

Appendix D: Consultation and Coordination Process

As stated in Title 23 Part 450.316 (e) “MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.”

SJTPO will consult and coordinate with agencies and officials when completing transportation planning activities as appropriate to the transportation planning activity. With regards the development of the TIP, SJTPO collaborates with the entities listed below. For each entity, the roles and responsibilities during the TIP development process are outlined:

SJTPO Technical Advisory Committee (TAC) – The TAC is comprised of planners and engineers representing SJTPO’s constituent subregions. The TAC is re-designated annually in January. The role of the TAC in TIP development is to review the Draft TIP and to recommend its adoption to the Policy Board. The TAC is involved in TIP discussions relating to funding availability, urban boundary designation, project selection criteria, and more. The TAC is also responsible for recommending TIP amendments to the Policy Board for adoption.

SJTPO Policy Board – The Policy Board is the governing body of SJTPO and is comprised of eight elected officials from SJTPO-region counties and municipalities, as well as three additional members appointed by NJDOT, NJ TRANSIT, and SJTA. The role of the Policy Board in TIP development is to vote on the adoption of the TIP and TIP amendments.

NJDOT Capital Programming – NJDOT Capital Programming is responsible for development of the Capital Program and Statewide TIP. Capital Programming works with the MPOs, NJ TRANSIT, FHWA, and FTA to develop resource estimates, provide project pool sheets, compile the statewide Capital Program, compile the Statewide TIP, and provide the finalized STIP to FHWA and FTA for approval. NJDOT is also represented on SJTPO’s TAC and Policy Board.

NJDOT Office of Local Aid – The Office of Local Aid is responsible for reviewing and approving TIP project authorization submissions from project sponsors. SJTPO attends quarterly project status meetings with the Office of Local Aid and each subregion to ensure that programmed projects are on-track for authorization by the end of the fiscal year. Project status meetings involve coordination between NJDOT Office of Local Aid District 4, SJTPO and subregional professional staff.

NJ TRANSIT – NJ TRANSIT prepares the statewide transit section of the STIP. Statewide transit programs are funded in each of the three MPO regions. NJ TRANSIT participates in resource estimates, development of the Capital Program, and development of the STIP. NJ TRANSIT is also represented on SJTPO's TAC and Policy Board.

FHWA and FTA – FHWA and FTA participate in resource estimate discussions early in the TIP development process. FHWA and FTA also have an opportunity to review and submit comments on the Draft STIP. Transportation conformity determinations must be approved by FHWA and FTA, in addition to the US EPA. The final approval of the STIP also comes from FHWA and FTA. FHWA is also responsible for providing final approval of TIP project authorization. FHWA and FTA must also provide final approval for any TIP amendments and modifications.

Interagency Consultation Group (ICG) – In accordance with transportation conformity regulations in §93.105(a), §93.105(b), and §93.105(c), SJTPO has organized an ICG. The ICG is comprised of representatives from NJDEP, US EPA, NJDOT, FHWA, the other New Jersey MPOs, and consultants. The ICG is responsible for aiding in the development of the transportation conformity document for the TIP and for approving the final conformity determination.

The Public – When the Draft TIP and Transportation Conformity are prepared, SJTPO begins a public involvement process to ensure that citizens, affected agencies, employees, private providers of transportation and other interested parties have an opportunity to comment on the proposed program. SJTPO places public notice in area newspapers and to the SJTPO General Information e-list, copies of the Draft TIP and Conformity are sent to State Depository Libraries in each county and to key participating agencies in the region, and the documents are also publicly hosted on SJTPO's website. A 30-day public comment period is provided, during which a public meeting is held. Further details about the public involvement process may be found in SJTPO's Public Involvement Plan (PIP) document at www.sjtpo.org/PIP.

The following list outlines key decision points in the TIP development process:

Project pool sheet development – Begins one year prior to expected date of TIP adoption; for the FY 2020-2029 TIP, project pool sheets were distributed in September 2018, and completed pool sheets were provided to NJDOT Capital Programming in November 2018.

Draft Capital Program – The constrained project pool is developed into the Capital Program by NJDOT. The FY 2020 Draft Capital Program was provided to the MPOs in April 2019.

Air quality conformity process – SJTPO must demonstrate that the TIP complies with the requirements of the Clean Air Act. The conformity process begins when the Draft Capital Program is received. SJTPO reviewed the project lists and prepared a draft conformity document in June 2019. The conformity document is reviewed and approved by the ICG. Three meetings of the ICG are held during this time. TAC and Policy Board endorsement of the final conformity determination occurs in September 2019.

SJTPO TIP – The first draft STIP database was received on May 17, 2019, with a revised draft database provided on May 30, 2019. The revised database was used to produce SJTPO’s TIP. Following the public comment period, the TIP document and air quality conformity determination is brought to the SJTPO TAC for endorsement on September 9, 2019, and the SJTPO Policy Board on September 23, 2019.

Draft TIP/Conformity Determination Public Comment Period – The public comment period was held Wednesday, July 15 through Wednesday, August 21, 2019, with a public meeting held on Thursday, August 15, 2019. All public comments received are summarized and incorporated into the TIP document.

FHWA/FTA Approval – FHWA/FTA approval of MPO TIPs and conformity determinations is scheduled for October 1, 2019. FHWA/FTA approval of the Statewide TIP is scheduled for October 31, 2019. The FY 2020-2029 STIP becomes effective following FHWA/FTA approval.

As stated in Title 23 Part 450.316(c): “When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.” The SJTPO region does not contain any Indian Tribal lands. If a transportation planning activity occurs where there is overlap into Indian Tribal lands, the MPO will consult with federal land management agencies as appropriate.

As stated in Title 23 Part 450.316(d): “When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.” The SJTPO region contains the following Federal lands:

- **Supawna Meadows National Wildlife Refuge** (Salem County) – Maintained by U.S. Fish and Wildlife Service
- **Edwin B Forsythe National Wildlife Refuge** (partially in Atlantic County) - Maintained by U.S. Fish and Wildlife Service
- **Cape May National Wildlife Refuge** (Cape May County) - Maintained by U.S. Fish and Wildlife Service

- **United States Coast Guard Training Center Cape May** (Cape May County) – Maintained by the U.S. Coast Guard

If a transportation planning activity occurs where there is overlap into federal public lands, the MPO will consult with federal land management agencies as appropriate. A map of New Jersey Federal Lands may be found here:

https://nationalmap.gov/small_scale/printable/images/pdf/fedlands/NJ.pdf.

In November 2018, the Eastern Federal Lands Highway Division (EFLHD) provided NJDOT and the MPOs with the FY 2019-2022 EFLHD Transportation Improvement Program, which describes transportation projects that will be implemented within the boundaries of federal lands. There is one such project in the SJTPO region:

PROJECT: FW EDFO 104(1) 906(1)

PROGRAM FISCAL YEAR: 2020

STATE: New Jersey

COUNTY: Atlantic

AGENCY: Edwin B. Forsythe National Wildlife Refuge

DESCRIPTION: Reconstruct Scotts Landing Road (Route 104) & Parking Lot (Route 906).

PRIMARY FUND SOURCE: FLTP

TOTAL PROGRAMMED AMOUNT: \$530,000.00

FUNDS FROM TITLE: Title 23

DELIVERED BY: EFLHD

STATUS: Planned

CONGRESSIONAL DISTRICT: NJ-02

FLMA REGION: FWS_R5