

SOUTH

JERSEY

TRANSPORTATION

PLANNING

ORGANIZATION

UNIFIED

PLANNING

WORK

PROGRAM

FISCAL YEAR 2015

SOUTH JERSEY
TRANSPORTATION PLANNING
ORGANIZATION
FY 2015
UNIFIED PLANNING WORK PROGRAM

Policy Board Approved
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SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

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SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

FY 2015 UNIFIED PLANNING WORK PROGRAM

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OVERVIEW

PURPOSE OF THE UNIFIED PLANNING WORK PROGRAM

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, MPO's carry out transportation planning and decision-making for urbanized areas. Formed in mid-1993, SJTPO replaced three small existing MPO's and incorporated areas not previously served.

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

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

Each year, MPO's prepare a Unified Planning Work Program (UPWP), in cooperation with member agencies, to describe all metropolitan transportation and transportation-related air quality planning activities anticipated within the area during the year. The UPWP includes the work of member agencies and consultants, as well as the work done directly by the MPO's Central Staff. As of the date of this document, SJTPO Central Staff is projected to consist of the following individuals and responsibilities:

Timothy G. Chelius, P.P., AICP, Executive Director: Overall SJTPO operations

Tina Arcaro, Traffic Safety Specialist (PT/Temporary): DDACTS Implementation, Share the Keys, community traffic safety

Monica LoGuidice, Manager of Administration: Office and contract management

Nancy Hammer, Budget Analyst: Budgeting, TIP data base management, TAC support

Jennifer Marandino, P.E., Team Leader, Safety & Capital Programming: safety engineering and planning, capital programming, project development

Alan Huff, Senior Transportation Planner: DDACTS, GIS, website, safety planning

John Petersack, Capital Program Specialist (PT): TIP/STIP

David Heller, P.P., AICP, Team Leader, Regional & Systems Planning: Travel demand modeling, regional planning, air quality analysis, technical assistance

William Schiavi, CPA, AICP, Manager of Regional Planning: Asset management systems

Andrew Tracy, Transportation Planner: Modeling, data analysis, CMAQ Program

Michael Reeves, P.P., AICP, Special Projects Coordinator (PT): Subregional Transportation Work Program, greenhouse gas inventory

VACANT, Transportation Planner: Geographic Information Systems, systems planning,

Teresa Thomas, SJTSA Program Manager: Traffic safety education, Title VI

Wayne Shelton, Traffic Safety Specialist (PT): Community traffic safety

Robert Clarke, Community Safety Specialist, (PT): Community traffic safety

THE TRANSPORTATION PLANNING ENVIRONMENT

The federal Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) established a new agenda for maintaining and investing in the nation's transportation infrastructure. Under this landmark legislation, MPO's were entrusted with an expanded role in transportation planning and capital programming. They became partners with state government in making decisions about how transportation tax dollars are spent, thus bringing decisions closer to those served. The Transportation Equity Act for the 21st Century (TEA-21), enacted in 1998, basically reaffirmed and retained the structure of the planning process under ISTEA, as did the passage of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) in 2005.

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

MAP-21, the Moving Ahead for Progress in the 21st century Act (P.L. 112-141), was signed into law by President Obama on July 6, 2012. Funding surface transportation programs at over \$105 billion for fiscal years FY 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005.

MAP-21 is a milestone for the U.S. economy and the nation's surface transportation programs. By transforming the policy and programmatic framework for investments to guide the system's growth and development, MAP-21 creates a streamlined and performance-based surface transportation program and builds on many of the highway, transit, bike, and pedestrian programs and policies established by ISTEA.

MAP-21 requires that SJTPO's plans and programs consider eight high-priority issues. The activities and products of this UPWP address all eight areas, which are:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility of people and for freight;
- 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
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation; and
- Emphasize the preservation of the existing transportation system

This Unified Planning Work Program sets forth the steps SJTPO will take during the coming fiscal year to improve transportation in the region and to meet the challenges of MAP-21.

SJTPO STRUCTURE

The governing body of the SJTPO is the Policy Board. It consists of eleven voting members -- one elected official from each county government, one municipal elected official from each county (specifically including the Mayors of Atlantic City and Vineland), and one representative each from the New Jersey Department of Transportation, New Jersey Transit, and the South Jersey Transportation Authority.

A fourteen member Technical Advisory Committee provides input to the Policy Board. It consists of staff of each Policy Board member, as well as representatives of the New Jersey Turnpike Authority and the Delaware River and Bay Authority, along with the chairperson of the Citizens Advisory Committee. A wide variety of other agencies are also invited to participate in the Technical Advisory Committee.

A Citizens Advisory Committee represents a broad cross-section of civic and business groups, environmental interests, and private provider and user groups. Other interested individuals and associations also participate and are added to the mailing list upon request. The CAC was established as part of SJTPO's initial structure in recognition of the importance of public involvement to the organization.

REGIONWIDE FY 2015 PLANNING PRIORITIES

Integrating safety considerations into regional planning and capital programming will continue to be a top priority in FY 2015. SJTPO will continue to employ the Highway Safety Manual and Rutgers CAIT's Plan4Safety tool to advance safety projects and programs in a variety of ways, including: continuing regional traffic safety education, significant coordination with DVRPC in traffic safety programs, technical studies, and the allocation of significant staff resources to safety programs and analysis.

A major FY 2015 initiative, supported by an agreement with the NJ Division of Highway Traffic Safety, will be implementation of the Data Driven Approaches to Crime and Traffic Safety Program (DDACTS) for select law enforcement agencies in the SJTPO and DVRPC regions. DDACTS is a model that integrates location-based crime and traffic data to determine the most effective methods for deploying law enforcement and other traffic safety resources. Using GIS to identify "hot-spots" – areas of high incidence of crimes and crashes – DDACTS uses targeted strategies that fight crime and reduce crashes and traffic violations. Implementation will be carried out with data analysis and reporting by Safety Planning staff and law enforcement liaison by a Traffic Safety Specialist.

SJTPO will continue its Asset Data Collection program, which will serve as the basis for infrastructure performance measures so that our system preservation planning and programming will flow from a region-wide data-driven, performance-based protocol.

Also, SJTPO will support livable community efforts in our region through our involvement and assistance in the Safe Routes to School Program and Transportation Enhancements Program.

Other core responsibilities of MPO's under federal law and SJTPO practice continue to be prominent work program activities. These include updating the Transportation Improvement Program, conducting required air quality analysis, managing SJTPO's Local Lead, Local Safety, and CMAQ Programs, and supporting federal research and outreach programs.

UPWP SUMMARY AND INDIVIDUAL AGENCY PRIORITIES

Below is a summary of the major responsibilities and priorities of the agencies that are being funded through this UPWP. The full work programs follow in the body of this document.

Central Staff Work Program (\$1,355,139) – In addition to the region-wide priorities discussed above, the Central Staff Work Program will have a substantial emphasis on management of Technical Studies and the Local Scoping Program, oversight and direction of administrative support operations, and conducting traffic safety education and training throughout the eight-county South Jersey region. In addition, advancing safety projects and programs will be a significant task, as SJTPO continues in its nationally recognized leadership role in integrating safety into planning. Staff will prepare FY 2014 amendments and the FY 2015-2016 UPWP. See Tables 1A and 1B for matrices depicting the association among SJTPO’s Work Program tasks, Regional Transportation Plan 2040 goals, and MAP-21 factors.

Administrative Services (\$50,000) – Administrative services are provided by the South Jersey Transportation Authority pursuant to a formal agreement with NJDOT.

Subregional Transportation Planning Work Programs (\$321,500) – SJTPO Counties are vital partners in all SJTPO planning processes. They receive funds through this UPWP to support their contributions to SJTPO, as well as other transportation planning needs of their jurisdictions. They have many activities in common, including contributing to Regional Transportation Plan Updates and related projects. They also assist the JARC program, participate in the SJTPO Transportation Improvement Program, support public involvement, and provide other assistance to SJTPO priorities described above. The County Subregional Planning Work Programs all include a specific “Task III” product in addition to general transportation planning activities. The total STWP funding per County and each County’s individual Task III product are:

- Atlantic County – \$115,000: This Update will involve a review and revision of the parameters, assumptions, and baseline data of the 2001 County Master Plan in order to evaluate the current state of transportation in the County.
- Cape May County – \$58,000: An update of the Transportation Element of the Cape May County Comprehensive Plan to meet the requirements of the County Enabling Act will be completed by a consultant and by County staff.
- Cumberland County – \$90,500: This project will identify intersections to be targeted for improvement analysis. The analysis will determine appropriate intersection improvements, and design prepared as appropriate. The project will be completed by a consultant and County staff.
- Salem County – \$58,000: This project will update Salem County’s Growth Management Plan as well as the County Road functional classification system and design standards.

Technical Program (\$180,000) – To supplement the various agency work programs described above, SJTPO will support technical studies and projects performed by consultants, as follows:

- Professional & Technical Services (\$100,000) – This task will fund specialized services to support our 2040 Regional Transportation Plan implementation, such as further travel demand model development, air quality analysis, public involvement, marketing, and others.
- Regional Coordinated Human Service Transportation Plan Update (\$80,000) – In cooperation with NJ Transit, the four MPO counties and local officials and agencies, SJTPO will manage the preparation of the FY 2015 Human Service Transportation (HST) Plan Update. The focus of the 2015 Update will be to provide applicants for the JARC, New Freedom and 5310 grant programs with a document that will support their applications (as required by NJ Transit).

A total of \$1,906,649 is programmed for use within this document, as is detailed in the "Financial Information" section.

NON-MPO-FUNDED TRANSPORTATION PLANNING ACTIVITIES

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

CENTRAL STAFF WORK PROGRAM

ACTIVITY 15/110: REGIONAL TRANSPORTATION PLANNING

Task 15/111: TRANSPORTATION SAFETY PLANNING (TSP)

Objective:

Transportation Safety Planning (TSP) is a proactive approach aimed at preventing crashes and unsafe conditions. SJTPO has been conducting multidisciplinary programs by integrating engineering, enforcement, education, and planning, and will continue to do so in FY 2015.

In FY 2015, key activities include the use of Plan4Safety and the AASHTO Highway Safety Manual, which support of our systematic approach to identify high crash locations and appropriate countermeasures. This and other quantitative tools, along with the qualitative input from safety professionals, provide input for capital programming decisions.

Activities and Products:

1. Work with Rutgers University, NJDOT, FHWA, and the National Highway & Traffic Safety Administration and others to advance TSP safety.
2. Implementation of the Data Driven Approaches to Crime and Traffic Safety Program (DDACTS) for select jurisdictions (NOTE: Funding for a significant portion of this activity has been committed through FY 2016 by the NJ Division of Highway Traffic Safety). SJTPO will work with the City of Vineland and other municipalities on DDACTS pilot projects.
3. Continuation of UPWP-funded safety activities, such as Safety Project Development.
4. Utilization of crash data and Plan4Safety for program analysis, special studies, etc. in cooperation with the Rutgers Transportation Safety Resource Center, CAIT-LTAP, and other stakeholders. Development of SJTPO Regional Safety Plan and reports examining traffic safety trends in the SJTPO region.
5. Work closely with statewide stakeholders in the formulation of the Statewide Highway Safety Plan.
6. Assist county and local governments in identifying and preparing NJDOT Local Aid projects resulting from safety analysis and studies.

Funding: Estimated cost is \$200,000

Federal Aid Agreement: PL- ()

Program Manager: Jennifer Marandino

Task 15/112: 2040 REGIONAL TRANSPORTATION PLAN IMPLEMENTATION

Objective:

One of the principal requirements of federal transportation law for Metropolitan Planning Organizations (MPO's) is the development and regular updating of a plan to guide policy and programming decisions. SJTPO's first Regional Transportation Plan (RTP), with a 2015 horizon year, was adopted in August 1995. The RTP was updated and adopted, with a 2040 horizon year, in July, 2012. This task will support continued plan outreach and refinement during FY 2015.

Activities and Products:

1. Utilize the Task 2 (Performance Measure) products of the NJDOT State Long Range Transportation Plan, as the basis for building upon SJTPO's Regional Performance Measures.
2. Utilize the Task 5 (Reporting System) product of the NJDOT State Long Range Transportation Plan, for SJTPO system performance evaluation.
3. Program for FY 2015 to follow up on implementation of the 2040 RTP. This will include:
 - a. Further application of the enhanced South Jersey Travel Demand Model, especially in the evaluation of strategies required as part of SJTPO's Congestion Management Process (CMP).
 - b. In conjunction with the tasks above, continue to build upon USDOT's and NJDOT's increasing emphasis on performance-based planning by acquiring additional data, developing additional performance measures, and further strengthening the linkage between SJTPO and operations agencies in the hopes of maximizing the performance of the existing and planned transportation system.
4. Incorporate Management System output into SJTPO's overall transportation planning process.

Funding: Estimated cost is \$80,000

Federal Aid Agreement: PL- ()

Program Manager: David Heller

Task 15/113: REGIONAL AND CORRIDOR PLANNING

Objective:

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

Activities and Products:

1. Participate in New Jersey's statewide transportation planning efforts:
Participate on various committees involved with statewide planning and operations, such as the Intelligent Transportation (ITS) New Jersey Board of Directors, NJDOT's Congestion Management System Committee and Bridge Management Subcommittee, NJ County Transportation Association's TransAction Committee, and others. These activities will result in improved statewide policy and capital programming reflecting SJTPO priorities and needs.
2. Participate in regional transportation planning efforts:
Advise regional agencies on the SJTPO Regional Transportation Plan and SJTPO priorities and programs. Forge a strong connection between the SJTPO Plan and priorities to other agencies' plans. SJTPO will accomplish this by taking an active role in the other agencies' planning process with regards to the South Jersey region and SJTPO's transportation network.
3. Participate in sub-regional transportation planning efforts:
SJTPO will conduct, manage or participate in the planning efforts affecting our sub-regional partners such as the counties and municipalities. This will ensure that projects and programs affecting SJTPO's transportation network are fully responsive to SJTPO policies and help support SJTPO's planning process.

Funding: Estimated cost is \$100,000

Federal Aid Agreement: PL- ()

Program Manager: David Heller

Task 15/114: CURRENT REGIONAL ISSUES

Objective:

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

Activities and Products:

1. Investigate, collect data, prepare analyses, develop recommendations, prepare correspondence and reports, and coordinate with other agencies. Representative examples of possible topics are proposed highway projects, traffic problems, bus service, transit proposals, freight and passenger rail line development, bicycle and pedestrian needs, and airport-related plans. Actual topics are identified on an ongoing basis, often by Policy Board or Technical Advisory Committee action. Some expected activities are identified below.
2. Work with the sub-regions to assist with Human Services Transportation programs. Work with the Delaware Valley Regional Planning Commission and the North Jersey Transportation Planning Authority on matters affecting the Philadelphia and North Jersey regions.
3. Provide technical assistance to member counties and municipalities, and assist NJDOT in preparing financial plans for major capital projects as necessary.
4. Assess the implications for the region of any new or proposed State or federal legislation, regulations, and the policies.

Funding: Estimated cost is \$50,000

Federal Aid Agreement: PL- ()

Program Manager: David Heller

Task 15/115: GEOGRAPHIC INFORMATION SYSTEM

Objective:

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

Activities and Products:

1. Collect and assemble GIS related data from various sources, including the US Census, State Data Center, NJDOT, FHWA, FEMA, Counties, neighboring MPOs, and other State Departments, and the SJTA. Maintain a regional profile from these and other data sources.
2. Prepare, enhance and update regional and sub-regional databases and general information in ArcView GIS format to support the SJTPO Regional Plan, selected projects, and the regional planning process.
3. Integrate the South Jersey Travel Demand Model updates and the New Jersey Congestion Management System files with the current GIS databases to further develop and enhance the regional database.
4. Develop the SJTPO GIS capabilities to support performance-based capital programming techniques, and explore the potential for integrating transportation and asset management.
5. Develop SJTPO GIS capabilities to support the Congestion Management Process (Task 15/116).
6. Remain current on the latest in GIS technology to identify beneficial enhancements in hardware and software.

Funding: Estimated cost is \$50,000

Federal Aid Agreement: PL- ()

Program Manager: David Heller

Task 15/116: CONGESTION MANAGEMENT PROCESS

Objective:

The federal Intermodal Surface Transportation Efficiency Act (ISTEA) mandated that larger Metropolitan Planning Organizations (MPO's) in air quality non-attainment areas, such as SJTPO, develop and maintain a Congestion Management Process (CMP) for their region. The CMP provides SJTPO with comprehensive, regularly updated data on congestion and its causes, along with methods for screening and evaluating strategies to address the problems. During FY 1998, the then-CMS for the SJTPO region became fully operational, and subsequent enhancements have been made to SJTPO's CMP, notably, the use of the South Jersey Travel Demand Model as the primary technical tool. The newly updated South Jersey Travel Demand Model will be continue to be utilized as a tool, as well as NJ DOT's CMS program.

Activities and Products:

1. Operate SJTPO's Congestion Management Process.
2. Develop additional performance measures at the corridor and facility level to examine causes and duration of congestion. Link to performance goals, development of location specific needs and alternative analysis (strategy level), documented methodology to evaluate external problem statements, illustrate prioritized list of needs to be incorporated back into RTP.
3. Operate CMP tools, such as the SJTPO Travel Demand Model, the existing NJ DOT CMS program as well as the new CMS-21 program for selected output measures and on-call planning activities.
4. Investigate and operationalize the use of additional sketch-planning tools that will enhance the SJTPO's CMP.

Funding: Estimated cost is \$100,000

Federal Aid Agreement: PL-11(051)

Program Manager: David Heller

Task 15/117: PUBLIC INVOLVEMENT and Title VI

Objective:

A major thrust of ISTEA was the promotion of greater public involvement in transportation planning and decision-making, with MPO's playing a central role. SJTPO has a formal Public Involvement Policy describing the procedures it will follow, which was updated in 2010. Specific public involvement activities in other tasks supplement the more general activities in this task. Each sub-regional work program also supports SJTPO's public involvement.

Activities and Products:

Public Information

1. The Citizens Advisory Committee was reconstituted in FY2014 as a means to enhance our public participation process, and the CAC will be active throughout FY2015.
2. Continue to utilize the SJTPO homepage www.sjtpo.org to provide information and features, and as a means to solicit public comment. Visualization components will be added to the website when available to aid in portraying issues and in describing planning priorities.
3. Develop a prototype for a user-driven, web-enabled interactive project search and mapping application, as has been implemented by other MPOs.
4. In conjunction with Task 2, investigate and institute additional methods of increasing our public involvement and awareness of the SJTPO as a whole as well as its mission. These methods will include a greater incorporation of social media as well as the use of other new technologies.
5. Issue the SJTPO *On the Go* newsletter for regular communication to a wide audience.

Title VI / Environmental Justice

1. Remain current on Title VI activities, monitor federal and state requirements, review contract documents for conformance with applicable policies
2. Use current data to map areas of under-served, low income, minority, disabled, and the elderly in preparing the next RTP Update.
3. Update the demographic profile of region that identifies the locations of populations of concern using the latest available data.
4. Analyze the TIP with respect to the impact of SJTPO projects on Title VI/EJ populations of concern.

Funding: Estimated cost is \$50,000

Federal Aid Agreement: PL- ()

Program Managers: David Heller (CAC, Title VI), Alan Huff (Public Information, EJ analysis)

ACTIVITY 15/120: SAFETY

Task 15/121: SJTPO TRAFFIC SAFETY EDUCATION PROGRAMS

Objective:

This task funds many of SJTPO's traffic safety education programs and provides operational, administrative, and technical support for the South Jersey Traffic Safety Alliance (SJ TSA), a creation of SJTPO, the NJ Division of Highway Traffic Safety, and the Federal Highway Administration. The Alliance brings together traffic safety professionals from the fields of enforcement, education, emergency services, engineering, and planning to advise SJTPO on traffic safety education, enforcement, and outreach.

Activities and Products:

1. Continue to secure grants for SJTPO traffic safety programs.
2. Continue with on-going programs such as: the Child Passenger Safety Seat Inspection Campaign, Car-Fit for Seniors, The Most Deadly Place on Earth (presentation for teen drivers) and others.
3. Attend meetings to share information on the SJTPO's programs and stay informed as to what others are doing to address traffic safety issues.
4. Distribute materials and supplies to member agencies and the public. .
5. Maintain website www.sjtsa.org, and produce and distribute quarterly newsletter.

Funding: Estimated cost is \$100,000

Federal Aid Agreement: PL- ()

Program Manager: Teresa Thomas

Task 15/122: SAFETY OUTREACH AND RESEARCH

Objective:

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

Activities and Products:

1. Work with community organizations to advance local safety initiatives.
2. Establish or support County-level Community Traffic Safety Programs in the SJTPO region.
3. Partner with the Delaware Valley Regional Planning Commission and the North Jersey Transportation Planning Authority to expand the Share the Keys teen driving program statewide and into Pennsylvania.

Funding: Estimated cost is \$50,000

Federal Aid Agreement: PL- ()

Program Manager: Timothy Chelius

ACTIVITY 15/130: PROJECT DEVELOPMENT AND PROGRAMMING

Task 15/131: TRANSPORTATION IMPROVEMENT PROGRAM

Objective:

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

1. Complete final FY 2015-2018 TIP
2. Process TIP amendments and modifications needed throughout the year via E-STIP.
3. Monitor the progress of projects through the SJTPO/NJDOT Study and Development process, which develops candidate projects for future inclusion in the TIP. Identify and prioritize new projects to enter the program and coordinate with NJDOT's annual selection process.
4. Identify and screen candidate projects to enter the FY 2015-2024 TIP project selection pool.
5. Work with the State to develop the financial plan for the TIP.
6. Manage the TIP review process and conduct public involvement.

Funding: Estimated cost is \$140,000

Federal Aid Agreement: PL- ()

Program Manager: Jennifer Marandino

Task 15/132: AIR QUALITY PLANNING

Objective:

Metropolitan Planning Organizations (MPO's) are responsible for assuring conformity of transportation decisions with the air quality State Implementation Plan (SIP) and the federal 1990 Clean Air Act Amendments. They are also called upon to participate in a variety of Statewide air quality planning efforts and must represent their region's interests in transportation air quality matters.

Activities and Products:

1. Coordinate with Statewide transportation air quality planning efforts, including:
 - a. Monitoring the development of SIP revisions and providing input to represent the region's interests when needed. This task includes ensuring the adequacy of emissions budgets for the SJTPO region to maintain a conforming Regional Transportation Plan and TIP.
 - b. Participating in completion of the State conformity rule and in clarifying procedures under it.
2. Conduct any procedures required under transportation conformity regulations for adoption of any Year 2040 Regional Transportation Plan amendments (as required), FY 2014-2023 Transportation Improvement Program and amendments thereto, and for development of the FY 2015-2024 Transportation Improvement Program, including as needed:
 - a. Classifying projects for analysis.
 - b. Managing conformity analysis by consultants.
 - c. Conducting interagency consultation procedures.
 - d. Preparing formal documents.
3. Continue work on greenhouse gas issues, including:
 - a. Evaluation of GHG emissions impacts of various land use/transportation scenarios for the 2040 Regional Transportation Plan.
 - b. Participation in efforts spearheaded by the NJDEP to create a stronger link between federally-mandated MPO activities such as long-range transportation plans and TIPs and state-mandated GHG targets.
 - c. Use, evaluation, and transfer to subregions of user-friendly tools to help identify, prioritize, and implement cost-effective strategies to reduce the carbon footprint of municipal and/or county operations.

Funding: Estimated cost is \$120,000

Federal Aid Agreement: PL- ()

Program Manager: David Heller

Task 15/133: LOCAL PRELIMINARY ENGINEERING AND DESIGN PROGRAM

Objective:

Since 1995, SJTPO has managed a program allowing subregions to participate in the federal project development process. This completes the feasibility assessment, preliminary engineering, and environmental clearances that are prerequisite to securing federal funds through the TIP. Federally funded design projects may also be included in this activity. The typical final step in federally funded project development is design, and scoped projects frequently proceed immediately to this step. SJTPO also funds and manages design for selected projects as a service to its member agencies.

Activities and Products:

1. Issue requests for proposals and manage consultant selection.
2. Manage the associated task order and contracting processes.
3. Direct the ongoing work, including reviewing progress reports and products for payment approval and coordinating with NJDOT - Local Government Services.
4. Track technical issues in order to predict project readiness for inclusion in the project pool.

Funding: Estimated cost is \$50,000

Federal Aid Agreement: PL- ()

Program Manager: Jennifer Marandino

ACTIVITY 15/140: PROGRAM ADMINISTRATION

Task 15/141: ADMINISTRATION AND INTERNAL MANAGEMENT

Objective:

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

Activities and Products:

1. Maintain SJTPO office budget and expense records, prepare time sheets, conduct procurement activities, develop related records, and complete other grant procedures.
2. Oversee and manage SJTA financial administration, including findings of independent audit conducted in FY 2014.
3. Provide limited office support to the anticipated part time employee of the South Jersey Economic Development District, pursuant to a proposed agreement between SJEDD and SJTPO.
4. Monitor progress and submit grant progress reports and close outs.
5. Conduct human resource management activities.

Funding: Estimated cost is \$100,000

Federal Aid Agreement: PL- ()

Program Manager: Monica LoGuidice

Task 15/142: BOARD AND COMMITTEE SUPPORT

Objective:

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

Activities and Products:

1. Arrange locations and times for meetings, issue Open Public Meetings Law notices.
2. Formulate and distribute agendas, make meeting reminder calls, release cancellation notices.
3. Assemble member credentials, update meeting mailing lists and membership rosters, and compile other contact lists.
4. Produce meeting materials, copy and distribute materials supplied by others.
5. Prepare for and attend meetings, take and transcribe minutes, maintain records.
6. Produce resolutions and correspondence, and assist officers and chairs.
7. Answer requests from both members and outside sources, refer information.
8. Maintain and update SJTPO website.

Funding: Estimated cost is \$60,000

Federal Aid Agreement: PL- ()

Program Manager: Monica LoGuidice

Task 15/143: UNIFIED PLANNING WORK PROGRAM

Objective:

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

Activities and Products:

1. Direct development of FY 2016 work program for the subregions and technical studies.
2. Develop the FY 2016 Central Staff work programs in coordination with member agencies, including special consideration at TAC and/or special meetings.
3. Compile the FY 2016 UPWP documents, prepare the budgets, and coordinate the MPO reviews.
4. Process UPWP amendments and related contract modifications.
5. Prepare Self-Certification documents, coordinate with federal agency representatives, complete other procedures related to compliance with federal requirements, and keep current on changes in requirements.

Funding: Estimated cost is \$30,000

Federal Aid Agreement: PL- ()

Program Manager: Timothy Chelius

FINANCIAL ADMINISTRATION

Task 15/201: **FINANCIAL AND ADMINISTRATIVE SERVICES**

Objective:

SJTPO provides funding to a governmental agency for financial administration and subcontracting on behalf of SJTPO with the counties and consultants, human resources, information technology, and payroll.

Activities/Products:

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

Funding: Estimated cost is \$50,000

Federal Aid Agreement: PL-11(051)

FY 2015 SJTPO SUBREGIONAL TRANSPORTATION PLANNING PROGRAM

Task 15/301: ATLANTIC COUNTY FY 2015 SUBREGIONAL
TRANSPORTATION PLANNING PROGRAM

Objective:

Improve the efficiency of the region’s transportation network and system by participating in Subregional transportation planning efforts. Develop, implement and administer the County’s Subregional Work Program. Review and update the information base needed for transportation planning activities. Develop County Transportation Improvement and Study and Development programs and assist SJTPO in their TIP development process. Coordinate the County's transportation planning with SJTPO and other related organizations that support public involvement.

Activities and Products:

Tasks I and II of the County Work Program

1. Develop FY 2016 County Subregional Work Program.
2. Provide SJTPO with all traffic counts taken by the County in FY 2015.
3. Provide SJTPO with construction- ready road projects or other projects to be included in the SJTPO TIP.
4. At the request of SJTPO, review, comment and (as needed) participate in, various SJTPO plans, projects and activities.
5. Develop, or participate in the development of, transportation-related plans, projects, and activities at the municipal, county, regional and state level.
6. Actively solicit public participation in the County’s transportation planning process.
7. Provide Geographical Information System assistance to municipalities undertaking a DDACTS (Data Driven Analysis of Crime and Traffic Safety) initiative with SJTPO.

Tasks III of the County Work Program- County Master Plan Update

This Update will involve a review and revision of the parameters, assumptions and baseline data of the 2001 County Master Plan in order to evaluate the current state of transportation in the County. Staff will revise existing policies and create new policies as appropriate. Special attention will be given to transit, bicycle and pedestrian modes to examine opportunities for implementation of “complete streets” policies. The project will be completed by County staff.

Funding: Estimated cost of the Task III Supportive Study is **\$ 62,000**
Estimated total program cost is **\$ 115,000**

Federal/Local share breakdown of total cost is:

Federal Share (80%) - \$92,000
County Match (20 %) - \$23,000

Project Manager: William Schiavi

**Task 15/302: CAPE MAY COUNTY FY 2015 SUBREGIONAL
TRANSPORTATION PLANNING PROGRAM**

Objective:

Improve the efficiency of the region’s transportation network and system by participating in Subregional transportation planning efforts. Develop, implement and administer the County’s Subregional Work Program. Review and update the information base needed for transportation planning activities. Develop County Transportation Improvement and Study and Development programs and assist SJTPO in their TIP development process. Coordinate the County's transportation planning with SJTPO and other related organizations that support public involvement.

Activities and Products:

Tasks I and II of the County Work Program

1. Develop FY 2016 County Subregional Work Program.
2. Provide SJTPO with all traffic counts taken by the County in FY 2015.
3. Provide SJTPO with construction- ready road projects or other (e.g., scoping) projects to be included in the SJTPO TIP.
4. At the request of SJTPO, review, comment and (as needed) participate various SJTPO plans, projects and activities.
5. Develop, or participate in the development of, transportation-related plans, projects and activities at the municipal, county, regional and state level.
6. Actively solicit public participation in the County’s transportation planning process.

Tasks III of the County Work Program – County Transportation Plan Update

Update the Transportation Element of the Cape May County Comprehensive Plan to meet the requirements of the County Enabling Act. The project will be completed by a consultant and by County staff.

Funding: Estimated cost of the Task III Supportive Study is **\$ 15,000**
 Estimated total program cost is **\$ 58,000**

Federal/Local share breakdown of total cost is:

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

Project Manager: William Schiavi

**Task 15/303: CUMBERLAND COUNTY FY 2015 SUBREGIONAL
TRANSPORTATION PLANNING PROGRAM**

Objective:

Improve the efficiency of the region's transportation network and system by participating in Subregional transportation planning efforts. Develop, implement, and administer the County's Subregional Work Program. Review and update the information base needed for transportation planning activities. Develop County Transportation Improvement and Study and Development programs and assist SJTPO in their TIP development process. Coordinate the County's transportation planning with SJTPO and other related organizations that support public involvement.

Activities and Products:

Tasks I and II of the County Work Program

1. Develop FY 2016 County Subregional Work Program.
2. Provide SJTPO with all traffic counts taken by the County in FY 2015.
3. Provide SJTPO with construction- ready road projects or other (e.g., scoping) projects to be included in the SJTPO TIP.
4. At the request of SJTPO, review, comment and (as needed) participate various SJTPO plans, projects and activities.
5. Develop, or participate in the development of, transportation-related plans, projects and activities at the municipal, county, regional and state level. Identify areas, facilities and projects for transportation improvements.
6. Actively solicit public participation in the County's transportation planning process.

Tasks III of the County Work Program- Intersection Improvement Analysis

This project will identify intersections that are to be targeted for improvement analysis. The necessary technical analysis of selected locations will be completed to determine appropriate intersection improvements, and the design of intersection improvements will be prepared as appropriate. The project will be completed by a consultant and County staff.

Funding: Estimated cost of the Task III Supportive Study is **\$ 50,000**
Estimated total program cost is **\$ 90,500**

Federal/Local share breakdown of total cost is:

Federal Share (80%) - \$72,400

County Match (20 %) - \$18,100

Project Manager: William Schiavi

**Task 15/304: SALEM COUNTY FY 2015 SUBREGIONAL
TRANSPORTATION PLANNING PROGRAM**

Objective:

Improve the efficiency of the region's transportation network and system by participating in Subregional transportation planning efforts. Develop, implement, and administer the County's Subregional Work Program. Review and update the information base needed for transportation planning activities. Develop County Transportation Improvement and Study and Development programs and assist SJTPO in their TIP development process. Coordinate the County's transportation planning with SJTPO and other related organizations that support public involvement.

Activities and Products:

Tasks I and II of the County Work Program

1. Develop FY 2016 County Subregional Work Program.
2. Provide SJTPO with all traffic counts taken by the County in FY 2015.
3. Provide SJTPO with construction- ready road projects or other (e.g., scoping) projects to be included in the SJTPO TIP.
4. Review, comment and (as needed) participate in various SJTPO projects and planning activities.
5. Develop, or participated in the development of, transportation-related plans, projects and activities at the municipal, county, regional and state level.
6. Actively solicit public participation in the County's transportation planning process.
7. Assist in the preparation of the Salem County element of the SJTPO FY 2015 Human Service Transportation Plan Update.

Tasks III of the County Work Program- consists of two separate projects -

1. **Update County Growth Management Plan** (last completed in 1999). This will involve a review and reevaluation of the goals, strategies and tasks, as well as the growth and conservation planning areas identified in the 1999 Plan as compared to the current State Strategic Plan, County Agricultural Development Area Plan, municipal plans and zoning maps, and other relevant plans and documents.
2. **Update the County Road functional classification system and system design standards** based on a review of the current State Functional Classification System, county road traffic volume maps and data, and other relevant plans and information.

Projects 1 and 2 above will be completed by County Planning and Engineering staff with the assistance of a consultant or consultants (to be retained for these projects).

Funding: Estimated cost of the Task III Supportive Study is **\$30,000**
Estimated total program cost is **\$58,000**

Federal/Local share breakdown of total cost is:

Federal Share (80%) - \$46,400

County Match (20 %) - \$11,600

Project Manager: William Schiavi

FY 2015 TECHNICAL PROGRAM

TASK 15-401: PROFESSIONAL AND TECHNICAL SERVICES

This task will fund services to support implementation of SJTPO's existing 2040 Regional Transportation Plan and future 2040 Regional Transportation Plan Update, (to be adopted in July 2016), such as further travel demand model development, public involvement, marketing, and others. Other tasks may include additional air quality assistance, such as installation and testing of MOVES upgrades, development and testing of MOVES-based motor vehicle emissions budgets, and/or development of input data for future State Implementation Plan (SIP) emissions inventories. Other tasks may include: additional data collection (such as traffic counts), and demographic updates. Beyond professional services to support ongoing efforts to improve SJTPO's capacity in Congestion Management and Fiscal Planning, this funding may also be used to support initiatives in scenario – based planning and innovative public involvement, as called for in SJTPO's 2040 Regional Transportation Plan and required in MAP-21.

Funding: \$100,000

Federal Aid Agreement: PL- ()

Project Manager: David Heller

Task 15-402: REGIONAL COORDINATED HUMAN SERVICE TRANSPORTATION PLAN UPDATE

In cooperation with NJ Transit, the four MPO counties and local officials and agencies, SJTPO will manage the preparation of the FY 2015 Human Service Transportation (HST) Plan Update. The FY 2010 HST Plan Update identified transportation system coordination models and provided recommendations for county HST system coordination efforts. The focus of the 2015 Update will be to provide applicants for the JARC, New Freedom and 5310 grant programs with a document that will support their applications (as required by NJ Transit). The 2015 Plan will, for each of the four SJTPO counties, provide:

- An overview of each county, including a demographic profile, focusing on the demographics of the transit-dependent segment of the population
- Information on current public and private HST providers, including service area, period of operation, number of riders, and type of riders or clients served
- An overview of current and planned county HSTP coordination efforts
- A list and description of specific HST projects being proposed by HST providers
- A list and discussion of current unmet HST needs and gaps
- A discussion of general and specific goals and strategies for meeting unmet HST needs, maintaining current levels of service, and promoting HST system coordination at the county and/or regional level
- Recommendations for implementing the above strategies, including the formation or continuation of county HST coordination committees

Funding: \$100,000

Federal Aid Agreement: PL- ()

Project Manager: Mike Reeves

Task 15-403: SOUTH JERSEY TRAVEL DEMAND MODEL RECALIBRATION AND IMPROVEMENTS

SJTPO conducted a household travel survey in the SJTPO region in FY2014 to yield products that will be used to recalibrate and improve validation of the South Jersey Travel Demand Model (SJTDM). A household survey is one of the chief data sources used in calibrating and validating travel demand models. The SJTDM currently contains household travel behavior data from a survey conducted in 2000, which is a significant drawback to the model, especially as travel behavior has changed quite significantly over the last several years. This task was originally included with the Household Survey Task that was conducted in FY 2014, but due to the required completion ending date of June 30, 2014, it had to be split across two different UPWPs.

For this task, the model will be recalibrated to the new survey and will be validated against traffic counts conducted in recent years. The consultant will be required to input the new household data into the model, adapting the model to incorporate new household variables collected from the survey. The consultant will work with SJTPO to incorporate recent traffic counts into the model network, applying growth factors as needed, to serve as a basis for validation. The recalibrated model should produce traffic volumes that match real-world counts as closely as possible across the region, and on all functional classifications. The recalibrated model should also be validated against vehicle miles traveled (VMT) estimates produced by NJDOT's Highway Performance Monitoring System (HPMS).

Other improvements may be requested pending data availability. If updated roadway function classifications are implemented by NJDOT, then the travel model network should be updated to incorporate these. If sufficient data on recreational travel in the region is available, then the consultant may be requested to update the SJTDM's recreational trip module as well. Changes to model output formatting to improve compatibility with air quality modeling software may also be requested.

Funding: \$100,000

Federal Aid Agreement: PL- ()

Project Manager: David Heller

TASK 15-404: LOCAL SAFETY & CMAQ PROJECT DEVELOPMENT

The federal Highway Safety Improvement Program (HSIP) provides funding each year for qualifying safety projects. Likewise, the federal Congestion Management/Air Quality seeks to improve the SJTPO region's air quality, currently in non- attainment status (see task 15/312)

Each year, SJTPO can access federal funds for these purposes from a Local Safety Project TIP line item of \$1.0M, and a Local CMAQ line item of \$1.9M.

Capital improvements funded through HSIP or CMAQ must be construction-ready and deliverable within a short period of time. In order to help facilitate, SJTPO will provide consultant support to project sponsors in developing projects for the federal funding. The assistance will include the form of preparation of final plans, specifications, and cost estimates (PS&E) as well as other activities, which would support the project sponsors in their preparation of the PS&E packages.

Funding: \$150,000

Federal Aid Agreement: PL- ()

Project Manager: Jennifer Marandino

TASK 15/405: SIGN MANAGEMENT SYSTEM DATA COLLECTION

Background: In 2007, the Manual of Uniform Traffic Control Devices (MUTCD) established new requirements to maintain nighttime sign visibility. Regulatory and warning signs must be maintained at minimum retroreflectivity levels through the use of an assessment or management method. Data collection efforts will be utilized to assist those within the SJTPO subregional develop an appropriate method.

Agencies have until **June 14, 2014** to implement and continue to use an assessment or management method that is designed to maintain regulatory and warning sign retroreflectivity at or above the minimum levels in Table 2A-3 of the 2009 MUTCD. Although guide signs are included in the minimum retroreflectivity levels table, there is not a specified compliance date for guide signs (including street name signs) to be addressed by an agency's method. Guide signs are to be added to an agency's management or assessment method as resources allow. Agencies need to replace any sign they identify as not meeting the established minimum retroreflectivity levels. Agencies' schedules for replacing signs are based on resources and relative priorities rather than specific compliance dates.

Over the past six years, SJTPO has invested in the creation of a pavement condition and roadside asset inventory for all county roads within the region as well as municipal roadways in the City of Vineland. The data collection efforts include a complete video log of roadways within the region and an inventory of roadside assets such as signs, sign posts, guiderails, and other roadway drainage assets. Within the SJTPO region there are a total of approximately 60,600 signs currently inventoried. This includes approximately 19,600 in Atlantic County, 11,800 in Cape May County, 14,800 in Cumberland County, 7,800 in Salem County, and 6,600 in the City of Vineland.

The contractor shall utilize the existing inventory of sign data and enhance the database to add functionality to evaluate the sign retroreflectivity compliance with MUTCD standards. As part of this task, the contractor will be required to collect sign retroreflectivity measurements for all regulatory and warning signs in the inventory using an MUTCD-compliant method.

It is desired for the asset management system to be "in the cloud" with limited dependence on proprietary software packages which require licensing fees. The system shall be user friendly and not require extensive training or expert knowledge to fully utilize. The new sign inventory software should provide users with the capability to select signs from a map and to generate a list of signs along a specified roadway. The system should also allow users to update the entry for a sign if it is repaired or replaced along with the capability to add new signs and posts as needed. These features have been requested by SJTPO subregions that seek to use the software.

Funding: \$416,250

Federal Aid Agreement: PL- ()

Project Manager: Jennifer Marandino

NON-MPO-FUNDED TRANSPORTATION PLANNING ACTIVITIES

15/501: **NEW JERSEY DEPARTMENT OF TRANSPORTATION**
NON-MPO-FUNDED TRANSPORTATION PLANNING ACTIVITIES

For information on NJDOT planning activities, please contact the NJDOT Bureau of Statewide Planning at 609-530-2884

15/502: **NEW JERSEY TURNPIKE AUTHORITY**
NON-MPO-FUNDED TRANSPORTATION PLANNING ACTIVITIES

NJTA response anticipated by March 1, 2014.

15/503: **DELAWARE RIVER AND BAY AUTHORITY**
NON-MPO-FUNDED TRANSPORTATION PLANNING ACTIVITIES

DRBA response anticipated by March 1, 2014.

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
FY 2015
UNIFIED PLANNING WORK PROGRAM**

**TABLE 1
CENTRAL STAFF WORK PROGRAM**

May 27, 2014

Summary of Costs by Task

15/110 Regional Transportation Planning

15/111	Transportation Safety Planning	200,000
15/112	2035 Regional Transportation Plan Implementation	80,000
15/113	Regional and Corridor Planning	100,000
15/114	Current Regional Issues	50,000
15/115	Geographic Information System	50,000
15/116	Congestion Management Process	100,000
15/117	<u>Public Involvement</u>	<u>50,000</u>
	SUBTOTAL	\$630,000

15/120

15/121	SJTPO Traffic Safety Education Programs	\$100,000
15/122	<u>Safety Outreach and Research</u>	<u>\$50,000</u>
	SUBTOTAL	\$150,000

15/130

15/131	Transportation Improvement Program	140,000
15/132	Air Quality Planning	120,000
15/133	<u>Local Preliminary Engineering & Design Program</u>	<u>50,000</u>
	SUBTOTAL	\$310,000

15/140

15/141	Administration and Internal Management	100,000
15/142	Board and Technical Advisory Committee Support	60,000
15/143	Unified Planning Work Program	30,000
15/144	<u>Subregional and Technical Program Management</u>	<u>75,149</u>
	SUBTOTAL	\$265,149

TOTAL \$1,355,149

TABLE 1A
Central Staff Work Program - Program Area/RTP
Regional Transportation Plan 2040 Goals

May 27, 2014

Central Staff Program Areas	Promote Transportation Choices 1	Support the Regional Economy	Improve Transportation Safety	Improve Security	Mitigate Traffic Congestion	Protect and Enhance the Environment	Enhance Transportation System Connectivity	Maintain the Existing Transportation System
Transportation Safety Planning	•	o	•	o			o	
2040 Regional & Corridor Plan Implementation	•	o	o		o	o	o	•
Regional & Corridor Planning	o	o	o		•	o	•	•
Current Regional Issues	•	•				•	•	o
Geographic Information System					o		o	
Congestion Mangement Process		•	•	•	•	•	o	o
Public Involvement & Title VI	o	•			o			
SJTPO Traffic Safety Education Programs	o		•	o				
Safety Outreach and Research	o		•	o				
Transportation Improvement Program	•	o	•	•	•	•	•	•
Air Quality Planning		o	o			•		
Local Preliminary Engineering & Design Program		o	o				o	•
Administration & Internal Management	o	o	o	o	o	o	o	o
Board and Committee Support	o	o	o	o	o	o	o	o
Unified Planning Work Program	o	o	o	o	o	o	o	o
Subregional & Technical Program Management	o	o			o	o	o	•

• Primary Association oSecondary Association

TABLE 1B
Central Staff Work Program - MAP-21 Planning Factors

May 27, 2014

Central Staff Program Areas	Economic Vitality	Safety	Security	Accessibility & Mobility	Environment & Energy	Integration & Connectivity	Efficient System Management Operations	Preserve Existing Systems
Transportation Safety Planning	o	•	o				o	
2040 Regional & Corridor Plan Implementation	o	o		•	o	•	o	•
Regional & Corridor Planning	o	o		•	o	•	o	•
Current Regional Issues	•				•	•	•	o
Geographic Information System				o		o	o	
Congestion Mangement Process	•	•	•	o	•	o	o	o
Public Involvement & Title VI	•			•				
SJTPO Traffic Safety Education Programs	o	•	o					
Safety Outreach and Research	o	•	o					
Transportation Improvement Program	o	•	•	o	•	o	•	o
Air Quality Planning	o	o			•			
Local Preliminary Engineering & Design Program	o	o				o		•
Administration & Internal Management	o	o	o	o	o	o	o	o
Board and Committee Support	o	o	o	o	o	o	o	o
Unified Planning Work Program	o	o	o	o	o	o	o	o
Subregional & Technical Program Management	o	o		o		o		•

•Primary Association oSecondary Association

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
FY 2015 UNIFIED PLANNING WORK PROGRAM**

**TABLE 2
FUNDING OVERVIEW
February 20, 2014
Rev. May 2, 2014
Rev. May 19, 2014**

Central Staff Work Program		\$1,355,149	\$1,355,149
Administrative Services		\$50,000	\$72,000
Subregional Work Programs			
Atlantic County	\$115,000		\$115,000
Cape May County	\$58,000		\$58,000
Cumberland County	\$90,500		\$90,500
<u>Salem County</u>	<u>\$58,000</u>		<u>\$58,000</u>
Sub Total		\$321,500	\$321,500
Technical Program			
Professional & Technical Services	\$100,000		\$100,000
Reg'l Coordinated Human Service Trans. Plan	\$80,000		\$80,000
HSIP/CMAQ Project Development			\$150,000
SJ Travel Model Calibration			\$100,000
Sign Management Program Data Collection			\$386,250
Sub Total		<u>\$180,000</u>	<u>\$816,250</u>
Grand Total		\$1,906,649	\$2,564,899

Notes: Subregional Work Program amounts include Federal funds and Local Match

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
FY 2015 UNIFIED PLANNING WORK PROGRAM**

**TABLE 3
PROGRAMMED USDOT RESOURCES**

**February 20, 2014
Rev. May 2, 2014
Rev. May 19, 2014**

Balance of FY12 & FY13 FTA			888,250	
FHWA FY 14 PL Allocation	\$909,743		909,743	
FHWA/FTA Consolidated Planning FY14 PL Flex	<u>\$445,406</u>		445,406	
TOTAL PL		<u>\$1,355,149</u>		\$2,243,399
FHWA FY 2015 Surface Transportation Program Funds	<u>\$487,200</u>		<u>257,200</u>	
TOTAL STP-SJ		<u>\$487,200</u>		<u>\$257,200</u>
TOTAL FHWA RESOURCES for FY 2015 UPWP		<u>\$1,842,349</u>		\$2,500,599
LOCAL MATCH for FY 2015	\$64,300		\$64,300	
TOTAL LOCAL MATCH		<u>\$64,300</u>		<u>\$64,300</u>
GRAND TOTAL		<u>\$1,906,649</u>		\$2,564,899

NOTE: Local Match supports Subregional Planning Program activities

SJTPO FY 2015 UNIFIED PLANNING WORK PROGRAM

May 27, 2014

TABLE 4, USDOT FUNDING SOURCE SUMMARY

ACTIVITY	PROGRAM	FHWA PL	FHWA HSIP	FHWA STP-SJ	TOTAL FEDERAL	LOCAL MATCH	PROGRAM TOTAL	FEDERAL AID AGREEMENT
15/100	Central Staff	1,355,149	0	0	1,355,149	0	1,355,149	
15/200	Administrative Fee	<u>72,000</u>	<u>0</u>	<u>0</u>	<u>72,000</u>	<u>0</u>	<u>72,000</u>	
	Total - Central Staff Work Program	1,427,149	0	0	1,427,149	0	1,427,149	
15/301	Atlantic County Subregional	0	0	92,000	92,000	23,000	115,000	
15/302	Cape May County Subregional	0	0	46,400	46,400	11,600	58,000	
15/303	Cumberland County Subregional	0	0	72,400	72,400	18,100	90,500	
15/304	Salem County Subregional	<u>0</u>	<u>0</u>	<u>46,400</u>	<u>46,400</u>	<u>11,600</u>	<u>58,000</u>	
	Total - Subregional (80% Federal)	0	0	257,200	257,200	64,300	321,500	
15/401	Professional & Technical Services	100,000	0	0	100,000	0	100,000	
15/402	Regional Coordinated HSTP	80,000	0	0	80,000	0	80,000	
15/403	SJTDM Recalibration	100,000	0	0	100,000	0	100,000	
15/404	Local Safety & CMAQ PD	150,000	0	0	150,000	0	150,000	
15/405	Sign Mgt. System Data Collection	386,250	0	0	386,250	0	386,250	
	Total - Technical Studies	816,250	0	0	816,250	0	816,250	
	GRAND TOTAL	2,243,399	0	257,200	2,500,599	64,300	2,564,899	

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
FY 2015 UNIFIED PLANNING WORK PROGRAM**

**TABLE 5
CENTRAL STAFF BUDGET**

May 27, 2014

<u>Line Item#</u>	<u>Category</u>	<u>Sub Category</u>	<u>FY 2015 Budget</u>
	Labor		\$1,185,399
	LABOR		\$1,185,399
51515	Office Supplies		\$3,500
51530	Printing		\$1,000
	Travel		\$12,000
		52020 Lodging & Meals	\$4,000
		52021 Mileage	\$8,000
52240	Postage		\$1,500
	Telephone		\$13,000
		52610 Comcast	\$1,500
		52620 AT&T	\$10,000
		52640 Cell Phone	\$500
		53076 AV Communications	\$1,000
	Equipment Rental & Maintenance		\$4,000
		55470 Copier & Postage rental	\$4,000
55410	Water		\$150
57910	Publications & Subscriptions		\$1,000
58140	Ads & Promotional		\$500
58322	Professional Development		\$6,000
58610	Association Dues		\$5,000
57090	Consultant Support		\$12,000
51812	Software		\$4,000
55201	Electric Utility		\$4,000
55271	Gas Utility		\$1,500
57001	Legal Services		\$20,000
55480	Rent		\$65,600
54001	Janitorial		\$5,000
	OPERATING		\$159,750
	New Equipment		\$10,000
	NEW EQUIPMENT		\$10,000
	TOTAL CENTRAL STAFF		\$1,355,149

TABLE 6 - SJTPO FY 2015 STAFF WORK PROGRAM						June 25, 2014	
BREAKDOWN OF ESTIMATED TASK COSTS							
					TOTAL		
		TASK			DIRECT		
<u>NO.</u>	<u>TASK</u>	<u>RATIO</u>		<u>LABOR</u>	<u>EXPENSES</u>		<u>TOTAL</u>
15/110	TRANSPORTATION PLANNING						
15/111	Transportation Safety Planning	0.148		174,947	25,053		200,000
15/112	2040 RTP Implementation	0.059		69,979	10,021		80,000
15/113	Regional & Corridor Planning	0.074		87,474	12,526		100,000
15/114	Current Regional Issues	0.037		43,737	6,263		50,000
15/115	Geographic Information System	0.037		43,737	6,263		50,000
15/116	Congestion Management Process	0.074		87,474	12,526		100,000
15/117	Public Involvement & Title VI	0.037		43,737	6,263		50,000
							630,000
15/120	SAFETY						
15/121	Traffic Safety Education Programs	0.074		87,474	12,526		100,000
15/122	Safety Outreach & Research	0.037		43,737	6,263		50,000
							150,000
15/130	PROJECT DEVELOPMENT & PROGRAMMING						
15/131	Transportation Improvement Program	0.103		122,463	17,537		140,000
15/132	Air Quality Planning	0.089		104,968	15,032		120,000
15/133	Local Prelim. Eng. & Design Prog.	0.037		43,737	6,263		50,000
							310,000
15/140	PROGRAM MANAGEMENT						
15/141	Administration and Internal Mgmt.	0.074		87,474	12,526		100,000
15/142	Board and Committee Support	0.044		52,484	7,516		60,000
15/143	Unified Planning Work Program	0.022		26,242	3,758		30,000
15/144	Subregional & Tech. Program Mgmt.	0.055		65,736	9,413		75,149
							265,149
	TOTAL	1.000		1,185,399	169,750		1,355,149

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
FY 2015 UNIFIED PLANNING WORK PROGRAM**

TABLE 7

COUNTY SUBREGIONAL TRANSPORTATION WORK PROGRAM FUNDING SUMMARY

- May 27, 2014 -									
	I	II	III	Total	Federal Share *	Task III			
						Staff	Consult. +	Capital Purchase	Total
Atlantic	12,000	41,000	62,000	115,000	92,000	62,000	None	None	62,000
Cape May	5,800	37,200	15,000	58,000	46,400	3,000	12,000	None	15,000
Cumberland	7,500	33,000	50,000	90,500	72,400	10,000	40,000	None	50,000
Salem	5,000	23,000	30,000	58,000	46,400	6,000	24,000	None	30,000
	30,300	134,200	157,000	321,500	257,200				

Task III Projects
Atlantic - County Master Plan Update
Cape May - County Transportation Plan Update
Cumberland - Intersection Improvement Analysis
Salem - Update County Growth Management Plan / Update County Road Functional Classification System

* 80 % of total county subregional budget. A 20 % county match required .
+ Amounts shown in this column represent the maximum funding amount that can be allocated to a consultant (80 % of total Task III project budget). Actual consultant participation and funding level may be less than this.

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

ITEM 1405-12: Adopting Amendments to the FY 2015 Unified Planning Work Program to Add \$888,250 in Federal Transit Administration Planning Funds

PROPOSAL

At its May 11, 2014 meeting, the Technical Advisory Committee recommended Policy Board adoption of a package of amendments to the FY 2015 UPWP, which was adopted by the Policy Board on March 24, 2014. Please refer to the enclosed excerpts, and a fully revised copy of the UPWP document reflecting the changes and minor edits will be posted on our website www.sjtpo.org shortly.

BACKGROUND

SJTPO was recently informed by NJDOT that we may program \$888,250 in leftover FTA Planning funds from previous years into our FY15 UPWP. Having anticipated that FY 15 would be a very tight budget year, we deferred a number of planning efforts that can now proceed, and we can return the STP-SJ allocation to its usual level.

First, we would not flex all of the \$487,200 of STP - SJ now shown in the UPWP, but would instead fund only the County Subregional Programs at \$257,200, as is traditionally done. This would increase FY15 STP-SJ by \$230,000, which we propose to return to Vineland for their Landis Avenue project. The additional scope is covered by Vineland's CED and current design project and the Phase I section was reduced significantly in the initial TTF/STP programming.

The remaining funds would be devoted to:

SJ Travel Demand Model Recalibration - \$100,000, to utilize the products of the FY2014 Household Travel Survey for long – overdue updating of model parameters.

HSIP/CMAQ Project Development - \$150,000, to assist our subregions to obtain federal funding for safety and congestion relief projects.

Sign Management System Data Collection - \$386,250, to enable our County and municipal member agencies to meet federal sign retroreflectivity standards, with the FY2015 data serving as the basis for sign upgrades.

SJTA Administration Fee - \$22,000 to supplement the current \$50,000 fee.

All other funding in the FY 2015 UPWP remains the same, and is illustrated in the attached Tables 2, 3, and 4, revised.

UPWP SUMMARY AND INDIVIDUAL AGENCY PRIORITIES

Below is a summary of the major responsibilities and priorities of the agencies that are being funded through this UPWP. The full work programs follow in the body of this document.

Central Staff Work Program (\$1,355,149) - In addition to the regionwide priorities discussed above, the Central Staff Work Program will have a substantial emphasis on management of Technical Studies and the Local Scoping Program, oversight and direction of administrative support operations, and conducting traffic safety education and training throughout the eight-county South Jersey region. In addition, advancing safety projects and programs will be a significant task, as SJTPO continues in its nationally-recognized leadership role in integrating safety into planning. Staff will prepare FY 2014 amendments and the FY 2016 UPWP. See Tables 1A and 1B for matrices depicting the association among SJTPO's Work Program tasks, Regional Transportation Plan 2040 goals, and MAP-21 factors.

Administrative Services (\$72,000) – Administrative services are provided by the South Jersey Transportation Authority pursuant to a formal agreement with NJDOT.

Subregional Transportation Planning Work Programs (\$321,500) – SJTPO Counties are vital partners in all SJTPO planning processes. They receive funds through this UPWP to support their contributions to SJTPO, as well as other transportation planning needs of their jurisdictions. They have many activities in common, including contributing to Regional Transportation Plan Updates and related projects. They also assist the JARC program, participate in the SJTPO Transportation Improvement Program, support public involvement, and provide other assistance to SJTPO priorities described above. The County Subregional Planning Work Programs all include a specific "Task III" product in addition to general transportation planning activities. The total STWP funding per County and each County's individual Task III product are:

- Atlantic County - \$115,000: This Update will involve a review and revision of the parameters, assumptions, and baseline data of the 2001 County Master Plan in order to evaluate the current state of transportation in the County.
- Cape May County - \$58,000: An update of the Transportation Element of the Cape May County Comprehensive Plan to meet the requirements of the County Enabling Act will be completed by a consultant and by County staff.
- Cumberland County – \$90,500: This project will identify intersections to be targeted for improvement analysis. The analysis will determine appropriate intersection improvements, and design prepared as appropriate. The project will be completed by a consultant and County staff.
- Salem County – \$58,000: This project will update Salem County's Growth Management Plan as well as the County Road functional classification system and design standards.

Technical Program (\$816,250) - To supplement the various agency work programs described above, SJTPO will support technical studies and projects performed by consultants, as follows:

- Professional & Technical Services (\$100,000) – This task will fund specialized services to support our 2040 Regional Transportation Plan implementation, such as further travel demand model development, air quality analysis, public involvement, marketing, and others.
- Regional Coordinated Human Service Transportation Plan Update (\$80,000) – In cooperation with NJ Transit, the four MPO counties and local officials and agencies, SJTPO will manage the

preparation of the FY 2015 Human Service Transportation (HST) Plan Update. The focus of the 2015 Update will be to provide applicants for the JARC, New Freedom and 5310 grant programs with a document that will support their applications (as required by NJ Transit).

- **South Jersey Travel Demand Model Recalibration and Improvements (\$100,000) – The SJTDM will be recalibrated with the products of the FY 2014 Household Travel Survey. The South Jersey Model currently contains household travel behavior data from a survey conducted in 2000, which is a significant shortcoming of the model, especially as travel behavior has changed significantly over the last several years. Other improvements may be requested pending data availability, such as updated roadway function classifications, recreational travel in the region, or changes to model output formatting to improve compatibility with air quality modeling software.**
- **Local Safety and CMAQ Project Development (\$150,000) - The federal Highway Safety Improvement Program (HSIP) provides funding each year for qualifying safety projects. Likewise, the federal Congestion Management/Air Quality seeks to improve the SJTPO region's air quality, currently in non- attainment status (see Task 15/312). SJTPO will provide consultant support to project sponsors in developing projects for the federal funding.**
- **Sign Management System Data Collection (\$386,250) – Local agencies must implement and continue to use an assessment or management method designed to maintain regulatory and warning sign retroreflectivity at or above the minimum levels in Table 2A–3 of the 2009 MUTCD by June 14, 2014. This project will collect sign retroreflectivity measurements for all regulatory and warning signs in the inventory using an MUTCD-compliant method.**

A total of \$2,564,899 is programmed for use within this document, as is detailed in the "Financial Information" section.

NON-MPO-FUNDED TRANSPORTATION PLANNING ACTIVITIES

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

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
FY 2015 UNIFIED PLANNING WORK PROGRAM**

**TABLE 2
FUNDING OVERVIEW
February 20, 2014
Rev. May 2, 2014
Rev. May 19, 2014**

Central Staff Work Program		\$1,355,149	\$1,355,149
Administrative Services		\$50,000	\$72,000
Subregional Work Programs			
Atlantic County	\$115,000		\$115,000
Cape May County	\$58,000		\$58,000
Cumberland County	\$90,500		\$90,500
<u>Salem County</u>	<u>\$58,000</u>		<u>\$58,000</u>
Sub Total		\$321,500	\$321,500
Technical Program			
Professional & Technical Services	\$100,000		\$100,000
Reg'l Coordinated Human Service Trans. Plan	\$80,000		\$80,000
HSIP/CMAQ Project Development			\$150,000
SJ Travel Model Calibration			\$100,000
Sign Management Program Data Collection			\$386,250
Sub Total		<u>\$180,000</u>	<u>\$816,250</u>
Grand Total		<u>\$1,906,649</u>	<u>\$2,564,899</u>

Notes: Subregional Work Program amounts include Federal funds and Local Match

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
FY 2015 UNIFIED PLANNING WORK PROGRAM**

**TABLE 3
PROGRAMMED USDOT RESOURCES**

**February 20, 2014
Rev. May 2, 2014
Rev. May 19, 2014**

Balance of FY12 & FY13 FTA			888,250	
FHWA FY 14 PL Allocation	\$909,743		909,743	
FHWA/FTA Consolidated Planning FY14 PL Flex	<u>\$445,406</u>		445,406	
TOTAL PL		\$1,355,149		\$2,243,399
FHWA FY 2015 Surface Transportation Program Funds	<u>\$487,200</u>		<u>257,200</u>	
TOTAL STP-SJ		<u>\$487,200</u>		<u>\$257,200</u>
TOTAL FHWA RESOURCES for FY 2015 UPWP		\$1,842,349		\$2,500,599
LOCAL MATCH for FY 2015	\$64,300		\$64,300	
TOTAL LOCAL MATCH		<u>\$64,300</u>		<u>\$64,300</u>
GRAND TOTAL		\$1,906,649		\$2,564,899

NOTE: Local Match supports Subregional Planning Program activities

May 19, 2014

SJTPO FY 2015 UNIFIED PLANNING WORK PROGRAM
 TABLE 4, USDOT FUNDING SOURCE SUMMARY

ACTIVITY	PROGRAM	FHWA PL	FHWA HSIP	FHWA STP-SJ	TOTAL FEDERAL	LOCAL MATCH	PROGRAM TOTAL	FEDERAL AID AGREEMENT
15/100	Central Staff	1,355,149	0	0	1,355,149	0	1,355,149	
15/200	Administrative Fee	72,000	0	0	72,000	0	72,000	
	Total - Central Staff Work Program	1,427,149	0	0	1,427,149	0	1,427,149	
15/301	Atlantic County Subregional	0	0	92,000	92,000	23,000	115,000	
15/302	Cape May County Subregional	0	0	46,400	46,400	11,600	58,000	
15/303	Cumberland County Subregional	0	0	72,400	72,400	18,100	90,500	
15/304	Salem County Subregional	0	0	46,400	46,400	11,600	58,000	
	Total - Subregional (80% Federal)	0	0	257,200	257,200	64,300	321,500	
15/401	Professional & Technical Services	100,000	0	0	100,000	0	100,000	
15/402	Regional Coordinated HSTP	80,000	0	0	80,000	0	80,000	
15/403	SJTDM Recalibration	100,000	0	0	100,000	0	100,000	
15/404	Local Safety & CMAQ PD	150,000	0	0	150,000	0	150,000	
15/405	Sign Mgt. System Data Collection	386,250	0	0	386,250	0	386,250	
	Total - Technical Studies	816,250	0	0	816,250	0	816,250	
	GRAND TOTAL	2,243,399	0	257,200	2,500,599	64,300	2,564,899	

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 1405-12: Adopting Amendments to the FY 2015 Unified Planning Work Program to Add \$888,250 in Federal Transit Administration Planning Funds

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 2015 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, and

WHEREAS, additional Federal Transit Administration planning funds are available for the FY 2015 UPWP, and

WHEREAS, several key planning initiatives were deferred from the FY 2015 UPWP initially adopted by the Policy Board on March 24, 2014,

NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby adopts the attached package of amendments to the FY 2015 Unified Planning Work Program for the region; and

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

Certification

I hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Policy Board of the South Jersey Transportation Planning Organization at its meeting of May 27, 2014.

Benjamin H. Laury, P.E., Secretary/Treasurer