



# UNIFIED PLANNING WORK PROGRAM

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FISCAL YEAR (FY) 2022

POLICY BOARD APPROVED March 22, 2021  
AMENDED May 24, 2021, and September 27, 2021



**South Jersey  
Transportation  
Planning Organization**

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

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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. SJTPO serves as a technical resource, provides access to funding, and works to provide a regional approach to address transportation planning and engineering issues.

## Purpose of the Unified Planning Work Program

SJTPO's Fiscal Year (FY) 2022 Unified Planning Work Program (UPWP) describes all transportation and planning related activities to be conducted by central staff, subregions, and member agencies from 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 SJTPO's federally required Regional Transportation Plan (RTP).

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 serves as the budget for SJTPO, describing the planning activities to be performed with funds provided by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

## SJTPO Structure

The governing body of SJTPO is the Policy Board. It consists of eleven voting members, including county and municipal elected officials, and a representative 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). The TAC is a thirteen-member committee comprised of staff of planning and engineering experts in the region. SJTPO's central staff is comprised of nine full-time and three part-time positions.

## The Transportation Planning Environment

SJTPO provides a regional approach to solving transportation problems. With an urbanized population exceeding 200,000. SJTPO qualifies for specific shares of federal transportation funds.

The Fixing America's Surface Transportation (FAST) Act is the current transportation reauthorization bill. FAST Act authorized \$305 billion in funding for federal highway, highway safety, transit, and rail programs for five years from federal fiscal years 2016 through 2020. The bill expired on September 30, 2020. However, on October 1, 2020, President Trump signed the Continuing Appropriations Act, 2021, which continued to fund federal government programs. On

December 27, 2020, the President signed more than \$1.4 trillion fiscal 2021 appropriations, which fund the federal government through September 30, 2021, extending the FAST Act for another year. On September 30, 2021, President Biden signed “Extending Government Funding and Delivering Emergency Assistance Act” which includes a short-term continuing resolution that provides fiscal year 2022 appropriations to Federal agencies through December 3, 2021, and continues projects and activities of the Federal Government. As such, the FAST Act remains the current federal legislation, with the identified planning factors still applicable.

FAST Act requires that SJTPO’s plans and programs consider ten high-priority issues, which are:

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

This UPWP identifies the activities and products SJTPO will complete during the coming fiscal year to improve transportation in the region and to meet the challenges of the FAST Act. The goals set forth in SJTPO’s RTP, align with the ten high priority areas in FAST Act.

## Regionwide FY 2022 Planning Priorities

In combination with the top priorities identified by members of the public, SJTPO must also consider priority areas established by FHWA, FTA, and NJDOT. FHWA encouraged continued efforts in *MAP-21 Implementation*, *Regional Models of Cooperation*, and *Ladders of Opportunity*, and focus on contributions related to the targets set for the National Performance Measures. FHWA also noted that SJTPO should continue incorporating Automated/Connected/Electric/Shared-use Vehicles into the planning processes, focusing on how best to address the challenges and opportunities that come with that future.

NJDOT echoed FHWA's coordination of services with state and regional partners. Additionally, NJDOT prioritized broad topics, including interagency coordination related to FAST Act requirements and long range planning activities; resiliency of the transportation infrastructure; congestion relief strategies; 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.

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.

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.

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

The Central Staff Work Program details the tasks and activities to be completed by SJTPO staff. The funding for each task includes all expenses associated, including budget for Central Staff salaries, labor, and operating/direct expenses.

This UPWP continues with much of the same Central Staff Program Areas from previous years, with a few exceptions. [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.

In response to a FHWA request, this year's UPWP separates Activities and Products under each individual Central Staff Program tasks, providing more clarity and enhanced transparency. For Activities and Products, please view the full-length FY 2022 UPWP at [www.sjtpo.org/UPWP](http://www.sjtpo.org/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.

## 22/110: Transportation Planning

### 21/111: 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.

**Funding:** \$46,537 (\$39,030 Salaries/Labor and \$7,507 Operating/Direct Expenses)

**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.

**Funding:** \$39,890 (\$33,455 Salaries/Labor and \$6,435 Operating/Direct Expenses)

**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 types of transportation service. Transit, or public transit, is defined as transport of 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 range of transportation service options designed to meet the needs of transportation disadvantaged populations, including older adults, disabled persons and/or those 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 Plan Transit Plan, as referred to by SJTPO, support and accommodation for transit and human services transportation is an ongoing process.

**Funding:** \$46,537 (\$39,030 Salaries/Labor and \$7,507 Operating/Direct Expenses)

**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 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.

**Funding:** \$66,485 (\$55,760 Salaries/Labor and \$10,725 Operating/Direct Expenses)

**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 & Presentations](#) and [Task 22/142: Safety Education Collaboration](#)), aligning investments with the 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 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.

**Funding:** \$46,537 (\$39,030 Salaries/Labor and \$7,507 Operating/Direct Expenses)

**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 region. Archived operations data, such as the Probe Data Analytics Suite will be the primary data source for the CMP along with NJDOT's CMS-21 program, traffic counts, and subregional input.

**Funding:** \$26,595 (\$22,305 Salaries/Labor and \$4,290 Operating/Direct Expenses)

**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 advancing a regional trail network, 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.

**Funding:** \$39,890 (\$33,455 Salaries/Labor and \$6,435 Operating/Direct Expenses)

**Project Manager:** Alan Huff

## 22/118: Resiliency & Reliability Planning

### Objective:

System Resilience and Reliability is one of the new 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 would also fall within this task. These efforts tie directly to the RTP goal to "Improve the Resiliency and Reliability of the Transportation Infrastructure."

**Funding:** \$19,942 (\$16,725 Salaries/Labor and \$3,217 Operating/Direct Expenses)

**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 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.

**Funding:** \$13,295 (\$11,150 Salaries/Labor and \$2,145 Operating/Direct Expenses)

**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.

**Funding:** \$13,295 (\$11,150 Salaries/Labor and \$2,145 Operating/Direct Expenses)

**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

with 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.

**Funding:** \$53,185 (\$44,605 Salaries/Labor and \$8,580 Operating/Direct Expenses)

**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.

**Funding:** \$46,537 (\$39,030 Salaries/Labor and \$7,507 Operating/Direct Expenses)

**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.

**Funding:** \$59,837 (\$50,185 Salaries/Labor and \$9,652 Operating/Direct Expenses)

**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 roadway users and educate others on how minor changes in behavior can make an enormous difference in increasing safety on 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 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.

**Funding:** \$53,185 (\$44,605 Salaries/Labor and \$8,580 Operating/Direct Expenses)

**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 with regional and state partners is the key to reducing serious injury and fatal crashes on 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.

**Funding:** **26,595** (\$22,305 Salaries/Labor and \$4,290 Operating/Direct Expenses)

**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.

**Funding:** **\$132,965** (\$111,515 Salaries/Labor and \$21,450 Operating/Direct Expenses)

**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 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.



**Funding:** \$59,832 (\$50,180 Salaries/Labor and \$9,652 Operating/Direct Expenses)

**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.

**Funding:** \$239,340 (\$200,730 Salaries/Labor and \$38,610 (Operating/Direct Expenses)

**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.

**Funding:** \$106,370 (\$89,210 Salaries/Labor and \$17,160 Operating/Direct Expenses)

**Project Manager:** Monica Butler

### 22/153: Unified Planning Work Program

**Objective:**

The UPWP serves as the regional transportation planning funding application. The general content of the UPWP will reflect the requirements applicable to MPOs that are designated as Transportation Management Associations (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.

**Funding:** \$26,595 (\$22,305 Salaries/Labor and \$4,290 Operating/Direct Expenses)

**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.

**Funding:** \$26,595 (\$22,305 Salaries/Labor and \$4,290 Operating/Direct Expenses)

**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.

A total of four technical efforts are continuing technical studies from prior year's Task Orders, including Task 18/407 Cumberland County Bicycle/Pedestrian Safety Action Plan, Task 20/403 Regional Trail Network – Feasibility Survey, [Task 21/401 SJTPO Regional Freight Plan Data Collection and Analysis](#), and Task 21/402 Air Quality Technical Assistance.

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.

**Funding:** \$139,612 (\$117,090 Salaries/Labor and \$22,522 (Operating/Direct Expenses)

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

## 3. 22/200: Financial Administration

Administrative services are provided by the South Jersey Transportation Authority (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.

**Funding:** \$71,500

**Project Manager:** Monica Butler

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

SJTPO counties are vital partners in all planning processes. The counties receive funds through the 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 goal of each county work program is to improve the efficiency of the region's transportation network and system by participating in subregional transportation planning efforts and activities.

Each County Subregional Planning Work Programs include Task I, Task II, and Task III supportive studies. Many activities are similar, including assisting in the development of project candidates for inclusion in the TIP and participating in other activities supporting local, county, and regional transportation planning activities. A general overview of each task is provided.

### Task I: Program Administration

#### Objective:

Develop, implement, and administer the county's Subregional Planning Work Program, providing general administration of the 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.

**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 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. A breakdown of the funding for each county is provided.

## 22/301: Atlantic County

### Task III: Supportive Studies

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

**Objective:**

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

## 22/302: Cape May County

### Task III: Supportive Studies

**Cape May County will not be completing a Task III Supportive Study in FY 2022.**

**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

## 22/303: Cumberland County

### Task III: Supportive Studies

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

**Objective:**

This project involves the full update of 2007 Cumberland County tax parcel data with current 2019/2020 information and digitization of parcel boundaries into geographic information system (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\

## 22/304: Salem County

### Task III: Supportive Studies

#### Roadway and Intersection Improvement Analysis

**Objective:**

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

**Objective:**

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 "Improve the Efficiency and Operations of the Existing Transportation System."

The Roadway and Intersection Improvement Analysis will be completed by county staff with the assistance of a consultant(s) to be retained for these projects. The Traffic Counting Program will be completed in-house by county staff.

**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

## 5. 22/400: Technical Program

To supplement the various agency work programs, SJTPO will initiate and administer technical studies and projects to be performed by consultants. A total of \$190,000 is programmed for two consultant-led study within the Technical Program, utilizing FHWA Statewide Metropolitan Planning (PL) funds. Consultant services are necessary an automated traffic signal performance measure pilot and a trails feasibility effort.

In May 2021, the UPWP was amended to include a third consultant-led effort for Website Backend/Extension Review and Optimization. The study was anticipated to be needed to address issues with SJTPO's website. A subsequent action in September 2021 reversed that action, cancelling the technical study. SJTPO will instead peruse updates through an existing maintenance contact for the website as issues with the website were found to be the result of a major update to the WordPress Platform on which the website is built.

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 and Air Quality Technical Assistance were identified within the FY 2021 UPWP as having a continuing task order in SJTPO's FY 2022 UPWP. 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](#).

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

#### Objective:

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)**

### **Objective:**

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 cancelled

### Objective:

~~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)

*reallocated to Line Item 57090 Consultant Support within Operating/Direct Expenses*

**Project Manager:** ~~Alan Huff~~

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

The 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.

## 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 with available resources.

*For more information on NJDOT planning activities, please contact Sudhir B. Joshi, Manager, Bureau of Statewide Strategies, Division of Statewide Planning, via email [sudhir.joshi@dot.nj.gov](mailto:sudhir.joshi@dot.nj.gov) or by phone (609) 963-2217.*

## 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.

*For information on NJTA planning activities, please contact Lisa K. Navarro, P.E., Supervising Engineer, , via email [Navarro@njta.com](mailto:Navarro@njta.com) or by phone (732) 750-5300.*

## 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.

*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.*

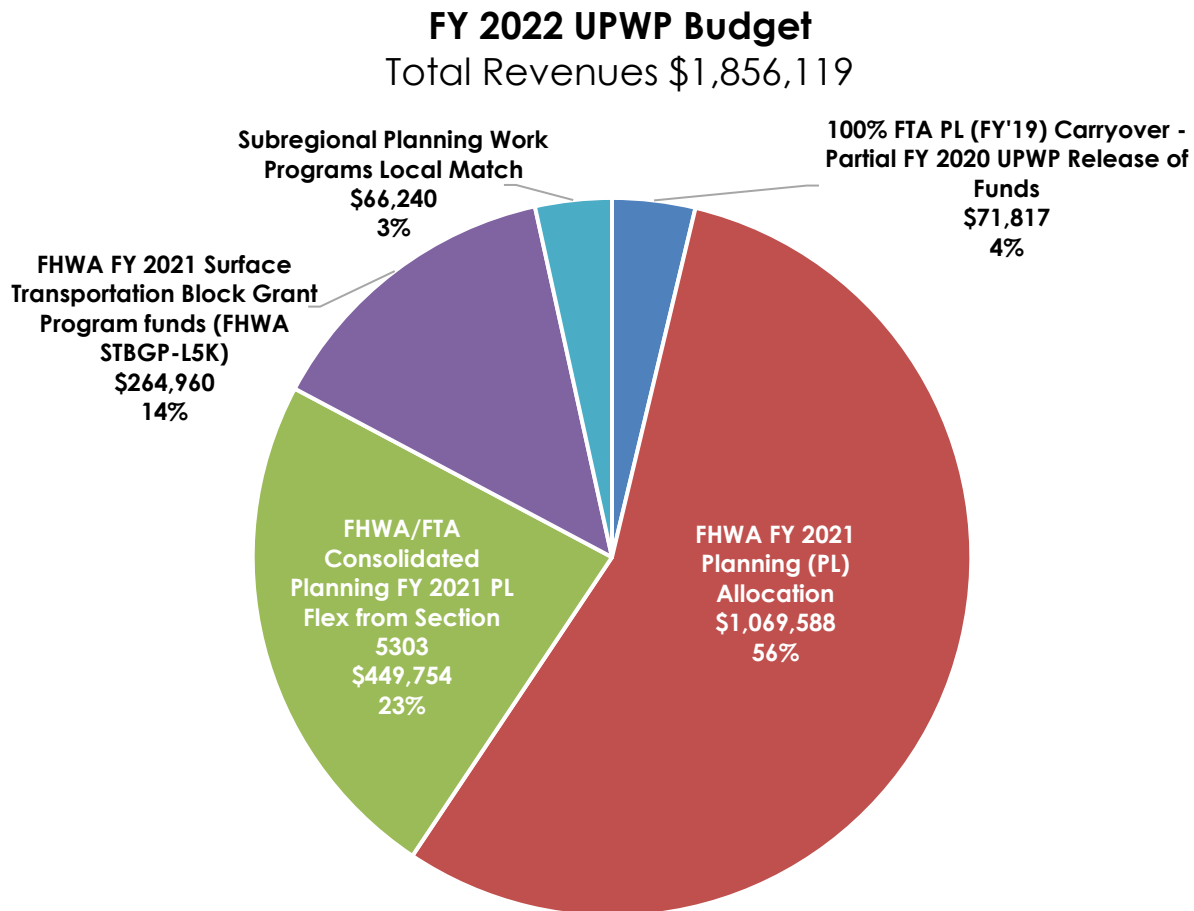
## 22/504: New Jersey Transit (NJ TRANSIT)

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.

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

SJTPO will receive a total of \$1,856,119 in USDOT planning resources from various funding sources, which is detailed in the below chart.



### Revenues

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

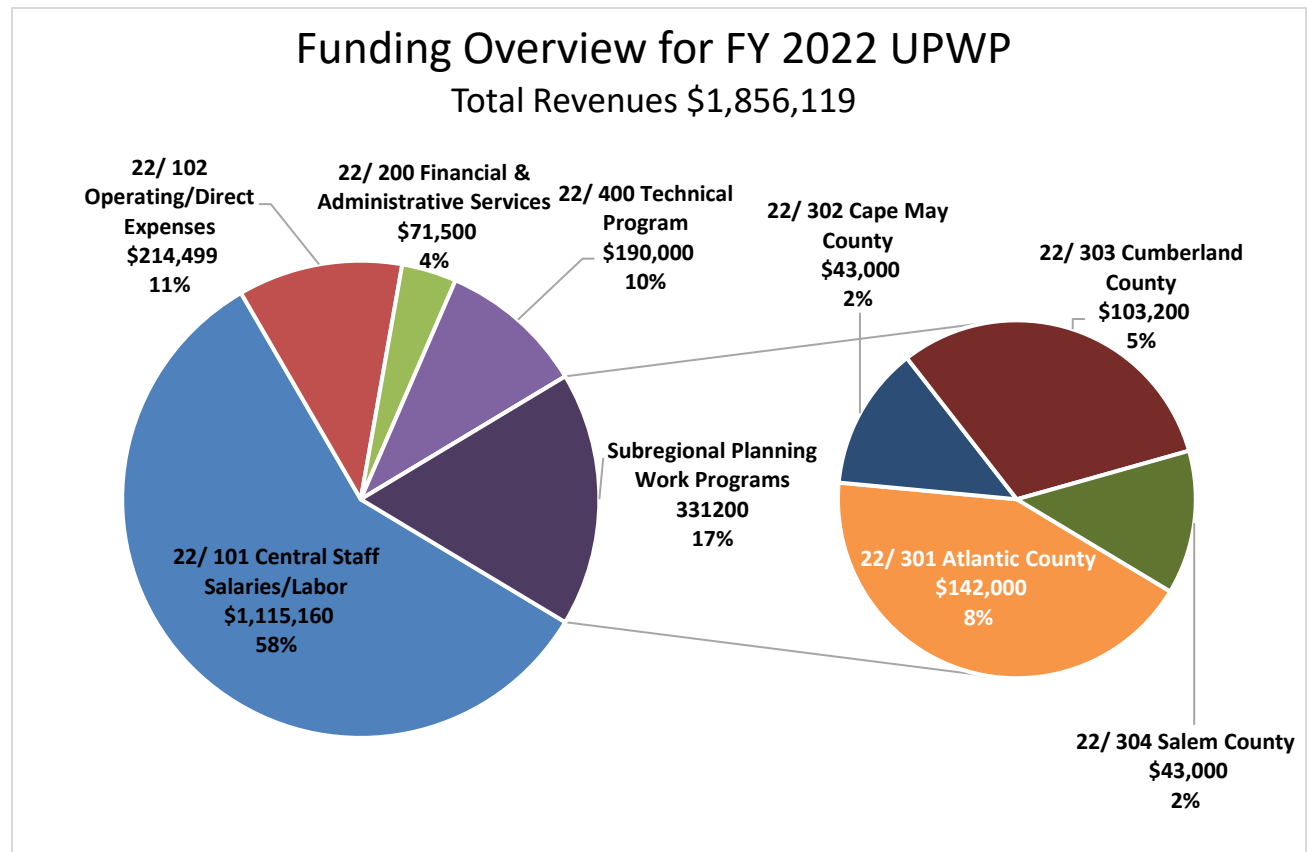
1. FHWA Statewide Metropolitan Planning (PL) funds;
2. FHWA Flexed FTA Section 5303 funds;
3. Federal Surface Transportation Block Grant Program (STBGP) funds
4. Non-federal sources (local in-kind match)

Central Staff Program 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 FHWA and FTA.

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. The grant period is effective from October 1, 2020, through September 30, 2021, consistent with the federal fiscal year.

## Expenditures

The chart below provides an overview of how SJTPO will spend the \$1,856,119 of USDOT planning resources for the FY 2022 UPWP.





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

1. **Central Staff Program Activities (22/100)**, including Central Staff Operations (22/100 and 21/200) and Operating/Direct Expenses (22/102);
2. **Financial Administration (22/200)**, which includes Financial & Administrative Services (21/201);
3. **Subregional Program 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.

A total of \$1,329,659 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 SJTPO employees and three part time employees, in addition to budget for a seasonal worker, together supporting the central staff activities and tasks. 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, with increases based upon End of Year Performance Evaluation of Tasks & Performance Factors. 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.

## Appendix A. Continuing Task Orders

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; [SJTPO 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.

A description of each technical is provided below.

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

### 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 has been processed by NJDOT, for a scope and cost increase in addition to a time extension.

**Funding:**                    **\$401,926.25** (FHWA-HSIP) *Total Amended Budget*  
                                     **\$334,192.37** (FHWA-HSIP) *Expended to Date, through June 30, 2021*

**Project Manager:** Alan Huff

## 20/403: Regional Trail Network – Feasibility Survey (2-year)

### 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 has been fully executed by NJDOT, extending the project end date to June 30, 2022.

**Funding:**                    **\$87,506.98** (FHWA-PL) *Total Initial*  
                                     **\$35,226.80** (FHWA-PL) *Expended to Date through May 28, 2021*

**Project Manager:** Alan Huff

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

### Project Status:

An RFP was released February 11, 2021, with consultant selection considered by the SJTPO Policy Board at the May 24, 2021, meeting. A Notice to Proceed was issued May 26, 2021, with a kick-off meeting held June 14, 2021. Work is progressing on schedule with an anticipated completion date of late-April 2022, in advance of the Task Order end date of June 30, 2022.

**Funding:**                    **\$154,000** (FHWA-PL) *Total Initial Budget*  
                                     **\$8,935.39** (FHWA-PL) *Expended to Date through August 28, 2021*

**Project Manager:** William Schiavi

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

### 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 was very short, to ensure that a conformity determination can be made in advance of the FFY 2022-2025 TIP approval in September 2021. The consultant delivered MOVES emissions modeled results on time in June with the technical 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*  
                                     **\$19,688.24** (FHWA-PL) *Expended to Date, through July 30, 2021*

**Project Manager:** David Heller