



UNIFIED PLANNING WORK PROGRAM EXECUTIVE SUMMARY

FISCAL YEAR (FY) 2025
effective July 1, 2024, to June 30, 2025

Approved March 25, 2024
Amended July 22, 2024



**South Jersey
Transportation
Planning Organization**

www.sjtpo.org

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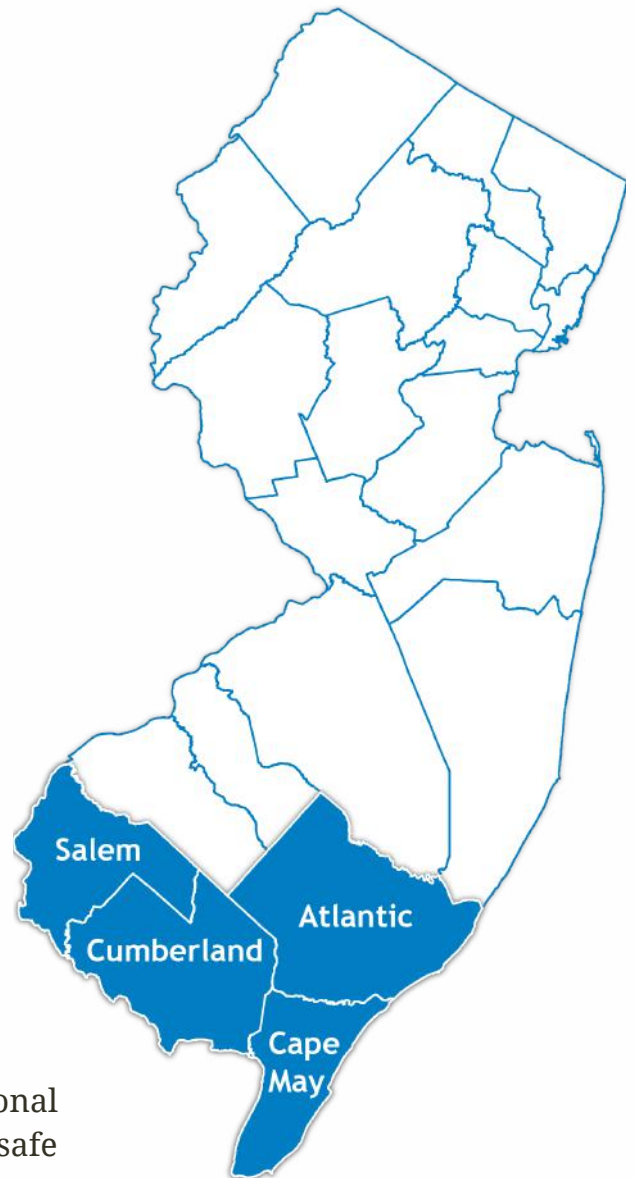
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South Jersey Transportation Planning Organization

WWW.SJTPO.ORG

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



Four counties, one mission:

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

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1. Overview

The South Jersey Transportation Planning Organization (SJTPO) is the federally recognized Metropolitan Planning Organization (MPO) for the southern New Jersey region, serving Atlantic, Cape May, Cumberland, and Salem Counties. SJTPO is vital to the region, as the MPO serves as a technical resource, maintains the eligibility of member agencies for federal transportation funds, provides a forum for cooperative decision-making, and coordinates the planning activities of participating agencies to provide a regional approach to addressing transportation planning and engineering issues.

SJTPO Structure

The governing body of the SJTPO is the Policy Board. It consists of eleven voting members: one elected official from each county government, one municipal elected official from each county, specifically including the Mayors of Atlantic City and Vineland, and one representative each from the New Jersey Department of Transportation (NJDOT), New Jersey Transit Corporation (NJ TRANSIT), and the South Jersey Transportation Authority (SJTA). The Policy Board is informed by recommendations of the Technical Advisory Committee (TAC), a committee of planning and engineering experts in the region.

The TAC is a thirteen-member committee comprised of each Policy Board member's staff and representatives of the New Jersey Turnpike Authority (NJTA) and the Delaware River and Bay Authority (DRBA). The Federal Highway Administration (FHWA), Federal Transit Administration (FTA), South Jersey Economic Development District (SJEDD), and the Cross County Connection Transportation Management Association (CCCTMA) each have one non-voting representative on the TAC.

The Community Outreach and Engagement Committee (COEC) enhances the scope of SJTPO's public outreach and ensures that decision-making processes are based on diverse, inclusive, and equity-based information and viewpoints. To the greatest extent possible, members reflect the racial, ethnic, cultural, gender, age, geographic, ability, and economic diversity of the four-county region. Members come together at various times throughout the year to discuss critical transportation-related issues and share information through their networks.

As of the date of this document, SJTPO central staff comprises eight full-time and four part-time positions, with three other vacancies for full-time positions, including one program manager and two mid- to entry-level positions. SJTPO will expand to 11 full-time and four part-time positions when fully staffed. Given the vacancies, SJTPO will have difficulty carrying out all the tasks, activities, and deliverables in the work program. To ensure that the tasks and deliverables

identified in this work program can be completed, SJTPO is seeking staff augmentation through consultant support. More details related to this alternative are found under the [25/400 Technical Program](#), specifically [Task 25/403 Staff Augmentation](#).

Purpose of the Unified Planning Work Program

The FY 2025 UPWP is an integrated document that describes all transportation and planning-related activities to be conducted by central staff, subregions, and member agencies during the state fiscal year (July 1, 2024, through June 30, 2025). The tasks and activities within the UPWP are intended to advance the region's priorities, as reflected in SJTPO's federally required long-range regional transportation plan.

Each year, SJTPO must prepare a UPWP, in cooperation with member agencies, to describe all metropolitan transportation and transportation-related air quality planning activities anticipated within the area during the year. The UPWP essentially serves as the budget for SJTPO, identifying funding to support planning efforts that SJTPO will undergo. The UPWP describes the planning activities to be performed with funds provided to SJTPO by FHWA and FTA.

Unified Planning Work Program Development

The UPWP is effective July 1 of each fiscal year. The development process begins with receiving FHWA and FTA planning priorities, which are reviewed and considered by SJTPO in developing the work programs in Central Staff Work Program activities and the Technical Program.

With the planning priorities as a foundation, SJTPO central staff formulates ideas for potential projects, which are vetted internally before the ideas are brought to regional partners for consideration and advancement. Throughout this process, project ideas are refined.

The UPWP document is prepared and submitted to NJDOT in early December each year. NJDOT, FHWA, and FTA review the first draft with comments on the document provided to SJTPO in mid-January of each year. The UPWP is released for public review and comments for at least 30 days. The UPWP is available for download on the SJTPO website, with hard copies available for in-library viewing at participating regional libraries. Comments are solicited by placing an advertisement in local newspapers with several options available for the public to provide comments, including a comment form located at the bottom of the UPWP webpage, email (upwp@sitpo.org), fax, or through direct message to SJTPO's Facebook and Twitter accounts.

SJTPO central staff prepares a response to all comments, which are incorporated into the final UPWP document brought to the TAC and Policy Board for consideration of adoption in March of each year. Work in the UPWP, approved by the Policy Board, begins on July 1.

Under federal law and regulation provisions, the approved UPWP can be amended to add new tasks, delete tasks, and reallocate funds between tasks. In some instances, revisions may warrant approval by the Policy Board and subsequent modifications to the Task Order, which authorizes federal funds associated with the UPWP. Other revisions are included for information only and have no impact on the funding related to the UPWP. All changes are incorporated into a UPWP Activities Tracker on the SJTPO website (www.sjtpo.org/UPWP) to provide full transparency.

The Transportation Planning Environment

The current federal transportation bill, the [Infrastructure Investment and Jobs Act](#) (IIJA), also known as the "Bipartisan Infrastructure Law" (BIL), was signed into law on November 15, 2021. The legislation includes \$550 billion in new spending with dozens of new programs that contain new opportunities and eligibility for MPOs.

The UPWP is an essential implementation tool to achieve the goals outlined in SJTPO's regional transportation plan, which additionally helps structure and guide SJTPO's activities and products.

Regionwide FY 2025 Planning Priorities

In combination with the top priorities identified by the public, SJTPO must also consider priority areas established by NJDOT, FHWA, and FTA.

FHWA Priority Emphasis Areas

In its September 14, 2023 letter, FHWA requested that NJDOT and the MPOs in New Jersey continue with the Regional Models of Cooperation and Ladders of Opportunity that were initially enacted under MAP-21 and FAST Act. SJTPO will continue cooperative data collection, development, and monitoring not only for the required performance measures and targets but also for investigating how the datasets complement one another and how best to leverage the information to local public agencies in the SJTPO region.

NJDOT Priority Emphasis Areas

SJTPO's FY 2025 UPWP incorporates priorities identified by NJDOT in its October 12, 2023 letter. The broad topics identified by NJDOT in previous UPWPs continue in this year's UPWP, including interagency coordination related to legislated surface transportation requirements and long-range planning activities, congestion relief, freight planning, emerging technologies, safety planning, bicycle and pedestrian planning, Intelligent Transportation Systems (ITS), coordination with local public agencies, and implementing equitable actions to ensure planning processes are conducted fairly and equitably. NJDOT added several new planning priority activities for FY 2025



under interagency coordination, freight planning, safety planning, ITS, and Local Public Agency (LPA) coordination, as well as within equity, public health, and outreach. Under Safety Planning, NJDOT recommends that the MPO prioritize implementing and deploying countermeasures for all projects for vulnerable road users, including older drivers and pedestrians.

The Central Staff Work Program areas outlined are directed by the planning priorities and emphasis areas identified by SJTPO's federal and state partners, with some of the prominent tasks being performance-based planning, Regional Transportation Planning, traffic safety planning, freight planning, public engagement and communication, and technical program management. These identified priorities influence the work program in various activities and tasks.

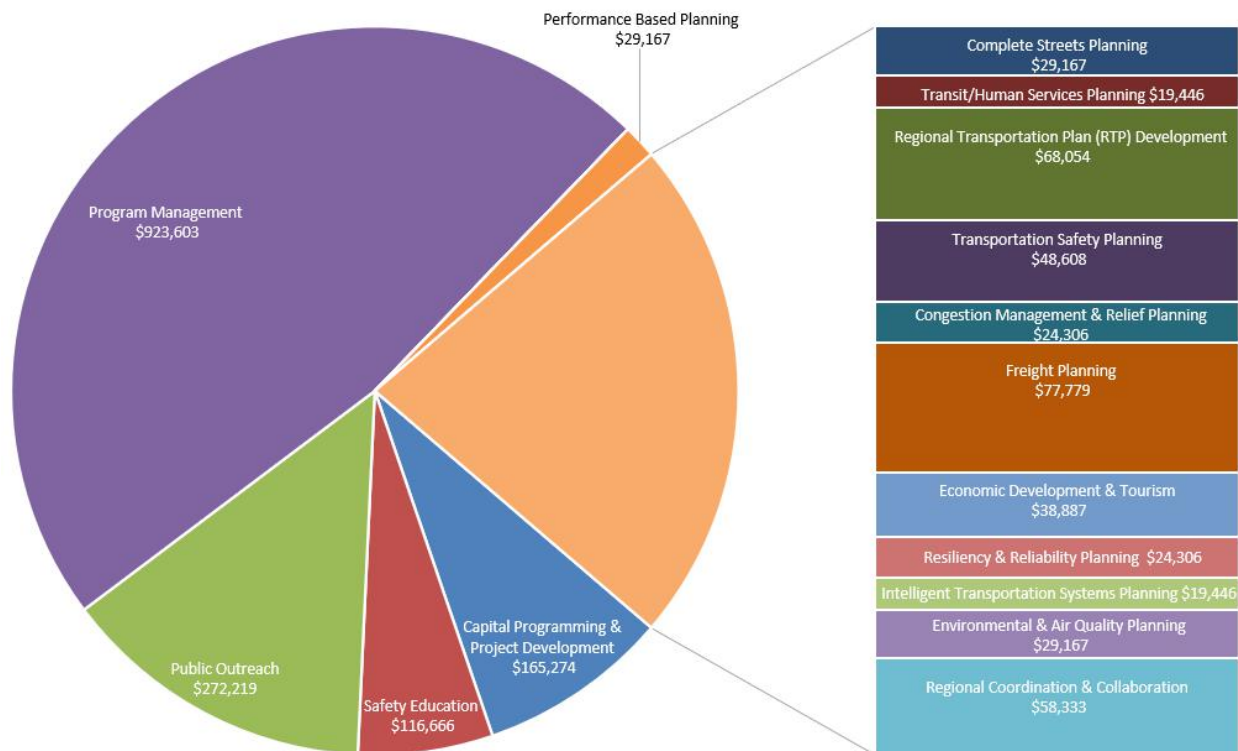
2. 25/100: Central Staff Work Program

The Central Staff Work Program details the tasks and activities to be completed by SJTPO central staff in the UPWP. This UPWP continues to utilize the same structure from previous years with many of the same tasks, with the addition of the Freight Planning task. While SJTPO's work in freight planning is not new to this work program, given the MPO's increasing work in this area, it has been given more prominence and separated from the Economic Development & Tourism task.

SJTPO's work is divided into five broad-scoped Program Areas: Transportation Planning, Capital Programming & Project Development, Safety Education, Public Outreach, and Program Management, each further divided into individual tasks. Each task seeks to address the planning priorities of the SJTPO region. Funding for each task is comprised of salaries/labor and operating/direct expenses.

The chart on the next page illustrates the specific breakdown of estimated costs among the five Program Areas.

Central Staff Work Program Breakdown of Estimated Costs by Task for FY 2025



The FY 2025 UPWP continues with the same reorganized structure, separating activities and products under each Central Staff Work Program area. Products are listed directly under the corresponding related activity, and approximate due dates are noted in parentheses. Product 1a is the direct result of work associated with Activity 1. However, not all activities have an associated deliverable.

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

25/110: Transportation Planning

Transportation Planning encompasses the significant efforts related to reviewing and evaluating the transportation network in the region. Work activities under the individual tasks included

within this program area ensure the safe and efficient movement of people and goods, including all modes and users.

25/111: Performance-Based Planning

The main objective of this task is to incorporate the required performance measures, metrics, and targets into SJTPO's planning products and coordinate with NJDOT and its regional partners on the same.

Activities and Products (due dates):

1. Review 2-year CMAQ Congestion Targets.
 - Product 1a.** *Technical Memorandum assessing performance in Atlantic City UZA meeting congestion targets (Summer 2024)*
 - Product 1b.** *CMAQ Mid-Performance Period Progress Report and CMAQ Performance Plan; DRAFT (Summer 2024)*
 - Product 1c.** *CMAQ Mid-Performance Period Progress Report and CMAQ Performance Plan; FINAL (Fall 2024)*
2. Review CMAQ emissions and assess if the SJTPO region is meeting CMAQ emissions reduction.
 - Product 2a.** *Technical Memorandum assessing performance in the SJTPO region meeting CMAQ emissions reduction targets (Summer 2024)*
 - Product 2b.** *Results of CMAQ emissions reduction progress and performance (Fall 2024)*
3. Coordinate with the Delaware Valley Regional Planning Commission (DVRPC) to monitor CMAQ Congestion Targets for the Philadelphia UZA.
4. Lead the creation of Greenhouse Gas (GHG) Emissions Reduction Performance Measures and Targets.
 - Product 4a.** *GHG Emissions Reduction Targets for the Atlantic City Urbanized Area (Fall 2024)*
 - Product 4b.** *GHG Emissions Reduction Targets for the SJTPO Planning Region (Fall 2024)*
5. Continue coordination with NJDOT in monitoring performance measures and targets to meet federal performance requirements for the National Highway System (NHS).
6. Continue coordinating with NJ TRANSIT to develop, establish, and integrate performance measures and targets for transit asset management and safety.
 - Product 6a.** *SJTPO adoption of the FY 2024 Transit Asset Management Performance (TAMP) Measures and Targets, set by NJ TRANSIT (Fall 2024)*
 - Product 6b.** *SJTPO adoption of the Calendar Year 2023 Public Transportation Agency Safety Plan (PTASP) Safety Performance Target for Bus Targets (Fall 2024)*

7. Incorporate required system performance measures into the regional planning activities.
8. Monitor the new federal legislation for changes in existing performance management regulations.
9. Continue monitoring the regional transportation system's performance in safety, pavement and bridges, and operations.
10. Continue to build upon the United States Department of Transportation (USDOT) and NJDOT's increasing emphasis on performance-based planning.
11. Continue to assist NJDOT, DVRPC, and the North Jersey Transportation Planning Authority (NJTPA) in meeting all associated deadlines of Model Inventory of Roadway Elements (MIRE) fundamental data on county and local roads.

Funding: \$29,167

Project Manager: David Heller

25/112: Complete Streets Planning

Complete Streets Planning refers to a series of efforts and activities to advance mobility options beyond automobile-centric transportation.

Activities and Products (due dates):

1. Work with state and regional partners to investigate opportunities to utilize the federal Increasing Safe and Accessible Transportation Set-Aside.
2. Work to advance and expand the South Jersey Trails network and the regional bicycle and pedestrian trails network in the SJTPO region.

Product 2a. *Visionary network for the South Jersey Trails system anticipated deliverable from the consultant-led Task 24/403 Regional Active Transportation Master Plan study (Contingent on release of RFP)*
3. Continue to support county and municipal partners in advancing various South Jersey Trails projects.
4. With support, continue collecting bicycle and pedestrian volume data on county and municipal roadways.
5. Engage in efforts to collect, enhance, and share data related to bicycle and pedestrian resources, including sidewalks, trails, and other amenities and features.
6. Continue to strengthen bicycle and pedestrian efforts, including serving as a regional representative on municipal studies, as well as serving on several state and regional groups.
7. Continue to evaluate and refine the Complete Streets Priority Areas.



Product 7a. *Updates and refinements to the Complete Streets Priority Areas (ongoing, as needed)*

8. Evaluate transportation projects submitted for inclusion in the TIP.
9. Continue collaborating with NJDOT, DVRPC, and NJTPA to jointly administer the Transportation Alternatives Set-Aside Program (TA Set-Aside) and Safe Routes to Schools (SRTS) Program.

Product 9a. *Project selection for the TA Set-Aside Program 2024 solicitation to the SJTPO Policy Board (Contingent on NJDOT activity, Spring 2025)*

10. Promote and conduct training and other technical assistance in the SJTPO region that advance Complete Streets.

Funding: \$29,167

Project Manager: Jacob Cummings

25/113: Transit/Human Services Planning

While the hallmark of this program area includes the federally mandated Coordinated Human Services Transportation Plan, or the Access for All Transit Plan, as referred to by SJTPO, support and accommodation for transit and human services transportation is an ongoing process.

Activities and Products (due dates):

1. Continue to engage NJ TRANSIT in discussions to identify specific transit issues, requests, or improvements brought by stakeholders and the public for further investigation and incorporate additional factors surrounding equity into service decisions.

Product 1a. *Updated documentation efforts related to RTP 2050 Critical Issues #3 (Summer 2024)*

2. Continue to work with NJ TRANSIT to identify and advance conversations related to unmet transit needs in support of RTP 2050 unfunded "critical needs."
3. Continue working with county transit providers to carry out the recommendations within SJTPO's Access for All Transit Plan.

Product 3a. *Updated documentation of progress (Summer 2024)*

Product 3b. *Updated list of action items to help advance outstanding recommendations of the Access for All Transit Plan (Summer 2024)*

4. Convene meetings and discussions with county transportation providers.
5. Work with others to assess safety for non-motorized travelers in disadvantaged and transit-dependent communities.
6. Collaborate with others on human services transportation issues extending beyond the SJTPO region.

7. Collaborate with NJ TRANSIT to review, score, and rank applications submitted for the FTA's various grant opportunities.

Product 7a. *Summary sheet, including the ranking of submitted projects (contingent upon NJ TRANSIT activity)*

8. Collaborate with NJ TRANSIT to identify the feasibility of future transit enhancements.
9. Collaborate with NJ TRANSIT on its stations, access, parking, and site planning.

Funding: \$19,446

Project Manager: David Heller

25/114: Regional Transportation Plan (RTP) Development

This task centers on the update of SJTPO's long-range regional transportation plan, *RTP 2050*, adopted on January 25, 2021.

Activities and Products (due dates):

1. Process RTP amendments and modifications.

Product 1a. *Memos to the Executive Director outlining RTP amendment and modification requests received (ongoing, as needed)*

Product 1b. *RTP amendment/modification tracker (ongoing, updated bi-monthly)*

2. Review and modify the existing goals and strategies.

Product 2a. *"RTP Goals and Strategies" Chapter of the RTP update (Summer 2024)*

3. Solicit and compile a list of regionally significant projects and critical needs programs for inclusion in the RTP update.

Product 3a. *Updated list of "Regionally Significant and "Critical Needs" projects, including estimated cost and requisite timelines (Summer 2024)*

4. Refine the Financial Plan for the RTP update.

Product 4a. *"Financial Plan" Chapter of the RTP update (Summer 2024)*

5. Refine the System Performance Chapter for the RTP update.

Product 5a. *"System Performance" Chapter of the RTP update (Summer 2024)*

6. Prepare a Phase II public outreach strategy, including a tentative schedule for public meetings for the next update cycle.

Product 6a. *List of venues for public meetings, along with the schedule for Phase II public outreach (Summer 2024)*

Product 6b. *Public outreach materials for Phase II (Summer 2024)*

7. Strengthen consultation and collaboration with municipalities and resource agencies.

Product 7a. *"Public Involvement, Consultation and Coordination" Chapter of the RTP update; DRAFT (Summer 2024)*

Product 7b. *"Public Involvement, Consultation and Coordination" Chapter of the RTP update; FINAL (Fall 2024)*

8. Engage with county and municipal local public agencies when soliciting comments on the RTP.

9. Write and vet any outstanding chapters that have not been assigned as a specific task and all appendices.

Product 9a. *DRAFT RTP update to be shared for public review and comment (Summer 2024)*

Product 9b. *Final RTP Update, including all appendices and any revisions resulting from public comments (Winter 2024)*

10. Support NJDOT and NJ TRANSIT in developing the Long Range Transportation Plan (LRTP).

Funding: \$68,054

Project Manager: David Heller

25/115: Transportation Safety Planning

SJTPO has had a long-standing commitment to traffic safety, and efforts to advance transportation safety are unique among MPOs because of the integration of engineering, education, and planning.

Activities and Products (due dates):

1. Collaborate with others to advance safety planning efforts included in the New Jersey SHSP.

2. Continue to monitor transportation safety investments and report on the performance of project advancement.

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

3. Continue to work to address safety in all projects, particularly those securing funds through SJTPO.

4. Monitor progress on achievement of safety targets established for the state and SJTPO.

Product 4a. *SJTPO adoption of Calendar Year 2024 Safety Performance Management (PM1) Targets (Fall 2024)*

5. Furnish NJDOT with fatalities and serious injuries for projects advanced through SJTPO's Local Safety Program to complete the HSIP Annual Safety Report.

Product 5a. *List of projects implemented by SJTPO, along with the number of crashes before and after construction (Summer 2024)*

6. Aid in project development efforts related to applying for the Local Safety Program funding and explore opportunities to develop ongoing consultant support for Local Safety Program project development efforts.

Product 6a. *Local Safety Program Solicitation (Fall 2024)*

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

Product 6c. *Completed Local Safety Program Applications submitted to NJDOT (Winter 2024)*

7. Explore and pilot innovative ways to make the data-driven Local Safety Program more accessible and responsive to local jurisdictions.
8. Utilize interactive maps of high crash locations to evaluate new projects submitted for inclusion in the TIP.

Funding: \$48,608

Project Manager: Jacob Cummings

25/116: Congestion Management & Relief Planning

Federal legislation mandates that MPOs in air quality non-attainment areas develop and maintain a Congestion Management Process (CMP) for their region. The CMP provides SJTPO with comprehensive, regularly updated data on congestion, its causes, and methods for screening and evaluating strategies to address the problems.

Activities and Products (due dates):

1. Continue coordinating with the University of Maryland's Center for Advanced Transportation Technology (CATT) Lab staff.
2. Continue to utilize the CMP, following the latest approved CMP methodology.
3. Refine and finalize the CMP Activity Report.

Product 3a. *Final CMP Activity Report, to be included as an Appendix to the RTP update (Fall 2024)*

4. Analyze data annually, as outlined in the CMP Methodology Report.

Product 4a. *Annual bottleneck location list (Spring 2025)*



- 5. Work with others to identify congested locations and sources of congestion.
- 6. Aid regional partners and others in project development efforts related to the CMAQ and Carbon Reduction Programs.

Product 6a. *Congestion Mitigation Project Status Charts detailing annual investments (ongoing, updated bi-monthly)*

- 7. Improve measurement of seasonal variation within the SJTPO region.

Funding: \$24,306

Project Manager: David Heller

25/117: Freight Planning

SJTPO has consistently participated in freight planning efforts around the state over the last several years and has conducted freight planning efforts focused on the SJTPO region. Together, these efforts will inform future studies and investments and improve the SJTPO region's representation in statewide freight planning in the coming years.

Activities:

- 1. Support and build upon the Freight Advisory Committee.
- 2. Refine the Freight Movement evaluation criteria in SJTPO's Project Selection Process.
- 3. Continue to participate in statewide and neighboring regional planning efforts.
- 4. Continue fostering participation in the Freight Advisory Committee.
- 5. Coordinate with Federal Land Management Agencies on intermodal transportation planning that facilitates the efficient and economical movement of people and goods.
- 6. Work to implement the 2023 Statewide Freight Plan's next steps, priorities, actions, and performance measures.

Funding: \$77,779

Project Manager: William Schiavi

25/118: Economic Development & Tourism

Economic Development and Tourism refers to a series of efforts and activities that seek to ensure that transportation does not hinder but advances the regional economy and opportunities for tourism. In this work program, SJTPO will investigate ways to incorporate meeting the economic development, travel, and tourism strategies through other means.



Activities:

1. Help local jurisdictions identify funding sources to support transportation improvements that expand access to economic activity.
2. Identify standing committees within the region that represent the business community's needs.
3. Continue to enhance travel and tourism.
4. Work as a member of the NJ Brownfields Interagency Work Group (IAWG) to assist municipalities in advancing the redevelopment of brownfield sites.
5. Initiate discussions with SJEDD and local planning partners to refine the Tourism evaluation criteria in SJTPO's Project Selection Process.

Funding: \$38,887

Project Manager: William Schiavi

25/119: Resiliency & Reliability Planning

System Resilience and Reliability has taken on heightened importance considering the increasing frequency of extreme weather events, regionally and nationally, which can inflict considerable damage on the transportation infrastructure. These efforts tie directly to the RTP goal to "Improve the Resiliency and Reliability of the Transportation Infrastructure." In addition to the resiliency of the transportation system, efforts related to the continuity of operations for SJTPO also fall within this task.

Activities:

1. Work with partners on risk management strategies for improving the resilience of transportation infrastructure against the impacts of extreme weather.
2. Determine which assets and under which scenarios could be advanced in a more extensive Regional Vulnerability Assessment study of the SJTPO region.
3. Aid regional partners in enhancing transportation infrastructure resilience and reliability.
4. Collaborate with NJDOT's Office of Emergency Preparedness to facilitate coordination of emergency preparedness activities in the region.
5. Build upon roundtable discussions related to efficient emergency planning and operations with state, regional, and local stakeholders.

Funding: \$24,306

Project Manager: David Heller

25/120: Intelligent Transportation Systems Planning

ITS refers to using innovative technology to improve transportation systems' safety, efficiency, and operations. This task will involve continued participation in statewide efforts related to intelligent transportation and incorporation into the planning process as appropriate.

Activities and Products (due dates):

1. Continue to participate in statewide collaboration on the NJ Statewide ITS Architecture.
2. Participate in ITSNJ activities with the intent of disseminating information to local partners.
3. Continue to work with regional planning partners to identify ITS strategies and deploy ITS technologies in the SJTPO region.

Product 3a. *Updated Project Information Sheets associated with the New Jersey ITS Architecture Maintenance Project (as needed, based on the development of ITS projects in the region)*

4. Continue working with others to investigate ways to incorporate automated/connected/electric/shared-use vehicles into the metropolitan planning process.

Funding: \$19,446

Project Manager: Program Manager – Capital Programming & Project Development

25/121: Environmental & Air Quality Planning

MPOs ensure that transportation decisions conform with the air quality requirements. In addition, MPOs participate in various statewide air quality planning efforts and must represent their region's interests in transportation air quality matters.

Activities and Products (due dates):

1. Coordinate on statewide transportation air quality planning efforts.
2. Complete procedures required under transportation conformity regulations for adoption of any amendments to the RTP and FFY 2024-2033 TIP.

Product 2a. *Air Quality Transportation Conformity Determination Report (Summer 2025)*

3. Monitor federal and state air quality rules and regulations.
4. Monitor GHG issues and regulations nationally and statewide.
5. Continue to work with others to program and implement greenhouse gas emissions reduction strategies initiated.

6. Work with others to promote clean-powered vehicles, such as electric buses to reduce air pollution.

Funding: \$29,167

Project Manager: David Heller

25/122: Regional Coordination & Collaboration

Coordination with planning partners at the state, federal, regional, and subregional levels is crucial to the success of the metropolitan transportation planning process. SJTPO recognizes the importance of participating in collaborative forums that promote exchanging ideas, concerns, risks, and opportunities in transportation planning.

Activities:

1. Participate in New Jersey's statewide transportation planning efforts, such as New Jersey State Transportation Innovation Council (STIC), Federal Highway EDC events, quarterly MPO Collaboration meetings, and other regionally focused collaborations.
2. Continue collaborating with others to meet USDOT's legislated surface transportation requirements.
3. Continue to work with others to initiate further conversations about the funding imbalance to ensure the metrics used to achieve a better balance in investments that reflect the needs of all planning partners, such as urban and rural areas alike.
4. Continue to work with others to better understand the value of revenues generated at the "Shore" and discuss ways to dedicate a portion of this revenue to critical infrastructure projects that make that revenue possible.

Funding: \$58,333

Project Manager: Various SJTPO staff

25/130: Capital Programming & Project Development

This program area focuses more directly on projects, the specific programming and authorization of projects through the TIP, and the preparation efforts that lead to project development.

25/131: Transportation Improvement Program (TIP)

This task prepares and maintains the region's TIP, which is updated every two years and includes a ten-year list of projects scheduled for federal and state funding.

Activities and Products (due dates):

1. Provide technical assistance and assist NJDOT and NJ TRANSIT in preparing financial plans for major capital projects as necessary.
2. Help facilitate the FFY 2026-2035 TIP/STIP development and approval.

Product 2a. *Year-end Obligation Reports, produced by NJDOT and NJ TRANSIT, to be posted to the SJTPO website (end of federal fiscal year, Fall 2024)*

3. Process TIP/STIP amendments and modifications via NJDOT's Electronic Statewide Transportation Improvement Program (e-STIP), conducting public involvement as necessary.

Product 3a. *Memos to the Executive Director outlining TIP/STIP amendment and modification (ongoing, as needed)*

Product 3b. *TIP amendment/modification tracker (ongoing, updated bi-monthly)*

4. Prepare self-certification documents related to compliance with federal requirements and keep up to date on changes in requirements.

Product 4a. *Initial draft of self-certification document (Summer 2025)*

5. Refine SJTPO's Project Selection Process to ensure planning priorities and regional needs and identify possible areas of conflict between priorities.

Product 5a. *Memo outlining any refinements and additions to the SJTPO Project Selection Criteria, including pre-screening consideration of project issues in locations where Complete Streets Priority Areas intersect with the Regional Freight Network (Spring 2024)*

6. Coordinate with regional partners to develop projects for funding.
7. Continue to coordinate with Federal Land Management Agencies to ensure projects are included in the TIP to facilitate the efficient and economical movement of people and goods.
8. Facilitate with regional partners to identify future projects several years in advance to establish a 'project pipeline' to better plan for future TIP funding requirements.

Funding: \$106,941

Project Manager: Program Manager – Capital Programming & Project Development

25/132: Local Project Development

Project development efforts on the local level are extremely valuable in preparing SJTPO to continue to work closely with its regional partners and local municipalities throughout the project planning process.

Activities and Products (due dates):

1. Work with regional partners, tracking technical issues to ensure the project meets critical milestones and deliverables to receive authorization of federal dollars.
2. Engage local partners to improve local public agency project delivery and compliance with federal regulations.
3. Continue to organize and facilitate quarterly meetings with regional partners, Local Aid, the Bureau of Environmental Program Resources (BEPR), and other agencies where appropriate.
4. Track the progress of the design phases of projects.

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

Product 4b. *Summary of end-of-the-year authorizations of SJTPO Local Lead Projects (end of federal fiscal year, Fall 2024)*

5. Work with local agencies to bring specific issues to the attention of NJDOT and the Local Aid Resource Center for further review and consideration.
6. Explore opportunities to engage local public agencies, broaden the coordination between regional partners, and focus on opportunities to access federal funding sources.
7. Assist counties in identifying internal solutions to common barriers or to begin conversations with the Pinelands Commission and other state, regional, and local partners to identify solutions.

Funding: \$58,333

Project Manager: Program Manager – Capital Programming & Project Development

25/140: Safety Education

SJTPO offers a robust series of programs to teach the public about traffic safety. These programs are designed to bring awareness of the many risks presented to roadway users and educate others on how minor changes in behavior can make an enormous difference in increasing safety on area roadways. SJTPO collaborates with many organizations on programs and activities that address different facets of safety to ensure that all roadway users get home safely.

25/141: Safety Education Programs

This task funds SJTPO's traffic safety education programs and initiatives. The education and outreach programs work in combination with improvements to area infrastructure to make a meaningful difference in reducing crashes across the region and New Jersey.



Activities and Products (due dates):

1. Continue with ongoing programs, such as Share the Keys, Car Crashes, It's Basic Physics, Teens and Trucks, Most Dangerous Place on Earth, Belts on Bones, Car-Fit for Senior Drivers, and others.

Product 1a. *List of presentations, target age group, and number of persons reached, organized by focus/objective number (ongoing, reported quarterly)*

2. Continue to facilitate Child Passenger Seat training and present education programs related to child passenger safety and occupant protection.
3. Provide Defensive Driving training to the public in the SJTPO region, utilizing the National Safety Council (NSC) program.
4. Work with community organizations to advance local safety initiatives.

Funding: \$77,779

Project Manager: Jacob Cummings

25/142: Safety Education Coordination & Collaboration

This task will maintain professional affiliation by attending traffic safety meetings and trainings to increase knowledge and awareness of relevant safety topics. Additionally, this task includes central staff participating in traffic safety webinars, trainings, conferences, and other professional development activities.

Activities and Products (due dates):

1. Attend quarterly meetings of the New Jersey Police Traffic Officers Association, Regional Police Chiefs meetings, DVRPC Regional Safety Task Force, and Statewide Traffic Records Coordinating Committee (STRCC).

Product 1a. *List of trainings and target age group organized by focus/objective number (ongoing, reported quarterly)*

2. Coordinate efforts in safety education with national, regional, and statewide partners, and attend events.
3. Attend meetings and deliver trainings to police officers about crashes.
4. Attend meetings and conduct trainings related to child passenger seat safety and attend updates of Share the Keys Facilitator Training, Safety Voyager, Title 39, Motorcycle and Pedestrian Safety, and Outreach and Driver Education.
5. Participate in the Car Seat Inspection Program held by county partners and certify others as instructors.

Funding: \$38,887

Project Manager: Jacob Cummings

25/150: Public Outreach

Public outreach, engagement, and consultation are fundamental to SJTPO's transportation planning process and the development of the major planning products. SJTPO's public outreach work is conducted through the Public Engagement & Communication and Equity & Public Health tasks.

25/151: Public Engagement & Communication

More emphasis continues to be placed on promoting greater public engagement in transportation planning and decision-making, with MPOs playing a significant role.

Activities and Products (due dates):

1. Maintain and update the SJTPO website (www.sjtpo.org).
Product 1a. SJTPO website (ongoing, updated regularly)
2. Consider enhancing SJTPO's interactive online projects map (www.sjtpo.org/projects).
3. Continue to engage the public to strengthen public confidence and participation in the planning process.
Product 3a. Internal memorandum summarizing the potential benefits and costs associated with Virtual Public Involvement (VPI) tools and technologies (Summer 2024)
4. Investigate the benefits of working with the SJTPO Policy Board and member counties to improve outreach and engagement with the municipalities in the region and the public.
Product 4a. Creation of a municipality email list to be used when public involvement opportunities are available to help spread awareness of opportunities (Spring 2025)
5. Continue efforts to build and support the Community Outreach and Engagement Committee (COEC) to reach a representative sampling of the region's diverse population.
Product 5a. Refinements and additions to the COEC (ongoing, throughout the year)
Product 5b. Member applications and informational rosters (ongoing, updated January/February 2025)
Product 5c. Supporting materials related to the COEC meetings (ongoing, as needed)
6. Continue to utilize, evaluate, and update the PIP.
Product 6a. Refinements and additions to the PIP (ongoing, as needed)
7. Continue to develop relationships with local media outlets and establish protocols to engage local media in outreach efforts.

8. Increase the use of visualization to simplify SJTPO concepts and make the process more engaging.
9. Produce educational content for the *On the Go* newsletter, email blasts, social media, or other uses that promote planning priorities.

Product 9a. *Produce a bimonthly On the Go newsletter (ongoing, throughout the year)*

10. Continue to bolster social media usage.

Product 10a. *Summary of users/followers and email subscribers, along with other relevant metrics to evaluate the success of outreach (ongoing, bi-annually)*

11. Continue to build SJTPO's list of stakeholders and members of the public to better inform the region about SJTPO's regional efforts and activities and those of its partners.

Product 11a. *Additions to the SJTPO list of stakeholders (ongoing, throughout the year)*

12. Conduct public engagement activities, as laid out in SJTPO's PIP.

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

13. Carry out consultation with Federally and Non-Federally Recognized Tribes.

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

Funding: \$194,440

Project Manager: Melissa Melora

25/152: Equity & Public Health

The federal government emphasizes various equity issues, including Title VI, Environmental Justice (EJ), Limited-English Proficiency (LEP), and others, for MPOs and all federally funded entities. Title VI refers to Title VI of the 1964 Civil Rights Act, which states that "no person in the United States, shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Activities and Products (due dates):

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

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



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

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

- 2. Remain current on Title VI activities, monitor federal and state requirements, and review contract documents for conformance with applicable policies.

Product 2a. *Annual Title IV Notice (Winter 2024)*

Product 2b. *Board and Committee Demographic Summary (Winter 2024)*

- 3. Work with partners, central staff, and subregions to ensure activities comply with Title VI and related requirements.
- 4. Expand utilization of best practices to reach underserved and disadvantaged populations.
- 5. Continue to identify regional partners willing to help SJTPO reach additional members of the public, making SJTPO processes more equitable.
- 6. Make core documents available in Spanish and other languages spoken throughout the region.

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

- 7. Investigate opportunities to expand SJTPO's "Transportation Justice" use to incorporate infrastructure and safety near transit locations.
- 8. Assess projects in the SJTPO RTP/TIP and other projects funded in the SJTPO region and identify their impact on Title VI/EJ populations.

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

- 9. Work to identify barriers and ways to overcome those barriers to more extensively incorporate equity in advancing transportation projects and work with federal, state, and regional partners.
- 10. Work with others to establish specific Disadvantage Business Enterprise (DBE) goals applicable to Professional & Technical Services.
- 11. Work with others to better understand the role of SJTPO in incorporating public health into the planning process and addressing public health in project advancement.

Funding: \$77,779

Project Manager: Melissa Melora

25/160: Program Management

Program management is the oversight function and responsibility that ensures the overall initiatives and operations of SJTPO are maintained. Program management often involves essential administrative tasks, including board and committee support, oversight of the planning work of SJTPO's subregional partners, and other technical programs.

25/161: Administration & Internal Management

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

Activities and Products (due dates):

1. Maintain SJTPO office budget and expense records, along with conducting other administration functions.

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

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

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

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

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

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

4. Work to reduce the recommended areas of improvement, as identified by NJDOT within previous years' Risk Prequalification Assessment Form.
5. Continue to work with others to expand upon the basic framework of a Continuity of Operations Plan.

Product 5a. *Continuity of Operations Plan (ongoing, review annually)*

Funding: \$388,885

Project Manager: Monica Butler

25/162: Board and Committee Support

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

Activities and Products (due dates):

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

Product 1a. *Annual meeting schedule and notice for publishing related to Policy Board and TAC, as appropriate (Fall/Winter 2024)*

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

Product 2a. *Member credentials and informational rosters (ongoing, updated Winter 2024)*

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

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

4. Distribute meeting notices and materials to board and committee members with follow-up, as necessary, for quorum, release cancellation, and special meeting notices.

5. Prepare for and attend meetings and take and transcribe minutes.

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

6. Answer requests from members and outside sources.

7. Participate in meetings of the SJTPO Policy Board, TAC, or other meetings with SJTPO regional partners.

8. Continue to conduct discussions with the SJTPO Policy Board and TAC about the distinct types and amounts of federal and state transportation funding received annually and facilitate conversations about increasing the share of transportation funding received by SJTPO.

Funding: \$155,553

Project Manager: Monica Butler

25/163: Unified Planning Work Program

The UPWP serves as the master regional transportation planning funding application. Activities under this task will prepare the UPWP for the coming years to describe all transportation planning



and transportation-related air quality planning activities for the region and to document the allocation of federal transportation planning funds.

Activities and Products (due dates):

1. Work in consultation with SJTA to prepare the status of activity expenditures.
2. Prepare and submit a semi-annual and final program summary to NJDOT detailing the progress of UPWP tasks and activities.

Product 2a. *Final program summary report for FY 2024 UPWP, including a list of final deliverables (August 2025)*

Product 2b. *Semi-annual program summary report for FY 2025 UPWP (February 2025)*

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

Product 3a. *Executed Task Order, allocating funds to SJTA for FY 2025 UPWP (July 2024)*

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

4. Develop the FY 2026 Subregional Planning Work Programs and Technical Program.
5. Develop the FY 2026 Central Staff Work Programs.
6. Compile the FY 2026 UPWP document.

Product 6a. *Initial draft of FY 2026 UPWP (December 2024)*

Product 6b. *Point-by-point response to comments provided by NJDOT, FHWA, and FTA of FY 2026 UPWP (February 2025)*

Product 6c. *Final FY 2026 UPWP for TAC recommendation of Policy Board approval (March 2025)*

Funding: \$58,333

Project Manager: Jennifer Marandino

25/164: Subregional Planning Work Program Management

SJTPO central staff oversees the four-county Subregional Planning Work Programs, including coordinating and reviewing the work throughout the year. This task also covers managing the contracting process for these programs and technical assistance when appropriate.

Activities and Products (due dates):

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



Product 1a. *FY 2026 Subregional Risk Assessment, to be completed annually (Spring 2025)*

2. Manage Subcontract Agreements and contracting processes.

Product 2a. *Call for FY 2026 Subregional Work Program budget and description (Fall 2024)*

Product 2b. *FY 2026 Subcontract Agreements between SJTA and subregional partners (Summer 2025)*

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

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

4. Coordinate with NJDOT and SJTA to obtain the necessary data and figures to prepare the bi-annual report.
5. As appropriate, provide technical assistance or participate in the studies and Subregional Planning Work Program activities.

Funding: \$29,167

Project Manager: John Peterson

25/165: Technical Program Management

In addition to managing the Subregional Planning Work Program, SJTPO central staff manages the technical studies performed by consultants. This task covers managing all aspects of the technical program, including scope development, release of an RFP, consultant selection, and management of the technical study once it is underway.

Activities and Products (due dates):

1. Manage the technical studies, including preparation of the scope of work, releasing RFPs, consultant selection, managing consultant-led studies, and reviewing invoices before payment.

Product 1a. *RFP for Regional Active Transportation Master Plan (Fall 2024)*

Product 1b. *RFP for South Jersey Travel Demand Model Recalibration (Winter 2024)*

Product 1c. *RFP for Staff Augmentation (Summer 2024)*

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

2. Work with consultants, tracking the project to ensure the technical effort meets critical milestones and deliverables related to project completion. Such work includes attending meetings, participating in project-related calls, and communicating with consultants,

regional partners, and NJDOT Local Aid to advance the work on the respective technical studies.

3. Review progress reports, invoices, and technical products from technical studies for approval throughout the year.

Funding: \$291,665 charged to the federal project specific to the Technical Program

Project Manager: Various SJTPO staff

3. 25/200: Financial Administration

SJTA provides administrative services under the Basic Agreement between NJDOT, SJTA, and SJTPO (Agreement Number 2019-SJTA-001). The agreement became effective December 17, 2019, and will remain active for five years from the original date.

25/201: Financial & Administrative Services

SJTPO provides funding to SJTA for financial administration and subcontracting on behalf of SJTPO with the counties and consultants, purchasing, grants, accounting, human resource management, and accounts payable/receivable.

Activities and Products (due dates):

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

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

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

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

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

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

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

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

3. Provide all financial control and accounting activities necessary to support the contracts with counties and consultants, initially incurring all costs on behalf of SJTPO to be reimbursed by NJDOT after submission of appropriate financial documents.

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

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

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

Funding: \$71,500

Project Manager: Monica Butler

4. 25/300: Subregional Planning Work Programs

SJTPO counties are vital partners in all SJTPO planning processes. The counties receive funds through this UPWP to support their contributions to SJTPO and other transportation planning needs of their jurisdictions. The counties additionally receive funds for developing and implementing their Subregional Planning Work Program with activities and products associated with grant administration falling under Task I. Many Task II activities are shared amongst the counties and include assisting SJTPO in transportation planning efforts, such as contributing to RTP updates and related projects. The counties also participate in the SJTPO TIP, support public involvement, and provide other assistance to SJTPO priorities.

Each County Subregional Planning Work Programs include Task I, Task II, and Task III supportive studies. Many activities and products are shared amongst the counties, especially for Task I and Task II. A general overview of Task I and Task II Activities is provided below.

Task I: Program Administration

Objective:

Develop, implement, and administer the County's Subregional Planning Work Program, providing general administration of the program.



Activities:

1. Submit quarterly progress reports and a program year completion report of the FY 2025 Subregional Planning Work Program to SJTPO.
2. Maintain timesheets (by staff and task).
3. Develop the FY 2026 County Subregional Planning Work Program.

Products (due dates):

- Quarterly and final progress reports (10 days after the close of the quarter).
- FY 2026 Subregional Planning Work Program (as required by SJTPO).

Task II: Transportation Data File/TIP/Public Participation

Objective:

Assist SJTPO in its transportation planning activities. Review and update the information base needed for county transportation planning activities. Assist in the development of project pool candidates for inclusion in the TIP. Participate in and support local, county, and regional transportation planning activities. Encourage and promote public involvement in the transportation planning process.

Activities:

Transportation Data File

1. Provide SJTPO with all traffic counts, regardless of funding, taken by the county in FY 2024. Count information will be in a portable document format (.pdf), with summary count statistics presented in spreadsheet format to be provided by SJTPO. Count information will be submitted as completed or with the county's progress report.
2. In cooperation with, and at the request of SJTPO, review and comment on various transportation-related plans, projects, and activities. Examples to review and comment on may include the CMP, NJDOT State Management Systems, and SJTPO's RTP.
3. Develop or participate in developing municipal, county, regional, and state transportation-related plans, projects, and activities. Specific major projects that fall within the scope of this task may include data dissemination and responding to transportation-related data requests (e.g., crash and traffic count data, GIS data, development review activity, aerial photographs, etc.) from public and private agencies.

4. Review and comment on SJTPO demographic projections and, as needed, develop and provide demographic projections to SJTPO. Participate in the review and analysis of census data and reports.

Transportation Improvement Program

1. Provide SJTPO with construction-ready road projects or other (e.g., scoping) projects to be included in the TIP and monitor the progress of county road projects. Assist SJTPO and NJDOT in prioritizing projects submitted for inclusion in the TIP or project pool.
2. Monitor the progress of TIP projects and provide a project status report with each subregional quarterly report and/or work with SJTPO central staff in a periodic review of projects.
3. Provide Study and Development projects and assist in the screening and evaluating projects as appropriate.
4. Review and comment on NJDOT and NJDEP TIP/STIP process and conclusions relating to air quality conformity.

Interagency Coordination and Public Participation

1. Attend regular meetings of the TAC, Policy Board (as needed), and other relevant subcommittees. Attend other regional, county, and local transportation-related meetings as appropriate.
2. Serve as a Consultant Selection Committee member for various consultant-led technical studies initiated by SJTPO. Review and score proposals received, participating in interviews as necessary.
3. Facilitate and encourage the participation of the public, local agencies, and organizations in transportation planning at all levels of government. To provide information on SJTPO activities, work with SJTPO central staff to schedule their attendance at County Planning Board meetings or provide MPO updates (by county staff) at these meetings.

Products (due dates):

No work shall be billed after June 30, 2025, the end of the state fiscal year.

- Any plans, studies, or product (or an example of a product) resulting from the county's Task II involvement and information on any Task II activity that would be relevant to regional planning (as completed, no later than mid-August 2025).
- Prioritized list of project pool candidates (shared in advance of the Project Evaluation Process, which is used to score and evaluate projects that are adopted as a part of the RTP and TIP).
- Status of all active local lead projects (as requested for updating project status charts).

- Summary (meeting name and date) of meetings attended (as completed, no later than mid-August 2025).

The County Subregional Planning Work Programs include a specific Task III study and general transportation planning activities, which are intended to support the goals and objectives of SJTPO's RTP.

Task III projects within this year's County Subregional Planning Work Programs include a corridor traffic improvement study to enhance pedestrian, bicycle, and vehicular safety and traffic analysis (Atlantic County). Cape May County will utilize these additional resources to conduct a Task III study, using in-house staff and continuing to focus on improving and using the county's non-motorized transportation network. Cumberland County will update its circulation plan, and Salem County will use consultant support to complete an intersection improvement analysis.

25/301: Atlantic County

Task III: Supportive Studies

Main Street/Shore Road (CR 585) Traffic Improvement Study

Atlantic County proposes to study a portion of Main Street/Shore Road (CR 585) through portions of the Cities of Pleasantville and Northfield from the Black Horse Pike (State Route 40/322) south to Mill Road (CR 662). The section of CR 585 from Black Horse Pike north to the White Horse Pike was completed as an FY 2024 study. The segment of CR 585 to be studied this year is from State Route 40/322 south to Mill Road, is partially located within a State-designated Overburdened Community, and includes the downtown commercial and residential areas of Pleasantville and Northfield. Like last year's study area, several locations along the corridor experience high pedestrian, bicycle, and vehicular traffic volumes.

Many of the same study elements will be included, such as data collection, traffic counts, crash reports, intersection counts and geometry, level of service, ROW limits, structures, etc. The proposed study along this section of CR 585 will provide recommendations for improving pedestrian, bicycle, and vehicular safety.

This study will support many of the SJTPO's Regional Transportation Plan (RTP) 2050 goals. In the broadest sense, this study will "support the regional economy" by identifying areas needing improvement with respect to a host of transportation (bicycle, pedestrian, and vehicular) considerations. Identifying and implementing these recommended improvements will improve the accessibility and safety of the general area, thereby improving its commercial viability and sustainability. The study corridor traverses commercial and residential locations that are partially

located in a state-designated overburdened community. In addition to supporting the regional economy, the study will support several other RTP 2050 goals, such as: "to promote accessibility and mobility for the movement of people and goods," "mitigate traffic congestion and promote efficient system operation," "restore, preserve, and maintain the existing transportation system," "improve transportation safety," and "enhance the integration and connectivity of the transportation system." These goals will be supported by identifying and implementing the recommended improvements to enhance pedestrian, bicycle, and vehicular safety.

Atlantic County may hire a consultant to supplement the work completed by in-house county staff. All work to be completed by the consultant will be paid for by Atlantic County and will not utilize federal funds made available through the SJTPO and the Subregional Planning Work Program.

The final report may be prepared jointly by the consultant and county staff if one is hired or solely by county staff. It will be completed no later than mid-August 2025. No work shall be billed after June 30, 2025, the end of the state fiscal year.

Funding: **\$142,000 Total** (Task I \$14,000; Task II \$52,000; and Task III \$76,000)

Federal/Local share breakdown of total cost:

Federal Share (80%) \$113,600 / County Match (20 %) \$28,400

25/302: Cape May County

Task III: Supportive Studies

Non-motorized Transportation Network Improvements *continued from FY 2024*

The FY 2025 supportive study will continue the efforts initially included in the FY 2023 county work program and continue in FY 2024, focusing on improving and using the County's non-motorized transportation network. Through cooperation with our 16 local municipalities, the Open Spaces Review Board, and other partners, staff will continue planning for bicycle/pedestrian network expansion and identifying community asset linkage opportunities (including trail "spurs"). GIS mapping will be kept updated to enhance public outreach and encourage system usage, and public outreach materials (brochures, website content, flyers) will be developed and kept updated.

In addition to planning for an expanded network, staff will also focus on enhancing the existing trail system by developing and implementing a wayfinding signage system. This effort will have multiple elements, including a mileage system, pavement markings for street crossings, and vertical signage elements. The thermoplastic mile marker system was completed in FY 2023. The

vertical wayfinding signage will take significantly longer to design and implement as community/municipal engagement will be integral to system design. It is envisioned that the vertical wayfinding system will integrate a bicycle facility classification system to help users understand the stress level on the path system segments.

This activity advances several goals within SJTPO's RTP, including to "promote transportation alternates" and "promote new connections between travel modes," which fall within the larger goal of "promote accessibility and mobility for the movement of people and goods." Overall, the County's Task III study will support the regional economy, particularly regarding tourism and recreation benefits. As the network is expanded and enhanced over time, these benefits will become more pronounced, with the ultimate objective of connecting the Cape May Trails System to the regional "Circuit" trails and the greater Philadelphia area.

The project will be completed in-house by county planning and GIS staff. The final products will include a report on adding mileage and wayfinding elements to the existing trails system, an updated county-wide bicycle facilities map, and wayfinding signage templates. Products will be delivered as completed no later than mid-August 2025. However, no work shall be billed after June 30, 2025, the end of the state fiscal year.

Funding: **\$55,000 Total** (Task I \$4,200; Task II \$38,800, and Task III \$12,000)
Federal/Local share breakdown of total cost:
Federal Share (80%) \$44,000 / County Match (20%) \$11,000

25/303: Cumberland County

Task III: Supportive Studies

Update to County Circulation Plan

The last comprehensive countywide circulation plan was completed in 1966 as part of the County's Master Plan. In 2013, the County Planning Board adopted a Transportation Plan funded through SJTPO, which references outdated data sources and does not reflect existing conditions. The recommendations included within the 2013 plan do not provide the specificity to be useful. Additionally, while municipal and specific roadway analyses have been completed since then, these various studies have not been combined into a comprehensive strategic update to the countywide plan. Such an effort is necessary as development is returning to pre-2008 recession levels, and multi-modal transportation needs have increased throughout the county. An updated understanding of the connectivity issues throughout the county is needed to direct attention and

funding to the highest-priority projects. The County Circulation Plan will be incorporated as an update to the County's Master Plan.

This activity advances several goals within SJTPO's RTP, including "promote accessibility and mobility," "mitigate traffic congestion and promote efficient system operation," "restore, preserve, and maintain the existing transportation system," among others.

A consultant will complete the project in cooperation with county staff. The county intends to release an RFP for consultant services to complete the update to the County Circulation Plan. Products will be delivered as completed no later than mid-August 2025. However, no work shall be billed after June 30, 2025, the end of the state fiscal year.

Funding: **\$103,200 Total** (Task I \$5,000, Task II \$22,200, and Task III \$76,000)
Federal/Local share breakdown of total cost:
Federal Share (80%) \$82,560 / County Match (20 %) \$20,640

25/304: Salem County

Task III: Supportive Studies

Roadway and Intersection Improvement Analysis

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

- Intersection of Buck Rd (CR 553) and Lawrence Corner Rd (CR 621) *Pittsgrove Township*
- Intersection of Alvine Rd (CR 655) and Porchtown Rd (CR 613) *Pittsgrove Township*
- Intersection of Upper Neck Rd (CR 690) and Porchtown Rd (CR 613), and Lawrence Corner Rd (CR 621) *Pittsgrove Township*
- Intersection of Parvin Mill Rd (CR 645) and Alvine Rd (CR 655), and Garden Rd (CR 674) *Pittsgrove Township*

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

The Roadway and Intersection Improvement Analysis will be completed by county staff with the assistance of a consultant(s) to be retained for this project. Salem County will conduct traffic

counts as appropriate (billed as part of Task II activities). The final product for the technical study will be improvement designs or specifications for selected locations. Products will be delivered as completed no later than mid-August 2025. However, no work shall be billed after June 30, 2025, the end of the state fiscal year.

Funding: **\$43,000 Total** (Task I \$3,000, Task II \$10,000, and Task III \$30,000)
Federal/Local share breakdown of total cost:
Federal Share (80%) \$34,400 / County Match (20 %) \$8,600

5. 25/400: Technical Program

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

\$548,000 of FHWA Statewide Metropolitan Planning (PL) funds for two consultant-led studies was originally budgeted when the FY 2025 UPWP was approved. However, an additional \$2,157,000 was added to the budget within the Technical Program.

Four new consultant-led efforts (Task 25/403 Staff Augmentation, Task 25/404 2025 On-Board and Household Travel Surveys, Task 25/405 Complete Streets Technical Assistance Program Pilot, and Task 25/406 Signal Analytics Data) were added along with an increase in the budget for Task 25/402 South Jersey Travel Demand Model Recalibration. A total of \$2,157,000 will be added to the Technical Program, made available to SJTPO by NJDOT from previous FHWA unobligated Planning (PL) funds. \$1,375,636 of FHWA Statewide Metropolitan Planning (PL) funds and the \$81,364 of SJTPO's FY 2025 allocation of the FHWA Set-Aside Increasing Safe and Accessible Transportation Options Set-Aside. \$700,000 of the \$2,157,000 will be provided directly to DVRPC to add SJTPO to its On-Board and Household Travel Surveys project in its FY 2025 UPWP.

A new total of \$2,296,359 is now programmed for consultant-led studies within the Technical Program, excluding the \$700,000 to be provided to DVRPC.

General budgetary information for each technical program task is based on preliminary estimates and anticipated project scope. SJTPO central staff hours associated with the technical study are accounted for separately within the UPWP as [Task 25/165: Technical Program Management](#).

25/401: Regional Pavement Condition Data Collection

FHWA's Every Day Counts (EDC) "Pavement Preservation" initiative was included in EDC Round 4. While the EDC Round dates to 2017-2018, the concept of applying a pavement preservation

treatment "at the right time (when), on the right project (where), with quality materials and construction (how)" is a critical component for enhancing the performance of our roadway system. Having good and timely data on pavement conditions is imperative. This information is valuable when selecting roadways for resurfacing projects and pavement lifecycle analysis.

In two different consultant-led efforts, in FY 2018 (City of Vineland Pilot) and FY 2019 (Regional Pavement Data Collection), SJTPO collected right-of-way imagery to access pavement condition data along a total of approximately 1,470 miles of County-owned roadways in addition to 260 miles of municipal roads in the City of Vineland. Additional point and line inventory of sidewalks, ADA (Americans with Disabilities Act) ramps, guardrails, inlets, and manhole features were also included in the post-processing. The final deliverable included pavement data in the form of IRI (International Roughness Index) in a geodatabase format, along with the underlying pavement distress data, ROW imagery, and other noted asset inventory.

SJTPO subregional partners have expressed interest in reaccessing pavement condition data, which is more than five years old. For the current effort, SJTPO anticipates collecting data on approximately 2,100 miles of roadway to minimally include all county-owned roadways in the region and municipal roadways in Atlantic City and the City of Vineland. This breaks down to approximately 370 county-jurisdictional miles in Atlantic, 210 miles in Cape May, 535 in Cumberland, and 355 miles in Salem; 88 municipal miles in Atlantic City, 250 miles in the City of Vineland, and 285 other municipal-owned roadways in the region. Additional asset inventory, as collected previously as part of the FY 2018/2019 efforts, should be considered but should not duplicate the robust data inventory completed as part of SJTPO's Countywide Local Road Safety Plan effort. This consultant-led effort should investigate how the local public agencies might consider keeping their pavement condition data current in more reasonable timeframes.

Funding: \$417,695 (FHWA-PL)

Project Manager: Jennifer Marandino

Release Date: February 2024 / **Project kicked-off:** July 2024

25/402: South Jersey Travel Demand Model Recalibration (2-year study)

The South Jersey Travel Demand Model (SJTDM) is the primary tool used for SJTPO's Air Quality Conformity process, which was last validated and calibrated to 2015 traffic conditions. Conformity regulations require that the model be validated to a base year no more than ten years before the date of the conformity determination. As such, for any conformity analyses that will be done for FFY 2026 and beyond, the model will need to be validated to 2016 traffic conditions, if not later.



The model recalibration effort will require collecting traffic counts and possibly adjusting model algorithms embedded within the SJTDM. As part of this effort, other improvements may include adjustments to the recreational trip module, updated roadway functional classifications, and adjustments to the Traffic Analysis Zones (TAZs) structure and boundaries to align with the Census Tracts more closely from the 2020 Census.

As noted, this effort will require traffic counts to be conducted. The study shall be a two-year effort to allow for the data collection to be completed over the summer months and appropriately capture the seasonal influx. The funding represents the budget for the entire two-year expected study duration.

Funding: \$130,000 (FHWA-PL)

Project Manager: David Heller

Release Date: December 2024 / **Anticipated Kick-off:** April 2025

25/403: Staff Augmentation

Recent staff turnover and several unsuccessful attempts to fill vacant positions have reduced SJTPO's capacity. With vacancies in three crucial positions, SJTPO anticipates challenges in accomplishing the proposed activities and products in the FY 2025 UPWP. Staff augmentation through consultant support is proposed to ensure the work is completed as documented.

- Consultant support is requested for the three (3) vacant positions, including a Program Manager and Assistant Planner under Capital Programming & Project Development and a Principal Planner under the Regional Planning & System Performance program area. The exact scope of work is to be defined in consultation with the selected consultant. However, key tasks include the following:
 - [Task 25/113 Transit/Human Services Planning](#)
 - [Task 25/119 Resiliency & Reliability Planning](#)
 - [Task 25/120 Intelligent Transportation Systems Planning](#)
 - [Task 25/131 Transportation Improvement Program \(TIP\)](#)
 - [Task 25/132 Local Project Development](#)

Funding: \$962,000 (FHWA-PL)

Project Manager: Jennifer Marandino

Release Date: August 2024 / **Anticipated Kick-off:** November 2024

25/404: 2025 On-Board and Household Travel Surveys (2-year)

On-board and Household Travel Surveys are necessary to understand the travel behavior of a region's residents and workers and to build and validate travel models that reflect that behavior. SJTPO last conducted Household Travel Surveys in 2014 and required updating to maintain consistency with the best practice of updating them every 10 years.

In their FY 2025 UPWP, identified as 25-34-200 2025 On-Board and Household Travel Surveys, DVRPC will hire consultant support for data collection, among other work. DVRPC has graciously agreed to add SJTPO to its existing project. As such, this task will be a joint effort between the MPOs, and all consultant work will be administered by DVRPC.

The funding for this task will be provided directly to DVRPC to cover data collection from surveys collected in the region and the review and edit consultant-produced reports and memos for the SJTPO region. DVRPC will monitor and supervise data collection and perform other administrative tasks as needed. Data collection will continue throughout FY 2026.

The funding represents the budget for the entire two-year expected study duration.

Funding: \$700,000 (FHWA-PL) *allocated to DVRPC*

Project Manager: David Heller

25/405: Complete Streets Technical Assistance Program Pilot (2-year)

This effort will be modeled on NJTPA's Complete Streets Technical Assistance Program. The allocated budget will allow SJTPO to offer support to its subregions in implementing complete streets initiatives. Funding will be passed through to Rutgers, Bloustein School of Planning and Public Policy, which will work in partnership with the New Jersey Bicycle and Pedestrian Resource Center at VTC Rutgers and CCCTMA.

With only 24 of the 68 municipalities in the SJTPO region having a Complete Streets Policy, providing education and technical assistance to communities unfamiliar with the benefits is necessary. The program will also aid communities who wish to advance and implement projects that balance the needs of drivers, pedestrians, bicyclists, transit riders, emergency responders, and goods movement based on local context. A portion of the requested funds will be used to purchase items for a Complete Streets Demonstration Library. The materials will be loaned to local public agencies and other partners to implement temporary demonstration projects on and adjacent to publicly accessible roads and other transportation facilities.

The funding represents the budget for the entire two-year expected pilot duration.

Funding: \$318,636 (FHWA-PL) / \$81,364 (FHWA PL Set-Aside)

Project Manager: Jacob Cummings

25/406: Signal Analytics Data (2-year)

As a member of the Eastern Transportation Coalition, through its relationship with NJDOT, SJTPO has access to the INRIX data suite and the ability to purchase additional data platforms, such as Signal Analytics. The cloud-based data provides access to systemwide traffic signal metrics without investing in physical equipment.

Through Task 22/401 Automated Traffic Signal Performance Feasibility and Deployment, Signal Analytics data was purchased, with a contract period of March 1, 2022 through February 2, 2023. A second-year purchase and access to the data was made through February 28, 2024. Most recently, SJTPO executed a Second Amendment to Agreement with the University of Maryland, College Park, extending the Period of Performance to December 31, 2024, for no additional fee.

This task will fund the purchase of two additional years of INRIX Signal Analytics data, which will continue to be utilized by SJTPO and subregional partners to analyze traffic signal metrics at select signalized intersections within the SJTPO region. Access to the Signal Analytics data will be for two years from the end of the current Period of Performance (December 31, 2026).

88 signalized intersections are being monitored and analyzed in support of congestion management planning efforts.

Funding: \$75,000 (FHWA-PL)

Project Manager: Kent Schellinger

Continuing Task Orders

In addition to the technical studies programmed in FY 2025, five technical studies are continuing from six previous task orders. Four separate task orders are associated with Task 24/405 Local Safety Program Design Assistance from the FY 2024 UPWP.

[Task 23/406 Countywide Local Road Safety Plans will continue into SJTPO's FY 2023 UPWP from FY 2023](#). There are four technical studies in SJTPO's FY 2024 UPWP with continuing task orders in SJTPO's FY 2025 UPWP, including [Task 24/403 Regional Active Transportation Master Plan](#), [Task 24/404 Strategic Data Management Development](#), [Task 24/405: Local Safety Program Design Assistance](#), and [Task 24/406 Air Quality Technical Assistance](#). Details for all continuing efforts, along with a description, are provided in [Appendix A](#).

6. 25/500: Non-MPO-Funded Transportation Planning Activities

The annual UPWP also describes all anticipated regionally significant transportation planning activities in the region, regardless of funding source or agencies conducting the activities. The information is intended to broaden awareness of related activities, prevent duplication of planning and study efforts, and encourage coordination of all transportation planning underway in the region. The information obtained from the transportation planning and operating agencies that impact the SJTPO region speaks to the multi-dimensional planning activities throughout the region.

25/501: New Jersey Department of Transportation

NJDOT works in partnership with transportation professionals across the state at various levels to improve lives through improving transportation. NJDOT accomplishes this mission by providing reliable, environmentally, and socially responsible transportation and motor vehicle networks and services to support and enhance the safety and mobility of people and goods in New Jersey. The State Planning and Research and Management System Work Program supports NJDOT's mission by striving to optimize transportation, community, and environmental needs within available resources.

For more information on NJDOT planning activities, please contact Sudhir B. Joshi, Manager, Bureau of Statewide Strategies, Division of Statewide Planning, via email at sudhir.joshi@dot.nj.gov or by phone at (609) 963-2217.

25/502: New Jersey Turnpike Authority

The NJTA is dedicated to the safe and efficient movement of people and goods over two of the busiest toll roads in the United States – the New Jersey Turnpike (148 miles) and the Garden State Parkway (173 miles). NJTA's highways are a critical link in the transportation network of the Northeast I-95 Corridor. Every day, NJTA provides the safest, quickest, and most convenient routes for hundreds of thousands of commuters, truckers, and recreational travelers.

For information on NJTA planning activities, please contact Joseph C. Livingston, P.E., Supervising Engineer, Planning, via email at livingston@njta.com or by phone at (732) 750-5300.

25/503: Delaware River and Bay Authority

The DRBA has an extensive network of structures and facilities designed to provide the public with safe and efficient transportation and economic development and opportunities in the South Jersey Transportation Planning Organization

region. This transportation network includes the Delaware Memorial Bridge (DMB), the Cape May-Lewes Ferry (CMLF), and the Forts Ferry (FF). The DRBA also operates and maintains long-term leases with a municipality, county, or state and five airport facilities in Delaware and New Jersey. Those projects at the DRBA facilities in the SJTPO region, including the Cape May-Lewes Ferry (CMLF) and the Millville and Cape May Airports, are particularly interesting.

For more information on DRBA planning activities, please contact Gregory G. Pawlowski, PE, Senior Project Engineer, via email at Gregory.Pawlowski@drba.net or by phone at (302) 571-6380.

25/504: New Jersey Transit Corporation

NJ TRANSIT maintains a series of ongoing programmatic planning efforts undertaken and advanced by in-house staff and supported by consultants, as required, to develop planning concepts, undertake proposals' analyses, and address issues and specific needs. The availability of resources, including funding and staff, and internal priorities regulates all work within the program areas, including Bus and Other Surface Transportation Planning, Community Services Planning and Support, Corridor Planning and Analysis, Qualitative and Quantitative Research, Rail Operations and Infrastructure Planning, Ridership Forecasting, Stations, Access, Parking and Site Planning, Trans-Hudson Planning, and Transit-Friendly Planning Program.

Planning work is undertaken within these programs on an ongoing basis, with specific efforts and initiatives advanced as required. Work products may include reports, plans, analyses, data, drawings, renderings, and other products and services, as required.

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

25/505: South Jersey Transportation Authority

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

Transportation Services Department operates several shuttle routes in Atlantic, Camden, and Gloucester Counties.

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

25/506: Cross County Connection

Cross County Connection is a non-profit Transportation Management Association (TMA) providing transportation-related services in New Jersey's seven southern counties, including Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem. Since 1989, Cross County Connection has been working with businesses, communities, and commuters to address mobility issues in the region and reduce the number of vehicles on state and local roadways. Cross County Connection's mission is to create equitable, safe, and environmentally sustainable transportation options in South Jersey. Cross County Connection accomplishes this mission by promoting and facilitating commute alternatives, including car/vanpooling, public transit, bicycling, and walking. Cross County Connection's numerous services are available to residents, employees, and employers within its service area and local and county governments.

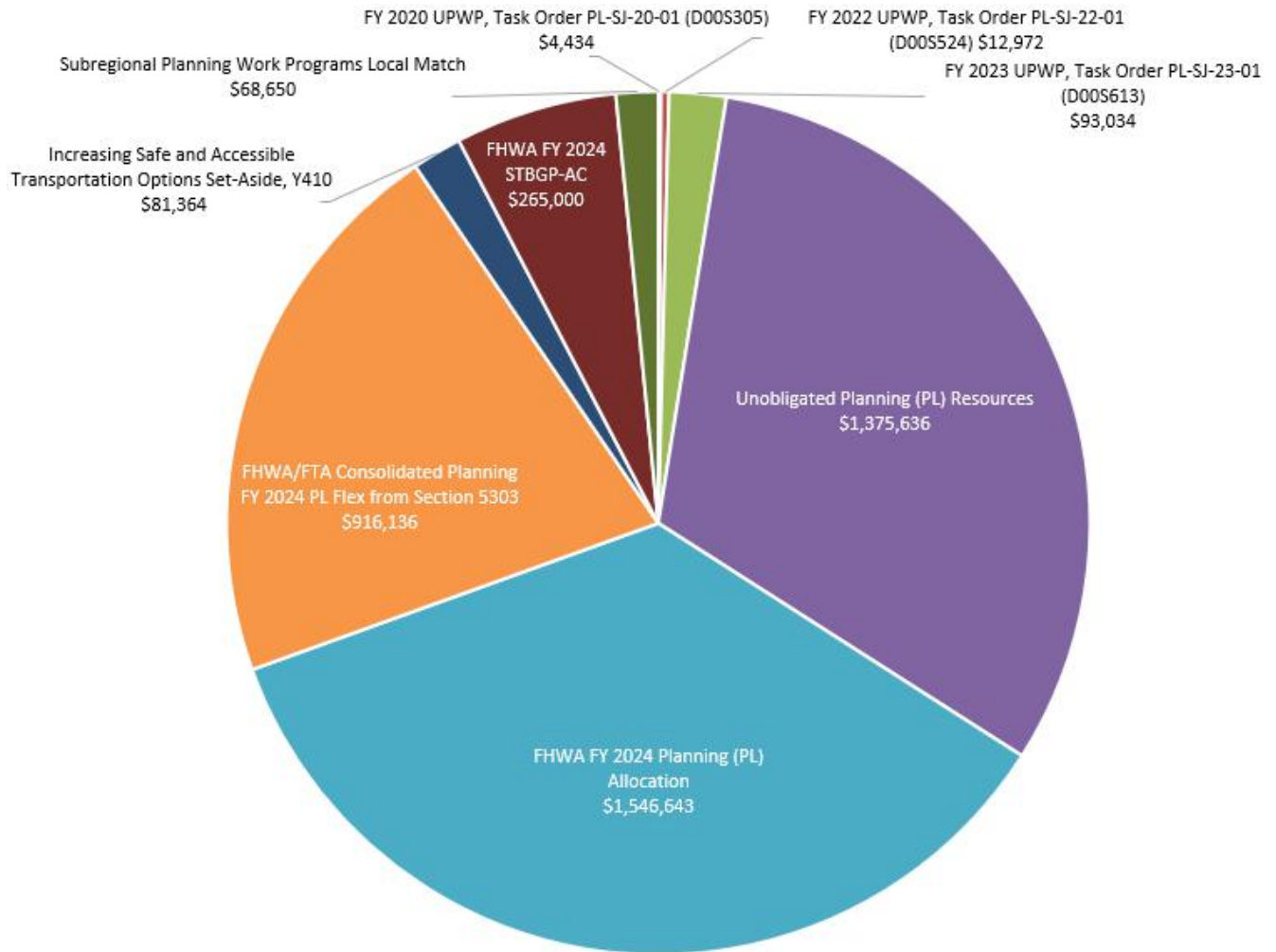
Cross County Connection's work programs include projects with NJTPA, NJDOT, DVRPC, NJ Transit, United Way of Gloucester County, United Way of Greater Philadelphia and Southern New Jersey, and others. These projects include pedestrian safety audits, shuttle services, public transit travel training, complete streets demonstration projects, K-8 school pedestrian and bicycle safety curriculum, electric vehicle infrastructure assistance, and more.

Additional information is available at www.driveless.com or by contacting Ronda Urkowitz, P.P., AICP, Executive Director, via email at urkowitz@driveless.com or by phone at (856) 596-8228.

7. Financial Information

SJTPO will receive \$4,363,869 of FHWA planning resources for the FY 2025 UPWP, not accounting for the additional funds (\$4,914,010) from SJTPO's Continuing Task Order. The pie chart on the next page illustrates the anticipated resources.

Programmed USDOT Planning Resources



Revenues

Five separate revenue streams are supporting SJTPO's FY 2025 UPWP:

1. FHWA Statewide Metropolitan Planning (PL) funds;
 - a. Previous Unexpended Balance Reprogrammed from FY 2020 UPWP, Task Order PL-SJ-20-01 (D00S305)
 - b. Previous Unexpended Balance Reprogrammed from FY 2022 UPWP, Task Order PL-SJ-22-01 (D00S524)
 - c. Previous Unexpended Balance Reprogrammed from FY 2023 UPWP, Task Order PL-SJ-23-01 (D00S613)
 - d. Unobligated Planning (PL) Resources made available from NJDOT
 - e. FHWA FY 2024 Planning (PL) Allocation
2. FHWA Flexed FTA Section 5303 (PL) funds;
3. Increasing Safe and Accessible Transportation Options set-aside (Y410)

4. Federal Surface Transportation Block Grant Program (STBGP) funds; and
5. Non-federal sources (local match).

Central Staff Work Program and Financial Administration activities are funded through FHWA Statewide Metropolitan Planning (PL) funds and FHWA Flexed FTA Section 5303 planning funds, which are collectively identified as FHWA-PL. The local match requirements are provided through the NJDOT "Soft Match" program.

The IIJA legislation requires each MPO to use at least 2.5 percent of its PL funds (Increasing Safe and Accessible Transportation Set-Aside) on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. While these funds were not initially programmed at the time of approval, SJTPO has since allocated the PL Set-Aside funds, in combination with Unobligated PL resources, to Task 25/505 Complete Streets Technical Assistance Program Pilot, allowing SJTPO to offer support to its subregions to implement complete streets initiatives. To carry out the effort, SJTPO will pass through funds to Rutgers, Bloustein School of Planning and Public Policy will work in partnership with the New Jersey Bicycle and Pedestrian Resource Center at VTC Rutgers and Cross County Connection Transportation Management Association (CCCTMA).

In FY 2023 and 2024, SJTPO leveraged FHWA HSIP funding to support consultant-led efforts, including [Task 23/406 Countywide Local Road Safety Plans](#) and [Task 24/405 Local Safety Program Design Assistance](#). Work on both technical programs will continue in FY 2025.

The Subregional Planning Work Programs are funded using the Atlantic City Urbanized Area portion of SJTPO's FHWA Surface Transportation Block Grant Program, with the local match provided by the SJTPO counties themselves. The SJTPO suballocation of the federal funds is displayed within the Statewide Transportation Improvement Program (FFY 2024-2033) as Metropolitan Planning (DBNUM X30A). These funds are estimates with the suballocation of funds based upon the actual apportionment to New Jersey from FHWA and FTA.

Expenditures

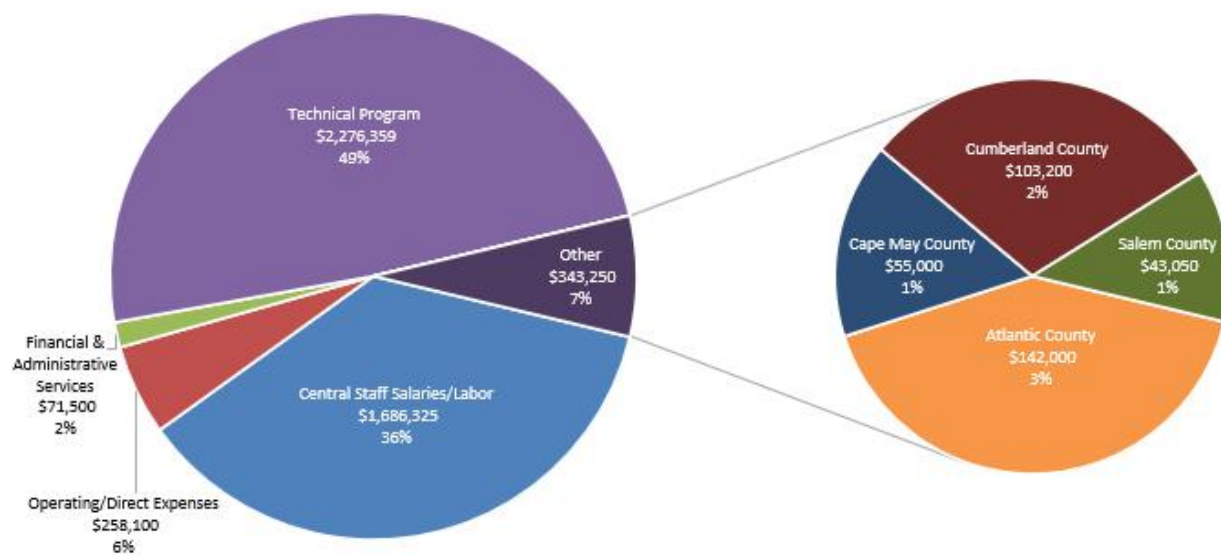
The SJTPO budget for FY 2025 can be separated into four categories:

1. Central Staff Work Program (25/100), including Central Staff Salaries/Labor (25/101) and Operating/Direct Expenses (25/102);
2. Financial Administration (25/200), which includes Financial & Administrative Services (25/201);

3. Subregional Planning Work Programs Activities (25/300), which include pass-through funding for the Surface Transportation Block Grant Program (STBGP-AC), subregional studies, and other subregional support studies and tasks for the four SJTPO counties; and
4. Technical Program (25/400) accounts for central staff hours associated with Technical Program Management (Task 25/165) and may include the purchase of data, equipment, or services to be performed by consultants.

The pie-of-pie chart below illustrates how the total expenditures of \$2,650,840.00 are broken down. Descriptions of all Staff Tasks are provided in [Section 2](#) of the document.

Funding Overview for FY 2025 UPWP



Although the individual salaries of employees are not individually listed, the Central Staff Salaries (Task 25/101 Central Staff Salaries/Labor) budget contemplates an annual 2.0 percent merit increase. Additionally, this year's Central Staff budget also accounts for a modest increase that may be the outcome of a salary compensation study that SJTA has initiated in calendar year 2024. This study will involve a holistic review of SJTA's salary range and the compensation it provides to its employees.

Appendix A. Continuing Task Orders

SJTPO's FY 2024 UPWP included funding for four (4) two-year technical studies with continuing task orders in SJTPO's FY 2025 UPWP. These technical studies include [Task 24/403: Regional Active Transportation Master Plan](#), [Task 24/404: Strategic Data Management Development](#), [Task 24/405: Local Safety Program Design Assistance](#), and [Task 24/406: Air Quality Technical](#)



Assistance. Four separate task orders are associated with Task 24/405 Local Safety Program Design Assistance from the FY 2024 UPWP, as the effort is funded using the federal Highway Safety Improvement Program (HSIP) and authorized outside of the traditional UPWP task order.

In addition to the FY 2024 UPWP work, Task 23/406 Countywide Local Road Safety Plans is ongoing from the FY 2023 UPWP.

Except for Task 24/405: Local Safety Program Design Assistance, the technical studies will be completed by the end of the state fiscal year 2025 (June 30, 2026). The end date for the four task orders funding the Task 24/405 Local Safety Program Design Assistance work is March 31, 2027.

23/406: Countywide Local Road Safety Plans

This technical study will develop four countywide local road safety plans that address the data-driven safety issues in Atlantic, Cape May, Cumberland, and Salem Counties, including the 68 municipalities within the SJTPO region. The effort will be modeled off the state SHSP with further guidance from FHWA resources and other countrywide efforts. The effort will focus on identifying and convening a diverse and inclusive series of stakeholders, representing public, private, and non-profit partners from all parts of each county, inclusive of urban, suburban, and rural areas, and at the regional, county, and municipal levels. Activities will include data analyses, stakeholder workshops, coordination, and identifying prioritized safety issues, identified risks, and context-appropriate actions and improvements for each county.

Project Status:

An RFP was released on January 26, 2022, with Greenman-Pedersen, Inc. (GPI) selected in association with Jacobs, Urban Engineers, FHI Studio (DBE), and TechniQuest (DBE/ESBE). A Notice to Proceed was issued on September 21, 2022. Work on this effort is progressing on schedule, with an anticipated completion date of Fall 2024 for plan development. A third year of the project is expected to continue through 2025.

Funding for this effort is available through PL-SJ-22-01, using resources allocated from the Statewide Program, Highway Safety Improvement Program, database number (DBNUM) 09388.

Funding: \$3,046,701 (FHWA-HSIP)
\$1,759,287.97 (FHWA-PL) *Expended to Date, billed through 5/31/2024*

Project Manager: ~~Alan Huff~~ Jenna Monnaghan

24/403: Regional Active Transportation Master Plan (2-year study)

This effort would build upon other activities SJTPO has completed, including the South Jersey Trails Communications Plan in 2019 and the Countywide Local Road Safety Plan process, which started in 2022. The effort would include the development of a Regional Active Transportation Committee that would guide many activities, identify a visionary trails network, and be intended to serve as a standing committee for SJTPO.

The Active Transportation Master Plan would incorporate sidewalks, crosswalks, trails, and other data to identify the existing network and identify gaps, highlighting the most critical gaps to advance projects and improve connectivity. It would also develop a Level of Traffic Stress on each roadway based on available data and newly collected data via the Countywide Local Safety Action Plan effort. It would also include identifying priority locations for projects improving Traffic Stress. The effort would bolster SJTPO's Project Selection Criteria related to Complete Streets. All work would be evaluated, and recommendations would be developed based on the region's equity analyses. The effort could lay the groundwork for a unified bicycle and pedestrian count program by purchasing permanent and portable counters and identifying data standards and a platform.

Project Status:

A Request for Proposal (RFP) was initially anticipated to be released in July 2023 but was delayed due to limited staff resources. The Program Manager of Safety Initiatives & Complete Streets was expected to be the project manager. With the position recently filled, staff has developed a new timeline to carry out the consultant effort. An RFP is expected to be issued in early October, with selection anticipated in January 2025.

Funding: \$66,617 (FHWA-PL) / \$157,972 (FHWA-PL Set-Aside) \$224,589 Total

Project Manager: Jacob Cummings

24/404: Strategic Data Management Development (2-year)

In recognition that data is becoming more important, larger, and more complex, SJTPO seeks to evaluate its internal and external data management and applications of data. This effort would assess SJTPO's needs in managing data and developing a strategic data application to advance regional objectives. This study will also assess the gaps in SJTPO's current data repository and recommend how to "fill in" those gaps. After evaluating needs and existing practices, the effort would recommend an appropriate platform(s) to meet the users' needs and advance various tools to access and utilize the data for public outreach and other planning applications. For



example, how can the various data complement each other, making it more robust, such as combining volume data with pavement data to project future conditions? Based on the recommendations of this effort, SJTPO acknowledges that future work will be required to build out systems fully.

Project Status:

A Request for Proposal (RFP) was initially anticipated to be released in July 2023 but has been delayed until 2024 due to limited staff resources. The Program Manager of Capital Programming & Project Development was expected to be the project manager. The position remains vacant. As such, SJTPO has determined that it is not feasible to advance this technical study in FY 2024/2025. SJTPO will investigate reallocating the resources anticipated for this effort.

Funding: \$100,000 (FHWA-PL) *to be reallocated*

Project Manager: Program Manager – Capital Programming & Project Development

24/405: Local Safety Program Design Assistance (2-year study)

Projects that have gone through the Local Safety Program selection process and have been selected for HSIP funding will be eligible for assistance through this effort. The technical study intends to assist subregional partners in preparing construction plans, specifications, and estimates (PS&E) for safety improvement projects selected under SJTPO's Local Safety Program. The consultant work for these projects will be co-managed by SJTPO and the subregions.

The Local Safety Design Assistance effort will advance the projects that were identified, developed, and approved for HSIP funding as part of the Cumberland County Bicycle and Pedestrian Safety Action Plan. This effort will advance those projects through the Preliminary Engineering and Final Design (FD) phases of the project delivery process.

Project Status:

An RFP was released on May 2, 2023, with Urban Engineers, Inc. in association with T&M Associates, Richard Grubb & Associates, Inc. (DBE), Imperial Traffic & Data Collection (DBE), KMA Consulting Engineers, Inc. A Notice to Proceed was issued for Preliminary Engineering services on November 20, 2023.

Four separate task orders (PL-SJ-23-02, PL-SJ-23-03, PL-SJ-23-04, and PL-SJ-23-05) are associated with consultant-led effort. Each uses resources allocated from SJTPO's Local Safety/High-Risk Rural Roads Program, database number (DBNUM) 04314. The initial task orders authorize funds



for Preliminary Engineering Design services. Each task order will be modified to add funds to Final Design services upon completion of each Preliminary Engineering Design phase of work.

Funding: \$1,497,720.60 (FHWA-HSIP)
\$114,581 (FHWA-HSIP) Expended to Date, billed through 6/7/2024

Project Manager: ~~Alan Huff~~ Jennifer Marandino

24/406: Air Quality Technical Assistance (2-year study)

This task will entail consultant support in performing a new regional emissions analysis required for the conformity determination of the FFY 2024-2033 TIP and the RTP 2050 Update. This consultant-led effort will focus on running the latest MOVES emissions model and reporting results, as well as the development of appropriate MOVES input data. The regional emissions analysis will also include updated demographic projection data, which is expected to be released in March 2024.

Project Status:

The RFP was released Tuesday, January 16, 2024, with proposals due Tuesday, February 20, 2024. Consultant selection was brought before the TAC at the March 11, 2024 meeting, with the final recommendation brought before the Policy Board on March 25, 2024.

Funding: \$45,000 (FHWA-PL)

Project Manager: David Heller