

SOUTH

JERSEY

TRANSPORTATION

PLANNING

ORGANIZATION

UNIFIED

PLANNING

WORK

PROGRAM

FISCAL YEARS 2013 & 2014

**SOUTH JERSEY**  
**TRANSPORTATION PLANNING**  
**ORGANIZATION**  
**FY 2013 & 2014**  
**UNIFIED PLANNING WORK PROGRAM**

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# **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

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# SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

## FY 2013 – 2014 UNIFIED PLANNING WORK PROGRAM

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## OVERVIEW

### PURPOSE OF THE UNIFIED PLANNING WORK PROGRAM

The South Jersey Transportation Planning Organization (SJTPPO) 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, SJTPPO 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, SJTPPO Central Staff is projected to consist of the following individuals and responsibilities:

Timothy G. Chelius, P.P., AICP, Executive Director: Overall SJTPPO operations  
Monica LoGuidice, Manager of Administration: Office and contract management  
Nancy Hammer, Support Specialist: General office duties, TIP data base management, TAC support  
Jennifer Marandino, P.E., Team Leader, Safety & Capital Programming: safety engineering and planning, capital programming, project development  
John Petersack, Capital Program Specialist (PT): project development and programming  
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: Regional Planning  
Andrew Tracy, Assistant Transportation Planner: Modeling, data analysis  
Michael Reeves, P.P., AICP, Special Projects Coordinator (PT): Subregional Program, UPWP financial  
Teresa Thomas, SJTSA Program Manager: South Jersey Traffic Safety Alliance  
Wayne Shelton, Traffic Safety Specialist (PT): Community traffic safety outreach  
Michael Tullio, Community Safety Outreach Specialist, (PT): Community safety outreach  
Stephen Serra, Traffic Safety Mascot I: Community Safety Outreach  
VACANT, Senior Transportation Planner: TIP/STIP management, project development, safety planning  
VACANT, Transportation Planner: Geographic Information Systems, systems planning, Title VI  
VACANT, Traffic Safety Specialist (PT): Community traffic safety outreach  
VACANT, Traffic Safety Specialist (PT/Temporary): DDACTS Implementation, Share the Keys, community traffic safety outreach

## **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 bought 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 21<sup>st</sup> 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 ISTEA, TEA-21, SAFETEA-LU, MAP-21, and the Clean Air Act.

## **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 2013 and FY 2014 PLANNING PRIORITIES**

Integrating safety considerations into regional planning will continue to be a top priority in FY 2013 and 2014. SJTPO will continue to employ Rutgers CAIT's Plan4Safety tool to advance safety projects and programs in a variety of ways, including: continuing regional SCP outreach, close work with and continued financial support of the South Jersey Traffic Safety Alliance, technical studies, and the allocation of significant staff resources to safety programs and analysis.

A major FY 2014 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 the SJTPO region, and perhaps beyond. 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 successful Asset Data Collection program begun in Atlantic County in FY 2009, the City of Vineland in FY 2010, and Cumberland and Salem Counties in FY 2011 and 2012. Once the entire SJTPO region is covered by uniform data collection and all users are provided with the analytical software and training, our system preservation programming will flow from a region – wide data – driven, performance - based protocol. Climate change and sustainability will be a focus of our FY 2013 - 2014 program through the effort devoted to the regional Greenhouse Gas Emissions Inventory.

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 (\$2,878,654)** - 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 housing the South Jersey Traffic Safety Alliance. 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.

**Program Administration (\$50,000 – FY 2013 only)** - Administrative services are provided pursuant to a formal agreement with NJDOT.

**Subregional Transportation Planning Work Programs (\$643,000)** – 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 provide a total for FY 2013 and FY 2014:

- Atlantic County - \$230,000: Bus Stop Inventory & Accessibility Study (FY13); Evaluation of Traffic Studies (FY14)
- Cape May County - \$116,000: Road Asset Location Study Supplements (FY13 &14)
- Cumberland County – \$181,000: Traffic Sign Visibility & Reflectivity Assessment (FY13); Evaluation of Potential for Solar Powered Traffic Signals
- Salem County – \$116,000: Traffic Sign Visibility & Reflectivity Assessment (FY13); County Road travel Time Study (FY14)

**Technical Program (\$725,000)** - To supplement the various agency work programs described above, SJTPO will support technical studies and projects performed by consultants, as follows:

- FY 2013 & FY 2014 Seat Belt Use Survey (\$100,000) – Consultant assistance will be secured to measure and evaluate seat belt use in the SJTPO region. Special attention will be devoted to communities and populations of concern, such as commercial operators or teen drivers.
- FY 2013 & FY 2014 Air Quality Analysis (\$125,000) – This task will provide consultant assistance for emissions modeling work, CMAQ emissions reduction estimation, coordination with NJDOT NJDEP, and USEPA, model setups, and other related air quality assistance. The major traditional work element is the annual completion of the Regional Transportation Plan (RTP)/Transportation Improvement Program (TIP) conformity analysis.
- SJTPO Greenhouse Gas Emissions Inventory (\$200,000) - The goal of this study is to quantify and forecast the amount and kinds of climate change gases that are emitted in the region. This GHG inventory and forecast will help state, regional, and local policy makers and citizens understand the sources of GHG emissions so that well-informed policy decisions will be made to reduce these emissions.

- Professional & Technical Services (\$150,000) – This task will fund specialized services to support our 2040 Regional Transportation Plan implementation, such as further travel demand model development, public involvement, marketing, and others.
- Congestion Management Process Data Collection (\$150,000) – This task will provide supporting data for SJTPO’s continued development of the South Jersey CMP, including travel time studies, delay studies and traffic counts.

A total of \$4,296,654 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 13 - 14/110: REGIONAL TRANSPORTATION PLANNING

### Task 13-14/111: 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 2013 and FY 2014.

In FY 2013 and FY 2014, key activities include the use of Plan4Safety, which provides the quantitative element 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 on an initial DDACTS pilot project.
3. Continuation of UPWP-funded safety activities, such as Safety Project Development and Seat Belt Surveys.
4. Utilization of crash data and Plan4Safety for program analysis, special studies, etc. in cooperation with the South Jersey Traffic Safety Alliance, Rutgers Transportation Safety Resource Center, CAIT-LTAP, and other stakeholders. A top priority will be completing the SJTPO Safety Plan.
5. Development of SJTPO Regional Safety Plan and reports examining traffic safety trends in the SJTPO region.
6. Assistance to county and local governments in identifying and preparing NJDOT Local Aid projects resulting from safety analysis and studies.

Funding: Estimated cost is \$350,000

Federal Aid Agreement: PL- ( )

Program Manager: Jennifer Marandino

**Task 13 - 14/112: 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 2013 & 2014.

**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 FYs 2013 and 2014 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.
5. Incorporate Management System output into SJTPO's overall transportation planning process.

**Funding:** Estimated cost is \$300,000

**Federal Aid Agreement:** PL- ( )

**Program Manager:** David Heller

**Task 13 - 14/113: 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, such as the NJDOT Intelligent Transportation System (ITS) Advisory Committee, Congestion Management System Subcommittee, 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. Some of the agencies that SJTPO will be working with include: the Office of Planning Advocacy, the Pinelands Commission, and other agencies.
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 \$200,000

**Federal Aid Agreement:** PL- ( )

**Program Manager:** David Heller

**Task 13 - 14/114: 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, including federal transportation legislation such as SAFETEA-LU or future legislation.

**Funding:** Estimated cost is \$150,000

**Federal Aid Agreement:** PL- ( )

**Program Manager:** David Heller

**Task 13 - 14/115: 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 13-14/116).
6. Remain current on the latest in GIS technology to identify beneficial enhancements in hardware and software.

**Funding:** Estimated cost is \$120,000

**Federal Aid Agreement:** PL- ( )

**Program Manager:** David Heller

**Task 13 - 14/116: 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 \$250,000

**Federal Aid Agreement:** PL-11(051)

**Program Manager:** David Heller



## **Task 13 - 14/117: 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. In FY 2002, SJTPO developed its RTP Outreach project and Environmental Justice Analysis and Plan, both with consultant assistance. In FY 2011, SJTPO is updating its RTP Outreach project, its Environmental Justice Analysis and Plan for use in the SJTPO RTP 2040 Update process.

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. Reconstitute the Citizens Advisory Committee as a means to enhance the public participation process by sending notices and materials and seeking input on matters of regional significance.
2. Continue to utilize the SJTPO World Wide Web homepage [www.sjtpo.org](http://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**

1. Remain current on Title VI activities and matters relating to Environmental Justice (EJ).
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 \$150,000

**Federal Aid Agreement:** PL- ( )

**Program Manager:** Candice Dias

## **ACTIVITY 13 - 14/120: SAFETY**

### **Task 13 - 14/121: SJTPO TRAFFIC SAFETY PROGRAMS**

#### **Objective:**

This task funds SJTPO's traffic safety 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 with goal of "*Moving People Safely*" 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, Saved By The Seat Belt Club and THINK SAFETY Programs.
3. Develop and implement new regionwide programs, such as 3 Weeks Before (remind new parents to get their infant seats installed 3 weeks before their due date) and The Most Deadly Place on Earth (presentation for teen drivers).
4. Host training workshops, such as the Child Passenger Seat certification and the Share the Keys Teen Orientation Training.
5. Prepare quarterly reports and reimbursement reports for grant.
6. Attend meetings to share information on the SJTPO's programs and stay informed as to what others are doing to address traffic safety issues.
7. Distribute materials and supplies to member agencies and the public. .
8. Maintain website [www.sjtsa.org](http://www.sjtsa.org), and produce and distribute quarterly newsletter.

**Funding:** Estimated cost is \$250,000

**Federal Aid Agreement:** PL- ( )

**Program Manager:** Teresa Thomas

## **Task 13 - 14/122: SAFETY EDUCATION 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. Collect data relevant to Transportation Safety Planning, such as seat belt use, traffic control device observation rates, and pedestrian activity.
3. Establish or support County-level Community Traffic Safety Programs in the SJTPO region.
4. Work closely with statewide stakeholders in the formulation of the Statewide Highway Safety Plan.
5. 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.
6. Develop position papers and develop "tool boxes" of safety planning techniques for use by relevant agencies, other MPO's, and the general public.

**Funding:** Estimated cost is \$200,000

**Federal Aid Agreement:** PL- ( )

**Program Manager:** Timothy Chelius

## **ACTIVITY 13 - 14/130: PROJECT DEVELOPMENT & PROGRAMMING**

### **13 - 14/131: 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 2014-2017. 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 2014-2023 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 \$220,000

**Federal Aid Agreement:** PL- ( )

**Program Manager:** Jennifer Marandino

**Task 13 - 14/132: 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 2013-2022 Transportation Improvement Program and amendments thereto, and for development of the FY 2014-2023 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. Participation in effort to expand greenhouse gas (GHG) emissions inventory to include SJTPO region.
  - b. Evaluation of GHG emissions impacts of various land use/transportation scenarios for the 2040 Regional Transportation Plan.
  - c. 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.
  - d. 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 \$150,000

**Federal Aid Agreement:** PL- ( )

**Program Manager:** David Heller

## **Task 13 - 14/133: 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 (2 year total)

**Federal Aid Agreement:** PL- ( )

**Program Manager:** Jennifer Marandino

## **ACTIVITY 13 - 14/140: PROGRAM ADMINISTRATION**

### **Task 13 - 14/141: 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 2012.
3. Monitor progress and submit grant progress reports and close outs.
4. Conduct human resource management activities.

**Funding:** Estimated cost is \$200,000 (2 year total)

**Federal Aid Agreement:** PL- ( )

**Program Manager:** Monica LoGuidice

**Task 13 - 14/142:     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 \$120,000

**Federal Aid Agreement:**     PL- ( )

**Program Manager:**     Monica LoGuidice



**Task 13 - 14/143: 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 2015 and FY 2016 work programs for the subregions and technical studies.
2. Develop the FY 2015 and FY 2016 Central Staff work programs in coordination with member agencies, including special consideration at TAC and/or special meetings.
3. Compile the FY 2015 and 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 when required, and keep abreast of changes in requirements.

**Funding:** Estimated cost is \$80,000 (2 year total)

**Federal Aid Agreement:** PL- ( )

**Program Manager:** Timothy Chelius



**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION  
FY 2013 - 2014 UNIFIED PLANNING WORK PROGRAM**

**TABLE 1  
CENTRAL STAFF WORK PROGRAM**

## **FINANCIAL ADMINISTRATION**

### **Task 13 - 14/201: 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.
3. Provide all financial services necessary to support SJTPO operations, including development of billing rates, purchasing, payroll administration, and annual audit.
4. Provide all financial control and accounting activities necessary to support the contracts with counties and consultants.
5. Provide SJTPO with IT services.

**Funding:** Estimated cost is \$100,000

**Federal Aid Agreement:** PL-11(051)

# **SUBREGIONAL TRANSPORTATION PLANNING PROGRAM**

## **Atlantic County FY 2013 Subregional Transportation Planning Work Program (\$ 115,000.00)**

**Goal:** Improve the efficiency of the region's transportation network and system by participating in Subregional transportation planning efforts.

### **I. PROGRAM ADMINISTRATION**

**Objective:** Develop and implement the County's STP Work Program and provide general administration of the program.

1. Submit quarterly progress and completion reports of the FY 2012 Subregional Work Program to South Jersey Transportation Planning Organization (SJTPO) (including status of local lead projects).
2. Maintain time sheets (by staff and task).
3. Prepare revisions in FY 2014 Subregional Work Program if needed.

#### **Products:**

- Quarterly & Final Progress Reports
- FY 2014 revised Subregional Work Program if needed

#### **Due Dates:**

- Quarterly Reports and Final Report – 10 days after the close of the quarter
- Revised Subregional Work Program – if needed and as required by SJTPO

**Funding: \$ 12,000.00**

### **II. TRANSPORTATION DATA FILE/TIP/PUBLIC PARTICIPATION**

**Objective:** Review and update the information base needed for transportation planning activities. Develop County Transportation Improvement, Study & Development, and State Aid Programs that are consistent with local, State, and regional plans and goals and assist SJTPO in their TIP development process. Coordinate the County's transportation planning with SJTPO and other related organizations that support public involvement.

#### **A. Transportation Data File - Activities**

1. **Traffic Counts:** Provide SJTPO with all information relating to traffic counts taken that were funded under Subregional Program. For traffic counts not funded under this program, provide count location, date and total count.
2. **Population Projections:** Review and comment on SJTPO population projections and, as needed, develop and provide population projections to SJTPO.
3. **Data Dissemination:** Respond to transportation related data requests from the general public and private agencies. This includes requests for information (e.g., accident data, traffic counts, GIS data and aerial photography products).

4. **County Transportation Plan Element Update:** Review data, general information (accident and transportation count data land use information) and newly proposed state and local development projects. Determine if this data warrants change to the transportation element of the County Master Plan and make revisions as necessary.
5. **SJTPO Assistance-General:** Provide information and input needed for the update of the SJTPO Regional Transportation Plan (RTP). Participate in the operation and refinement of SJTPO Congestion Management System (CMS), including provision of any existing data needed for the addition of County roads to the CMS Network. In cooperation with SJTPO, review and comment on information and conclusions relating from the various State Management System prepared by NJDOT.

**B. Transportation Improvement Program - Activities**

1. **Ranking System:** Provide comments to SJTPO on the project ranking system and assist in revising the system (as needed).
2. **Transportation Improvement Program (TIP) Pool:** Provide SJTPO with construction-ready road projects or other eligible (e.g. scoping) projects to be included in the SJTPO TIP project pool. Review and comment on ranking and prioritize projects submitted for inclusion in the pool. Provide local lead project status report with each STP Quarterly Report.
3. **Study & Development/Other:** Screen and evaluate Study & Development proposals and technical candidates
4. **Capital Transportation Program (CTP):** Identify and prioritize projects for Capital Transportation Program of State Aid County projects. Current and past CTP projects will be monitored as needed. Submit the CTP to SJTPO for its files.
5. **Transportation Development Districts (TDD):** Atlantic County continue to administer three TDD's. In addition, the DRPED will continue to review the respect improvement programs and prioritize projects in each of these Districts. The projects applications will also be reviewed to determine the cost assessment for traffic contribution in each TDD.

**C. Interagency Coordination and Public Participation - Activities**

1. **SJTPO Meetings:** Attend regular meetings of the TAC and (as needed) Policy Board and any SJTPO subcommittees.
2. **Other Meetings:** Attend other transportation-related meetings as appropriate.
3. **Public Participation:** Emphasize and encourage public involvement in the transportation planning process. Work with SJTPO staff in scheduling their attendance at County Planning Board meetings to discuss MPO activities.

**Products:**

- County's traffic related data and projections
- County's population projections
- County TIP pool candidates, Capital Transportation Program
- Summary (description of meeting, date, and attending staff) of meetings attended

<b>Funding</b>	<b>Amount</b>
A. Transportation Data File	\$14,000
B. Transportation Improvement Program	\$15,000
C. Public Participation	<u>\$12,000</u>
<b>Total</b>	<b><u>\$41,000</u></b>

### **III. SUPPORTIVE STUDIES**

#### **Objective and description:**

#### **Bus Stops Inventory and Accessibility Study in Atlantic County**

During Road Safety Audit survey during past years it has been noted that some of the Bus Stops in Atlantic County may not have been located to the standards in terms of their location, landing area, pedestrian comforts, signage according to the traffic and pedestrian safety. Atlantic County will conduct a study on Bus Stop Accessibility and Safety and create a checklist of the bus stops in Atlantic County (NJ Transit route numbers 501, 502, 505, 507, 508, 509, 553, 554 and 559) with the information listed below:

#### **Activities**

##### **Bus Stop Checklist**

- Identification/Location, Mapping through GIS with database
- Location and Access Assessment
- Landing Area Assessment
- Pedestrian Amenities
- Shelter Seating Assessment
- Information Features
- Other Amenities
- Traffic and Pedestrian Safety Issues
- Lighting Assessments
- Getting to Bus Stop
- Recommendations for each location

**Funding:     \$ 62,000.00**

#### **FUNDING SUMMARY – FY 13**

<b><u>Task</u></b>	<b><u>Budget</u></b>
I.     Program Administration	\$ 12,000
II.    Data File/TIP/ Public Participation	\$ 41,000
III.   Supportive Studies	\$ 62,000
<hr/>	
<b>TOTAL</b>	<b>\$ 115,000</b>
Federal Share (80%)	\$ 92,000
County In-Kind Match (20%)	\$ 23,000

## **STAFFING PLAN**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Days</u></b>
Joseph Maher	Director	08
John Peterson	Deputy Director (PD)	60
Brian Walter	Principal Planner	04
Robert Lindaw	Supervising Planner	04
Barry Hackett	GIS Director	04
Matt Duffy	GIS Specialist	30
Scott Dalton	GIS Specialist	14
Sarah Taylor	GIS Specialist	10
Everest John	Assistant Planner	62
Jim Menge	Engineering Aid	14
John Masi	Engineer	16
Jim Mason	Engineer	14
Ed Newman	Traffic Analyst	08
Scott McPherson	Engineering Co-op	16



**Atlantic County**  
**FY 2013 Subregional Transportation Planning Program**  
**Rate Table and Staffing Program**

Employee Name	Direct Hourly Rate	Direct Daily Rate	Leave Additive Rate	Fringe Rate	Fringe & LA Rate	Total Rate	Days – Staff Time	STP - Cost			
								Direct	LA	Fringe	Total
Joe Maher	49.98	399.84	27.94%	58.42%	86.36%	745.14	8	3,198.72	893.72	1,868.69	5,961.13
John Peterson	45.21	361.68	25.48%	58.42%	83.90%	665.13	60	21,700.80	5,529.36	12,677.61	39,907.77
Brian Walters	36.04	288.32	25.48%	58.42%	83.90%	530.22	4	1,153.28	293.86	673.75	2,120.88
Barry Hackett	35.63	285.04	22.54%	58.42%	80.96%	515.81	4	1,140.16	256.99	666.08	2,063.23
Matt Duffy	30.40	243.20	22.54%	58.42%	80.96%	440.09	30	7,296.00	1,644.52	4,262.32	13,202.84
Robert Lindaw	36.52	292.16	25.48%	58.42%	83.90%	537.28	4	1,168.64	297.77	682.72	2,149.13
Sarah Taylor	22.26	178.08	25.48%	58.42%	83.90%	327.49	10	1,780.80	453.75	1,040.34	3,274.89
Scott Dalton	22.71	181.68	22.54%	58.42%	80.96%	328.77	14	2,543.52	573.31	1,485.92	4,602.75
Everest John	20.37	162.96	22.54%	58.42%	80.96%	294.89	62	10,103.52	2,277.33	5,902.48	18,283.33
Ed Newman	19.40	155.20	25.48%	58.42%	83.90%	285.41	8	1,241.60	316.36	725.34	2,283.30
Jim Mason	38.31	306.48	22.54%	58.42%	80.96%	554.61	14	4,290.72	967.13	2,506.64	7,764.49
Jim Menge	16.42	131.36	20.83%	58.42%	79.25%	235.46	14	1,839.04	383.07	1,074.37	3,296.48
John Masi	36.79	294.32	22.50%	58.42%	80.92%	532.48	16	4,709.12	1,059.55	2,751.07	8,519.74
Scott McPherson	15.00	120.00	0.00%	0.00%	0.00%	120.00	16	1,920.00	0.00	0.00	1,920.00
							<b>Total</b>	<b>62,165.92</b>	<b>14,946.72</b>	<b>36,317.33</b>	<b>115,349.98</b>
								<b>Program Budget -</b>		<b>115,000.00</b>	

**Atlantic County FY 2014  
Subregional Transportation Planning Work Program  
(\$ 115,000.00)**

**Goal:** Improve the efficiency of the region's transportation network and system by participating in Subregional transportation planning efforts.

**I. PROGRAM ADMINISTRATION**

**Objective:** Develop and implement the County's STP Work Program and provide general administration of the program.

1. Submit quarterly progress and completion reports of the FY 2014 Subregional Work Program to South Jersey Transportation Planning Organization (SJTPO). Reports may be submitted on a six month basis but, if an invoice is submitted on a three month basis, it must be accompanied by a progress report covering the invoice period.
2. Maintain time sheets (by staff and task).
3. Prepare FY 2015/2016 Subregional Work Program.

**Products:**

- Quarterly & Final Progress Reports
- FY 2015/2016 Subregional Work Program

**Due Dates:**

- Quarterly Reports and Final Report – 10 days after the close of the quarter
- FY 2015/2016 Subregional Work Program – as required by SJTPO

**Funding: \$ 12,000.00**

**II. TRANSPORTATION DATAFILE/TIP/PUBLIC PARTICIPATION**

**Objective:** Review and update the information base needed for transportation planning activities. Develop County Transportation Improvement, Study & Development, and State Aid Programs that are consistent with local, State, and regional plans and goals and assist SJTPO in their TIP development process. Coordinate the County's transportation planning with SJTPO and other related organizations that support public involvement.

**A. Transportation Data File - Activities**

1. **Traffic Counts:** Provide SJTPO with traffic count information, regardless of whether or not counts were funded under the Subregional Program. Count information should be in a portable document format (.pdf) with summary count statistics submitted in spreadsheet format to be provided by SJTPO. Count data should be submitted to SJTPO with the County's progress report.
2. **Population Projections:** Review and comment on SJTPO population projections and, as needed, develop and provide population projections to SJTPO.
3. **Data Dissemination:** Respond to transportation related data requests from the general public and private agencies. This includes requests for information (e.g., accident data, traffic counts, GIS data and aerial photography products).

4. **County Transportation Plan Element Update:** Review data, general information (accident and transportation count data land use information) and newly proposed state and local development projects. Determine if this data warrants change to the transportation element of the County Master Plan and make revisions as necessary.
5. **SJTPO Assistance-General:** Provide information and input needed for the update of the SJTPO Regional Transportation Plan (RTP). Participate in the operation and refinement of SJTPO Congestion Management System (CMS), including provision of any existing data needed for the addition of County roads to the CMS Network. In cooperation with SJTPO, review and comment on information and conclusions relating from the various State Management System prepared by NJDOT.

**B. Transportation Improvement Program - Activities**

1. **Ranking System:** Provide comments to SJTPO on the project ranking system and assist in revising the system (as needed).
2. **Transportation Improvement Program (TIP) Pool:** Provide SJTPO with construction-ready road projects or other eligible (e.g. scoping) projects to be included in the SJTPO TIP project pool. Review and comment on ranking and prioritize projects submitted for inclusion in the pool. Provide local lead project status report with each STP Quarterly Report.
3. **Study & Development/Other:** Screen and evaluate Study & Development proposals and technical candidates
4. **Capital Transportation Program (CTP):** Identify and prioritize projects for Capital Transportation Program of State Aid County projects. Current and past CTP projects will be monitored as needed. Submit the CTP to SJTPO for its files.
5. **Transportation Development Districts (TDD):** Atlantic County continue to administer three TDD's. In addition, the DRPED will continue to review the respect improvement programs and prioritize projects in each of these Districts. The projects applications will also be reviewed to determine the cost assessment for traffic contribution in each TDD.

**C. Interagency Coordination and Public Participation - Activities**

1. **SJTPO Meetings:** Attend regular meetings of the TAC and (as needed) Policy Board and any SJTPO subcommittees.
2. **Other Meetings:** Attend other transportation-related meetings as appropriate.
3. **Public Participation:** Emphasize and encourage public involvement in the transportation planning process. Work with SJTPO staff in scheduling their attendance at County Planning Board meetings to discuss MPO activities.

**Products:**

- County's traffic related data and projections
- County's population projections
- County TIP pool candidates, Capital Transportation Program
- Status of local lead projects
- Summary (description of meeting, date, and attending staff) of meetings attended

<b>Funding</b>	<b>Amount</b>
A. Transportation Data File	\$14,000
B. Transportation Improvement Program	\$15,000
C. Public Participation	<u>\$12,000</u>
<b>Total</b>	<b>\$41,000</b>

### **III. SUPPORTIVE STUDIES**

#### **Objective and description:**

##### **Evaluation of Traffic Safety Studies**

Atlantic County has completed Road Safety audit on the following Atlantic County Roads:

Jimmie Leeds Road (CR561/633)

Delilah Road (CR 646)

Tilton Road (CR 563)

Fire Road (CR 561)

Ocean Heights Ave (CR Alt 559)

English Creek Road (CR 575)

Philadelphia Ave (CR 563)

Moss Mill Road (CR Alt 561)

Duerer St (CR 561)

Central Ave (CR 561/HER CR 602) in progress

Chew Road (CR 559) in progress

Brigantine Blvd (CR 638) in progress

Ventnor Ave (CR 629) in progress

Many of the RSA recommendations on RSA have been completed and some are actively being implemented. All of the RSA recommendations will be complied to evaluate the outcomes of RSA. This study may contain following:

#### **Activities**

Checklist of the issues that has been resolved

Checklist of issues not resolved and why?

Evaluation of remaining issues and anticipated response

**Funding: \$ 62,000.00**

#### **FUNDING SUMMARY- FY 2014**

<b><u>Task</u></b>	<b><u>Budget</u></b>
I. Program Administration	\$ 12,000
II. Data File/TIP/ Public Participation	\$ 41,000
II. Supportive Studies	\$ 62,000
<hr/>	
<b>TOTAL</b>	<b>\$ 115,000</b>
<hr/>	
Federal Share (80%)	\$ 92,000
County In-Kind Match (20%)	\$ 23,000

## STAFFING PLAN

<u>Name</u>	<u>Position</u>	<u>Days</u>
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Sarah Taylor	GIS Specialist	10
Everest John	Assistant Planner	62
Jim Menge	Engineering Aid	14
John Masi	Engineer	16
Jim Mason	Engineer	14
Ed Newman	Traffic Analyst	08
Scott McPherson	Engineering Co-op	16

**CAPE MAY COUNTY FY 2013 SUBREGIONAL  
TRANSPORTATION PLANNING WORK PROGRAM**

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

**I. PROGRAM ADMINISTRATION**

**Objective:** Develop and implement the County's STP Work Program and provide general administration of the program.

1. Submit quarterly progress and final completion reports of the FY 2013 Subregional Work Program to South Jersey Transportation Planning Organization (SJTPO).
2. Maintain time sheets (by staff and task).
3. Revise (if needed) the FY 2014 Subregional Work Program.

**Products:**

- Quarterly & Final Progress Reports
- Revised FY 2014 Subregional Work Program (if needed)

**Due Dates:**

- Quarterly Reports and Final Report – 10 days after the close of the quarter
- Revised Subregional Work Program – if needed and as required by SJTPO

**Funding \$ 5,800**

**II. TRANSPORTATION DATA FILE/TIP/PUBLIC PARTICIPATION**

**Objective:** Review and update the information base needed for transportation planning activities. Develop County Transportation Improvement, Study & Development, and State Aid Programs that are consistent with local, State, and regional plans and goals and assist SJTPO in their TIP development process. Coordinate the County's transportation planning with SJTPO and other related organizations that support public involvement.

**A. Transportation Data File - Activities**

1. **Traffic Counts:** Provide SJTPO with all information relating to traffic counts taken that were funded under Subregional Program. For traffic counts not funded under this program, provide count location, date and total count.
2. **Population Projections:** Review and comment on SJTPO population projections and, as needed, develop and provide population projections to SJTPO.
3. **Data Dissemination:** Respond to transportation related data requests from the general public and private agencies. This includes requests for information (e.g., accident data, traffic counts, GIS data and aerial photography products).
4. **County Transportation Plan Element Update:** Review data, general information (accident and transportation count data land use information) and newly proposed state and local development projects. Determine if this data warrants change to the transportation element of the County Master Plan and make revisions as necessary.

5. **SJTPO Assistance-General:** Provide information and input needed for the update of the SJTPO Regional Transportation Plan (RTP). Participate in the operation and refinement of SJTPO Congestion Management System (CMS), including provision of any existing data needed for the addition of County roads to the CMS Network. In cooperation with SJTPO, review and comment on information and conclusions relating from the various State Management System prepared by NJDOT.
6. **Road Safety Audit Results:** Provide a detailed update on the strategies and infrastructure improvements recommended via the County’s 2011-2012 Road Safety Audit projects. Quantify results when possible.

**B. Transportation Improvement Program - Activities**

1. **Ranking System:** Provide comments to SJTPO on the project ranking system and assist in revising the system (as needed).
2. **Transportation Improvement Program (TIP) Pool:** Provide SJTPO with construction-ready road projects or other eligible (e.g. scoping) projects to be included in the SJTPO TIP project pool. Review and comment on ranking and prioritize projects submitted for inclusion in the pool. Provide local lead project status report with each STP Quarterly Report.
3. **Study & Development/Other:** Screen and evaluate Study & Development proposals and technical candidates
4. **Capital Transportation Program (CTP) –** Identify and prioritize projects for Capital Transportation Program of State Aid County projects. Current and past CTP projects will be monitored as needed. Submit the CTP to SJTPO for its files.
5. **Other-** Attend meetings and information sessions to garner information on projects identified above.

**C. Interagency Coordination and Public Participation - Activities**

1. **SJTPO Meetings:** Attend regular meetings of the TAC and (as needed) Policy Board and any SJTPO subcommittees including the new Congestion Management Process Advisory Committee (CMPAC).
2. **Other Meetings:** Attend other transportation-related meetings as appropriate, including municipal Transportation Advisory Committees
3. **Public Participation:** Emphasize and encourage public involvement in the transportation planning process. Work with SJTPO staff in scheduling their attendance at County Planning Board meetings to discuss MPO activities.

**Products:**

- County’s traffic related data and projections.
- County’s population projections.
- County TIP pool candidates, Capital Transportation Program.
- Summary (description of meeting, date, and attending staff) of meetings attended.

<b>Funding</b>	<b>Amount</b>
Transportation Data File (estimate)	\$17,200
Transportation Improvement Program (estimate)	\$10,000
<u>Public Participation (estimate)</u>	<u>\$10,000</u>
<b>Total</b>	<b>\$37,200</b>

### **III. SUPPORTIVE STUDIES**

#### **Road Information Asset Location**

Cape May County has approximately 210 miles of roads under its jurisdiction. The County shall appoint the consultants to collect road information through video camera and plot it on a GIS map. This information will help County planners and engineers make necessary decisions, plans and design through this efficient data collection. It will also enable Cape May County to integrate this information with the remainder of the SJTPO region, complimenting the SJTPO Regional Transportation Plan Initiative. The following information shall be collected through the consultants:

- Sign (Type, Facing Direction, Size, Post Type, Condition, etc)
- Manhole (Type, ownership, etc.)
- Pavement Inventory (Width, Lanes, Length, Starting / Ending Mile Point, etc.)
- Pavement Condition (Cracking, Pothole, etc.)
- Parking Meter
- Sidewalk
- Dimensions

The County has collected the following categories of assets, and has the information stored in a GIS database. The database must be analyzed to see if it is suitable for incorporation into the new Asset Management database. If so, the consultant will be responsible for conversion; if not, the data must be collected:

- Inlet (Type, Condition, etc.)
- Guiderail (Type, Length, Condition, etc.)
- Fire Hydrants

**Funding: \$15,000 (Consultant) [+ Note: *This project was dropped and Task unspent in FY 2013*]**



## FUNDING SUMMARY

<u>Task</u>	<u>Budget</u>
I. Program Administration	\$5,800
II. Data File/TIP/Public Participation	\$37,200
III. Supportive Studies	\$15,000
<hr/>	
TOTAL	\$58,000

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

## STAFFING PLAN

<u>Name</u>	<u>Position</u>	<u>Days</u>
Leslie Gimeno	Director	66
Dale Foster	County Engineer	4
Martin Teller	Principal Planner	52
Brigitte Sherman	Principal Planning Aide	10
Brian O'Connor	GIS Specialist	23
Tom Brennan	Traffic Enumerator	100

**CAPE MAY COUNTY FY 2014 SUBREGIONAL  
TRANSPORTATION PLANNING WORK PROGRAM**

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

**I. PROGRAM ADMINISTRATION**

**Objective:** Develop and implement the County's STP Work Program and provide general administration of the program.

1. Submit quarterly progress and final completion reports of the FY 2014 Subregional Work Program to South Jersey Transportation Planning Organization (SJTPO). Reports may be submitted on a six month basis but, if an invoice is submitted on a three month basis, it must be accompanied by a progress report covering the invoice period.
2. Maintain time sheets (by staff and task).
3. Prepare and submit the FY 2015/2016 County Subregional Work Program.

**Products:**

- Quarterly & Final Progress Reports
- FY 2015/2016 Subregional Work Program

**Due Dates:**

- Quarterly Reports and Final Report – 10 days after the close of the quarter
- 2015/2016 Subregional Work Program – as required by SJTPO

**Funding \$ 5,800**

**II. TRANSPORTATION DATA FILE/TIP/PUBLIC PARTICIPATION**

**Objective:** Review and update the information base needed for transportation planning activities. Develop County Transportation Improvement, Study & Development, and State Aid Programs that are consistent with local, State, and regional plans and goals and assist SJTPO in their TIP development process. Coordinate the County's transportation planning with SJTPO and other related organizations that support public involvement.

**A. Transportation Data File - Activities**

1. **Traffic Counts:** Provide SJTPO with traffic count information, regardless of whether or not counts were funded under Subregional Program. Count information should be in a portable document format (.pdf) with summary count statistics submitted in spreadsheet format to be provided by SJTPO. Count data should be submitted to SJTPO with the County's progress report.
2. **Population Projections:** Review and comment on SJTPO population projections and, as needed, develop and provide population projections to SJTPO.
3. **Data Dissemination:** Respond to transportation related data requests from the general public and private agencies. This includes requests for information (e.g., accident data, traffic counts, GIS data and aerial photography products).
4. **County Transportation Plan Element Update:** Review data, general information (accident and transportation count data land use information) and newly proposed state and local

development projects. Determine if this data warrants change to the transportation element of the County Master Plan and make revisions as necessary.

5. **SJTPO Assistance-General:** Provide information and input needed for the update of the SJTPO Regional Transportation Plan (RTP). Participate in the operation and refinement of SJTPO Congestion Management System (CMS), including provision of any existing data needed for the addition of County roads to the CMS Network. In cooperation with SJTPO, review and comment on information and conclusions relating from the various State Management System prepared by NJDOT.
6. **Road Safety Audit Results:** Provide a detailed update on the strategies and infrastructure improvements recommended via the County’s 2011-2012 Road Safety Audit projects. Quantify results when possible.

### **B. Transportation Improvement Program - Activities**

1. **Ranking System:** Provide comments to SJTPO on the project ranking system and assist in revising the system (as needed).
2. **Transportation Improvement Program (TIP) Pool:** Provide SJTPO with construction-ready road projects or other eligible (e.g. scoping) projects to be included in the SJTPO TIP project pool. Review and comment on ranking and prioritize projects submitted for inclusion in the pool. Provide local lead project status report with each STP Quarterly Report.
3. **Study & Development/Other:** Screen and evaluate Study & Development proposals and technical candidates.
4. **Capital Transportation Program (CTP) –** Identify and prioritize projects for Capital Transportation Program of State Aid County projects. Current and past CTP projects will be monitored as needed. Submit the CTP to SJTPO for its files.
5. **Other-** [Specify]

### **C. Interagency Coordination and Public Participation - Activities**

1. **SJTPO Meetings:** Attend regular meetings of the TAC and (as needed) Policy Board and any SJTPO subcommittee meetings, including the new Congestion Management Process Advisory Committee (CMPAC).
2. **Other Meetings:** Attend other transportation-related meetings as appropriate.
3. **Public Participation:** Emphasize and encourage public involvement in the transportation planning process. Work with SJTPO staff in scheduling their attendance at County Planning Board meetings to discuss MPO activities.

**Products:**

- County’s traffic related data and projections
- County’s population projections.
- County TIP pool candidates, Capital Transportation Program
- Summary (description of meeting, date, and attending staff) of meetings attended

<b>Funding</b>	<b>Amount</b>
Transportation Data File (estimate)	\$17,200
Transportation Improvement Program (estimate)	\$10,000
Public Participation (estimate)	\$10,000
<b>Total</b>	<b>\$37,200</b>

### III. SUPPORTIVE STUDIES

#### Road Information Asset Location

Cape May County has approximately 210 miles of roads under its jurisdiction. The County shall retain consultants to collect road information through existing video (photo logs) and plot it on a GIS map. This information will help County planners and engineers make necessary decisions, plans and design through this efficient data collection. It will also enable Cape May County to integrate this information with the remainder of the SJTPO region, complimenting the SJTPO Regional Transportation Plan Initiative. The following information shall be collected through the consultants:

- Pavement Inventory – width and edge of pavement, curbing, starting and ending mile points, and related work

**Funding: \$15,000 (Consultant and County Staff)**

#### FUNDING SUMMARY

<u>Task</u>	<u>Budget</u>
I. Program Administration	\$ 5,800
II. Data File/TIP/ Public Participation	\$ 37,200
III. Supportive Studies (Consultant)	\$ 15,000
<hr/>	
TOTAL	\$ 58,000
<hr/>	
Federal Share (80%)	\$ 46,400
County Match (20%)	\$ 11,600

#### STAFFING PLAN\*

<u>Name</u>	<u>Position</u>	<u>Days</u>
Leslie Gimeno	Director	68
Dale Foster	County Engineer	4
Martin Teller	Principal Planner	49
Brigitte Sherman	Principal Planning Aide	9
Brian O'Connor	GIS Specialist	23
Tom Brennan	Traffic Enumerator	100

**CUMBERLAND COUNTY FY 2013**  
**(July 1, 2012 – June 30, 2013)**  
**SUBREGIONAL TRANSPORTATION PLANNING WORK PROGRAM**

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

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**I. PROGRAM ADMINISTRATION**

**Objective:** Develop, implement and administrate the County's STP Work Program.

**Activities:**

1. Submit quarterly progress and final completion reports of the FY2013 Subregional Work Program to South Jersey Transportation Planning Organization (SJTPO).
2. Maintain time sheets (by staff and task).
3. Revise (if needed) the FY 2014 Subregional Work Program.

**Products:**

- Quarterly & Final Progress Reports
- Revised FY 2014 Subregional Work Program (if needed)

**Due Dates:**

- Quarterly Reports and Final Report – 10 days after the close of the quarter
- Revised Subregional Work Program – if needed and as required by SJTPO

**Funding: \$7,500**

**II. DATA FILE, TIP and PUBLIC PARTICIPATION**

**Objective:** Review, update, and maintain the information base needed for Transportation Planning activities. Develop and assist SJTPO with the preparation of a County Transportation Improvement Program, and Study & Development Program that are consistent with regional plans and goals. Coordinate the County's transportation planning with SJTPO and other related organizations that support public involvement.

**A. Data File Activities**

1. **Traffic Counts:** Provide SJTPO with all information relating to traffic counts taken that were funded under Subregional Program. For traffic counts not funded under this program, provide count location, date and total count.
2. **Population Projections:** Review and comment on SJTPO population projections and, as needed, develop and provide population projections to SJTPO. Participate in review and correction of 2010 Census data and reports.
3. **Data Collection & Dissemination:** Respond to transportation related data requests from the general public and private agencies. This includes requests for information (e.g., accident data, traffic counts, GIS data, development review activity and aerial photography products).

4. **Aerial Photograph Stabilization and Digitization:** The 1977 aerial photo mylars are flaking ink. Repair and computer storage will be sought for paper aerials.
5. **County Transportation Plan Element Update:** Review data, general information (accident and transportation count data land use information) and newly proposed state and local development projects. Determine if this data warrants change to the transportation element of the County Master Plan and make revisions as necessary.
6. **SJTPO Assistance-General:** Provide information and input needed for the update of the SJTPO Regional Transportation Plan (RTP). Participate in the operation and refinement of SJTPO Congestion Management System (CMS), including provision of any existing data needed for the addition of County roads to the CMS Network. In cooperation with SJTPO, review and comment on information and conclusions relating from the various State Management System prepared by NJDOT.
7. **Identify Areas, Facilities and Projects for Transportation Improvements:** Areas for improvements, such as Nabb Avenue extension, extension of rail service, and bikeways will be researched, pursued and recorded as warranted.
8. **SJTPO Safety Management System:** As needed and as requested by SJTPO, provide assistance to SJTPO in the development of its safety management system and other safety-related projects. This may include county-prepared AADT estimates and information on county road profiles for locations identified as potentially dangerous.
9. **Updating & Printing of County Road Map:** Ongoing update and digitize county road database along with public facilities and other major traffic generators to produce update and thematically oriented road maps.

#### **B. Transportation Improvement Program Activities**

1. **Ranking System:** Provide comments to SJTPO on the project ranking system and assist in revising the system (as needed).
2. **Transportation Improvement Program (TIP) Pool:** Provide SJTPO with construction-ready road projects or other eligible (e.g. scoping) projects to be included in the SJTPO TIP project pool. Review and comment on ranking and prioritize projects submitted for inclusion in the pool. Provide local lead project status report with each STP Quarterly Report.
3. **Study & Development/Other:** Screen and evaluate Study & Development proposals and technical candidates.
4. **Capital Transportation Program (CTP):** Identify and prioritize projects for Capital Transportation Program of State Aid County projects. Current and past CTP projects will be monitored as needed. Submit the CTP to SJTPO for its files.
5. **SIP:** Review and comment on NJDOT and NJDEP TIP/SIP process and conclusions relating to air quality conformity.

#### **C. Interagency Coordination and Public Participation Activities:**

1. **SJTPO Meetings:** Attend regular meetings of the TAC and Policy Board and SJTPO subcommittees.
2. **Other Meetings:** Attend other transportation-related meetings.
3. **Public Participation:** Emphasize and encourage public involvement in the transportation planning process. Work with SJTPO staff in scheduling their attendance at County Planning Board meetings to discuss MPO activities.

**Products:**

- County’s traffic related data and projections
- County’s population projections
- County TIP pool candidates, Capital Transportation Program
- Meeting attendance and participation
- Outline of future facilities, route alignments and other transportation needs
- County Road Map for public distribution and in digitized database
- Other

<b>Funding</b>	<b>Amount</b>
Transportation Data File (estimate)	\$17,000
Transportation Improvement Program (estimate)	\$7,000
<u>Public Participation (estimate)</u>	<u>\$9,000</u>
<b>Total</b>	<b>\$33,000</b>

**III: SUPPORTIVE STUDIES**

**Objective and Description:** County Traffic Sign Visibility and Retro-reflectivity Assessment

**Activities:**

- Attend training session on conducting traffic sign retroreflectivity inspection with hands on use of retroreflectometer
- Determine which signs are to be targeted for retroreflectivity measurements, if additional assessment method is to be used
- Obtain retroreflectometer from SJTPO
- Conduct retroreflectivity and other assessment method, if determined applicable
- Prepare an Assessment Report of Nighttime Visibility of County Traffic Control Devices which will include recommendations for sign management/replacement based upon findings of assessment survey

**Product:** An Assessment Report of Nighttime Visibility of County Traffic Control Devices.

**Relation to Regional Transportation Plan:** This activity advances the RTP goal to Improve Transportation Safety.

**Funding: \$50,000**

## **FUNDING SUMMARY**

<b>TASK</b>	<b>BUDGET</b>
I. PROGRAM ADMINISTRATION	\$7,500
II. DATA FILE/TIP/PUBLIC PARTICIPATION	\$33,000
III. SUPPORTIVE STUDIES	\$50,000
<b>TOTAL</b>	<b>\$90,500</b>

Federal Share (@ 80% total)	\$72,400
County Match (@20% total)	\$18,100

## **FY 2013 SUBREGIONAL STAFFING PLAN**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Days</u></b>
Brewer	Planning Director	71
Pisarski	Principal Planner	
Mollick	Senior Planner	24
Buono	GIS Specialist	27
Browne	Graphics Specialist	17
Riendeau	Office Manager	11
Whitaker	Assistant Engineer	16
Rafferty	Engineer	15
Field Crew	Public Works	60



**CUMBERLAND COUNTY FY 2014**  
**(July 1, 2013 – June 30, 2014)**  
**SUBREGIONAL TRANSPORTATION PLANNING WORK PROGRAM**

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

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**I. PROGRAM ADMINISTRATION**

**Objective:** Develop, implement and administrate the County's STP Work Program.

**Activities:**

1. Submit progress and final completion reports of the FY 2014 Subregional Work Program to South Jersey Transportation Planning Organization (SJTPO). Reports may be submitted on a six month basis but, if a Subregional invoice is submitted on a three month basis, it must be accompanied by a progress report covering the invoice period.
2. Maintain time sheets (by staff and task).
3. Prepare the FY 2015/2016 Subregional Work Program.

**Products:**

- Quarterly & Final Progress Reports
- FY 2015/2016 Subregional Work Program

**Due Dates:**

- Quarterly Reports and Final Report – 10 days after the close of the quarter
- Revised Subregional Work Program – if needed and as required by SJTPO

**Funding: \$7,500**

**II. DATA FILE, TIP and PUBLIC PARTICIPATION**

**Objective:** Review, update, and maintain the information base needed for Transportation Planning activities. Develop and assist SJTPO with the preparation of a County Transportation Improvement Program, and Study & Development Program that are consistent with regional plans and goals. Coordinate the County's transportation planning with SJTPO and other related organizations that support public involvement.

**A. Data File Activities**

1. **Traffic Counts:** Provide SJTPO with all information, regardless of whether or not counts were funded under Subregional Program. Count information should be in a portable document format (.pdf) with summary count statistics submitted in spreadsheet format to be provided by SJTPO. Count data should be submitted to SJTPO with the County's Subregional progress report.
2. **Population Projections:** Review and comment on SJTPO population projections and, as needed, develop and provide population projections to SJTPO.

3. **Data Collection & Dissemination:** Respond to transportation related data requests from the general public and private agencies. This includes requests for information (e.g., accident data, traffic counts, GIS data, development review activity and aerial photography products).
4. **Aerial Photograph Stabilization and Digitization:** The 1977 aerial photo mylars are flaking ink. Repair and computer storage will be sought for paper aerials.
5. **County Transportation Plan Element Update:** Review data, general information (accident and transportation count data land use information) and newly proposed state and local development projects. Determine if this data warrants change to the transportation element of the County Master Plan and make revisions as necessary.
6. **SJTPO Assistance-General:** Provide information and input needed for the update of the SJTPO Regional Transportation Plan (RTP). Participate in the operation and refinement of SJTPO Congestion Management System (CMS), including provision of any existing data needed for the addition of County roads to the CMS Network. In cooperation with SJTPO, review and comment on information and conclusions relating from the various State Management System prepared by NJDOT.
7. **Identify Areas, Facilities and Projects for Transportation Improvements:** Areas for improvements, such as Nabb Avenue extension, extension of rail service, and bikeways will be researched, pursued and recorded as warranted.
8. **SJTPO Safety Management System:** As needed and as requested by SJTPO, provide assistance to SJTPO in the development of its safety management system and other safety-related projects. This may include county-prepared AADT estimates and information on county road profiles for locations identified as potentially dangerous.
9. **Updating & Printing of County Road Map:** Ongoing update and digitize county road database along with public facilities and other major traffic generators to produce update and thematically oriented road maps.

## **B. Transportation Improvement Program Activities**

1. **Ranking System:** Provide comments to SJTPO on the project ranking system and assist in revising the system (as needed).
2. **Transportation Improvement Program (TIP) Pool:** Provide SJTPO with construction-ready road projects or other eligible (e.g. scoping) projects to be included in the SJTPO TIP project pool. Review and comment on ranking and prioritize projects submitted for inclusion in the pool. Provide local lead project status report with each STP Quarterly Report.
3. **Study & Development/Other:** Screen and evaluate Study & Development proposals and technical candidates.
4. **Capital Transportation Program (CTP):** Identify and prioritize projects for Capital Transportation Program of State Aid County projects. Current and past CTP projects will be monitored as needed. Submit the CTP to SJTPO for its files.
5. **SIP:** Review and comment on NJDOT and NJDEP TIP/SIP process and conclusions relating to air quality conformity.

### C. Interagency Coordination/Public Participation Activities

1. **SJTPO Meetings:** Attend regular meetings of the TAC and Policy Board and SJTPO subcommittees.
2. **Other Meetings:** Attend other transportation-related meetings.
3. **Public Participation:** Emphasize and encourage public involvement in the transportation planning process. Work with SJTPO staff in scheduling their attendance at County Planning Board meetings to discuss MPO activities.

#### Products:

- County's traffic related data and projections
- County's population projections
- County TIP pool candidates, Capital Transportation Program
- List of meetings attended (name and date of meeting). Additional meetings may be requested by SJTPO.

<b>Funding</b>	<b>Amount</b>
Transportation Data File (estimate)	\$17,000
Transportation Improvement Program (estimate)	\$7,000
<u>Public Participation (estimate)</u>	<u>\$9,000</u>
<b>Total</b>	<b>\$33,000</b>

### III. SUPPORTIVE STUDIES

**Objective and Description:** County Traffic Sign Visibility and Retro-reflectivity Assessment

#### Activities:

- Acquire retroreflectometer from SJTPO
- Train County staff in use of reflectometer and sign visibility assessments
- Prepare road maps of signs to be measured for Public Works staff
- Field work – measure sign reflectivity
- Monitor and review work
- Prepare an Assessment Report of Nighttime. Visibility of County Traffic Control Devices which will include recommendations for sign management/replacement based upon findings of assessment survey

**Product:** An Assessment Report of Nighttime Visibility of County Traffic Control Devices.

**Relation to Regional Transportation Plan:** This activity advances the RTP goals to improve Transportation Safety.

**Funding:** \$50,000

## **FUNDING SUMMARY**

<b>TASK</b>	<b>BUDGET</b>
I. PROGRAM ADMINISTRATION	\$7,500
II. DATAFILE/TIP/ PUBLIC PARTICIPATION	\$33,000
III. SUPPORTIVE STUDIES	\$50,000
<b>TOTAL</b>	<b>\$90,500</b>

Federal Share (@ 80% total)	\$72,400
County Match (@20% total)	\$18,100

## **FY 2014 SUBREGIONAL STAFFING PLAN**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Days</u></b>
Brewer	Planning Director	70
Pisarski	Principal Planner	10
Mollick	Senior Planner	20
Buono	GIS Specialist	10
Browne	Graphics Specialist	1
Riendeau	Office Manager	1
Doug Whitaker	Assistant Engineer	2
William Rafferty	Engineer	2

**SALEM COUNTY FY 2013 SUBREGIONAL  
TRANSPORTATION PLANNING WORK PROGRAM**

**Goal:** Improve the efficiency of the region's transportation network and system by participating in sub-regional transportation planning efforts.

**I. PROGRAM ADMINISTRATION**

**Objective:** Develop and implement the County's STP Work Program and provide general administration of the program.

1. Submit quarterly progress and final completion reports of the FY 2013 Subregional Work Program to South Jersey Transportation Planning Organization (SJTPO) (including status of local lead projects).
2. Main time sheets (by staff and task).
3. Reevaluate and (in needed) revise FY 2014 County Subregional Work Program.

**Products:**

- Quarterly & Final Progress Reports
- Revised FY 2014 Subregional Work Program (if needed)

**Due Dates:**

- Quarterly Reports and Final Report – 10 days after the close of the quarter
- Subregional Work Program – as required by SJTPO

**Funding \$5,000**

**II. TRANSPORTATION DATA FILE/TIP/PUBLIC PARTICIPATION**

**Objective:** Review and update the information base needed for transportation planning activities. Develop County Transportation Improvement, Study & Development, and State Aid Programs that are consistent with local, State, and regional plans and goals and assist SJTPO in their TIP development process. Coordinate the County's transportation planning with SJTPO and other related organizations that support public involvement.

**A. Transportation Data File - Activities**

1. **Traffic Counts:** Acquire traffic count devices. Provide SJTPO with all information relating to traffic counts taken that were funded under Subregional Program. For traffic counts not funded under this program, provide count location, date and total count.
2. **Population Projections:** Review and comment on SJTPO population projections and, as needed, develop and provide population projections to SJTPO.
3. **Data Dissemination:** Respond to transportation related data requests from the general public and private agencies. This includes requests for information (e.g., accident data, traffic counts, GIS data and aerial photography products).
4. **County Transportation Plan Element Update:** Review data, general information (accident and transportation count data land use information) and newly proposed state and local development

projects. Determine if this data warrants change to the transportation element of the County Master Plan and make revisions as necessary.

5. **SJTPO Assistance-General:** Provide information and input needed for the update of the SJTPO Regional Transportation Plan (RTP). Participate in the operation and refinement of SJTPO Congestion Management System (CMS), including provision of any existing data needed for the addition of County roads to the CMS Network. In cooperation with SJTPO, review and comment on information and conclusions relating from the various State Management System prepared by NJDOT.

### **B. Transportation Improvement Program - Activities**

1. **Ranking System:** Provide comments to SJTPO on the project ranking system and assist in revising the system (as needed).
2. **Transportation Improvement Program (TIP) Pool:** Provide SJTPO with construction-ready road projects or other eligible (e.g. scoping) projects to be included in the SJTPO TIP project pool. Review and comment on ranking and prioritize projects submitted for inclusion in the pool. Provide local lead project status report with each STP Quarterly Report.
3. **Study & Development/Other:** Screen and evaluate Study & Development proposals and technical candidates.
4. **Capital Transportation Program (CTP)** – Identify and prioritize projects for Capital Transportation Program of State Aid County projects. Current and past CTP projects will be monitored as needed. Submit the CTP to SJTPO for its files.

### **C. Interagency Coordination and Public Participation - Activities**

1. **SJTPO Meetings:** Attend regular meetings of the TAC and (as needed) Policy Board and any SJTPO subcommittees.
2. **Other Meetings:** Attend other transportation-related meetings as appropriate.
3. **Public Participation:** Emphasize and encourage public involvement in the transportation planning process. Work with SJTPO staff in scheduling their attendance at County Planning Board meetings to discuss MPO activities.

**Products:**

- County’s traffic related data and projections
- County’s population projections
- County TIP pool candidates, Capital Transportation Program
- Summary (description of meeting, date, and attending staff) of meetings attended

<b>Funding</b>	<b>Amount</b>
Transportation Data File (estimate)	\$12,000 (includes \$7,000 for traffic counter)
Transportation Improvement Program (estimate)	\$5,000
Public Participation (estimate)	<u>\$3,000</u>
<b>Total</b>	<b>\$20,000</b>

### **III. SUPPORTIVE STUDIES**

#### **1. Objective and Description:** County Traffic Sign Visibility and Retro-reflectivity Assessment

**Activities:**

- Attend training session on conducting traffic sign retroreflectivity inspection with hands on use of retroreflectometer
- Determine which signs are to be targeted for retroreflectivity measurements, if additional assessment method is to be used
- Obtain retroreflectometer from SJTPO
- Conduct retroreflectivity and other assessment method, if determined applicable
- Prepare an Assessment Report of Nighttime Visibility of County Traffic Control Devices which will include recommendations for sign management/replacement based upon findings of assessment survey

**Products:** Assessment Report of Nighttime Visibility of County Traffic Control Devices

**Relation to Regional Transportation Plan:** This activity advances the RTP goal to Improve Transportation Safety.

#### **2. Objective and Description:** Year three (3) of the Salem County Human Services Transportation Program (HSTP).

**Activities:** Review ridership reports and operational data from the first full year of County Integrated Operations and evaluate program efficiencies and capital needs. Utilize the results of the Ridership Survey conducted in FY12 to assess needs for program modifications and improvements.

**Product:** Report of operational effective methods and analysis of program needs for equipment and operations, software and personnel needs.

**Funding:** \$33,000

### **FUNDING SUMMARY**

<b><u>Task</u></b>	<b><u>Budget</u></b>
I. Program Administration	\$5,000
II. Data File/TIP/ Public Participation	\$20,000+
III. Supportive Studies	\$33,000
<hr/>	
<b>TOTAL</b>	<b>\$58,000</b>
<hr/>	
Federal Share (80%)	\$46,400
County Match (20%)	\$11,600

## STAFFING PLAN

<u>Name</u>	<u>Position</u>	<u>Days</u>
Louis C. Joyce	Director	41
Matt Goff	Principal Planning Aide	31
William Miller +	Supervisor	19
James McKelvie +	County Engineer	12
Jonathan Rishel +	Engineering Assistant	17
James Scull ++	Transportation Manager	8

+ Engineering Department

++Transportation Department



**SALEM COUNTY FY 2014 SUBREGIONAL  
TRANSPORTATION PLANNING WORK PROGRAM**

**Goal:** Improve the efficiency of the region's transportation network and system by participating in sub-regional transportation planning efforts.

**I. PROGRAM ADMINISTRATION**

**Objective:** Develop and implement the County's STP Work Program and provide general administration of the program.

1. Submit quarterly progress and final completion reports of the FY 2014 Subregional Work Program to South Jersey Transportation Planning Organization (SJTPO). Reports may be submitted on a six month basis but, if an invoice is submitted on a three month basis, it must be accompanied by a progress report covering the invoice period.
2. Maintain time sheets (by staff and task).
3. Prepare and submit the FY 2015-16 County Subregional Work Program.

**Products:**

- Quarterly & Final Progress Reports
- FY 2015-16 Subregional Work Program

**Due Dates:**

- Quarterly Reports and Final Report – 10 days after the close of the quarter
- Subregional Work Program – as required by SJTPO

**Funding: \$5,000**

**II. TRANSPORTATION DATA FILE/TIP/PUBLIC PARTICIPATION**

**Objective:** Review and update the information base needed for transportation planning activities. Develop County Transportation Improvement, Study & Development, and State Aid Programs that are consistent with local, State, and regional plans and goals and assist SJTPO in their TIP development process. Coordinate the County's transportation planning with SJTPO and other related organizations that support public involvement.

**A. Transportation Data File Activities**

1. **Traffic Counts:** Provide SJTPO with traffic count information, regardless of whether or not counts were funded under the Subregional Program. Count information should be in a portable document format (.pdf) with summary count statistics submitted in spreadsheet format to be provided by SJTPO. Count data should be submitted to SJTPO with the County's Subregional progress report.
2. **Population Projections:** Review and comment on SJTPO population projections and, as needed, develop and provide population projections to SJTPO.
3. **Data Dissemination:** Respond to transportation related data requests from the general public and private agencies. This includes requests for information (e.g., accident data, traffic counts, GIS data and aerial photography products).

4. **County Transportation Plan Element Update:** Review data, general information (accident and transportation count data land use information) and newly proposed state and local development projects. Determine if this data warrants change to the transportation element of the County Master Plan and make revisions as necessary.
5. **SJTPO Assistance-General:** Provide information and input needed for the update of the SJTPO Regional Transportation Plan (RTP). Participate in the operation and refinement of SJTPO Congestion Management System (CMS), including provision of any existing data needed for the addition of County roads to the CMS Network. In cooperation with SJTPO, review and comment on information and conclusions relating from the various State Management System prepared by NJDOT.

### **B. Transportation Improvement Program Activities**

1. **Ranking System:** Provide comments to SJTPO on the project ranking system and assist in revising the system (as needed).
2. **Transportation Improvement Program (TIP) Pool:** Provide SJTPO with construction-ready road projects or other eligible (e.g. scoping) projects to be included in the SJTPO TIP project pool. Review and comment on ranking and prioritize projects submitted for inclusion in the pool. Provide local lead project status report with each STP Quarterly Report.
3. **Study & Development/Other:** Screen and evaluate Study & Development proposals and technical candidates
4. **Capital Transportation Program (CTP) –** Identify and prioritize projects for Capital Transportation Program of State Aid County projects. Current and past CTP projects will be monitored as needed. Submit the CTP to SJTPO for its files.

### **C. Interagency Coordination and Public Participation Activities**

1. **SJTPO Meetings:** Attend regular meetings of the TAC and (as needed) Policy Board and any SJTPO subcommittees.
2. **Other Meetings:** Attend other transportation-related meetings as appropriate.
3. **Public Participation:** Emphasize and encourage public involvement in the transportation planning process. Work with SJTPO staff in scheduling their attendance at County Planning Board meetings to discuss MPO activities.

#### **Products:**

- County’s traffic related data and projections
- County’s population projections
- County TIP pool candidates, Capital Transportation Program
- Summary (description of meeting, date, and attending staff) of meetings attended. (SJTPO may require additional information on meetings).

<b>Funding</b>	<b>Amount</b>
Transportation Data File (estimate)	\$5,000
Transportation Improvement Program (estimate)	\$5,000
Public Participation (estimate)	\$3,000
<b>Total</b>	<b>\$13,000</b>

### **III. SUPPORTIVE STUDIES**

#### **A. Objective and Description:** County Traffic Travel Time/Speed Study of Selected Road Segments

**Activities:** Road segment travel time and speed studies provide data input for the Congestion Management Process and for use in traffic assignment models. Specific activities for this study include:

- Select, in cooperation with SJTPO, the road segments to be studied
- Undertake travel time/speed study of selected road segments
- Summarize Study Findings

**Products:** Report summarizing the results of the County Traffic Travel Time/Speed Study of Selected Road Segments

**Relation to Regional Transportation Plan:** This activity advances the RTP goal to Mitigate Traffic Congestion

#### **B. Objective and Description:** County Traffic Sign Visibility and Retro-reflectivity Assessment

**Activities:**

- Acquire retroreflectometer from SJTPO
- Train County staff in use of reflectometer and sign visibility assessments
- Prepare road maps of signs to be measured for Public Works staff
- Field work – measure sign reflectivity
- Monitor and review work
- Prepare an Assessment Report of Nighttime Visibility of County Traffic Control Devices which will include recommendations for sign management/replacement based upon findings of assessment survey

**Products:** An Assessment Report of Nighttime Visibility of County Traffic Control Devices

**Relation to Regional Transportation Plan:** This activity advances the RTP goal to Improve Transportation Safety.

**Funding:** \$40,000

## FUNDING SUMMARY

<u>Task</u>	<u>Budget</u>
I. Program Administration	\$ 5,000
II. Data File/TIP/ Public Participation	\$13,000
III. Supportive Studies	\$40,000
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<b>TOTAL</b>	<b>\$58,000</b>
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Federal Share (80%)	\$46,400
County Match (20%)	\$11,600

## STAFFING PLAN

<u>Name</u>	<u>Position</u>	<u>Days</u>
Louis C. Joyce	Director	60
Matt Goff	Principal Planning Aide	69
William Miller +	Supervisor	10
James McKelvie +	County Engineer	9
Jonathan Rishel +	Engineering Assistant	12
James Scull ++	Transportation Manager	5

+ Engineering Department

++Transportation Department

## **TECHNICAL PROGRAM**

### **Task 13 - 14/401: FY 2013 & FY 2014 SEAT BELT USE SURVEYS**

**Background:** SAFETEA-LU emphasizes safety in the metropolitan planning process, and also confirms the need for program evaluation through performance measures. Increasing seat belt use is frequently cited as one of the most important factors in reducing the severity of crashes and is a key component of several South Jersey Traffic Safety Alliance programs. In this project, SJTPO can also focus on suspected populations of concern, such as the region's large Spanish – speaking population, or teen drivers, where seat belt use may lag. The survey results can also guide and help define SJTSA projects and programs. These efforts will extend the work conducted to date.

**Funding:** \$100,000 \$97,000

**Federal Aid Agreement:** PL- ( )

**Project Manager:** Teresa Thomas

### **Task 13 - 14/402: AIR QUALITY ANALYSIS**

**Background:** SJTPO is responsible for taking the lead in emissions modeling work through use of the South Jersey Travel Demand Model (SJTDM). The major traditional work element is the annual completion of the Regional Transportation Plan (RTP)/Transportation Improvement Program (TIP) conformity analysis. In addition, regional involvement is required when new emissions budgets are developed.

This project will provide the needed consultant support. Tasks will include preparing input needed for the development by New Jersey Department of Environmental Protection (NJDEP) of new emissions budgets reflecting MOBILE 6 or MOVES and provide technical review of NJDEP's budget development work. In addition, emissions analyses to demonstrate conformity for forthcoming TIPs will be prepared, if necessary.

In FY 2013, this task will also involve setting up the newly developed South Jersey Regional Travel Demand Model with the requisite post-processing software that links the travel demand model to MOVES to allow SJTPO staff to do air quality modeling in-house.

**Funding:** \$125,000

**Federal Aid Agreement:** PL- ( )

**Project Manager:** David Heller

### **Task 13 - 14/403: SJTPO GREENHOUSE GAS EMISSIONS INVENTORY**

**Background:** This task will entail the creation of a greenhouse gas inventory for the 4-county SJTPO region. Greenhouse gas emission inventories have been developed for neighboring MPOs. The goal of this study is to quantify and forecast the amount and kinds of climate change gases that are emitted in the region. This GHG inventory and forecast will help state, regional, and local policy makers and citizens understand the sources of GHG emissions so that well-informed policy decisions will be made to reduce these emissions. Results of such a study will help feed into the SJTPO Project Prioritization Process.

**Funding:** \$200,000

**Federal Aid Agreement:** PL- ( )

**Project Manager:** David Heller

### **Task 13-14/404: PROFESSIONAL AND TECHNICAL SERVICES**

This task will fund specialized services to support our 2040 Regional Transportation Plan implementation, such as further travel demand model development, public involvement, marketing, and others. These services will largely respond to the November 1, 2011 Federal Highway Administration/Federal Transit Administration Federal Certification Report, which called for a substantial expansion of SJTPO's staffing capabilities. Beyond professional services to support ongoing efforts to improve SJTPO's capacity in Congestion Management and Fiscal Planning, this funding will support initiatives in emergency evacuation planning, scenario – based planning and innovative public involvement, as called for in SJTPO's forthcoming 2040 Regional Transportation Plan

**Funding:** \$150,000

**Federal Aid Agreement:** PL- ( )

**Project Manager:** Timothy Chelius

### **TASK 13-14/405: CONGESTION MANAGEMENT PROCESS DATA COLLECTION**

**Background:** Observed data describing the use and performance of the transportation system is a vital part of the Congestion Management Process as well as transportation planning in general. This task covers data collection activities that are needed for these activities, including travel time studies, delay studies, traffic counts, and transit ridership surveys. Particular attention will be paid to analyzing the seasonal variation of traffic activity, as the season and time of year can have a big impact on the traffic volume for a particular facility.

**Funding:** \$150,000

**Federal Aid Agreement:** PL- ( )

**Project Manager:** David Heller

**TASK 13-14/406: FY 2013-2014 SJTPO ASSETT MANAGEMENT DATA COLLECTION**

**Background:** In FY 2013, an updated pavement condition and roadside asset inventory is to be delivered to the City of Vineland for all municipal roads. The inventory was last completed in FY 2010. There are approximately 250 miles of municipal roads in the City of Vineland. The roadside assets are to include signs, sign posts, guiderails and certain road drainage assets. These drainage assets are described as inlet cur pieces/storm sewer drains.

The contractor will produce a complete video log of all municipal roads and roadside assets. The contractor will then generate an inventory of the road pavement and roadside assets using the video log. The images and inventory data is to be fully integrated into an asset management system. This asset management system is to be constructed by the contractor. Alternatively the contractor may integrate the images and inventory data into the existing asset management system. This system consists of Enterprise Information Solutions EnterInfo software.

This fully-integrated asset management system will consist of the images and inventory data related to the location and condition of road pavement and roadside assets. An important feature of the system will be a reporting function. This function will be capable of generating projections for road pavement conditions under various maintenance scenarios. This reporting function will be designed to improve road maintenance planning.

**Funding:** \$100,000

**Federal Aid Agreement:** PL- ( )

**Project Manager:** William Schiavi

**Task 13-14/407: SJTPO HOUSEHOLD TRAVEL SURVEY**

**Background:** SJTPO plans on conducting a new household travel survey to gather information on work and non-work trip generation, trip distribution, modal choice, and traffic assignment as well as to obtain data on average vehicle occupancy. Both seasonal and non-seasonal travel will be surveyed. The last household travel survey for the SJTPO region was done in 2001. This work will be used to calibrate and validate the recently enhance South Jersey Travel Demand Model (SJTDM). In addition to modeling purposes, updated household travel information can be used for other transportation planning projects such as high occupancy vehicle lanes, bicycle and pedestrian studies, Job Access and Reverse Commute (JARC) studies and development of traffic control studies.

**Funding:** \$350,000

**Federal Aid Agreement:** PL- ( )

**Project Manager:** Andrew Tracy

# **SOUTH JERSEY TRAFFIC SAFETY ALLIANCE**



# **NON-MPO-FUNDED TRANSPORTATION PLANNING ACTIVITIES**

## **13 - 14/502: 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

## **13-14/503: NEW JERSEY TURNPIKE AUTHORITY NON-MPO-FUNDED TRANSPORTATION PLANNING ACTIVITIES**

The NJTA does not anticipate regionally significant planning activities in FY 2013 or 2014.

## **13-14/504: DELAWARE RIVER AND BAY AUTHORITY NON-MPO-FUNDED TRANSPORTATION PLANNING ACTIVITIES**

The DRBA does not anticipate regionally significant planning activities in FY 2013 or 2014.