add Objectives attachments.

**Tasks**

**Activities**

**Objective**

Click the Browse button to add Objectives attachments.

**Tasks**

**Activities**

**Objective**

Click the Browse button to add Objectives attachments.

**Tasks**

**Activities**

**Objective**

Click the Browse button to add Objectives attachments.

**Tasks**

**Activities**

**Methodology (Methods)**

Describe activities and procedures which will be undertaken to achieve each objective. Fully describe what actions are necessary to help resolve the problem stated.

See activities under each task for details related to each objective, with the focuses noted below

1. Teen Drivers Safety
2. Occupant Protection
3. Mature Drivers
4. Defensive Driving Training
5. Coordination between Agencies
6. Professional Development

Click the Browse button to add Methodology attachments.

HTS Federal Highway Safety Grant 2021

Organization: SJTPO

Milestones

Describe sequence of activities. Applications may include a time chart describing program activities.

Task 1

Traffic Safety Programs, includes Objectives 1-4

Activity 1

Programs for school-aged children, including high school, middle school and elementary school will be presented during the 2020-2021 school year. Other training such as Child Passenger Seat, Defensive Driving Training, Crash Investigation training, etc. will occur throughout the grant year. The type of presentation, location, and number of persons outreached will be recorded with each quarterly report submitted.

The purchase of Child Passenger Safety Seats & Training Dolls (Obj 2) are anticipated during the 1st/2nd Q to be utilized for training throughout the grant year. Expenses associated with Defensive Driving (Obj 4) include NJ Safety Council Annual Membership and Instructor Renewal. Reimbursements for Fed-Ex mailings will occur throughout the grant year. The purchase of additional participant handbooks maybe required during the 2nd/3rd Q of the grant period.

Approval for other expenses during the grant period will be submitted to DHTS for their consideration and approval.

Click the Browse button to add Milestones attachments.

Task 2

Coordination between Agencies, Objective 5

Activity 2

Coordination includes attendance at quarterly meetings, which may include Delaware Valley Regional Planning Commission Safety Task Force, Statewide Traffic Records Coordinating Committee, NJ Police Traffic Officers Association, Region 6 and 7 Traffic Officers Safety meetings, Kean University and Regional Police Chiefs meetings, among others. Participation and attendance at individual meetings will be recorded as part of each quarterly report submitted.

Task 3

Professional Development, Objective 6

Activity 3

Attendance (as a participant) at NJ TransAction Conference is requested, which would be in October 27-29, 2020 (1st quarter), the event original scheduled for April 2020 was cancelled and rescheduled to October 2020 due to COVID-19

Attendance (as a participant) at Lifesavers National Conference on Highway is requested, which is in March 2021 (2nd quarter)

Attendance (as a participant) at NJ TransAction Conference is requested, which would be and April 2021 (3rd quarter)

Travel Authorization Request to be submitted for each of the above-noted conferences and training, in accordance with DHTS new regulations for any out-of-state travel; meals, tolls, and other expenses not covered by the DHTA grant will be responsibility of SJTPO.

Milestones

Task 4

Activity 4

Task 5

Activity 5

Task 6

Activity 6

Task 7

Activity 7

Task 8

Activity 8

Task 9

Activity 9

Task 10

Activity 10

## **Evaluation**

Describe how the expected results will be measured.

Administrative evaluation is required for all projects.

Impact evaluation is feasible only in a limited number of projects.

## **Administrative (Performance) Evaluation**

Requires measuring the operational efficiency of task activities as they relate to the accomplishment of established goals and objectives. In measuring actual task activities, it compares them to:

1. the baseline or pre-task levels of the same activities,
2. the targeted levels of activity established for the task and the planned use of funds.

Expected results will be measured in the number of presentations of various programs given by SJTPO staff and the number of persons reached with each program. The goal would be to maintain the number of presentations/programs associated with Objectives 1-4 and increase the number of presentations in specific areas; Belts on Bones, Defensive Driving, and other programs for high school students; specifically in Cape May and Salem Counties. Specific goals listed in the Problem Statement.

## **Impact (Efficiency) Evaluation**

A determination of the extent to which task operations and activities have contributed to the achievement of an objective related to crash involvement.

As an MPO, SJTPO is unique in having a robust behavioral component, supplementing our safety planning work. With a strong emphasis on safety education, SJTPO collaborates with a number of organizations on programs that address different facets of safety. It is our hope that we have an impact and a small contribution on reducing the number of crashes in the SJTPO region.

Click the Browse button to add attachments to Impact (Efficiency) Evaluation

## **Subsequent Years**

This is the last section of the proposal, but by no means the least important. We would like to know how you plan to continue your program when the grant funding phases out. This section does not apply to "one time only" grant application request, however, if you contemplate that the project will involve more than one year's financing with federal funds, please include for subsequent fiscal years the total amount estimated to be required broken down by source funding, example State, local, or federal.

SJTPO funds two part time Traffic Safety Specialists, along with all office equipment, mileage, and supplies. These Specialists are SJTPO employees. SJTPO's Safety Education and Outreach programs will continue absent any funding through DHTS. The grant, however, is extremely important; funding the purchase of various commodities, travel and allows our Traffic Safety Specialists to attend professional development meetings, workshops, and training.

Through funding provided to SJTPO in a previous DHTS grant, SJTPO has been able to expand our programs and again offer Defensive Driving Training to the public in the SJTPO region and immediate surrounding area. The grant is used to pay for membership to the National Safety Council, instructor resources, and participant materials.

**HTS Federal Highway Safety Grant 2021**

**Organization: SJTPO**

**Acceptance of Conditions**

Acceptance of Conditions can be found by [clicking here](#).

[ ✓ ] I agree to the Terms and Conditions outlined in Acceptance of Conditions document found above .

HTS Federal Highway Safety Grant 2021

Organization: SJTPO

Project Location

☐ Please check this box if the project is statewide

County to filter by:

Atlantic County  
Burlington County  
Camden County  
Cape May County  
Cumberland County  
Gloucester County  
Mercer County  
Salem County

☒ Please check this box if the project is countywide

Municipalities:



**HTS Federal Highway Safety Grant 2021**

**Organization: SJTPO**

**Local Aid & Legislative Districts**

**Legislative Districts:**

**Local Aid Districts:** District 3, District 4, Trenton

**Congressional Districts:**

**HTS Federal Highway Safety Grant 2021**  
**Organization: SJTPO**  
**Certification Regarding Debarment and Suspension**

Certification regarding Debarment and Suspension can be found by [clicking here](#).

[ ✓ ] The prospective applicant certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving funds by any federal department or agency.

The applicant also certifies that it will comply with the requirements referenced in the attached document in accordance with the Subaward program.

HTS Federal Highway Safety Grant 2021

Organization: SJTPO

**Federal Financial Accountability and Transparency Act Information Form**

Is your grant application for \$25,000 or more? (✓) Yes ( ) No

If yes, download and print the Federal Financial Accountability and Transparency Act Information Form by [clicking here](#).

Fill in Lines 1-8 of the form.

Fill in Line 9 if applicable (in most cases it is not).

Sign on Line 10.

When finished, scan and attach your completed form here:

[https://njsage.intelligrants.com/\\_Upload/2209677\\_1750150-FFATAForm\\_SJTPO-Signed.pdf](https://njsage.intelligrants.com/_Upload/2209677_1750150-FFATAForm_SJTPO-Signed.pdf)

**NOTE: The FFATA Form is mandatory for all grants of \$25,000 or greater.**

**HTS Federal Highway Safety Grant 2021**

**Organization: SJTPO**

**Federal Single Audit**

Does your agency expend \$750,000 or more in federal funds during its fiscal year? (✓) Yes ( ) No

If yes, download and print the Federal Single Audit Requirements and Certification Form by [clicking here](#).

Scan and attach your completed Form and Proof of Submission here:

[https://njsage.intelligrants.com/\\_Upload/2209679\\_1750189-FederalSingleAudit.Certification.ProofofSubmission\\_12.3.2019.pdf](https://njsage.intelligrants.com/_Upload/2209679_1750189-FederalSingleAudit.Certification.ProofofSubmission_12.3.2019.pdf)

## Salaries and Wages

Position	Name	Hourly Rate/# of hours per week/ per month/total hours for project year	Federal Share	State/ Local Share	Total Amount
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
		Total: \$0		\$0	\$0

**HTS Federal Highway Safety Grant 2021**

Organization: SJTPO

**Fringe Benefits**

[ ✓ ] If this page is not applicable, check this box and click **SAVE** or **SAVE/NEXT**.

Description	Name	Federal Share	State/Local Share	Total Amount
				\$0
				\$0
				\$0
				\$0
				\$0
	<b>Total:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Detailed instructions for the Travel page can be found by [clicking here](#).

[ ] If this page is not applicable, check this box and click **SAVE** or **SAVE/NEXT**.

Description of Event	Name of attendee(s)	Federal Share	State/Local Share	Total Amount
NJ TransAction Conference, October 2020 Atlantic City, NJ	Wayne Shelton and Robert Clarke	\$650		\$650
Lifesavers National Conference, April 2021 Long Beach, CA	Wayne Shelton and Robert Clarke	\$3,700		\$3,700
NJ TransAction Conference, April 2021 Atlantic City, NJ	Wayne Shelton and Robert Clarke	\$650		\$650
				\$0
				\$0
		<b>Total: \$5,000</b>	<b>\$0</b>	<b>\$5,000</b>

This page is for detailing overtime hours only.

Overtime is generally reimbursed at \$55/hour. This can be adjusted in rare circumstances and is subject to review and approval.

[ ☒ ] If this page is not applicable, check this box and click **SAVE** or **SAVE/NEXT**.

Description	Number of Hours	Number of Staff	Hourly Rate	Federal Share	State/ Local Share	Total Amount
						\$0
						\$0
						\$0
						\$0
						\$0
<b>Total:</b>	<b>0</b>	<b>0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



[ ] If this page is not applicable, check this box and click **SAVE** or **SAVE/NEXT**.

Description	Federal Share	State/Local Share	Total Amount
National Safety Council Annual SJTPO Membership dues	\$500		\$500
National Safety Council DDC Instructor Renewal	\$300		\$300
National Safety Council DDC Instructor Resource Kit Renewal x 2	\$1,000		\$1,000
Fed-Ex mailing costs associated with National Safety Council Registrant Fees (assume \$40 per class, 15 classes per year)	\$700		\$700
Computer license	\$1,500		\$1,500
<b>Total:</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$4,000</b>

**HTS Federal Highway Safety Grant 2021**

Organization: SJTPO

**Contractual Services**

[ ✓ ] If this page is not applicable, check this box and click **SAVE** or **SAVE/NEXT**.

Description	Federal Share	State/Local Share	Total Amount
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**HTS Federal Highway Safety Grant 2021**

Organization: SJTPO

Commodities

[ ] If this page is not applicable, check this box and click **SAVE** or **SAVE/NEXT**.

<b>Description</b>	<b>Federal Share</b>	<b>State/Local Share</b>	<b>Total Amount</b>
New Jersey Safety Council DDC Participant handbooks (assume 25 per class, 15 classes per year)	\$3,000		\$3,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total:</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$3,000</b>

HTS Federal Highway Safety Grant 2021

Organization: SJTPO

Other Direct Costs

[ ] If this page is not applicable, check this box and click **SAVE** or **SAVE/NEXT**.

Description	Federal Share	State/Local Share	Total Amount
Child Passenger Seats, training purposes only	\$1,200		\$1,200
Child Passenger Seat Training Dolls	\$800		\$800
			\$0
			\$0
			\$0
<b>Total:</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$2,000</b>

HTS Federal Highway Safety Grant 2021

Organization: SJTPO

Indirect Costs

---

[ ✓ ] If this page is not applicable, check this box and click **SAVE** or **SAVE/NEXT**.

Description	Federal Share	State/Local Share	Total Amount
			\$0

HTS Federal Highway Safety Grant 2021

Organization: SJTPO

Budget Summary

---

Budget Line Item	Federal Share	State/Local Share	Total Amount Requested
Salaries and Wages	\$0	\$0	\$0
Fringe Benefits	\$0	\$0	\$0
Travel	\$5,000	\$0	\$5,000
Enforcement/Education Details	\$0	\$0	\$0
Miscellaneous Personal Services	\$4,000	\$0	\$4,000
Contractual Services	\$0	\$0	\$0
Commodities	\$3,000	\$0	\$3,000
Other Direct Costs	\$2,000	\$0	\$2,000
Indirect Costs	\$0	\$0	\$0
<b>Total:</b>	<b>\$14,000</b>	<b>\$0</b>	<b>\$14,000</b>

HTS Federal Highway Safety Grant 2021

Organization: SJTPO

Contract Agreement

<b>Project Title</b>	Safety Education and Outreach
<b>Grant Number</b>	CP-21-08-01-10
<b>Federal Fiscal Year</b>	2021
<b>Amount Awarded</b>	\$14,000
<b>Funding Source</b>	SECTION 402-STATE AND COMMUNITY HIGHWAY SAFETY-CFDA 20.600
<b>Project Period</b>	10/1/2020 - 9/30/2021
<b>Project Director</b>	Jennifer Marandino
<b>Financial Officer</b>	Karen Davis
<b>Authorizing Official</b>	Jennifer Marandino
<b>Federal Award Id #</b>	69A37521300004020NJ0
<b>Federal Award Agency:</b>	U.S. DOT/ National Highway Traffic Safety Administration

**Granting Agency Contact Information:**

NJ Division of Highway Traffic Safety  
140 East Front Street  
Trenton, NJ 08625  
Eric Heitmann  
Director  
609-633-9300

In accordance with the provisions of 23 U.S.C. Chapter 4, the Highway Safety Act of 1966 as amended, the Department of Law and Public Safety hereby awards to the above named Subrecipient a subaward in the amount specified for the purposes set forth in the approved application.

This subaward is subject to the requirements set forth in the appropriate Federal Regulations, the General Conditions for subawards promulgated by the Department of Law and Public Safety, all applicable Statutes of the State of New Jersey and the requirements of the State of New Jersey for State and local financial accounting including the filing of single audits as required under 2 C.F.R. Part 200, Subpart F, Audit Requirements (2 C.F.R. 200.500, et seq.) and/or State Circular Letters 15-08-OMB and 07-05-OMB (if applicable). It is subject also to any general conditions and assurances, approved budget, application authorization, certifications, and special conditions attached to this program.

This subaward incorporates all conditions and representations contained or made in the application and notice of award (if applicable).

**[ ✓ ] I the Project Director agree to the Terms and Conditions above.**

Additional approval information (if applicable) is attached here

HTS Federal Highway Safety Grant 2021

Organization: SJTPO

Project Revision Request Form

**Current Project Period:** To:9/30/2021

From:10/1/2020

**Revised Project Period:** To:

From:

**Narrative Revision:**

**Objective Revision:**

**Task Revision:**

**Activity Revision:**

**Description and Justification-Purchase of equipment \$5,000 per unit or greater:**

**Budget Revision:** For a negative revision, enter a "-" in front of the number, for example -1500.

Budget Item	Budgeted Amount	Revision + or -	Revised Budget
Salaries and Wages	\$0		\$0
Fringe Benefits	\$0		\$0
Travel	\$6,500	(\$1,500)	\$5,000
Enforcement/Ed Details	\$0		\$0
Miscellaneous Personal Services	\$2,500	\$1,500	\$4,000
Contractual Services	\$0		\$0
Commodities	\$3,000	\$0	\$3,000
Other Direct Cost	\$2,000		\$2,000
Indirect Cost			\$0
Total	\$14,000	\$0	\$14,000

**JUSTIFICATION:**SJTPO staff has elected not to attend the NJ TransAction 2020 as a participant in October 2020. Additionally, the estimated travel associated with the Lifesavers National Conference has been reduced, reallocating a total of \$1,500 from Travel. The \$1,500 has been reprogrammed to Miscellaneous Personal Services to allow for the purchase of a second license on SJTPO's GoToWebinar/GoToMeeting virtual platform. This second license would be utilized by staff to facilitate safety presentations virtually, already identified by this grant.

[https://njsage.intelligrants.com/\\_Upload/2310099\\_1749951-LogMeIn\\_AdditionalLicense.SJTPO.pdf](https://njsage.intelligrants.com/_Upload/2310099_1749951-LogMeIn_AdditionalLicense.SJTPO.pdf)

For New Jersey Highway Traffic Safety Staff use only:

**PROGRAM STAFF RECOMENDATION:**

**REGIONAL SUPERVISOR DECISION AND COMMENTS**

**DEPUTY DIRECTOR COMMENTS**

**DIRECTOR COMMENTS**



HTS Federal Highway Safety Grant 2021

Organization: SJTPO

Travel Authorization Request

---

Name:

Date:

Grant No:

**Conference/Training Descriptions:**

Title of Conference/Training:

Sponsor:

Location:

Date of Conference/Training:

Date of Departure:

Approximate Time:

Date of Return:

Approximate Time:

**Estimate Costs:**

**Mode of Travel**

Air:

Rail:

Agency Vehicle:

Personal Vehicle:

Tolls:

Miles:

X .35 a Mile

Parking:

**Total:**

If travel is by air or rail, please indicate airport or train station you are leaving from and also approximate time of flights.

**Ground Transportation:**

Round trip home to airport/train station:

Round trip at conference site:

**Registration Fee:**

**Estimated Cost Per**

HTS Federal Highway Safety Grant 2021

Organization: SJTPO

Travel Authorization Request

---

**Diem:**

Hotel Name:

Address:

# of nights:			X daily rate		Total
Meals Per Diem Allotment amount. <a href="#">Click here for more information</a>					
Date	Breakfast	Lunch	Dinner	Gratuity	Total

**TOTAL MEALS AND GRATUITIES:**

GRATUITIES ARE \$5 PER DAY FOR PAID MEALS

**TOTAL TRAVEL**

**JUSTIFICATION FOR ATTENDANCE MUST BE ATTACHED ALONG WITH CONFERENCE  
BROCHURES, REGISTRATION FORM(S) AND AGENDAS.**

For New Jersey Highway

Traffic Safety Staff use

only:

Approved	( )	Disapproved	( )
----------	-----	-------------	-----

Regional Supervisor

Program Staff/Regional Supervisor Comments

HTS Federal Highway Safety Grant 2021

Organization: SJTPO

Travel Authorization Request

---

Name:

Date:

Grant No:

**Conference/Training Descriptions:**

Title of Conference/Training:

Sponsor:

Location:

Date of Conference/Training:

Date of Departure:

Approximate Time:

Date of Return:

Approximate Time:

**Estimate Costs:**

**Mode of Travel**

Air:

Rail:

Agency Vehicle:

Personal Vehicle:

Tolls:

Miles:

X .35 a Mile

Parking:

**Total:**

If travel is by air or rail, please indicate airport or train station you are leaving from and also approximate time of flights.

**Ground Transportation:**

Round trip home to airport/train station:

Round trip at conference site:

**Registration Fee:**

**Estimated Cost Per**

HTS Federal Highway Safety Grant 2021

Organization: SJTPO

Travel Authorization Request

---

**Diem:**

Hotel Name:

Address:

# of nights:			X daily rate		Total
Meals Per Diem Allotment amount.	<a href="#">Click here for more information</a>				
Date	Breakfast	Lunch	Dinner	Gratuity	Total

**TOTAL MEALS AND GRATUITIES:**

GRATUITIES ARE \$5 PER DAY FOR PAID MEALS

**TOTAL TRAVEL**

**JUSTIFICATION FOR ATTENDANCE MUST BE ATTACHED ALONG WITH CONFERENCE  
BROCHURES, REGISTRATION FORM(S) AND AGENDAS.**

For New Jersey Highway

Traffic Safety Staff use

only:

Approved	( )	Disapproved	( )
----------	-----	-------------	-----

Regional Supervisor

Program Staff/Regional Supervisor Comments

Name:

Date:

Grant No:

**Conference/Training Descriptions:**

Title of Conference/Training:

Sponsor:

Location:

Date of Conference/Training:

Date of Departure:

Approximate Time:

Date of Return:

Approximate Time:

**Estimate Costs:**

**Mode of Travel**

Air:

Rail:

Agency Vehicle:

Personal Vehicle:

Tolls:

Miles:

X .35 a Mile

Parking:

**Total:**

If travel is by air or rail, please indicate airport or train station you are leaving from and also approximate time of flights.

**Ground Transportation:**

Round trip home to airport/train station:

Round trip at conference site:

**Registration Fee:**

**Estimated Cost Per**

HTS Federal Highway Safety Grant 2021

Organization: SJTPO

Travel Authorization Request

---

**Diem:**

Hotel Name:

Address:

# of nights:			X daily rate		Total
Meals Per Diem Allotment amount.	<a href="#">Click here for more information</a>				
Date	Breakfast	Lunch	Dinner	Gratuity	Total

**TOTAL MEALS AND GRATUITIES:**

GRATUITIES ARE \$5 PER DAY FOR PAID MEALS

**TOTAL TRAVEL**

**JUSTIFICATION FOR ATTENDANCE MUST BE ATTACHED ALONG WITH CONFERENCE  
BROCHURES, REGISTRATION FORM(S) AND AGENDAS.**

For New Jersey Highway

Traffic Safety Staff use

only:

Approved	( )	Disapproved	( )
----------	-----	-------------	-----

Regional Supervisor

Program Staff/Regional Supervisor Comments

HTS Federal Highway Safety Grant 2021

Organization: SJTPO

Grant Sponsored Seminar/Workshop/Training Authorization Request

Requesting Agency:

Grant Number:

Description of Function:

Location:

Date of Function:

Anticipated Number of Attendees (list of attendees must be submitted with a claim for reimbursement).

**PLEASE ITEMIZE ALL ANTICIPATED**

**COSTS:**

Meals

Room Rental

Equipment

Guest Speaker(s)

Other

Estimated Total \$0

**COMMENTS:**

Prepared by:

For NJ Division of

Highway Traffic Safety use only.

Approved ( )

Disapproved ( )

Regional Supervisor

HTS Federal Highway Safety Grant 2021

Organization: SJTPO

Signatures

I certify that the information in this application is true and correct, that the undersigned possesses the authority to apply for this grant, and that the applicant will comply with all Conditions and Assurances associated with this program.

The undersigned gives authorization to submit the application to the State of New Jersey, Department of Law and Public Safety, Division of Highway Traffic Safety for this subaward project.

**Project Director Approval**

[ ✓ ] I approve this application for submission.

Name: Jennifer Marandino

**Financial Director Approval**

[ ✓ ] I approve this application for submission.

Name: Karen Davis

**Authorizing Official Approval**

[ ✓ ] I approve this application for submission.

Name: Jennifer Marandino



## Appendix F. Summary of Significant Public Comments and Responses

**Public Comment Period:** Wednesday, December 16, 2020 – Friday, January 29, 2021.

SJTPO opened a public comment period on Wednesday, December 16, 2020 for the Draft FY 2020 Unified Planning Work Program, effective July 1, 2021 to June 30, 2022. The document was made available for download on the SJTPO website, [www.sjtpo.org/UPWP](http://www.sjtpo.org/UPWP). Hardcopies were made available for in-library viewing at the [State Depository Libraries](#) in the region, except for the Salem Community College Library – Reference Department, which was closed due to the COVID-19 pandemic. The SJTPO office was also not open to visitors. Interested parties could request a hard copy of the UPWP by completing a [Document Request form](#). SJTPO reserved the right to waive [copy and postage fees](#) due to the COVID-19 pandemic. The above information was noted on the UPWP webpage.

Written comments and questions can be submitted via:

- Comment form located at the bottom of the [UPWP webpage](#)
- Email: [upwp@sjtpo.org](mailto:upwp@sjtpo.org)
- Fax: (856) 794-2549
- Direct message to SJTPO [Facebook](#) and [Twitter](#) accounts
- Mail: SJTPO; 782 South Brewster Road; Unit B6; Vineland, NJ 08361

No comments were received from any of the available methods of submitting comments.

## Appendix G. NJDOT/FHWA/FTA Comment Letters

**NEW JERSEY DEPARTMENT OF TRANSPORTATION**  
**Comments on the**  
**South Jersey Transportation Planning Organization's draft FY 2022 UPWP**

*December 17, 2020*

---

Below are the Department's comments on South Jersey Transportation Planning Organization's (SJTPO) draft FY 2022 Unified Planning Work Program (UPWP):

**Main Document**

1. NJDOT commends SJTPO on including several new activities in the UPWP that will benefit the region and advance planning priorities. This includes the establishment of a South Jersey Trails Action Committee and Freight Advisory Committee, encouraging the development of electric vehicle charging stations, developing a Regional Vulnerability Assessment, and promoting clean-powered transit vehicles.
2. NJDOT commends SJTPO for separating "Activities" and "Products." This new format is helpful to know the products that NJDOT and FHWA can expect to receive with the Final Report.
3. Page 24. For Task 22/114 Regional Transportation Plan (RTP) Development, NJDOT questions the need to conduct an RTP update related to COVID-19 impacts. Instead, the resources under this task may be better spent on addressing FHWA's comments on RTP 2050 and researching possible scenario planning.
4. Page 26. In No. 5 under "Activities," please clarify who the "applicants" are.
5. Page 28. Regional trails are mentioned twice under the "Objective" section of Task 22/116 Economic Development & Tourism. Because there are no "Activities" or "Products" in this task that relate to regional trails it may not be necessary to include them here.
6. Page 30. In No. 7 under 30, NJDOT appreciates having a timeline of Fall 2021 available in this UPWP. For clarification, please provide an update on what progress has been made in developing a COOP as this was also an activity in last year's UPWP.
7. Page 37. Task 22/142 is still named "Safety Outreach Coordination/Professional Development" even though it was renamed to "Safety Education Collaboration/Professional Development" according to Page 19. This should be corrected.
8. Page 38. Federal legislation requires that federally recognized tribal governments be consulted in the development of Regional Transportation Plans (RTP) and programs (23 U.S.C. §450.312). FHWA has emphasized the importance of MPOs consulting with tribal governments in a timely and meaningful manner. This should be included under Task 22/143 Public Involvement and Outreach.
9. Page 40. NJDOT commends SJTPO's continued progress on Title VI, equity, and public health and emphasizing the importance of these key planning areas.

10. Page 46. Please clarify the difference between Nos. 1 and 3 under “Products.” It is NJDOT’s understanding that the continuing task “Regional Trail Network – Feasibility Survey” covers the Atlantic County Bikeway West and not Cape May County.
11. Page 54. Cape May County has elected not to complete a Task III project in this UPWP. Please explain.

### **Financial Information**

1. NJDOT agrees with the general financial assumptions and confirms that funding is available for the \$2,420,850 proposed budget for the FY 2022 UPWP. However, in reviewing the financial tables, there were errors, small discrepancies, and organizational peculiarities that made the budget difficult to follow. Please correct the errors and consider making changes so that this chapter becomes easier for the public to follow along.
2. Page 69. Under *Expenditures*, the narrative states that the SJTPO budget is separated into two categories: Central Staff Program Activities and Subregional Program Activities. However, in Table 2a Funding Overview the budget is broken down into four categories and Table 4 Funding Source Summary shows the budget in three categories. These inconsistencies should be re-aligned in a way that makes it easier for the public to understand and follow along.
3. Page 69. Under *Expenditures*, 22/400 is identified as “consultant-led activities” while in other parts of the UPWP 22/400 is referred to as “Technical Studies.” In order to make your document easier to follow, especially for the public, inconsistencies like this should be corrected.
4. Page 71. At the bottom of Table 2a Funding Overview, the grand total of \$2,420,860 is identified as “FY2022 Programmed USDOT Resources Total.” That is inaccurate because this figure includes \$54,700 of local match funds. This should be corrected.
5. Page 72. At the bottom of Table 3 Programmed USDOT Planning Resources, the total identified as “FY2022 Programmed USDOT Resources Total” of \$2,420,860 includes the \$54,700 in local match. This should be corrected.
6. Page 72. In Table 3 Programmed USDOT Planning Resources, the way that STBGP funds are shown does not agree with NJDOT records. According to the STIP, SJTPO has access to \$265,000 in FY 2021 STBGP funds. Incorrectly, the table shows this split into two parts of \$258,800 (FY 21 funds) and \$6,200 (FY 20 funds). This should be corrected.
7. Page 73. In Table 4 Funding Source Summary the column for “PL” funds adds up to a total of \$1,597,360. However, your summary of resources available in Table 3 Programmed USDOT Planning Resources only shows \$1,591,160 in PL funds available. This needs to be corrected.
8. Page 75. The Operating and Direct Expenses for Central Staff in Table 6 Central Staff Work Program shows a budget of \$11,000 for staff Tuition Reimbursement. According to 2 CFR 200.431(j)2 Compensation-fringe benefits, *“fringe benefits in the form of tuition or remission of tuition for individual employees (not employed by institutes of higher education) are limited to the tax-free amount allowed per section 127 of the Internal Revenue Code as amended.”* Please confirm that SJTPO adheres to this standard.

### **Miscellaneous typos, formatting and grammatical corrections**

Throughout the UPWP, there are occasional misspelled words, comma splices, missing words, and run-on sentences. Correcting these will greatly benefit the quality of the final document. Some of the recommended changes are listed below.

1. The “Region wide FY 2022 Planning Priorities” section in particular includes many grammatical and syntax errors, with some sentences written in an unusually informal manner.
2. In several spots in the document, the word “assess” is incorrectly written as “access.”
3. Page 16. The second sentence of the third paragraph is previously stated in the “Purpose of the UPWP” section and can be removed.
4. Page 16. For the fourth paragraph on the page, consider an alternative sentence-opener to “2020 was like no other.”
5. Page 17. In the third paragraph on the page, one of the reference years is preceded by “FFY” instead of “FY.”
6. Page 18. In the third sentence of the fourth paragraph, the word “public” is spelled incorrectly.
7. Page 19. There is a word missing after “federally.” In addition, the word “federally” does not need to be capitalized.
8. Page 22. There are several grammatical errors in No. 9 under “Complete Streets Planning Activities.”
9. Page 24. In No. 2 under “Activities,” the correct document title and acronym is the Statewide Long Range Transportation Plan (SLRTP).
10. Page 25. In the first paragraph under “Objective,” NJDOT recommends spelling out the “NJ Strategic Highway Safety Plan” as this is the first time this document is being referenced. As a result, No. 1 under “Activities” on Page 26 can use the acronym.
11. Page 31. In No. 3 under “Activities,” “invest” should be spelled “investment.”
12. Page 34. In No. 3 under “Activities,” “liaison with” should be spelled “liaise with” as liaison is a noun, not a verb.

~ ~ ~

**FHWA New Jersey Division**  
**Comments on the SJTPO draft FY2022 UPWP**

*January 11, 2021*

---

**General:**

1. Any changes to the UPWP activities impacting the products should be included in the Work Program Amendment.
2. For completed projects, please include the location of products and/or deliverables on the web in the Annual Progress report.
3. FHWA encourages SJTPO to continue enhancing the Annual Progress Report by clearly reflecting the status of projects (clear distinction of completed projects vs projects in progress/not completed).
4. FHWA encourages SJTPO to use the UPWP to figure out how to continue using virtual public involvement to engage the public within its region.

**Current UPWP:**

1. FHWA commends SJTPO for addressing our comments by separating the activities and products. We concur with NJDOT that the new format is very helpful.
2. On page 13, please include clear language that the FAST Act was extended for another year. For example, the FAST Act expired on September 30, 2020, however, the President signed a continuing resolution that funded federal government programs on October 1 through December 11 and extended the FAST Act for another year. Also, note that the federal government is now funded for the rest of the 2021 fiscal year after the President signed the \$1.4 trillion fiscal 2021 appropriations on December 27, 2020.
3. On page 13, change "The FAST Act required..." to The FAST Act requires...as the FAST Act is the current transportation authorization act.
4. On page 19, under Objective, add 'to' between "...policy decisions and achieve transportation ..."
5. On page 22, under Objective, revise "Transit, or public transit, can be defined as transport of passengers..." to Transit, or public transit, can be defined as a system of transport for passengers.
6. On Page 30, under Activities #7, change ...operations among the COVID-19 pandemic to ...operations during the COVID-19 pandemic.
7. Subregional Task – Atlantic County: the GIS Specialist Trainee and GIS Intern positions are always left open (in current and previous UPWPs). Is the expectation that these positions are filled part-time over the summer?
8. Subregional Task – Cumberland County: Activity #5 – started in FY18, what is the current status?
9. Subregional Task – Cumberland County: Staffing Plan – the Senior Planner position is vacant, when is this going to be filled? It seems this position is expected to play a significant role in accomplishing the tasks, activities, and deliverables.
10. On page 69, it is mentioned that SJTPO solicited new CMAQ projects for the program in the calendar year 2020 for projects within FY22, 23, and 24. Shouldn't the projects anticipated to be funded in FY22 be listed in this UPWP?

**Certification Review:**

1. FHWA commends SJTPO for continually working to remedy the Title VI corrective action and we look forward to receiving the final product.
2. FHWA commends SJTPO for incorporating many of the recommendations from the 2019 Certification Review in this UPWP. We encourage SJTPO to continue working on any outstanding recommendations and use the UPWP as an opportunity to do so.

## FTA Region 2 – Comments on the SJTPO 2022 UPWP.

### Regionwide FY 2022 Priorities:

- SJTPO shall continue to work with all applicable transit agencies in the region to ensure timely conformance with the requirements of the **Public Transportation Agency Safety Plan (PTASP) including the establishment and implementation of the Safety Management System (SMS) as detailed in the Agency Safety Plan (ASP).**

### 22/111: Performance Based Planning

Activities: - Page 19

- 1. Lead the creation of CMAQ Congestion Measures and Targets for the Atlantic City Urbanized Area, as Federally.

**Commented [AU(1)]:** This may be a typo/omission or incomplete sentence.

### 22/112: Complete Streets Planning

Activities:

- 8. Continue to collaborate with NJDOT, DVRPC, and NJTPA to jointly administer the Transportation Alternative Set-Aside (TAP) – page 22

**Commented [AU(2)]:** This is really TA. See FHWA reference on TAP and (TA) Transportation Alternative Set-Aside

### 22/113 Transit/Human Services Planning

Activities: Page 23 – additional product(s) may be necessary for the first 2 activities.

### 22/114: Regional Transportation Plan (RTP) Development

- Will this be a continuing Task beyond this FY?-- since the products clearly have delivery dates of at least 2023.

### 22/116: Economic Development & Tourism

- SJTPO's proposed products in this section are mostly Freight Movement related. There should be a balance in the proposed products such as proposing products that enhance regional tourism.

### General Comments:

- FTA encourages SJTPO to continue to work with the subregions towards timely completion of all tasks outlined in the UPWP and within budget.



## Appendix H. SJTPO Response Letter



# South Jersey Transportation Planning Organization

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

Leonard Desiderio, *Chairman*

Benjamin H. Laury, *Vice Chairman*

782 South Brewster Road, Unit B6,  
Vineland, New Jersey 08361

[www.sjtpo.org](http://www.sjtpo.org)  
(856) 794-1941  
(856) 794-2549 (fax)

Jennifer Marandino, P.E.  
*Executive Director*

John W. Risley, *Secretary/Treasurer*

February 16, 2021

Andrew R. Swords, AICP, PP, Director  
NJDOT – Division of Statewide Planning  
1035 Parkway Avenue, P.O. Box 600  
Trenton, NJ 08625

Attention: Monica Etz, Supervising Planner

**Re: Point-by-Point Response to NJDOT/FHWA/FTA Comments  
SJTPO FY 2022 Unified Planning Work Program**

Dear Mr. Swords:

We are in receipt of the January 15, 2021 email from NJDOT, which transmitted comments on SJTPO's FY 2022 Unified Planning Work Program (UPWP) from NJDOT, FHWA, and FTA. This letter shall serve as a point-by-point response to the agencies' comment letters. The UPWP will be revised to incorporate all comments, as appropriate. A draft of SJTPO's FY 2022 UPWP can be found on the SJTPO website at [www.sjtpo.org/upwp](http://www.sjtpo.org/upwp).

Please note the page numbers may have changed between the original draft and any subsequent revisions, and so the page numbers may not directly correspond to the initial comments made by NJDOT, FHWA, and FTA.

Approval of the FY 2022 UPWP will be considered by the Policy Board at the March 25<sup>th</sup> meeting. Hard copies of the approved UPWP, and approving resolution, will be shared with NJDOT, as requested. In accordance with recent revisions to SJTPO's Public Involvement Plan (PIP), the final UPWP document will be viewable at the [State Depository Libraries](#) within the SJTPO-region, which make major government agency documents available to the public at no cost. SJTPO will additionally advise the Federally and Non-Federally Recognized Tribes that the planning document has been approved and available on the SJTPO website; a hard copy will not be transmitted.

**NJDOT Comments – December 17, 2020**

**Main Document**

***Comment 1. NJDOT commends SJTPO on including several new activities in the UPWP that will benefit the region and advance planning priorities. This includes the establishment of a South Jersey Trails Action Committee and Freight Advisory Committee, encouraging the development of electric vehicle charging stations, developing a Regional Vulnerability Assessment, and promoting clean-powered transit vehicles.***

We greatly appreciate the commendation on adding several new activities. As noted, we believe that the new activities will benefit the region and advance planning priorities.

**Comment 2.** *NJDOT commends SJTPO for separating “Activities” and “Products.” This new format is helpful to know the products that NJDOT and FHWA can expect to receive with the Final Report.*

We appreciate the commendation on the new format of this year’s FY 2022 UPWP. The separation of the “Activities” and “Products” is more transparent and will assist SJTPO Project Managers as well as NJDOT, FHWA, and FTA alike.

**Comment 3.** *Page 24. For Task 22/114 Regional Transportation Plan (RTP) Development, NJDOT questions the need to conduct an RTP update related to COVID-19 impacts. Instead, the resources under this task may be better spent on addressing FHWA’s comments on RTP 2050 and researching possible scenario planning.*

As an 8-Hour Nonattainment Area, the RTP must be updated every four years, however, that does not mean that the RTP cannot be updated sooner. SJTPO will evaluate if a short-term update is appropriate. The text within *Task 22/144 Regional Transportation Plan (RTP) Development* indicates that SJTPO is considering an update sooner than the four-year cycle for several reasons, one being COVID-19. Other considerations for a short-term update include better alignment with RTP cycles of partner MPOs. Additionally, a short-term update would allow for consideration of the new 2020 Census figures sooner.

SJTPO will also use this task to research the feasibility of possible scenario planning, looking for examples from small-to-medium size MPOs that could potentially be replicated by SJTPO. Text has been added to the document to clarify this further.

**Comment 4.** *Page 26. In No. 5 under “Activities,” please clarify who the “applicants” are.*

Text has been added to Activity 5 within *Task 22/115 Transportation Safety Planning* to identify potential applicants of SJTPO’s Local Safety Program; applicants may include county or municipal governments.

**Comment 5.** *Page 28. Regional trails are mentioned twice under the “Objective” section of Task 22/116 Economic Development & Tourism. Because there are no “Activities” or “Products” in this task that relate to regional trails it may not be necessary to include them here.*

Regional trails are mentioned within *Task 22/116 Economic Development & Tourism* to highlight that it is one of the efforts being undertaken by SJTPO that advances economic development and tourism. However, for the purposes of the UPWP, regional trails is more directly included in *Task 22/122 Complete Streets Planning*. We agree that regional trails do not need to be included in two separate tasks. As such, we have removed the second mention of regional tails under *Task 22/116* with the first mention remaining under *Task 22/112*.

**Comment 6.** *Page 30. In No. 7 under 30, NJDOT appreciates having a timeline of Fall 2021 available in this UPWP. For clarification, please provide an update on what progress has been made in developing a COOP as this was also an activity in last year’s UPWP.*

Early in calendar year 2019 and continuing in 2020, SJTPO coordinated with NJDOT and others to obtain example Continuity of Operations (COOP) documents for consideration in developing SJTPO’s own COOP. At the same time, SJTPO consulted with the South Jersey Transportation Authority (SJTA) on plan development and for consideration of a potential office location(s) if the SJTPO office was not available for any reason.

SJTPO has a basic framework to the COOP, but work on plan development was put aside, given other top priorities. Given the COVID-19 pandemic and the fact that staff adapted so well to the remote work environment, it may be that an alternative office location is not necessary. This fact will be considered when continuing to draft the COOP. SJTPO will make a concerted effort to continue working on the COOP. At this time, a draft is tentatively scheduled for consideration by TAC and Policy Board in the Fall of 2021.

**Comment 7. Page 37. Task 22/142 is still named “Safety Outreach Coordination/Professional Development” even though it was renamed to “Safety Education Collaboration/Professional Development” according to Page 19. This should (be) corrected.**

Thank you for bringing the need to correct the name of *Task 22/142* to the attention of SJTPO. The change was made in the corresponding financial tables but was not carried over to the document text. The name for *Task 22/142* is now correctly referenced as *Safety Education Collaboration & Professional Development* in all appropriate locations.

**Comment 8. Page 38. Federal legislation requires that federally recognized tribal governments be consulted in the development of Regional Transportation Plans (RTP) and programs (23 U.S.C. §450.312). FHWA has emphasized the importance of MPOs consulting with tribal governments in a timely and meaningful manner. This should be included under Task 22/143 Public Involvement and Outreach.**

SJTPO has been working in partnership with FHWA, NJDOT, and partner MPOs to ensure Federally (and Non-Federally) Recognized Tribal governments are provided opportunities for early coordination during the planning process and in the development of major planning activity documents. Efforts in this area will continue. Text has been added to the document to further clarify this. Activity No. 13 under *Task 22/143 Public Involvement and Outreach* has been added with Product No. 6 added to document consultation and coordination with tribal governments throughout the year.

**Comment 9. Page 40. NJDOT commends SJTPO’s continued progress on Title VI, equity, and public health and emphasizing the importance of these key planning areas.**

*Task 22/144* has been renamed *Equity & Public Health* within the FY 2022 UPWP to emphasize the importance of public health. We appreciate the commendation on SJTPO’s continued progress on Title VI, which will continue in FY 2022 and beyond.

**Comment 10. Page 46. Please clarify the difference between Nos. 1 and 3 under “Products.” It is NJDOT’s understanding that the continuing task “Regional Trail Network – Feasibility Survey” covers the Atlantic County Bikeway West and not Cape May County.**

SJTPO has a current technical study, *Task 20/403 Regional Trail Network – Feasibility Survey*, which will identify feasible routing for the Atlantic County Bikeway West. A new technical study will be completed in FY 2022, *Task 22/402 Regional Trail Network – Feasibility Survey*. This new technical study will evaluate connectivity between Atlantic County’s facilities in Somers Point and Cape May County’s facilities in Woodbine and Dennis Township. Text has been added to the document, under *Task 22/155 Technical Program Management*, to clarify this further.

**Comment 11. Page 54. Cape May County has elected not to complete a Task III project in this UPWP. Please explain.**

Over the last several work programs, Cape May County has elected not to complete a Task III Supportive Study, primarily due to limited staff resources within the Planning Department. The

County anticipates hiring a Principal Planner with a minimum of five-years of experience and a professional license. The County expects to expand its capacity with the new hire and be in a better position to complete a Task III study in the future. SJTPO will work with Cape May County and other subregional partners to ensure that sufficient funding is available to complete a Task III study.

### **Financial Information**

***Comment 1. NJDOT agrees with the general financial assumptions and confirms that funding is available for the \$2,420,850 proposed budget for the FY 2022 UPWP. However, in reviewing the financial tables, there were errors, small discrepancies, and organizational peculiarities that made the budget difficult to follow. Please correct the errors and consider making changes so that this chapter becomes easier for the public to follow along.***

SJTPO has made changes to the financial tables and corresponding text within the document which will hopefully make the Financial Information chapter easier to follow for NJDOT, federal partners, and the public.

***Comment 2. Page 69. Under Expenditures, the narrative states that the SJTPO budget is separated into two categories: Central Staff Program Activities and Subregional Program Activities. However, in Table 2a Funding Overview the budget is broken down into four categories and Table 4 Funding Source Summary shows the budget in three categories. These inconsistencies should be re-aligned in a way that makes it easier for the public to understand and follow along.***

Table 2a and 5 have been updated, both now reflect four categories of expenditures: 22/100 Central Staff Work Program, 22/200 Financial Administration, 22/300 Subregional Planning Work Programs, and 22/400 Technical Program. The text within Section 7 Expenditures has been updated to clarify this further.

***Comment 3. Page 69. Under Expenditures, 22/400 is identified as “consultant-led activities” while in other parts of the UPWP 22/400 is referred to as “Technical Studies.” In order to make your document easier to follow, especially for the public, inconsistencies like this should be corrected.***

The text within Section 7 Expenditures has been updated and now references *Task 22/400 as Technical Program*, noting that it includes consultant-led activities.

***Comment 4. Page 71. At the bottom of Table 2a Funding Overview, the grand total of \$2,420,860 is identified as “FY2022 Programmed USDOT Resources Total.” That is inaccurate because this figure includes \$54,700 of local match funds. This should be corrected.***

Tables 2a, 2b, 3, and 4 have been updated to accurately show the Total Program, including the 20% Local Match and the Total Programmed FHWA Resources. A total of \$1,856,119 is programmed as part of the FY 2022 UPWP, with an additional \$154,000 as Continuing Task Orders for a Grand Total of \$2,010,119.

***Comment 5. Page 72. At the bottom of Table 3 Programmed USDOT Planning Resources, the total identified as “FY2022 Programmed USDOT Resources Total” of \$2,420,860 includes the \$54,700 in local match. This should be corrected.***

Tables 2a, 2b, 3, and 4 have been updated to accurately show the Total Program, including the 20% Local Match and the Total Programmed FHWA Resources. A total of \$1,856,119 is programmed as part of the FY 2022 UPWP, with an additional \$154,000 as Continuing Task Orders for a Grand Total of \$2,010,119.

**Comment 6.** *Page 72. In Table 3 Programmed USDOT Planning Resources, the way that STBGP funds are shown does not agree with NJDOT records. According to the STIP, SJTPO has access to \$265,000 in FY 2021 STBGP funds. Incorrectly, the table shows this split into two parts of \$258,800 (FY 21 funds) and \$6,200 (FY 20 funds). This should be corrected.*

Thank you for bringing this to our attention. The \$6,200 was mistakenly identified as FY 2020 funds. However, Cumberland County requested additional subregional funds which now fully expends the available STBGP resources. Table 3 has been updated to accurately reflect the use of STBGP-L5K funds for the Subregional Planning Work Program.

**Comment 7.** *Page 73. In Table 4 Funding Source Summary the column for “PL” funds adds up to a total of \$1,597,360. However, your summary of resources available in Table 3 Programmed USDOT Planning Resources only shows \$1,591,160 in PL funds available. This needs to be corrected.*

Tables 3 and 4 have been updated to accurately show the total FHWA-PL funds available in SJTPO’s FY 2022 UPWP, which is a total of \$1,591,159.

**Comment 8.** *Page 75. The Operating and Direct Expenses for Central Staff in Table 6 Central Staff Work Program shows a budget of \$11,000 for staff Tuition Reimbursement. According to 2 CFR 200.431(j)2 Compensation-fringe benefits, “fringe benefits in the form of tuition or remission of tuition for individual employees (not employed by institutes of higher education) are limited to the tax-free amount allowed per section 127 of the Internal Revenue Code as amended.” Please confirm that SJTPO adheres to this standard.*

SJTA, SJTPO’s administrative host, has confirmed that in accordance with Internal Revenue Code Section 127; "Educational Assistance Programs," any amount reimbursed to an employee during the calendar year in excess of \$5,250 will be reported in the employee's gross income and reflected on their W-2 form at year-end. Text has been added to the document to clarify this further.

**Miscellaneous typos, formatting, and grammatical corrections**

Throughout the UPWP, there are occasional misspelled words, comma splices, missing words, and run-on sentences. Correcting these will greatly benefit the quality of the final document. Some of the recommended changes are listed below.

**Comment 1.** *The “Region wide FY 2022 Planning Priorities” section in particular includes many grammatical and syntax errors, with some sentences written in an unusually informal manner.*

**Comment 2.** *In several spots in the document, the word “assess” is incorrectly written as “access.”*

**Comment 3.** *Page 16. The second sentence of the third paragraph is previously stated in the “Purpose of the UPWP” section and can be removed.*

**Comment 4.** *Page 16. For the fourth paragraph on the page, consider an alternative sentence-opener to “2020 was like no other.”*

**Comment 5.** *Page 17. In the third paragraph on the page, one of the reference years is preceded by “FFY” instead of “FY.”*

**Comment 6.** *Page 18. In the third sentence of the fourth paragraph, the word “public” is spelled incorrectly.*

**Comment 7.** *Page 19. There is a word missing after “federally.” In addition, the word “federally” does not need to be capitalized.*

**Comment 8.** *Page 22. There are several grammatical errors in No. 9 under “Complete Streets Planning Activities.”*

**Comment 9.** *Page 24. In No. 2 under “Activities,” the correct document title and acronym is the Statewide Long Range Transportation Plan (SLRTP).*

**Comment 10.** *Page 25. In the first paragraph under “Objective,” NJDOT recommends spelling out the “NJ Strategic Highway Safety Plan” as this is the first time this document is being referenced. As a result, No. 1 under “Activities” on Page 26 can use the acronym.*

**Comment 11.** *Page 31. In No. 3 under “Activities,” “invest” should be spelled “investment.”*

**Comment 12.** *Page 34. In No. 3 under “Activities,” “liaison with” should be spelled “liaise with” as liaison is a noun, not a verb.*

Thank you for bringing to our attention the various typos, formatting, and grammatical errors, all have now been corrected.

#### **FHWA New Jersey Division Comments – January 11, 2021**

##### ***General***

**Comment 1.** *Any changes to the UPWP activities impacting the products should be included in the Work Program Amendment.*

Thank you for this information. SJTPO will carefully monitor the progress of all products listed within the UPWP. If there is a need to add, delete, or a task cannot be completed, SJTPO will list the change in a UPWP Amendment log. Action will be taken by the Technical Advisory Committee and Policy Board, as appropriate.

**Comment 2.** *For completed projects, please include the location of products and/or deliverables on the web in the Annual Progress report.*

SJTPO will work diligently when preparing the Annual Progress Reports for the FY 2022 UPWP to explicitly note the location of all products and deliverables on the SJTPO website, as appropriate. In some instances, the deliverables may be internal working documents that will be shared in some other fashion or available upon request. Other products, such as those listed under *Task 22/151 Administration & Internal Management* and *Task 22/152 Board and Committee Support* which are not related to major planning document or activity will not be provided, unless otherwise requested by NJDOT or SJTPO’s federal partners.

**Comment 3.** *FHWA encourages SJTPO to continue enhancing the Annual Progress Report by clearly reflecting the status of projects (clear distinction of completed projects vs projects in progress/not completed)*

With the FY 2021 UPWP Semi-Annual Report, SJTPO was very deliberate about reflecting the status of projects, particularly related to the amount of budget expended. Additionally, a new column “Additional Comments” was added to address discrepancies more fully between the budget and expenditures. This enhancement was made in direct response to comments made by NJDOT and FHWA on previous Annual Progress Reports.

SJTPO will work to continue enhancing the Annual Progress Reports to reflect the status of products as listed in the UPWP document.

***Comment 4. FHWA encourages SJTPO to use the UPWP to figure out how to continue using virtual public involvement to engage the public within its region.***

Activity No. 2 under *Task 22/143 Public Involvement & Outreach* references the use of virtual public meetings as a method to engage the public. SJTPO largely began the use of virtual public meetings due to needs presented by the COVID-19 pandemic. Virtual meetings have become a reality for SJTPO and the public, which is anticipated to continue when in-person meetings resume. When possible, SJTPO would intend to supplement virtual events with in-person activities to better address residents in the region with limited access to reliable internet. In addition to meetings, SJTPO has also been exploring paid social media promotion as well as working with local news media in promoting activities digitally. We will continue to test various methods and continue ones that show signs of success and a positive return on investment.

***Current UPWP***

***Comment 1. FHWA commends SJTPO for addressing our comments by separating the activities and products. We concur with NJDOT that the new format is very helpful.***

We appreciate the commendation by FHWA on the new format of this year's FY 2022 UPWP.

***Comment 2. On page 13, please include clear language that the FAST Act was extended for another year. For example, the FAST Act expired on September 30, 2020, however, the President signed a continuing resolution that funded federal government programs on October 1 through December 11 and extended the FAST Act for another year. Also, note that the federal government is now funded for the rest of the 2021 fiscal year after the President signed the \$1.4 trillion fiscal 2021 appropriations on December 27, 2020.***

The text within the *Transportation Planning Environment* section of the document has been revised to indicate that the FAST Act has been extended for another year through President Trump's signature of the appropriations in late December.

***Comment 3. On page 13, change "The FAST Act required..." to The FAST Act requires...as the FAST Act is the current transportation authorization act.***

The text has been revised to indicate that the FAST Act is the current transportation authorization.

***Comment 4. On page 19, under Objective, add 'to' between "...policy decisions and achieve transportation..."***

The text has been revised to correct the missing word.

***Comment 5. On page 22, under Objective, revise "Transit, or public transit, can be defined as transport of passengers..." to Transit, or public transit, can be defined as a system of transport for passengers.***

The text has been revised to reference that public transit is a system of transport.

***Comment 6. On Page 30, under Activities #7, change ...operations among the COVID-19 pandemic to ...operations during the COVID-19 pandemic***

The text has been revised to swap the word "among" to "during."



**Comment 7. *Subregional Task – Atlantic County: the GIS Specialist Trainee and GIS Intern positions are always left open (in current and previous UPWPs). Is the expectation that these positions are filled part- time over the summer.***

The Atlantic County Staffing Plan has been revised, removing Matt Duffy, GIS Specialist and the GIS Specialist Trainee, as the positions are no longer active due to staff change over. The County has two GIS Specialists, as noted within the revised Staffing Plan. Emily Peraria is noted as the County's GIS Specialist, which was previously omitted. The number of days within the Staffing Plan has been updated to accurately reflect the proposed budget.

With respect to the GIS Intern, Atlantic County works in partnership with local colleges and universities, like Rowan University and Stockton University to hire a GIS intern during the academic year. As such, a specific name cannot be identified within the UPWP. Text has been added to the document to clarify this further.

**Comment 8. *Subregional Task – Cumberland County: Activity #5 – started in FY18, what is the current status?***

Activity No. 5 under *Task II Transportation Data File/TIP/Public Participation*, within the Cumberland County Subregional Planning Work Program, noted that the County would be scanning and digitizing older aerial photo mylars. However, due to the size of the mylars, digitization proved to be financially unfeasible. Instead, the County purchased an archival flat file and installed it in the fire-suppressed section of an off-site archive center. Relocation of the aerials into a flat file was completed so they would not continue to deteriorate. The activity is complete and has been deleted from the County's work program.

Thank you for bringing this activity to our attention so it could be deleted. It was inappropriately carried over from previous work programs.

**Comment 9. *Subregional Task – Cumberland County: Staffing Plan – the Senior Planner position is vacant, when is this going to be filled? It seems this position is expected to play a significant role in accomplishing the tasks, activities, and deliverables.***

The Senior Planner position has been posted on two occasions with no qualified candidates. The County is working with their Administration to increase the starting salary for the position and intends to re-post the position once approved. The County will advise SJTPO when it have more information from Administration. Text has been added to the document to clarify that the position is currently vacant but anticipated to be filled in the near future.

**Comment 10. *On page 69, it is mentioned that SJTPO solicited new CMAQ projects for the program in the calendar year 2020 for projects within FY22, 23, and 24. Shouldn't the projects anticipated to be funded in FY22 be listed in this UPWP?***

As noted under Section 7 *Financial Information, Revenues*, SJTPO solicited new projects for the CMAQ program in calendar year 2020. Design and construction projects were selected and scheduled for authorization in FFY 2022, 2023, and 2024. None of the selected projects were planning level studies. Thus, they will not be found listed in the FY 2022 UPWP.

*Task 22/115 Congestion Management & Relief Planning* includes activities assisting subregional partners and others in project development efforts related to the CMAQ program. Tracking the progress of these projects is additionally noted within *Task 22/131 Transportation Improvement Program (TIP)* and *Task 22/132 Local Project Development*. SJTPO does not have any other

specific design assistance associated with the CMAQ program. Recipients of the funds work to advance the projects with support from SJTPO, as necessary.

***Certification Review***

***Comment 1. FHWA commends SJTPO for continually working to remedy the Title VI corrective action and we look forward to receiving the final product.***

Thank you for the commendation. Since receiving the Corrective Action related to Civil Rights, SJTPO has been working on various aspects, including development of a Title VI Implementation Plan and Limited English Proficiency (LEP) Plan. Both plans were adopted by the Policy Board at the September 28, 2020 meeting. The Public Involvement Plan (PIP) was updated to reflect the content of these plans and was adopted by the Policy Board at the November 23, 2020 meeting.

SJTPO has a current consultant contract for Multilingual Outreach Services. The COVID-19 pandemic limited and delayed the ability of SJTPO to meaningfully and equitably engage with the community prior to adoption of the above plans. Through consultant services, SJTPO will collect public input on these plans, and other related documents. These plans will be updated to reflect public feedback received.

Outreach is expected to begin in late February/early March. The intention is that the outreach will inform updates to SJTPO's Title VI Implementation Plan, Limited English Proficiency (LEP) Plan, and Public Involvement Plan (PIP). All three plans are expected to be readopted by the Policy Board in May 2021.

***Comment 2. FHWA commends SJTPO for incorporating many of the recommendations from the 2019 Certification Review in this UPWP. We encourage SJTPO to continue working on any outstanding recommendations and use the UPWP as an opportunity to do so.***

The UPWP incorporates activities that will be necessary to address recommendations within the 2019 Certification Review, as feasible. We will continue to look for opportunities to incorporate other outstanding recommendations from the review.

**Federal Transit Administration (FTA) Region 2 Comments – January 2020**

***Comment 1. (Regionwide FY 2022 Priorities) SJTPO shall continue to work with all applicable transit agencies in the region to ensure timely conformance with the requirements of the Public Transportation Agency Safety Plan (PTASP) including the establishment and implementation of the Safety Management System (SMS) as detailed in the Agency Safety Plan (ASP).***

SJTPO has and will continue to work with NJ TRANSIT on the implementation of the Public Transportation Agency Safety Plan and establishment of the Safety Management System. SJTPO's role has been limited and primarily includes the endorsement and support of the related targets.

***Comment 2. (22/111: Performance Based Planning Activities #1 – Page 19) There may be a typo/omission or incomplete sentence in “Lead the creation of CMAQ Congestion Measures and Targets for the Atlantic City Urbanized Area, as Federally.”***

Thank you for bringing to our attention, the word “required” was added to finish out the sentence.

***Comment 3. (22/112: Complete Streets Planning Activities #8 – Page 22) TAP should be referred to as TA. See FHWA reference on TAP and (TA) Transportation Alternative Set-Aside.***

Thank you for bringing this inconsistency to our attention. The document now appropriately references to the Transportation Alternatives Set-Aside Program using the TA acronym.

***Comment 4. (22/113 Transit/Human Services Planning Activities – Page 23) Additional product(s) may be necessary for the first 2 activities.***

Activities No. 1 and 2 within *Task 22/113 Transit/Human Services Planning* were intended to be primarily exploratory in nature and begin a more focused process of working on the Critical Issues within SJTPO's RTP 2050. Two additional Products (No. 1 and 2) have been added to document the results of these exploratory activities to better inform future Activities and Products.

Furthermore, additional details related to the next steps from SJTPO's Access for All Transit Plan were included within Activity No. 3 with corresponding Products included (No. 3 and 4).

***Comment 5. (22/114: Regional Transportation Plan (RTP) Development) Will this be a continuing Task beyond this FY? The products clearly have delivery dates of at least 2023.***

Activities associated with *Task 22/114 Regional Transportation Plan (RTP) Development* were intended to be investigative in the FY 2022 UPWP and will culminate in more concrete deliverables in the next fiscal year.

All Products listed in the FY 2022 UPWP, within *Task 22/114 Regional Transportation Plan (RTP) Development* and others now have delivery dates between July 1, 2021 and June 30, 2022. Any future deliverables are no longer called out in this year's UPWP.

***Comment 6. (22/116: Economic Development & Tourism) SJTPO's proposed products in this section are mostly Freight Movement related. There should be a balance in the proposed products such as proposing products that enhance regional tourism.***

Currently, as noted, SJTPO's primary efforts to advance economic development and tourism focus on freight (*Task 22/116*) and regional trails (*Task 22/112*). To develop a more holistic approach to addressing economic development and tourism, SJTPO identified Activity Nos. 5-7, which are largely exploratory in nature. Text has been added to clarify this further. Product No. 3 has been added to document the results of these exploratory activities to better inform future Activities and Products.

***General Comments***

***Comment 1. FTA encourages SJTPO to continue to work with the subregions towards timely completion of all tasks outlined in the UPWP and within budget.***

In accordance with the Task Order Agreement, associated with SJTPO's UPWP, staff will work to ensure all Annual Progress Reports will be completed in a timely manner after the end of the reporting period. Similarly, SJTPO will work with subregional partners to ensure that all Products are received by the established deadlines.

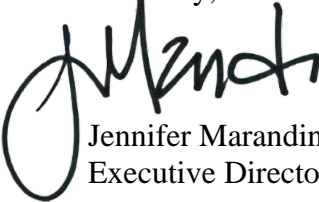
February 16, 2021

Andrew Swords

Page 11

I trust that the above responses adequately address the comments of NJDOT, FHWA, and FTA related to review of SJTPO's FY 2022 UPWP. A draft of SJTPO's FY 2022 UPWP can be found on the SJTPO website at [www.sjtpo.org/upwp](http://www.sjtpo.org/upwp). Recommendation for Policy Board approval is being sought by the Technical Advisory Committee on March 8<sup>th</sup> with Policy Board consideration on March 25<sup>th</sup>. Should you have any questions or additional concerns, please do not 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 initial "J" that loops around the first part of the name.

Jennifer Marandino, P.E.  
Executive Director

JM/nh

c: Brian Leckie, MPO Liaison, NJDOT – Bureau of Statewide Strategies (*via email only*)

## Appendix I. SJTA Travel Policy



## **SOUTH JERSEY TRANSPORTATION AUTHORITY Policies and Procedures**

### **717-Policy on Travel and Other Reimbursable Expenses**

**Effective Date: 9/1/12**

The following policy is to outline applicable procedures for all Authority employees regarding the reimbursement of expenses incurred while conducting Authority business at locations other than on Authority property.

#### **I. GENERAL AUTHORITY POLICY**

It is the policy of the Authority to follow the travel and associated reimbursement guidelines of the State of New Jersey, Department of the Treasury, Office of Management & Budget ("OMB") Circular for Travel Regulations. **In the event there is an inconsistency between the contents of this policy and the most recent OMB, the intent of the most recent OMB Circular on Travel Regulations shall prevail.**

Expenses incurred to attend meetings, seminars, conferences or organizations to which the Authority belongs or in which the Authority has an interest are reimbursable business expenses when incurred in accordance with this policy. Actual reimbursement will be subject to specific allowances and conditions as set forth in this policy. In addition, travel shall be limited to those events deemed necessary for the Authority.

#### **II. DEFINITIONS**

- 1) "Chief of Staff Determination" - The formal decision of the Chief of Staff, as designated by the Executive Director, is required for all travel and will serve as authorization for the employee to participate in the event.
- 2) "Departmental Authorization" - The signature and title of the Department Director is required.
- 3) "ELO Officer Signature" – The Ethics Liaison Officer's signature or their designee is required to determine eligibility to travel and/or attend an event. The Travel Coordinator will facilitate ELO approval.
- 4) "Request for Approval for Attendance at Event" – This form is required to be submitted along with either the Travel Authorization form or the Request for Attendance to Seminars/Events form. This form is required by the State Ethics Commission.
- 5) "Request for Attendance to Seminars/Events" – This form is required to be submitted during the approval process for One-Day travel only.
- 6) "Transportation" - Transportation is meant to include all necessary official travel on railroads, airlines, buses, taxi cabs, rental cars and other usual means of transportation. The provisions of this section apply to all travel, whether for regular Authority business or attendance at conventions, conferences, staff training and seminars.
  - a) Authority Vehicles - Use of Authority owned vehicle is to be the *first means of ground transportation*. The Authority's prevailing Vehicle Use Policy is to be

adhered to and Authority-owned vehicles must be operated in accordance with the regulations and instructions promulgated. Please note the following:

- i. Operators of Authority-owned vehicles are responsible for payment of fines for parking or moving motor vehicle violations while engaged in official Authority business or for damage to or loss of personal property of employee.
  - b) Personal Vehicle - (Mileage Basis) - Reimbursement for personal vehicle use will be at the "per mile" rate authorized by the State Appropriations Act for business use of automobiles, provided such mode of travel is previously approved by the Department Director or designee.
  - c) General - Reimbursement for travel to points outside the state by automobile may be permitted when such arrangements prove to be more efficient and economical than other means of public transportation. In determining the relative costs of private and public transportation, all associated costs (i.e. tolls, taxicabs, airport or station transfers, etc.) should be considered.
- 7) "Travel" - Travel is to include attendance and/or participation at meetings, seminars, conferences, conventions and training conducted at ANY location other than on Authority property. All travel in connection with official Authority business, whether same day or overnight must be approved by the employee's Department Director or designee, the Ethics Liaison Officer (ELO) and the Chief of Staff. All applicable travel types are listed and defined in the prevailing OMB Circular and include but may not be limited to:
- a) In-State Only
    - i. Staff Training and Seminars
    - ii. Conventions and Conferences
    - iii. Authority Sponsored Events
    - iv. Regular Authority Business
    - v. Retreats
  - b) Out of State - *All out-of-state travel must be approved by the Department Director before a business trip is authorized and must meet the following criteria (no exceptions).*
    - i. Federally Mandated Events
    - ii. Federally Funded Events
    - iii. Third Party Funded Events
    - iv. Training Required for Certification
    - v. Licensing or Professional Development
    - vi. Non-Discretionary Travel
    - vii. Homeland Security/Economic Development Event

- viii. Travel to Obtain Federal Funding
- ix. Local Same Day Travel

- 8) "Travel Authorization Form" – This form is required to be submitted during the approval process for any travel that is longer than one-day in duration and/or requires reimbursement for personal expenses.
- 9) "Travel Coordinator" – The Person(s) designated to facilitate obtaining all necessary approvals for desired travel or attendance at events. The Travel Coordinator is responsible to ensure that all purchasing requirements are met and that all travel requests are consistent with the appropriate State Travel Regulations.

### III. PROCEDURES

ALL TRAVEL IN CONNECTION WITH OFFICIAL AUTHORITY BUSINESS WITH AN AGGREGATE COST IN EXCESS OF \$250.00 PER PERSON MUST BE APPROVED BY THE GOVERNOR'S OFFICE PRIOR TO SUCH TRAVEL (NO EXCEPTIONS).

The following procedures describe each step required for an employee who plans on attending an event. Employees may not travel or attend an event that is not approved in advance by the GAU if required and subsequently approved by the Executive Director, Chief of Staff or designee. The following procedures apply:

- 1) Employees must complete either a "Travel Authorization Form" or a "Request for Attendance To Seminars/Events" and a "Request for Approval For Attendance At Events" form. *Refer to section IV. Timelines below for any applicable time restrictions that may impact approval.* Separate travel and/or seminar approval forms are required for EACH attendee.
- 2) In addition to the required forms, each request must be accompanied the following:
  - a. Description of the event – Descriptions can include brochures, catalogs, website print-outs, agendas, etc.
  - b. Justification - Detailed justification should include information such as relevance of the material to be covered at the event, both to the Authority and to the individuals selected to attend. The explanation should also address the need for the number of participants selected to attend. If Governor's Office approval is required, a detailed memo outlining the event details, all costs, event description and justification for participation must be drafted and provided.
  - c. Date(s)
  - d. Location
  - e. Time
  - f. Cost
  - g. Funding - The account number and account description that will be used to pay the costs of the event are to be listed. In estimation costs, the per diem allowances for lodging, meal expenses, etc. must be followed.



- h. When possible, employees must list all other Authority employees who plan on attending the event.
- 3) The completed forms and back-up documentation described above must be submitted to the employee's Supervisor for approval.
- 4) If approved, the Supervisor must forward the complete signed travel packet to the designated Travel Coordinator no later than four (4) weeks in advance.
- 5) The Travel Coordinator will review all documentation for accuracy and compliance and is responsible for requisitioning these requests. Once the appropriate Purchase Orders have been issued, the Travel Coordinator will send the "yellow" approved P.O. to the employee requesting travel.
- 6) Once a request is approved, the Travel Coordinator will register the employee for the event and then notify the employee of a successful registration via e-mail.
- 7) The Employee attends the event and then must complete the "yellow" approved P.O. to confirm that they have attended and return the form to the Travel Coordinator.
- 8) If an employee reimbursement from the event is required, a full accounting of expenditures must be provided within ten (10) business days and no more than thirty (30) days in which the employee incurred expenses to be eligible for reimbursement. No travel expenses will be reimbursed without a completed and approved Purchase Order and Employee Reimbursement Form with all corresponding receipts attached.
  - a. **Travel Related Change Orders** – Travel related reimbursements due to an approved traveler are prepared by the Travel Coordinator. All prepared reimbursement forms with all required receipts are to be forwarded to the Travel Coordinator after the reimbursement form is signed by the traveler's supervisor or director. Any necessary change orders applicable will be prepared by the Travel Coordinator and submitted to either the traveler's department director or the Chief of Staff (although not department director but is responsible for direct travel oversight) and 2) the Director of Finance or designee for all change order approvals. If an increase over the change order threshold occurs, the approval of the Executive Director is required.

#### **IV. GENERAL RULES AND GUIDELINES**

The following are the either general rules or guidelines that must be adhered to in order for an employee to receive approval for travel and/or attendance at a seminar and for any applicable employee reimbursements. ANY REQUESTS THAT DO NOT ADHERE TO THE TIMELINES BELOW MAY BE DENIED.

- 1) Approvals - All requests should be submitted as far in advance as possible, but absolutely no later than fifteen (15) business days from the date of travel. Late submission may be grounds for rejection.
- 2) One day trips are not eligible for subsistence reimbursement.
- 3) No overnight travel is permitted if travel is within the State.

- 4) If the Authority or a travelling employee pays for travel expenses in advance, it is the responsibility of the employee to be aware of the cancellation deadlines.
  - a. If the employee is unable to attend the approved conference or seminar, etc., they must advise the travel coordinator prior to the cancellation deadline. If ample notice of cancellation is not provided and the deadline passes, any cancellation charge or prepaid expense becomes the responsibility of the employee unless authorized by the Executive Director or designee.
  - b. Charges which are the result of failure to cancel may be deducted from subsequent travel expense reimbursements.
- 5) Reimbursements – Reimbursements for employee expenses related to travel or attendance at seminars/events must be submitted no more than thirty (30) days in which the employee incurred expenses to be eligible for reimbursement. Reimbursements are also subject to the following:
  - a. No expenses related to the travel may be incurred without the approval of the Executive Director, Chief of Staff or designee.
  - b. If approval has not been granted by the date of the event, employees will not be permitted to attend.
  - c. Required Documentation - Receipts are required for all reimbursements including but not limited to hotel expenses and meal expenses.
  - d. Lodging and meal expenses are calculated under the approved per diem allowances as outlined in the most recent OMB Circular on Travel Regulations.
  - e. The following expenses are not allowable:
    - Charges for alcoholic beverages
    - Charges for laundry, valet service, and entertainment
    - Reverse telephone charges or third party calls
    - Charges for telephone calls applying for or inquiring about leaves of absence or extensions thereof, inquiring as to payment of salary or expense vouchers, or calls concerning any matter of a purely personal nature.
    - Recall of an employee to duty during a period of leave of absence shall be avoided, except in cases of extreme emergency.

## **V. OTHER REIMBURSABLE EXPENSES**

The following is to capture and outline applicable procedures for the reimbursement of other personal expenses outside of travel related events incurred while conducting Authority business.

- 1) Business Meal - All meal expenses must be accompanied by a receipt showing the date. Use of a credit card will guarantee an adequate receipt. The following items must be detailed on the employee reimbursement to support any business meal expense:
  - Cost (excluding sales tax and alcohol) but inclusive of tip
  - Name and location of restaurant
  - Names, titles and business relationships of all persons attending
  - Business purpose

- 2) Refreshments for Meetings – All measures to properly procure necessary items in advance in order to provide sustenance for any type of inhouse or offsite meeting should be followed. However, in the instance that it becomes necessary to personally purchase such items, the detail listed in 1) must be provided along with a justification.
- 3) The Authority is tax exempt and as such, any State of NJ sales tax charged is not a reimbursable expense by the Authority, therefore sales tax is to be manually deducted from the amount requested for reimbursement.



# CIRCULAR

## STATE OF NEW JERSEY

### DEPARTMENT OF THE TREASURY

NO.: 12-14 -OMB	ORIGINATING AGENCY: OFFICE OF MANAGEMENT AND BUDGET	PAGE 1 OF 21
EFFECTIVE DATE: 06-25-12	EXPIRATION DATE: INDEFINITE	SUPERSEDES: 11-05-OMB
SUBJECT: TRAVEL REGULATIONS (THESE REVISED REGULATIONS SUPERSEDE ALL PREVIOUS TRAVEL REGULATIONS)		
ATTENTION: DIRECTORS OF ADMINISTRATION AND CHIEF FISCAL OFFICERS		
FOR INFORMATION CONTACT: STATE AGENCIES - MICHAEL BELL LOCAL SCHOOL DISTRICTS – DAVID JOYE TRAVEL CARD – AFRICA NELSON		PHONE: (609) 292-4826 (609) 984-4900 (609) 984-6233

Changes to Circular 11-05-OMB include the elimination of the requirement of the State's Chief Technology Officer to approve IT-related training, updated policies and procedures regarding the use of State-contracted rental vehicles, relaxation of rules regarding rail travel in the Northeast Corridor, and all travel reimbursements will be paid through direct deposit. There continues to be restrictions on out-of-state travel.

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## I. GENERAL

### A. PURPOSE

This circular communicates the State's regulations regarding travel. It does not address entertainment, which is covered under Circular 11-09-OMB, Entertainment, Meals, and Refreshments.

### B. AUTHORITY

1. These travel regulations are promulgated under the authority of N.J.S.A. 52:19-10.
2. These regulations are intended to serve as universal standards, which must be applied to travel transactions throughout State government, including authorities, boards, and commissions. This circular together with any directives or policies issued by the Office of the Governor concerning travel constitute the State's travel regulations.
3. These regulations cover most travel requirements that arise in the normal operation of State government. Should situations arise that are not specifically addressed by these regulations or if exceptions to these regulations are required, the advance approval of the Director, Office of Management and Budget (OMB), is necessary.
4. In those instances where travel expenses are authorized by statute for other than State employees, but the statute is silent as to amount, these regulations are applicable.
5. Unless per diem or other specific travel expenses for employees are dictated by New Jersey Statutes or the New Jersey Administrative Code, these regulations are applicable.
6. If any condition in a negotiated contract, in any administrative regulation or in any statute is in conflict with these regulations, the provisions of the contract, regulation or statute would prevail.
7. If any directives or policies issued by the Office of the Governor contradict the provisions of this circular, the Office of the Governor's directives or policies would prevail.
8. Pursuant to P.L. 2007, c.53, these travel regulations are applicable to local school districts except as otherwise provided in that statute. The Commissioner of Education is authorized, however, to grant waivers for overnight travel for school board members and school district employees to attend in-state conferences pursuant to guidelines issued by the Department of Education.

### C. POLICIES AND PROCEDURES

1. Each department must prepare internal departmental travel policies and procedures as they pertain to its particular circumstances, incorporating the regulations contained herein, and including such additional rules as may be required.
2. Procedures must include, but not be limited to the following issues:
  - The Department Head's designation of alternate approval authority
  - Type of documentation required to justify the number of employees attending an event and the benefits to be derived from their attendance
  - Levels of approval required prior to the commencement of travel
  - Compliance with the New Jersey Comprehensive Financial System (NJCFS) Travel Module requirements
  - Agency specific mileage reimbursement
3. There shall be no conflict between these regulations and those promulgated by the department.
4. All travel regulations promulgated by agencies must be in conformance with any directives or policies issued by the Governor's Office concerning travel on State business.

## II. RESPONSIBILITIES

### A. State Agencies

1. Department Heads are responsible for administering the travel budgets provided to their agencies at the beginning of each fiscal year.
2. Department Heads are responsible for ensuring full compliance with the provisions of these travel regulations and those contained in the Travel Module of the NJCFS.
3. Agencies are responsible for reviewing and approving all travel accounting transactions submitted by State employees for expenses anticipated and/or incurred in the course of travel on official business.
4. All travel authorization documents must be processed PRIOR to an employee's date of attendance at an event or departure on a trip.
5. Agencies are responsible for the adequacy of documentation of transactions processed by their staff and the retention of that documentation to permit audits of their records by the Office of the State Auditor, OMB, and other auditors.

### B. Office of Management and Budget

1. The Director reserves the right to amend these regulations as conditions warrant and may establish differential per diem rates for specific geographic areas.
2. The Director may also waive or grant exception to any provision of these regulations under special, unique or emergency circumstances.

## III. TYPES OF TRAVEL

- A. Staff Training and Seminars: This category includes all regularly scheduled, formal residential or non-residential training functions, conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility. Training to maintain a certification that is not required as a condition of employment is not authorized. For example, a CPA will not be reimbursed for attending a training class specifically to obtain CPE credits if that employee is not required to be a CPA for continued State employment.
- B. Conventions and Conferences (sponsored by professional associations): This category is distinct from formal staff training and seminars, although some training may take place at such events. These are general programs, held on a regular basis, which address subjects of particular interest to an agency or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge in a particular field related to State government operations.
- C. Agency Sponsored Events: This category includes conferences, conventions, receptions, or special meetings, where the agency plans, develops, implements, and coordinates the event. The agency is the primary financial backer of the event. Agency employees are actively involved in working at the event. In addition to those employees who are working at the event, other employees may attend as participants.
- D. Regular State Business: This category includes all regular official business travel, including attendance at meetings, conferences and any other gatherings that are not covered by the definitions included above. An example involving conferences/conventions would be when an employee is managing a booth or giving a presentation and is not an attendee of the event.



- E. **Retreats:** Retreats are meetings of State employees, held away from the normal work environment, at which organizational problems and procedures are discussed. If available, State facilities must be used. If not, procedures set forth in Circular 11-10-DPP, Delegated Purchasing Authority, must be followed. All expenditures related to retreats must be paid through the Expenditure Module of the NJCFS. Use of the Travel Module is not required. Travel expenses related to retreats are authorized under the same conditions and under the same limitations as other types of travel related to official State business. These expenditures will be reviewed by OMB on a regular basis.

#### IV. APPROVAL PROCEDURES

- A. All travel in connection with official State business must be approved by the Department Head or authorized agents. Additionally, Department Heads are responsible for ensuring strict compliance with travel approval procedures.
- B. All out-of-State travel must be approved by the Department Head (or authorized agent) and must meet the following criteria (no exceptions):
1. **Federally Mandated Event:** Participation in these events is specified in the language of a federal grant and is one of the conditions that the State must satisfy to receive federal funding. The language of the federal grant award must specify the type of event and that the participation is a condition of the award.
  2. **Federally Funded Event:** Frequently, federal granting agencies fund attendance by State employees at conference, training, or other events that relate to the grant program. However, before allowing such travel, the State department or agency must make a written determination that (1) the cost of attending such an event would not be better spent for program purposes, if such an option exists, and (2) any hidden costs to the State such as employee absences to attend the event, State match funding for the federal grant, etc., are minimal.
  3. **Third-Party Funded Event:** Third parties may agree to pay for participation at an event by State employees who will serve as speakers, presenters or panel members. Documentation of this type of payment arrangement should be on the third party organization's letterhead and be retained with the department's or agency's records. Travel of this type of event is permissible only if the third party funds the entire cost of the employee's attendance.
  4. **Training Required for Certification, Licensing, or Professional Development:** This type of training is required to achieve certification, licensing, or continued professional growth of agency staff that is a requirement of continued employment within the agency or department. Examples would include Department of Transportation staff required to perform structural inspections where regulations specify that those inspections must be performed by certified inspectors, Department of Environmental Protection staff whose responsibility it is to evaluate pollution abatement systems and who must be certified or licensed to test those systems, or Department of Corrections staff participating in a conference hosted by a nationally recognized professional organization.
  5. **Non-Discretionary Travel:** Travel that is required in order to conduct the normal business functions of an agency and its staff is considered non-discretionary. Examples include out-of-state Division of Taxation Auditors who are required to visit sites outside New Jersey to conduct various tax audits and Material Inspectors working for the Department of Transportation who also are required to conduct their work at locations in other states.
  6. **Homeland Security/Economic Development Event:** Travel that is undertaken by a State employee whose duties include homeland security responsibilities and that is directly related to homeland security or travel that is undertaken to feasibly bring economic opportunities to the State. Travel must be in such a situation that the outside entity cannot travel to New Jersey.

7. Travel to Obtain Federal Funding: Travel to Washington, D.C. that is directly related to efforts to obtain federal funding for the State.
8. Local Same Day Travel: Travel to New York City or Philadelphia metropolitan areas but only if (1) the travel does not include an overnight (hotel) stay, (2) the amount of any reimbursement for gas, tolls, etc. does not exceed \$50 per day, and (3) registration fees do not exceed \$100 per person.

C. Governor's Office Approval is required for the following travel:

1. Per person travel exceeds \$ 3,500 for one travel event
2. All travel outside of the United States (regardless of amount)
3. All Commissioner Level (Department Head) travel (regardless of amount or purpose)

If it is determined that Governor's Office approval is required, the approval must be obtained at least 15 business days prior to the event date(s) and prior to any other travel document being processed or event code requested from OMB. (See the Governor's Office Approval Procedures, Section V, for more information.)

- D. Event Codes are required for all types of travel. Agencies must request OMB to establish an event code on the NJCFS Travel Event Table (EVNT) by submitting the request form (Attachment C) at least 15 business days prior to the event date(s). Event codes are not required for mileage reimbursement and for the reimbursement of fueling costs when making use of a State-contracted rental vehicle. OMB will closely monitor event code requests to ensure compliance with travel regulations. The establishment of an event code does not constitute travel approval.
- E. If an event has a total cost that exceeds \$5,000, regardless of the number of attendees, or more than five individuals from the department are to attend, the approval of the Director, OMB must be obtained and an OMB override must be applied to increase the Event Agency Table (EVAG) to permit the travel authorization to be processed in the NJCFS Travel Module.
- F. Documentation requesting increases to the EVAG must be submitted to OMB for approval at least 15 business days prior to departure to allow for the review of the request. Such requests must include the following information:
1. Event code, name, and dates of event.
  2. A list of employees to attend and their titles.
  3. Justification of the importance for these individuals to attend the event.
  4. Estimated cost associated with travel. (shared lodging arrangements are recommended and must be listed on the request)
  5. Copy of agenda or itinerary for travel and subsequent schedule of events.
  6. In the case of training to maintain a certification, evidence that such training is required as a condition of employment.
  7. Account number and funding source – federal, state, revolving fund, etc.
  8. In the case of annual events, total attendance and cost for previous year.
  9. Governor's Office approval, if applicable.
- G. Occasionally situations arise in which an employee traveling on State business cannot obtain prior approval of the Department Head sufficiently in advance of the departure date.
1. In those instances, justification must be included in the text of the travel authorization transaction entered into the NJCFS.
  2. Approval of the Department Head must be obtained in all such cases after the travel event has been concluded.

3. Travel to conferences, conventions and symposiums are not considered to be emergencies and must not be approved after the fact. "After-the-fact" travel to conferences, conventions, and symposiums will not be reimbursed.
- H. Lump sum payments for agency-sponsored events must be paid through the Expenditure Module of the NJCFS. Use of the Travel Module is not required. However, travel related to State employee attendance at these events is subject to these travel regulations and must be processed through the NJCFS travel module. If the per-person cost is not easily attainable based on lump-sum payments, the agency should use the fair market value cost charged to non-State participants in order to determine cost per employee for registration, hotel, meals, etc. Simply paying for hotel, meals, catering, etc. as a lump-sum payment does not preclude the agency from having to determine a cost allocable to each State employee who attends.

## **V. GOVERNOR'S OFFICE APPROVAL PROCEDURES**

- A. If it is determined that Governor's Office approval is required, the following documentation must be submitted to the Governor's Office via fax at 609-292-0851 at least 15 business days prior to the event date:
  1. Completed Travel Exception form (Attachment B).
  2. Copy of agenda or itinerary for travel and subsequent schedule of events.
  3. Estimated costs associated with the travel.
  4. Justification of the importance for individuals to attend the event.
  5. Signature and title of the Department Head or Chief of Staff who approved the travel within the Department and telephone and fax numbers where he/she can be reached.
  6. Departmental Ethics Policy form with signature of approval from the Ethics Officer of the Department.
- B. The formal decision of the Governor's Office will be entered at the bottom of the Travel Exception form with official signature and faxed back to the agency. If approved, this will serve as authorization for the department to participate in the travel event and to obtain the necessary travel event codes and overrides from OMB. Agencies must adhere to all rejections, limitations, and amendments that are included in the Governor's Office determination.

## **VI. BLANKET AUTHORIZATIONS**

- A. Authorizations are sometimes established in the Travel Module of the NJCFS to facilitate an agency's processing of transactions for certain non-traditional travel arrangements. These "blanket travel authorizations" permit an agency to provide the necessary travel arrangements, on what is frequently short notice, without the requirement of entering a series of new travel transactions for each occurrence.
- B. Blanket travel authorizations may only be established by agencies with the prior approval of the Director, OMB.
- C. The three sets of circumstances for which blanket travel authorizations will be permitted are described below along with instructions as to which event codes and employee numbers must be used on the travel authorization transactions for each type of blanket authorization.
  1. Type 1 – Non-State Employee  
A blanket travel authorization may be established for the transport of individuals who are not employees of the State of New Jersey. This type of authorization is intended to help agencies

to comply with their mandated responsibilities to transport patients in State institutions or dependent children in the State's custody and is to be used for air/rail costs only. Other expenses that may be incurred by these individuals may not be reimbursed through the Travel Module but must be reimbursed through the use of standard invoices.

Type 1 blanket authorizations must reference the special event code that agencies request OMB to establish for this purpose. When entering the travel authorization transaction, the agency's identification number must be entered in the employee number field. This number is established on the vendor table for each agency (most agencies use the number 216000928 followed by a two-digit number that identifies the specific agency). The appropriate object code must be used for each category of expense.

2. Type 2 – Group Attendance

The second type of blanket travel authorization is designed to allow an agency to provide for the attendance of more than five staff at a single event, such as a conference. This type of blanket authorization may be used for registration costs only. By using the blanket authorization, the agency avoids having to enter separate authorizations for each employee attending, eliminates the cost of generating a separate check for each employee and presents the provider with a single check.

Type 2 blanket authorizations must reference the actual event code that has been established on the EVNT for that conference. As with Type 1 blankets, the agency's identification number must be entered in the employee number field. Object code 3020 "Conferences/Conventions" must be entered on these authorizations.

3. Type 3 – Individual on State Business – All-Year Travel

The third and final type of blanket travel authorization is intended for employees conducting State business and whose work, by its nature, requires frequent and recurring travel. This may include auditors, bank examiners, inspectors and any other employees who meet these criteria.

Type 3 blanket authorizations must reference the special event code that agencies request OMB to establish for this purpose. The first two characters of the four-character event code will be AY, indicating that the code is for All-Year travel and will be used throughout the year for this purpose. The individual's employee identification number must be entered in the employee number field. The appropriate object code must be used for each category of expense.

## VII. FUNDS FOR TRAVEL

### A. Travel Card

1. The State of New Jersey has a contract with a private provider to administer the State travel card program for agencies. The program is designed to provide agencies with a convenient and efficient payment system for expenses incidental to official State business travel.
2. Use of the State travel card must be in conformity with the regulations set forth in the Division of Purchase and Property Travel Card Program Circular.
3. The State travel card is to be used for official travel expenses incurred by agencies in the conduct of State business, including the purchase of airline tickets, rail tickets, and State-contracted rental vehicles.
4. Use of the travel card for personal employee expenses is not allowed.
5. It is the agency's responsibility to pay the monthly charges that appear on the travel card invoice as outlined in the Division of Purchase and Property Travel Card Program Circular.

**B. Travel Advances**

1. Agencies are encouraged to minimize the use of cash travel advances and instead use the agency State travel card for employee travel expenses. Only in cases of emergency will checks be issued for travel advances.
2. The amount of advance an employee is entitled to must be calculated based on the total authorized amounts in the hotel, meals and miscellaneous fields of the travel authorization document.
3. No advance may be issued where authorized expenses total less than \$250. For expenses that exceed \$250, the Department Head may, at his discretion, authorize advances of up to 75% of such anticipated expenditures.
4. When the required travel involves stays of considerable duration, such advances shall not cover anticipated expenditures for periods in excess of one month.
5. A travel expense settlement must be processed within 30 calendar days of completed travel. Failure to properly account for actual expenses within the 30-day period may foreclose any additional advances as determined by the Director, OMB.
6. All travel advance payments to employees must include details of the calculation of the advance on the Travel Voucher Text Table (TVTX).
7. In the case of employees participating in recurring travel that requires issuance of sequential advances, it may be necessary to add a line to the original travel authorization transaction to issue additional advances.

**C. Air and Rail Tickets**

1. The purchase of air and non-local rail tickets must be made through the use of the State's travel card.
2. Since the ticket purchase is made with an authorized account number, adequate internal controls are required to safeguard that information.
3. Air and rail tickets must be purchased via the internet using airline websites or online travel services such as Travelocity, Expedia, or Hotwire. The use of travel agents is not permitted.
4. Air and non-local rail tickets may not be charged to an employee's personal credit card.
5. Further guidance on air and rail travel is provided in Section VIII.

**VIII. TRAVEL METHODS**

- A. When used in these regulations, the term "transportation" is meant to include all necessary official travel on railroads, airlines, buses, taxicabs, rental cars and other usual means of transportation.
- B. The provisions of this section apply to all travel, whether for regular State business or attendance at conventions, conferences, staff training, and seminars.

**C. Air Travel**

1. Air travel is authorized when it is determined that air transportation is advantageous to the conduct of State business.
2. All agencies, with the exception of the Office of the Governor and the Legislative and Judicial Branches, must obtain airline tickets in accordance with Circular 11-10-DPP, Delegated Purchasing Authority (DPA), and the department's internal policies and procedures.
3. The most economical air travel must be used, including the use of discounted and special rates.

4. In addition, it is recommended that at least the following options be considered when booking tickets:
  - Connecting versus nonstop flights
  - Departing earlier or later compared to the preferred departure time
  - Utilizing alternative airports, i.e. Chicago Illinois Midway Airport versus O'Hare Airport
  - Utilizing alternative cities, i.e. Newark versus Philadelphia
  - Utilizing "low cost" airlines
  - Exploring alternate arrival and/or departure days
  - Cost of baggage fees
  - Premium charges for window and aisle seating
5. Any benefits that are earned as a result of State funding (such as future travel or financial vouchers given to individuals by carriers for flight delays) must be relinquished to the State. Employees are prohibited from receiving "Frequent Flyer" benefits accruing from State-funded travel.
6. Charges for classes of service other than economy (i.e., Business or First Class) are to be considered privileged and ineligible except when travel in such classes:
  - Is less expensive than economy
  - Avoids circuitous routings or excessive flight duration
  - Would result in overall transportation cost savings
7. Cost estimates on travel authorization transactions entered into the NJCFS should be realistic in terms of airline tariffs currently in effect. Travelers must adhere to rules governing special fares.
8. Justification may be required by the Department Head when actions by a traveler result in additional expenses incurred by the State.
9. Travel authorizations requiring OMB approval must be processed by the agencies as soon as it has been determined that travel is necessary. Requests requiring OMB approval must be received no later than 15 business days prior to departure. Airline tickets must not be booked until all necessary approvals have been obtained.
10. Justification must accompany requests for airline ticket reimbursement when purchased by employees contrary to this procedure.
11. Baggage fee reimbursement is limited to one bag per employee, per flight. Excess weight, oversized, or additional bag charges will not be reimbursed.
12. Employees must use the most economical parking available when traveling by air. The use of short-term parking is strictly prohibited.

#### D. Rail Travel

1. When it has been determined to be advantageous to the conduct of State business, the most economical scheduling of rail travel is to be used, including excursion and government discounts, whenever applicable.
  - The use of Amtrak will not be authorized unless it is the only means of travel available.
  - The use of high speed rail services, such as Acela, will not be authorized.
  - The use of Amtrak Auto Train is not authorized.
2. The purchase of local rail tickets (i.e., travel between cities less than 100 miles apart) should be obtained by the agency using the State travel card. Only with authorization, can tickets be charged to a personal credit card or paid in cash, to be reimbursed at the conclusion of the travel event.

#### E. Cruises

1. Participation in a conference, meeting or training event that is presented on a cruise ship is prohibited. Travel on a cruise ship as transportation to an event is also prohibited.

#### F. Ground Transportation Involving Airports or Trip Destinations

1. Travel to and from airports and downtown areas should be confined to regularly scheduled shuttle service, whenever such service is less costly than taxicab service. If shuttle service between the airport and downtown destination is not available, taxicabs may be used. Necessary taxicab charges are permitted when mass transit facilities are not available.
2. Car rentals, either used for airport transportation or transportation at a conference, convention, etc., unless absolutely necessary for the conduct of State business, are neither authorized nor reimbursable. Justification must accompany any request for car rentals for such purposes. If approved, the Nationwide Vehicle Rental Services Contract is to be used. An example of the justified use of car rental is when an employee is out of state, making inspections at various locations, and the use of public transportation is impracticable. When car rental is authorized, the agency should use the State's travel card.
3. The rental of a "stretch limousine" is neither authorized nor reimbursable.

#### G. Special Conveyances

1. The rental or hire of a boat, aircraft or other special conveyance is allowed only when public or regular means of transportation is not available or when such regular means of transportation cannot be used advantageously in the interest of the State. In such cases, prior approval of the Department Head is required. A satisfactory explanation must accompany these requests for approval.
2. If the hire of a special conveyance requires payment by the traveler of incidental expenses connected therewith, such payments must be made first, if practical, by the person furnishing the accommodation, or his operator, and itemized in the bill.
3. Charges for the hire of a conveyance owned by another State employee or by a member of the traveler's family, or by a member of the family of another State employee are not allowed. Special Conveyance expenses under such conditions may be paid only if:
  - A satisfactory explanation is furnished showing that the conveyance was not so procured because of the personal or official relationship.
  - It was impractical to otherwise procure.
  - The member of the family so furnishing the conveyance was not dependent upon the traveler for support.
  - The cost was not more than would have been incurred if hired from commercial sources.

#### H. Transportation by Personal Vehicle (Mileage Basis)

1. Use of a State-owned vehicle or a State-contracted rental vehicle is the preferred means of ground transportation. Mileage reimbursement for the use of a personal vehicle is not permitted when a State-owned vehicle is available or when a State-contracted rental car is more cost effective.
2. If a State-owned vehicle is not available or a State-contracted rental car is determined to be less cost effective on designated travel days, a personal vehicle may be used for official business.
3. Mileage allowance in lieu of all actual expenses of transportation is allowed for an employee traveling by his own automobile on official business at the rate authorized by the State Appropriations Act, provided such mode of travel is previously approved by the Department Head or an authorized agent.
4. Normal commutation expense must be deducted when calculating mileage allowance.
5. Parking and toll charges are allowed in addition to mileage allowance.

6. Reimbursement for travel to points outside the State by automobile shall be permitted when such arrangements prove to be more efficient and economical than other means of transportation.
7. In determining the relative costs of private and public transportation, all associated costs (i.e., tolls, taxicabs, airport or station transfers, etc.) should be considered.
8. All employees using privately-owned cars in the performance of their duties for the State of New Jersey must present a State of New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the New Jersey Department of Banking and Insurance and the card must be made available to the Department Head or his authorized agent before authorization is given to employees to use their privately-owned cars.
9. Employees who are out-of-state residents must provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card.

I. Transportation by State-Owned Vehicle

1. Guidelines for the management, control and regulatory supervision of State-owned vehicles are set forth in Circular 12-11-ADM, State Vehicular Assignment and Use Policy.
2. State-owned vehicles must be operated in accordance with the regulations and instructions promulgated, as appropriate, by said agencies.
3. Operators of State-owned vehicles are responsible for payment of fines for parking or moving motor vehicle violations while engaged in official State business per Circular 10-07-ADM, State Vehicle Parking Violation Control Policy.
4. The reporting of accidents involving State-owned vehicles must be made in accordance with procedures set forth by the Central Motor Pool, the Division of Risk Management, and/or individual agencies and departments.

J. Transportation by State-Contracted Rental Vehicles

1. If no State-owned vehicle is available, a State-contracted rental vehicle may be used unless the use of a personal vehicle is determined to be more cost effective.
2. Agencies should follow the procedures outlined in the DPP "Method of Operations for State Rental Cars" when making use of State-contracted rental vehicles.
6. Agencies must use their State travel card to rent vehicles for travel as outlined in the Division of Purchase and Property Travel Card Program Circular.
3. Mileage allowance is not allowed for an employee traveling by State-contracted rental vehicle.
4. Parking, tolls, and gas charges are reimbursable when a State-contracted rental vehicle is used. State issued fuel cards and credit cards cannot be used to fuel rental cars, nor may rental cars be fueled at State facilities.
5. Employees should make every reasonable effort to refuel State-contracted rental vehicles prior to returning the vehicle to the rental agency to avoid gasoline surcharges. If surcharges are incurred, and the agency determines that the employee did not make a reasonable effort to refuel the vehicle, then the agency must request reimbursement from the employee.
6. All employees using a State-contracted rental car in the performance of their duties must sign and be in full compliance of the rental agreement provided to them by the contracted rental car agency.
7. The vehicle rental contract includes insurance. No additional insurance should be purchased at the time of booking the vehicle or upon receipt of the rental vehicle. Agencies should not choose vehicle options that are not required for the conduct of State business (ex. GPS systems, DVRs, Satellite radio, etc.)
8. Accidents involving State-contracted vehicles must be reported to the Vehicle Rental Service Emergency Roadside Assistance and the Division of Risk Management.



**K. Routing of Travel**

1. All travel must be by the most direct, economical and usually-traveled route. Travel by other routes is allowed when official necessity is satisfactorily established in advance of such travel.
2. In any case where a person travels by indirect route for personal convenience, the extra expense must be borne by the individual.
3. Reimbursement for expenses must be based only on charges that do not exceed what would have been incurred by using the most direct, economical and usually-traveled route.

**IX. OFFICIAL STATION**

- A. An official station is defined as the office or headquarters provided by the State to which the employee is regularly assigned. The official station must be designated by the Department Head. Unless otherwise specified, the geographical limits of an official station are the corporate limits of the municipality where the official station is located.
- B. No reimbursement of transportation costs must be allowed between the employee's official station and place of residence. However, when necessary transportation expenses arise within the limits of an official station other than between home and office or place of duty, reimbursement for such expenses must be made as provided.
- C. When it is necessary to assign an employee to another office, headquarters or field task, the place to which the employee is assigned must be designated by the Department Head as a temporary official station. Transportation costs to such temporary official stations or work sites shall be reimbursable under one of the following travel assignments:
  1. Assignment A. If such assignments are infrequent or irregular, reimbursement shall be on the basis of total travel cost from home to the temporary station, less total normal travel costs from home to the official station. Any State employee who utilizes mass transit facilities by purchasing weekly or monthly commutation tickets or who participates in a car pool as a daily regular mode to commute to work shall be required to make the usual commutation deduction between the employee's home and mass transit facility or carpool departure location when the employee's immediate supervisor requests that the employee travel temporarily to another work site or assignment. In each case in which the exception is to be applied, the following certification, signed by the Department Head, must be included on the travel voucher:

*I hereby certify that the claimant normally travels to his regular place of employment by mass transit facilities using a weekly/monthly commutation ticket or by car/van pool and that no reduction of commuting costs results from the claimant's non-use of such facilities on the dates for which full mileage or other reimbursement is claimed.*

Signature \_\_\_\_\_  
Title \_\_\_\_\_

2. Assignment B. Where such assignments are on a regular recurring basis and it is inappropriate to designate the employee's home as the official station (see C. below), reimbursement shall be on the basis of total travel cost from home to the temporary station or from the official station to the temporary station, whichever is less.

3. Assignment C. In certain cases, where employees normally work on field assignments but do not have regular or periodic requirements to report to an official agency station, it may be appropriate to designate the employee's home as an alternate official station for all travel except to the primary official station. In such instances, the reimbursement for all travel to field assignments shall be reimbursed on the basis of total travel cost from home, except that travel from home to the primary official station shall not be reimbursable.
- D. Agency fiscal and program officers must exercise discretion in authorizing the reimbursement plans described in Assignments B and C above to ensure equity to both the State and the employee.
- E. Travel on non-scheduled workdays or holidays to anywhere other than the official station is reimbursable from the employee's home. If an employee is called back to work due to an emergency and is not compensated at premium rates on either a cash or compensatory time basis travel is reimbursable from the employee's home.
- F. Meals or lodging within the limits of the official station shall not be allowed, except if provided for elsewhere in these regulations or by statute.

## **X. OVERNIGHT TRAVEL**

- A. One-day trips are not eligible for subsistence reimbursement.
- B. No overnight travel is permitted if travel is within the State.
- C. When more than one employee of the same gender is attending an event, shared lodging arrangements are recommended.
- D. The following restrictions apply to allowable per diem reimbursements:
  1. For all official business travel, allowable per diem reimbursement for lodging and meals will be actual reasonable costs, not to exceed the federal per diem rates as established in the Federal Register for the current year. If an employee's destination is somewhere other than the locations listed in the Federal Register, then the maximum per diem allowance is \$46 for meal/incidental expenses and \$77 for lodging.
  2. The federal per diem rate schedule provides a listing of all domestic and international locations along with the amounts allowed to be expended per day for the major categories of lodging and meals/incidentals at each location. The State of New Jersey adheres to those standards in reimbursing employees for travel expenses. The federal per diem rates are published on the federal Internet web site, <http://www.gsa.gov>. This site is updated by the federal government each year; in addition, periodic individual updates are posted throughout the year. State agencies should select the most recent listing of rates listed on the appropriate web page.
  3. Departments shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits or is more advantageous to the conduct of State business. Agencies must search <http://www.fedrooms.com> (and select the State Employees option) for a hotel with government rates at or below per diem rates.
  4. Receipts are required for hotel expenses. Meal expenses under the federal per diem allowance limits do not require receipts. Receipts must be submitted when per diem reimbursement for meals exceeds the federal per diem allowance.

5. Allowable reimbursements for meals for a partial period in excess of groups of 24-hour periods, including tip and sales taxes, shall be computed using the following schedule (schedules for amounts over \$71 can be found at <http://www.gsa.gov>):

	\$46	\$51	\$56	\$61	\$66	\$71
Breakfast	7	8	9	10	11	12
Lunch	11	12	13	15	16	18
Dinner	23	26	29	31	34	36
Incidentals (non-meal tips)	5	5	5	5	5	5

6. In any cases in which the total per diem reimbursement is greater than the federal per diem rates, the costs will be considered to be excessive in the absence of substantial justification accompanying the travel voucher submitted by the employee.
  7. Reimbursement is approved for the full cost of an official convention meal that the employee attends, when such meal is scheduled as an integral part of the convention or conference proceedings. If a meal or meals are included in the registration fee, the allowance for said meal or meals is not eligible for reimbursement.
  8. Under ordinary circumstances, no subsistence expenses are allowed at an employee's official station or residence or within a radius of ten miles from such station.
  9. No reimbursement is made for meals served as part of transportation accommodations when the cost is included in the transportation charge.
  10. No reimbursement is permitted for breakfast on the first day of travel.
- E. Actual subsistence expenses are not reimbursable if paid by the traveler to a member of his family, to another State employee, or to a member of the family of another State employee.
1. Subsistence expenses under such conditions may be paid only if a satisfactory explanation is furnished, showing that the expense was not incurred because of such personal or official relationship, that it was impracticable to obtain subsistence otherwise and that the member of the family furnishing the subsistence was not dependent upon the employee for support.
  2. The material facts must be reported on the travel voucher.
- F. Where, for traveler's personal convenience or through the taking of leave, there is interruption of travel or deviation from the direct route, the subsistence allowed must not exceed that which is incurred on non-interrupted travel by the most economical usually-traveled route.
- G. The time of arrival at and departure from a place is considered as the hour at which the train, airplane, boat, bus or other conveyance used by the traveler actually leaves or arrives at its regular terminal. All requests to incur reimbursable expenses involving per diem allowances must state the time of departure from and return to official station. This information must also be furnished on the travel voucher and the travel authorization transaction.
- H. If duty at a particular place within the traveler's itinerary is prolonged beyond 30 days, the travel voucher must state the approximate period covered by the duty assignment at such place or the approximate date of return to official headquarters, or both, as well as any other pertinent facts that show that this duty is temporary.

- I. If the nature and location of the work where the employee is temporarily stationed are such that meals and lodging cannot be procured there, the daily travel required to procure meals and lodging at the nearest available place is considered as necessary transportation expense. A full statement of the necessity for such daily travel must accompany the travel voucher.

## **XI. MEAL ALLOWANCE – SPECIAL CONDITIONS**

- A. No allowance for meals is permitted for in-State travel.
- B. When an employee is authorized or assigned hours of work beyond the normal work day and performs at least three such additional consecutive hours of work that are not otherwise compensated for on either a cash or compensatory time basis, then such employees may be provided the meal reimbursement appropriate for the circumstances from the schedule below. The three hours of eligibility must not include the time used for a meal break or for travel associated with the meal break.
- C. When either of two meals can be construed as appropriate, reimbursement shall be made for the less costly meal.
- D. Reimbursement for lunch is not authorized except:
1. When such meal is normally provided at the official station as part of the regular salary.
  2. When it is a part of the working arrangements of the particular employment. Such allowance is to be approved by the Director, OMB before implementation.
  3. For the Department of Banking and Insurance, reimbursement in the amount of \$3.50 per day for noon-day lunch is authorized for financial examiners and market examiners engaged in field examination work at the field examination site.
  4. When an employee is required to work overtime (see B. above).
  5. Light lunch and beverages for breaks for training sessions and retreats is authorized only when it is necessary that employees remain at the site (which is not the employees' official workstation). The serving of continental breakfast is not permitted.
- E. Breakfast is allowed when an employee, whose regular workday begins between the hours of 6:00 a.m. and 9:00 a.m., starts work two or more hours before the normal starting time and performs a total of at least three hours of overtime and is not otherwise compensated on either a cash or compensatory time basis.
- F. Midnight breakfast is allowed:
1. When an employee, whose normal shift is 4:00 p.m. to 12:00 a.m. works until 3:00 a.m.
  2. When an employee, who does not receive premium overtime wages, works three or more consecutive overtime hours and midnight breakfast can be construed as the appropriate meal.
- G. Overtime Work on Saturdays, Sundays or Holidays – Breakfast, lunch and dinner allowance is authorized if an employee, whose normal work week is Monday through Friday, works on a Saturday, Sunday or holiday and is not compensated on either a cash or compensatory time basis.
1. A minimum of 13 consecutive hours would be required to be reimbursed for the three meals. For example, an employee whose normal work hours are 9:00 a.m. to 5:00 p.m., Monday through Friday, works 7:00 a.m. (2 hours prior to the normal 9:00 start time) to 8:00 p.m. (3 hours beyond the 5:00 p.m. quitting time) on a Saturday, Sunday or holiday, is entitled to breakfast (\$5), lunch (\$7) and dinner (\$10).

2. An employee who works 9:00 a.m. to 5:00 p.m. on a Saturday, Sunday or holiday would only be entitled to the meal allowance for lunch (\$7).
- H. Official Luncheon or Dinner – Reimbursement is approved for the cost of an official luncheon or dinner that an employee is authorized by the Department Head or an authorized agent to attend, where such a meal is scheduled as an integral part of an official proceeding or program related to State business and the employee's responsibilities.
- I. Special Luncheons or Dinners – Luncheons and dinners for dignitaries shall be dealt with in accordance with Circular 11-09-OMB, Entertainment, Meals, and Refreshments.
- J. The following meal rates apply where authorized by this section:

Breakfast	\$ 5
Lunch	\$ 7
Dinner	\$10

## **XII. ALLOWABLE EXPENSES**

- A. Allowable travel expenses are defined as those that are essential to transacting the official business of the State.
- B. Reimbursement for non-meal related tips are permitted in accordance with the per diem rate schedule for incidentals. Reasonable tips for meals are included in the per diem meal allowance.
- C. Charges for telephone calls on official business are allowed. The travel voucher must show the dates on which such calls were made, the points between which each call was made and the cost per call.
  1. Employees using their home telephone or cellular telephone for State business may request per call reimbursement, less Federal Communications Tax.
  2. Calls for State business are tax exempt and the telephone company will make allowances for the tax if the employee certifies to the telephone company when paying home telephone bills that said calls were State business calls.
- D. Miscellaneous expenses not enumerated herein, when necessarily incurred by the traveler in connection with the transaction of official business, are allowed only when the necessity and nature of the expense are clearly and fully explained on the travel voucher and the voucher is approved by the Department Head or his authorized agent.
  1. Whenever possible, charges for miscellaneous services must be paid by the Agency using the State travel card.
  2. Where cash payment is demanded for such services, reimbursement for the charges actually paid is allowed.
  3. Travel vouchers must be supported by receipts showing the quantity and unit price and must include a statement that cash payment was demanded.

- E. Recall of an employee to duty during a period of leave of absence shall be avoided, except in cases of extreme emergency. However, when an officer or employee who is absent from his official station on leave of absence, either with or without pay, is ordered by the Governor or Department Head to return to an official station for temporary duty and later returns to the place where such order was received, a claim for reimbursement may be submitted for the travel expenses involved in reporting to the place of duty and returning to the point from which the employee was called.
- F. The following expenses are not allowable:
1. Charges for alcoholic beverages.
  2. Charges for laundry, valet service, entertainment.
  3. Reverse telephone charges or third party calls.
  4. Charges for telephone calls applying for or inquiring about leaves of absence or extensions thereof, inquiring as to payment of salary or expense vouchers, or calls concerning any matter of a purely personal nature.

### **XIII. PROSPECTIVE EMPLOYEES**

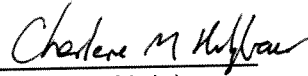
- A. Reimbursable travel expenses of prospective employees shall require prior approval of the Director, OMB.
- B. Only prospective professional and technically skilled employees who possess urgently required skills that cannot be found locally after a reasonable search and who are invited for State job interviews are eligible for reimbursement of travel expenses as outlined in this section. The positions that warrant such a search are limited to those at the cabinet level and, in rare cases, technical positions that are of such a unique nature as to warrant recruitment on a national level.
- C. Travel expenses for prospective employees are authorized under the same conditions and under the same limitations as other individuals authorized to travel in the conduct of official State business. A prospective employee traveling from home to point of interview and return is eligible for reimbursement of 60% of actual expenses. Actual expenses are subject to limitation as specified in other sections of the regulations. Interviewees must submit an invoice with receipts attached that substantiate the expenditures for which reimbursement is requested.
- D. Travel expenses within the State are not reimbursable.
- E. Agencies must process invoices for these expenses through the Expenditure Module of the NJCFS. Travel Module transactions are to be used only for reimbursement of State employees.
- F. Reimbursement for moving or other relocation expenses for employees is not authorized unless it is in accordance with Administrative Code 4A:4-7.3, Relocation Expenses. All requests for relocation expenses under A.C. 4A:4-7.3, require approval of the Director, OMB since the Appropriations Act does not provide funds for A.C. 4A:4-7.3.

### **XIV. RECORDS AND SUPPORTING DOCUMENTS**

- A. All persons authorized to travel on business for the State must keep a memorandum of expenditures chargeable to the State, noting each item at the time the expense is incurred, together with the date it is incurred. Information thus accumulated will be available for the proper preparation of travel reimbursement requests.

- B. The travel voucher must be completed by the employee to document the details of the travel event. The travel voucher must be signed by the employee to certify to the validity of the charges for which reimbursement is sought. The form must also bear the signatures of agency officials responsible to approve the form for processing.
1. Sufficient documentation must be maintained at the department to support payment and approval of travel voucher.
  2. Documentation for requests for travel reimbursement must show:
    - The dates and individual points of travel, number of miles traveled between such points and kind of conveyance used.
    - If the distance traveled between any given points is greater than the usual route between these points, the reason for the greater distance must be stated.
    - The hours of the normal work day and actual hours worked must be shown when requesting meal reimbursement for non-overnight travel.
  3. Original receipts are required for all reimbursable expenses, except for meals that qualify for per diem allowances and for parking meters.
  4. Receipts for cash outlays must be attached to all requests for reimbursement.
  5. Personal charges appearing on a hotel bill must be deducted and the deduction shown on the bill.
  6. Shared lodging arrangements are recommended and must be outlined on the travel authorization (TE) document.
  7. Where travel is not by the most economical, usually-traveled route, the employee reimbursement request must set forth the details of the route, the expenses actually incurred, the hour of departure, the hour of arrival and an explanation for the use of costlier travel arrangements.
  8. When travel is authorized in the employee's own automobile on a mileage basis, the points between which travel was made and the distance traveled between each place must be shown. Normal commutation expense must be deducted when calculating mileage. A statement as to the ownership of the automobile or other conveyance used, as well as a certification that liability insurance is in effect, must be documented.
  9. Reimbursement requests must be supported by other receipts as the Department Head may require.
- C. Unless otherwise approved, reimbursement requests must be rendered monthly. Travel for a single travel event must be reported as soon as possible after the completion of the trip. Prompt filing of reimbursement requests will ensure timely repayment to the employee.
- D. If the total of the monthly expenses does not exceed \$25, it shall be carried over to the following month, unless the employee does not expect to incur travel expenses in the following month, has been on or is about to take a leave of absence, or whose employment has been or is about to be terminated. At the close of the fiscal year, however, even though the amount is less than \$25, a travel voucher must be submitted, since expenses cannot be carried forward into the next fiscal year.
- E. Travel reimbursement requests, which are not submitted in a sufficiently timely manner as to be processed by the close of the fiscal year shall not be payable under the "prior year liability" language contained in the annual Appropriations Act.
- F. Persons not considered regular State employees, such as board members, prospective employees and outside vendors, must make claims for reimbursement of travel expenses on a regular invoice. Similarly, employees must make claims for reimbursement of travel expenses related to retreats on a regular invoice.

- G. State employees will receive reimbursement for travel expenses through direct deposit (Express Reimbursement, Attachment D). Employees can decline direct deposit by checking the appropriate box on the State Travel Voucher (Attachment A).
- H. State employees will not be reimbursed for payments made to other State employees for travel or subsistence except in case of necessity, which must be satisfactorily explained.
- I. Agencies may develop their own version of the State Travel Voucher as long as all of the pertinent data fields are included.



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