

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

ITEM 1905-09: Approving an Amendment to the FY 2019 Unified Planning Work Program (UPWP) to Change Task 19/403 to Multilingual Outreach Services

PROPOSAL

At its May 13, 2019 meeting, the SJTPO Technical Advisory Committee recommended that the Policy Board approve an amendment to the FY 2019 UPWP to change Task 19/403 within the Technical Program from *SJTPO Regional Freight Plan Development (2-year)* to *SJTPO Multilingual Outreach Services (2-year)*.

BACKGROUND

The FY 2019 was adopted in March of 2018 and included Task 19/403: SJTPO Regional Freight Plan Development (2-year). The purpose of this task was to advance a consultant-led effort to begin the process of developing a regional freight plan specific to the SJTPO region by identifying and securing freight data to look at freight generators, identify the regional freight network, and assess issues that limit freight mobility in the network. SJTPO solicited twice for this effort, receiving one proposal each time, neither solicitation resulted in a technical effort that would meet SJTPO's needs.

In March of 2019, SJTPO participated in the quadrennial Federal Certification Review, jointly administered by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). During this review, it was brought to SJTPO's attention that the MPO needed to develop a Limited English Proficiency (LEP) Plan, which would require extensive multilingual outreach as well as the translation of SJTPO's vital documents. As SJTPO does not have the internal capacity to perform these translation functions, it was determined that consultant services would need to be secured.

With the \$65,815 unexpended for Task 19/403, SJTPO determined that it would be a better use of funds to continue to research next steps for the regional freight effort and utilize these funds to perform multilingual outreach services.

The Multilingual Outreach Services technical study will involve helping SJTPO engage the limited English proficient public through interpreter services, the translation of documents and other materials, helping SJTPO to identify best practices for multilingual outreach, and helping SJTPO to establish procedures to develop a more sustainable program, not requiring consultant services on a reoccurring basis. In addition, The Task 19/403 funds will be supplemented with NJ DHTS funds to carry out other general outreach services for SJTPO's Traffic Safety Education Program.

OLD 19/403: SJTPO Regional Freight Plan Development (2-year)

Consistent with the second goal of Transportation Matters – A Plan for South Jersey, the FAST Act emphasizes the need for the transportation network to support economic development. The recently completed NJDOT State Freight Plan summarizes current and future freight planning and transportation needs on a statewide-level and performs analysis on the State’s system. However, regional and local freight planning is needed to support potential future local transportation infrastructure improvements in the SJTPO region.

A Regional Freight Plan will allow SJTPO to identify primary freight corridors and transportation projects that may improve operation along those corridors. The first steps in developing a framework for the Regional Freight Plan include identification and analysis of the region’s relevant freight generators, their commodities, volumes, transportation modes, and local infrastructure utilized to establish regional freight corridors. This effort will evaluate the freight corridors, using a performance-based approach, to screen the network for issues that hinder freight movement. Ultimately, SJTPO will use this effort to develop a Regional Freight Plan, whose recommendations would inform updates to the NJDOT State Freight Plan, and ultimately provide local communities access to available funding to improve freight movement in our region.

Funding: \$65,815 (FHWA-PL)

Project Manager: William Schiavi

NEW 19/403: SJTPO Multilingual Outreach Services (2-year)

Consistent with Title VI of the Civil Rights Act of 1964, subsequent legislation, and other federal guidance, SJTPO will develop a Limited-English Proficiency (LEP) Plan. This plan will assess the linguistic needs and barriers in the region as pertains to SJTPO and its ability to achieve its mission, which includes addressing the needs of all users and incorporating those users in the planning process.

Multilingual Outreach Services will include a variety of tasks that help SJTPO in the development of the LEP Plan. These include document translation, interpreter services, identification and evaluation of resources or tools that will allow SJTPO to sustain translation abilities going forward, demographic data analysis, identification of practices and stakeholders to improve limited-English proficient and minority resident outreach, etc. In addition, work will also include similar multilingual outreach support for the 2050 Regional Transportation Plan development effort, as well as other marketing and visualization tasks related to improving SJTPO’s Traffic Safety Education Program.

Funding: \$65,815 (FHWA-PL)

Project Manager: Alan Huff

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 1905-09: Approving an Amendment to the FY 2019 Unified Planning Work Program (UPWP) to Change Task 19/403 to Multilingual Outreach Services

WHEREAS, the South Jersey Transportation Planning Organization (SJTPO) is the Metropolitan Planning Organization (MPO) designated under federal law for the southern region of New Jersey, including Atlantic, Cape May, Cumberland and Salem Counties; and

WHEREAS, in March of 2018, the SJTPO Policy Board approved the SJTPO FY 2019 UPWP, which includes Task 19/403: SJTPO Regional Freight Plan Development (2-year), which was to be a consultant-led technical study; and

WHEREAS, SJTPO has not yet expended funds associated with Task 19/403, after two separate requests for proposal solicitations; and

WHEREAS, SJTPO recently participated in its quadrennial Federal Certification Review, jointly administered by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA); and

WHEREAS, FHWA and FTA informed SJTPO that it must complete a Limited English Proficiency (LEP) Plan to be compliant with Title VI of the Civil Rights Act of 1964; and

WHEREAS, to develop an LEP Plan, SJTPO will need to secure multilingual services, associated with public outreach, document translation, and other similarly related activities; and

WHEREAS, SJTPO seeks to replace the original FY 2019 UPWP Task 19/403 project with an *SJTPO Multilingual Outreach Services (2-year)* technical study, reappropriating the unexpended funds from the SJTPO Regional Freight Plan Development; and

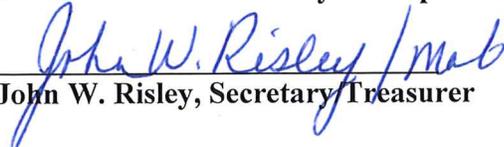
WHEREAS, this requested change will not result in any modification to the total amount originally programmed for the FY 2019 UPWP Task 19/403.

NOW THEREFORE BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves an amendment to the SJTPO FY 2019 UPWP to change Task 19/403 within the Technical Program from *SJTPO Regional Freight Plan Development (2-year)* to *SJTPO Multilingual Outreach Services (2-year)*.

BE IT FURTHER RESOLVED, that the Policy Board requests that the South Jersey Transportation Authority execute the appropriate contractual arrangements with the consultant on behalf of the SJTPO.

Certification

I hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Policy Board of the South Jersey Transportation Planning Organization at its meeting of May 28, 2019.


John W. Risley, Secretary/Treasurer