



UNIFIED PLANNING WORK PROGRAM

FISCAL YEAR (FY) 2023

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**South Jersey
Transportation
Planning Organization**

www.sjtpo.org

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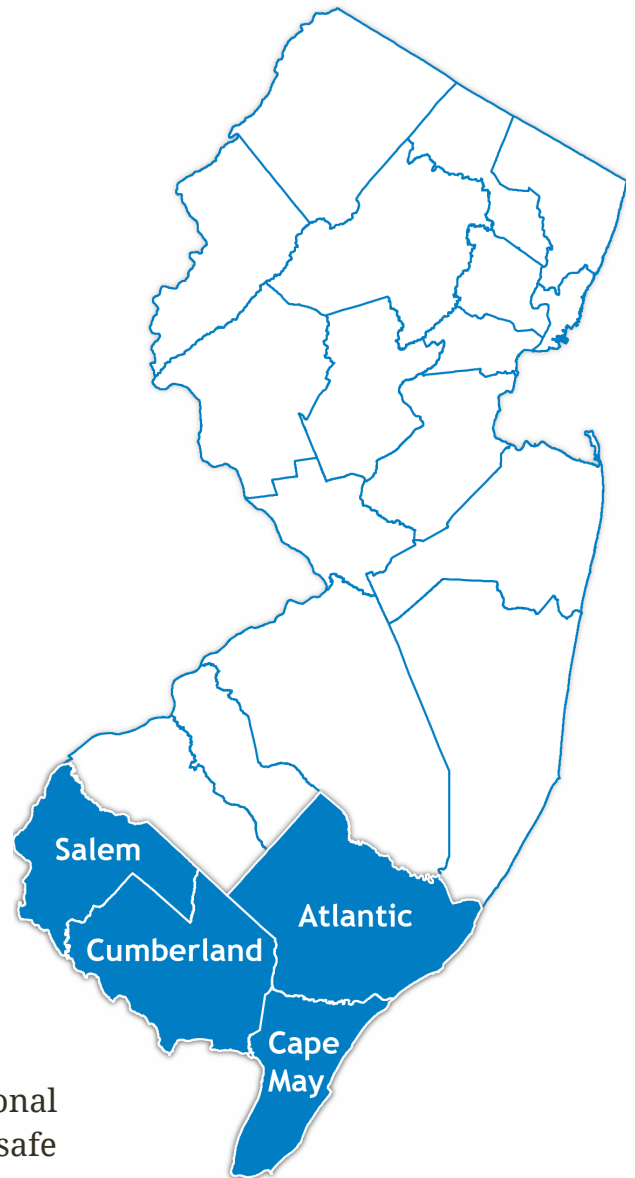
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South Jersey Transportation Planning Organization

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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, the formation of an MPO is required for any urbanized area (UZA) with a population greater than 50,000, permitting the MPO to carry out transportation planning and decision-making for the UZA(s). Formed in 1993, SJTPO replaced three smaller existing MPOs and incorporated areas not previously served. The formation provided a stronger regional approach to solving transportation problems and brought new opportunities to southern New Jersey. SJTPO is vital to the region, as the MPO serves as a technical resource, provides access to funding, and works to provide a regional approach to address transportation planning and engineering issues.



Four counties, one mission:

to create a transportation system, based on regional collaboration that moves people and goods in a safe and efficient manner, inclusive of all modes and users.

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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, the formation of an MPO is required for any urbanized area (UZA) with a population greater than 50,000, permitting the MPO to carry out transportation planning and decision-making for the UZA(s). Formed in 1993, SJTPO replaced three smaller existing MPOs and incorporated areas not previously served. The formation provided a stronger regional approach to solving transportation problems and brought new opportunities to southern New Jersey. SJTPO is vital to the region, as the MPO serves as a technical resource, provides access to funding, and works to provide a regional approach to address transportation planning and engineering issues.

Federal funding for transportation projects and programs is channeled through the transportation planning process and an MPO, who is responsible for maintaining a Continuing, Cooperative, and Comprehensive transportation planning process, often referred to as the three C's. An MPO is also able to provide a forum for cooperative decision-making among responsible state and local officials, public and private transit operators, and the public. An MPO can coordinate the planning activities of participating agencies and adopt long range plans to guide transportation investment decisions. Further, an MPO is 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 an MPO include promoting transportation improvements needed in the region and project development, while keeping the public engaged in the planning process. An MPO must ensure the region's compliance with federal regulations affecting transportation decisions, such as the Clean Air Act Amendments of 1990. In meeting federal requirements, an MPO maintains the eligibility of its member agencies and transit operators for federal transportation funds for planning, capital improvements, and operations.

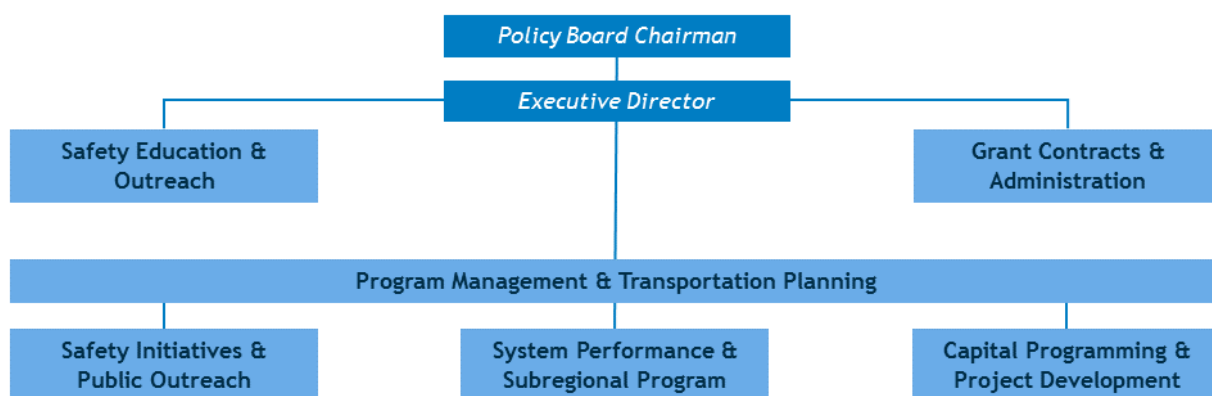
For an MPO, such as SJTPO, with a regional population greater than 200,000, the designation of Transportation Management Area (TMA) is assigned. This designation stipulates additional planning requirements, creating a strong regional voice in setting priorities and implementing projects. The designation also provides access to additional resources that can be pooled to address regional problems and qualifies SJTPO for specific shares of federal transportation funds.

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 thirteen-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). The Federal Highway Administration (FHWA), Federal Transit Administration (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.

SJTPO is responsible, under federal law, for carrying out required metropolitan planning activities as enumerated within the 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 eight full-time and two part-time positions under Safety Education & Outreach. The Assistant Planner resigned on January 28, 2022, which leaves a vacancy under the Capital Programming & Project Development area. SJTPO intends to advertise the position in late-February with a new hire starting no sooner than mid-

June. Responsibilities of this position, including capital programming, Congestion Mitigation and Air Quality (CMAQ) project development, congestion management, and data analysis will fall to the Program Manager and other central staff, as appropriate, for a temporary period. Minimal disruption of work is anticipated.

Additionally, SJTPO continues to hold a vacancy left by the retirement of the part-time Subregional Program Specialist, in December 2020. The responsibilities of this position, including the Subregional Planning Work Program, semi-annual reporting, and human services transportation have been reassigned to the Program Manager and other central staff, as appropriate. While there has been little to no interruption, having the vacancy does limit the organization's ability to expand and take on new tasks. SJTPO will take the opportunity to review the overall needs of the organization to determine if and/or when the Subregional Program Specialist position will be filled.

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

SJTPO Employee

Overview of position responsibilities

Jennifer Marandino, P.E.

Overall SJTPO operations, including semi-annual reporting

Executive Director

Safety Initiatives & Public Outreach

Alan Huff

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

Program Manager

Safety Initiatives & Public Outreach

Melissa Melora

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

Public Outreach Coordinator

William Schiavi

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

Principal Planner

System Performance & Subregional Program

David S. Heller, P.P., AICP

Long range regional planning, system performance measurement and reporting, environment and air quality, Subregional Planning Work Program, and human services transportation

Program Manager System

Performance & Subregional Program

Vacant (part-time)

Subregional Program Specialist

Capital Programming & Project Development

Jason Simmons <i>Program Manager Capital Programming & Project Development</i>	TIP database management and capital programming, project development, CMAQ Program, Congestion Management Program (CMP), and data analysis
Taylor Waymire <i>Assistant Planner</i>	Capital programming, project development (CMAQ and Local Safety Program), congestion management, and data analysis

Grant Contracts & Administration

Monica Butler <i>Administrative Manager</i>	Office and contract management and Policy Board support
Nancy Hammer <i>Budget Analyst</i>	Budget management and Technical Advisory Committee support

Safety Education & Outreach

Robert Clarke (<i>part-time</i>) <i>Traffic Safety Specialist</i>	Community traffic safety
Wayne Shelton (<i>part-time</i>) <i>Traffic Safety Specialist</i>	Community traffic safety

With each work program, SJTPO also has a budget reserved for a Seasonal Intern. SJTPO will work in partnership with local colleges and universities in the area to hire an intern during the academic year. The specific position responsibilities cannot be identified at this time because of the nature of the position.

Purpose of the Unified Planning Work Program

The fiscal year (FY) 2023 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, 2022, through June 30, 2023). The tasks and activities within the UPWP are intended to advance the priorities of the region, as reflected in SJTPO's federally required long range, Regional Transportation Plan, *RTP 2050*, adopted on January 25, 2021.

Each year, SJTPO is required to 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 SJTPO, identifying funding to support planning efforts that SJTPO will undergo. The UPWP describes the planning activities to be performed with funds provided to SJTPO by FHWA and FTA.

Unified Planning Work Program Development

Although the UPWP is effective July 1st of each fiscal year, the development process begins much earlier. In late August of each year, NJDOT requests planning priorities from FHWA and FTA for the next fiscal year UPWP, which are then provided to SJTPO in late September. These priorities are reviewed and considered by SJTPO in the development of the work programs, both in Central Staff Work Program activities and the Technical Program.

With the planning priorities as a foundation, SJTPO central staff formulates ideas for potential projects, which are vetted internally before the ideas are brought to regional partners for consideration and advancement. Throughout this process, project ideas are refined. Preliminary write-ups are shared with technical partners and the Policy Board in November of each year with the final list of specific projects to be selected to advance into the UPWP. At the same time, SJTPO central staff works with partners to identify funding resources that will advance the projects and programs in the work program.

The UPWP document is prepared and submitted to NJDOT in mid-December of each year. The first draft is reviewed by NJDOT, FHWA, and FTA with comments on the document provided to SJTPO in mid-January of each year. During this same period, the UPWP is released for public review and comment. In accordance with SJTPO's Public Involvement Plan (PIP), the UPWP is open for a minimum 30-day public comment period. The UPWP is made available for download on the SJTPO website with hardcopies made available for in-library viewing at participating State Depository Libraries in the region. Comments are solicited by placing an advertisement in local newspapers with several options available for the public to provide comment, including a comment form located at the bottom of the UPWP webpage, email (upwp@sitpo.org), fax, or through direct message to SJTPO's Facebook and Twitter accounts.

SJTPO central staff prepares a response to all comments submitted by the public, along with those submitted by all partners, including NJDOT, FHWA, and FTA, among others. The comments and responses are incorporated into a final UPWP document, which is brought to the TAC and Policy Board for consideration of adoption in March of each year. Work in the UPWP approved by the Policy Board begins on July 1st.

Under the provisions of federal law and regulation, the approved UPWP can be amended to add new tasks, delete tasks, and reallocate funds between tasks. In some instances, change may warrant approval by the Policy Board and subsequent modifications to the Task Order, which authorizes federal funds associated with the UPWP. Other revisions are included for information only and do not impact the funding associated with the UPWP. All changes are incorporated into an UPWP Activities Tracker on the SJTPO website (www.sitpo.org/UPWP) to provide full transparency.

The Transportation Planning Environment

On November 15, 2021, President Biden signed the [Infrastructure Investment and Jobs Act](#) (IIJA), also known as the “Bipartisan Infrastructure Law” (BIL), into law, 10 days after the bill was passed by the House of Representatives and more than three months after being passed by the Senate. The legislation is the first long-term surface transportation act since the Fixing America’s Surface Transportation (FAST) Act, which was passed in 2015. The Bipartisan Infrastructure Law includes \$550 billion in new spending with dozens of new programs that will include new opportunities and eligibility for MPOs. The IIJA/BIL is a sizable investment in transportation over the next five (5) years, from federal fiscal years (FFY) 2022 through 2026. As the bill was only just recently signed into law, the next steps will include working with federal agencies on implementation of the law. Implementation guidelines for new programs and competitive grant programs are still under development.

The UPWP serves as an important implementation tool to achieve the goals set forth in *RTP 2050*, which additionally helps to provide structure and guidance to SJTPO’s Activities and Products. These goals include:

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.

To highlight the connection and linkages between the Central Staff Work Program areas and the goals set forth in *RTP 2050*, [Table 1](#), on the following page, was developed to easily display the primary and secondary association of each of the ten high-priority areas with the various Central Staff Work Program areas by task.

Table 1: Central Staff Work Program - Relationship to RTP Goals

Central Staff Work 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	●	○	○	●		●	●	○	○	○
Regional Transportation Plan Development	○	●	○	●	○	●	●	●	○	○
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 & Presentations		●	○	○			○			
Safety Education Collaboration & Professional Development		●	○	○				○	○	
Public Involvement & Outreach	○	○	○	●	●	●	○	○	○	○
Equity & Public Health	○	○	○	●	●	●	○	○	○	○

● Primary Association

○ Secondary Association

The UPWP is one of SJTPO's several planning documents referred to as a "core document." This classification signifies a document is required to be produced by an MPO to receive federal and state funding, including the RTP, PIP, TIP, and the UPWP. In addition to the four main "core documents," SJTPO has categorized additional planning work products as "core documents" that serve as the backbone of the organization, including the Access for All Transit Plan, Congestion Management Process (CMP), Limited English Proficiency (LEP) Plan, Title VI Implementation Plan, and Transportation Conformity document.

These plans are an integral part of shaping the tasks and activities of SJTPO, as identified in the UPWP document. [Table 2](#) identifies the various regional planning documents and their associated timelines which help designate the appropriate resources for the four-county region.

Table 2: Regional Planning Product Milestones

Planning Document/ Activity	Website Address	Update Period	Current Adoption/ Completion	Next Adoption/ Completion
Access for All Transit Plan (Coordinated Human Services Transportation Plan)	www.sjtpo.org/AccessForAll	Every 5 Years	March 2021	March 2026
Air Quality Transportation Conformity Determination	https://www.sjtpo.org/air-quality/	Every 2 Years, evaluated annually	September 2021	September 2023
Congestion Management Process (CMP)	www.sjtpo.org/CMP	As needed, evaluated annually	November 2018	--
Environmental Justice (EJ) Report	www.sjtpo.org/EJ	Every 2 Years, with TIP	September 2021	September 2023
Limited English Proficiency (LEP) Plan	www.sjtpo.org/LEP	As needed, evaluated annually	May 2022	--
Public Engagement Guide to Transportation Planning in South Jersey	www.sjtpo.org/EngagementGuide	As needed	February 2021	--
Public Involvement Plan (PIP)	www.sjtpo.org/PIP	As needed, evaluated annually	May 2022	--
Regional Transportation Plan (RTP)	www.sjtpo.org/RTP	Every 4 Years	January 2021	January 2025
Title VI Notice	www.sjtpo.org/TitleVI	Every Year	January 2022	January 2023
Title VI Complaint Form & Procedures	www.sjtpo.org/TitleVI	As needed, evaluated annually	January 2021	--
Title VI Implementation Plan	www.sjtpo.org/TitleVI	As needed, evaluated annually	May 2022	--
Transportation Improvement Program (TIP)	www.sjtpo.org/TIP	Every 2 Years	September 2021	September 2023
Unified Planning Work Program (UPWP)	www.sjtpo.org/UPWP	Every Year	March 2022	March 2023
USDOT MPO Planning Certification Review	www.sjtpo.org/About	Every 4 Years	March 2019 (site visit) September 2019 (final report)	March 2023 (site visit) September 2023 (final report)

Regionwide FY 2023 Planning Priorities

This UPWP identifies the Activities and Products SJTPO will complete during the coming fiscal year to improve transportation in the region. The products produced through this UPWP include performance targets, technical analyses and mapping, and planning services for regional partners with consideration for feedback provided by the public.

SJTPO approved of its long range regional transportation plan, *RTP 2050* on January 25, 2021. To gain valuable public insight during pre-plan outreach (Summer 2019), SJTPO conducted public meetings to solicit feedback on the prioritization of the goals and strategies. Members of the public were asked to rank the importance of the ten (10) 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](#).

FHWA Priority Emphasis Areas

In its September 14, 2021 letter, FHWA requested that NJDOT and the MPOs in New Jersey continue with MAP-21 and FAST Act Implementation, Regional Models of Cooperation, and Ladders of Opportunity. FHWA referenced continued cooperative data collection, development and monitoring of required performance measures and targets, and to focus on contributions related to the 2-year and 4-year 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 should focus on how best to address challenges and opportunities that come with the future. In the planning letter, FHWA also noted the MPOs should consider the resiliency of the transportation system with specific impacts of stormwater

on surface transportation. Newly added as a priority for the FY 2023 UPWP is coordination with Federal Land Management Agencies to ensure continuing, comprehensive, and collaborative intermodal transportation planning.

Both FHWA and NJDOT noted the need to facilitate and prioritize the needs and safety of users of the transportation system in disadvantaged and traditionally underserved populations to ensure equitable access to reliable transportation.

NJDOT Priority Emphasis Areas

SJTPO's FY 2023 UPWP incorporates priorities identified by NJDOT in its letter dated September 29, 2021. Most of the broad topics identified for the previous UPWPs continue in this year's UPWP. Broad priority areas include interagency coordination related to legislated surface transportation 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 to ensure the process is conducted in a fair and equitable manner.

NJDOT added several new planning priority activities for FY 2023 under interagency coordination; freight planning; safety planning; ITS; and equity, public health, and outreach areas. The planning letter also mentions two new topics – Safety Planning and Local Public Agencies. Under Safety Planning, NJDOT referenced promotion of systemic safety implementation, incorporation of Proven Safety Countermeasures in all projects, and implementation of the [New Jersey 2020 Strategic Highway Safety Plan \(SHSP\)](#), along with development of local strategic planning at the county level. Planning priorities listed under Local Public Agencies cite efforts related to improved process for project delivery and coordination between partners related to local project schedules. Much of these efforts are already completed by SJTPO under the Capital Programming & Project Development task. SJTPO will work to incorporate many of the new activities in its transportation planning work in this year's UPWP.

The Central Staff Work Program areas outlined are directed by the planning priorities and emphasis areas, as identified by SJTPO's federal and state partners. These identified priorities influence the work program in various activities and tasks. In addition, the top priorities identified by members of the public are considered when crafting the activities SJTPO will complete during the fiscal year. This UPWP also incorporates as many activities related to the new Bipartisan Infrastructure Law, where applicable.

Regional Transportation Plan

Chapter II of *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.

SJTPO has retained the RTP Development task in this year's UPWP. While consideration for a mid-cycle update of *RTP 2050* was initially contemplated, release of new census data will be the driving factor for the development of the next RTP. The next RTP is tentatively scheduled for adoption in January 2025 and will incorporate the results of the new 2020 census figures, as well as utilize proposed funding included in the new bipartisan federal surface transportation plan. The plan will assess the impacts of the COVID-19 pandemic on the region's demographics, traffic patterns, and overall economy.

Complete Team Committee

Since 2017, central staff have been working in cooperation with regional partners to set targets, develop written procedures, and integrate performance-based planning into regional planning efforts to leverage 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 2023 UPWP and beyond.

South Jersey Trails

Building off efforts that started with the FY 2021 UPWP, SJTPO will continue 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. This includes supporting and building upon the 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.

Traffic Safety Education Programs

As part of SJTPO's commitment to work *Toward Zero Deaths* and ensure that all roadway users get home safely, SJTPO 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.

Data-Driven 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. With work continuing from FY 2022, SJTPO intends to advance the development of Countywide Local Road Safety Plans, which will identify, analyze, and prioritize roadway safety improvements on local roads, building off the statewide efforts for the SHSP.

Moving Projects Forward for Authorization

Having selected projects to advance with federal CMAQ funding for FY 2022, FY 2023, and FY 2024, central staff will continue to work with regional partners on moving projects forward for 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 roadways.

Freight Advancements

Continuing from previous work programs, SJTPO will build off the freight work conducted at the state level, as well as recent consultant support associated with data collection and analysis. Further, in coordination with the Freight Advisory Committee and other regional partners, SJTPO will draft a Regional Freight Plan for the region. SJTPO central staff will continue to look for ways to work with regional partners to capitalize on New Jersey's Local Freight Impact Fund.

Project Development

Working collaboratively with the NJDOT Bureau of Local Aid & Economic Development (NJDOT Local Aid), central staff will explore and expand efforts and work with regional partners and locals to help develop projects funded with federal dollars, including the Highway Safety Improvement Program (HSIP), the Safe Routes to School (SRTS) program, 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 to ensure that NJDOT capitalizes on using all available federal funds.

Additional Tasks to Consider

With the new IIJA/BIL and the sizable investment in transportation over the next five years, there may be additional tasks to consider based upon additional details and guidance to be provided over the next few weeks and months. Presently, SJTPO has worked to incorporate as many

activities related to the new Bipartisan Infrastructure Law. Central staff will continue to coordinate with state partners to evaluate the next steps to fully implement the legislative requirements and any new funding made available in the bill.

2. 23/100: Central Staff Work Program

The Central Staff Work Program details the tasks and activities to be completed by SJTPO central staff in the UPWP, divided into a total of five broad scoped Program Areas, each broken into individual tasks. This UPWP continues to utilize the same structure from previous years with all the same tasks. The Safety Education & Public Outreach Program Area was broken into two areas because their purpose is distinct. The Safety Education Program Area focuses exclusively on outreach/education on the topic of traffic safety. The Public Outreach Program Area includes broad outreach to the public on various transportation planning topics.

Each of the Program Areas allows various activities and initiatives to be emphasized from year to year with some activities recurring on an annual basis. In all instances, whether the specific activities and products are new or recurring, they seek to address the planning priorities of the SJTPO region. Under each task, an objective list of activities is listed, 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, 2020, and 2021 budget estimates to actual expenditures. These values are compared to the expenditures for the first quarter of FY 2022 to estimate the budget for FY 2023 with variations based upon anticipated Activities and Products in the FY 2023 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 36% of the Central Staff Work Program budget in the FY 2023 UPWP. Administration & Internal Management represents 15.5% of the total budget, while management of SJTPO's Technical Program represents 8.5% of the total budget, with 7.5% is attributed to Board & Committee Support.

Transportation Planning tasks and activities is approximately 30% of the budget, which includes Transportation Safety Planning, Regional Coordination & Collaboration, among other tasks. The Regional Transportation Plan (RTP) Development task represents just over 5%. The Regional Coordination & Collaboration represents 3.5% and Transportation Safety Planning represents approximately 4%.

As previously noted, Safety Education & Public Outreach was split into two headings with activities related to Safety Education representing 6% of the Central Staff Work Program budget in the FY 2023 UPWP. Public Outreach, which includes both general Public Involvement & Outreach (10.5%) and Equity & Public Health (7%) collectively account for 23% of the budget.

Capital Programming & Project Development represents 12% of the total budget in this year's work program, broken down into Transportation Improvement Program (TIP) and Local Project Development, accounting for 9% and 3%, respectively. Work on the new FFY 2024 TIP will begin in the FY 2023 UPWP.

The FY 2023 UPWP continues with the same reorganized structure, which separates Activities and Products under each individual Central Staff Work Program area. Products are listed directly under the corresponding related Activity with approximate due dates listed in parentheses. Product 1a is the direct result of work associated with Activity 1. It should be noted, however, that not all activities have an associated deliverable.

SJTPO will carefully monitor the progress of all Products listed in the UPWP. Under the provisions of federal law and regulation, the approved UPWP can be amended to add new tasks, delete tasks, and reallocate funds between tasks. In some instances, change may warrant approval by the SJTPO Policy Board and subsequent modifications to the Task Order, which authorizes federal funds associated with the UPWP. Other revisions are included for information only and do not impact the funding associated with the UPWP. All changes to the UPWP will be included within the UPWP Activities Tracker, which is located on the SJTPO website (www.sjtpo.org/UPWP). Final Products and deliverables associated with work included in the UPWP will be posted to the SJTPO website, as appropriate.

[Table 8](#) 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 9](#) displays the Operating/Direct Expense breakdown by category (i.e., office supplies, printing, etc.). A budget of \$11,000 for Central Staff Tuition Reimbursement is included within 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.

23/110: Transportation Planning

23/111: 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. Previous federal legislation, MAP-21 and the FAST Act, 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 and Products (due dates):

1. Lead the creation of CMAQ Congestion Measures (part of PM3) 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 2nd Performance Period Report to be submitted by NJDOT to FHWA.

Product 1a. *Technical memorandum summarizing methodology behind establishment of 2- and 4-year CMAQ Congestion Targets for the Atlantic City Urbanized Area (Summer 2022).*

Product 1b. *SJTPO adoption of System Performance (PM3) CMAQ Congestion Targets for Atlantic City Urbanized Area (Fall 2022).*

2. Continue coordination with the Delaware Valley Regional Planning Commission (DVRPC) and other agencies, as appropriate, in reviewing and collaborating on updated CMAQ Congestion Targets for the Philadelphia Urbanized Area. Development of the CMAQ Performance Plan will also include targets for the Atlantic City Urbanized Area.

Product 2a. *SJTPO’s CMAQ Full Performance Period Progress Report for Philadelphia Urbanized Area, to be incorporated into NJDOT’s Baseline Performance Report for the 1st Performance Period (Fall 2022).*

Product 2b. *CMAQ Performance Plan for SJTPO region, to be incorporated into NJDOT’s Baseline Performance Report for the 2nd Performance Period (Fall 2022).*

Product 2c. *SJTPO adoption of System Performance (PM3) CMAQ Congestion Targets for Philadelphia Urbanized Area (Summer 2022).*

3. Continue coordination with NJDOT and other agencies, as part of participation in NJDOT’s Complete Team Committee, in the development, establishment, 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.

Product 3a. *SJTPO adoption of Infrastructure (PM2) Targets for Pavement and Bridge Condition (Fall 2022).*

Product 3b. *SJTPO adoption of System Performance (PM3) Targets for Reliability, CMAQ Congestion, and CMAQ Emissions (Fall 2022).*

4. Continue to coordinate with NJ TRANSIT and other agencies in the development, establishment, and integration of performance measures and targets for transit asset management and transit safety.

Product 4a. *SJTPO adoption of Transit Asset Performance Measures and Targets for NJ TRANSIT (Summer 2022).*

5. Incorporate required system performance measures into the regional planning activities and the overall planning process, as required by the MAP-21/FAST Act rules.
6. Monitor the new IIJA/BIL legislation, and subsequent implementation guidance, for changes in existing performance management regulations and possible new required performance measures and/or targets.
7. Continue to monitor 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. This activity will build off the Regional Performance Indicators Report/Report Card started in FY 2022.

Product 7a. *Regional Performance Indicators Report/Report Card (Summer 2022).*

8. Continue to build upon the United States Department of Transportation (USDOT) 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.
9. Continue to assist NJDOT, 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.

Funding: \$30,760

Project Manager: David Heller

23/112: 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, [Task 22/402 Regional Trails Network – Feasibility Survey, Cape May County](#), for which work will continue in FY 2023. The effort will assess right-of-way options between Atlantic and Cape May Counties’ existing/funded trails facilities, thus advancing regional trails.

Activities and Products (due dates):

1. Continue to evaluate and refine the Complete Streets Priority Areas, which highlight areas where including bicycle, pedestrian, and transit accommodation into improvements should be given special attention.

Product 1a. *Updates and refinements to the Complete Streets Priority Areas (ongoing, as needed).*

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. This includes providing support to the New Jersey Department of Environmental Protection (NJDEP) to develop and refine mapping of statewide trail facilities.
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 and expand the South Jersey Trails network, the regional bicycle and pedestrian trails network in the SJTPO region. This will include supporting and building upon the South Jersey Trails Action Committee, further stakeholder identification,

development of a visionary network, development of a framework for implementation and a roadmap for the sustainability of a larger system. This activity will also continue collaborative efforts with DVRPC, The Circuit, and regional bicycle and pedestrian partners to bring resources to the region.

Product 5a. *Development of a visionary network for the South Jersey Trails system (Spring 2023).*

6. Support county and municipal partners in advancing South Jersey Trails projects, particularly those that contribute to the Philadelphia to Ocean City and Cape May corridor. This includes support in identifying funding, coordination with right-of-way owners, identification of barriers to advancement, and support and conduct of studies, as needed, to ensure forward progress. Work under this activity will include, but not be limited, to Atlantic County Bikeway West and the Atlantic County Bikeway “Missing Link” in Pleasantville and Egg Harbor Township.
7. 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 regional 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 improve the performance of these programs in seeing quality projects advance to construction authorization.

Product 7a. *Project selection for the Transportation Alternatives Set-Aside Program 2022 solicitation to the SJTPO Policy Board (Contingent on NJDOT activity, Spring 2023).*

8. 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 central 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.
9. 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.

Funding: \$27,340

Project Manager: Alan Huff

23/113 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 diverse 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 Coordinated 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 and Products (due dates):

1. In support of *RTP 2050* Critical Issue #3, associated with inequitable access, SJTPO will continue to engage NJ TRANSIT and others in 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.
 - Product 1a.** *Updated 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 2023).*
 - Product 1b.** *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 that have yet to be addressed, and the outcome of any efforts (Summer 2023).*
2. Continue to 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 transit service would encompass, or other assistance as requested by NJ TRANSIT to help justify these investments.
3. Continue to work with county transit providers and other members of the respective human services transportation county steering committees on carrying out the recommendations within SJTPO's Access for All Transit Plan and advancing the project pipeline that was developed in FY 2022.

Product 3a. *Updated documentation of progress towards advancing recommendations from SJTPO's Access for All Transit Plan and FY 2022 project pipeline (Spring 2023).*

Product 3b. *Updated list of action items that can be undertaken by SJTPO to help advance outstanding recommendations of the Access for All Transit Plan (Summer 2023).*

Product 3c. *List of additional data collection needs and/or ridership forecasts necessary to implement recommendations (Summer 2023).*

Product 3d. *List of funding sources or grants for human services transportation projects (Summer 2023).*

4. Convene 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 University's Senior Mobility Advisory Team, etc.).
5. Work with NJDOT, NJ TRANSIT, counties, and members of the respective human services transportation county steering committees to assess safety for non-motorized travelers in disadvantaged and transit-dependent communities. Information will be compiled and at a minimum, be included in future updates of the Access for All Transit Plan.
6. Continue 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 older adults.
7. 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.

Product 7a. *Summary sheet, including ranking of Section 5310 applications (Winter 2022/2023).*

8. 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.

Product 8a. *Summary sheet, including ranking of NJ-JARC (Spring 2023).*

9. Continue to collaborate with NJ TRANSIT and others in the identification and feasibility of future transit enhancements, including the extension of the Glassboro-Camden Light Rail Line, operational improvements to the Atlantic City Rail Line, or others.

Funding: \$44,430

Project Manager: David Heller

23/114: 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 on January 25, 2021. The adoption of the RTP was delayed from Summer 2020 because of the COVID-19 pandemic. The next cycle update of *RTP 2050* will incorporate the results of the new 2020 Census figures, incorporate new programs, and utilize proposed funding, as included in the new bipartisan federal surface transportation bill. The next cycle update of *RTP 2050* will also assess the impacts of the COVID-19 pandemic on the region's demographics, traffic patterns, and overall economy with traffic slowly beginning to level off. This task will focus on the completion of preliminary products needed for the next cycle update of *RTP 2050*, scheduled for adoption in January 2025.

Activities and Products (due dates):

1. 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 next cycle update of *RTP 2050*. Work with regional partners to vet possible scenario planning options. This research will form the basis of scenario planning exercises to be conducted in FY 2024.

Product 1a. *Technical memorandum compiling results of scenario planning exercises conducted by similar-sized MPOs (Winter 2022/2023).*

2. Review new 2020 Census data products, which are scheduled to be released Summer 2022. Compile preliminary demographic statistics for SJTPO region, determining if any additional analysis with consultant support will be necessary for the inclusion and in the next cycle update of *RTP 2050*.

Product 2a. *Technical memorandum depicting preliminary demographic statistics from 2020 Census (Winter 2022/2023).*

3. Investigate consistency of *RTP 2050* with the principles of the New Jersey State Development and Redevelopment Plan (NJ SDRP). Identify additional actions or content needed to improve consistency of *RTP 2050* with NJ SDRP with the intent of getting the next cycle update of *RTP 2050* endorsed by the State Planning Commission.

Product 3a. *Technical memorandum assessing consistency of RTP 2050 with NJ SDRP. (Spring 2023).*

4. For municipalities within the SJTPO region, investigate Planning and Implementation Agreements (PIAs) for State Planning Commission endorsed master plans, and review transportation and circulation elements, as well as projects. Identify action items within the purview of SJTPO that could help advance goals, objectives, and projects from endorsed master plans.

Product 4a. *Inventory of transportation elements, as well as projects from State Planning Commission endorsed master plans (Spring 2023).*

Product 4b. *Identify action items within the purview of SJTPO that could help advance goals, objectives, and projects from endorsed master plans. Some elements and/or projects could be folded into the next cycle update of RTP 2050 (Spring 2023).*

5. In anticipation of the next cycle update of *RTP 2050*, review existing vision, goals, and strategies. Work in collaboration with regional partners to evaluate and update, as necessary. Solicit and compile a list of critical needs, strategies, projects, and programs. All associated products, including a draft of “Vision, Goals, and Strategies” chapter and List of “critical needs” are anticipated to be completed in the Summer and Fall 2023, which fall outside of the timeline of this UPWP.

6. Work in collaboration with SJTPO Public Outreach Coordinator to prepare public outreach strategy, including tentative schedule for public meetings for next update cycle of *RTP 2050*, which are anticipated to occur in Summer 2024.

Product 6a. *List of possible venues for public meetings, along with tentative schedule (Spring 2023).*

Product 6b. *Preliminary draft of public outreach materials (Spring 2023).*

7. Continue to support NJDOT and NJ TRANSIT in the development of the Long Range Transportation Plan (LRTP) 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.

Funding: \$71,770

Project Manager: David Heller

23/115: 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 23/141: Safety Education Programs & Presentation](#) and [Task 23/142: Safety Education Collaboration & Professional Development](#)), aligning investments with the SHSP, reducing barriers to safety project advancement, and prioritizing 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 Central Staff Work Program 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 also focuses on making conditions for bicyclists and pedestrians safer when they use the transportation system.

SJTPO has a consultant-led technical study planned as [Task 23/403: Countywide Local Road Safety Plans](#), which will identify, analyze, and prioritize roadway safety improvements on local roads, resulting in a prioritized list of issues, risks, actions, and improvements that can be used to reduce fatalities and serious injuries on local roads.

Activities and Products (due dates):

1. Continue collaboration with NJDOT, FHWA, DVRPC, NJTPA, DHTS, the National Highway Traffic Safety Administration (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.

Product 2a. *HSIP Project Status Charts, detailing annual safety investments (ongoing, updated bi-monthly).*

3. Continue to work with county and municipal partners to include addressing safety in all projects, particularly those securing funds through SJTPO. This includes added emphasis on FHWA's Proven Safety Countermeasures.
4. In partnership with counties, municipalities, state agencies, and other partners, continue the effort to develop a series of Countywide Local Road Safety Plans as a means of targeted advancement of the SHSP.
5. 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.

Product 5a. *SJTPO adoption of Safety Performance Management (PM1) Targets (Fall 2022) (PM1).*

6. Aid applicants in project development efforts related to the Local Safety Program. Applicants 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 a 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;
- e. Assistance in identifying appropriate methodologies, countermeasures, and locations for systemic safety improvements; and
- f. Work with applicants to advance projects to NJDOT for HSIP funding.

Product 6a. *Local Safety Program Solicitation (Fall 2022).*

Product 6b. *Crash analyses, crash diagrams, HSM analyses, B/C analyses associated with Local Safety Program Safety applications, (ongoing, as needed).*

Product 6c. *Completed Local Safety Program Applications submitted to NJDOT (December 16, 2022).*

7. 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, systemic safety improvements, and generating more and better safety projects for advancement.
8. Utilize interactive maps of high crash locations to evaluate new projects submitted for inclusion in the TIP. When project locations and network screening locations coincide, consideration for the inclusion of safety elements will be made before project scopes are finalized.
9. Support advancement of safety projects by aiding with design services, which are a common barrier to project advancement.

Product 9a. *Release a Request for Proposals (RFP) for consultant-led technical study to conduct Design Assistance (Spring 2023).*

10. Conduct internal evaluations and investigations into crash issues that are brought to SJTPO's attention to offer ongoing support for advancing safety on the regional transportation network.

Product 10a. *Investigate the crash performance of the Pleasantville to Somers Point Bike Path, as SJTPO recently learned that it includes 53 roadway crossings in a 6.4-mile span, which raises safety questions (Summer/Fall 2022).*

Funding: \$58,100

Project Manager: Alan Huff

23/116: Congestion Management & Relief Planning

Objective:

Federal legislation 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 last updated in 2018 to take advantage of the growing availability of archived operations data. The current methodology will continue to 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 (PDA) Suite will be the primary data source for the CMP, along with NJDOT's CMS-21 program, traffic counts, and regional input.

Activities and Products (due dates):

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. Evaluate CMP methodology. Identify any changes that would enhance monitoring and evaluation of congested locations. This could include old or new assessment tools, such as Signal Analytics or new guidelines because of the IJJA/BIL.

Product 2a. *Prepare memo outlining recommendations on updating CMP (Fall of 2022).*

3. Analyze data on an annual basis, as outlined in the CMP Methodology Report, including bottleneck location lists for state/authority roadways and county/local roadways using archived operations data, congestion scans for various roadway segments, and cost-of-delay analysis.

Product 3a. *Annual bottleneck location list for calendar year 2022, to include comparisons of other travel time data available from the PDA Suite (Spring 2023).*

4. Work with regional 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, conducting field visit and data collection, as appropriate.

Product 4a. *Update the List of Congested Places, as produced by NJDOT's Division of Statewide Planning – Statewide Strategies (ongoing as needed).*

5. Aid regional 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 EJ areas; and
- e. Submitting project information and emission reports to NJDOT for inclusion in FHWA's CMAQ database.

Product 5a. *Emission reports for proposed CMAQ projects (as needed, as part of CMAQ solicitation).*

Product 5b. *CMAQ Project Status Charts, detailing annual investments (ongoing, updated bi-monthly).*

- 6. Improve measurement of seasonal variation within SJTPO region. Activities may include:
 - a. Work with NJDOT and regional partners to investigate installation of more permanent traffic counting stations on highly seasonal roadways; and
 - b. Work with NJDOT, regional partners, and outside consultants, as appropriate, to improve seasonal data collection efforts and help NJDOT to calculate more accurate seasonal factors.

Funding: \$27,340

Project Manager: Jason Simmons

23/117: 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 23/112 Complete Streets Planning](#)), freight, and regional coordination.

SJTPO was invited to become a member of the NJ Brownfields Interagency Work Group (IAWG), which is led by the New Jersey Business Action Center's Office for Planning Advocacy. The group is represented by a wide range of stakeholders, including State and Federal agencies with the goal of collaborating to ensure successful brownfields redevelopment.

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 expanding 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. Support and build upon the recently established Freight Advisory Committee to 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 the outputs of SJTPO's Regional Freight Plan Data Collection and Analysis technical study to draft a Regional Freight Plan for the SJTPO Region. A draft of SJTPO's Regional Freight Plan is anticipated to be completed in the Summer of 2023, which falls outside of the timeline for this UPWP.
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. Continue to identify and conduct efforts, working with SJTPO's regional partners, including the SJEDD and other stakeholders to enhance travel and tourism in support of the goal within the RTP and consistent with activities identified in FY 2022 research.
6. Identify standing committees within the region that represent business community, possibly Chambers of Commerce, needs and develop dialogue to better incorporate economic development needs in transportation planning.
7. Work in collaboration with State and Federal agencies, as a member of the NJ Brownfields Interagency Work Group (IAWG), to assist municipalities in advancing the redevelopment of brownfield sites. Attend and participate in forums for municipalities seeking to redevelop their brownfield site(s), providing guidance, and sharing resources as appropriate.

Funding: \$34,175

Project Manager: Alan Huff

23/118: Resiliency & Reliability Planning

Objective:

System Resilience and Reliability 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. The new Bipartisan Infrastructure Law, IIJA/BIL, created the Promoting Resilient Operations for Transformative, Efficient, and Cost-

saving Transportation (PROTECT) grant program, which is intended to help states improve the resiliency of transportation infrastructure to advance planning efforts and improvements in this increasingly key area.

SJTPO will devote considerable focus in FY 2023 and beyond to identify funding and work to advance a Regional Vulnerability Assessment study. This will include extensive coordination with NJDOT, NJ TRANSIT, NJDEP, the NJ Office of Planning and Advocacy, as well as local counties, municipalities, and others, as appropriate. The study is intended to identify assets highly vulnerable to the existing and future impacts of climate change factors, such as future temperature and flooding projections, storm surge, and sea level rise. Future stakeholder discussions will also consider additional state priorities, in addition to, how this study may serve as a resource to municipalities as they update their master plans.

These efforts tie directly to the RTP goal to “Improve the Resiliency and Reliability of the Transportation Infrastructure.” In addition to resiliency of the transportation system, efforts related to the continuity of operations for SJTPO also fall within this task.

Activities and Products (due dates):

1. Augment SJTPO’s data repository to pinpoint vulnerable areas and critical infrastructure. Examples include storm-surge maps, updated flood insurance maps, mapping of impervious surfaces, and light detection and ranging (LIDAR) elevation data. Initial catalog of data layer prepared in FY 2022.

Product 1a. *Final draft catalog of data layers, including metadata (Summer 2022).*

2. Work with NJDOT, NJ TRANSIT, and other partners on risk management strategies for improving the resilience of transportation infrastructure against the impacts of extreme weather.
3. Continue work started in FY 2022, in coordination with stakeholders, to investigate funding and grant opportunities under the PROTECT program to seek funding for a Regional Vulnerability Assessment study of the SJTPO region.
4. Aid regional partners and others, as appropriate, in enhancing transportation infrastructure resilience and reliability.
5. Collaborate with NJDOT’s Office of Emergency Preparedness, regional 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. Support and build upon the recently held roundtable discussions with state, regional, and local stakeholders related to 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 developing 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.

Product 7a. *Continuity of Operations Plan (Summer 2022).*

Funding: \$13,670

Project Manager: David Heller

23/119: 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. Continue to work with regional 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. Continue to 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.

Funding: \$10,250

Project Manager: Jason Simmons

23/120: 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 and Products (due dates):

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.

Product 1a. *Provision of travel demand model output data and/or Motor Vehicle Emission Simulator (MOVES) emission model input data to NJDEP (Fall 2022).*

2. Conduct any procedures required under transportation conformity regulations for adoption of the federal fiscal year (FFY) 2022-2031 TIP amendments and upcoming FFY 2024-2031 TIP 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, 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 central staff, TAC, and other stakeholders, as appropriate. Continue to collaborate with Sustainable Jersey and other stakeholders to assist in the creation of statewide greenhouse gas emissions inventory at the municipal level.

5. Pursuant to the new Carbon Reduction Program under the IJJA/BIL, work with NJDOT and other stakeholders, as appropriate, to develop a carbon reduction strategy, which will include projects and strategies to reduce transportation emissions and actual emissions reduction targets.
6. Work with NJ TRANSIT, CCCTMA, 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.
7. In support of *RTP 2050* Critical Issue #4, associated with regulatory burden, continue work on enhancing GIS repository of environmental data, building upon existing GIS layers of the Pinelands and Coastal Area Facility Review Act (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 regional partners anticipate and better navigate the regulatory burdens.

Product 7a. *Compile GIS layers including metadata associated with the environmental constraints listed in associated activity (Spring 2023).*

Funding: \$23,925

Project Manager: David Heller

23/121: 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 supporting 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 regional partners.
3. Continue collaboration with NJDOT, NJ TRANSIT, DVRPC, and NJTPA in meeting USDOT's legislated surface transportation requirements.
4. Participate in meetings of the SJTPO Policy Board, TAC, or other meetings with SJTPO regional partners.
5. Continue to conduct discussions with the SJTPO Policy Board and TAC about the distinct types and amounts of federal and state transportation funding received annually and facilitate conversations about increasing the share of transportation funding received by SJTPO.
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 ways to dedicate a portion of this revenue for critical infrastructure projects that make that revenue possible.

Funding: \$47,845

Project Manager: Jennifer Marandino

23/130: Capital Programming & Project Development

23/131: 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 a vital 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 and Products (due dates):

1. Work with NJDOT to update the financial plan for the TIP/STIP, as appropriate, for the FFY 2024-2033 TIP/STIP.
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 SJTPO regional partners, NJDOT, and NJ TRANSIT to help facilitate the development and approval of the FFY 2024-2033 TIP/STIP, which is anticipated to be approved in the Fall of 2023, which falls outside of the timeline of this UPWP.

Product 3a. *Year-end Obligation Reports, produced by NJDOT and NJ TRANSIT, to be posted to SJTPO website (end of federal fiscal year, Fall 2022).*

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.

Product 4a. *TIP amendment/modification tracker to be posted to SJTPO website and provided to TAC and Policy Board (ongoing, updated bi-monthly).*

Product 4b. *Memo to Executive Director outlining TIP/STIP amendment and modification requests received from NJDOT, NJ TRANSIT or regional partners (ongoing, as needed).*

5. 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. In accordance with 23 CFR § 450.336, concurrent with submission of the TIP, MPOs shall certify at least every four years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements.

Product 5a. *Draft Self-certification documents, to be shared with FHWA in advance of any action related to the FFY 2024-2033 TIP/STIP approval (Summer 2023).*

6. Continue to refine SJTPO's Project Selection Process, as needed, to ensure planning priorities and regional needs, such as non-vehicular modes of travel, stormwater, land use, public transportation, and other planning priorities, as well as identify possible areas of conflict between priorities, such as between freight and non-motorized travel.

Product 6a. *Refinements and additions to the SJTPO Project Selection Criteria, including pre-screening consideration of project issues in locations where Complete Streets Priority Areas intersect with the Regional Freight Network (as needed in advance of the solicitation of TIP projects).*

7. Coordinate with regional 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.

8. Continue to coordinate with Federal Land Management Agencies to ensure projects are included in the TIP for the purpose of facilitating the efficient and economic movement of people and goods.
9. Together with state and regional partners, work collaboratively in efforts and discussions on revisions to urbanized boundaries, which may include participation in related smoothing exercise, edits to the allocation of funding to SJTPO and various urbanized/non-urbanized areas. This will ensure programming of projects align with the appropriate funding categories.
10. Facilitate with regional partners to identify future projects several years in advance to establish a 'project pipeline' to better plan for future TIP funding requirements.

Funding: \$123,035

Project Manager: Jason Simmons

23/132: 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 regional 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 and Products (due dates):

1. Work with regional 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 regional partners, and NJDOT Local Aid.

Product 1a. *Schedule of key submission dates to better ensure project delivery (start of federal fiscal year, Fall 2022).*

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. Continue to organize and facilitate quarterly meetings with regional partners, Local Aid, Bureau of Environmental Program Resources (BEPR), and other agencies where appropriate.
4. 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.

Product 4a. *Status charts for local lead projects, including HSIP and CMAQ funded projects (ongoing, produced bi-monthly).*

Product 4b. *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 2022).*

5. Work with local agencies to bring specific issues to the attention of NJDOT for further review and consideration. This could include technical issues, such as design challenges or eligibility issues with various funding sources.
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, 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 regional 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 workable solutions, if identified. The 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.

Funding: \$41,010

Project Manager: Jason Simmons

23/140: Safety Education

23/141: 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 of 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 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 at an appropriate age group.

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 and Products (due dates):

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.

Product 1a. *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).*

2. Continue to facilitate Child Passenger Seat (CPS) training, as requested by others, and present education programs related to child passenger safety (CPS) 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.

Funding: \$64,935

Project Manager: Jennifer Marandino

23/142: 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 to 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, central staff will participate in traffic safety conferences.

Activities and Products (due dates):

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.

Product 1a. *List of trainings and target age group organized by focus/objective number, as indicated in DHTS Federal Highway Safety Grant (ongoing, reported quarterly).*

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.

Funding: \$17,090

Project Manager: Jennifer Marandino

23/150: Public Outreach

23/151: Public Involvement & Outreach

Objective:

There continues to be more emphasis placed on 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 PIP describing the procedures it follows related to all planning activities.

Activities and Products (due dates):

1. Maintain and update the SJTPO website (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 RPFs, and making board and committee agenda packets accessible prior to meetings.

Product 1a. *SJTPO website (ongoing, updated regularly).*

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.

Product 3a. *Refinements and additions to the COEC (ongoing, throughout the year).*

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.

Product 4a. *Refinements and additions to the PIP (ongoing, as needed).*

5. Continue to 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) to provide information, solicit public comments, 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.

Product 8a. *Produce a bi-monthly On the Go newsletter, featuring four to six articles (ongoing, throughout the year).*

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.

Product 10a. *Additions to the SJTPO list of stakeholders (ongoing, throughout the year).*

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.

Product 11a. *Refinements and additions to SJTPO's database of municipal contacts (ongoing, throughout the year).*

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.

Product 12a. *Develop newspaper ads, press releases, surveys, presentations, boards, flyers, handouts, emails, social media posts, etc., pertaining to "core documents," technical studies, projects, and activities (ongoing, as needed).*

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.

Product 13a. *Database documenting consultation and coordination of Federally and Non-Federally Recognized Tribes (ongoing, throughout the year).*

Funding: \$143,540

Project Manager: Alan Huff

23/152: Equity & Public Health

Objective:

The federal government places great emphasis on a variety of equity issues, including Title VI, EJ, 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 EJ 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 and Products (due dates):

1. Continue to utilize, evaluate, and update the Title VI Implementation Plan, LEP Plan, and EJ Report, 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.

Product 1a. *Refinements and additions to the Title VI Implementation Plan (ongoing, as needed).*

Product 1b. *Refinements and additions to the Limited English Proficiency (LEP) Plan ongoing, (as needed).*

Product 1c. *Refinements and additions to the Environmental Justice (EJ) Report (ongoing, as needed).*

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, central 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 in Spanish and other languages spoken throughout the region, as requested, utilizing support of translation and interpretation under contract. Investigate the use of other online tools for other accommodations, if necessary.

Product 6a. *On-call consultant services for translation, interpretation, and accommodation (ongoing, as needed).*

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 2023.
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. Development of a draft EJ Report for the FFY 2024-2033 TIP is anticipated to be completed in the Summer/Fall of 2023, which falls outside of the timeline of this UPWP.

Product 8a. *Refinements and additions to the SJTPO Project Selection Criteria (as needed to ensure proper inclusion of equity and public health issues).*

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.

Funding: \$95,690

Project Manager: Alan Huff

23/160: Program Management

23/161: Administration & Internal Management

Objective:

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

Activities and Products (due dates):

1. Maintain SJTPO office budget and expense records, prepare timesheets and inventory records, conduct procurement activities, develop related records, and complete other administration functions.

Product 1a. *Budget and Expense Records Log (ongoing, recorded as necessary).*

Product 1b. *Employee Timesheets (ongoing, processed bi-weekly).*

Product 1c. *Employee Reimbursements (ongoing, processed monthly).*

Product 1d. *Inventory of all items over a \$500 value (ongoing, reviewed annually).*

2. Oversee SJTA financial administration and human resource management activities.
3. Maintain basic computer maintenance and oversee IT services provided through consultant support.

Product 3a. *Computer Inventory, completed by IT consultant (ongoing, reviewed annually).*

4. Secure and administer SJTPO's grant through DHTS, monitor progress of the grant, submit progress reports, reimbursements, and close outs or other necessary documentation, specifically related to the DHTS grant.

Product 4a. *Quarterly Reimbursement Request/Progress Reports to maintain DHTS grant (each quarter).*

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.

Funding: \$211,890

Project Manager: Monica Butler

23/162: Board and Committee Support

Objective:

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

Activities and Products (due dates):

1. Arrange locations and times for meetings, issue meeting notices, including coordinating with SJTA, SJTPO's administrative host, to appropriately advertise meetings.

Product 1a. *Annual meeting schedule and notice for publishing related to Policy Board and TAC, as appropriate (Fall/Winter 2022).*

2. Assemble member credentials, update meeting mailing lists and membership rosters, and compile other contact lists.

Product 2a. *Member credentials and informational rosters (ongoing, updated January/February 2023).*

3. Develop, edit, and compile necessary documentation and supporting materials for monthly agenda items, including preparation of item sheets and resolutions.

Product 3a. *Supporting materials related to the Policy Board and TAC meetings, including emails to committee members (ongoing, monthly/bi-monthly preparation).*

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 central staff and member agencies in the development of meeting minutes, and maintain records.

Product 5a. *Meeting minutes (ongoing, monthly/bi-monthly preparation).*

6. Answer requests from members and outside sources.

Funding: \$102,530

Project Manager: Monica Butler

23/163: Unified Planning Work Program

Objective:

The UPWP 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 and Products (due dates):

1. Work in consultation with SJTA 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. Final deliverables for all Central Staff Work Program, Subregional Planning Work Programs, and Technical Program included within FY 2023 UPWP shall be transmitted no later than August 2023, which falls outside of the timeline of this UPWP).

Product 2a. *Semi-annual program summary report (January 2022). The final program summary report will be submitted in August 2023, which falls outside of the timeline of this UPWP.*

3. Process UPWP amendments and related contract modifications, including Task Order and Notice to Incur Cost.

Product 3a. Executed Task Order, allocating funds to SJTA for FY 2023 UPWP (July 2022).

Product 3b. Task Order Modification Requests and Executed Agreements (ongoing, as needed).

4. Direct development of FY 2024 Subregional Planning Work Programs and Technical Program.
5. Develop the FY 2024 Central Staff Work Programs in coordination with member agencies, including special consideration at TAC or special meetings.
6. Compile the FY 2024 UPWP document, work with SJTA to prepare budgets, and coordinate the MPO reviews.

Product 6a. Draft and final FY 2024 UPWP (December 2022 and March 2023).

Funding: \$34,175

Project Manager: Jennifer Marandino

23/164: 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 and Products (due dates):

1. Evaluate risk of subrecipients, who receive pass-through funds from SJTPO to ensure compliance with federal requirements, performing an annual risk assessment.

Product 1a. FY 2024 Subregional Risk Assessment, to be completed annually (Spring 2023).

2. Manage Subcontract Agreement and contracting processes.

Product 2a. Call for FY 2024 Subregional Work Program budget and description (Fall 2022).

Product 2b. FY 2024 Subcontract Agreements between SJTA and subregional partners (Spring/Summer 2022).

3. Review progress reports, invoices, and technical products from the Subregional Planning Work Programs for approval throughout the year.

Product 3a. Quarterly invoices and subregional reports associated with reimbursement by NJDOT (ongoing, as needed).

4. Coordinate with NJDOT and SJTA, obtaining necessary data and figures for the preparation of bi-annual report.

5. Provide technical assistance to, or participate in, the studies and Subregional Planning Work Program activities, as appropriate.

Funding: \$27,340

Project Manager: David Heller

23/165: 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 an RFP, consultant selection, and management of the technical study once it is underway.

[Task 22/401 Automated Traffic Signal Performance Feasibility and Deployment](#) is a continuing technical study from the FY 2022 UPWP, as is [Task 22/402 Regional Trails Network – Feasibility Survey, Cape May County](#).

New technical studies in this year's work program include [Task 23/401 Microtransit Feasibility Study](#), [Task 23/402 Maurice River Corridor Study \(2-year\)](#), [Task 23/403 FY 2023 Demographics Analysis \(2-year\)](#), [Task 23/404 Air Quality Post Processor Development \(2-year\)](#), [Task 23/405 SJTPO Regional Freight Plan \(2-year\)](#), and [Task 23/406 Countywide Local Road Safety Plans \(2-year\)](#).

To kick off efforts for [Task 23/401 Microtransit Feasibility Study](#) and [Task 23/403 Countywide Local Road Safety Plans \(2-year\)](#) in early FY 2023, scope development work associated with the technical studies will be conducted in FY 2022. The RFPs for both technical studies are anticipated to be released in February 2022 with consultant selection brought to the TAC and Policy Board in Spring 2022. As such, there are no RFP products listed for either technical study in FY 2023. Activities for both technical studies will be limited to coordination with the consultant and any related administrative efforts.

Activities and Products (due dates):

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.

Product 1a. RFP for Air Quality Post Processor Development (Fall 2022).

Product 1b. RFP for Maurice River Corridor Study (Fall 2022).

Product 1c. RFP for SJTPO Regional Freight Plan (Fall 2022).

Product 1d. RFP for FY 2023 Demographics Analysis (Winter 2022).



Product 1e. *Technical study invoices associated with reimbursement by NJDOT (ongoing, as needed).*

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 consultants, regional partners, and/or NJDOT Local Aid, as appropriate.
3. Review progress reports, invoices, and technical products from technical studies for approval throughout the year.

Funding: \$116,200

Project Manager: David Heller/Alan Huff/Jason Simmons

3. 23/200: Financial Administration

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

23/201: 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 and Products (due dates):

1. Execute agreements, task orders, and modifications to receive SJTPO's federal funding from NJDOT, and pass funds to SJTPO counties and consultants.

Product 1a. *Task Order Agreement and related Modifications (ongoing, as needed).*

Product 1b. *Resolution authorizing SJTA Executive Director to approve and execute documents on behalf of the Authority related to SJTPO (end of calendar year, conducted annually).*

Product 1c. *Executed Subcontract Agreements associated with consultant-led technical studies (ongoing, as needed).*

2. Provide all financial services necessary to support SJTPO operations, including development of billing rates, purchasing, payroll administration, and annual audit.

Product 2a. *Fringe rates associated with Central Staff Salaries/Labor (ongoing, as needed).*

Product 2b. *Federal Single Audit and associated documents (end of calendar year, conducted annually).*

Product 2c. *Central Staff Work Program billing financials (quarterly, as needed).*

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.

Product 3a. *Invoices and Payment Vouchers associated with reimbursement by NJDOT (ongoing, as needed).*



4. Provide all human resource management, including executing appropriate documents and processes for any employee actions, as well as all administration associated with health benefits and related tasks.

Product 4a. *Schedule A documentation and associated Payroll Advice (ongoing, as needed).*

Funding: \$71,500

Project Manager: Monica Butler

4. 23/300: 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 and other transportation planning needs of their jurisdictions. The counties additionally receive funds for the development and implementation of their Subregional Planning Work Program with activities and products associated with grant administration falling under Task I.

Many Task II activities are shared amongst the counties, and include assisting SJTPO in transportation planning efforts, such as contributing to RTP updates and related projects. The counties also 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 study, 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 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 central 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.

While each county is encouraged to conduct a Task III study, staff and financial resources must be considered by each individual county when making the decision to do so. In the past, Cape May County has elected not to complete a Task III project, citing limited staff resources within the Planning Department as the main factor with the acknowledgement that the financial resources available to complete a Task III study was also a factor.

Consideration to pool Task III funding together so the counties can alternate studies from year to year was discussed and concluded that having a consistent amount of funding from one year to the next was most desirable. SJTPO will continue to explore opportunities to enhance the County Subregional Planning Work Program, including supplementing the annual suballocation of Metropolitan Planning funds made available through the TIP.

In FY 2023, SJTPO will utilize \$9,600 of the FHWA FY 2022 Planning (PL) Allocation to supplement the \$265,000 traditionally available for the Subregional Planning Work Program.

These additional resources will be utilized by Cape May County to conduct a Task III study, making use of in-house staff, focusing on improvement and use of the county's non-motorized transportation network. Other Task III projects within this year's County Subregional Planning Work Programs include corridor level traffic improvement investigation, transportation and community impact analysis, roadway and intersection improvement analysis, and select county locations for a traffic counting program.

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 10](#) 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 2023, no work shall be billed after June 30, 2023, the end of the state fiscal year.

23/301: 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 2023 Subregional Planning Work Program to SJTPO.
2. Maintain time sheets (by staff and task).
3. Develop the FY 2024 County Subregional Planning Work Program.

Products (due dates):

- Quarterly and final progress reports (10 days after the close of the quarter).
- FY 2024 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 2023, 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

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 central 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. Serve as a member of the Consultant Selection Committee for various consultant-led technical studies initiated by SJTPO. Review and score proposals received, participating in interviews, as necessary.
3. 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 central 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, 2023, 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 2023).
- 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 2023).

Task III: Supportive Studies

Delilah Road (CR 646) Traffic Improvement Study (Section 2)

As part of the FY 2022 Task III Study, Atlantic County conducted a traffic improvement study of the Delilah Road (CR 646) corridor from Fire Road (CR 651) to Main Road (CR 585). In FY 2023, the section of Fire Road (CR 651) to English Creek Road (CR 603) will be evaluated. The Delilah Road (CR 646) corridor is a critical arterial roadway within the county.

The segment to be evaluated connects major residential areas to employment and shopping centers in Egg Harbor Township and the Hamilton Mall in Mays Landing. The result is several locations along the Delilah Road corridor with high traffic volumes and conflicting turning movements, which present both safety and capacity issues.

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.

Associated deliverables for this Task III effort will include traffic count data, crash analysis identifying potential hot spots, level of service analysis for highway links and intersections, and schematic conceptual designs of potential improvements, along with order of magnitude costs for future capital projects. A final report will be prepared, compiling the results of data collection and associated analysis of level of service and safety evaluation.

This activity advances SJTPO's RTP goal to "Improve Transportation Safety" within the subregions. Atlantic County will be hiring a consultant to supplement work completed in-house by county staff. All work to be completed by the consultant will be paid by Atlantic County and will not utilize federal funds made available through the SJTPO and the Subregional Planning Work Program.

Preparation of the final report will be completed exclusively in-house by county staff to be completed no later than mid-August 2023. No work shall be billed after June 30, 2023, 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 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. 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 Planning 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	13
Brian Walters	Supervising Planner	66.5
Robert Lindaw	Assistant Director	4
Sarah Taylor	GIS Specialist	38
Everest John	Senior Planner	72
Ed Newman	Traffic Analyst	10
Ali Majd	Assistant Engineer	18
Gregory Gallo	GIS Specialist	62.5
--	GIS Intern	8

- 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, potentially through applications to the Cape May County Open Spaces Program;
 - c. Development of a classification system for the Regional Bike Path and related facilities to ensure that users understand the safety considerations;
 - d. Development of a county-wide wayfinding signage and mileage identification system for the regional trail network;
 - e. Participate in municipal transportation planning initiatives;
 - f. Participate in regional trail planning and connectivity-related projects;
 - g. Assist with planning and programming initiatives to enhance efficiency and effectiveness of the Cape May County Fare Free Transportation System;
 - h. Continue work on developing and implementing the county-wide wayfinding signage system;
 - i. Advocate for incorporation of bicycle and pedestrian improvements in county-funded projects, including the Cape May County Airport and the Municipal Redevelopment Initiative; and
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

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 central 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. Serve as a member of the Consultant Selection Committee for various consultant-led technical studies initiated by SJTPO. Review and score proposals received, participating in interviews, as necessary.
3. 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 central 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, 2023, 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 2023).
- 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 2023).

Task III: Supportive Studies

Non-motorized Transportation Network Improvements

This study will involve working with municipalities to identify community assets, identifying opportunities for linkages, and developing GIS mapping and related public outreach materials (brochures, website content, flyers) to promote the use of the trail system.

This activity advances several goals within SJTPO's RTP, including to "promote transportation alternates" and "promote new connections between travel modes," which fall within the larger goal "promote accessibility and mobility for the movement of people and goods." Overall, the County's Task III study will support the regional economy, particularly related to tourism and recreation benefits.

The project will be completed in-house by county Planning and GIS staff. The final product will be an updated county-wide bicycle facilities map and wayfinding signage template. Products will be delivered as completed, no later than mid-August 2023. However, no work shall be billed after June 30, 2023, the end of the state fiscal year.

Funding: **\$55,000 Total** (Task I \$4,200; Task II \$38,800, and Task III \$12,000)

Federal/Local share breakdown of total cost:

Federal Share (80%) \$44,000 / County Match (20%) \$11,000

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.

Name	Position	Days
Leslie Gimeno	Director	55
Scott Mullen	Senior Planning Aide	30
Brian O'Connor	GIS Specialist	50
Jason Downie	GIS Specialist	40

23/303: 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 2023 Subregional Planning Work Program to SJTPO.
2. Maintain time sheets (by staff and task).
3. Develop the FY 2024 County Subregional Planning Work Program.

Products (due dates):

- Quarterly and final progress reports (10 days after the close of the quarter).
- FY 2024 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 2023, 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.

Transportation Improvement Program

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 central 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. Serve as a member of the Consultant Selection Committee for various consultant-led technical studies initiated by SJTPO. Review and score proposals received, participating in interviews, as necessary.
3. 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, 2023, 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 2023).
- 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 2023).
- Outline of future facilities, route alignments and other transportation needs (as completed, no later than mid-August 2023).
- County Road Map for public distribution and in digitized database (as completed, no later than mid-August 2023).

Task III: Supportive Studies

Transportation and Community Impact Analysis for the Southeast Gateway Community

The main transportation corridor from State Route 49 and the City of Bridgeton to the Bayshore communities south of Bridgeton is provided through two one-way roadways: Grove Street and South Avenue. Grove Street is one-way heading south with South Avenue running parallel, but one-way heading north. These parallel routes converge as they enter Fairfield Township to the south.

At the convergence, the roads cross a tributary of the Cohansey River, where culverts exist originally built in the 18th century. The culvert on South Avenue failed in 2020 to such a degree that South Avenue was closed to traffic, and the detour routed to the east. Due to the historic nature of the culvert and the engineering required to replace this structure, there is ongoing

discussion of options for this transportation corridor, including closing South Avenue as a throughway and making Grove Street two-way. Any change to the transportation corridor will have significant impacts on the Southeast Gateway community, both good and bad. A comprehensive analysis of these impacts and options to restore north-south throughway access is needed.

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 a final report with recommendations for mitigating the situation described within this corridor above as well as the associated impacts to the community by implementing these recommendations. Products will be delivered as completed, no later than mid-August 2023. However, no work shall be billed after June 30, 2023, the end of the state fiscal year.

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-mentioned tasks, activities, and deliverables. Any work anticipated to be completed by a consultant is not included in this list.

Name	Position	Days
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

23/304: 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 2023 Subregional Planning Work Program to SJTPO.
2. Maintain time sheets (by staff and task).
3. Develop the FY 2024 County Subregional Planning Work Program.

Products (due dates):

- Quarterly and final progress reports (10 days after the close of the quarter).
- FY 2024 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 2023, to be submitted as completed or with the county's progress report. Time and labor costs associated with counts, taken as part of Task III, will be charged to Task III.
2. In cooperation with, and at the request of SJTPO, review and comment on various transportation related SJTPO plans, projects, and activities. This may include the CMP, NJDOT State Management Systems, and SJTPO's 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

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 central 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. Serve as a member of the Consultant Selection Committee for various consultant-led technical studies initiated by SJTPO. Review and score proposals received, participating in interviews, as necessary.
3. 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 central 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, 2023, 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 2023).
- 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 2023).

Task III: Supportive Studies

Roadway and Intersection Improvement Analysis

Complete an analysis of the selected intersections and road segments to be identified. Specific locations are determined through consultation between the Salem County Public Works Committee and the County Engineers office. Locations to be studied are selected based on requests received from municipalities or as otherwise determined by the Public Works Committee.

- Intersection of Greenwich Street (CR 540) and Main Street (CR 581) in Alloway Township
- Evaluation of truck traffic at Pedricktown Bridge, County Bridge #1700-199 on East Mill Street (CR 642) located on the border of Oldmans Township, Salem County and Logan Township, Gloucester County
- Speed Limit Evaluation, Centerton Road (CR 553) in Pittsgrove Township
- Speed Limit Evaluation, Mill Street and Pedricktown Bridge, Oldmans Township

The Task III study will complete all necessary technical analysis of the identified locations to determine appropriate roadway, intersection, and/or traffic signal improvements. Efforts will include the preparation of improvement designs or specifications, as appropriate.

The Roadway and Intersection Improvement Analysis will be completed by county staff with the assistance of a consultant(s) to be retained for this project. The final product for the technical study will be improvement designs or specifications for selected locations. Products will be delivered as completed, no later than mid-August 2023. However, no work shall be billed after June 30, 2023, 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-mentioned tasks, activities, and deliverables. Any work anticipated to be completed by a consultant is not included in this list. It should be noted that Joseph Augustyn has reduced his work schedule to part-time. As such, Richard Hunt has been added to assist with planning activities and tasks. The Salem County Engineer's Office supervisory position is currently vacant, and thus removed from the Staffing Plan.



Name	Position	Days
Joseph Augustyn *	Planning Director	2
Richard Hunt *	Planner	2
Matt Goff	Principal Planning Aide	5.5
James H. McKelvie **	County Engineer	4
* Planning consultant with Alaimo Group		
** Engineering consultant with Alaimo Group		

5. 23/400: Technical Program

To supplement the various agency work programs described above, SJTPO will initiate and administer technical studies and projects. Successful completion of efforts within this Technical Program may require the purchase of data, equipment, or services to be performed by consultants.

At the time of the March Policy Board FY 2023 UPWP approval, a total of \$155,000 was programmed for two consultant-led studies ([Task 23/401 Microtransit Feasibility Study](#) and [Task 23/402 Maurice River Corridor Study](#)) within the Technical Program, utilizing FHWA Statewide Metropolitan Planning (PL) funds.

As a result of the IJIA/BIL, SJTPO has received additional PL funds for use in the FY 2023 UPWP. In total, approximately \$275,000 has been added to SJTPO's Technical Program, translating into three additional consultant-led studies ([Task 23/403 FY 2023 Demographics Analysis](#), [Task 23/404 Air Quality Post Processor Development](#), and [Task 23/405 SJTPO Regional Freight Plan](#)).

[Task 23/406 Countywide Local Safety Plans](#) technical study is to be funded with HSIP funding. A description of all technical efforts is provided herein.

General budgetary information included for each technical program task is based on preliminary estimates and an anticipated scope of the project. SJTPO central staff hours associated with the technical study are accounted for separately within the UPWP, as [Task 23/165 Technical Program Management](#) ([Table 8](#)).

For the first technical study, consultant services are necessary for a feasibility assessment of technology-driven microtransit in western Atlantic County with a focus on communities that are not able to sustain more traditional (fixed route) transit options. The expectation is that this effort will kick-off in early FY 2023 and will be completed the same year.

The five other technical studies are anticipated to be two-year efforts. The Maurice River Corridor Study will be a two-year effort to allow for a robust scope development process that involves collaboration with the county and other stakeholders, such as a preliminary Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis. Additionally, the ability to engage the public on opportunities for eco-tourism and trails associated with the study is better suited to be conducted during warmer weather months when the public is more active and participating in outdoor activities. The newly added technical studies will involve work that will extend past the end of FY 2023. As two-year efforts, each study will have well developed timelines to ensure the study efforts are conducted comprehensively and meaningfully.

The Countywide Local Safety Plans technical study is anticipated to include several rounds of stakeholder engagement, from the initial outreach related to introducing the effort, to seeking input on specific emphasis areas and goals, and soliciting feedback on the established strategies and actions. To allow for ample time to fully engage stakeholders more than a single year is required.

In addition to the six technical studies, which are anticipated in FY 2023, [Task 22/401 Automated Traffic Signal Performance Feasibility and Deployment](#), [Task 22/402 Regional Trails Network – Feasibility Survey, Cape May County](#), and [Task 22/404 Air Quality Post-Processor Development](#) were identified within the FY 2022 UPWP as having a continuing task order. Other technical studies from FY 2018, 2019, 2020, and 2021 will also continue work into the FY 2023 UPWP – [Task 18/407 Cumberland County Bicycle/Pedestrian Safety Action Plan](#), [Task 19/405 Local Safety Program Design Assistance](#), [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](#). Details for all continuing efforts along with a description are provided within [Appendix A. Table 11](#) provides an overview of how SJTPO will spend the associated money and what has been expended to date.

23/401: Microtransit Feasibility Study

The Route 54/40 Community Shuttle is a deviated fixed route service operated by SJTA and is administered by CCCTMA, the lead organization for the Atlantic County Transportation Work Group. The shuttle serves western Atlantic County, including the Town of Hammonton, Borough of Folsom, Buena Vista Township, and the Buena Borough communities of Buena, Landisville and Minotola. The service is currently funded through a NJ TRANSIT grant with the required matching funds provided by the Pascale Sykes Foundation, which will cease operations in mid-2022.

Considering the pending sunset of this funding source, and in the interest of identifying a more sustainable service model for this and similar services, this feasibility study will explore technology-driven microtransit as a potential transportation option in western Atlantic County, focusing on the Route 54/40 Community Shuttle as a pilot. This study will seek to determine if microtransit is a good fit for this service, and whether microtransit could be a viable mode of transportation in nearby rural areas. Experience has shown that rural areas are difficult to serve using traditional fixed route transit service. This study will determine if microtransit will more effectively connect rural Atlantic County residents to jobs, essential services, and needed resources. Pending a successful outcome of this study, future locations within the region may be analyzed and considered for microtransit implementation.

This effort will result in the development of an implementation plan, which will include recommendations related to geographic operational zones, fleet information, schedules, fares,

detailed maps, identification of technology needs, and consideration for capital/operational costs.

Funding: \$70,000 (FHWA-PL)

Project Manager: Jason Simmons

Release Date: February 2022

23/402: Maurice River Corridor Study (2-year)

The Maurice River corridor is an unusually pristine Atlantic coastal river with both national and internationally important resources. As part of the Atlantic Flyway, its clean waters and related habitats are vitally important to the migration of many bird species, as well as fish. Other important resources include a rare and endangered joint vetch, short nose sturgeon and striped bass, and a pre-historic settlement site. Historically, the Maurice River is home to a rich fishing, boating, and oystering heritage. The river is a critical link between the Pineland National Reserve and the Delaware Estuary and serves as the western boundary of the Pinelands. The designated corridor includes the cities of Vineland and Millville, and the townships of Maurice River, Commercial, and Buena Vista.

In 1994, a memorandum of understanding (MOU) between Buena Vista, Commercial, and Maurice River Townships, the Cities of Millville and Vineland, Cumberland County, and the National Park Service was drafted to implement local river management plans. Each municipality has adopted a local plan and zoning regulations to ensure that only appropriate land uses are developed in the corridor and to protect important natural, cultural, and recreational resources. Consequently, the municipalities remain responsible for day-to-day management of the river corridor.

The Maurice River Corridor Study would look at opportunities for eco-tourism and trails, as well as how to protect the anticipated growth of the maritime industry in the lower portion of the river. The study would identify the lands with the greatest riverfront access potential for recreation and future greenway restoration initiatives while promoting economic development by offering connectivity to the existing businesses, recreation resources, education centers, and entertainment amenities. This effort would lay the groundwork for future connectivity of Cumberland County into the larger South Jersey Trails and Circuit Trail networks.

This effort will result in the development of a corridor study that will provide counties and municipalities surrounding the Maurice River guidance in the preservation and enhancement of the corridor. The study may include both high level planning recommendations as well as various implementation strategies for the Maurice River corridor.

Anticipated Release Date: October 2022

Anticipated Release Date: December 2022

to transition to a non-proprietary, open-source post-processor to allow all air quality related work to be completed in-house, without reoccurring consultant support.

SJTPO is seeking support to develop a post-processor that would effectively link the outputs of SJTPO's CUBE-based travel demand model and process the outputs into a format that can be readily input into the latest version of MOVES. The main outputs from the travel demand model that would be fed into the MOVES 3 emissions model, using the inventory approach, include:

- Vehicle miles traveled (VMT) by Source and Vehicle Type
- Speed Distribution
- Road Type Distribution

The post-processor must adjust the model's base year VMT to match that reported by the NJDOT Highway Performance Monitoring System (HPMS). The HPMS reports VMT by county and by roadway functional classification. HPMS adjustments are required for the transportation conformity process.

Funding: \$35,000 (FHWA-PL)

Project Manager: David Heller

Anticipated Release Date: September 2022

23/405 SJTPO Regional Freight Plan (2-year)

Freight is an issue of great and increasing complexity and importance given changes in supply chains and the broader economy. Federal transportation legislation provides a great emphasis on freight, which is reiterated in multiple goals guiding SJTPO's Regional Transportation Plan, *RTP 2050*. In 2017, New Jersey developed its current Statewide Freight Plan, which will be updated in 2022. To put South Jersey on a strong footing to support regional freight, SJTPO will develop a Regional Freight Plan. This Regional Freight Plan will then inform future updates to SJTPO's RTP, the New Jersey Statewide Freight Plan, as well as SJTPO's project selection process. The objective is a plan that will be integrated into the regional planning process.

SJTPO has been working to lay the groundwork for a Regional Freight Plan. Most notably, SJTPO recently completed the Regional Freight Plan Data Collection and Analysis technical study. This study conducted several data collection and analysis efforts that included identifying major freight generators, identifying the regional freight network, and screening the freight network for issues that may warrant future investment. This effort would take the products of that effort and develop the Regional Freight Plan. The Regional Freight Plan will help identify opportunities to improve efficiency in goods movement and assist local, regional, and state leadership in prioritizing future investments in freight-related transportation infrastructure.

The Regional Freight Plan will consider the New Jersey Statewide Freight Plan and all recent regional freight studies. The effort will include any additional data collection and analyses needed. The Regional Freight Plan will acknowledge and incorporate the state system covered in the Statewide Freight Plan but will focus on the local and regional systems. The Regional Freight Plan will prioritize the region's freight locations of interest and prioritize a list of proposed projects, practices, and policies to best meet the needs of regional freight.

This effort will result in the development and adoption of a Regional Freight Plan that considers the full network including roads, rail, bridges, ports, airports, intermodal facilities, and truck parking, as well as addresses conflicts with freight in a balanced way, such as in implementing complete streets. The Regional Freight Plan will identify potential network improvements and improve connectivity with state and national networks.

Funding: \$152,000 (FHWA-PL)

Project Manager: William Schiavi

Anticipated Release Date: October 2022

23/406: Countywide Local Road Safety Plans (2-year)

Local Road Safety Plans are recognized by FHWA as one of its 28 [Proven Safety Countermeasures](#). According to FHWA, “a local road safety plan (LRSP) provides a framework for identifying, analyzing, and prioritizing roadway safety improvements on local roads. The LRSP development process and content are tailored to local issues and needs. The process results in a prioritized list of issues, risks, actions, and improvements that can be used to reduce fatalities and serious injuries on local roads.”

In 2020, New Jersey updated its statewide [Strategic Highway Safety Plan \(SHSP\)](#), through a collaborative process, including partners at the state, regional, and local levels, inclusive of the public, private, and non-profit sectors from north, central, and southern New Jersey. The result is a plan that assesses crash activity in New Jersey and prioritizes issues into emphasis areas, goals, strategies, and actions with teams in place to advance action items in designated emphasis areas. To support the statewide SHSP and advance its issues, at the local level, NJDOT requested that MPOs work with counties to advance local road safety plans, appropriate to local context.

The purpose of this technical study will be to develop four countywide local road safety plans that address the data-driven safety issues in Atlantic, Cape May, Cumberland, and Salem Counties, inclusive of the 68 municipalities within the SJTPO region. The effort will be modelled off the state SHSP with further guidance from FHWA resources, as well as other countywide efforts across the country. The effort will focus on identifying and convening a diverse and



inclusive series of stakeholders, representing public, private, and non-profit partners from all parts of each county, inclusive of urban, suburban, and rural areas, and at the regional, county, and municipal levels. Activities will include data analyses, stakeholder workshops and coordination, as well as the identification of prioritized safety issues, identified risks, and context-appropriate actions and improvements for each county.

The efforts of this technical study will be funded using resources allocated from the Statewide Program, Highway Safety Improvement Program, database number (DBNUM) 09388. The Statewide Program specifically references that the Local Safety Plan will provide the MPOs with resources to develop Local Safety Plans for their subregions, as described within the STIP (FFY 2022-2031).

Funding: \$3,046,701 (FHWA-HSIP)

Project Manager: Alan Huff

Release Date: February 2022

6. 23/500: 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. The information, obtained from the transportation, planning and operating agencies that impact the SJTPO four-county region speaks to the multi-dimensional planning activities throughout the region.

Whereas planning activities undertaken by NJDOT, the New Jersey Turnpike Authority, the Delaware River and Bay Authority, and NJ TRANSIT have been traditionally included, in this UPWP, activities of SJTA were added. Aside from serving as the administrative host for SJTPO, SJTA also serves on both the TAC and Policy Board. SJTA owns and operates critical infrastructure that is important to the SJTPO region.

The information provided below includes who will perform the work, a description of the work to be completed, location, and approximate timeframe for the activities. In some instances, the information provided is included within this section and others reference an appendix where more information can be found.

23/501: New Jersey Department of Transportation

NJDOT works in partnership with transportation professionals across the state at various levels to improve lives through improving transportation. NJDOT 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 Sudhir B. Joshi, Manager, Bureau of Statewide Strategies, Division of Statewide Planning, via email sudhir.joshi@dot.nj.gov or by phone (609) 963-2217.

23/502: New Jersey Turnpike Authority

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). NJTA’s highways are a critical link in the transportation network of the Northeast I-95 Corridor. Every day, NJTA provides 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 FY 2023. All projects listed are sponsored by the NJTA within the SJTPO region with the Interchange 1-4 Widening Program also located within the DVRPC region (Gloucester, Camden, and Burlington Counties).

Table 3: NJTA Regional Significant Plan Projects, FY 2023

Project Name	Description	County	Year of Completion	Project Status
New Jersey Turnpike <i>Interchanges 1-4 Widening Program</i>	The NJTA’s Interchange 1- 4 Widening Program is a proposed widening of one additional lane in each direction from the existing four-lane Interchange 1 at milepost 0.0 to just north of the existing Interchange 4 at milepost 36.5 and then coordinating the final designs /or improvements at Interchanges 1, 2, 3 and 4. Final design to begin mid-2022 and construction to commence mid-2025.	Salem, Gloucester, Camden, Burlington	2029	Preliminary engineering began in April 2021. Final design is expected to begin mid-2022 and construction to commence mid-2025
Garden State Parkway (GSP) <i>Interchanges 13, 29, and 30</i>	This project will provide preliminary engineering for GSP Interchanges 13, 29 & 30. For Interchange 13, a right southbound entrance ramp will be evaluated to replace the existing left lane entrance ramp. Missing movements at Interchange 29 will be evaluated to potentially improve access at this interchange and concurrently close Interchange 30.	Cape May	TBD	Preliminary engineering began in October 2021 and is expected to be completed by summer of 2023
Garden State Parkway	This project will provide preliminary engineering for	Cape May		This project is currently under

*Interchanges 6 and 17
Alternative Analysis*

GSP Interchanges 6 and 17.
Missing movements at
Interchanges 6 and 17 will
be evaluated to potentially
improve access to these
interchanges.

consideration,
portions of the
project may
advance into
preliminary
engineering
during FY 2022;
the Authority is
still evaluating

Garden State Parkway
Interchange 20

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.

Cape May

This project is
currently under
consideration,
some portions of
the project may
advance into
preliminary
engineering
during FY 2022;
the Authority is
still evaluating

Garden State Parkway
*Shoulder widening mileposts
30 to 35*

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. This project is
currently under
construction. Expected
completion is 2023.

Atlantic

2023

Project is
currently under
construction

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

23/503: Delaware River and Bay Authority

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, and five 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 or by phone (302) 571-6380.

23/504: New Jersey Transit

NJ TRANSIT maintains a series of ongoing programmatic planning efforts undertaken and advanced by in-house staff and supported by consultants, as required, to develop planning concepts, undertake analyses of proposals, and to address 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 "locally developed" Coordinated Human Services Transportation Plans, analysis of the performance, effectiveness, coordination with and demand for human services transportation programs/efforts, analysis of funding sources and mechanisms, program oversight, and other planning and analyses relating to community transportation services.

Corridor Planning and Analysis

NJ TRANSIT maintains this program area to determine the suitability and feasibility of transit in local and regional transportation 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 are 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 (TOD) 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 survey 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, 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 RTPs, 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, access to transit, and potential Americans with Disabilities Act (ADA) station improvements. It includes analysis related to existing physical conditions of stations and facilities, access to transit facilities, including bicycle, pedestrian, and other micro-mobility, 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 “vision” plans to guide local growth in a comprehensive manner, especially in areas where transit could stimulate new development opportunities and create strong community centers for people to live, work, and socialize. Critical components of this work include community outreach, engagement, consensus building, and partnerships. Many accomplished projects successfully brought NJ TRANSIT and the targeted community together with state agencies, counties, MPOs, advocacy groups, and not-for-profit organizations so that resources could be leveraged, and common goals and objectives achieved. In many communities, successful vision plans have been incorporated into Master Plans and/or adopted as enhanced zoning or new redevelopment plans designed to specifically implement mixed-use 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 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 systems.

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

23/505: South Jersey Transportation Authority

SJTA's mission is to provide the traveling public with safe and efficient transportation through the acquisition, construction, maintenance, operation, and support of expressway, airport, transit, parking, other transportation projects and services that support the economies of Atlantic, Camden, Cape May, Cumberland, Gloucester, and Salem Counties. SJTA owns and operates the Atlantic City Expressway for its 44.2 miles between Atlantic City and State Route 42 in Camden County, including fourteen interchanges with various state, county, and local roadways. SJTA is also responsible for the maintenance and operation of the Atlantic City Expressway Connector, as well as parts of State Routes 30, 87, and 187 within Atlantic City. SJTA is the owner and operator of the Atlantic City International Airport (ACY) in Atlantic County, while SJTA's Transportation Services Department operates several shuttle routes in Atlantic, Camden, and Gloucester Counties.

The following table represents the projects included within SJTA's Capital Plan to be undertaken in FY 2023. The Atlantic City Expressway Widening milepost (MP) 31.6 to MP 44.2 and the Glassboro - Camden Line projects are wholly located in Camden and Gloucester Counties, and outside of the SJTPO region. However, both projects have a significant regional impact, despite their immediate project location. All projects listed are sponsored by SJTA and span multiple years and include more funding than noted in the far-right columns. The table represents the approximate total investment in FY 2023 only.

Table 4: SJTA Capital Plan, FY 2023

Project Type	Description	Value (in millions)		
		Atlantic	Camden/ Gloucester	Total
Atlantic City Expressway Bridge & Tunnel Rehabilitation	State of good repair rehab of bridge & tunnel assets, including bridge painting	\$4.00	\$ --	\$4.00
Atlantic City Expressway Roadway Rehabilitation & Improvements	State of good repair roadway resurfacing, culvert rehab, drainage improvements, and infrastructure upgrades, including ramp lighting and Interchange improvements	\$8.75	\$ --	\$8.75
Atlantic City Expressway Facility Improvements	Improvements to toll facilities, expressway maintenance facilities, administrative offices, service areas, and state police barracks	\$2.70	\$0.90	\$3.60

Atlantic City Expressway Widening MP 31.6 to MP 44.2	Widening of the Atlantic City Expressway from 4 lanes to 6 lanes from milepost 31.6 to milepost 44	\$ --	\$29.25	\$29.25
Atlantic City Expressway All Electronic Toll & ITS Improvements	Construction of all electronic toll and ITS improvements to the entire length of the Atlantic City Expressway	\$47.33	\$23.67	\$71.00
Atlantic City Airport Airfield Safety & Security	Airfield safety and security upgrades, including drainage, electrical, lighting, markings, AOA fence, and wildlife management	\$3.45	\$ --	\$3.45
Atlantic City Airport Deicing Pad Construction Phase 4	Fourth phase of ACY deicing pad project	\$10.70	\$ --	\$10.70
Atlantic City Airport Terminal & Parking Facility Improvements	Terminal and parking facility improvements, including HVAC roofing, technology upgrades, loading bridge rehabilitation/replacement and baggage conveyor rehabilitation	\$5.85	\$ --	\$5.85
Glassboro - Camden Light Rail Line	Funding for portion of preliminary design, project management office, and right-of-way acquisition	\$ --	\$25.00	\$25.00

For more information on SJTA's planning activities, please contact Stephen M. Mazur, Director of Engineering and Chief Engineer, via email smazur@sjta.com or by phone (609) 561-6643.

7. Financial Information

The accompanying budget tables provide details regarding SJTPO's anticipated expenses for the state fiscal year (FY) 2023 UPWP and how SJTPO intends to allocate the USDOT planning resources received. [Table 5a](#) provides an overview of how SJTPO will spend the \$5,196,801 of FHWA planning resources for the FY 2023 UPWP and the additional funds (\$1,424,915) from SJTPO's Continuing Task Order.

Revenues

There are five separate revenue streams supporting SJTPO's FY 2023 UPWP:

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

Details on how the anticipated revenue sources will be applied to the FY 2023 work program are provided within [Table 6](#) and [Table 7](#).

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 the FHWA Surface Transportation Block Grant Program, specific funding allocated to the Atlantic City Urbanized Area (STBGP-AC 80% in FY 2023) 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 2022-2031) 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.

To further supplement the Technical Program, SJTPO will leverage FHWA HSIP funding to support the consultant-led technical study that will help advance the development of Countywide Local Road Safety Plans for the four counties. Authorization of these funds will be considered separately by NJDOT after review and approval of the RFP specific to the proposed consultant-led effort. Based upon initial conversations with NJDOT, the State will provide the MPOs with resources to develop Local Safety Plans for their subregions, as specifically referenced within the Highway Safety Improvement Program Planning (DBNUM 09388), as displayed within the Statewide Transportation Improvement Program (FFY 2022-2031).

In previous work programs, FHWA CMAQ funds were utilized to support consultant-led efforts within the Technical Program. SJTPO does not anticipate using CMAQ funds as a federal funding stream within the FY 2023 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 (CY) 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 2023 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 summary of this funding is provided in [Table 12](#). A copy of SJTPO's Safety Education and Outreach Grant for FFY 2022 (FED-2022-SJTPO-00075) is included as part of [Appendix E](#) for reference. The grant period is effective from October 1, 2021, through September 30, 2022, consistent with the federal fiscal year.

Expenditures

The SJTPO budget for FY 2023 can be separated into four categories:

1. Central Staff Work Program (23/100), including Central Staff Salaries/Labor (23/101) and Operating/Direct Expenses (23/102);
2. Financial Administration (23/200), which includes Financial & Administrative Services (23/201);
3. Subregional Planning Work Programs Activities (23/300), 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 (23/400), which includes consultant-led activities.

[Table 8](#) and [Table 9](#) provide a detailed breakdown of the budget of the Central Staff Work Program activities and tasks. A total of \$1,250,840 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 operating/direct expenses, shown in [Table 9](#), includes budget for grant writing consultant support. As noted under [Task 23/118: Resiliency & Reliability Planning](#), SJTPO will focus

considerable efforts related to the advancement of a Regional Vulnerability Assessment study, which was noted as a priority for SJTPO's regional partners. To develop a Resilience Improvement Plan more fully, SJTPO intends to pursue a planning grant through the PROTECT program, created with the IJJA/BIL. This grant opportunity could provide more resources than SJTPO could offer through the federal resources programmed in this UPWP. To provide SJTPO with the best opportunity to receive a federal grant, approximately \$25,000 has been budgeted under Line Item 57090 Consultant Support to be utilized to secure grant writing services.

Any services for the selection of grant writing services will be secured in accordance with SJTA purchasing requirements, utilizing a competitive process for selection.

The budget for salaries includes nine full-time and three part-time employees, in addition to money set aside for a seasonal worker that could be utilized to support Central Staff Work Program 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.

While budget for a 2.0% merit increase is contemplated as part of the Central Staff Salaries (Task 23/101 Central Staff Salaries/Labor), the salaries of employees are not individually listed.

Table 5a: Funding Overview for FY 2023 UPWP

last revised 7/25/2022

				Budget
23/ 100	Central Staff Work Program			
23/ 101	Central Staff Salaries/Labor, excluding Task 23/165 Technical Program Management		\$	1,034,900
23/ 102	Operating/Direct Expenses, excluding Task 23/165 Technical Program Management		\$	215,940
		Subtotal Central Staff Work Program	\$	1,250,840
23/ 200	Financial Administration			
23/ 201	Financial & Administrative Services		\$	71,500
		Subtotal Financial Administration	\$	71,500
23/ 300	Subregional Planning Work Programs			
23/ 301	Atlantic County		\$	142,000
23/ 302	Cape May County		\$	55,000
23/ 303	Cumberland County		\$	103,200
23/ 304	Salem County		\$	43,000
		Subtotal Subregional Planning Work Programs (80% Federal + 20% Local Match)	\$	343,200
23/ 400	Technical Program			
23/ 165	Technical Program Management			\$116,200
23/ 401	Microtransit Feasibility Study		\$	70,000
23/ 402	Maurice River Corridor Study		\$	110,000
23/ 403	FY 2023 Demographics Analysis	FHWA PL	\$	70,000
23/ 404	Air Quality Post Processor Development		\$	35,000
23/ 405	SJTPO Regional Freight Plan		\$	152,000
23/ 406	Countywide Local Road Safety Plans	FHWA HSIP	\$	3,046,701
		Subtotal Technical Program	\$	3,599,901
		FY 2023 Total Program (including Local Match)	\$	5,265,441
		20% Local Match	\$	68,640.00
		FY 2023 Total Programmed FHWA Resources (excluding Local Match)	\$	5,196,801

Table 5b: Funding Overview for NJDOT Continuing Task Orders

last revised 7/25/2022

		Total Initial Budget	Expended to Date	Remaining Budget
18/ 407	Cumberland County Bicycle/Pedestrian Safety Action Plan	\$ 401,926.25	\$ 375,471.26	\$ 26,454.99
	Local Safety Program Design Assistance	\$ -	\$ -	\$ -
19/ 405	Five Points Roundabout	\$ 279,590.75	\$ 244,905.34	\$ 34,685.41
	Six Points Roundabout	\$ 291,891.47	\$ 256,323.65	\$ 35,567.82
20/ 403	Regional Trail Network – Feasibility Survey	\$ 87,506.98	\$ 86,224.57	\$ 1,282.41
21/ 401	SJTPO Regional Freight Plan Data Collection and Analysis	\$ 154,000.00	\$ 57,837.01	\$ 96,162.99
21/ 402	Air Quality Technical Assistance	\$ 20,000.00	\$ 19,688.24	\$ 311.76
22/ 401	Automated Traffic Signal Performance Feasibility and Deployment	\$ 75,000.00	\$ 37,217.11	\$ 37,782.89
22/ 402	Regional Trails Network - Feasibility Survey, Cape May County	\$ 80,000.00	\$ -	\$ 80,000.00
22/ 404	Air Quality Technical Assistance	\$ 35,000.00	\$ -	\$ 35,000.00
NJDOT Continuing Task Orders Total		\$ 1,424,915.45	\$ 1,077,667.18	\$ 347,248.27
		FY 2023 Total Program (including Local Match)	\$ 6,690,356.45	\$ 5,612,689.27
		FY 2023 Total Programmed FHWA Resources (excluding Local Match)	\$ 6,621,716.45	\$ 5,544,049.27

Table 6: Programmed USDOT Planning Resources

	<i>last revised</i>	<i>7/25/2022</i>
		Budget
100% FTA PL (FY'19) Carryover - FY 2019 UPWP Release of Funds		\$45,782
FHWA FY 2022 Planning (PL) Allocation		\$1,069,588
additional FHWA FY 2022 Planning (PL) Allocation, IIJA		\$170,167
FHWA/FTA Consolidated Planning FY 2022 PL Flex from Section 5303		\$449,754
additional FHWA/FTA Consolidated Planning FY 2022 PL Flex from Section 5304, IIJA		\$105,049
Unused FTA funds		\$44,800
<i>Subtotal FHWA PL</i>	<i>\$1,885,140</i>	
FHWA Highway Safety Improvement Program (HSIP) Funds		\$3,046,701
<i>Subtotal FHWA HSIP</i>	<i>\$3,046,701</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 STBGP-AC</i>	<i>\$264,960</i>	
<i>Total Federal Funds</i>	<i>\$5,196,801</i>	
Subregional Planning Work Programs Local Match		\$68,640
<i>Total Local Match</i>	<i>\$68,640</i>	
FY 2023 Total Program (including Local Match)		\$5,265,441
20% Local Match		\$68,640
FY 2023 Total Programmed FHWA Resources		\$5,196,801
NJDOT Continuing Task Orders Remaining Budget Total		\$347,248.27
Grand Total (including 20% Local Match)		\$5,612,689.27
Grand Total (excluding 20% Local Match)		\$5,544,049.27



Table 7: USDOT Funding Source Summary

last revised 7/25/2022

NO.	TASK	PL including Flexed FTA Section 5303	FHWA			Total Federal	Local Match	Total Program
			HSIP	CMAQ	STBGP-AC			
23/ 100	Central Staff Work Program							
23/ 101	Central Staff Salaries/Labor, excluding Task 23/165 Technical Program Management	\$1,034,900	\$0	\$0	\$0	\$1,034,900	\$0	\$1,034,900
23/ 102	Operating/Direct Expenses, excluding Task 23/165 Technical Program Management	\$215,940	\$0	\$0	\$0	\$215,940	\$0	\$215,940
<i>Subtotal Central Staff Work Program</i>		\$1,250,840	\$0	\$0	\$0	\$1,250,840	\$0	\$1,250,840
23/ 200	Financial Administration							
23/ 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
23/ 300	Subregional Planning Work Programs				(80%)		(20%)	(100%)
23/ 301	Atlantic County	\$0	\$0	\$0	\$113,600	\$113,600	\$28,400	\$142,000
23/ 302	Cape May County	\$9,600	\$0	\$0	\$34,400	\$44,000	\$11,000	\$55,000
23/ 303	Cumberland County	\$0	\$0	\$0	\$82,560	\$82,560	\$20,640	\$103,200
23/ 304	Salem County	\$0	\$0	\$0	\$34,400	\$34,400	\$8,600	\$43,000
<i>Subtotal Subregional Planning Work Programs</i>		\$9,600	\$0	\$0	\$264,960	\$274,560	\$68,640	\$343,200
23/ 400	Technical Program							
23/ 165	Technical Program Management	\$116,200	\$0	\$0	\$0	\$116,200	\$0	\$116,200
23/ 401	Microtransit Feasibility Study	\$70,000	\$0	\$0	\$0	\$70,000	\$0	\$70,000
23/ 402	Maurice River Corridor Study	\$110,000	\$0	\$0	\$0	\$110,000	\$0	\$110,000
23/ 403	FY 2023 Demographics Analysis	\$70,000	\$0	\$0	\$0	\$70,000	\$0	\$70,000
23/ 404	Air Quality Post Processor Development	\$35,000	\$0	\$0	\$0	\$35,000	\$0	\$35,000
23/ 405	SJTPO Regional Freight Plan	\$152,000	\$0	\$0	\$0	\$152,000	\$0	\$152,000
23/ 406	Countywide Local Road Safety Plans	\$0	\$3,046,701	\$0	\$0	\$3,046,701	\$0	\$3,046,701
<i>Subtotal Technical Program</i>		\$553,200	\$3,046,701	\$0	\$0	\$3,599,901	\$0	\$3,599,901
FY 2023 Total Program		\$1,885,140	\$3,046,701	\$0	\$264,960	\$5,196,801	\$68,640	\$5,265,441
NJDOT Continuing Task Orders Total Initial Budget		\$451,506.98	\$973,408.47	\$0.00	\$0.00	\$1,424,915.45	\$0.00	\$1,424,915.45
Grand Total		\$2,336,646.98	\$4,020,109.47	\$0.00	\$264,960.00	\$6,621,716.45 *	\$68,640.00	\$6,690,356.45 **

* FY 2023 Total Programmed FHWA Resources (excluding Local Match)

** FY 2023 Total Program (including Local Match)

Double Check

Table 4 Total FHWA PL Funds	\$	1,885,140.00	Total Available
Table 5 Total FHWA PL Funds		\$1,885,140	Total Need

\$0.00 Difference

Available Technical Program Funds	\$	562,800	Table 4 Subtotal FHWA PL Funds - (23/100 + 23/200)
Available Technical Program Funds	\$	562,800	Table 5 FY 2023 Total Program (USDOT Funding) - (23/100 + 23/200)
\$		-	Additional funds available to be allocated

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

last revised 7/25/2022

NO.	TASK	TASK RATIO	Central Staff Work Program Task 23/100	Salaries/Labor Task 23/101	Operating/Direct Expenses Task 23/102
23/ 110 Transportation Planning					
23/ 111	Performance Based Planning	2.25%	\$ 30,760	\$ 25,450	\$ 5,310
23/ 112	Complete Streets Planning	2.00%	\$ 27,340	\$ 22,620	\$ 4,720
23/ 113	Transit/Human Services Planning	3.25%	\$ 44,430	\$ 36,760	\$ 7,670
23/ 114	Regional Transportation Plan (RTP) Development	5.25%	\$ 71,770	\$ 59,380	\$ 12,390
23/ 115	Transportation Safety Planning	4.25%	\$ 58,100	\$ 48,070	\$ 10,030
23/ 116	Congestion Management & Relief Planning	2.00%	\$ 27,340	\$ 22,620	\$ 4,720
23/ 117	Economic Development & Tourism	2.50%	\$ 34,175	\$ 28,275	\$ 5,900
23/ 118	Resiliency & Reliability Planning	1.00%	\$ 13,670	\$ 11,310	\$ 2,360
23/ 119	Intelligent Transportation Systems Planning	0.75%	\$ 10,250	\$ 8,480	\$ 1,770
23/ 120	Environmental & Air Quality Planning	1.75%	\$ 23,925	\$ 19,795	\$ 4,130
23/ 121	Regional Coordination & Collaboration	3.50%	\$ 47,845	\$ 39,585	\$ 8,260
<i>Subtotal Transportation Planning</i>			\$ 389,605	\$ 322,345	\$ 67,260
23/ 130 Capital Programming & Project Development					
23/ 131	Transportation Improvement Program (TIP)	9.00%	\$ 123,035	\$ 101,795	\$ 21,240
23/ 132	Local Project Development	3.00%	\$ 41,010	\$ 33,930	\$ 7,080
<i>Subtotal Capital Programming & Project Development</i>			\$ 164,045	\$ 135,725	\$ 28,320
23/ 140 Safety Education					
23/ 141	Safety Education Programs & Presentations	4.75%	\$ 64,935	\$ 53,725	\$ 11,210
23/ 142	Safety Education Collaboration & Professional Development	1.25%	\$ 17,090	\$ 14,140	\$ 2,950
<i>Subtotal Safety Education</i>			\$ 82,025	\$ 67,865	\$ 14,160
23/ 150 Public Outreach					
23/ 151	Public Involvement & Outreach	10.50%	\$ 143,540	\$ 118,760	\$ 24,780
23/ 152	Equity & Public Health	7.00%	\$ 95,690	\$ 79,170	\$ 16,520
<i>Subtotal Public Outreach</i>			\$ 239,230	\$ 197,930	\$ 41,300
23/ 160 Program Management					
23/ 161	Administration & Internal Management	15.50%	\$ 211,890	\$ 175,310	\$ 36,580
23/ 162	Board & Committee Support	7.50%	\$ 102,530	\$ 84,830	\$ 17,700
23/ 163	Unified Planning Work Program	2.50%	\$ 34,175	\$ 28,275	\$ 5,900
23/ 164	Subregional Planning Work Program Management	2.00%	\$ 27,340	\$ 22,620	\$ 4,720
23/ 165	Technical Program Management	8.50%	\$ 116,200	\$ 96,140	\$ 20,060
<i>Subtotal Program Management</i>			\$ 492,135	\$ 407,175	\$ 84,960
Central Staff Work Program Grand Total			100%	\$ 1,367,040	\$ 1,131,040
					\$ 236,000

see FY 2023 Central Staff estimates using 4.27.2021_FY 2022 Fringe Rate to calculate FY 2023 Central Staff estimates, Budgeted Base Salary FY 2023

Table 9: Central Staff Work Program, Operating/Direct Expenses Breakdown by Category

approved 3/28/2022

LINE ITEM	CATEGORY	BUDGET
51515	Office Supplies	\$ 3,500
51530	Printing	\$ 1,000
51770	Office Equipment	\$ 8,200
51812	Software	\$ 7,000
52020	Lodging & Meals <i>Travel</i>	\$ 7,000
52021	Mileage <i>Travel</i>	\$ 13,500
<i>Subtotal Travel</i>		<i>\$ 20,500</i>
52440	Postage (Metered Mail)	\$ 1,500
52610	Internet <i>Communications</i>	\$ 2,000
52620	Landline <i>Communications</i>	\$ 6,500
53076	Phone Maintenance <i>Communications</i>	\$ 2,500
<i>Subtotal Communications</i>		<i>\$ 11,000</i>
* 53050	System Support Contracts	\$ 7,000
54001	Janitorial	\$ 4,500
55201	Electric Utility <i>Utility</i>	\$ 4,600
55271	Gas Utility <i>Utility</i>	\$ 2,000
55410	Water <i>Utility</i>	\$ 600
<i>Subtotal Utility</i>		<i>\$ 7,200</i>
55470	Equipment Rental	\$ 3,000
55480	Office Rent	\$ 72,000
57001	Legal Services	\$ 15,000
57040	IT Consulting	\$ 9,000
* * 57090	Consultant Support	\$ 35,000
57910	Publications & Subscriptions	\$ 1,100
58140	Ads & Promotional - Legal Notices	\$ 2,000
58322	Professional Development	\$ 13,000
58330	Tuition Reimbursement	\$ 11,000
58610	Association Dues	\$ 3,500
<i>Central Staff Work Program Operating/ Direct Expenses Grand Total</i>		<i>\$ 236,000</i>
* 53050	System Support Contracts, new category added in FY 2023	
* * 57090	Consultant Support budget includes money to secure services associated with grant writing	

Table 10: Subregional Planning Work Program, Funding Summary

approved 3/28/2022

			Task				(80%)		(20%)
23/	300	Subregional Planning Work Programs	I	II	III	Total	Federal Share	*	Local Share
23/	301	Atlantic County	\$ 14,000	\$ 52,000	\$ 76,000	\$ 142,000	\$ 113,600		\$ 28,400
23/	302	Cape May County	\$ 4,200	\$ 38,800	\$ 12,000	\$ 55,000	\$ 44,000		\$ 11,000
23/	303	Cumberland County	\$ 5,000	\$ 32,200	\$ 66,000	\$ 103,200	\$ 82,560		\$ 20,640
23/	304	Salem County	\$ 3,000	\$ 10,000	\$ 30,000	\$ 43,000	\$ 34,400		\$ 8,600
Subregional Planning Work Programs Grand Total			\$ 26,200	\$ 133,000	\$ 184,000	\$ 343,200	\$ 274,560		

			Task III Breakdown				Total
			Staff	Consultant ⁺	Capital Purchase		
23/	301	Atlantic County	\$ 76,000	\$ -	\$ -		\$ 76,000
23/	302	Cape May County	\$ 12,000	\$ -	\$ -		\$ 12,000
23/	303	Cumberland County	\$ 13,200	\$ 52,800	\$ -		\$ 66,000
23/	304	Salem County	\$ -	\$ 30,000	\$ -		\$ 30,000

Task III Projects

Atlantic County: Delilah Road (CR 646) Traffic Improvement Study (Section 2)

Cape May County: Non-motorized Transportation Network Improvements

Cumberland County: Transportation and Community Impact Analysis for the Southeast Gateway Community

Salem County: Roadway and Intersection Improvement Analysis

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 11: NJDOT Continuing Task Orders

last revised 7/25/2022

NO. TASK	FHWA				Total Initial Budget	Expended to Date	Remaining Budget
	PL	HSIP	CMAQ	STBGP			
18/ 407 Cumberland County Bicycle/Pedestrian Safety Action Plan Local Safety Program Design Assistance	\$ -	\$ 401,926.25	\$ -	\$ -	\$ 401,926.25	\$ 375,471.26	\$ 26,454.99
19/ 405 Five Points Roundabout	\$ -	\$ 279,590.75	\$ -	\$ -	\$ 279,590.75	\$ 244,905.34	\$ 34,685.41
Six Points Roundabout	\$ -	\$ 291,891.47	\$ -	\$ -	\$ 291,891.47	\$ 256,323.65	\$ 35,567.82
20/ 403 Regional Trail Network – Feasibility Survey	\$ 87,506.98	\$ -	\$ -	\$ -	\$ 87,506.98	\$ 86,224.57	\$ 1,282.41
21/ 401 SJTPO Regional Freight Plan Data Collection and Analysis	\$ 154,000.00	\$ -	\$ -	\$ -	\$ 154,000.00	\$ 57,837.01	\$ 96,162.99
21/ 402 Air Quality Technical Assistance	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 19,688.24	\$ 311.76
22/ 401 Automated Traffic Signal Performance Feasibility and Deployment	\$ 75,000.00	\$ -	\$ -	\$ -	\$ 75,000.00	\$ 37,217.11	\$ 37,782.89
22/ 402 Regional Trails Network - Feasibility Survey, Cape May County	\$ 80,000.00	\$ -	\$ -	\$ -	\$ 80,000.00	\$ -	\$ 80,000.00
22/ 404 Air Quality Technical Assistance	\$ 35,000.00	\$ -	\$ -	\$ -	\$ 35,000.00	\$ -	\$ 35,000.00
NJDOT Continuing Task Order Total	\$ 451,506.98	\$ 973,408.47	\$ -	\$ -	\$ 1,424,915.45	\$ 1,077,667.18	\$ 347,248.27

NO. TASK	Task Order Number	Federal Project	Encumbrance Number	Job Number	Source	Period of Performance	
18/ 407 Cumberland County Bicycle/Pedestrian Safety Action Plan Local Safety Program Design Assistance	PL-SJ-18-02	LS3ED00S(160)	--	6000353	100% HSIP	6/30/2022	*
19/ 405 Five Points Roundabout	PL-SJ-19-02	HSIP-0613(101)	--	7110318	100% HSIP	12/12/2022	**
Six Points Roundabout	PL-SJ-19-03	HSIP-0674(302)	--	7110319	100% HSIP	12/12/2022	
20/ 403 Regional Trail Network – Feasibility Survey	PL-SJ-20-01	L450D00S305 / Z450D00S305 Technical Studies	62003064440 62003064447	2206830	FY '19 MET PL	6/30/2022	***
21/ 401 SJTPO Regional Freight Plan Data Collection and Analysis	PL-SJ-21-01	Z450D00S400 Technical Studies	62003104303	2207076	FY '20 PL funds	6/30/2022	****
21/ 402 Air Quality Technical Assistance	PL-SJ-21-01	Z450D00S400 Technical Studies	62003104303	2207076	FY '20 PL funds	6/30/2022	*****
22/ 401 Automated Traffic Signal Performance Feasibility and Deployment	PL-SJ-22-01	Z45ED00S525	62003143160	2207260	100% FHWA-PL	6/30/2023	
22/ 402 Regional Trails Network - Feasibility Survey, Cape May County	PL-SJ-22-01	Z45ED00S525	62003143160	2207260	100% FHWA-PL	6/30/2023	
22/ 404 Air Quality Technical Assistance	PL-SJ-22-01	Z45ED00S525	62003143160	2207260	100% FHWA-PL	6/30/2023	*****

* Original Period of Performance - 6/30/2021; Modification Number 2 increased funds by \$57,145.61 extending Period of Performance to 6/30/2022 (fully executed 7/8/2021)

** Original Period of Performance - 12/12/2021; Modification Number 2 extended Period of Performance to 12/12/2022 (fully executed 12/1/2020)

*** Original Period of Performance - 6/30/2021; Modification Number 3 extended Period of Performance to 6/30/2022 (fully executed 6/15/2021)

**** Original Period of Performance - 6/30/2021; Modification Number 1 extended Period of Performance to 6/30/2022 (fully executed 2/10/2021)

***** Modification 2 & 3 added new task, reallocating \$20,000 from Central Staff Salaries/Labor (fully executed 7/20/2021)

***** Modification 3 added a new task (Task 22/404), no additional funds for Federal Project D00S525 (fully executed 4/22/2022)

Table 12: Non-USDOT Funding, NJ Division of Highway Traffic Safety (DHTS) Grant (FFY 2022 and 2023)

last revised 7/25/2022

FFY 2022, effective 10/1/2021 to 9/30/2022		BUDGET
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	\$	-
FFY 2022 DHTS Grant Grand Total		\$ 38,200
FFY 2023, effective 10/1/2022 to 9/30/2023 *		BUDGET
Salaries and Wages	\$	-
Fringe Benefits	\$	-
Travel	\$	1,500
Enforcement/Education Details	\$	-
Miscellaneous Personal Services	\$	3,000
Contractual Services	\$	-
Commodities	\$	3,000
Other Direct Costs	\$	3,200
Indirect Costs	\$	-
FFY 2023 DHTS Grant Grand Total		\$ 10,700

* FED-2023-SJTPO-00134 grant application submitted 4/29/2022

Appendix A. Continuing Task Orders

SJTPO's FY 2022 UPWP included funding for three technical studies, all of which were identified as two-year efforts with continuing task orders in SJTPO's FY 2023 UPWP, [Automated Traffic Signal Performance Feasibility and Deployment \(Task 22/401\)](#), [Regional Trails Network – Feasibility Survey, Cape May County \(Task 22/402\)](#), and [Air Quality Post-Processor Development \(Task 22/404\)](#). Other technical studies from FY 2018, 2019, 2020, and 2021 will also continue work into the FY 2023 UPWP – [Task 18/407 Cumberland County Bicycle/Pedestrian Safety Action Plan](#), [Task 19/405 Local Safety Program Design Assistance](#), [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](#).

[Table 11](#) 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 2023 (June 30, 2023). 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 bicyclists 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:

An 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 HSIP funding. The Modification No. 2 to Task Order PL-SJ-18-02 has been fully executed for a scope and cost increase in addition to a time extension. All consultant work has been completed. Review and processing of final invoices are pending.

Funding: \$401,926.25 (FHWA-HSIP) *Total Amended Budget*
 \$375,471.26 (FHWA-HSIP) *Expended to Date through March 4, 2022*

Project Manager: Alan Huff

19/405 Local Safety Program Design Assistance

In FY 2018, SJTPO worked diligently with its subregional partners to develop infrastructure projects through SJTPO's Local Safety Program. As a result of those efforts, it is anticipated that approximately \$8 million in projects will advance for HSIP funding. While some projects are fully developed and seeking authorization of construction funding, others are in earlier stages of the project delivery process and will require additional assistance to seek construction funding.

Projects that have gone through the Local Safety Program selection process and selected for HSIP funding will be eligible for assistance through this effort. The intent of the technical study is to assist subregional partners in the preparation of construction plans, specifications, and estimates (PS&E) for safety improvement projects selected under SJTPO's Local Safety Program. The consultant work for these projects will be co-managed by SJTPO and the subregions. The PS&E for each project shall be developed in coordination with SJTPO and the appropriate subregional partners, reviewed by NJDOT Bureau of Local Aid (NJDOT-LA), NJDOT Bureau of Traffic Data and Safety, NJDOT Bureau of Environmental Program Resources (NJDOT-BEPR), where applicable,

and FHWA. The consultants shall provide professional surveying, engineering, design and permitting services as necessary to prepare PS&Es. In addition, consultant support services may be required with design related questions during construction. The consultants shall be responsible for preparing full engineering plans, specifications and estimates on most of the projects under this technical study.

To further supplement the Technical Program, described above, SJTPO will utilize Federal HSIP funding to support this consultant-led effort that will help advance safety projects within the SJTPO region.

Project Status:

An RFP was released for this technical effort on September 2018 with Urban Engineers chosen as the consultant approved by the SJTPO Policy Board at their November 2018 meeting. A Notice to Proceed was issued March 26, 2019 with a kick-off meeting held in early May 2019. Work on this project continues, assisting Salem County in advancing two roundabout projects, selected under SJTPO's Local Safety Program, through the federal authorization process for construction with assistance in the preparation of plans, specifications, and cost estimates. Initial authorization of funds was for Preliminary Engineering (PE) with a second authorization for Final Design (FD) associated with both the Five and Six Points Roundabouts. Due to delays in the County seeking authorization of the ROW phase, there was to extend the project completion date through to December 12, 2022. Funding for this effort is available through PL-SJ-19-02 and SJ-19-03 for the Five and Six Points Roundabouts, respectively, using SJTPO's suballocation of Highway Safety Improvement Program funding. The respective Task Orders have been modified to include Final Design services and a time extension.

Funding:

Five Points Roundabout

\$279,590.75 (FHWA-HSIP) Total Amended Budget for PE and FD

\$244,905.34 (FHWA-HSIP) Expended to Date through March 11, 2022

Six Points Roundabout

\$291,891.47 (FHWA-HSIP) Total Amended Budget for PE and FD

\$256,323.65 (FHWA-HSIP) Expended to Date through March 11, 2022

Project Manager: Jason Simmons

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 has been fully executed by NJDOT, extending the project end date to June 30, 2022. All consultant work has been completed well in advance of the Task Order End date.

Funding: \$87,506.98 (FHWA-PL) *Total Initial Budget*
 \$86,224.57 (FHWA-PL) *Expended to Date through December 31, 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. A Notice to Proceed was issued on May 26, 2021, with a kick-off meeting held on June 14, 2021. All consultant work has been completed in accordance with the Task Order end date of June 30, 2022. Review and processing of final invoices are pending.

Funding: \$154,000 (FHWA-PL) *Total Initial Budget*
 \$57,837.01 (FHWA-PL) *Expended to Date, through February 26, 2022*

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 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 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*
 \$19,688.24 (FHWA-PL) *Expended to Date, through July 30, 2021*

Project Manager: David Heller

22/401: Automated Traffic Signal Performance Feasibility and Deployment

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 SJTPO's RTP goal to "Mitigate Traffic Congestion and Promote Efficient System Operation."

While consultant services were initially anticipated for this technical effort, after additional research and consultation it was determined that the most cost effective and feasible solution was to purchase INRIX Signal Analytics, which is an ancillary data product to the INRIX data suite. As a member of the Eastern Transportation Coalition, through its relationship with NJDOT, SJTPO has access to the INRIX data suite and the ability to purchase additional data platforms such as Signal Analytics. The cloud-based data provides access to systemwide traffic signal metrics without the need to invest in physical equipment.

The intention of this effort is to purchase INRIX Signal Analytics which will be utilized by SJTPO and its subregional partners to analyze traffic signal metrics at select signalized intersections within the SJTPO region. Access to the Signal Analytics data will be for a period of one-year from the purchase date. This will be a two-year effort, providing two one-year purchases of data and access to traffic signal metrics during the summer. Seasonality of traffic in the SJTPO region is significant and any effort to identify preferred technologies will require analyzing summer travel.

Project Status:

This effort was initially planned as a consultant-led study to identify the best suited technologies to deploy at various signalized intersection across the SJTPO region. After consulting with various agencies and researching available options, it was decided that the most cost effective and feasible solution was to purchase INRIX Signal Analytics. This solution, Signal Analytics, is an ancillary product to the Vehicle Probe Data Platform, which SJTPO currently has access to by virtue of being a member of The Eastern Transportation Coalition. The INRIX transportation data

is hosted on the CATT Lab RITIS platform with the University of Maryland. SJTPO has finalized the procurement of the data directly through the University, having completed a modification to the FY 2022 UPWP in January 2022 to facilitate the purchase of data, utilizing the funds associated with this technical study.

An agreement has been executed with the University of Maryland and INRIX is now fully under contract. All 88 signalized intersections are now active with staff from partnering agencies having access to the dashboard with training provided on how to use the tool.

Funding: \$110,000 (FHWA-PL) *Total Initial Budget*
 \$75,000 ***Total Revised Budget***; \$35,000 *Reallocated to Task 22/404*
 \$37,217.11 (FHWA-PL) *Expended to Date, through February 28, 2023*

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.

Project Status:

An RFP was released October 14, 2021, with proposals due November 16, 2021. Consultant selection was made by the SJTPO Policy Board at the January 24, 2022, meeting. A Notice to Proceed was issued on March 1, 2022, with an initial kick-off meeting held on March 24, 2022. A second kick-off meeting was held on June 22, 2022 after coordination with Dennis and Upper Townships related to the preferred route options of the trail. Work on the technical study is continuing with an anticipated project end date of June 2023.

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

Project Manager: Alan Huff

22/404: Air Quality Technical Assistance (2-year)

The New Jersey Department of Environmental Protection (NJDEP) must develop an Ozone Attainment Demonstration SIP revision because of the pending bump-up in the Ozone Nonattainment Area from "Marginal" to "Moderate." As part of that development, NJDEP is relying on the MPOs to prepare motor vehicle emissions budgets for their respective regions, which are a key element for the Ozone Attainment Demonstration SIP. SJTPO will need to conduct an air quality emissions modeling analysis to develop the new motor vehicle emissions budgets for the region. This analysis will entail running the travel demand model in conjunction with the MOVES emissions model for the 2023 scenario year.

This task will fund a consultant-led services to support the development of new motor vehicle emissions budgets for the SJTPO region. These emission budgets will be included in NJDEP's Ozone Attainment Demonstration SIP revision in calendar year 2022, which will be submitted to the U.S. Environmental Protection Agency (EPA) in February 2023. Transportation conformity budgets are only needed for scenario year 2023, which is the ozone attainment date for "moderate" ozone nonattainment areas. 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. It will also entail the sufficient testing of budgets against existing travel demand model scenario years from the most recent conformity analysis, which are distinct from the 2023 budget scenario year, to ensure SJTPO will be able to successfully meet the budget tests required for conformity.

Project Status:

An RFP was originally released on January 20, 2022 to seek support to develop a non-proprietary, open-source post-processor that would have allowed SJTPO to bring all air quality-related work in-house, without reoccurring consultant support. However, no proposals were received. Because SJTPO will need to conduct an air quality emissions modeling analysis to develop new



emissions budgets for the SJTPO region, the scope of work for this technical effort was revised to change the name of the consultant effort from Air Quality Post Processor Development to Air Quality Technical Assistance.

A Request for Proposals for Task 22/404 Air Quality Technical Assistance was released on March 3, 2022, with consultant selection considered by the SJTPO Policy Board at the May 23, 2022 meeting. A Notice to Proceed was issued on May 23, 2022, with a kick-off meeting held on June 15, 2022. Work is progressing on schedule with an anticipated project completion date of late-December 2022.

Funding: \$35,000 (FHWA-PL) *Reallocated from Task 22/401*

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

SHEILA Y. OLIVER

Lt. Governor

DIANE GUTIERREZ-SCACCETTI

Commissioner

September 29, 2021

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 2023 Unified Planning Work Program (UPWP). Federal Highway Administration (FHWA) priorities are enclosed.

NJDOT MPO Transportation Priorities

Interagency Coordination

- Continue to collaborate with NJDOT in meeting USDOT's legislated surface transportation 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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- Work to achieve consistency with the principles of the New Jersey State Development and Redevelopment Plan.
- 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.
- Implement actions to assist the NJDOT with data collection:
 - Continue to assist 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.
- 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.
- Work with NJDOT, NJ TRANSIT and other state agencies to support the Transit Village Initiative and other efforts to encourage transit-oriented development (TOD).
- Work with NJDOT and other partners on risk management strategies for improving the resilience of transportation infrastructure against the impacts of extreme weather.

Congestion Relief

- Pursue the following congestion relief strategies:
 - 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 New Jersey's multimodal freight network and hubs for more efficient access and improved system performance.
- Encourage opportunities for modal shift from trucks to barge and rail where practical.
- Identify truck parking improvements throughout the state through dialogue with MPO partners and industry stakeholders (trucking, real estate, manufacturing, etc.).
- Advance rail freight projects, connectivity solutions, and planning initiatives in New Jersey, including:
 - Systematic freight rail improvements in North Jersey such as 286k, plate F, shared service, port-rail connectivity issues and for site-specific line impediments.
 - Planning for an enhanced regional network in South Jersey through improved connectivity between New Jersey and Pennsylvania.
- Investigate the impact of increased (on-line) goods delivery on land use and transportation.

- Understand local impacts of freight-related truck traffic, particularly those associated with interactions between heavy vehicles and non-motorized modes.
- Highlight the value of freight and the freight industry to the general public and improve knowledge of freight source/demand through the development of video footage and expanded use of social media opportunities.

Emerging Technologies

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

Safety Planning

- Promote development of the Systemic Safety Program.
- Maximize opportunities to include Proven Safety Countermeasures in all projects.
- Continue to prioritize implementation of the New Jersey 2020 Strategic Highway Safety Plan.
- Develop local strategic highway safety plans in consultation with NJDOT and FHWA.

Bicycle and Pedestrian Planning

- Maximize opportunities for Complete Streets implementation:
 - Promote green infrastructure to address stormwater issues, particularly in urban areas.
 - 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.
 - Support adoption of Complete Streets Policies and Implementation Plans.
- Provide opportunities to complete the East Coast Greenway, the Circuit Trails and other regional trail networks by assisting with the development of local trail plans and projects.

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.

- Enhance safety through endemic planning and evaluation of ITS application against wrong-way driving systems.

Local Public Agencies

- Assist the NJDOT Division of Local Aid and Economic Development in incorporating equity in the grant application process.
- Keep local public agencies informed and on schedule in the delivery of local projects.
- Improve the project delivery process through coordination with Local Aid and FHWA.

Equity, Public Health, and Outreach

- 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 (i.e. electric buses) and non-motorized transportation in an effort to reduce air pollution, particularly in low-income communities where concentrations are disproportionately higher.
- Prioritize safety for non-motorized travelers in disadvantaged and transit-dependent communities, especially in areas around transit stops, housing, parks, schools and senior centers.
- 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 and help secure public buy-in of proposed transportation projects 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
Sudhir Joshi, NJDOT
Monica Etz, NJDOT



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 14, 2021

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 2023 UPWP Planning Emphasis Areas

Dear Mr. Swords:

Thank you for your letter of September 1, 2021, requesting the planning emphasis areas for the MPOs FY 2023 Unified Planning Work Programs (UPWP). Per our Mutual Service Standards for the FY 2023 Unified Planning Work Program (UPWP), Federal Highway Administration is requesting the State Department of Transportation and the Metropolitan Planning Organizations (MPO) focus on the following priorities:

- ***continue with MAP-21 and FAST Act Implementation, Regional Models of Cooperation, and Ladders of Opportunity.***
- continue with the cooperative data collection, development, and monitoring of required performance measures and targets.
- continue focusing on contributing towards the 2-year and 4-year targets set for the National Performance Measures.
- incorporate Automated/Connected/Electric/Shared-use Vehicles into the 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.
- consider the resilience of the transportation system and mitigation of stormwater impacts on surface transportation.
- facilitate social and economic opportunities by providing equitable levels of access to affordable and reliable transportation options, particularly to traditionally underserved populations.
- coordinate with Federal Land Management Agencies to conduct continuing, comprehensive, and collaborative intermodal transportation planning that facilitates the efficient, and economic movement of people and goods.

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 UPWP work programs.

If you have any questions, please contact Brian Goodson at brian.goodson@dot.gov or 609.637.4208.

Sincerely,

SUTAPA
BANDYOPADHYAY

Digitally signed by SUTAPA
BANDYOPADHYAY
Date: 2021.09.15 10:07:03 -04'00'

Sutapa Bandyopadhyay
Planning and Program Development Manager
FHWA NJ Division

cc: Monica Etz, NJDOT; Sudhir Joshi, NJDOT; Mary Ameen, NJTPA; Jennifer Marandino, SJTPO; Barry Seymour, DVRPC
Uzoma Anukwe, FTA; Ray Tomczak, FTA; Brian Goodson, FHWA



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

Delaware River and Bay Authority



2022 Capital Improvement Program and Five Year (2022-2026) Strategic Plan

December 2021

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Introduction

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:

- 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.
- Efficiency and Sustainability - Increase operating efficiencies through the construction of sustainable infrastructure utilizing best available technologies and management practices.
- Safety - Maintain or enhance safe and reliable infrastructure for our customers.
- Security - Enhance the security of critical regional infrastructure in coordination with regional security agencies.
- 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:

- Continuing Projects – Projects which were previously authorized in the Capital Improvement Program, which are scheduled to continue in 2021.
- Annual – Projects which require yearly authorization to continue.
- New Projects – Projects which have not been authorized in a prior Capital Improvement Program and are seeking authorization in 2021.
- 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 102 projects). The Capital Improvement Program budget for 2022 is shown as the highlighted column within the table.

2022 Capital Improvement Program - \$151,158,000 Authority and External Funds

Capital Asset		2022	
	DRBA	External	Total
<u>CONTINUING PROJECTS</u>			
Delaware Memorial Bridge	\$ 56,379,000	\$ 8,857,000	\$ 65,236,000
Cape May-Lewes Ferry	\$ 13,852,000	\$ 2,425,000	\$ 16,277,000
Forts Ferry	-	-	-
New Castle Airport	\$ 1,297,000	\$ 3,088,000	\$ 4,385,000
Millville Airport	\$ 700,000	\$ 295,000	\$ 995,000
Cape May Airport	\$ 7,761,000	\$ 3,780,000	\$ 11,541,000
Delaware Air Park	\$ 47,000	\$ 2,330,000	\$ 2,377,000
Civil Air Terminal	-	-	-
Subtotal	\$ 80,036,000	\$ 20,775,000	\$ 100,811,000
<u>ANNUAL PROJECTS</u>			
Delaware Memorial Bridge	\$ 20,896,000	-	\$ 20,896,000
Cape May-Lewes Ferry	\$ 10,779,000	-	\$ 10,779,000
Forts Ferry	\$ 30,000	-	\$ 30,000
New Castle Airport	\$ 2,606,000	-	\$ 2,606,000
Millville Airport	\$ 2,473,000	\$ 12,000	\$ 2,485,000
Cape May Airport	\$ 525,000	-	\$ 525,000
Delaware Air Park	\$ 475,000	-	\$ 475,000
Civil Air Terminal	\$ 185,000	-	\$ 185,000
Subtotal	\$ 37,969,000	\$ 12,000	\$ 37,981,000
<u>NEW PROJECTS</u>			
Delaware Memorial Bridge	\$ 555,000	-	\$ 555,000
Cape May-Lewes Ferry	\$ 3,011,000	\$ 3,520,000	\$ 6,531,000
Forts Ferry	-	\$ -	\$ -
New Castle Airport	\$ 2,190,000	-	\$ 2,190,000
Millville Airport	\$ 850,000	\$ -	\$ 850,000
Cape May Airport	\$ 1,740,000	-	\$ 1,740,000
Delaware Air Park	\$ 500,000	\$ -	\$ 500,000
Civil Air Terminal	-	-	\$ -
Subtotal	\$ 8,846,000	\$ 3,520,000	\$ 12,366,000
Grand Total All Projects	\$ 126,851,000	\$ 24,307,000	\$ 151,158,000

Authority-Wide Five Year (2022-2026) Strategic CIP Summary Authority Funds Only

Capital Asset	2022	2023	2024	2025	2026
<u>CONTINUING PROJECTS</u>					
Delaware Memorial Bridge	\$ 56,379,000	\$ 74,302,000	\$ 32,252,000	\$ 17,746,000	\$ 1,750,000
Cape May-Lewes Ferry	\$ 13,852,000	\$ 11,085,000	\$ 12,400,000	\$ 44,500,000	\$ 1,500,000
Forts Ferry	\$ -	\$ -	\$ -	\$ -	\$ -
New Castle Airport	\$ 1,297,000	\$ 963,000	\$ 25,000	\$ -	\$ -
Millville Airport	\$ 700,000	\$ 515,000	\$ 473,000	\$ 514,000	\$ 29,000
Cape May Airport	\$ 7,761,000	\$ 2,075,000	\$ 300,000	\$ -	\$ -
Delaware Air Park	\$ 47,000	\$ 25,000	\$ 33,000	\$ 26,000	\$ -
Civil Air Terminal	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 80,036,000	\$ 88,965,000	\$ 45,483,000	\$ 62,786,000	\$ 3,279,000
<u>ANNUAL PROJECTS</u>					
Delaware Memorial Bridge	\$ 20,896,000	\$ 18,556,000	\$ 20,515,000	\$ 21,433,000	\$ 19,466,000
Cape May-Lewes Ferry	\$ 10,779,000	\$ 13,055,000	\$ 6,776,000	\$ 11,100,000	\$ 13,985,000
Forts Ferry	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
New Castle Airport	\$ 2,606,000	\$ 1,218,000	\$ 1,370,000	\$ 2,230,000	\$ 4,480,000
Millville Airport	\$ 2,473,000	\$ 825,000	\$ 825,000	\$ 840,000	\$ 875,000
Cape May Airport	\$ 525,000	\$ 555,000	\$ 625,000	\$ 620,000	\$ 500,000
Delaware Air Park	\$ 475,000	\$ 405,000	\$ 400,000	\$ 420,000	\$ 400,000
Civil Air Terminal	\$ 185,000	\$ 5,000	\$ -	\$ 20,000	\$ -
Subtotal	\$ 37,969,000	\$ 34,639,000	\$ 30,531,000	\$ 36,683,000	\$ 39,726,000
<u>NEW PROJECTS</u>					
Delaware Memorial Bridge	\$ 555,000	\$ 425,000	\$ -	\$ -	\$ -
Cape May-Lewes Ferry	\$ 3,011,000	\$ 2,060,000	\$ 5,000,000	\$ -	\$ -
Forts Ferry	\$ -	\$ -	\$ -	\$ -	\$ -
New Castle Airport	\$ 2,190,000	\$ 6,415,000	\$ -	\$ 175,000	\$ -
Millville Airport	\$ 850,000	\$ 1,800,000	\$ 1,500,000	\$ -	\$ -
Cape May Airport	\$ 1,740,000	\$ 2,035,000	\$ 1,500,000	\$ 340,000	\$ 340,000
Delaware Air Park	\$ 500,000	\$ -	\$ -	\$ 530,000	\$ 75,000
Civil Air Terminal	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 8,846,000	\$ 12,735,000	\$ 8,000,000	\$ 1,045,000	\$ 415,000
<u>OUT-YEAR PROJECTS</u>					
Delaware Memorial Bridge	\$ -	\$ 2,650,000	\$ 6,350,000	\$ 4,000,000	\$ -
Cape May-Lewes Ferry	\$ -	\$ -	\$ 5,700,000	\$ 2,500,000	\$ -
Forts Ferry	\$ -	\$ -	\$ -	\$ -	\$ -
New Castle Airport	\$ -	\$ 502,000	\$ 53,000	\$ 21,000	\$ 12,000
Millville Airport	\$ -	\$ 125,000	\$ 1,550,000	\$ -	\$ 21,000
Cape May Airport	\$ -	\$ 331,000	\$ 31,000	\$ 100,000	\$ 71,000
Delaware Air Park	\$ -	\$ -	\$ 800,000	\$ -	\$ -
Civil Air Terminal	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ 3,608,000	\$ 14,484,000	\$ 6,621,000	\$ 104,000
Grand Total All Projects	\$ 126,851,000	\$ 139,947,000	\$ 98,498,000	\$ 107,135,000	\$ 43,524,000

Delaware Memorial Bridge - Continuing Projects

Crossings Strategic Capital Improvement Plan

Ranking	Project	2021 \$ Spent (EST.)	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	Continuing Projects											
3	Cable Preservation System Retainage	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Toll Booth HVAC Replacement	\$ 75,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Replace Chillers in Administration Building Phase 2	\$ 170,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Roadway LED Lighting Upgrades	\$ 500,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Facility Utility Survey (DMB)	\$ 290,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Deck UHPC Overlay	\$ 2,000,000	\$ 18,800,000	\$ -	\$ 50,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Deck Repairs	\$ 1,155,000	\$ 650,000	\$ -	\$ 650,000	\$ -	\$ 750,000	\$ -	\$ 750,000	\$ -	\$ 750,000	\$ -
28	Ship Collision Protection	\$ 280,000	\$ 29,650,000	\$ 8,857,000	\$ 18,907,000	\$ 5,647,000	\$ 18,907,000	\$ 5,647,000	\$ 4,726,000	\$ 1,412,000	\$ -	\$ -
30A	Roof and Building Envelope Rehabilitation (DMB)	\$ 160,000	\$ 1,149,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34	Bridge Worker Fall Protection	\$ 100,000	\$ 1,730,000	\$ -	\$ 1,270,000	\$ -	\$ 1,270,000	\$ -	\$ 1,270,000	\$ -	\$ -	\$ -
35	Miscellaneous Roadway Improvements	\$ 4,355,000	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -
44	Fall Prevention Fencing	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -	\$ 10,000,000	\$ -	\$ 10,000,000	\$ -	\$ -	\$ -
45	Gantry Lane Markers	\$ 60,000	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
59	Julia Building Cooling Tower Replacement	\$ 40,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
71	Emergency Lighting for the Anchorages-Towers	\$ -	\$ 50,000	\$ -	\$ 325,000	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -
77	Fitness Center Renovations (DMB)	\$ -	\$ 100,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Grand Total	\$ 9,185,000	\$ 56,379,000	\$ 8,857,000	\$ 74,302,000	\$ 5,647,000	\$ 32,252,000	\$ 5,647,000	\$ 17,746,000	\$ 1,412,000	\$ 1,750,000	\$ -

3 **Cable Preservation System Retainage - Asset Preservation**

As a result of the cable investigation effort 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 2022. This effort has an anticipated annual maintenance and monitoring cost of \$130,000.

12 **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 \$350,000 in 2022. This effort has no anticipated annual operating cost impact.

15 **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 \$100,000 in 2022. This effort has no anticipated annual operating cost impact.

16 **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 \$50,000 in 2022. This effort has no anticipated annual operating cost impact.

Delaware Memorial Bridge - Continuing Projects

18 **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 \$50,000 in 2022. This effort has no anticipated annual operating cost impact.

21 **Deck UHPC Overlay - Asset Preservation**

The deck of the 1st Structure, I-295N, has reached the end of its serviceable life. As a result of extensive evaluation a deck repair project has been recommended. The project includes removal of the top 2" of the existing deck slabs and replacement with an Ultra High Performance Concrete (UHPC) overlay. This project has an estimated DRBA cost of \$18,800,000 in 2022 and \$50,500,000 in the out years. This effort has no anticipated annual operating cost impact.

22 **Deck Repairs - Safety**

Both structures exhibit annual 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. This project has an estimated DRBA cost of \$650,000 in 2022 and \$2,900,000 in the out years. This effort has no anticipated annual operating cost impact.

28 **Ship Collision Protection - Safety**

The existing tower fender system on the twin spans provides insufficient protection for current vessel traffic. This project provides a protection system meeting current standards and consists of eight 80 foot diameter dolphin structures, two at the approach of each tower pier. This project has an estimated DRBA cost of \$29,650,000 in 2022 and \$42,540,000 in the out years. The project is partially funded in the amount of approximately \$21,563,000 by the US Department of Transportation. This effort has no anticipated annual operating cost impact.

30A **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 \$1,149,000 in 2022. This effort has no anticipated annual operating cost impact.

34 **Bridge Worker Fall Protection - Safety**

The catwalks under the bridges are original to the Delaware Memorial Bridges and are not up to current safety standards. The project programs the installation of lifelines throughout the catwalk system for proper fall protection. This project has an estimated DRBA cost of \$1,730,000 in 2022 and \$3,810,000 in the out years. This effort has no anticipated annual operating cost impact.

35 **Miscellaneous Roadway Improvements - Asset Preservation**

Portions of the hot mix pavement in the northbound direction are 12 or more years old, certain drainage structures are failing, and much of the highway screen fencing is showing signs of distress. The project will address these miscellaneous infrastructure needs over a three-year period. This project has an estimated DRBA cost of \$1,000,000 in 2022 and \$4,000,000 in the out years. This effort has no anticipated annual operating cost impact.

44 **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 \$1,000,000 in 2022 and \$21,000,000 in the out years. This effort has no anticipated annual operating cost impact.

Delaware Memorial Bridge - Continuing Projects

45 **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 \$300,000 in 2022 and \$300,000 in the out years. This effort has no anticipated annual operating cost impact.

59 **Julia Building Cooling Tower Replacement - 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 \$400,000 in 2022. This effort has no anticipated annual operating cost impact.

71 **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 \$50,000 in 2022 and \$650,000 in the out years. This effort has no anticipated annual operating cost impact.

77 **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 \$100,000 in 2022 and \$350,000 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	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	Annual Projects										
1	Annual Bridge Steelwork Repairs	\$ 7,100,000	\$ -	\$ 7,000,000	\$ -	\$ 12,000,000	\$ -	\$ 12,000,000	\$ -	\$ 11,000,000	\$ -
8	Annual Maintenance Bridge Span Painting	\$ 8,738,000	\$ -	\$ 8,514,000	\$ -	\$ 6,068,000	\$ -	\$ 6,068,000	\$ -	\$ 6,366,000	\$ -
29A	Annual Minor Capital Maintenance (DMB)	\$ 1,189,000	\$ -	\$ 1,200,000	\$ -	\$ 1,200,000	\$ -	\$ 1,200,000	\$ -	\$ 1,200,000	\$ -
31A	Annual Minor Capital Equipment (DMB)	\$ 729,000	\$ -	\$ 938,000	\$ -	\$ 827,000	\$ -	\$ 700,000	\$ -	\$ 900,000	\$ -
32A	Annual Automation/Telecom Upgrades (DMB)	\$ 3,140,000	\$ -	\$ 904,000	\$ -	\$ 420,000	\$ -	\$ 1,465,000	\$ -	\$ -	\$ -
	Grand Total	\$ 20,896,000	\$ -	\$ 18,556,000	\$ -	\$ 20,515,000	\$ -	\$ 21,433,000	\$ -	\$ 19,466,000	\$ -

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 \$7,100,000 in 2022 and \$42,000,000 in the out years.

8 **Annual Maintenance Bridge Span Painting - Asset Preservation**

The annual bridge inspection 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 3- layer protective overcoat system. This project has an estimated DRBA cost of \$8,738,000 in 2022 and \$27,016,000 in the out years.

29A **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 \$1,189,000 in 2022 and \$4,800,000 in the out years.

31A **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 \$729,000 in 2022 and \$3,365,000 in the out years.

32A **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 \$3,140,000 in 2022 and \$2,789,000 in the out years.

Delaware Memorial Bridge - New Projects

Crossings Strategic Capital Improvement Plan

Ranking	Project	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	New Projects										
41	Replace Fuel Dispensers	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Paint Shop - Replace Booth	\$ 265,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	DMB Tower Elevator Communications and Controls	\$ 50,000	\$ -	\$ 425,000	\$ -	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Grand Total	\$ 555,000	\$ -	\$ 425,000	\$ -	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ -

41 **Replace Fuel Dispensers - Efficiency and Sustainability**

The existing fueling system has reached the end of its service life. This project includes replacing the existing fuel tank and dispensers and upgrading the system with new electronic controls and monitoring equipment. This project has an estimated DRBA cost of \$240,000 in 2022. This effort has no anticipated annual operating cost impact.

43 **Paint Shop - Replace Booth - Safety**

The existing paint shop booth has reached the end of its service life. This project includes upgrading the paint booth to meet air quality management regulations as well as improve safety conditions for employees. This project has an estimated DRBA cost of \$265,000 in 2022. This effort has no anticipated annual operating cost impact.

72 **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 \$50,000 in 2022 and \$850,000 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	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	Out Year Projects										
84	Route 9 Bridge Repairs	\$ -	\$ -	\$ 150,000	\$ -	\$ 3,200,000	\$ -	\$ -	\$ -	\$ -	\$ -
86	1st Structure Safety Walk & Curb Drainage Retrofit	\$ -	\$ -	\$ 150,000	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
88	War Memorial Refurbishment	\$ -	\$ -	\$ 1,850,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
89	Bridge Management and Monitoring System	\$ -	\$ -	\$ 500,000	\$ -	\$ 1,000,000	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -
91	Norfolk RR Backwall Replacement	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -
	Grand Total	\$ -	\$ -	\$ 2,650,000	\$ -	\$ 6,350,000	\$ -	\$ 4,000,000	\$ -	\$ -	\$ -

84 **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.

86 **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 replacement of the open grate safety walk with a solid surface reducing water intrusion. This project has an estimated DRBA cost of \$2,150,000 in the out years. This effort has no anticipated annual operating cost impact.

88 **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 \$1,850,000 in the out years. This effort has no anticipated annual operating cost impact.

89 **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.

91 **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 \$2,150,000 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	2021 \$ Spent (EST.)	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	Continuing Projects											
4	Main Engine Repower and Dry Docking	\$ 5,032,000	TBD	\$ -	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Cape May Approach Roads Rehabilitation	\$ -	\$ 3,267,000	\$ 1,675,000	\$ 1,485,000	\$ 761,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	Replace Chiller and Cooling Tower (LW)	\$ 150,000	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	Freeman Highway Repaving	\$ 50,000	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Production Kitchen	\$ 725,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Outdoor Paint Booth (CM)	\$ 60,000	\$ 260,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Fender Replacements	\$ 836,000	\$ 850,000	\$ -	\$ 850,000	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -
30	Roof and Building Envelope Rehabilitation (CMLF)	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -
33	Motor Vessel Replacement Program	\$ -	\$ 1,500,000	\$ -	\$ 1,500,000	\$ -	\$ 11,500,000	\$ -	\$ 44,500,000	\$ -	\$ 1,500,000	\$ -
37	Cape May Master Plan Phase 1: Utility Corridor	\$ 500,000	\$ 2,250,000	\$ 750,000	\$ 3,750,000	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52	Police Dispatch Center Upgrades	\$ 25,000	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55	Lewes Terminal Master Plan Phase 1: Utility Corridor	\$ 200,000	\$ 1,500,000	\$ -	\$ 3,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67	Electrical Signage - Cape May and Lewes	\$ 70,000	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Grand Total	\$ 7,648,000	\$ 13,852,000	\$ 2,425,000	\$ 11,085,000	\$ 1,511,000	\$ 12,400,000	\$ -	\$ 44,500,000	\$ -	\$ 1,500,000	\$ -

4 **Main Engine Repower and Dry Docking - Asset Preservation**

One of the ferry vessels has 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 2022-2023. This project's costs are yet to be determined. This effort has no anticipated annual operating cost impact.

9 **Cape May Approach Roads Rehabilitation - Asset Preservation**

Pavements at the toll approach are deteriorating and improvements are necessary to maintain expected levels of service at 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 \$3,267,000 in 2022 and \$1,485,000 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.

10 **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 \$1,200,000 in 2022. This effort has no anticipated annual operating cost impact.

11 **Freeman Highway Repaving - Asset Preservation**

Roadway improvements are necessary to maintain expected levels of service on Freeman Highway in Lewes. The project includes the repaving, joint repairs, and restriping of the existing roadway. This project has an estimated DRBA cost of \$1,300,000 in 2022. This effort has no anticipated annual operating cost impact.

13 **Production Kitchen - Efficiency and Sustainability**

Due to outsourcing of the Lewes Kitchen, internal food service preparation for the ferry vessels is now limited to the Cape May site. The project programs the construction of a new modular kitchen in Cape May to accommodate vessel food service operations. This project has an estimated DRBA cost of \$25,000 in 2022. This effort has an anticipated annual operating cost impact of \$15,000.

Cape May Lewes Ferry - Continuing Projects

- 14 **Outdoor Paint Booth (CM) - Efficiency and Sustainability**
The existing outdoor paint shop booth has reached the end of its service life. This project includes replacing the current paint shop to meet air quality management regulations as well as improve safety conditions for employees. This project has an estimated DRBA cost of \$260,000 in 2022. This effort has no anticipated annual operating cost impact.
- 25 **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 the end of their service life and are being replaced with steel panels similar in shape and size. This project has an estimated DRBA cost of \$850,000 in 2022 and \$1,350,000 in the out years. This effort has no anticipated annual operating cost impact.
- 30 **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 \$100,000 in 2022 and \$400,000 in the out years. This effort has no anticipated annual operating cost impact.
- 33 **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. 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 2022 and \$59,000,000 in the out years. This effort has no anticipated annual operating cost impact.
- 37 **Cape May Master Plan Phase 1: Utility Corridor - Efficiency and Sustainability**
This is the first phase of implementing the Cape May Master Plan and it addresses the aging utility infrastructure. The project proposes the design and installation of a new centralized utility corridor which will allow for easier access and maintenance. This project has an estimated DRBA cost of \$2,250,000 in 2022 and \$3,750,000 in the out years. The project is partially funded in the amount of approximately \$1,500,000 by the New Jersey Department of Transportation. This effort has no anticipated annual operating cost impact.
- 52 **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 \$800,000 in 2022. This effort has an anticipated annual operating cost impact of \$10,000.
- 55 **Lewes Terminal Master Plan Phase 1: Utility Corridor - Efficiency and Sustainability**
This is the first phase of implementing the Lewes Master Plan and it addresses the aging utility infrastructure. The project proposes the design and installation of a new centralized utility corridor which will allow for easier access and maintenance. This project has an estimated DRBA cost of \$1,500,000 in 2022 and \$3,500,000 in the out years. This effort has no anticipated annual operating cost impact.
- 67 **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 \$800,000 in 2022. This effort has an anticipated annual operating cost impact of \$5,000.

Cape May - Lewes Ferry - Annual Projects

Crossings Strategic Capital Improvement Plan

Ranking	Project	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	Annual Projects										
23	Annual Vessel Maintenance & Dry Docking	\$ 5,675,000	\$ -	\$ 11,360,000	\$ -	\$ 4,050,000	\$ -	\$ 9,000,000	\$ -	\$ 11,885,000	\$ -
24	Maintenance Dredging (CM)	\$ 596,000	\$ -	\$ -	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -
29B	Annual Minor Capital Maintenance (CMLF)	\$ 2,088,000	\$ -	\$ 855,000	\$ -	\$ 1,200,000	\$ -	\$ 1,200,000	\$ -	\$ 1,200,000	\$ -
31B	Annual Minor Capital Equipment (CMLF)	\$ 615,000	\$ -	\$ 340,000	\$ -	\$ 476,000	\$ -	\$ 400,000	\$ -	\$ 400,000	\$ -
32B	Annual Automation/Telecom Upgrades (CMLF)	\$ 1,805,000	\$ -	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ 500,000	\$ -
	Grand Total	\$ 10,779,000	\$ -	\$ 13,055,000	\$ -	\$ 6,776,000	\$ -	\$ 11,100,000	\$ -	\$ 13,985,000	\$ -

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 \$5,675,000 in 2022 and \$36,295,000 in the out years. This effort has no anticipated annual operating cost impact.

24 **Maintenance Dredging (CM) - Safety**

Cape May requires annual dredging as areas are prone to siltation. The project programs hydrographic surveys for planning and scheduling of annual maintenance dredging at the ferry terminals. This project has an estimated DRBA cost of \$596,000 in 2022 and \$550,000 in the out years. This effort has no anticipated annual operating cost impact.

29B **Annual Minor Capital Maintenance (CMLF) - Asset Preservation**

This project programs annual land-side activities necessary to accommodate changing regulations and to preserve existing infrastructure. Minor capital maintenance may 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 has an estimated DRBA cost of \$2,088,000 in 2022 and \$4,455,000 in the out years.

31B **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 \$615,000 in 2022 and \$1,616,000 in the out years.

32B **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 \$1,805,000 in 2022 and \$2,000,000 in the out years.

Cape May - Lewes Ferry - New Projects

Crossings Strategic Capital Improvement Plan

Ranking	Project	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	New Projects										
26	Monopile Replacement	\$ 789,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Foot Passenger Ramp Control Upgrades (CM/LW)	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48	Bulkhead Evaluation and Repair	\$ 150,000	\$ -	\$ -	\$ -	\$ 5,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
61	Renewable Energy Master Plan	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
64	Pedestrian Walkway Fascia Replacement (CM)	\$ 100,000	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
65	Freeman Pedestrian Bridge	\$ 70,000	\$ 630,000	\$ 700,000	\$ 6,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70	Office Upgrades	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
73	Fencing	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
75	Wind Turbine Installation	\$ 30,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
76	Maintenance Dredging (LW)	\$ 722,000	\$ 2,890,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
78	Fitness Center Renovations (CM)	\$ 100,000	\$ -	\$ 360,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Grand Total	\$ 3,011,000	\$ 3,520,000	\$ 2,060,000	\$ 6,300,000	\$ 5,000,000	\$ -	\$ -	\$ -	\$ -	\$ -

26 **Monopile Replacement - Safety**

A monopile used to prevent errant vessels from causing damage to our bulkhead in Cape May has reached the end of its service life and needs replacement. The effort includes the design and installation of a replacement piling system. This project has an estimated DRBA cost of \$789,000 in 2022. This effort has no anticipated annual operating cost impact.

27 **Foot Passenger Ramp Control Upgrades (CM/LW) - Efficiency and Sustainability**

The PLC for the foot passenger ramps needs to be upgraded. This project includes upgrades to the leveling system for the main gantry as well as multiple software, mechanical, and electrical upgrades throughout the system. The upgrades will allow for the manufacture of the equipment to remotely access the system to help with future repairs as well as software updates and modifications as needed. This project has an estimated DRBA cost of \$250,000 in 2022. This effort has an anticipated annual operating cost impact of \$45,000.

48 **Bulkhead Evaluation and Repair - Efficiency and Sustainability**

The fascia bulkhead on the pier continues to show signs of corrosion and coatings will not be sufficient to address the issue. This project programs the evaluation of the bulkhead system and investigation of a non-corrosive surface mounted system for future implementation. This project has an estimated DRBA cost of \$150,000 in 2022 and \$5,000,000 in the out years. This effort has no anticipated annual operating cost impact.

61 **Renewable Energy Master Plan - Efficiency and Sustainability**

There is a need to identify and analyze all applicable renewable energy resources that may be utilized at the Cape May Ferry Terminal. This project includes studying and planning for alternative energy sources including: wind, solar, and hydroelectric. This project has an estimated DRBA cost of \$150,000 in 2022. This effort has no anticipated annual operating cost impact.

64 **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 \$100,000 in 2022 and \$800,000 in the out years. This effort has no anticipated annual operating cost impact.

Cape May - Lewes Ferry - New Projects

65 **Freeman Pedestrian Bridge - Safety**

Pedestrians crossing the Freeman Highway Bridge currently ride on an 8' shoulder with no protection from adjacent vehicular traffic. This project includes the design and construction of a separate pedestrian bridge to be constructed adjacent to the existing vehicular bridge. Grant funding is being sought to support this project. This project has an estimated DRBA cost of \$70,000 in 2022 and \$700,000 in the out years. External funding in the amount of \$6,930,000 is anticipated for this project, but is not yet committed. This effort has no anticipated annual operating cost impact.

70 **Office Upgrades - Efficiency and Sustainability**

The offices in the Food and Retail space in the Cape May administration building are outdated with various unused spaces due to the layout. The project includes upgrades to make a more inviting environment and efficient work space. This project has an estimated DRBA cost of \$400,000 in 2022. This effort has no anticipated annual operating cost impact.

73 **Fencing - Safety**

The existing wooden and screened fencing surrounding the Cape May terminal requires replacement. This project programs replacement with split railed fence and add metal louvered fencing in various areas of the terminal for improved security. This project has an estimated DRBA cost of \$250,000 in 2022. This effort has no anticipated annual operating cost impact.

75 **Wind Turbine Installation - Efficiency and Sustainability**

There is a desire to implement alternative energy sources at the Ferry Terminals. This project is a first step into renewable energy at Cape May Terminal with the installation of multiple small (30 ft) turbines that will generate power for the parking lot lighting. This project has an estimated DRBA cost of \$30,000 in 2022 and \$200,000 in the out years. This effort has no anticipated annual operating cost impact.

76 **Maintenance Dredging (LW) - Safety**

The Lewes basin has not been dredged in over 10 years. Hydrographic surveys indicate the Lewes basin requires dredging in select areas due to siltation. Grant funding is being sought to support this project. This project has an estimated DRBA cost of \$722,000 in 2022. External funding in the amount of \$2,890,000 is anticipated for this project, but is not yet committed. This effort has no anticipated annual operating cost impact.

78 **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 \$100,000 in 2022 and \$360,000 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	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	Out Year Projects										
92	Motor Vessel Electrification Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000,000	\$ -	\$ 10,000,000	\$ -	\$ -
96	Public/Private Shipyard Partnership	\$ -	\$ -	\$ -	\$ -	\$ 3,200,000	\$ -	\$ -	\$ -	\$ -	\$ -
97	Large Wind Turbine	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -
105	Cape May Master Plan Phases: 2 through 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
106	Lewes Master Plan Phases 4 through 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Grand Total	\$ -	\$ -	\$ -	\$ -	\$ 5,700,000	\$ 10,000,000	\$ 2,500,000	\$ 10,000,000	\$ -	\$ -

92 **Motor Vessel Electrification Infrastructure - Efficiency and Sustainability**

There is a need to upgrade electrical distribution systems coming to the Terminal Site to provide sufficient power for future ferry vessel electrification. This project programs the design and improvement of the electrical infrastructure needed to meet the future demand. External funding in the amount of \$20,000,000 is anticipated for this project, but is not yet committed. This effort has no anticipated annual operating cost impact.

96 **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 to service the Ferry vessels. The project also provides for ongoing dry-dock and repair services within the home state, saving time and money, and also providing local employment. Grant funding is being sought to support this project. This project has an estimated DRBA cost of \$3,200,000 in the out years. This effort has no anticipated annual operating cost impact.

97 **Large Wind Turbine - Efficiency and Sustainability**

There is a desire to implement alternative energy sources at the Ferry Terminals. This project programs for the design and installation of large wind turbines on the Cape May property, which will be used to power the site facilities. This project has an estimated DRBA cost of \$5,000,000 in the out years. This effort has no anticipated annual operating cost impact.

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

This line budgets funding for the remaining phases of 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 annual operating cost impact.

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

This line budgets for the remaining phases of 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	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	Annual Projects										
24H	Annual Minor Capital Maintenance (FF)	\$ 30,000	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -
	Grand Total	\$ 30,000	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -

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 projects include, but are not be limited to: docking improvements, electrical improvements, security enhancements, building and workshop improvements, signage improvements, and minor ship repairs. This project has an estimated DRBA cost of \$30,000 in 2021 and \$80,000 in the out years.

New Castle Airport - Continuing Projects

Airports Strategic Capital Improvement Plan

Ranking	Project	2021 \$ Spent (EST.)	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	Continuing Projects											
2	Rehabilitate 1-19	\$ 200,000	\$ 163,000	\$ 3,088,000	\$ 263,000	\$ 4,988,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30C	Roof and Building Envelope Rehabilitation (ILG)	\$ 60,000	\$ 475,000	\$ -	\$ 700,000	\$ -	\$ 25,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -
53	Perimeter Road Rehabilitation	\$ 394,000	\$ 659,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Grand Total	\$ 654,000	\$ 1,297,000	\$ 3,088,000	\$ 963,000	\$ 4,988,000	\$ 25,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -

2 **Rehabilitate 1-19 - Efficiency and Sustainability**

The approach end of runway 14-32 currently encroaches on the runway safety area for Runway 1-19. The project programs 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 \$163,000 in 2021 and \$263,000 in the out years. The project is partially funded in the amount of approximately \$8,076,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

30C **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 \$475,000 in 2021 and \$1,075,000 in the out years. This effort has no anticipated annual operating cost impact.

53 **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 \$659,000 in 2021. This effort has no anticipated annual operating cost impact.

New Castle Airport - Annual Projects

Airports Strategic Capital Improvement Plan

Ranking	Project	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	Annual Projects										
29C	Annual Minor Capital Maintenance (ILG)	\$ 1,326,000	\$ -	\$ 605,000	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -
31C	Annual Minor Capital Equipment (ILG)	\$ 405,000	\$ -	\$ 485,000	\$ -	\$ 180,000	\$ -	\$ 300,000	\$ -	\$ 300,000	\$ -
32C	Annual Automation/Telecom Upgrades (ILG)	\$ 350,000	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -
56	Reserve for Economic Development/Tenant Improvements (IL)	\$ 525,000	\$ -	\$ 128,000	\$ -	\$ 180,000	\$ -	\$ 900,000	\$ -	\$ 3,180,000	\$ -
	Grand Total	\$ 2,606,000	\$ -	\$ 1,218,000	\$ -	\$ 1,370,000	\$ -	\$ 2,230,000	\$ -	\$ 4,480,000	\$ -

29C **Annual Minor Capital Maintenance (ILG) - 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: site grading, lighting, signage, utility upgrades, storm water, fire suppression, pavement, airfield security/safety, planning, permitting, and record document updates. This project has an estimated DRBA cost of \$1,326,000 in 2021 and \$3,605,000 in the out years.

31C **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 \$405,000 in 2021 and \$1,265,000 in the out years.

32C **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 \$350,000 in 2021 and \$40,000 in the out years.

56 **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 \$525,000 in 2021 and \$4,388,000 in the out years.

New Castle Airport - New Projects

Airports Strategic Capital Improvement Plan

Ranking	Project	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	New Projects										
46	Terminal Improvements	\$ 1,130,000	\$ -	\$ 6,400,000	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49	Wetland Area Improvements - Runway 14 Approach	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50	Terminal Apron Covered Walkway	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62	Construct Run-up Pad	\$ 10,000	\$ -	\$ 15,000	\$ 285,000	\$ -	\$ -	\$ 175,000	\$ 3,325,000	\$ -	\$ -
	Grand Total	\$ 2,190,000	\$ -	\$ 6,415,000	\$ 285,000	\$ -	\$ -	\$ 175,000	\$ 3,325,000	\$ -	\$ -

46 **Terminal Improvements - Asset Preservation**

The current terminal has a dated exterior, limited interior capacity, and a number of opportunities for improved customer service. This project programs the cost to finalize design of the improvements as needed to expand and modify the terminal, including hold room capacity, and frontage improvements. This project has an estimated DRBA cost of \$1,130,000 in 2021 and \$6,400,000 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.

49 **Wetland Area Improvements - Runway 14 Approach - 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. This project has an estimated DRBA cost of \$350,000 in 2021. This effort has no anticipated annual operating cost impact.

50 **Terminal Apron Covered Walkway - Efficiency and Sustainability**

The current terminal setup for commercial service requires passengers to walk across the apron to reach the aircraft for a flight. This project programs the design and installation of a permanent covered exterior walkway for inclement weather conditions. This project has an estimated DRBA cost of \$700,000 in 2021. This effort has no anticipated annual operating cost impact.

62 **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 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 \$10,000 in 2021 and \$190,000 in the out years. The project is partially funded in the amount of approximately \$3,610,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

New Castle Airport - Out Year Projects

Airports Strategic Capital Improvement Plan

Ranking	Project	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	Out Year Projects										
79	Runway 1 EMAS Retrofit	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
81	Obstruction Removal	\$ -	\$ -	\$ 2,000	\$ 26,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93	Improve RSA Runway 1-19	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 47,000	\$ 14,000	\$ 269,000	\$ -	\$ -
98	Acquire Land for Runway 1 RPZ	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 950,000	\$ -	\$ -	\$ -	\$ -
100	Reconstruct Taxiway K	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ 308,000	\$ -	\$ -
103	Update Master Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 252,000
	Grand Total	\$ -	\$ -	\$ 502,000	\$ 26,000	\$ 53,000	\$ 997,000	\$ 21,000	\$ 577,000	\$ 12,000	\$ 252,000

79 **Runway 1 EMAS Retrofit - Safety**

The runway 1 Engineered Material Arresting System is beyond the tenth year of it's 20 year service life and is being inspected and tested for strength. This project programs funds to perform the manufacturer's recommended replacements as well as any additional modifications found in the inspection and testing. This project has an estimated DRBA cost of \$500,000 in the out years. This effort has no anticipated annual operating cost impact.

81 **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 \$2,000 in the out years. The project is partially funded in the amount of approximately \$26,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

93 **Improve RSA Runway 1-19 - Safety**

The Runway 1-19 pavement area is in need of rehabilitation in accordance with the FAA pavement life cycle and the 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 \$17,000 in the out years. The project is partially funded in the amount of approximately \$316,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

98 **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 \$50,000 in the out years. The project is partially funded in the amount of approximately \$950,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

100 **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 to align it with the rest of the parallel Taxiway K and eliminate the runway safety issues. This project has an estimated DRBA cost of \$7,000 in the out years. The project is partially funded in the amount of approximately \$308,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

New Castle Airport - Out Year Projects

103 **Update Master Plan - Efficiency and Sustainability**

The current master plan will be outdated and eligible for update in accordance with the federal Airport Improvement Program at the time of funding. The authority intends to develop a dynamic master plan to set goals and plan the future development of the airport to reflect current industry trends and incorporate feedback from all stakeholders. This project has an estimated DRBA cost of \$12,000 in the out years. The project is partially funded in the amount of approximately \$252,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

Millville Airport - Continuing Projects

Airports Strategic Capital Improvement Plan

Ranking	Project	2021 \$ Spent (EST.)	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	Continuing Projects											
7	South Apron Expansion	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30D	Roof and Building Envelope Rehabilitation (MIV)	\$ 20,000	\$ 375,000	\$ -	\$ 300,000	\$ -	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -
36	Rehabilitate Taxiways "A", "C", and "G"	\$ 41,000	\$ 25,000	\$ 225,000	\$ 215,000	\$ 1,935,000	\$ 223,000	\$ 2,007,000	\$ 264,000	\$ 2,115,000	\$ 29,000	\$ 261,000
66	Roadway Improvements	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Grand Total	\$ 361,000	\$ 700,000	\$ 295,000	\$ 515,000	\$ 1,935,000	\$ 473,000	\$ 2,007,000	\$ 514,000	\$ 2,115,000	\$ 29,000	\$ 261,000

7 **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 \$70,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

30D **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 \$375,000 in 2022 and \$800,000 in the out years. This effort has no anticipated annual operating cost impact.

36 **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 2022 and \$731,000 in the out years. The project is partially funded in the amount of approximately \$6,543,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

66 **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 \$300,000 in 2022. This effort has no anticipated annual operating cost impact.

Millville Airport - Annual Projects

Airports Strategic Capital Improvement Plan

Ranking	Project	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	Annual Projects										
29D	Annual Minor Capital Maintenance (MIV)	\$ 493,000	\$ 12,000	\$ 200,000	\$ -	\$ 600,000	\$ -	\$ 600,000	\$ -	\$ 600,000	\$ -
31D	Annual Minor Capital Equipment (MIV)	\$ 280,000	\$ -	\$ 265,000	\$ -	\$ 120,000	\$ -	\$ 125,000	\$ -	\$ 175,000	\$ -
32D	Annual Automation/Telecom Upgrades (MIV)	\$ 50,000	\$ -	\$ 10,000	\$ -	\$ 5,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -
57D	Reserve for Economic Development/Tenant Improvements (MIV)	\$ 1,650,000	\$ -	\$ 350,000	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -
	Grand Total	\$ 2,473,000	\$ 12,000	\$ 825,000	\$ -	\$ 825,000	\$ -	\$ 840,000	\$ -	\$ 875,000	\$ -

29D **Annual Minor Capital Maintenance (MIV) - 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: 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 \$493,000 in 2022 and \$2,000,000 in the out years. The project is partially funded in the amount of approximately \$12,000 by the Federal Aviation Administration.

31D **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 \$280,000 in 2022 and \$685,000 in the out years.

32D **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 \$50,000 in 2022 and \$30,000 in the out years.

57D **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 \$1,650,000 in 2022 and \$650,000 in the out years.

Millville Airport - New Projects

Airports Strategic Capital Improvement Plan

Ranking	Project	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	New Projects										
39	M305 Rooftop HVAC Unit Replacement	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Airfield Markings (MIV)	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
74	Multi-Tenant Building	\$ 250,000	\$ -	\$ 1,800,000	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Grand Total	\$ 850,000	\$ -	\$ 1,800,000	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -

39 **M305 Rooftop HVAC Unit Replacement - Efficiency and Sustainability**

The HVAC unit on Building M305 at the Millville Airport is at the end of their service life and operates on obsolete R-22 refrigerant, which is being phased out by the EPA. The project will begin the process of replacement with a new high efficiency unit that operates on modern, environmentally friendly refrigerant. This project has an estimated DRBA cost of \$300,000 in 2022. This effort has no anticipated annual operating cost impact.

42 **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 2022. This effort has no anticipated annual operating cost impact.

74 **Multi-Tenant Building - Economic Development**

Millville Airport has experienced increased development and business interest and there is little available space to accommodate demand. The project provides for the construction of a multi-tenant light industrial building to accommodate new tenancy requests. This project has an estimated DRBA cost of \$250,000 in 2022 and \$3,300,000 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	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	Out Year Projects										
87	T-Hangar Replacements	\$ -	\$ -	\$ 125,000	\$ -	\$ 1,250,000	\$ -	\$ -	\$ -	\$ -	\$ -
94	Facility Utility Survey (MIV)	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -
104	Master Plan (MIV)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,000	\$ 188,000
	Grand Total	\$ -	\$ -	\$ 125,000	\$ -	\$ 1,550,000	\$ -	\$ -	\$ -	\$ 21,000	\$ 188,000

87 **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.

94 **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 \$300,000 in the out years. This effort has no anticipated annual operating cost impact.

104 **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 \$21,000 in the out years. The project is partially funded in the amount of approximately \$188,000 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	2021 \$ Spent (EST.)	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	Continuing Projects											
5	Rehabilitate 10-28 & Remove Taxiway E	\$ 481,000	\$ -	\$ 2,620,000	\$ 350,000	\$ 3,150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Way Finding	\$ 280,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	Facility Utility Survey (WWD)	\$ 70,000	\$ -	\$ 210,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30E	Roof and Building Envelope Rehabilitation (WWD)	\$ -	\$ 50,000	\$ -	\$ 1,725,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -
47	Multi-Purpose Building (Hornet Road)	\$ 140,000	\$ 7,691,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Terminal Parking Lot Pavement Improvements	\$ 100,000	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Grand Total	\$ 1,071,000	\$ 7,761,000	\$ 3,780,000	\$ 2,075,000	\$ 3,150,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -

5 **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 \$350,000 in the out years. The project is funded in the amount of approximately \$5,770,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

17 **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 \$20,000 in 2022. This effort has no anticipated annual operating cost impact.

20 **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. The project is funded in the amount of approximately \$210,000 by external funds. This effort has no anticipated annual operating cost impact.

30E **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 \$50,000 in 2022 and \$2,025,000 in the out years. This effort has no anticipated annual operating cost impact.

47 **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 \$7,691,000 in 2022. 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.

54 **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. The project is funded in the amount of approximately \$700,000 by external funds. This effort has no anticipated annual operating cost impact.

Cape May Airport - Annual Projects

Airports Strategic Capital Improvement Plan

Ranking	Project	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	Annual Projects										
29E	Annual Minor Capital Maintenance (WWD)	\$ 225,000	\$ -	\$ 250,000	\$ -	\$ 400,000	\$ -	\$ 400,000	\$ -	\$ 400,000	\$ -
31E	Annual Minor Capital Equipment (WWD)	\$ 30,000	\$ -	\$ 200,000	\$ -	\$ 125,000	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -
32E	Annual Automation/Telecom Upgrades (WWD)	\$ 20,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
58	Reserve for Economic Development/Tenant Improvements (WWD)	\$ 250,000	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -
	Grand Total	\$ 525,000	\$ -	\$ 555,000	\$ -	\$ 625,000	\$ -	\$ 620,000	\$ -	\$ 500,000	\$ -

29E **Annual Minor Capital Maintenance (WWD) - 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: site grading, lighting, signage, utility upgrades, storm water, fire suppression, pavement, airfield security/safety, planning, permitting and record document updates. This project has an estimated DRBA cost of \$225,000 in 2022 and \$1,450,000 in the out years.

31E **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 \$30,000 in 2022 and \$525,000 in the out years.

32E **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 \$20,000 in 2022 and \$25,000 in the out years.

58 **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 \$250,000 in 2022 and \$300,000 in the out years.

Cape May Airport - New Projects

Airports Strategic Capital Improvement Plan

Ranking	Project	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	New Projects										
51	Drainage Ditch Repair and Repaving	\$ 75,000	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60	Rehabilitate Taxiway "A"	\$ 15,000	\$ -	\$ 35,000	\$ 300,000	\$ -	\$ -	\$ 340,000	\$ 3,060,000	\$ 340,000	\$ 3,060,000
63	Third Multi-Tenant Building	\$ 1,050,000	\$ -	\$ 1,000,000	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -
69	Apron B Expansion	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Grand Total	\$ 1,740,000	\$ -	\$ 2,035,000	\$ 300,000	\$ 1,500,000	\$ -	\$ 340,000	\$ 3,060,000	\$ 340,000	\$ 3,060,000

51 **Drainage Ditch Repair and Repaving - Efficiency and Sustainability**

Drainage swale near Essex Road is need of slope stabilization and regrading to prevent wash outs. This project includes ditch regrading and repaving of the adjacent driveway to stabilize the area. This project has an estimated DRBA cost of \$75,000 in 2022 and \$1,000,000 in the out years. This effort has no anticipated annual operating cost impact.

60 **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 \$15,000 in 2022 and \$715,000 in the out years. The project is partially funded in the amount of approximately \$6,420,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

63 **Third Multi-Tenant Building - Economic Development**

Cape May Airport has experienced increased development and business interest. The Authority has constructed and leased two multi-tenant buildings, and there is demand for a third. The project provides for the construction of an additional multi-tenant light industrial building to accommodate new tenancy requests. This project has an estimated DRBA cost of \$1,050,000 in 2022 and \$2,500,000 in the out years. This effort has no anticipated annual operating cost impact.

69 **Apron B Expansion - Economic Development**

Cape May has experienced increased development and business interest for hangars and there is little available space to accommodate the demand. This project provides funding for design and construction of a phased apron expansion to accommodate current and future demand. This project has an estimated DRBA cost of \$600,000 in 2022. This effort has no anticipated annual operating cost impact.

Cape May Airport - Out Year Projects

Airports Strategic Capital Improvement Plan

Ranking	Project	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	Out Year Projects										
80	Remove Obstructions (WWD)	\$ -	\$ -	\$ 31,000	\$ 279,000	\$ 31,000	\$ 279,000	\$ 50,000	\$ 450,000	\$ 50,000	\$ 450,000
85	Airfield Markings (WWD)	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
101	New Hangars	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -
102	Master Plan (WWD)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,000	\$ 188,000
	Grand Total	\$ -	\$ -	\$ 331,000	\$ 279,000	\$ 31,000	\$ 279,000	\$ 100,000	\$ 450,000	\$ 71,000	\$ 638,000

80 **Remove Obstructions (WWD) - Economic Development**

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 \$162,000 in the out years. The project is partially funded in the amount of approximately \$1.5 million by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

85 **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.

101 **New Hangars - Economic Development**

There is a need for additional hangars at the Cape May Airport. The project programs the construction of additional hangars to address this demand. This project has an estimated DRBA cost of \$50,000 in the out years. This effort has no anticipated annual operating cost impact.

102 **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 \$21,000 in the out years. The project is partially funded in the amount of approximately \$188,000 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	2021 \$ Spent (EST.)	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	Continuing Projects											
6	Expand Apron	\$ 260,000	\$ -	\$ 1,897,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Master Plan (33N)	\$ 4,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38	Remove Obstructions (33N)	\$ 700,000	\$ 25,000	\$ -	\$ 25,000	\$ 475,000	\$ 33,000	\$ 637,000	\$ 26,000	\$ 480,000	\$ -	\$ -
40	Acquire Land For Airfield Protection	\$ 5,000	\$ 22,000	\$ 428,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Grand Total	\$ 969,000	\$ 47,000	\$ 2,330,000	\$ 25,000	\$ 475,000	\$ 33,000	\$ 637,000	\$ 26,000	\$ 480,000	\$ -	\$ -

6 **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.

19 **Master Plan (33N) - Efficiency and Sustainability**

The current master plan was outdated and was eligible for update in accordance with the federal Airport Improvement Program. The Authority intends to complete 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. The project is partially funded in the amount of approximately \$5,000 by the Federal Aviation Administration. This effort has no anticipated annual operating cost impact.

38 **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 \$25,000 in 2022 and \$84,000 in the out years. The project is partially funded in the amount of approximately \$1,592,000 by the Federal Aviation Administration. There is anticipated annual operating cost impact of \$7,000 for this project.

40 **Acquire Land For Airfield Protection - Safety**

The airport has recently expanded as have the safety areas surrounding the airport. The project programs the investigation and purchase of land adjacent to the airport to protect these new areas. This project has an estimated DRBA cost of \$22,000 in 2022. The project is partially funded in the amount of approximately \$428,000 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	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	Annual Projects										
29F	Annual Minor Capital Maintenance (33N)	\$ 475,000	\$ -	\$ 400,000	\$ -	\$ 400,000	\$ -	\$ 400,000	\$ -	\$ 400,000	\$ -
82	Annual Automation/Telecom Upgrades (33N)	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
	Grand Total	\$ 475,000	\$ -	\$ 405,000	\$ -	\$ 400,000	\$ -	\$ 420,000	\$ -	\$ 400,000	\$ -

29F **Annual Minor Capital Maintenance (33N) - 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: site grading, lighting, signage, utility upgrades, storm water, fire suppression, pavement, airfield security/safety, planning, permitting, and record document updates. This project has an estimated DRBA cost of \$475,000 in 2022 and \$1,600,000 in the out years.

82 **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 \$25,000 in the out years.

Delaware Airpark- New Projects

Airports Strategic Capital Improvement Plan

Ranking	Project	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	New Projects										
68	Property Acquisition	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -
99	Annual Minor Capital Equipment (33N)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 75,000	\$ -
	Grand Total	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 530,000	\$ -	\$ 75,000	\$ -

68 **Property Acquisition - Economic Development**

The Delaware Airpark is constrained for development on the land side of the property facing route 42. This project programs funds to take advantage of opportunities for land purchases that connect the airport to route 42 and expand development opportunities. This project has an estimated DRBA cost of \$500,000 in 2022 and \$500,000 in the out years. This effort has no anticipated annual operating cost impact.

99 **Annual Minor Capital Equipment (33N) - 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 \$105,000 in the out years.

Delaware Airpark Airport - Out Year Projects

Airports Strategic Capital Improvement Plan

Ranking	Project	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	Out Year Projects										
95	New Box Hangars	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Grand Total	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -

95 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	2022	External Funding 2022	2023	External Funding 2023	2024	External Funding 2024	2025	External Funding 2025	2026	External Funding 2026
	Annual Projects										
24G	Annual Minor Capital Maintenance (CAT)	\$ 185,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83	Annual Automation/Telecom Upgrades (CAT)	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
	Grand Total	\$ 185,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -

24G **Annual Minor Capital Maintenance (CAT) - 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: site grading, lighting, signage, utility upgrades, storm water, fire suppression, pavement, airfield security/safety, planning, permitting, and record document updates. This project has an estimated DRBA cost of \$185,000 in 2021.

83 **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 \$25,000 in the out years.



Appendix E. DHTS FFY 2022 Grant

HTS Federal Highway Safety Grant 2022

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 10/1/2021 To 9/30/2022

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

Only Finance Officers or their designee(s) are authorized to certify SAGE grant applications and subsequent reimbursement requests. To name an authorized designee the CFO/Finance Officer must notify DHTS in writing with the name of the designee(s). Letters with this designation can be attached here. NOTE: An authorized designee(s) must be from the agencies finance office and cannot be the same person as the grant's Project Director.

Authorizing Official

Prefix: Mrs.
First Name: Jennifer
Last Name: Marandino
Title: Executive Director
Address 1: 782 South Brewster Road
Address 2: Unit B6

HTS Federal Highway Safety Grant 2022

Organization: SJTPO

Contact Information

City: Vineland
State: New Jersey
Zip: 08361
Phone: 856-794-1941 ext.208
Fax: 856-794-2549
E-Mail: jmarandino@sjtpo.org

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 the Driver Behavior emphasis area including (Drowsy/Distracted Drivers, Aggressive Drivers, Impaired Drivers, Unlicensed Drivers and Unbelted Drivers & Occupants) as well as the Other Vulnerable Road Users emphasis area including Mature Drivers, Younger Drivers.

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/2399770_1867388-FY22DHTSGrant_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

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 300 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, as appropriate.
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, if necessary. Current supply is sufficient.
5. Continue relationship with the Atlantic County Office of Highway Safety and hold classes twice a month.
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
Participate in safety focused webinars to build knowledge and maintain skills

Activities

1. Promote existing programs and presentations offered at SJTPO.
2. Participate in various safety focused webinars offered by various coordinating agencies, such as National Safety Council, Safe Kids, etc.
3. Incorporate information and new materials into relevant SJTPO presentation material, keeping materials fresh and relevant.
4. Attend NJ TransAction 2021 as participant; exact details to be determined, assumed to be in-person vs virtual in Atlantic City, NJ.

Objective

The focus is Stakeholder Outreach. Through a consultant contract, develop a short film which could serve as a sales pitch to the administration at a school system to show the dynamic presentations offered at SJTPO

Click the Browse button to add Objectives attachments.

Tasks

Release RFP for Consultant Services, selecting consultant through selection process

Develop (up to five) short films to be used a marketing to area schools
Send correspondence to select area schools to build contact at school

Activities

1. Through Contractual Services, develop scope for RFP to short, succinct, and engaging "short films" that could include snippets of presentations offered by SJTPO's Traffic Safety Specialists
2. Through Contractual Services, take video of SJTPO presentations and develop a script to help market presentations offered by SJTPO.
3. Through Contractual Services, and working with SJTPO Public Outreach Planner, develop and purchase print collateral (which may include palm cards (3" x 8"), tri-fold, or similar type brochure) highlighting existing programs/presentations offered by SJTPO.
4. Video and print collateral will serve sales pitch to the administration at a school system to show the the dynamic presentations offered at SJTPO.
5. Promote SJTPO presentations for our communities, schools, and police agencies

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
7. Stakeholder Outreach

Click the Browse button to add Methodology attachments.

HTS Federal Highway Safety Grant 2022

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 2021-2022 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. A virtual event was last held in October 2020. No information is available related to a 2021 event.

Travel Authorization Request to be submitted for the NJ TransAction Conference, in accordance with DHTS new regulations for any out-of-state travel; meals, tolls, and other expenses not covered by the DHTS grant will be responsibility of SJTPO.

Task 4

Stakeholder Outreach, Objective 7

Activity 4

Contractual services to be completed as consultant-led technical study, administered by SJTPO, funding

HTS Federal Highway Safety Grant 2022

Organization: SJTPO

Milestones

exclusively available through this grant. Working with SJTPO's Public Outreach Planner the scope of the RFP will be developed during the 1st Q, with an RFP anticipated to be released in 1st/2nd Q. Consultant selection is anticipated to be in 2nd Q with work to be finalized in 3rd/4th Q. All expenses to be reimbursed through the DHTS grant, potentially late in the 2nd Q.

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 associated with Objectives 1-4 and increase the number of presentations in specific areas; Belts on Bones, Defensive Driving, and other programs; specifically in Cape May and Salem Counties. More details related to goals are listed in the attached 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.

Evaluation

This year we are also seeking funds for contractual services which would result in the production of a short film. Video is a powerful medium, which communicates information in ways a letter or static information on a website cannot. As such, it is our desire to develop (through consultant services) a short, succinct, and engaging "short films" that could include snippets of presentations offered by SJTPO's Traffic Safety Specialists. This dynamic film could be very beneficial in serving as a sales pitch to the administration at a school system to show the the dynamic presentations offered at SJTPO. The film would be timeless for as long as SJTPO's Traffic Safety Specialists are still with the MPO, serving as a resource to be used when specific contacts at the school move on to ensure the continued engagement. We anticipate the development of up to 5 of these films as part of this grant.

HTS Federal Highway Safety Grant 2022

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 2022

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 2022

Organization: SJTPO

Local Aid & Legislative Districts

Legislative Districts:

Local Aid Districts: District 3, District 4, Trenton

Congressional Districts:

HTS Federal Highway Safety Grant 2022
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 2022

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

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

HTS Federal Highway Safety Grant 2022

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/2399801_1867905-SJTPO_DHTSFY22Grantsubmission.FederalAudit.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 2022

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
	Total:	\$0	\$0	\$0

HTS Federal Highway Safety Grant 2022

Organization: SJTPO

Travel

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, to be determined	Wayne Shelton and Robert Clarke	\$1,500		\$1,500
				\$0
				\$0
				\$0
				\$0
		Total: \$1,500	\$0	\$1,500

This page is for detailing **overtime** hours only.

Overtime is generally reimbursed at \$60/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
Total:	0	0		\$0	\$0	\$0

[] 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
			\$0
Total:	\$2,500	\$0	\$2,500

HTS Federal Highway Safety Grant 2022

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
SJTPO Safety Outreach Program short film, featuring snippets of presentations, useful for gaining interest in safety programs available to schools	\$28,000		\$28,000
			\$0
			\$0
			\$0
			\$0
Total:	\$28,000	\$0	\$28,000

HTS Federal Highway Safety Grant 2022

Organization: SJTPO

Commodities

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

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

HTS Federal Highway Safety Grant 2022

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	\$2,000		\$2,000
Child Passenger Seat Training Dolls	\$1,200		\$1,200
			\$0
			\$0
			\$0
Total:	\$3,200	\$0	\$3,200

HTS Federal Highway Safety Grant 2022

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

If your agency has a federally approved Indirect Cost Rate agreement, attach a copy here.

HTS Federal Highway Safety Grant 2022

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	\$1,500	\$0	\$1,500
Enforcement/Education Details	\$0	\$0	\$0
Miscellaneous Personal Services	\$2,500	\$0	\$2,500
Contractual Services	\$28,000	\$0	\$28,000
Commodities	\$3,000	\$0	\$3,000
Other Direct Costs	\$3,200	\$0	\$3,200
Indirect Costs	\$0	\$0	\$0
Total:	\$38,200	\$0	\$38,200

HTS Federal Highway Safety Grant 2022

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 G. NJDOT/FHWA/FTA Comment Letters

NEW JERSEY DEPARTMENT OF TRANSPORTATION
Comments on the
South Jersey Transportation Planning Organization's draft FY 2023 UPWP

December 16, 2021

Below are the New Jersey Department of Transportation's (NJDOT) comments on South Jersey Transportation Planning Organization's (SJTPO) draft FY 2023 Unified Planning Work Program (UPWP):

1. NJDOT commends SJTPO on the format and contents of the draft UPWP. It is well-organized and easy to understand.
2. The draft FY 2023 UPWP budget and funding assumptions have been reviewed. The figures agree with NJDOT records.
3. NJDOT appreciates SJTPO's efforts to tie products to specific activities throughout Central Staff. There are a few instances where there are only activities and no products (i.e. page 38). In these cases the headings could be changed to say just "Activities."
4. Page 25. Products 4a and 4b are identical. This should be corrected.
5. Page 37. The first sentence for No. 6 mentions that roundtable discussions were recently held with state, regional, and local stakeholders. The subject matter (which is presumed to be mentioned in the following sentence) is not mentioned in that same sentence. Please revise.
6. Page 37. NJDOT commends SJTPO on altering language for item No. 7 to draft a Continuity of Operations Plan (COOP) *specific to SJTPO*. However, it was previously reported that a draft COOP was already in place and scheduled for board adoption in Fall 2021. Please clarify why this activity is included in the UPWP again.
7. Page 42. NJDOT commends SJTPO for a more in-depth look at refining the Project Selection Criteria.
8. Page 42. NJDOT commends SJTPO on including an activity related to collaboration on revisions to urbanized boundaries, as this will be a critical component affecting recipients of urbanized area funding.
9. Throughout the draft document there were miscellaneous typos and minor corrections. They are itemized below:
 - Pages 18-19. There are several comma splices and misplaced words on these two pages. Please correct these for a better grammatical flow.
 - Page 23. The reference to Table 10 is incorrect. Table 10 refers to the Subregional Work Program and should be corrected.

- Page 28. In No. 2, the second sentence contains the word “service” twice. NJDOT recommends substituting a different word for the second iteration of “service.”
- Page 31. Please change “Statewide Long Range Transportation Plan (SLRTP)” to “Long Range Statewide Transportation Plan (LRSTP)”.
- Page 58. The reference to Table 11 is incorrect and should be revised.
- Page 71. The reference to Table 12 is incorrect and should be revised.
- Page 84. The references to Tables 9 and 10 are incorrect and should be revised.
- Page 94. The reference to Table 12 is incorrect and should be revised.

~ ~ ~

FHWA New Jersey Division
Comments on the SJTPO draft FY2023 UPWP

January 14, 2022

General:

1. FHWA commends SJTPO for producing a well-organized and easy-to-understand document.
2. FHWA encourages SJTPO to use the UPWP to figure out how to continue using virtual public involvement to engage the public within its region.
3. FHWA recommends that SJTPO provide a list of projects that will be worked on in the current fiscal year UPWP. Projects that arise after the approval of the UPWP should be included via an amendment. The following projects are of concern - Task II activities j and 8 are unknown in Cape May and Cumberland counties, respectively. Please remove these two activities.
4. FHWA reminds SJTPO to be cognizant of the 270-day from authorization Federal billing timeline to avoid project inactivity.

FY2023 UPWP:

1. On page 11, it is mentioned that SJTPO has a part-time Subregional Program Specialist vacancy since December 2020. Is the expectation that this vacancy will be filled again? If so, is there a timeline for when this would be done?
2. There are activities with products that fall out of the timeline for this UPWP and are better suited for inclusion in the next FY UPWP. Product 5b for 23/114 is expected in Fall 2023; Product 1a for 23/120 is anticipated in Winter/Summer 2023; Product 5a for 23/114 is expected in Summer 2023; Product 2a for 23/117 is expected in Summer 2023; Product 3a for 23/130 is expected Summer/Fall 2023; Product 8b for 23/152 is expected Summer 2023;
3. On page 35, product 4a, is this list available publicly (e.g., on your website), or is this only for internal use?
4. On page 44, activity #7, FHWA commends SJTPO for working with counties to identify solutions when working with the Pinelands Commission.
5. On page 52, activity #7, please share with FHWA your self-certification documents before seeking board approval.
6. 23/301: Atlantic County – Task III – what is the product or deliverable? The GIS Specialist position is vacant; when is it expected to be filled, and will there be an impact to work if not filled?
7. 23/304: Salem County – Task III – FHWA encourages the county to amend the process of identifying roadways and intersections for improvement analysis and strive to provide selected locations during the public comment period?
8. 23/401 and 23/402 – what are the expected products for these studies?
9. On page 84, under Expenditures, there are several references to FY 2022. Is this correct?
10. On page 85, there is a typo in the last paragraph, ...part of the Central Staff Salaries (**Task 20/101** Central Staff Salaries/Labor)....should this be Task 23/101?

FTA Region 2 Comments on the SJTPO Draft FY 2023 UPWP

January 14, 2022

Notables-

- Collaboration with other MPOs
- Connecting UPWP Tasks to RTP goals
- Connectivity of various tasks in the UPWP
- Appendix A. showing “Continuing Task Orders”

TASKS - Comments-

1. Continue to support equity in transportation planning in the region.
2. Continue to apply the lessons learned during the pandemic to expand public participation in the region in the planning process.
3. Page 14 – Last paragraph under “The Transportation Planning Environment”. Typo “Bipartisan **infrastructure** Law” (BIL) – “I” should be capitalized.
4. Page 17 - Table 2: Regional Planning Product Milestones - The dates (years) should be spelled out in full to avoid the confusion of mistaking them for days of the month.
5. Page 20 - Traffic Safety Education Programs - Emphasis should also be placed on pedestrian/bicycle/micro-transit safety at and around public transit stops.
6. Page 21 - Data-Driven Safety – Emphasis should also be placed to working with NJ TRANSIT and other public transit providers in the region to identify and analyze crash data related to public transit.
7. Additional Tasks to Consider – work with NJ TRANSIT to begin to explore the feasibility of meaningful transition to electric and other low emission public transit fleet and supporting infrastructure.
8. Page 22 - 2. 23/100: Central Staff Work Program – consider adding illustrative charts/visual aids (possibly as insets to the page) to show the percentage breakdown of central staff work program for ease of assimilation.
9. Task 23/112: Complete Streets Planning, collaboration with NJ TRANSIT and other public transit providers in the region on this Task is encouraged.
10. For Task 23/115: Transportation Safety Planning – There are no public transit safety activities/performance monitoring for this task.

11. Task 23/118: Resiliency & Reliability Planning – NJ TRANSIT should also be included in the agency collaboration to advance the proposed Regional Vulnerability Assessment study.
12. Task 23/119: Intelligent Transportation Systems Planning – consider incorporating public transit ITS in this task.
13. Task 23/401: Microtransit Feasibility Study – Salem County – Please share the scalability/wide applicability of the findings of this study.
14. Tasks 23/504: New Jersey Transit/ 23/505: South Jersey Transportation Authority – to the extent possible, share outcome of studies/activities/findings with FTA.
15. Page 84 – Double check the FY. There are references of FY 22 when it should be FY23.



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
(856) 794-1941
(856) 794-2549 (fax)

Jennifer Marandino, P.E.
Executive Director

John W. Risley, *Secretary/Treasurer*

February 9, 2022

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 2023 Unified Planning Work Program**

Dear Mr. Swords:

We are in receipt of the January 14, 2022 email from the New Jersey Department of Transportation (NJDOT) that shares the comments from NJDOT and the Federal Highway Administration (FHWA), and the subsequent January 18, 2022 email that transmits comments from the Federal Transit Administration (FTA) on the South Jersey Transportation Planning Organization's (SJTPO) Fiscal Year (FY) 2023 Unified Planning Work Program (UPWP).

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 2023 UPWP can be found on the SJTPO website at www.sjtpo.org/upwp. Please note the page numbers may have changed between the original draft and any subsequent revisions. As such, the page numbers may not directly correspond to the initial comments made by NJDOT, FHWA, and FTA.

NJDOT Comments – December 16, 2021

Comment 1. NJDOT commends SJTPO on the format and contents of the draft UPWP. It is well-organized and easy to understand.

SJTPO greatly appreciates the commendation on the format and contents. While the format is similar to previous UPWPs, in this document, subheadings were added to the Regionwide FY 2023 Planning Priorities section, which helps the reader to comprehend the information more easily.

Comment 2. The draft FY 2023 UPWP budget and funding assumptions have been reviewed. The figures agree with NJDOT records.

Thank you for the feedback and confirming SJTPO's budget and funding assumptions. SJTPO is waiting for updated allocations for FHWA Planning resources that are anticipated with the new Bipartisan Infrastructure Law. If the allocations are known prior to SJTPO seeking approval of the

FY 2023 UPWP in March 2022, the funds will be incorporated. Otherwise, the additional resources will be added through an amendment to the UPWP.

Comment 3. NJDOT appreciates SJTPO's efforts to tie products to specific activities throughout Central Staff. There are a few instances where there are only activities and no products (i.e. page 38). In these cases the headings could be changed to say just "Activities."

Staff worked to tie products to specific activities within the Central Staff Work and is pleased to hear that NJDOT appreciates the effort. The headings for the tasks in question (Task 23/117 Economic Development & Tourism, Task 23/119 Intelligent Transportation Systems Planning, and Task 23/121 Regional Coordination & Collaboration) were revised to reference Activities, removing "and Products (due dates)."

Comment 4. Page 25. Products 4a and 4b are identical. This should be corrected.

Thank you for bringing the duplicative products to the attention of SJTPO. There is now only one product listed under Activity 4 within Task 23/111 Performance Based Planning.

Comment 5. Page 37. The first sentence for No. 6 mentions that roundtable discussions were recently held with state, regional, and local stakeholders. The subject matter (which is presumed to be mentioned in the following sentence) is not mentioned in that same sentence. Please revise.

The text associated with Activity 6 under Task 23/118 Resiliency & Reliability Planning has been revised.

Comment 6. Page 37. NJDOT commends SJTPO on altering language for item No. 7 to draft a Continuity of Operations Plan (COOP) specific to SJTPO. However, it was previously reported that a draft COOP was already in place and scheduled for board adoption in Fall 2021. Please clarify why this activity is included in the UPWP again.

While some work was completed to develop a Continuity of Operations Plan (COOP) specific to SJTPO, the document remains incomplete. Completion of the COOP did not take precedence over competing priorities and change management due to the COVID-19 pandemic.

The timeline for completion of the COOP was reevaluated and adoption of the document is scheduled for July 2022. This change was made to the FY 2022 UPWP and listed in the FY 2022 UPWP Activities Tracker posted to the SJTPO website at www.sjtpo.org/upwp. The delay in completion and adoption of the COOP was shared with the Technical Advisory Committee (TAC) and Policy Board at their November 2021 meetings.

Comment 7. Page 42. NJDOT commends SJTPO for a more in-depth look at refining the Project Selection Criteria.

Thank you for the commendation for SJTPO efforts to refine the Project Selection Criteria. The Project Evaluation Process was updated as a part of the Regional Transportation Plan, *RTP 2050*, development and formally adopted by the Policy Board in July 2020. The new selection criteria was used for the first time when selecting projects as part of the Federal Fiscal Year (FFY) 2022-2029 Transportation Improvement Program (TIP).

Comment 8. *Page 42. NJDOT commends SJTPO on including an activity related to collaboration on revisions to urbanized boundaries, as this will be a critical component affecting recipients of urbanized area funding.*

Thank you for the commendation related to collaboration on revisions to the urbanized boundaries. SJTPO found the training that FHWA-NJ facilitated on the Census Urban Area Boundary adjustment process informative. While SJTPO will not spearhead the effort, some staff will be active participants. Jason Simmons, Program Manager Capital Programming & Project Development, will lead the adjustments to the urbanized area. The Functional Classification efforts will be managed by David Heller, Program Manager System Performance & Subregional Program.

Comment 9. *Throughout the draft document there were miscellaneous typos and minor corrections. They are itemized below:*

- *Pages 18-19. There are several comma splices and misplaced words on these two pages. Please correct these for a better grammatical flow.*
- *The reference to Table 10 is incorrect. Table 10 refers to the Subregional Work Program and should be corrected.*
- *Page 28. In No. 2, the second sentence contains the word “service” twice. NJDOT recommends substituting a different word for the second iteration of “service.”*
- *Page 31. Please change “Statewide Long Range Transportation Plan (SLRTP)” to “Long Range Statewide Transportation Plan (LRSTP)”.*
- *Page 58. The reference to Table 11 is incorrect and should be revised.*
- *Page 71. The reference to Table 12 is incorrect and should be revised.*
- *Page 84. The references to Tables 9 and 10 are incorrect and should be revised.*
- *Page 94. The reference to Table 12 is incorrect and should be revised.*

Thank you for bringing attention to the various errors. The errors were reviewed and addressed.

FHWA New Jersey Division Comments – January 14, 2022

General

Comment 1. *FHWA commends SJTPO for producing a well-organized and easy-to-understand document.*

Thank you for the commendation. While the format and structure of the document is similar to previous UPWPs, SJTPO made an effort to improve this UPWP with the goal of producing a comprehensible document.

Comment 2. *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 23/151 Public Involvement & Outreach references the use of virtual public meetings as a method to engage the public. SJTPO 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 the public in the region with limited access to reliable internet. SJTPO has been exploring paid social media promotion, as well as working with local news media in promoting activities digitally. Staff will continue to test various methods and continue ones that show signs of success and a positive return on investment.

Comment 3. *FHWA recommends that SJTPO provide a list of projects that will be worked on in the current fiscal year UPWP. Projects that arise after the approval of the UPWP should be included via an amendment. The following projects are of concern - Task II activities j and 8 are unknown in Cape May and Cumberland counties, respectively. Please remove these two activities.*

SJTPO has removed the two references to placeholder activities under Task II activities for Cape May and Cumberland Counties under the Subregional Planning Work Program. As recommended, should any other transportation-related projects, activities, or studies arise after the approval of the FY 2023 UPWP, such items will be added to the UPWP through an amendment.

Comment 4. *FHWA reminds SJTPO to be cognizant of the 270-day from authorization Federal billing timeline to avoid project inactivity.*

Thank you for this information. SJTPO has worked with NJDOT when establishing the task order and allocating funds for the FY 2022 UPWP. The anticipation is that this will alleviate any issues with delayed billing that was previously experienced. SJTPO will continue to encourage subregional partners and consultants to submit invoices in a timely manner, which will help keep projects active.

FY 2023 UPWP

Comment 1. *On page 11, it is mentioned that SJTPO has a part-time Subregional Program Specialist vacancy since December 2020. Is the expectation that this vacancy will be filled again? If so, is there a timeline for when this would be done?*

At this time, SJTPO cannot be certain if and/or when the Subregional Program Specialist vacancy will be filled. The roles and responsibilities of the Subregional Program Specialist have been reassigned to the Program Manager and other central staff, as appropriate, with little to no interruption. However, SJTPO recognizes the vacancy does limit the organization's ability to expand and take on new tasks.

In addition to the retirement that led to the Subregional Program Specialist vacancy (December 2020), the Assistant Planner recently resigned (January 2022). This new vacancy has been added to the UPWP document. SJTPO intends to advertise the vacant Assistant Planner/Engineer position in late-February to fill this immediate need.

Any action to hire an employee will be considered by a Personnel Subcommittee of the Policy Board, brought to the SJTA Board of Commissioners for approval, and to the full SJTPO Policy Board for concurrence.

Comment 2. *There are activities with products that fall out of the timeline for this UPWP and are better suited for inclusion in the next FY UPWP. Product 5b for 23/114 is expected in Fall 2023; Product 1a for 23/120 is anticipated in Winter/Summer 2023; Product 5a for 23/114 is expected in Summer 2023; Product 2a for 23/117 is expected in Summer 2023; Product 3a for 23/130 is expected Summer/Fall 2023; Product 8b for 23/152 is expected Summer 2023.*

SJTPO was aware that some products included in the FY 2023 UPWP were outside of the timeline but thought it best to include for full transparency. Instead of listing those products specifically, reference was made to the deliverable within the activity itself to note the due date and the fact that it falls outside the timeline of the FY 2023 UPWP.

Please note that the due date for Product 1a for Task 23/120 has been revised to Fall 2022, which is included in the timeline of this UPWP. Products 2a and 2b for Task 23/163 Unified Planning

Work Program were noted by SJTPO to fall outside of the timeline of this UPWP and have been noted as such.

Comment 3. On page 35, product 4a, is this list available publicly (e.g., on your website), or is this only for internal use?

The list of Signalized Intersections Lists for Problem Statements is produced by NJDOT's Division of Statewide Planning – Statewide Strategies and is used internally between the agencies. Locations are identified using NJDOT's management system for the purposes of advancing locations through the NJDOT problem statement development process.

SJTPO will explore the feasibility of including locations on this list for evaluation and analysis as part of its efforts for the FY 2022 Automated Traffic Signal Performance Feasibility and Deployment technical program work.

Comment 4. On page 44, activity #7, FHWA commends SJTPO for working with counties to identify solutions when working with the Pinelands Commission.

SJTPO appreciates the commendation. Staff looks forward to identifying common barriers that SJTPO's counties and municipalities experience when advancing a project in the Pinelands.

Comment 5. On page 52, activity #7, please share with FHWA your self-certification documents before seeking board approval.

It has been standard practice for SJTPO to conduct a review of its planning process to ensure that it is being carried out in accordance with all applicable requirements every two years at the time of development and approval of the SJTPO TIP. SJTPO will plan on sharing all self-certification documents before seeking Policy Board approval.

For the purposes of the FY 2023 UPWP, preparation of self-certification documents was moved from under Task 23/163 Unified Planning Work Program to 23/131 Transportation Improvement Program with a specific deliverable identified. Staff anticipates the self-certification documents will be produced in late-June 2023, which falls inside the timeline of this UPWP. The product may be delayed based upon NJDOT's timeline for adoption of the FFY 2024-2031 TIP.

Comment 6. 23/301: Atlantic County – Task III – what is the product or deliverable? The GIS Specialist position is vacant; when is it expected to be filled, and will there be an impact to work if not filled?

Text has been added to indicate the anticipated deliverable to be completed for Atlantic County's Task III Delilah Road (CR 646) Traffic Improvement Study.

Atlantic County has two GIS Specialist positions included within its Staffing Plan. Specific staff persons are now listed for both positions, whereas only one of the two positions previously included a named person. The exclusion of the second staff member was an oversight.

Comment 7. 23/304: Salem County – Task III – FHWA encourages the county to amend the process of identifying roadways and intersections for improvement analysis and strive to provide selected locations during the public comment period?

Salem County recently shared specific locations to be evaluated through its Task III Roadway and Intersection Improvement Analysis. These and other locations are determined through consultation between the Salem County Public Works Committee and the County Engineers office. Locations

to be studied are selected based on requests received from municipalities or as otherwise determined by the Public Works Committee. Three locations are known, which have been added into the FY 2023 UPWP. County staff would like to allow themselves the flexibility to add locations as near to the start of the fiscal year as possible. The county has committed to submitting a final list of locations to be studied for the upcoming year (FY 2023) prior to the end of the previous fiscal year (FY 2022).

Comment 8. 23/401 and 23/402 – what are the expected products for these studies?

Tasks 23/401 Microtransit Feasibility Study and Task 23/402 Maurice River Corridor Study are listed in SJTPO's Technical Program and intended to be consultant-led studies. Task 23/401 will evaluate the feasibility of microtransit in the western Atlantic County area and similarly in other rural areas. Task 23/402 will include investigating opportunities for eco-tourism, trails, and other economic development considerations within the Maurice River corridor. Text has been added to the UPWP for the consultant-led efforts that more specifically indicates the anticipated products to be completed.

While SJTPO has released a Request for Proposals (RFP) for Task 23/401 Microtransit Feasibility Study, an RFP is not expected to be drafted and released until this fall for Task 23/402 Maurice River Corridor Study. The full details of the scope and final planning document will be developed at that time.

Comment 9. On page 84, under Expenditures, there are several references to FY 2022. Is this correct?

Thank you for bringing the incorrect use of FY 2022 to the attention of SJTPO. The text now correctly references FY 2023.

Comment 10. On page 85, there is a typo in the last paragraph, ...part of the Central Staff Salaries (Task 20/101 Central Staff Salaries/Labor)....should this be Task 23/101?

Thank you for bringing the typo to the attention of SJTPO. The change was made to the text and Central Staff Salaries now refers to the task as Task 23/101.

Federal Transit Administration (FTA) Region 2 Comments – January 14, 2022

Notables

- ***Collaboration with other MPOs***
- ***Connecting UPWP Tasks to RTP goals***
- ***Connectivity of various tasks in the UPWP***
- ***Appendix A. showing “Continuing Task Orders”***

SJTPO very much appreciates FTA calling out several notables from the FY 2023 UPWP.

TASKS - Comments

Comment 1. Continue to support equity in transportation planning in the region.

SJTPO agrees and will continue to support equity throughout its processes. SJTPO has been actively involved in conversations and actions at several levels of the transportation planning process, all of which have placed a much greater emphasis on equity in the State of New Jersey.

SJTPO recently (May 2021) revised plans associated with Title VI and Limited English Proficiency (LEP), has bolstered its Public Involvement Plan (PIP), and continues to make substantive improvements to Environmental Justice Report. Together, these plans guide all SJTPO's processes.

SJTPO has an active consultant contract for on-call translation and interpretation support. Staff also conducts LEP analyses prior to releasing each RFP to determine any LEP needs within the study area. SJTPO is actively involved with subregional partners to ensure LEP, Title VI, and DBE/ESBE are appropriately incorporated in their work and related securing of consultant services.

SJTPO has engaged in conversations, both internally and externally, to understand the best approaches to evaluating the benefits and burdens of projects and will work to incorporate this into its Project Evaluation Process.

In Spring 2022, SJTPO plans to begin the new Community Outreach and Engagement Committee (COEC), which staff will continue building in FY 2023 and beyond. A central focus of this committee is equitable representation. Additionally, as part of the upcoming Countywide Local Road Safety Plans effort, there will be substantive equity elements with deliverables that will reap benefits throughout SJTPO's process, including replicating the Delaware Valley Regional Planning Commission's (DVRPC) Indicators of Potential Disadvantage in the SJTPO region.

Comment 2. Continue to apply the lessons learned during the pandemic to expand public participation in the region in the planning process.

SJTPO's public involvement process has changed considerably because of the COVID-19 pandemic. Most notably SJTPO's public outreach events have shifted from in-person to virtual. This has provided the opportunity for more people to participate, given the decentralized nature of the region, as well as the reality of everyone's differing schedules. However, shifting to solely virtual public outreach methods has highlighted the barriers to engagement among the public with presumed limited internet access and those with limited technological literacy.

As noted in an early response, Activity No. 2 under Task 23/151 Public Involvement & Outreach references the use of virtual public meetings as a method to engage the public. SJTPO anticipates that when in-person events resume there will also be a virtual aspect to many of the events. SJTPO assumes a hybrid approach of both in-person and virtual will be beneficial since each person's circumstances are unique.

SJTPO has been experimenting with creative means of reaching people, including paid social media promotion, location-based targeting, working with local news media, expanded use of mailers, as well as proactively providing Spanish translation. Staff will continue to test various methods and continue ones that show signs of success and a positive return on investment.

Comment 3. Page 14 – Last paragraph under “The Transportation Planning Environment”. Typo “Bipartisan infrastructure Law” (BIL) – “I” should be capitalized.

Thank you for bringing the typo to the attention of SJTPO. The change was made in the text and the capitalization has been corrected.

Comment 4. Page 17 - Table 2: Regional Planning Product Milestones - The dates (years) should be spelled out in full to avoid the confusion of mistaking them for days of the month.

The month and year noted in Current and Next Adoption dates within Table 2 have been spelled out in full for clarity and to avoid any confusion.

Comment 5. Page 20 - Traffic Safety Education Programs - Emphasis should also be placed on pedestrian/bicycle/micro-transit safety at and around public transit stops.

SJTPO will share this comment with NJ TRANSIT and will offer to coordinate with and assist the agency in addressing safety issues in and around NJ TRANSIT stops and stations in the SJTPO region. SJTPO will support any effort initiated by NJ TRANSIT.

Comment 6. Page 21 - Data-Driven Safety – Emphasis should also be placed to working with NJ TRANSIT and other public transit providers in the region to identify and analyze crash data related to public transit.

SJTPO will share this comment with NJ TRANSIT. Further, SJTPO will convey information to NJ TRANSIT relating to any work that NJDOT undertakes to analyze crash data on its network. NJ TRANSIT can then consider emulating the work on its network.

In FY 2023, SJTPO will be undertaking a major technical study to develop Countywide Local Road Safety Plans (Task 23/403). This effort will include significant work to inventory the county and local networks for systemic risk factors and offer systemic safety countermeasures as improvements. As the RFP was only recently released (January 26, 2022), it is too soon to comment on specific conditions that will require action or on countermeasures that will be identified and prioritized. SJTPO will, however, be sure to request the latest NJ TRANSIT data on transit stops and stations to ensure that this data is incorporated into the analyses.

Comment 7. Additional Tasks to Consider – work with NJ TRANSIT to begin to explore the feasibility of meaningful transition to electric and other low emission public transit fleet and supporting infrastructure.

SJTPO will share this comment with NJ TRANSIT and will offer to coordinate with and assist the agency in any efforts related to the exploration of and/or transition of electric and other low emission public transit fleet and supporting infrastructure, as appropriate. SJTPO will support any effort initiated by NJ TRANSIT.

Comment 8. Page 22 - 2. 23/100: Central Staff Work Program – consider adding illustrative charts/visual aids (possibly as insets to the page) to show the percentage breakdown of central staff work program for ease of assimilation.

SJTPO agrees that illustrative charts or other visual representation of information is easier to digest. Over the last two years, SJTPO has made it standard practice to prepare an Executive Summary of the UPWP after final approval. The Executive Summary includes two pie charts, one displaying the breakdown of total revenues and the other showing the breakdown of United States Department of Transportation (USDOT) planning resources. A similar pie chart is posted to the SJTPO website at www.sjtpo.org/upwp, which illustrates the breakout of total revenues, including an inset showing the financial resources provided to the four counties within the Subregional Planning Work Program. This information is compiled and displayed after the UPWP is effective on July 1st.

As part of developing the FY 2023 Executive Summary of the UPWP, SJTPO will create a new pie chart to illustrate the breakdown of funding allocated to each Central Staff work task. This new chart will be considered for inclusion on the UPWP webpage at the web address previously mentioned.

Comment 9. Task 23/112: Complete Streets Planning, collaboration with NJ TRANSIT and other public transit providers in the region on this Task is encouraged.

SJTPO will share this comment with NJ TRANSIT and will offer to coordinate with and assist the agency in incorporating Complete Streets elements in the SJTPO region. SJTPO will continue participation in numerous Complete Streets groups and efforts throughout the region and state, as well as in promoting Complete Streets in local planning efforts and project development. SJTPO will support any effort initiated by NJ TRANSIT.

Comment 10. For Task 23/115: Transportation Safety Planning – There are no public transit safety activities/performance monitoring for this task.

Coordination with NJ TRANSIT and other agencies related to the development, establishment, and integration of performance measures and targets for transit asset management and transit safety are included as activities within Task 23/111 Performance Based Planning. Other efforts related to Safety Performance Management (PM1) Targets are noted in Task 23/115 Transportation Safety Planning. The State's effort related to performance targets is developed by a collaborative statewide group. NJ TRANSIT has not been part of that effort.

SJTPO is supportive and would be pleased to coordinate with any efforts undertaken by NJ TRANSIT related to public transit safety activities and monitoring, as appropriate.

It should be noted that SJTPO is conducting several activities that focus on the safety of the transportation system, specifically of the roadway network. These efforts include advancement of FHWA's Proven Safety Countermeasures, implementation of the New Jersey Strategic Highway Safety Plan, and advancement of the Local Safety Program. These and other efforts are being led by NJDOT and FHWA and not necessarily at the MPO level.

SJTPO welcomes any opportunity to be involved in statewide safety-focused transit programs that may be developed in the future.

Comment 11. Task 23/118: Resiliency & Reliability Planning – NJ TRANSIT should also be included in the agency collaboration to advance the proposed Regional Vulnerability Assessment study.

In addition to evaluating roadway assets, SJTPO intends to consider commuter and freight rail lines, bus depots, and other transportation associated assets as part of the Regional Vulnerability Assessment.

Comment 12. Task 23/119: Intelligent Transportation Systems Planning – consider incorporating public transit ITS in this task.

SJTPO is supportive and would be pleased to coordinate on any efforts undertaken by NJ TRANSIT related to the incorporation of ITS in public transit, as appropriate.

Comment 13. Task 23/401: Microtransit Feasibility Study – Salem County – Please share the scalability/wide applicability of the findings of this study.

The Microtransit Feasibility Study will mainly focus on the Route 54/40 Community Shuttle operating within western Atlantic County. However, the study will explore if microtransit can be a viable mode of transportation in nearby rural areas. SJTPO would be agreeable to share the findings of this study with transportation providers throughout the state.

Comment 14. Tasks 23/504: New Jersey Transit/ 23/505: South Jersey Transportation Authority – to the extent possible, share outcome of studies/activities/findings with FTA.

All efforts and planning activities included within Task 23/500 Non-MPO-Funded Transportation Planning Activities are included to broaden awareness of related activities and prevent duplication of planning and study efforts, among others. These efforts are not led by SJTPO but instead by the organization, as noted. SJTPO will share FTA's request to share the outcome of any work completed by NJ TRANSIT and SJTA.

Comment 15. Page 84 – Double check the FY. There are references of FY 22 when it should be FY 23.

Thank you for bringing this oversight to the attention of SJTPO. The change was made in the text and now correctly references FY 2023.

I trust that the above responses adequately address the comments of NJDOT, FHWA, and FTA related to review of SJTPO's FY 2023 UPWP. A revised draft of SJTPO's FY 2023 UPWP will be added to the SJTPO website at www.sjtpo.org/upwp. Recommendation for Policy Board approval is being sought by the TAC on March 14th, with Policy Board consideration on March 28th. Should you have any questions or additional concerns, please do not hesitate to reach out. Thank you for your review.

Sincerely,



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

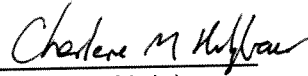
- A. Reimbursable travel expenses of prospective employees shall require prior approval of the Director, OMB.
- B. Only prospective professional and technically skilled employees who possess urgently required skills that cannot be found locally after a reasonable search and who are invited for State 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.



Charlene M. Holzbaaur
Director



Appendix J. Policy Board Resolution

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2203-08: Adopting the FY 2023 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 2023 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 2023 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

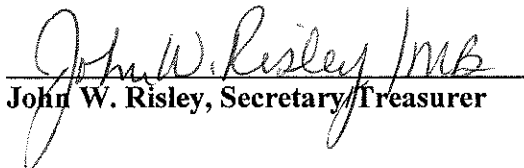
WHEREAS, the SJTPO FY 2023 UPWP includes salaries for nine full-time and three part-time positions along with a seasonal intern, with a 2% pool for merit-based increases, subject to the discretion of the SJTPO Executive Director and approval of the SJTA Board of Commissioners; and

NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby adopts the FY 2023 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 28, 2022.


John W. Risley, Secretary/Treasurer

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2207-23: Approving an Amendment to the FY 2023 Unified Planning Work Program Adding Tasks under 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 28, 2022, the SJTPO Policy Board approved the SJTPO FY 2023 UPWP, which included a total of \$3,474,884 in Total Programmed FHWA Resources and allocated \$155,000 of FHWA-PL funds and \$1,600,000 of HSIP funds within the Technical Program; and

WHEREAS, the new federal legislation, Infrastructure Investment and Jobs Act (IIJA)/Bipartisan Infrastructure Law (BIL), increased the amount of Metropolitan Planning (PL) funds made available to MPOs; and

WHEREAS, the increase in PL funds will result in a total of \$275,216 additional resources to SJTPO, broken out into \$170,167 in FHWA funds and an additional \$105,049 in FTA funds; and

WHEREAS, SJTPO seeks to amend the FY 2023 UPWP to add three new tasks within the Technical Program, including Task 23/403 FY 2023 Demographics Analysis, Task 23/404 Air Quality Post Processor Development, and Task 23/405 SJTPO Regional Freight Plan; and

WHEREAS, \$25,000 will be added to Task 23/402 Maurice River Corridor Study, resulting in a revised total of \$553,815 of FHWA-PL funds within the Technical Program, including Central Staff costs associated with Task 23/165 Technical Program Management; and

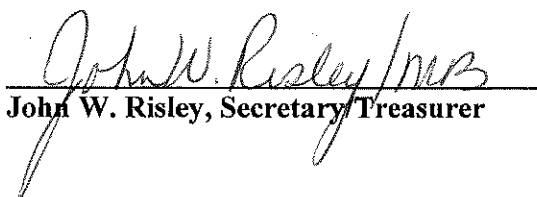
WHEREAS, \$3,046,701 of HSIP funds is required to complete the technical study for Task 23/406 Countywide Local Road Safety Plans, resulting in a revised total of \$5,196,801 in Total Programmed FHWA Resources programmed in SJTPO's FY 2023 UPWP; and

NOW, THEREFORE BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves an amendment to the SJTPO FY 2023 UPWP to add new tasks within the Technical Program.

BE IT FURTHER RESOLVED, that the Policy Board requests that the South Jersey Transportation Authority (SJTA) execute the appropriate contractual arrangements with the consultant on behalf of the SJTPO, pending the availability of funds and pending authorization from NJDOT and FHWA.

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 on July 25, 2022.


John W. Risley, Secretary/Treasurer