

FY 2010 - FY 2011

Unified Planning Work Program

UPWP

2010

Volume I



North Jersey
Transportation
Planning
Authority, Inc.

UNIFIED PLANNING WORK PROGRAM

FY 2010

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INTRODUCTION

The North Jersey Transportation Planning Authority (NJTPA) is the Metropolitan Planning Organization, or MPO, for the thirteen counties in northern and central New Jersey. Federal law requires MPOs to conduct transportation planning and oversee transportation investment. This planning process ensures that transportation funding is invested wisely to improve mobility, promote economic activity and safeguard the environment. Ultimately, all projects that use federal transportation dollars must be planned and approved through the NJTPA.

The NJTPA evaluates, advances and approves transportation planning studies and projects while providing a forum for cooperative transportation planning involving counties, municipalities and government agencies. The NJTPA also sponsors various transportation and planning studies, assists county and city planning agencies and monitors our region's compliance with national air quality goals.

The NJTPA Board of Trustees, which oversees the agency's operations and makes the region's critical planning and investment decisions, is made up of elected officials from the region's thirteen counties (Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union and Warren) and two largest cities (Jersey City and Newark), which are known collectively as the NJTPA's "subregions," as well as representatives of the Governor's Office, the transportation operating agencies (New Jersey Department of Transportation, NJ Transit and the Port Authority of New York & New Jersey) and a Citizens' Representative.

The NJTPA's Fiscal Year 2010 Unified Planning Work Program (UPWP) lists all transportation and related planning activities to be conducted by the NJTPA's Central Staff, subregions and member agencies during the next two fiscal years. All of these activities seek to advance the priorities and decisions of the Board of Trustees. Funding for MPO activities is provided by the US Department of Transportation (USDOT), specifically the Federal Highway and Federal Transit Administrations (FHWA and FTA, respectively).

The work tasks in this UPWP largely consist of activities required by MPOs under federal law. In fact, more than three-quarters of the NJTPA's activities outlined here are mandated by the federal government. This work program fully reflects all relevant federal planning priorities and emphasis areas, as well as specific regulations. Other tasks have their roots in *Plan 2035*, the Regional Transportation Plan (**RTP**) for northern and central New Jersey. Slated for adoption in September 2009, the plan is fully compliant with federal transportation legislation. Like previous versions of the RTP, *Plan 2035* is the driving force behind the NJTPA's work. It offers a vision of the future of transportation in the region and identifies numerous needs and issues affecting transportation that must be addressed.

The NJTPA region is an incredibly diverse landscape that ranges from the famed Jersey Shore to dens centers, wide open suburban townships to rural farming communities, to the rugged hills in the region northwest. Stitching together this landscape is the region's extensive transportation system - an intricate network of roads, rail lines, river crossings, marine channels, walkways and bikeways -- which has been upgraded and expanded to meet the needs of the evolving economy.

Plan 2035 is organized around eight principles that formed a "Regional Capital Investment Strategy," will was originally established in our previous plan Access & Mobility 2030. These principles, listed in

the plan addendum, focus on the following objectives:

- Promote smart growth rather than continued sprawl.
- Make travel safer and more secure.
- Give highest funding priority to maintaining and repairing existing infrastructure.
- Expand public transit where possible
- Improve roads but limit capacity expansions.
- Move freight more efficiently
- Better manage incidents and apply new transportation technologies
- Support walking and bicycling

The NJTPA's FY 2010 UPWP will work to implement Plan 2035, which will be adopted in the first quarter of FY 2010. Over the next 25 years, the region's transportation system will have to serve a population that is estimated to grow by 16 percent (1.1 million) to 7.5 million. Employment will increase by 16 percent. At the same time, the transportation system must continue to support the region's diverse economy. Despite its small size, New Jersey ranked eighth in Gross State Domestic Product in 2007. Most of the state's income and employment is concentrated in the 13 counties of the NJTPA region. Research from the development of Plan 2035 has indicated that the next two decades are sure to bring shifts in the nature of employment in the region. In the near term, this will include less reliance on the finance, insurance and real estate (FIRE) industry. Over the long term, there will be new opportunities. In addition to jobs supporting new technologies and "green" industries, experts suggest that higher global transport costs could spur new manufacturing operations closer to population centers. Whatever form these shifts take, demands on the transportation system can only be expected to grow and do so in familiar patterns. That is:

- The region's port, air cargo and its distribution facilities will continue to require large scale movement of freight via roads, rails and waterways;
- The region's corporate, commercial and industrial facilities located in major cities like Newark and Jersey City, and along major roadway corridors, will continue to require movement of millions of people each day, mostly by car in the suburbs but increasingly by transit in denser locations;
- The region's participation in the larger metropolitan economy will require substantial commuter travel across the Hudson River to and from New York City, nearly all by transit; and
- Non-work travel by residents and visitors as well as trips by those traveling through the state will place further burdens on nearly every transportation facility.

The NJTPA will be working to meet these rising demands to avoid exacerbating today's problems, including congested roadways, safety hazards for drivers and pedestrians, delays affecting goods deliveries, lack of access to rail and bus services, accelerating deterioration of the region's aging infrastructure and the other effects on the system of a history of sprawl development.

The NJTPA's **Strategy Evaluation Process - Task 10/201** - will continue to systematically examine the region's varied "place types," tying land use to transportation to help identify needed projects and strategies. Beyond capital projects, new policies and incentives created in cooperation with the state and the private sector can make use of latent capacity in the system, for instance, shifting goods movement to off-peak hours. **Task 10/401 Freight Planning and Coordination** will take a detailed look at the benefits and challenges of extended hours at warehousing and distribution facilities (see details below).

The greatest long-term gains in system efficiency will be realized by modifying land use patterns in the region in keeping with smart growth goals. This will require a steady and accelerated shift away from the

auto-oriented sprawl that has contributed to the length of trips in the region and left large numbers of residents without convenient alternatives to driving. On the other hand, the NJTPA recognizes the need for enhanced and expanded services on the transit system. Added transit service brings many benefits - reducing car dependence, relieving development pressures on open space, improving air quality, enhancing transit efficiency and reducing greenhouse gas emissions, among others. **Task 10/302 Multi-Modal Corridor and Sub-Area Studies** is intended to identify project concepts that can be advanced into the project pipeline. Products from this task include analysis of land use and smart growth strategies as solutions to address the needs of the corridor or subarea being studied. Similarly, opportunities for operational improvements on highway and transit will be considered along with recommendations for capital improvements.

Completion of the \$8.7 billion Access to the Region's Core (ARC) rail tunnel under the Hudson River (planned for 2017) will provide an extraordinary boost to regional transit. ARC will create increased frequency of service on rail lines leading into the tunnel and better connections for many riders, helping the region to meet a projected 47 percent increase in transit trips by 2035.

Improvements and expansions to the bus network - which carries the majority of transit passengers - will accompany strategic rail expansions. The NJTPA recognizes that the region must pursue innovative Bus Rapid Transit systems operating along semi-dedicated rights of way. As with the highway network, there are also opportunities to improve the efficiency of the transit network through application of ITS technologies and small-scale targeted capital projects. **Task 10/302 Multi-Modal Corridor and Sub-Area Studies** continues to look at BRT and integrating multi-modal initiatives, including ITS technologies at various priority locations throughout the region.

In FY 2009, the NJTPA region received over \$770 million in transportation funding through the American Recovery and Reinvestment Act of 2009 (ARRA). The ARRA allocated over \$300 million to the New Jersey Department of Transportation (NJDOT) for projects in the NJTPA region. This funding will provide critical maintenance or reconstruction of key bridges and highways throughout the region. In addition, ARRA allocated \$124 million to NJTPA to suballocate to its member subregions. The projects funded through these programs will provide much-needed rehabilitation of many key transportation facilities throughout the region. Over \$342 million was allocated for transit improvements in the NJTPA region, rehabilitating existing facilities and helping to construct major facilities and provide long-awaited improvements that will facilitate transit ridership and reduce congestion and its related impacts. The 118 projects and programs funded through ARRA in the NJTPA region will create significant employment opportunities for the region's workforce. Successful completion of these projects will reduce the environmental, time, and financial costs of congestion in northern New Jersey and increase the economic competitiveness of the region. In **Task 10/503 Local Programs**, the NJTPA will monitor the progress of the ARRA funded projects and the impact to the transit network to ensure continued funding for the region and the state of NJ.

The need to address climate change and energy independence also has increased the importance of smart growth. Studies have shown that more compact development -- especially if it provides options for transit -- significantly reduces greenhouse gas emissions. At the same time, it uses energy more efficiently and reduces trip distances and the need for driving. In doing so, it relieves congestion on the roadway network, creating a more efficient transportation system.

The NJTPA recognizes the magnitude that climate change poses for the region, both by way of transportation infrastructure vulnerable to increased flooding and sea level rise as well as the impacts to human health and the environment. To that end, the NJTPA has launched a climate change initiative that began with the convening of an interagency stakeholder group, the Climate Change Working Group. This group includes

representatives from state agencies, county governments, non-profit organizations and neighboring M serves as a forum to explore technical and policy research and recommends activities toward actions that help in reducing greenhouse gas emissions within the region.

The NJTPA will also be conducting a region-wide greenhouse gas inventory as part of its Central Staff Activities under **Task 10/309 Environment and Climate Change**. The greenhouse gas (GHG) inventory is intended to provide baseline and projected GHG levels for 2020 and 2035 for both mobile sources and stationary sources with the allocations of these emissions to NJTPA's sub-regions. Additional tasks include identification and assessment of potential mitigation strategies; evaluating county infrastructure to identify and adapt facilities to withstand anticipated future conditions; and revising inventory county evacuation plans to reflect the impacts of rising sea levels. The GHG inventory and assessment of vulnerable transportation infrastructure will serve to assist NJTPA and its sub-regions in integrating climate change considerations into the regional and local planning process.

Volume I of the UPWP outlines the extensive and varied work of the NJTPA's **Central Staff** as described in further detail below. **Volumes II and III** describe the planning work being conducted by the subregions to support regional planning efforts. On average, approximately 30 percent of the NJTPA's federal allocation will be passed through to support this local planning work over the next two fiscal years.

The Subregional Transportation Planning Program (STP), described in **Volume II**, provides **funding to each member subregion** to carry out essential local transportation planning, programming and administrative activities related to implementing the vision of the **RTP**. The NJTPA **subregions** are vital partners to the NJTPA Central Staff in conducting critical planning work and serving as a conduit for public participation. Through the STP program, **subregional planners** help research and analyze critical issues, needs and strategies identified in the **RTP** and arising from the bridge, pavement and safety management systems. They provide important input that helps validate regional issues from a local perspective.

Volume III contains details on the Subregional Studies Program, a competitive grant program that provides federal funds for planning studies **conducted by the subregions**. The NJTPA selects candidate studies that analyze regional accessibility and mobility issues and help identify future investments consistent with the **RTP**. These studies develop and refine strategies into specific concepts that can be implemented by appropriate agencies. These studies analyze existing and future conditions in an effort to identify potential transportation solutions for a particular system or study area. Strategies are developed and refined into detailed concepts that can advance to implementation phases involving appropriate implementing agencies. Significantly, these studies can complement other work by providing a subregional focus to areas such as growth management, travel demand management, walking and bicycling, intermodal connections, or incident management. A further example might be a study which integrates municipal land use with transportation planning to complement a project being advanced by NJDOT.

Volume IV contains the **Local Scoping Program**, which provides subregions the opportunity to participate in a project study and development process known as "scoping." Federal funds are used to advance projects through the National Environmental Policy Act (NEPA) process, preliminary engineering and a public participation process. Successful completion of scoping makes projects eligible for further funding to complete the project.

Volume V contains the **Project Development Work Program**, or PDWP, a schedule of project

planning and development work conducted to carry out the goals and long-range strategy of the **RTP**. As such, all candidate projects in the PDWP are drawn from the **RTP** and its Strategy Evaluation foundation. Most of this work is conducted by the **New Jersey Department of Transportation (NJDOT)** and **NJ Transit**, with some candidate projects managed by **Central Staff** or the **subregions** themselves.

Finally, **Volume VI** is a description of all non-NJTPA funded transportation and transportation-related planning work elements or activities (including transportation-related air quality planning) in the region, regardless of funding source. It includes related work by **NJDOT**, **NJ Transit**, the **Transportation Management Associations**, **New Jersey Turnpike Authority** and the **Port Authority of New York & New Jersey**, among others. Descriptions include who will perform the work, completion schedules and final products. This information is included to ensure the coordination of all transportation planning in the region and to prevent duplication of planning and study efforts. This information, obtained from all transportation, planning and operating agencies that impact the region, reflects the overall complexity and multi-dimensionality of metropolitan planning activities throughout the region.

Taken together, these **six volumes** give a comprehensive look at **all** of the region's transportation planning activities as coordinated and monitored by the NJTPA. These activities will serve to implement the goals and achieve the vision of Plan 2035 as endorsed by the NJTPA Board of Trustees.

In addition, following the adoption of *Plan 2035*, the NJTPA plans to update the Strategic Business Plan previously adopted by the Board of Trustees in 2003. The plan will reflect the regional goals and vision outlined in *Plan 2035* and endorsed by the Trustees.

Volume I Highlights:

The FY 2010 UPWP continues and broadens many tasks important to fulfilling the NJTPA's mission and improving the region's transportation system. In addition, it is important to note that much of the work program is focused on implementing the findings and recommendations of Plan 2035. The text below highlights new and expanded activities for FY 2010 and, in particular, their connection to the update of the **RTP**. These highlights are arranged principally by the NJTPA's Central Staff divisions, with select additional activities noted.

UPWP

- As part of **Planning Collaboration, Task 10/102, and Legislative Policy and Outreach, Task 10/604**, the staff will research and provide analysis of the reauthorization of the federal surface transportation law, which is set to expire in September 2009. This will include examination of a variety of issues. Major policy matters for potential research include: financial planning and programming, freight movement, land use and transportation, performance measures, system management and operations, environmental justice and transportation asset management.
- In addition, as part of the **Planning Collaboration (Task 10/102)**, staff will serve to

coordinate research and development of information pertaining to transportation and land use actions taken by the New Jersey Highlands Council, as well as activities undertaken by counties and municipalities in the Highland region in connection with the Highlands plan. The NJTPA also will meet with the Highlands Council staff as needed. Other work under this task includes exploring ongoing opportunities for training of Central, subregional and member agency staffs; coordinating conference planning and symposium delivery.

Systems Planning, Modeling and Data

In FY 2010, Systems Planning, Modeling and Data tasks will continue to advance the NJTPA's performance-based planning efforts and contribute technical resources to the regional planning process. These efforts will play a critical role in implementing Plan 2035. Key activities include:

- In **Strategy Evaluation and Regional Capital Investment Strategy (Task 10/201)**, work on Strategy Refinement will build on the FY 2009 effort, prioritizing and advancing additional concepts toward "hand off" to implementing agencies. Concepts advanced will reflect the goals of *Plan 2035*. In addition, work in this area serves to ensure that the NJTPA has a Congestion Management Process that meets all relevant federal requirements. Finally, under this task work will be done to integrate project prioritization methods from performance-based studies into the NJTPA's project development process.
- In **Regional Performance Monitoring (Task 10/202)**, work will be completed on an effort initiated in FY 2009 to assess performance impact of implemented projects. The results of this analysis will be applied in future performance monitoring and updates of the Regional Capital Investment Strategy and Strategy Evaluation, as appropriate.
- In addition to ensuring the NJTPA meets federally required air quality goals for the **RTP** and **TIP**, **Air Quality Planning and Conformity (Task 10/203)** will work proactively to prioritize and advance Transportation Clean Air Measures for the region.
- This work will maintain and enhance the NJTPA's **Data Resources and Geographic Information Systems (Task 10/204)**, including the NJTPA regional databank. Continuing work started in FY 2009, the Enterprise GIS aspects of this task will continue to improve the GIS database, making it more accessible internally, as well as to staff of subregions and partner agencies. Staff will look to incorporate data from subregions into the NJTPA's subregional data matrix as appropriate. In addition, staff will continue to develop maps, analyses and other visualizations for the NJTPA and partner planning efforts. Finally, work will be done to acquire new data as appropriate, including partnering with NYMTC on a new regional household survey as well as through NJ Transit bus surveys.
- With **Modeling and Forecasts (Task 10/205)** the NJTPA will continue applications of the Enhanced North Jersey Regional Transportation Model (NJRTME) as needed and appropriate for Strategy Refinement, Subregional Studies, Corridor Studies and other planning activities. In addition, maintenance and updated validation of the model will be conducted. Staff also will maintain demographic and land use information, including the adopted NJTPA forecasts. The enhancement of connections between the demographic model and the travel demand model will be considered as well. As mentioned above, funding may be provided for the NYMTC regional household travel survey.

Regional Planning

The Regional Planning division will oversee work to implement the recommendations of Plan 2035, the FY 2009 update of the RTP. This will involve working closely with the NJTPA Board of Trustees, subregional planners and agency partners, and assistance from all NJTPA central staff divisions. Highlights include:

- Under the **Regional Transportation Plan (Task 10/301)**, work will continue to examine issues identified during outreach for *Plan 2035*. In addition, staff will continue to coordinate with Trustees and subregional staff to begin developing themes and issues for the 2040 RTP. Also under this task, information will be disseminated on new technologies, such as transit fare integration, traffic signal timing and new vehicle fuel innovations.
- In the area of **Corridor Studies (Task 10/302)**, the Regional Planning division will work to advance concepts developed through Strategy Refinement, Subregional Studies and *Plan 2035*. Specifically, in coordination with NJ Transit, the Northwest New Jersey and Bergen Passaic bus studies will be concluded. In coordination with NJDOT, the NJTPA will initiate a consultant-supported assessment of Interstate highway interchanges in the region, focusing on evaluating partial interchanges, in keeping with the **Federal Highway Administration's** emphasis area. In addition, NJTPA will initiate an Elizabeth Intermodal Transportation Study that will focus on the Elizabeth rail station and surrounding area. The study will lead to recommendations on station improvements as well as improvements to benefit bus riders, pedestrians and vehicles.
- In **Safety Planning (Task 10/305)**, the NJTPA will promote expanded use of Plan4Safety crash data analysis software and the use of NJDOT crash data at the regional and subregional level. The NJTPA will work with the New Jersey Division of Highway Traffic Safety to conduct a study to identify high crash locations and to recommend pedestrian safety improvements at and near bus stops in the region. Staff will support and advance initiatives arising from the Regional Safety Priorities Update Study, in support of the statewide Strategic Highway Safety Plan. Finally, planning support will be provided for the Local Safety and High Risk Rural Roads programs, the administration of which is being shifted to Local Programs (Task 10/505).
- The NJTPA provides funds directly to subregional staff under **Subregional Transportation Planning (Task 10/306)**. In this area, there will be continued funding for the subregional Internship Program and Technology Library. The program guidelines have been updated to reflect the priorities of *Plan 2035*. Additionally, work in the area of the environment and climate change has been added to the menu of planning activities in the core program as possible activities for subregions to pursue in FY 2010 to coordinate and support the Central Staff Task , **Environment and Climate Change (Task 10/309)**.
- The NJTPA's **JARC and Coordinated Human Services Transportation Program (Task 10/308)** will include participation as requested in "United We Ride" initiatives and coordination at the statewide and subregional levels. In addition, the NJTPA will provide review and support for evaluating and refining transit shuttle program service concepts developed by applicants/operators, focusing on assistance with identifying long-term funding options and benefit/cost evaluation of services.
- The new work area of **Environment and Climate Change (Task 10/309)** will build upon Plan 2035's emphasis on these issues, using the RTP Climate Change Roundtable and the NJTPA Climate Change Working Group recommendations to develop activities to address these issues. Central to this task will be a consultant-supported effort to to advance climate change-related tasks identified in FY 2009 work, such as developing a regional greenhouse gas inventory, assessing greenhouse gas emissions impacts of the RTP/TIP, and supporting county and local climate change initiatives.

Freight Planning

The Freight Planning Division will address a variety of issues in FY 2010 under **Freight Planning and Coordination (Task 10/401)**. These efforts will include:

- Building on preliminary survey work done during the Truck Rest Stop study, staff will take a detailed look at the benefits and challenges of extended hours at warehousing and distribution facilities. An area of concentrated distribution activity (e.g. Turnpike Exit 8A) will be examined in detail. Surveys and interviews will be conducted to determine the impacts on operators, truckers and communities, and how these impacts might be mitigated. An effort will be made to quantify the benefits that accrue to the state by switching to nighttime operations, as well as the costs.
- The NJTPA will update position papers and provide staff support to the Freight Initiatives Committee with regard to activities associated with the Cross Harbor Freight Movement initiative.
- Utilizing the NJTPA's freight database, staff will work with a consultant to develop forecasts of industry freight activity at the commodity level. This forecast activity will be assigned to the transportation network and strategies developed to mitigate impacts on the system. Forecast market pairs will be analyzed with an eye toward recommending new services (e.g. waterborne) and modal diversions.

Capital Programming & Project Development

The Capital Programming and Project Development Division will address a variety of important tasks in FY 2010. Highlights include:

- In the area of **TIP Development (Task 10/501)**, staff will investigate ways in which NJDOT's Transportation Asset Management principles can be incorporated into Project Prioritization Criteria development. Other work in this task will include preparing a prioritized listing of PDWP projects, based on scoring the prioritization criteria. In addition, Central Staff will continue to collaborate with NJDOT to prepare/revise financial plans for projects with costs over \$80 million. These plans will be approved by the Board of Trustees.
- Under **TIP Management (Task 10/502)**, staff will provide quarterly status reports for Local Lead projects, which will be posted on the NOTIS section of the NJTPA website. In addition, the NJTPA will continue to participate in the NJDOT Capital Programming Screening Committee process. Staff will solicit at least one project from either the TIP or PDWP from each subregion for the purpose of meeting with the project manager to discuss a project's progress or significant issues. Also, Central Staff will be trained in the utilization of NJDOT's new TIP revision application software.
- Under **Local Programs (Task 10/503)**, staff will administer the Local Safety/ High Risk Rural Roads programs. This will include developing a solicitation package, applications, Board of Trustees adopted list of projects, scopes of work, reviews and evaluations of consultant qualifications and proposals, and contracts.

- Under **Local Programs (Task 10/503)**, NJTPA will engage a consultant (or hire a part-time staff member) to support the subregions in reporting on the advancement of projects funded through the American Recovery and Reinstatement Act (ARRA). The consultant will ensure that the projects meet milestones established by the NJTPA Board. The consultant will also facilitate coordination between the subregions and NJDOT to ensure that the NJTPA region does not forfeit federal infrastructure spending.
- In the area of **Local Scoping Program Administration (Task 10/504)**, staff will implement recommendations from the ongoing reevaluation of the Local Scoping Program. In addition, staff will administer the program, producing a Local Scoping solicitation package, applications, Board of Trustees adopted list of projects, scopes of work, reviews and evaluations of consultant qualifications and proposals, and contracts.

Public Affairs

The division of Public Affairs will undertake a variety of activities in FY 2010. These include:

- In the area of **Public Involvement/Outreach (Task 10/601)**, many activities will focus on *Plan 2035*, the 2009 RTP update. Central Staff will develop, design and print the final version of *Plan 2035*. A multimedia CD, an Executive Summary (in English and Spanish) and other materials will accompany the plan. The CD will feature a video summarizing key aspects of the plan. The NJTPA staff will work with Board members to present the contents of *Plan 2035* to interested groups and agencies in each subregion. Board members would be featured at these events, helping to highlight features of the plan of particular interest to their subregion. The *2035 Plan* section of the NJTPA website will be enhanced to give the public access to the plan and all related materials.

In addition, a major symposium on an issue of topical importance to transportation will be organized and held. Staff will continue to distribute informational materials and media advisories to media outlets in the region. Through active cooperation with Board members, special efforts will be made to tailor these materials to each subregion and seek out non-traditional media outlets and forums. Finally, a program will be established to give awards to subregions, non-profit organizations, municipalities or others recognizing their achievements in improving regional transportation.

- Regarding **National Outreach: InTransition Magazine (Task 10/602)**, staff will evaluate options and develop plans for achieving partial self-financing for the magazine.
- To improve **Committee Support (Task 10/603)**, staff will continue to expand the “paperless” distribution of meeting materials and agency documents to subregions, building upon the success of pilot efforts.
- As mentioned earlier, in the area of **Legislative Policy and National Outreach (Task 10/604)**, staff will focus especially on the reauthorization of SAFETEA-LU in Congress, monitoring developments and providing information to the Board. Staff will analyze and develop recommendations on key reauthorization issues and provide information to members of the region’s Congressional delegation as requested.

Administration

In addition to its ongoing day-to-day work to support the efficient operation of the NJTPA and compliance with federal regulations to ensure continued receipt of federal funds (under **Task 10/701 Administration**), the Division of Administration will advance the following initiative during FY 2010:

- To improve administration and coordination of UPWP administrative activities and documents with the NJDOT and NJIT, Central Staff will develop and deploy a web-based document information system for tracking MPO program documents and accounts. This database will be used to track and store such documents as letters to incur costs, task orders, modifications, quarterly reports, invoices, payments, final reports and dose-out documentation. Being web-based, the system will allow for easy and quick sharing of information both internally and with NJDOT and NJIT.

Information Technology

The division of Information Technology will continue to support all divisions' work efforts. Highlights for the FY 2009 work program in the area of **Network Development, Administration and Technical Support (Task 10/801)** will include:

- Implementation of ARC GIS Server will be deployed to allow access to the Enterprise-Class Geospatial Database.
- NJTPA will continue efforts started in FY 2009 to implement virtualization hardware and software will provide redundancy of all essential IT services as the agency administers its own internet connection.
- Consultant services will be used to provide emergency technical support as well as aid in the planning and deployment of major systems changes and needs. The rapidly changing nature of technology and its potential impact on Central Staff productivity makes it very important to be able to tap into outside expertise as we make these changes. This outside expertise is another layer in our comprehensive backup system of technical support to help ensure efficient network functioning and limit network downtime.
- Continued research and technical support will be provided to work towards videoconferencing to allow for more effective meetings and presentations.
- Special hardware and software such as GPS units and traffic counters will be purchased and made available for loan to the subregions as needed, for projects in the STP program.

UPWP

UPWP

10/101 UNIFIED PLANNING WORK PROGRAM

RELATIONSHIP TO MISSION OF THE AGENCY:

The UPWP is the document that outlines all activities Central Staff will undertake in any given fiscal year. All activities must support the mission of this agency, which has been prioritized by the Board of Trustees in the course of the development of the Strategic Business Plan. As such, the UPWP is the implementation arm of: the long-range plan; the four-year capital program; and the Strategic Business Plan. Particularly through the development of the new Strategic Business Plan, this task continues to be responsive to the federal mandates of SAFETEA-LU, addresses the federal emphasis areas and serves as guide in the the development of transportation planning in the northern New Jersey region.

DESCRIPTION:

The FY 2010 Unified Planning Work Program found at: (<http://www.njtpa.org/About/Business/upwp.aspx>) represents the first year of a two-year work program. This task takes into account all activities in the development, maintenance and implementation of the NJTPA Unified Planning Work Program. Central Staff is responsible for presenting the Board of Trustees with a program that is responsive to the federal mandates of SAFETEA-LU and addresses the Trustees' regional priorities.

Activities included in this task include: updating the the work program for the FY 2011 UPWP; modification and amendments (as necessary) to the FY 2010 Work Program in response to evolving regional issues and any new federal regulations; closeout of the FY 2009 UPWP; quarterly reporting for FY 2010; and preparation of the NJTPA's ongoing transportation planning process.

Also included in this task are the administrative oversight requirements for monitoring the programming and financial aspects of all tasks included in Volume I. The NJTPA uses a Management Information System (MIS) that is continually refined and automated to ensure quarterly progress reports are generated in a timely fashion. The contract administration function currently performed by Central Staff in coordination with NJIT's Grants Management Unit provides necessary administrative coordination with our subregional partners.

In FY 2003, the NJTPA Board adopted its first ever Five-Year Strategic Business Plan. This business plan enabled the NJTPA to define its organizational long-range strategic needs and carve out a clear mission and vision for its future. It served as an excellent roadmap for the development of the annual work program. One of the objectives of the plan was to review and revise, as necessary, the Business Plan on a five-year cyclical basis. A plan update and revision was initiated in FY 2008. To kick-off the update of the Strategic Business Plan the Board of Trustees met to discuss the priorities of the region, which will serve as the basis for formulating an approach to the update. The long range Regional Transportation Plan is also currently underway, with a new plan scheduled to be adopted in FY 2010. Hence, the update of the Strategic Business Plan was deferred so it could be developed and used as a guide for implementing the action items and projects needed to achieve the goals and objectives identified in new Regional Transportation Plan.

The updated Strategic Business Plan needs to effectively serve as a management tool for the Executive Committee, the full Board of Trustees, the NJTPA Central Staff and technical advisory committees. To this end, the goal of the update was to evaluate progress to date; ascertain NJTPA's current regional, and subregional, resources and work activities; and once again look ahead to the

UPWP

10/101 UNIFIED PLANNING WORK PROGRAM (Cont.)

next five years to discern how this agency can continue to best leverage its financial and staff resources.

In FY 2010, the NJTPA expects to complete the update and begin implementation of the recommendations emanating from the revised plan.

PRODUCTS:

- ♦ Continued monitoring of account balances and analyzing available options to improve NJTPA internal controls and the financial management and budgeting processes (ongoing activity).
- ♦ Progress reports for Central Staff management purposes (on-going activity).
- ♦ Final report (financial and programmatic) of the FY 2009 UPWP (August, 2009). FY 2010 UPWP quarterly progress reports for FHWA, FTA, NJDOT and NJIT compliance.
- ♦ Modifications and amendments to the FY 2010 UPWP, as necessary.
- ♦ Development of the FY 2011 UPWP plan and budget.
- ♦ NJTPA Website updates relating to this task (ongoing, as appropriate).
- ♦ Refinement of the web-based, UPWP information management system program.
- ♦ Update and implementation of the Strategic Business Plan.

RELATIONSHIP TO PRIOR WORK:

The FY 2010 Unified Planning Work Program builds upon previous work programs, expanding the technical proficiency of the Central Staff as the agency assumes increased responsibilities as recommended by the Strategic Business Plan, and seeks to implement the results of the various studies undertaken by the agency.

UPWP

10/101 UNIFIED PLANNING WORK PROGRAM (Cont.)

CONSULTANT ACTIVITY:

Update of the Strategic Business Plan

DESCRIPTION:

In FY 2008, at the direction of the Executive Committee, staff assembled a steering committee to oversee the update of the Business Plan. The business plan serves to evaluate progress to date and ascertain NJTPA's current regional and subregional resources and work activities and once again look ahead to the next five years to discern how this agency can continue to leverage its financial and staff resources and serve as a management tool for the Executive Committee, full board and management of the NJTPA Central Staff. The effort is expected to be completed in FY 2010.

PRODUCTS:

- ◆ Updated Strategic Business Plan Report, including an assessment of the progress to date of the original plan adopted in 2003.

STATUS:

This activity is continuing from FY 2009. To kick-off the update of the Strategic Business Plan the Board of Trustees met in FY 2009 to discuss the priorities of the region, which will serve as the basis for formulating an approach to the update. The long range Regional Transportation Plan was also initiated in FY 2008 and is currently underway, with a new plan scheduled to be adopted in FY 2010. Hence, it was decided that the update of the Strategic Business Plan should be deferred so it could be developed and used as a guide for implementing the action items and projects needed to achieve the goals and objectives identified in new Regional Transportation Plan.

UPWP

10/101 UNIFIED PLANNING WORK PROGRAM (Cont.)

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>				
	\$364,775	\$364,775	\$0	\$0
<u>CONSULTANT EFFORTS:</u>				
Strategic Business Plan Update				
	\$228,358	\$0	\$228,358	\$0
<i>Reprogrammed from FY 2009</i>				

PROJECT MANAGER:

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UPWP

10/102 PLANNING COLLABORATION

RELATIONSHIP TO MISSION OF THE AGENCY:

To help support the NJTPA's mission of becoming the transportation planning leader and technical and informational resource for the people of northern New Jersey, the agency will continue to enhance its partnering and collaboration activities with citizens, local governments, MPOs, transportation operating agencies and other transportation and planning agencies in the region. This Planning Collaboration activity will help to define, strengthen and effectuate these enhanced partnerships. Planning Collaboration will focus on overall collaboration; identifying inconsistencies in policies, plans and programs (and attempting to resolve such differences); and collaborating on activities where mutual interests are already aligned.

DESCRIPTION:

This task will seek opportunities for staff involvement and to provide agency liaison with various external organizations, councils, commissions, task forces and other MPOs to ensure that the NJTPA and its members are kept informed and can provide timely input related to external activities that have an impact on the transportation planning process in this region. Interagency coordination will be emphasized throughout the organization. This effort will also provide coordination with various university research centers in the region. Through the development of key professional and organizational relationships, the NJTPA will strive to accelerate information exchange concerning projects, plans, activities, problems and issues pertaining to transportation in the region, the products of which will be utilized as critical input into the metropolitan planning process in northern New Jersey. Through this task, the agency's ongoing efforts to be inclusive and to serve as a forum for transportation planning information exchange will be expanded and will become more effective. By enhancing interagency coordination and collaboration with external organizations and actively seeking their input into the development of agency plans and programs, the NJTPA's work efforts will be enriched. In addition, the NJTPA will coordinate with appropriate state and federal agencies as well as other relevant task forces and committees dealing with transportation security issues.

Also included in this task is the coordination of professional staff development opportunities for Central Staff and member organizations, and delivery of training and symposia on a variety of transportation planning and land use topics.

SUBTASKS INCLUDE:

- ♦ Coordination with and/or representation on national-level organizations affiliated with operations, management, safety and security, including ITS America, I-95 Corridor Coalition, ITE, WTS, STTP, TRB and others. Identify opportunities for staff participation in these organizations.
- ♦ Federal Surface Transportation Funding Authorization (SAFETEA-LU Reauthorization) issues research and analysis: coordinate staff research and analysis of policy issues arising from the federal surface transportation reauthorization process, as such issues relate to the NJTPA. Major policy matters for potential research may include: Financial Planning and Programming, Freight Movement, Land Use and Transportation, Performance Measures, System Management and Operations, System Management and Operations, Environmental Justice, and Transportation Asset Management.
- ♦ Coordinate professional development for Central Staff: explore ongoing training opportunities and venues for central staff, subregions and other voting member agency planners, including

UPWP

10/102 PLANNING COLLABORATION (Cont.)

potential webcast(s) originating from NJTPA. Coordinate staff research of APA, ITE, AMPO, N'TI, NHI and other providers so that planning staff can attend required training classes on-site via webcast or other electronic media, and obtain certification maintenance credits.

- ◆ Conference and Symposium Delivery: coordinate conference planning and production, with topics related to ongoing planning issues that may include technology, pricing, energy, climate and others.
- ◆ Collaboration with other Metropolitan Planning Organizations to coordinate the development of various plans and programs, share information and collaborate on initiatives including: DVRPC, SJTPO, NYMTC, SWRPA, LVPC and others. Further development of activities following up from initial meeting with NY CT and NJ MPOs in accordance with the Multi-State Planning Coordination MOU adopted in FY 2009
- ◆ Climate Change Work Group development – Assist in coordinating program and project development activities, including topic selection and speaker recruitment.
- ◆ Collaboration with transportation operating agencies to coordinate the development of various plans and programs and the sharing of information on initiatives including: the Port Authority of NY&NJ, the NJ Turnpike Authority, the Delaware River Joint Toll Bridge Authority, the Palisades Interstate Parkway and others.
- ◆ Coordination with various university research centers in the region. This would also include research information exchange meetings with NJTPA member agencies in support of the Statewide Planning and Research (S/PR) Program. This would also involve utilizing informational resources from university research centers as appropriate.
- ◆ Corridors of the Future - Continue to collaborate with the staff and leadership of the I-95 Corridor Coalition to identify opportunities for co-hosting conference(s) pertaining to multi-state coordination of MPOs, mega-regional issues, operations planning, incident management, and finance, with particular attention to the Performance Measures Task Force and the Policy Committee, in conjunction with the Coalition's Corridors of the Future designation and other programmatic areas.
- ◆ Collaboration with state and federal agencies including NJDOT, NJ Transit, NJDEP and Office of Smart Growth (OSG), FHWA, FTA and EPA.
- ◆ Collaboration with special planning area and special purpose organizations to share information and collaborate on initiatives and the development of plans including: the Pinelands and Meadowlands Commissions, the Highlands Council, and others. Coordinate staff research and compilation of information pertaining to transportation and land use actions taken by the Highlands Council and conformance activities undertaken by the Counties and municipalities in the Highlands. Meet with HC staff as needed to develop draft MOU for review of transportation projects in the Highlands Region.

PRODUCTS:

- ◆ Maintain and update agency contact database (this is an ongoing activity).
- ◆ Implementation of the planning agreement executed among NJTPA, NYMTC, SWRPA, HVCEO and GB/Valley MPO in FY 2008, including preparation for annual meeting with the

UPWP

10/102 PLANNING COLLABORATION (Cont.)

NY – CT – NJ Multi-State MPO group, with full participation from stakeholder agencies; the ongoing exchange of key planning documents; and coordination sessions as required among the principal parties and other relevant agencies.

- ◆ Agendas and meeting notes as appropriate regarding coordination with the various organizations identified above.
- ◆ Establishment of forums and symposia for rapid dissemination of knowledge on key topics of regional significance.
- ◆ Draft Highlands Council / NJTPA Transportation Planning MOU.
- ◆ Host one NJ ITS America state chapter meeting (CSNJ).
- ◆ Delivery of at least four (4) professional development training sessions, one per quarter.
- ◆ Deliver one (1) annual symposium – follow-up from RTP update.
- ◆ Hold four (4) brown bag lunches, one per quarter – informal information exchange on technology, policy, and/or best practices in transportation and land use planning.
- ◆ Host two (2) roundtables or colloquia – expert panel discussions on regional planning topics to be determined.

RELATIONSHIP TO PRIOR WORK:

This is the continuation and expansion of a task established in FY 2008. This task will enhance the level of coordination embraced in other tasks such as RTP development and update, UPWP development, Strategy Evaluation, RCIS Implementation / Integration, TIP development and Legislative Policy and National Outreach.

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	\$251,243	\$251,243	\$0	\$0

PROJECT MANAGER:

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SYSTEMS PLANNING, MODELING AND DATA

SYSTEMS PLANNING, MODELING AND DATA

10/201 STRATEGY EVALUATION AND REGIONAL CAPITAL INVESTMENT STRATEGY

RELATIONSHIP TO MISSION OF THE AGENCY:

The Regional Capital Investment Strategy and the Strategy Evaluation represent major foundations of the NJTPA planning process, directly contributing to the Regional Transportation Plan and other key agency products. These performance-based planning efforts crystalize a vision for northern New Jersey's future and outline an agenda for transportation investment based on accessibility and mobility needs and the identification of specific improvements. An important aspect includes attention to low-income and minority populations as the NJTPA seeks to serve all segments of the region's population equitably.

DESCRIPTION:

Most of the Strategy Evaluation effort (found at: <http://www.njtpa.org/Plan/Need/SE/default.aspx>) in this task will be based on FY 2009 work on Strategy Refinement. The work will be directed toward further refinement of strategies for developing transportation improvement concepts, integration of concepts into the NJTPA Congestion Management Process (CMP), development of methodologies and criteria for advancing programs and projects, and ultimately advancement of priorities from Plan 2035. The strategy refinement process will continue to use Strategy Evaluation strategies to generate transportation concepts so that project hand-offs can be continually provided to implementing agencies for further advancement in the PDWP and the TIP.

Grounded in the Regional Capital Investment Strategy (RCIS) policy, Strategy Evaluation considers both regional and local strategies on the basis of needs of places and people of northern New Jersey by considering various performance measures. Special attention is placed on recognizing and addressing the needs of low-income and minority populations among other groups.

The RCIS will continue to be a foundation not only for Strategy Evaluation, but for the range of NJTPA investment decision-making. As such, this task will continue to support application of the RCIS throughout the planning process, and will monitor compliance and consistency with this NJTPA policy and with the Strategy Evaluation/Congestion Management Process.

SUBTASKS INCLUDE:

- ♦ Building on the FY 2009 Strategy Refinement effort, continue to develop and prioritize additional concepts as appropriate throughout the region utilizing refined Strategy Evaluation strategies as hand-offs.
- ♦ Continue to integrate Environmental Justice into the Strategy Evaluation process.
- ♦ Monitor consistency of the NJTPA planning and prioritization processes with the RCIS.
- ♦ Support documentation of planning process origins and analysis for projects under development and programmed for implementation for maintaining consistency with the Congestion Management Process.
- ♦ Integrate prioritization methods from performance-based studies into project development.

PRODUCTS:

- ♦ Methodology for prioritization of NJTPA project concepts for advancement within the project

SYSTEMS PLANNING, MODELING AND DATA

10/201 STRATEGY EVALUATION AND REGIONAL CAPITAL INVESTMENT STRATEGY (Cont.)

development process. (June 2010)

- Based on FY 2009 Strategy Refinement work, monitored and advanced concept hand-offs within the NJTPA, including integration of Environmental Justice. (June 2010)
- Methodology and procedures to document consistency of transportation investments with the NJTPA RCIS and Congestion Management Process (ongoing)
- Information on the NJTPA website relating to this task (ongoing)

RELATIONSHIP TO PRIOR WORK:

This task is directly related to tasks in the previous years, including Strategy Evaluation and RCIS Implementation (09/201) and Environmental Justice (07/203, 08/203). Adopted in FY 2005, and addressed in the FY 2009 RTP, the RCIS continues to be integrated into the entire NJTPA planning process. Started in FY 2006, Strategy Evaluation generated transportation needs and began generating strategies for various parts of the region in FY 2008. These strategies provide the source for generating transportation concepts relating to regional accessibility and mobility. Strategy Refinement was implemented in FY 2009, producing 30 project concept reports that will be integrated into the NJTPA's project development process. This will be supplemented by the development in FY 2010 of methodologies to assure that project concepts are advanced in the project development process in accordance with NJTPA priorities. The Environmental Justice component of the task began in FY 2006 and will continue to contribute target-specific strategies in the coming years.

SYSTEMS PLANNING, MODELING AND DATA

10/201 STRATEGY EVALUATION AND REGIONAL CAPITAL INVESTMENT STRATEGY (Cont.)

CONSULTANT ACTIVITY:

Strategy Refinement

DESCRIPTION:

Continuing with the Strategy Refinement Study initiated in FY 2009, this consultant activity will generate a number of refined concepts to be advanced by the NJTPA, subregions, or partners. The consultants will assist in the further development of methodologies to select project concepts not advanced during FY 2009, combine them with additional local and subregional information, and undertake detailed location-specific analysis of traffic, environmental, economic and other consequences. The developed concepts will have the necessary ingredients for the generation of problem statements or similar products.

In developing the transportation improvement concepts, the consultants will maintain a consistency with all NJTPA plans and policies, such as the RCIS and the RTP. Through a participatory process, the consultants will ensure that relevant local and subregional issues are taken into account. Consultants will consider the impacts of all ongoing and forthcoming transportation projects in the general vicinity of the study area, evaluate synergy between the developed concepts, and generate concepts that lead to implementable and cost-effective projects and programs.

PRODUCTS:

- ♦ Hand-offs to the NJTPA and its partners and subregions for development and implementation of transportation programs and projects.

STATUS:

This task is continuing from FY 2009.

SYSTEMS PLANNING, MODELING AND DATA

**10/201 STRATEGY EVALUATION AND REGIONAL CAPITAL INVESTMENT
STRATEGY (Cont.)**

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>				
	\$204,064	\$204,064	\$0	\$0
<u>CONSULTANT EFFORTS:</u>				
Strategy Refinement				
	\$300,000	\$0	\$300,000	\$0
<i>Reprogrammed from FY 2009</i>				

PROJECT MANAGER:

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SYSTEMS PLANNING, MODELING AND DATA

10/202 REGIONAL PERFORMANCE MONITORING

RELATIONSHIP TO MISSION OF THE AGENCY:

Goal-setting and performance monitoring support: the creation of a regional vision, development of a regional plan, and linking transportation planning to broader societal issues. These elements require cooperative development of performance measures to track progress toward goals and understand the actual effects of transportation investments already completed.

DESCRIPTION:

Building on long-established goals, objectives and measures developed for the RTP, the benefits framework established within the Regional Capital Investment Strategy (found at: <http://www.njtpa.org/Plan/Need/CIS/default.aspx>) and past performance indicator reporting, this task will continue analysis of the region's progress. The RTP's goals will continue to serve as the context for understanding how well the region's transportation system performs and is expected to perform in the future, and for tracking the real-world impacts of implemented transportation projects. Information on NJTPA's performance monitoring can be found at: <http://www.njtpa.org/Plan/Need/PerfMon/default.aspx>

Quantifiable performance measures or indicators tied to goals and societal issues (i.e., economic growth, environmental protection, and quality of life) spelled out in the NJTPA mission will be updated with available data and narrowed to local scales as possible, and information on implemented projects will continue to be collected to assess their positive and negative impacts. Given issues reinforced in the 2009 RTP update, performance planning will likely consider transportation effectiveness in the context of smart growth, environmental concerns, climate change, equity of impacts with respect to low-income, minority and other communities, goods movement, safety, and an even greater attention to cost constraints for operational and management transportation improvements.

This task is directly connected with the region's mandated Congestion Management Process.

SUBTASKS INCLUDE:

- ◆ Develop regional goals, objectives and performance indicators based on visioning, policy, and data. Add or update information on the NJTPA website relating to this task.
- ◆ Develop accessible, user-friendly technical tools to enhance regional performance reporting.
- ◆ Track project-related performance data to document actual impacts of transportation investments.
- ◆ Build on prior research and report on regional performance trends. Apply comparative references to national, other large MPOs, state and local statistics as appropriate.

PRODUCTS:

- ◆ Regional indicator reports and technical data tabulations (March 2010)
- ◆ Localized performance analysis of historical transportation improvements (March 2010)
- ◆ Spreadsheet, GIS or other software-based regional performance reporting tools (June 2010)

SYSTEMS PLANNING, MODELING AND DATA

10/202 REGIONAL PERFORMANCE MONITORING (Cont.)

RELATIONSHIP TO PRIOR WORK:

FY 2009 research project-based performance monitoring continues in this task. Overall, this task directly builds on and continues performance planning work undertaken in Tasks 08/202, 09/202 and earlier efforts.

SYSTEMS PLANNING, MODELING AND DATA

10/202 REGIONAL PERFORMANCE MONITORING (Cont.)

CONSULTANT ACTIVITY:

Regional Performance Monitoring, Project Impact Assessment

DESCRIPTION:

This task will include the assessment of impacts of completed projects by analyzing how well the transportation system's performance is changing based on the real-world impacts of implemented projects. Based on a representation of recent transportation investments and available data, an assessment will be made of benefits and/or disbenefits attributable to those investments using appropriate performance measures. By categorizing impacts, the knowledge gained from this exercise will be generalized as possible to extrapolate to subsequent planning activities systemwide.

Building on long-established goals, objectives and measures developed for the RTP, the benefits framework established within the Regional Capital Investment Strategy and past performance indicator reporting, this task will update and extend an analysis of the region's progress for the 2009 RTP. The goals will continue to serve as the context for understanding how well the region's transportation system performs and is expected to perform in the future, and for tracking the real-world impacts of implemented transportation projects.

Quantifiable performance measures or indicators tied to goals and societal issues (i.e., economic growth, environmental protection, and quality of life) spelled out in the NJTPA mission will be updated with available up-to-date measurements and narrowed to local scales as possible, and information on implemented projects will be collected to assess their positive and negative impacts. Given changing regional dynamics and expanded SAFETEA-LU priorities, it is likely that the updated performance planning will expand on a safety emphasis, smart growth desires, equity of impacts with respect to low-income, minority and other communities, and an even greater attention to cost-effectiveness for operational and management transportation improvements.

PRODUCTS:

- ◆ Localized performance analysis of historical transportation improvements, generalization about other projects, and recommendations for future project development and prioritization.

STATUS:

The consultant will continue the assessment of historical project impacts that was begun in FY 2009.

SYSTEMS PLANNING, MODELING AND DATA
10/202 REGIONAL PERFORMANCE MONITORING (Cont.)

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	\$211,237	\$211,237	\$0	\$0

CONSULTANT EFFORTS:

Regional Performance Monitoring, Project Impact Assessment	\$250,000	\$0	\$250,000	\$0
<i>Reprogrammed from FY 2009</i>				

PROJECT MANAGER:

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SYSTEMS PLANNING, MODELING AND DATA

10/203 AIR QUALITY PLANNING AND CONFORMITY ANALYSIS

RELATIONSHIP TO MISSION OF THE AGENCY:

This task directly “links transportation planning with environmental protection,” explicitly called for in the NJTPA mission statement.

DESCRIPTION:

As a critical aspect of federally mandated NJTPA planning activities, this task will assess the air quality impacts of projects in the RTP and upcoming fiscal year TIPs. The NJTPA analyzes projected travel and associated emissions against specific targets defined in the New Jersey State Implementation Plan. This ongoing conformity process involves significant interagency partnering and a detailed technical understanding of proposed investments—all aimed at a common goal for a healthier environment within and beyond the northern New Jersey region. The emissions analysis must be performed for the following pollutants: carbon monoxide (CO), volatile organic compounds (VOC), nitrogen oxides (NO_x), and fine particulate matter (PM_{2.5}).

Conformity requires a comprehensive analysis, addressing all potential regionally significant mobile source impacts on air quality, whether specifically funded through NJTPA-led processes or not. With this in mind, this task will enhance, as possible, information sharing on project development with agencies such as the NJ Turnpike Authority and the Port Authority of NY & NJ.).

A critical component of the air quality conformity process is the close coordination between the transportation and resource agencies. The NJTPA has an active interagency consultation group (ICG), comprised of members of the US EPA, NJ DOT, NJ Transit, NJDEP, FHWA, and FTA, along with coordination with neighboring MPOs. The NJTPA convenes a formal meeting of this group usually three times in each conformity cycle. In addition, there is close coordination between the NJTPA and this group throughout the year. The ICG reviews any correspondence, any interim analyses, any TIP modifications and amendments that could trigger an additional conformity determination, and any SIP modifications made by NJDEP.).

In addition to the conformity analysis, the NJTPA will continue to work with the appropriate implementing agencies in the region to advance recommendations from the Transportation Clean Air Measures study. This study developed implementation plans for projects and programs that will have emission reduction benefits for the region. The NJTPA will continue to monitor projects to enhance institutional knowledge about implementation issues for the next round of transportation clean air measures.

Building on findings from Task 09/103 and in conjunction with Task 10/309, appropriate analysis of greenhouse gas emissions will be conducted for consideration in planning decisions.

SUBTASKS INCLUDE:

- ♦ Conduct air quality emissions analysis of transportation plans and programs and develop conformity determination.
- ♦ Convene an interagency group to coordinate the conformity process, planning assumptions, project classifications and analytical findings.
- ♦ Coordinate with partners on implementing specific transportation clean air measure projects and programs.

SYSTEMS PLANNING, MODELING AND DATA

10/203 AIR QUALITY PLANNING AND CONFORMITY ANALYSIS (Cont.)

- ♦ Review all TIP modifications and amendments to ensure an ongoing, comprehensive review of all projects.
- ♦ As appropriate, incorporate greenhouse gas emission analysis as part of climate change-related planning.

PRODUCTS:

- ♦ Conformity determination (delivered in fourth quarter of each fiscal year, and other times as required).
- ♦ Internal and interagency coordination on implementing specific transportation clean air measure projects and programs.
- ♦ Add or update information on the NJTPA website relating to this task (ongoing as appropriate).

RELATIONSHIP TO PRIOR WORK:

This task continues and builds upon Task 09/203 (Air Quality Planning and Conformity) as well as conformity analyses from earlier years.

SYSTEMS PLANNING, MODELING AND DATA

10/203 AIR QUALITY PLANNING AND CONFORMITY ANALYSIS (Cont.)

CONSULTANT ACTIVITY:

Air Quality Planning and Conformity

DESCRIPTION:

This task continues and builds upon Task 09/203 (Air Quality Planning and Conformity) as well as conformity analyses from earlier years. RTP/TIP Conformity Determination represents a major NJTPA product and requires a sophisticated modeling and technical analysis component. Consultant services will provide technical support for this work.

The consultant will perform the air quality emissions analysis in support of NJTPA conformity determination(s). This involves attending key interagency meetings, collecting required demographic information, coding regionally significant projects into the model, running the travel demand model and emissions model, and generating results. The emissions analysis must be performed for the following pollutants: carbon monoxide (CO), volatile organic compounds (VOC), nitrogen oxides (NO_x), and fine particulate matter (PM_{2.5}).

PRODUCTS:

- ♦ Collect necessary demographic data for the entire model region (typically conducted during the third quarter of each fiscal year).
- ♦ Code regionally-significant projects into the enhanced North Jersey Regional Travel Model (NJTRM-E) (conducted during the third quarter of each fiscal year).
- ♦ Perform model runs for specified analysis years (conducted during the third quarter of each fiscal year).
- ♦ Emissions analysis for ozone precursors, fine particulate matter and carbon monoxide (conducted during the third quarter of each fiscal year).
- ♦ Provide meeting support and on-call training (conducted during the third quarter of each fiscal year).

STATUS:

On-going, annual activity.

SYSTEMS PLANNING, MODELING AND DATA

10/203 AIR QUALITY PLANNING AND CONFORMITY ANALYSIS (Cont.)

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	\$153,669	\$153,669	\$0	\$0
<u>CONSULTANT EFFORTS:</u>				
Air Quality Planning and Conformity Determination	\$225,000	\$225,000	\$0	\$0

PROJECT MANAGER:

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SYSTEMS PLANNING, MODELING AND DATA

10/204 DATA RESOURCES AND GEOGRAPHIC INFORMATION SYSTEMS

RELATIONSHIP TO MISSION OF THE AGENCY:

The NJTPA Board's decisions must be founded on sound data and geographic information in order for the NJTPA to be the "regional transportation leader and technical and information resource for the region."

DESCRIPTION:

The NJTPA business plan highlights enhanced data collection and clearinghouse activities. The regional databank assists staff, agency partners and subregions in planning initiatives by providing accurate, accessible transportation and related datasets necessary for informed analysis, decision-making and reporting. Much of the data that inform transportation decisions describe physical locations in the region and are thus maintained in a geographic information system (GIS). Work conducted under this task builds upon the wealth of geographic data currently available within the NJTPA and among its partners.

The NJTPA regional databank is a digital repository for all transportation and related data, stored and maintained on the NJTPA computer network. Examples of datasets that are maintained in the databank include census and demographic data, such as journey-to-work data and demographic forecasts; land use data, including aerial photography; management systems data (CMS, NJDOT crash records, etc.); historic and current traffic counts; bicycle and pedestrian indices; outputs from the North Jersey Regional Transportation Model; Office of Smart Growth centers and planning areas; and framework transportation layers, including road network, rail lines, ports, bus routes, airports, and NJDOT Straight-Line Diagrams.

Datasets are made accessible to staff, partner agencies, subregions and the general public via intranet connection, publication on the Internet, and fulfillment of individual data requests. Staff produces tables, maps, and analyses to inform decision-makers within (and outside of) the NJTPA, allowing the databank to support numerous planning tasks. The NJTPA also shares various data sets and map layers with other agencies. This task also covers the publication of selected datasets on the NJTPA website, and the enhancement of Internet mapping tools, such as the NJTPA Online Transportation Information System (NOTIS).

This task also includes the maintenance of GIS layers that reflect various environmental features, such as wetlands, parks, and historic areas. These GIS layers will be used, via overlay analyses, for the purposes of assessing potential project impacts as part of the development of plans, programs, and various planning studies at the NJTPA.

In addition to providing data to various subregions and planning partners, it is important to continue the NJTPA's outreach to assemble data that these agencies collect. Continuing work in this area will include coordination with NJDOT on Management Systems data efforts to enable consistency in planning analyses based on these systems.

Data on travel behavior and travel customer satisfaction is an important aspect of managing a well-rounded technical and information resource in the region. The NJTPA will continue to monitor the progress of the Census Bureau's American Community Survey (ACS, the planned annual replacement for the prior decennial "long form" survey) and its applications to the transportation planning process.

SYSTEMS PLANNING, MODELING AND DATA

10/204 DATA RESOURCES AND GEOGRAPHIC INFORMATION SYSTEMS (Cont.)

This task serves to enhance NJTPA analytical capacity. In addition, this task addresses the integration of planning and environmental processes. This information can be found on the NJTPA website at: <http://www.njtpa.org/DataMap/Perf/Default.aspx>

SUBTASKS INCLUDE:

- ♦ Acquire, process, and upload new datasets into the regional databank as needed, reporting additions, changes and deletions to staff, RTAC, and other interested parties on a regular basis
- ♦ Fulfill internal and external data and mapping requests on an as-needed basis, including preparation of maps, tables, and charts for NJTPA publications
- ♦ Facilitate increased coordination between the NJTPA, NJDOT, NJ Transit, PANYNJ and the subregions regarding data sharing through the NJTPA Data Resources Group, workshops, etc
- ♦ Publish selected data sets on the NJTPA Data Resources web page. Working with the Public Affairs division, maintain documentation on the types of data and planning resources available from NJTPA.
- ♦ Develop and enhance Internet mapping and other GIS applications.
- ♦ Develop and enhance GIS transportation framework data layers (NJDOT road GIS, TIGER, geocoded model network, NJCMS network, bus, passenger rail, freight rail, intermodal facilities, bike/pedestrian facilities).
- ♦ Enhance the regional databank, with quarterly bulletins to staff, RTAC and other interested parties regarding new data acquisitions to the databank. This task includes obtaining the latest NJDOT highway performance/management system data, as available (ongoing).
- ♦ Produce GIS overlays of environmentally sensitive areas for purposes of analyzing potential impacts of projects as part of the NJTPA planning process.
- ♦ Develop analytical tools or calculators of regional performance based on quantitative Smart Growth targets that will support planning decisions with diverse impacts.
- ♦ Incorporate actual data as listed in subregional matrix (a required inventory list of all data from each subregion) into consultant activity for Enterprise GIS. This subtask works in conjunction with Core Activities described in the guidelines for the Subregional Transportation Planning (STP) Program.
- ♦ Enhance other GIS datasets (performance/management system data, demographics, land use, state planning areas/centers, aerial photography).

PRODUCTS:

- ♦ Fulfillment of internal and external data, mapping, and analysis requests, employing GIS and other visualization techniques as appropriate. This product includes GIS overlays of environmental conditions to analyze potential impacts of projects as part of the NJTPA planning process (ongoing).
- ♦ Enhanced regional databank, with quarterly bulletins to staff, RTAC and other interested parties regarding new data acquisitions to the databank. This task includes obtaining the latest NJDOT

SYSTEMS PLANNING, MODELING AND DATA

10/204 DATA RESOURCES AND GEOGRAPHIC INFORMATION SYSTEMS (Cont.)

highway performance/management system data, as available (ongoing).

- ◆ NJTPA Data Resource web page updates and Systems Planning, Modeling and Data web documents. This includes identification of the types of data and other planning resources available on the NJTPA web site, and how the public or interested parties can obtain this information (ongoing).
- ◆ Plans for, and implementation of, new data collection activities, as needed, including coordination with other agencies on new data collection (ongoing).
- ◆ Manage consultant work on development of NJTPA enterprise-class GIS (continuing from FY 2009).

RELATIONSHIP TO PRIOR WORK:

This task builds upon the FY 2009 tasks: 09/204 Data Resources & GIS.

SYSTEMS PLANNING, MODELING AND DATA

10/204 DATA RESOURCES AND GEOGRAPHIC INFORMATION SYSTEMS (Cont.)

CONSULTANT ACTIVITY:

Development of a Web-based Enterprise-class Geospatial Database

DESCRIPTION:

The NJTPA business plan highlights enhanced data collection and clearinghouse activities. The regional databank assists staff, agency partners and subregions in planning initiatives by providing accurate, accessible transportation and related datasets necessary for informed analysis, decision-making and reporting. Much of the data that inform transportation decisions describe physical locations in the region and are thus maintained in a geographic information system (GIS). This task attempts to centrally locate the wealth of geographic data currently available within the NJTPA and among its partners, by developing an enterprise-class geospatial database that is web-based and designed for multiple users with varying levels of authorization.

Development of an enterprise-class geospatial database will allow the NJTPA to more efficiently maintain and share accurate, accessible transportation-related datasets necessary for informed analysis, decision-making and reporting. This effort attempts to centrally locate the wealth of geographic data currently available on a database designed for multiple users with varying levels of authorization that will structure the exchange of data for staff, agency partners and the regional agency's 15 subregions, which consist of 13 counties and two municipalities.

The NJTPA regional databank is a digital repository for all transportation and related data, stored and maintained on the NJTPA computer network. Currently, datasets are made accessible to staff, partner agencies, subregions and the general public via intranet connection, publication on the Internet, and fulfillment of individual data requests. This task will allow staff to even more efficiently respond to data request as well as reduce the need for them in general due to the fact the information will be more easily accessible online. All authorized users will be able to produce tables, maps, and analyses to inform decision-makers within (and outside of) the NJTPA, allowing the databank to support numerous planning tasks. Thus, enhancing the NJTPA's sharing capacity of data sets and map layers with other agencies.

In addition to providing data to various subregions and planning partners, it is important to increase the NJTPA's outreach to these agencies to assemble data that these agencies collect. This web-based geospatial database will allow the NJTPA to better collect, coordinate, maintain and distribute data to membership agencies.

PRODUCTS:

- ♦ Inventory existing data, plan development of enterprise-class geospatial database that is web-based and designed for multiple users with varying levels of authorization.
- ♦ Design data formatting and exchange systems.
- ♦ Implement and test enterprise-class geospatial database (June 2010).
- ♦ Develop maintenance plan and enterprise GIS documentation.
- ♦ Coordinate with peer review group and make presentations to NJTPA staff and committees.

SYSTEMS PLANNING, MODELING AND DATA

10/204 DATA RESOURCES AND GEOGRAPHIC INFORMATION SYSTEMS (Cont.)

STATUS:

This project will continue from work begun in FY 2009.

SYSTEMS PLANNING, MODELING AND DATA

10/204 DATA RESOURCES AND GEOGRAPHIC INFORMATION SYSTEMS (Cont.)

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	\$259,330	\$259,330	\$0	\$0

CONSULTANT EFFORTS:

Development of a Web-based Enterprise-Class Geospatial Database	\$250,000	\$0	\$250,000	\$0
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Reprogrammed from FY 2009

PROJECT MANAGER:

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SYSTEMS PLANNING, MODELING AND DATA

10/205 MODELING AND FORECASTS

RELATIONSHIP TO MISSION OF THE AGENCY:

Due to the complex dynamics of transportation and related activities, computer models are crucial to understanding current travel patterns and anticipating future conditions. Modeling and data analysis tools serve as fundamental, comprehensive informational and technical resources to aid the Board as it creates a vision to meet transportation needs and to develop a plan to fulfill that vision.

DESCRIPTION:

Computer modeling is a cornerstone of transportation planning at the NJTPA. The agency maintains various types of models, including a regional travel demand model and a regional demographic forecasting model. This task involves managing and enhancing modeling capabilities as well as educating and promoting the use of the transportation model throughout the region (particularly with partner agencies and subregions). This task also involves coordinating with partners on the maintenance of updated demographic and employment forecasts.

In 2008, the NJTPA completed the development of the Enhanced North Jersey Regional Transportation Model (NJRTM-E), a fully integrated, expanded, multimodal transportation planning tool that incorporates prior NJTPA/NJDOT and NJ Transit model elements. The NJTPA will be using the transportation model to support the decision-making process including providing input to activities such as: advancement of Strategy Evaluation and Strategy Refinement access and mobility priorities (task 10/201); integration/implementation of the Regional Capital Investment Strategy (RCIS) including any reaffirmation or refinement to the RCIS resulting from the 2009 Regional Transportation Plan (RTP) (task 10/201); modeling analyses for corridor or subregional studies (task 10/302); and conformity and air quality analysis modeling (task 10/203).

Along with using the NJRTM-E for analytical purposes, the NJTPA is partially responsible for maintaining the model. Accordingly, staff will host 2-4 Model Users Group meetings during the year to coordinate maintenance and usage issues among agencies in the NJTPA region and with neighboring MPOs. The NJTPA will also start the process of revalidating the model near the end of FY 2010, with work continuing into FY 2011.

This task also includes addressing any maintenance or questions that arise related to the demographic and employment forecasts adopted for the 2009 RTP. It includes coordination, as required between the NJTPA staff, member subregions, and other agencies.

As NYMTC is undertaking major data collection such as household and establishment travel surveys and regional ITS data archiving, staff will appropriately monitor and coordinate with these efforts. NJTPA staff will support these efforts for the entire metropolitan area and work toward their development as useful resources for northern New Jersey.

To further strengthen available analytical resources, the agency will assess current methods and explore alternative methods of integrating land use and transportation changes when generating future demographic and transportation forecasts. This assessment will include consultant activity and may recommend additional model enhancements or additions that may be undertaken in the future.

SUBTASKS INCLUDE:

- ◆ Perform model runs and report on findings for selected issues, subareas, corridors, or

SYSTEMS PLANNING, MODELING AND DATA

10/205 MODELING AND FORECASTS (Cont.)

transportation studies as needed.

- ◆ Coordinate with partner agencies and subregions on modeling issues, tools, application, training, documentation and other modeling needs to enable broad application as needed.
- ◆ Begin re-validation of model to ensure model consistency with recent available data on transportation patterns.
- ◆ Assessment of land use and transportation integration for potential enhancements in generating future demographic and transportation forecasts.

PRODUCTS:

- ◆ Model analysis and reporting for transportation modeling activity to support integration/implementation of RCIS and Strategy Evaluation planning priorities into the PDWP, NJTPA corridor studies, subregional studies, and other appropriate studies (as needed, ongoing).
- ◆ Begin re-validation of the NJRTM-E (June 2010).
- ◆ Review of demographic forecasting techniques including land use/transportation linkage tools. (June 2010).
- ◆ Coordination on NYMTC RHTS and other data efforts.
- ◆ Complete set of results for the entire RHTS including statistically significant county-level results for all NJTPA counties.

RELATIONSHIP TO PRIOR WORK:

This task applies the model developed under Tasks 08/206 and 07/207 to support analytical needs and transportation studies for the NJTPA and subregions. The NJRTM-E provides the ability to do more comprehensive multi-modal analyses. Subregional training within Task 08/206 was applicable to continuing and extended modeling work supported by this task.

The referenced demographic and employment forecasts will be developed under task 09/205 and made use of the tools developed and the socio-economic data from Task 05/203.

SYSTEMS PLANNING, MODELING AND DATA

10/205 MODELING AND FORECASTS (Cont.)

CONSULTANT ACTIVITY:

NJRTM-E Validation

DESCRIPTION:

This new activity will consist of the revalidation of the NJTPA's regional transportation model (the Enhanced North Jersey Regional Transportation Model).

The NJTPA's newly enhanced regional transportation model (the NJRTM-E) was completed during FY2008. The model was initially validated to a 2000 base year. For conformity purposes, the validation year of the model must be less than or equal to ten years from the conformity year; therefore, NJTPA will need to complete a re-validation by the end of calendar year 2010 (before the conformity performed in 2011). This revalidation task will begin in the later part of FY2010 and may include developing a schedule for the project, choosing the validation year, and beginning the data collection process.

The majority of the work in this task will take place in FY2011.

PRODUCTS:

- ♦ A schedule and budget for performing the revalidation of the NJRTM-E

STATUS:

SYSTEMS PLANNING, MODELING AND DATA

10/205 MODELING AND FORECASTS (Cont.)

CONSULTANT ACTIVITY:

Assessment of Methods Integrating Land Use and Transportation Modeling

DESCRIPTION:

This task will explore alternative tools, methods or techniques (e.g. land use models) for incorporating the land use-transportation linkage in NJTPA's transportation and demographic forecasting capabilities.

MPOs use many different methods to develop demographic forecasts. The NJTPA currently uses a spreadsheet based Demographic and Employment Forecast Model for calculating demographic forecasts for the region. This model uses land use data (e.g., vacant land, density) and accessibility measures from the transportation model to produce these forecasts. Some MPOs use a land use model that more directly integrates transportation model output with detailed land use data to develop demographics. The consultant will be tasked with assessing the NJTPA forecasting models in comparison with other methods used by MPOs to help determine how NJTPA could better integrate the results of land use and transportation decisions into demographic and transportation forecasting.

This project will include a review of current methods for developing demographic forecasts and a review of other land use models. The project will also assess the costs and data needs of identified model and forecasting methods. The result will be a report that provides NJTPA with an evaluation of current forecasting methods and a recommendations on potential future technical enhancements.

PRODUCTS:

- ♦ An evaluation of current forecasting methods with respect to the incorporation of land use changes in transportation and demographic forecasting with identified options for future technical enhancements. (June 2010)

STATUS:

SYSTEMS PLANNING, MODELING AND DATA

10/205 MODELING AND FORECASTS (Cont.)

CONSULTANT ACTIVITY:

Regional Household Travel Survey Implementation

DESCRIPTION:

NYMTC has initiated a large-scale effort to design, test and implement a Regional Household Travel Survey (RHTS) for 31 counties in the greater NY/NJ/CT metropolitan area. The NJTPA partnered with NYMTC on the last such survey, which was conducted in the late 1990's. With an opportunity to augment a fundamental informational resource for NJTPA planning, this activity contributes to the cost of the new RHTS implementation.

Significant changes have occurred in the metropolitan area since the last survey: major transit system expansion (e.g., HBLRT, Secaucus Transfer, Newark Airport service, Midtown Direct), fare structures (e.g., Metrocard); economic shifts, including current conditions and those following September 11, 2001; regional land development patterns (including Jersey City "gold coast" as well as continued suburban expansion); and technological//communications developments (e.g., cell phone, GPS, and internet usage). A new survey will update the understanding of how travel behaviors have evolved in this time.

The RHTS is being undertaken primarily to underpin the enhancement of regional travel modeling capabilities, particularly NYMTC's Best Practices Model. With NJTPA participation, the effort will also provide information to support future enhancements of the NJTPA's North Jersey Regional Transportation Model. In addition, the survey will provide a resource for the detailed analysis of travel and socioeconomic statistics that is crucial for transportation planning purposes. As a basis for longer term studies, the survey will lay the groundwork for periodic longitudinal transportation surveys. Importantly, NJTPA involvement will ensure sufficiently extensive sampling to allow the derivation of county specific conclusions for each NJTPA member county.

NJTPA and NYMTC jurisdictions are highly intertwined, effectively forming a single economic entity. Continuing an interagency partnership on cross-jurisdictional data collection strengthens the ability of each agency to understand travel markets and effectively assess potential investments in transportation improvements. As a result of this effort, the NJTPA will obtain a complete set of results for the entire RHTS including statistically significant county-level results for all NJTPA counties.

Development of the RHTS will be NYMTC's responsibility, although the NJTPA will be consulted on pertinent development issues. The NJTPA will be provided with a complete set of documentation and staff will be invited to participate in technical meetings during the course of the effort.

PRODUCTS:

- ♦ Complete set of results for the entire RHTS including statistically significant county-level results for all NJTPA counties.

STATUS:

New Activity.

SYSTEMS PLANNING, MODELING AND DATA
10/205 MODELING AND FORECASTS (Cont.)

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	\$174,843	\$174,843	\$0	\$0
<u>CONSULTANT EFFORTS:</u>				
NJR TM-E Validation	\$100,000	\$100,000	\$0	\$0
Assessment of Methods Integrating Land Use and Transportation Modeling	\$75,000	\$75,000	\$0	\$0
Regional Household Travel Survey Implementation	\$650,000	\$650,000	\$0	\$0

PROJECT MANAGER:

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REGIONAL PLANNING

REGIONAL PLANNING

10/301 REGIONAL TRANSPORTATION PLAN

RELATIONSHIP TO MISSION OF THE AGENCY:

The Regional Transportation Plan (RTP) sets the policy agenda and guides the development of future capital investments for northern New Jersey. As such, it provides a “blueprint” for achieving the NJTPA’s planning goals and vision twenty-five years into the future, and for implementing all aspects of the NJTPA mission statement, particularly related to "creating a vision"; "developing a plan"; "partnering" with diverse stakeholders; "prioritizing federal funding" and "linking transportation plans with economic growth, environmental protection, growth management, and quality of life goals for the region". The update of the Regional Transportation Plan, to be completed early in FY2009, will be the culmination of more than a year's worth of sustained focus for the Board of Trustees and the entire agency, as extensive outreach, visioning, and creative financial solutions were explored as key elements of the update of the RTP. Once Plan 2035 is adopted by the Trustees focus will shift towards strategies to implement the projects and policies of the Plan, and to begin developing key issues for the next plan update, anticipated to be in 2013.

DESCRIPTION:

The NJTPA will begin the implementation of the long range Regional Transportation Plan (Plan 2035), (found at: <http://www.njtpa.org/Plan/Default.aspx>) which is expected to be adopted by the Board of Trustees in mid 2009. This effort will ensure that a dialogue between the NJTPA Board, its member agencies, the public and various “stakeholders” is continuous, appropriate and effective. Through collaborative efforts, the NJTPA will continue to partner and enlist the support of affected parties and concerned citizens toward developing and implementing future transportation systems.

This collaborative effort has brought together all agencies, stakeholders and the public, with leadership from the Board of Trustees, to share information and to develop common grounds for meeting tomorrow’s challenges. The plan provides a comprehensive approach that addresses overall transportation needs in the light of the scarce resources available to meet needs related to maintaining aging infrastructure, safety, security, economic growth, environmental protection, growth management and overall quality of life within the region.

Under the provisions of SAFETEA-LU, the NJTPA is required to prepare an updated RTP every four years. This effort has included visioning and visualization techniques, consistent with federal guidance. Plan 2035 incorporates the results of numerous planning initiatives including: demographic forecasts, an adopted Regional Capital Investment Strategy, Regional Safety Priorities, Strategy Refinement, ITS Regional Architecture, the Freight System Performance Assessment and others. The update of the RTP has incorporated the results of the Strategy Evaluation process completed in FY 2008, and the results of other corridor studies, safety, freight and other studies underway or completed. The update also incorporates the latest management system information and the results of consultant supported financial analysis, and a public outreach/visioning process.

NJTPA will continue its collaboration, both formal and informal with federal, state, regional and local agencies as well as with other MPOs through 10/102 Planning Collaboration.

This task will finalize and distribute Plan 2035, and will begin the process of developing policies and exploring issues for the next plan update, anticipated to be in 2013. This will involve developing potential white papers or convening discussions to explore issues such as innovative financing,

REGIONAL PLANNING

10/301 REGIONAL TRANSPORTATION PLAN (Cont.)

implementing smart growth, or regional strategies to address climate change and its anticipate impacts. Trustee guidance will be critical to this effort.

Additional work included in this task is the ongoing effort to coordinate the implementation of the regional ITS Architecture and coordination with the Division of External Affairs on other ITS-related applications, such as incident management planning.

Also included in this task is coordination with the region's seven Transportation Management Associations, which provide vital shared ride information and services to thousands of commuters each day. These coordination efforts include review and comment of the TMA annual work programs and collaboration on relevant corridor studies and other NJTPA led efforts that benefit from TMA involvement.

SUBTASKS INCLUDE:

- ♦ Summary of outreach to subregions identifying issues and responses.
- ♦ Continue coordination and outreach with subregional staff to begin developing themes and issues for FY 2013 RTP.
- ♦ Develop potential white papers on issues identified in the Plan 2035 such as freight needs, ITS and new technologies, financing transportation, and implementation strategies for Plan 2035 priorities.
- ♦ Discussion of new technologies and integration with regional architecture including transportation information dissemination through a "Technology Day" forum or round table.
- ♦ Adoption of Plan 2035 by the Board of Trustees (July, 2009).
- ♦ Implement the Plan 2035 including advancing new project concepts.
- ♦ Review of State guidelines for TMA programs and review TMA bi-annual Work Programs. Coordination for CMAQ shuttle projects and TCAM Hand-Off program, and review of changes to shuttle program .

PRODUCTS:

- ♦ In coordination with Public Affairs Division, assist in the development of potential white papers on selected issues identified in Plan 2035 such as freight needs, ITS technologies and impacts, financing the plan, or implementing smart growth strategies. This may include a summary report on the projects/issues and accomplishments contained in the 2025 & 2030 RTP's and an assessment of their effects on travel. (Ongoing through June 2010)
- ♦ Implementation of Plan 2035 priority policies for advancing new project concepts into the project development pipeline. (ongoing through June 2010)
- ♦ Participation in and support for implementing new technologies, such as ITS, around the region, including planning for and holding a "Technology Day" event. (on-going)
- ♦ Summary of outreach to subregions identifying issues, and responses to them, in coordination with the External Affairs Division. (December, 2009).

REGIONAL PLANNING

10/301 REGIONAL TRANSPORTATION PLAN (Cont.)

- ♦ Review of TMA work programs (January, 2010) and management of CMAQ shuttle program, including coordination with efforts to advance TCAM measures (see task 10/203) (ongoing through June 2010)
- ♦ In coordination with the Public Affairs Division, widely disseminate Plan 2035. (December, 2009)
- ♦ Begin preliminary activities for the development of the next update to the RTP.
- ♦ Adoption of Plan 2035 by the Board of Trustees (July, 2009).

RELATIONSHIP TO PRIOR WORK:

This ongoing effort will continue and complete the preparation of the 2035 Regional Transportation Plan, due in 2009, which was begun in FY 2008.

The RTP update has built upon the 2005 RTP and has added important elements developed in the intervening four years such as the updated Regional Safety Priorities Study; Truck Rest Stop Study; Transportation Air Quality Control Measures effort, and the I-78 Corridor Transit Study. The RTP update will also reflect national and state priorities, such as refocusing planning efforts onto the region's highest priorities and guidance for financial planning.

REGIONAL PLANNING

10/301 REGIONAL TRANSPORTATION PLAN (Cont.)

CONSULTANT ACTIVITY:

RTP Outreach and Update

DESCRIPTION:

A consultant was retained in FY 2008 and will continue in FY 2009 and 2010 to develop and implement an outreach/visualization/visioning program for the development of the 2009 RTP and to prepare key elements that will produce a draft document. This consultant work will include the development of an outreach/visualization/visioning process including the Board of Trustees and the 15 member subregions, in order to elicit necessary input for the development of the RTP update. The consultant will utilize a variety of tools in order to generate meaningful involvement of local elected officials, stakeholders and members of the public. A variety of issues and potential scenarios will be produced dealing with travel, development patterns, economic growth, and other issues as appropriate. Financial planning and updating underlying demographic forecasting data will be integral to this effort.

PRODUCTS:

- ♦ Completion of various chapters/sections of the draft RTP, including those focused on financing and analyses, planning scenarios, outreach, visioning and visualization and production of final document (June 2009).
- ♦ Conduct financial analysis and develop a fiscally constrained draft RTP element that will be based on revenue and expenditure estimates and will incorporate available financial plans for major transportation projects. (June 2009)

STATUS:

This activity began in FY 2008 and is continuing from FY 2009.

REGIONAL PLANNING

10/301 REGIONAL TRANSPORTATION PLAN (Cont.)

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>				
	\$302,743	\$302,743	\$0	\$0
<u>CONSULTANT EFFORTS:</u>				
RTP Outreach and Update				
	\$496,798	\$0	\$496,798	\$0
<i>Reprogrammed from FY 2009</i>				

PROJECT MANAGER:

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REGIONAL PLANNING

10/302 MULTI-MODAL CORRIDOR AND SUB-AREA STUDIES

RELATIONSHIP TO MISSION OF THE AGENCY:

Corridor and sub-area studies enhance the ability of the agency to exercise leadership in regional transportation planning and investment decision-making by defining regional priorities into specific project concepts that can be advanced towards implementation. Corridor and sub-area studies are conducted within an open, consensus-based planning framework, further advancing NJTPA's leadership as a forum for regional planning and by providing opportunities for data, information and analysis to underpin the MPO planning process. This technical planning work is used to support MPO decisions, and where possible will be conducted using performance-based planning grounded in travel demand modeling and other analytical tools.

DESCRIPTION:

This task uses needs and strategies identified in the Regional Transportation Plan (RTP) and related regional needs assessment work that identifies needs at the systematic level as a guide for advancing specific corridor and sub-area studies. The purpose of these studies is to define and to clarify specific project concepts that will lead to transportation investments consistent with the RTP, strategy evaluation and Regional Capital Investment Strategy (RCIS) goals. Selected studies result from prioritizing transportation issues and needs to be evaluated and discussions with subregional and agency planning partners. This task benefits from input and technical support from the Tasks 10/204 and 10/601.

This effort involves the management of transportation planning and needs assessment work through the study of selected corridors and sub-areas. This includes highway, transit and non-motorized travel corridors as well as the refinement of important beneficial strategies from the current RTP. The purpose of this process is to conduct needs assessments that will lead to the identification of project concepts for advancement into the appropriate project pipeline. Special emphasis will be placed on expanding mobility and accessibility options, integrating preliminary environmental screening, and developing management and operational strategies within the participatory MPO planning process. This task relates to the NJTPA's Subregional Transportation Studies Program outlined in Task 10/307, which encourages all fifteen subregions to undertake studies related to regional needs as well as to Tasks 10/201 and 10/202 that define regional goals, objectives, and performance measures.

During the course of the year, specific Corridors and/or sub-areas will be selected for study. (More information may be found on the NJTPA website at: <http://www.njtpa.org/Plan/Need/Corridor/default.aspx>). Emanating from the RTP, the areas to be studied represent regional access and mobility needs that require focused planning and needs assessment work. This effort will help to advance the goals and objectives of the NJTPA's RTP, the Governor's Economic Strategy, and the State Development and Redevelopment Plan. These studies will also address National Planning Emphasis Areas as outlined in SAFETEA-LU. These address safety, security, economic vitality, accessibility and mobility for people and for freight; maintenance and operational needs, intermodality and integration of planning efforts. Studies may also address emerging priorities such as climate change and greenhouse gas emissions as they relate to transportation and air quality issues. Studies will also advance state priorities such as asset management, effective use of financial resources, and prioritization of strategies for advancement. Where appropriate, studies will coordinate with university research centers.

Corridor and sub-area studies are intended to identify project concepts that can be advanced into

REGIONAL PLANNING

10/302 MULTI-MODAL CORRIDOR AND SUB-AREA STUDIES (Cont.)

scoping as part of the project pipeline. This product will include technical documentation to facilitate advancement in project scoping work. Comprehensive corridor studies likely will contain the following or similar elements: early community and public involvement; inter-agency coordination; vigorous data collection and analysis, including current and future travel; traffic operations (delay, LOS, congestion); transit operations and ridership; performance projections; physical deficiency analysis; analysis of land use and smart growth strategies; environmental scan to identify critical issues and possible mitigation strategies; and needs assessment. As part of these studies, a focused analysis will evaluate potential smart growth initiatives as solutions to address the needs of the corridor or subarea. Similarly, opportunities for operational improvements to highway and transit including evaluation of Intelligent Transportation Systems (ITS) applications, TMA Shuttle and Vanpool initiatives, highway interchange congestion reviews and improvement recommendations and initiatives to advance transit recommendations from previous studies will be considered along with capital improvements.

To promote study results that can be advanced through various project pipelines from all NJTPA funded planning studies, including those undertaken under the Subregional Study program (10/307), staff will assist subregional partners to ensure involvement of key implementation personnel at NJDOT, NJ TRANSIT, and respective cities and counties in order to develop recommendations in a format and in sufficient detail to be “handed off.” This will occur on an as needed basis. In addition, staff will recommend problem statements resulting from central or subregional staff studies to be considered for inclusion in the Project Development Work Program developed under Task 10/303 for Board of Trustee review and approval.

Consultants under contract to the NJTPA will conduct corridor and subarea studies for Board of Trustee review and approval. This task will provide for NJTPA Central Staff management of consultant teams, coordination with modal operating agencies, and the conducting of public and community outreach and the overall administration of the program.

SUBTASKS INCLUDE:

- ◆ Select and manage Corridor and Subarea studies addressing regional transportation needs for all users. This will include bus service assessments, upgrade of multi-modal hubs, and assessment of highway interchange deficiencies.
- ◆ Participate in and coordinate with studies led by other agencies, such as NJ Transit, NJ Dept. of Transportation, the Port Authority of New York and New Jersey, Subregional Studies led by NJTPA member subregions, or other agencies as appropriate.
- ◆ Facilitate implementation of recommendations from previous studies including transit, travel demand management, highway and non-motorized strategies.
- ◆ Facilitate advancement of concepts developed through Strategy Refinement, corridor and subarea studies into the PDWP or other project pipelines as appropriate.
- ◆ Support for implementation of recommendations resulting from NJTPA sponsored Subregional Studies (Task 10/307) and for recommendations developed through other subregional planning efforts.

REGIONAL PLANNING

10/302 MULTI-MODAL CORRIDOR AND SUB-AREA STUDIES (Cont.)

PRODUCTS:

- ♦ Select and manage corridor and sub-area studies to be conducted and/or continued from the prior year (ongoing through June 2010).
- ♦ Participation in the Bergen Passaic Bus Study consultant effort (ongoing through June 2010).
- ♦ Participate in new and existing transit and other studies as needed.
- ♦ Facilitate the “hand off” of completed corridor and sub-area studies to the region’s implementing agencies and monitor their progress into appropriate project pipelines (ongoing through June 2010).
- ♦ Add or update information on the NJTPA website relating to this task (ongoing as appropriate through June 2010).
- ♦ Manage the City of Elizabeth Multi-modal transportation hub assessment consultant effort (ongoing through June 2010).
- ♦ Manage a consultant supported assessment of partial interstate interchanges to address a federal emphasis area(ongoing through June 2010).
- ♦ Coordination and support for implementation plans for recommendations developed through NJTPA Subregional Studies or other subregionally supported planning efforts (ongoing through June 2010).

RELATIONSHIP TO PRIOR WORK:

Task 10/302 resulting products build on priorities established through the Regional Transportation Plan and previously completed MPO-supported planning studies. Several recently completed studies, including the Comprehensive Northwest New Jersey Bus Study, Comprehensive Area Bus Study for the Cities of Elizabeth and Newark, the Greater New Brunswick Bus Rapid Transit Study and Comprehensive Hudson County Bus Study, are examples of priority RTP-identified needs that have led to comprehensive studies of the potential for increased transit options in heavily congested corridors and advancement of strategies towards implementation. This approach strengthens the NJTPA’s leadership role in directing transportation investments in the region through these corridor and related studies and integrating the agency’s work with other agencies in the state.

REGIONAL PLANNING

10/302 MULTI-MODAL CORRIDOR AND SUB-AREA STUDIES (Cont.)

CONSULTANT ACTIVITY:

Comprehensive Bergen-Passaic Bus Study

DESCRIPTION:

This study will develop strategies to meet projected transit accessibility and mobility needs and patterns in the northeastern portion of the region and will assess bus access and mobility issues in the George Washington Bridge toll plaza area. The Access to the Region's Core (ARC) project will address rail needs in the long term, but this study will recommend short term transit mobility improvements and will develop a network of buses to access planned future rail service, such as via the Passaic-Bergen Rail Link and the Northern Branch Rail service.

Both bus access improvement needs in the George Washington Bridge toll plaza vicinity and the need for increased transit options in central Bergen and Passaic counties were identified through the Strategy Refinement effort included in the 2005 RTP. This is also an area where east-west bus services needs have been identified through the RTP and by the subregions through at least four separate "Technical Studies" conducted in the past ten years and funded through the NJTPA.

Each day, almost 100,000 travelers to and from Bergen and Passaic counties ride NJ Transit or private carrier buses to get to work or to other destinations, representing almost 20 percent of the peak period travelers from these two counties. The Comprehensive Bergen-Passaic Bus Study will analyze existing and projected study area needs, such as unmet weekend service demands and transit hub/park and ride needs for both bus service and existing and future rail service.

Most of these buses use the George Washington Bridge to access Manhattan, and experience significant delays due to difficult weaving patterns in the last quarter mile before the toll plaza. This study will not only recommend improvements needed immediately, it will also analyze the potential impacts that New York City's congestion pricing proposal may have on access to the George Washington Bridge, and the potential impacts of restructuring of bus access to the Port Authority Bus Terminal in midtown Manhattan. One potential recommendation may be for new bus service to other destinations on the east side or west side of Manhattan.

Recommendations from the Bergen-Passaic Bus Study might include new park and ride locations, new or expanded bus service to suburban markets (such as to Morristown or Parsippany), or shuttle services for existing rail service. Recommendations will complement strategies emerging from the Northwest New Jersey Bus Study, which began in November 2007 in partnership with New Jersey Transit and could complement potential future rail service now being evaluated by NJ Transit along the Lackawana Cutoff rail line. This will be the second year of a two year effort, to be conducted in conjunction with NJ Transit.

PRODUCTS:

- ◆ Recommended bus service operational improvements and related capital improvements needed in order to meet projected future ridership and mobility needs and patterns.

STATUS:

FY 2010 will be the second year of this two-year study.

REGIONAL PLANNING

10/302 MULTI-MODAL CORRIDOR AND SUB-AREA STUDIES (Cont.)

CONSULTANT ACTIVITY:

Planning and Needs Assessment Studies for Selected Corridor and/or Subregions

DESCRIPTION:

Consultants will be commissioned to conduct transportation planning and needs assessment studies for selected highway and transit corridors identified in the Regional Transportation Plan. The purpose of this activity is to translate accessibility and mobility needs and issues identified in the RTP into project concepts that can be advanced into the “project development pipeline”. This activity may also include developing Project Development Work Program concepts.

Corridor/sub-area studies will have a strong public involvement component that will likely involve the establishment of an advisory committee or task force. Typical corridor/sub-area studies will include the following or similar components- early community/public involvement; rigorous data collection and analyses; analysis of current and projected physical deficiencies; identification of obvious geometric, pavement, structural, drainage and safety conditions; and an assessment of multi-modal conditions and services, needs, and enhancement opportunities. Corridor studies also include an examination and a focus on integrating smart growth initiatives; consideration of land use and growth management; needs assessment and preliminary environmental screening. Corridor studies to be performed will be selected during the course of the year by the NJTPA Board of Trustees through its committees. This task is a continuation of 09/302.

PRODUCTS:

- ♦ Completed corridor studies will produce a product that identifies purpose and need along with specific project concepts that can be advanced into the “project development pipeline”. Full documentation of the technical work conducted will be included in a report that will facilitate the next phase of project scoping.

STATUS:

This is a continuation of an FY 2009 activity.

REGIONAL PLANNING

10/302 MULTI-MODAL CORRIDOR AND SUB-AREA STUDIES (Cont.)

CONSULTANT ACTIVITY:

Assessment of Partial Interchanges on the Interstate System

DESCRIPTION:

In the State of New Jersey there are over 100 partial interchanges on the interstate system. FHWA had identified this issue as a federal planning emphasis area for the FY 2010 UPWP. Some of the adverse impacts from the operation of the partial interchanges include: safety issues due to the lack of direct access to the interstate which induces travel through residential areas; stress on the local network; traffic congestion; inefficient operation of the interstate facilities; connectivity to freight facilities; greater fuel consumption and other related environmental impacts.

At the time many partial interchanges were constructed, traffic patterns and volumes at and near interchanges were different than those seen today. The design of these interchanges were tailored to meet specific access needs and travel demand levels that often no longer apply given changes to land use patterns, continued residential and commercial development, further local roadway network expansion and heavy growth in travel demand levels since their construction. Because interchanges are key connection points between the regional and local roadway systems, and because their performance is critical to maintaining both regional and local access and mobility, there is a need to analyze these partial interchanges in the region in order to understand and plan how to best address current and future conditions associated with them.

In collaboration with NJDOT, NJTPA will commission a consultant study to develop a methodology and perform an assessment of the Interstate Highway Partial Interchanges within the NJTPA region. The approach will draw upon the findings of the NJTPA Strategy Evaluation and Refinement studies and other information available to identify access and mobility priorities and needs for areas served by partial interchanges. Using the enhanced North Jersey Transportation Model and other appropriate analysis, the consultant will assess current and future traffic conditions and interchange movements to help verify current conditions that lead to the identification and assessment of possible future improvements. Prior studies and analyses, along with crash data and priorities identified through the Regional Safety Priorities Update Study, will support this effort. The consultant will also develop supplementary traffic counts and other data in sufficient detail as needed to perform this analysis.

The consultant will identify the most critical locations for a more in-depth evaluation using quantitative and qualitative methodologies. Factors to be considered may include: capacity, existing and anticipated future demand, safety, connectivity, proximity to freight facilities, land uses, and community desires. This effort will be consistent with regional congestion management process requirements that support the state's Congestion Management System.

PRODUCTS:

- ◆ This effort will produce an inventory and data base of partial interchanges; an assessment methodology along with the resulting evaluation; and a policy position regarding the improvement of partial interchanges. This effort will also lead to the identification of potential short-term improvement strategies such as signage and ITS (e.g. variable message signs, etc) and provide the basis for further investigation of potential longer-term interchange capital

REGIONAL PLANNING

10/302 MULTI-MODAL CORRIDOR AND SUB-AREA STUDIES (Cont.)

improvement strategies.

STATUS:

This is a new consultant effort.

REGIONAL PLANNING

10/302 MULTI-MODAL CORRIDOR AND SUB-AREA STUDIES (Cont.)

CONSULTANT ACTIVITY:

Elizabeth Downtown Multi-Modal Integration Study

DESCRIPTION:

The City of Elizabeth's downtown rail station is situated atop the AMTRAK Northeast Corridor rail line on a viaduct within the busy Central Business District (CBD). Positioned directly above the confluence of the busy intersection between Broad Street, Grand Street (NJ Route 27) and Morris Avenue (NJ Route 82), pedestrians, automobiles and eight local bus routes along Broad Street converge and conflict as they vie to cross through the "Arch", one of the few underpass points in the viaduct, which dates to the trolley era. Because land uses and roadway orientation at this location have evolved little from its 19th century origins, this location remains one of the most congested, constricted and challenged intermodal hub locations in all of Northern New Jersey.

In 2005, NJTPA identified this location as one of the region's high access and mobility needs locations through the North Jersey Strategy Refinement process, and prepared a concept report for this location focused on bicycle and pedestrian improvements. NJ TRANSIT and NJTPA are also completing the Comprehensive Area Bus Study of the Cities of Newark and Elizabeth that has identified an array of recommended service improvement strategies and concepts for bus routes serving Elizabeth. The FY 2009 Strategy Refinement Study identified an Elizabeth multi-modal center as a priority refinement area. Because of the interrelationship of all of these elements, NJTPA and NJ TRANSIT have determined that a comprehensive gateway study designed to specifically address multi-modal access needs, traffic circulation patterns, land use issues and intermodal hub and rail station design deficiencies connected to the Elizabeth rail station will improve the station's role as an intermodal transportation hub location.

For this consultant-led study, NJTPA will team with NJ TRANSIT to conduct a multi-modal integration study within the downtown Elizabeth core area. Centered on the rail station, the study will assess land use, traffic circulation, bus transit access and bicycle and pedestrian needs and consider possible new transit shuttle services to the station hub location. The study will also evaluate potential physical design upgrades and improvements to the rail station and platforms, on-street intermodal transfer point and gateway street corridors serving the station and immediate surrounding CBD area. The consultant will evaluate land use and traffic circulation patterns and opportunities for the rail station area. Interagency coordination and public outreach will be an integral part of the study. This will include the exploration of partnerships with the private sector to advance these initiatives.

PRODUCTS:

- ♦ Conceptual design improvements to the NJ TRANSIT Elizabeth rail station and on-street intermodal hub area surrounding the station; recommendations to improve visibility and multi-modal traffic flow along gateway corridor streets leading to the rail station; bicycle and pedestrian access improvements; potential bus and shuttle transit service enhancements, and recommendations for next steps and phases. NJ TRANSIT staff will prepare conceptual engineering plans for improved station platforms and vertical access to these platforms as its direct contribution to this effort.

STATUS:

This is a new one year project.

REGIONAL PLANNING

10/302 MULTI-MODAL CORRIDOR AND SUB-AREA STUDIES (Cont.)

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>				
	\$224,010	\$224,010	\$0	\$0
<u>CONSULTANT EFFORTS:</u>				
Comprehensive Bergen-Passaic Bus Study	\$250,000	\$250,000	\$0	\$0
Planning and Needs Assessment Studies for Selected Corridor and/or Subregions	\$250,000	\$0	\$250,000	\$0
<i>Reprogrammed from FY 2009</i>				
Assessment of Partial Interchanges on the Interstate System	\$200,000	\$200,000	\$0	\$0
Elizabeth Downtown Multi-Modal Integration Study	\$200,000	\$0	\$200,000	\$0
<i>Reprogrammed from FY 2009</i>				

PROJECT MANAGER:

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REGIONAL PLANNING

10/303 PROJECT DEVELOPMENT WORK PROGRAM

RELATIONSHIP TO MISSION OF THE AGENCY:

The NJTPA provides regional leadership in transportation planning. This task will ensure that the NJTPA will advance the highest priority issues and needs through the project pipeline and subsequently the capital program. This task encompasses a major program that serves to advance concepts emerging from the RTP.

DESCRIPTION:

The Project Development Work Program (PDWP) (found at: <http://www.njtpa.org/Project/Devel/PDWP/default.aspx>) is a schedule of project planning and development work resulting from the MPO planning process and conducted to carry out the goals and long-range strategy of the RTP. This includes projects that are candidates for funding from a variety of sources including: the management systems (pavement, safety, drainage, congestion, bridge); NJTPA Board of Trustee and subregional priorities; the Strategy Evaluation and Refinement processes; and corridor studies. After “new start” projects are determined to be a priority, they are studied as a concept, determined to be feasible and undergo preliminary engineering with participation from the affected community before it can be considered an entrant for inclusion in the TIP. This task includes identification and advancement of priority projects through obtaining agreement between the subregions, NJDOT and NJ Transit on adopting a final list of candidate projects that will undergo this pre-TIP process.

The FY 2011 PDWP will continue to advance the highest priority candidate projects with NJTPA Board approval through the project development pipeline. The limited capacity to incorporate new projects has led the NJTPA to constrain the PDWP to projects already in progress and to add a limited number of new projects into the project pools each year. Candidate projects are initially studied conceptually, then later undergo feasibility assessment and complete the pipeline track with preliminary engineering before they may be considered as candidates for implementation through the TIP.

This task includes the preparation of a list of candidate projects to be considered for entry into the project pipeline and undergo concept development, feasibility assessment and preliminary design. The development of the program of projects is based on the NJTPA's RTP goals and involves extensive dialogue and eventual consensus among the Board of Trustees, NJDOT, NJ Transit and the member subregions. This task will continue to refine and implement intake processes and criteria for new entries into the PDWP, as well as for requests for modifications and amendments to the FY 2010 PDWP.

The NJTPA vehicle for programming the development and advancement of candidate projects is the UPWP, Volume V. Volume V of the UPWP includes all phases of project development work currently underway or to be handed off to implementing agencies in the region. Significant additions, deletions or changes to Volume V require action by the NJTPA Board of Trustees. The management of Volume V is also conducted under this task which involves the monitoring and processing of modifications and amendments to the PDWP.

This effort will result in the development of the FY 2011 PDWP for central and northern New Jersey. The NJTPA will participate as appropriate, in project meetings and on advisory committees that are established to provide input into projects that are included in the PDWP to the degree

REGIONAL PLANNING

10/303 PROJECT DEVELOPMENT WORK PROGRAM (Cont.)

deemed appropriate and as resources permit. The NJTPA will also track the progress of all projects contained in the PDWP through the receipt of progress reports from NJDOT and other sponsoring member agencies. Further, NJTPA will coordinate the holding of project status meetings between NJDOT and affected subregions as necessary.

SUBTASKS INCLUDE:

- ◆ Compile candidate projects from the NJTPA, NJDOT, NJ Transit and Subregional studies that are consistent with the goals and objectives of the RTP.
- ◆ Score and prioritize new projects that are being considered for the FY 2010 Project Development Work Program. This involves utilization of project prioritization criteria and evaluation and revising criteria and processes used to reflect the priorities and policies of Plan 2035, to be adopted early in FY 2010.
- ◆ Produce comparison reports that compare the current PDWP program to the operating agencies' status reports in order to monitor PDWP project progress.
- ◆ Amend the FY 2010 PDWP as required and maintain a Modification and Amendments application to track PDWP changes and prepare an annual report on modifications and amendments.
- ◆ Monitor the progress of these projects, report their status on the NOTIS system (see Task 10/503), and produce semi-annual status reports. Central Staff will continue to utilize NJDOT's Project Reporting System (PRS).
- ◆ Prepare, publish and distribute a draft and final FY 2010 Project Development Work Program document.
- ◆ Support Capital Programming in the review of CPC agenda items.
- ◆ Conduct consultation meetings with subregions
- ◆ Conduct preliminary environmental screen of new candidate projects.

PRODUCTS:

- ◆ Produce comparison reports that compare the NJTPA-adopted PDWP from the previous fiscal year with the proposed projects of the operating agencies (March 2010).
- ◆ Prepare draft FY 2010 PDWP and prepare final PDWP for Board adoption. This includes inter-agency and subregional consultation and negotiation efforts (March 2010).
- ◆ Evaluate requests and amend the FY 2009 PDWP as required (ongoing through June 2010).
- ◆ Maintain a Modification and Amendments application to track changes to the FY 2009 PDWP (ongoing through June 2010).
- ◆ Update information on the NJTPA website and on NOTIS relating to this task (ongoing through June 2010).
- ◆ Evaluate candidate PDWP projects using established criteria. Develop and initiate additional evaluation criteria and processes to reflect Plan 2035 priorities.

REGIONAL PLANNING

10/303 PROJECT DEVELOPMENT WORK PROGRAM (Cont.)

RELATIONSHIP TO PRIOR WORK:

This is an on-going program. This task will ensure consistency with the previous year's program. The program will build upon work conducted in FY 2010 and will advance new projects emanating from the RTP as well as those resulting from the various analyses conducted in-house and through consultant efforts during previous years. This task incorporates capital program project information support necessary to prepare the PDWP, previously conducted under Task 09/503.

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	\$72,868	\$72,868	\$0	\$0

PROJECT MANAGER:

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REGIONAL PLANNING

10/304 BICYCLE AND PEDESTRIAN PLANNING

RELATIONSHIP TO MISSION OF THE AGENCY:

The NJTPA leads the region in planning for non-motorized modes of travel including the integration of safe bicycle and pedestrian facilities into the regional planning process. The NJTPA advances specific initiatives in partnership with the NJTPA Board of Trustees, NJDOT, NJ TRANSIT, county and local planners, stakeholders and citizens. This work advances multi-modal mobility options for all of the region's residents. Pedestrian and bicycle safety is of paramount importance, addressing safety, a federal emphasis area by defining non-motorized safety needs and solutions that can be implemented through NJTPA funding programs, such as the Local Safety Program and High Risk Rural Roads Program (Task 10/307) and through participation and support for grant programs at other agencies including the NJDOT Safe Routes to Schools program.

DESCRIPTION:

The 2000 Census revealed that the region's population has exceeded 6.3 million residents, with many living in urban centers and towns with rail stations or bus routes nearby. Work trips account for less than 20 percent of all trips in the region with the remainder made for school, shopping, recreation, and personal activities. While work trips may not be within walking or biking distance, school trips, shopping or recreational trips to local destinations could be traveled on foot or by bicycle, provided sidewalks and bike routes are convenient and safe. The goals of the RTP promote new and improved bicycle and pedestrian facilities that connect population centers to destinations that people want to access.

Non-motorized travel can be a viable alternative to driving in automobiles in many communities, thus relieving traffic congestion, reducing air pollution, and contributing to the economic vitality and physical health of the region's residents. The bicycle-pedestrian planning efforts to be conducted as part of this task will address the National Planning Emphasis Areas and will assist with the implementation of new SAFETEA-LU emphasis areas, particularly in implementing the Safe Routes to School Program.

This task also responds to the goals of Plan 2035, the 2004 NJ Statewide Bicycle & Pedestrian Master Plan Goals, Objectives and Performance Measures, the NJTPA Regional Safety Priorities Update Study, and subregional non-motorized travel and safety studies.

The NJTPA will identify and evaluate bicycle and pedestrian strategies for advancement. The emphasis for FY 2010 will be to advance initiatives stemming from Plan 2035, the Strategy Refinement effort, or from other regional or local analyses into the project pipeline, while developing new initiatives to address critical non-motorized needs. One example of a priority issue identified in Plan 2035 is planning for the East Coast Greenway across the region.

It is anticipated that Walkable Communities Workshops or other technical support will continue to be available to the subregions in FY 2010. The purpose of the workshops is two-fold: to train subregional and local planners, engineers, politicians and community leaders to conduct "walkability audits" within their communities, and to develop concrete recommendations for improved pedestrian safety, comfort, and convenience at pilot locations. In FY 2010, staff will assist subregions in conducting additional workshops and will work with them to seek implementation of the recommendations resulting from the previous year's workshops. Staff will also coordinate with NJDOT to support their new Walkable Communities program inaugurated during FY 2009 based on

REGIONAL PLANNING

10/304 BICYCLE AND PEDESTRIAN PLANNING (Cont.)

the successful approach used by NJTPA.

SUBTASKS INCLUDE:

- ♦ Provide guidance and support for non-motorized travel priorities identified in Plan 2035. Provide central staff support to facilitate the coordination necessary to advance East Coast Greenway trail segments comprised of roadways, intersections and parklands within the region's five counties and twenty-two towns through which the Greenway traverses.
- ♦ Encourage subregions and NJDOT to sponsor additional Walkable Community Workshops and provide technical support for these workshops.
- ♦ Participate at various meetings, task forces, stakeholders groups, or activities of non-profit or other private organizations and transportation agencies to advance bicycle and pedestrian improvements and planning in the region, focusing on supporting subregions in their efforts.
- ♦ Maintain and update information on existing and planned bicycle and pedestrian facilities and issues in the region in coordination with subregions and NJDOT Bike/Ped Staff. Update the NJTPA website or disseminate information as appropriate.
- ♦ Coordinate the identification and advancement of bicycle and pedestrian needs, opportunities, and issues with state agencies, the public, planning partners, and Transportation Management Associations.
- ♦ Assess and advance bicycle and pedestrian candidate projects arising from issues, needs and strategies of Plan 2035, subregional plans, and the New Jersey Bicycle and Pedestrian Master Plan Update into the Project Development Work Program pipeline and local and county project advancement processes.
- ♦ Support the Local Safety Program (administered under 10/503), Safe Routes to School, and other grant funding programs to implement pedestrian and bicycle safety improvements. Encourage subregional participation in these grant programs as appropriate.
- ♦ Support the completion of non-motorized plans in county and municipal circulation elements of official master plan documents.

PRODUCTS:

- ♦ Technical support for subregional Walkable Community Workshops and for advancement of priority recommendations identified in through the Workshops (ongoing through June 2010).
- ♦ Incorporation of bicycle and pedestrian facilities planning and implementation into subregional plans and programs. Encourage planning for bicycle and pedestrian projects from the subregions and municipalities and the NJDOT (ongoing through June 2010).
- ♦ Update the NJTPA website related to this task (ongoing through June 2010).
- ♦ Participation in the federally funded Safe Routes to School Program, including serving on the Technical Review/Project Selection Committee (with NJDOT); providing technical support as requested by member subregions and the Board; and working with NJDOT to refine and improve the application and award process. As requested, staff may also participate in other project selection processes related to non-motorized travel.

REGIONAL PLANNING

10/304 BICYCLE AND PEDESTRIAN PLANNING (Cont.)

- ◆ Conduct or support planning and outreach coordination needed to advance the non-motorized priorities identified in Plan 2035, such as the (Ongoing through June 2010).

RELATIONSHIP TO PRIOR WORK:

This task builds upon the RTP, Access and Mobility 2030, and the State Bicycle and Pedestrian Master Plan.

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	\$63,295	\$63,295	\$0	\$0

PROJECT MANAGER:

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REGIONAL PLANNING

10/305 SAFETY PLANNING

RELATIONSHIP TO MISSION OF THE AGENCY:

Enhancing travel safety has been identified as a USDOT “Vital Few” priority, and is critical to the NJTPA’s mission to meet the travel needs of the region’s residents. Through the Regional Capital Investment Strategy, the Board of Trustees stated that safety investments should increase in future investment plans. The NJTPA Board has demonstrated its leadership in planning and programming new safety improvements that address some of the region's most pressing safety needs. This task will continue to advance priority safety improvements, as well as to develop new ones to support the Board's leadership in improving safety in the region. This task involves a partnership with USDOT, state, and local planning partners to successfully implement safety priorities identified through prior planning work.

DESCRIPTION:

Safety is a priority of the NJTPA. This task (addressing a USDOT emphasis area, “increase the safety of the transportation system for motorized and non-motorized users” or “Transportation Safety Planning”) will build upon the work of the Regional Safety Priorities Phase I study, conducted in FY 2005 and the Regional Safety Priorities Update Study completed in FY 2009. Working with partner agencies, and with consultant support, the NJTPA identified a full regional set of location-specific safety-related issues and developed project concepts to advance candidate studies or projects to address those issues using a data driven safety planning process. Coordination with enforcement, educational, and medical personnel, in addition to the “traditional” MPO partners (NJDOT, NJ TRANSIT, etc), as well as coordination with subregional and local partners, is integral to the success of a fully functioning transportation safety planning process for the region. This task will advance additional new initiatives and refine those already identified through the previous studies. This will include seeking implementation opportunities for location specific and region-wide, programmatic recommendations.

In particular, this task will incorporate the New Jersey Strategic Highway Safety Plan (SHSP) goals and emphasis areas into the NJTPA safety planning process to develop a comprehensive, coordinated safety agenda. The SHSP was developed with the participation of the state Metropolitan Planning Organizations (NJTPA, DVRPC & SJTPO). NJTPA is committed to advancing the plan's strategies and goals, and has incorporated the emphasis areas into the MPO safety priorities.

Data and analysis is critical. Central staff, working with Rutgers University and other planning partners, will assist with the subregion's crash data analysis needs, especially as they relate to integrating safety considerations into comprehensive planning, utilizing data and analysis tools, such as Plan4Safety (developed by the Transportation Safety Resource Center at Rutgers) as appropriate.

Also in FY 2010, the NJTPA will be working with the New Jersey Division of Highway Traffic Safety, NJDOT and NJ Transit to conduct an inter-agency study to identify high crash locations and to recommend pedestrian safety improvements at and near bus stops in the region.

Federal funds for initiatives to address safety needs on local roadways (as identified through regional analysis) are also available to support the NJTPA comprehensive regional safety planning process. In the past five years, approximately \$9 million has been allocated through the “NJTPA Local Safety Program” and "High Risk Rural Roads Program" (found at: http://www.njtpa.org/Project/Devel/local_safety/default.aspx) for improvements. Most successful

REGIONAL PLANNING

10/305 SAFETY PLANNING (Cont.)

candidate projects originated from a data driven safety planning process conducted either on the state or regional level. This program is included in the Transportation Improvement Program DB#04314 at \$3 million for FY 2010 (\$2M for the Local Safety Program and \$1M for the High Risk Rural Roads Program). This task will provide guidance and support to the administration of the Local Safety and High Risk Rural Roads Program, to be led by Task 10/503, Local Programs. In FY 2010, NJTPA will conduct a solicitation for both programs for FY2011.

SUBTASKS INCLUDE:

- ♦ Coordinate with state agencies, subregions, and others on safety data development and analysis issues. As appropriate, encourage expanded use of Plan4Safety crash data analysis software and the use of NJDOT crash data at the regional and subregional level (ongoing through June 2010).
- ♦ Support and advance further planning and project initiatives arising from recommendations and findings of the Regional Safety Priorities Update Study, including the Deer-Vehicle Crash Coalition. Provide oversight and follow-up for implementing safety improvements identified as priorities (ongoing through June 2010).
- ♦ Initiate or participate at various meetings, task forces, stakeholders groups and transportation agencies to address multi-modal travel safety for all of the region's residents, with emphasis on the Strategic Highway Safety Plan's eight emphasis areas. This includes safety issues at transit stops, bicycle and pedestrian safety and elderly safety. As appropriate, initiate and participate in partnerships with non-profit organizations and the private sector to promote travel safety.
- ♦ Submit the MPO section of the Highway Safety Improvement Program: Annual Safety Report (New Jersey 5% Report) to NJDOT, describing 5% of annual NJTPA safety activities such as Local Safety Program, High Risk Rural Roads Program and other initiatives (September 2009).
- ♦ Provide planning support for the federally-funded NJTPA Local Safety Program and the High Risk Rural Roads Program.

PRODUCTS:

- ♦ Implementation plans for programs and location-specific strategies to address priority safety needs, particularly those advancing priority locations identified through the Regional Safety Priorities Update Study, Walkable Communities Workshops, or subregional safety studies. As requested, provide guidance and technical support to the subregions seeking to implement strategies to effectively address priority safety issues (ongoing through June 2010).
- ♦ Coordination and consultation with NJTPA planning partners, particularly NJDOT, FHWA, and the Transportation Safety Resource Center at Rutgers University on safety data and analysis with emphasis on supporting data driven safety analysis and evaluation and the regional, subregional and local level to support implementation and advancement of the strategies and goals of the statewide Strategic Highway Safety Plan (ongoing through June 2010).
- ♦ Prepare the NJTPA section of Highway Safety Improvement Program: Annual Safety Report (New Jersey 5 percent Report) describing 5 percent of annual NJTPA safety activities such as Local Safety Program, High Risk Rural roads Program and other initiatives (September 2009).
- ♦ Update information on the NJTPA website relating to this task (ongoing as appropriate through June 2010).

REGIONAL PLANNING

10/305 SAFETY PLANNING (Cont.)

- ♦ Participation in interagency and stakeholder collaboration efforts to address multi-modal travel safety for all of the region's residents, with emphasis on addressing the state's Strategic Highway Safety Plan's eight emphasis areas. Planning partners will include but not be limited to the Governor's Highway Safety representative; state police; NJ Transit; Rutgers University; NJDOT; FHWA; and neighboring MPOs. (ongoing through June 2010)
- ♦ Provide planning support for the federally-funded NJTPA Local Safety Program and the High Risk Rural Roads Program. (ongoing through June 2010)
- ♦ Manage the consultant effort analyzing pedestrian safety at and near bus stops.

RELATIONSHIP TO PRIOR WORK:

This task builds directly upon the work of the Regional Safety Priorities Update Study in completed in FY 2009 and other safety planning and funding efforts, such as the Local Safety Program.

REGIONAL PLANNING

10/305 SAFETY PLANNING (Cont.)

CONSULTANT ACTIVITY:

Pedestrian Safety At And Near Bus Stops

DESCRIPTION:

New Jersey experiences a disproportionate number of pedestrian injury crashes and fatalities compared to the nation as a whole. There are many factors that contribute to this, such as the region's density, traffic congestion, and high level of transit ridership, particularly bus ridership. Bus ridership accounts for two-thirds of all transit riders in the NJTPA region, with approximately 600,000 trips per day boarding at over 20,000 marked bus stops in New Jersey. Many bus passengers board and alight from buses along busy highways and often must cross these roadways after dark or during inclement weather. Highways such as Route 9 in Monmouth County or Route 22 in Union County have, unfortunately, experienced several serious crashes involving the transit riding public in recent years.

Based on experience, successful approaches to improving travel safety often involve a combination of engineering, enforcement, and educational strategies, as well as strategies to improve emergency response time and to encourage pedestrians and drivers to adopt safe travel practices. The New Jersey Division of Highway Traffic Safety (DHTS), under the NJ Department of Law and Public Safety, has a long history of successful, effective educational and enforcement campaigns to improve travel safety. NJTPA has advanced travel safety through identification of priorities and directing resources towards implementing engineering solutions. DHTS, in partnership with NJTPA and other agencies such as NJ Transit and the NJ Department of Transportation, seeks to conduct a study to address pedestrian safety needs related to bus stops and the surrounding areas, in order to collaboratively develop recommendations for improvements that incorporate engineering, enforcement and educational strategies.

This one year study will involve inter-agency coordination between NJTPA, NJ TRANSIT, NJDOT, NJDHTS, counties and/or municipalities. Initially, a consultant team will identify heavily used bus stops with high rates of pedestrian - vehicle crashes along major bus routes in the NJTPA region. This evaluation may be based on crash data developed by NJ TRANSIT Bus Safety and the recently completed NJTPA Regional Safety Priorities Update study, as well as information from NJDOT and municipal traffic safety bureaus. An evaluation will be conducted to identify common engineering, behavioral and/or enforcement deficiencies contributing to crashes near bus stops by correlating the types of crashes and the location of key pedestrian origin/destination points near bus stops with factors such as bus stop design and location, pedestrian signage/signals, sight distances, pavement condition and markings, area illumination, distances between crosswalks, permanent and weather-related impediments on pathways leading to bus stops. Outreach to the stakeholders and public, particularly bus riders and motorists, will assist the project team to learn more about behavioral and enforcement issues related to stop locations.

Based on the results of the analysis, two major products will be developed. First, a report will be prepared identifying the most significant and frequently occurring problems with bus stop locations, and will recommend a phased series engineering, educational and enforcement strategies needed to improve safety for bus passengers and pedestrians. Consideration of life-cycle capital and/or operational costs of implementing these improvements and programs will be part of the

REGIONAL PLANNING

10/305 SAFETY PLANNING (Cont.)

recommendation process. Second, based on the findings of the report, an educational campaign to address key behavioral issues related to bus stop safety will be developed and implemented by the NJDHTS in conjunction with NJ TRANSIT and other team partners. Where appropriate, this program may also consider approaches to improve or increase enforcement activities that improve pedestrian safety near bus stops. Outreach may be conducted with bus passengers, pedestrians and local community merchants and officials to help shape and define the program as warranted.

It should be noted that a future second phase of the study is also possible. Such an initiative could further develop the recommendations of the study into concept designs for applications at selected high-crash bus stop locations, and evaluate the effectiveness of the safety campaign initiative.

This effort builds upon the Development of Safety Priorities Study Update (completed in FY 2008), Strategy Refinement efforts (Task 09/201), and will complement the Downtown Elizabeth Multi-Modal Improvement Study(10/302). This study supports and advances the goals of the statewide Strategic Highway Safety Plan.

PRODUCTS:

- ♦ Analysis and recommendations for improving pedestrian safety at and near bus stops including a public education campaign to raise public awareness of this problem and encourage pedestrians and drivers to adopt safe travel practices.

STATUS:

This is a new, one year activity.

REGIONAL PLANNING

10/305 SAFETY PLANNING (Cont.)

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>				
	\$150,627	\$150,627	\$0	\$0
<u>CONSULTANT EFFORTS:</u>				
Pedestrian Safety At and Near Bus Stops	\$200,000	\$200,000	\$0	\$0

PROJECT MANAGER:

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REGIONAL PLANNING

10/306 SUBREGIONAL TRANSPORTATION PLANNING

RELATIONSHIP TO MISSION OF THE AGENCY:

The Subregional Transportation Planning (STP) program provides federal funding assistance to member subregions to carry out specific transportation planning activities that advance the implementation of the RTP and help fulfill the NJTPA's vision for northern New Jersey. These programs explicitly link transportation planning to economic growth, environmental protection, growth management and quality of life goals for the region, as described in the NJTPA's mission statement.

DESCRIPTION:

This task provides for administration of the FTA/FHWA-funded subregional pass-through program. (More information on this program can be found at: <http://www.njtpa.org/Plan/Subregion/Default.aspx>). Providing direction and funding to the 15 subregions of the NJTPA helps gain the support, commitment and expertise necessary to accomplish the NJTPA's regional goals. Consistent with the findings of the Federal Certification Review, the STP program calls upon each subregion to carry out essential transportation planning, programming and administrative activities that support the goals and objectives of the Regional Transportation Plan and the regional metropolitan transportation planning process.

The FY 2010 STP Program covers the mandatory core program in which all NJTPA subregions participate. All 15 subregions develop and carry out individual work programs while conducting basic core activities. The total STP Program budget for FY 2010 is allocated among the 15 subregions using a population-driven formula.

In FY 2010, the program will continue to use a two task format initiated in FY 2009. Four tasks, found in previous work programs, were combined into two, with emphasis on planning collaboration, public outreach, and interagency coordination, particularly related to capital program development. The revised program contains mandatory core and elective elements.

In FY 2010, the STP Program will emphasize supporting the implementation of the NJTPA's Regional Transportation Plan through subregional involvement in public outreach and interagency coordination. Subregional participation in implementing the Regional Transportation Plan elements will involve planning collaboration and coordination on carrying out the federal emphasis areas and the planning factors set for FY 2010.

As in previous years, for FY 2010, the NJTPA will provide set aside funds for additional subregional support consisting of three distinct components to respond to subregional needs: The Technology Library (10/801), an Internship Program (10/601) and Subregional Training (10/801). The purpose of the technology library is to provide subregions with the technical resources needed to create regionally significant products for use in transportation planning. The Subregional Internship Program was developed to support subregional efforts on a short-term basis. The interns must conduct regionally significant transportation planning work that furthers the goals and objectives of the NJTPA Regional Transportation Plan. The content of the third component, subregional training, will be determined based on consultation with Regional Transportation Advisory Committee (RTAC) and approval by the Board of Trustees and should support training needs related to advancing regional planning and the goals of the RTP. Central Staff will work closely with the RTAC to ensure

REGIONAL PLANNING

10/306 SUBREGIONAL TRANSPORTATION PLANNING (Cont.)

that all requests are consistent with and support the implementation of the RTP.

A new program will be initiated in FY 2010 to address subregional and local issues related to climate change adaptation and mitigation strategies task (Task 10/309). It will provide subregions with the opportunity, with consultant support, to evaluate their greenhouse gas production levels, develop and implement strategies to reduce greenhouse gas emissions, and to begin planning adaptive strategies to meet changing climate conditions (such as increased flood conditions).

SUBTASKS INCLUDE:

- ◆ In collaboration with other NJTPA Divisions (particularly Task 10/802), review Technology Library requests. Encourage subregions to apply for Technology Library funding.
- ◆ Provide management and guidance for a new initiative to provide funding to the subregions to conduct climate change adaptation and mitigation strategy assessments.
- ◆ Update STP program guidelines to reflect Plan 2035 priorities, and manage program solicitation, reviewing submissions to ensure that proposals are consistent with these priorities.
- ◆ Encourage and assist subregions with the internship program, which offers funding for an intern to assist with NJTPA related tasks for up to twelve weeks per year.
- ◆ Support subregions in planning activities to address the priorities and policies of Plan 2035. The specifics of this are found in Volume II of the UPWP. Review, summarize and approve technical work conducted by the subregions on a quarterly basis.
- ◆ Central staff will conduct outreach with subregions on a requested or as needed basis, seeking to forge a stronger working relationship between central staff and Subregional staff. For example, central staff may conduct site visits to each subregion to monitor the program and identify issues. These visits will likely involve staff from several NJTPA divisions, such as Capital Programming, Technology, Finance and Planning.

PRODUCTS:

- ◆ Facilitate Subregional participation in the Subregional Internship Program and Technology Library program for FY 2010. Provide guidance to subregions and review proposals. Work with Task 10/802 to canvas subregions on their training needs, and to provide training as requested. (ongoing through June 2010).
- ◆ Participate in Subregional site visits to monitor the program, identify issues and explore solutions. Additional subregional collaboration as requested. (Ongoing through June 2010).
- ◆ Add or update information on the NJTPA website relating to this program (ongoing through June 2010).
- ◆ Compile and synthesize Volume II quarterly reports submitted by subregions outlining their activities related to Task 1, Program Administration, and Task 2, Support for Regional Planning, Public Participation and Capital Programming (ongoing through June 2010).
- ◆ Participate the climate change adaptation and mitigation program at the subregional level. (June 2010)

REGIONAL PLANNING

10/306 SUBREGIONAL TRANSPORTATION PLANNING (Cont.)

- ♦ Manage the annual STP program solicitation, updating program guidelines to reflect Plan 2035 priorities. (November 2009)
- ♦ Manage the Subregional Transportation program.

RELATIONSHIP TO PRIOR WORK:

This is a core, ongoing task of the NJTPA.

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	\$70,958	\$70,958	\$0	\$0

PROJECT MANAGER:

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REGIONAL PLANNING

10/307 SUBREGIONAL STUDIES PROGRAM

RELATIONSHIP TO MISSION OF THE AGENCY:

The Subregional Study Program provides federal funding assistance to member subregions to carry out specific transportation planning activities that lead to the advancement of projects that address needs, issues and strategies identified in the RTP and helps fulfill the NJTPA's vision for northern New Jersey. These programs explicitly link transportation planning to economic growth, environmental protection, growth management and quality of life goals for the region, as described in the NJTPA's mission statement. The Subregional Studies Program addresses the federal emphasis area of "Expanding Mobility Choices and Options," as well as NJDOT's "Regional Priorities" emphasis area.

DESCRIPTION:

This task provides for the FTA/FHWA-funded Subregional Study program. This elective program provides an opportunity for subregional planning staff to conduct studies to address regional accessibility and mobility needs and issues that have been identified in the RTP. These studies can include an analysis of existing and future conditions that lead to the identification of potential transportation solutions for a particular system or study area. Specific project concepts are developed that can then be candidates to advance into the scoping phase involving the appropriate implementing agencies (such as NJDOT, NJ Transit, TMAs, subregions or municipalities). This program provides an opportunity to then advance project concepts emerging from the studies into the "project development pipeline". This effort also provides for the consideration of Smart Growth strategies in the region. Studies undertaken in the FY 2010 - 2011 cycle will address issues in the RTP, and will focus on the closer integration of transportation and land-use planning. The FY 2010 program is the first year of a new program cycle as the program operates on a two year cycle. Therefore, all subregional studies must be completed by the end of June 2011. This task also supports opportunities to further develop and advance recommendations of previously completed studies.

SUBTASKS INCLUDE:

- ◆ Add or update information on the NJTPA website relating to this program.
- ◆ Work with subregional study sponsors, NJDOT, NJ Transit and other implementing agencies to ensure that recommendations and problem statements resulting from studies contain necessary information and elements for advancement towards implementation. Participate on study TACs or stakeholder committees. Encourage public participation in studies.
- ◆ Monitor outcomes from the previous study cycle (studies completed in FY 2009), noting progress towards implementing recommendations.
- ◆ Support subregions in planning activities to address regional accessibility and mobility needs. See Volume III of the UPWP for project specifics.

PRODUCTS:

- ◆ Management and oversight of program, including compilation of quarterly reports and inter-agency coordination to guide the content of recommendations and problem statements.
- ◆ Update information on the NJTPA website relating to this task (ongoing as appropriate through June 2010).
- ◆ Central staff participation in FY 2010 - 2011 Studies as a TAC or Steering Committee member

REGIONAL PLANNING

10/307 SUBREGIONAL STUDIES PROGRAM (Cont.)

(ongoing through June 2010).

- ♦ Monitor outcomes from previous study cycle to provide guidance for inclusion of recommendations into the Project Development Work Program (PDWP) under Task 10/303 or through other project development programs. (January 2010)

RELATIONSHIP TO PRIOR WORK:

The results of previous studies will be used to help identify appropriate next steps and expected outcomes of current initiatives. This is an ongoing task of the NJTPA, which addresses the needs and strategies developed from the NJTPA’s Strategy Evaluation Study and included in the current RTP. This program is intended to conduct needs assessments that will identify project concepts that can be delivered to the implementing agencies for advancement.

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	\$112,898	\$112,898	\$0	\$0

PROJECT MANAGER:

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REGIONAL PLANNING

10/308 JARC, NEW FREEDOM AND HUMAN SERVICES TRANSPORTATION PLANNING

RELATIONSHIP TO MISSION OF THE AGENCY:

This effort ensures a continued close relationship with NJ Transit and all subregions in the selection and monitoring of projects advanced through FTA's Job Access and Reverse Commute (JARC) and New Freedom Competitive Grant Program. As the regional planning agency and in response to its federal mandates, the NJTPA took the lead in the completion of a regional Coordinated Human Services Transportation Plan (CHSTP) in FY 2008. This plan is designed to ensure a fair and equitable distribution of resources for specialized transportation for a section of the population that would otherwise continue to lack access to jobs and other necessary services in communities in urban, suburban, and rural areas. The FY 2010 work program will build upon these efforts with MPO leadership in advancing the plan's recommendations.

DESCRIPTION:

The Federal Transit Administration's Job Access and Reverse Commute/New Freedom grant program assists localities to develop new or expanded transportation services that connect welfare recipients and other low income persons to jobs and other employment related services and an opportunity to provide mobility to disabled individuals. JARC/New Freedom projects are targeted to developing new or expanded transportation services such as shuttles, vanpools, new bus routes, connector services to mass transit, and guaranteed ride home programs for welfare recipients and low income persons. Reverse Commute projects provide transportation services to suburban employment centers from urban, rural and other suburban locations for all populations. This task will continue to work with NJ Transit, TMAs, subregions and other planning partners to continue to support this program. (More information on these programs may be found on the NJTPA website at:

NJTPA will work with NJ Transit and other partners to participate and provide guidance in the selection of JARC projects for Rounds 10 and 11. Eligible proposals must be:

- consistent with the RTP;
- consistent with the Regional Coordinated Human Services Plan;
- consistent with the JARC/New Freedom program goals & requirements; and
- complementary rather than duplicative of existing services

In FY 2010, the NJTPA will continue its focus on implementing the recommendations of the Coordinated Human Services Transportation Plan completed in FY2009 and continuing the 3-C Planning Process established through the development of the plan. In the CHSTP, the NJTPA has expanded its efforts to include transportation needs for the elderly, disabled and rural transportation disadvantaged populations. Central staff will work with the NJTPA Board of Trustees, subregional planners, service providers, NJ Transit, the TMAs and others to identify and support opportunities for increasing service coordination and transit mobility options for the region's disadvantaged populations as recommended in the Coordinated Human Services Transportation Plan.

In FY 2010, the NJTPA will also continue to work closely with its thirteen member counties as they continue to implement the recommendations of 13 individual county level coordinated human services transportation plans. These plans and this coordinated planning process will ensure that transit resources are used efficiently and without duplication.

SUBTASKS INCLUDE:

REGIONAL PLANNING

10/308 JARC, NEW FREEDOM AND HUMAN SERVICES TRANSPORTATION PLANNING (Cont.)

- ♦ Participate in efforts to coordinate human services transportation activities with NJ Transit and the Department of Human Services, counties, and other stakeholders and service providers to advance the recommendations of the Coordinated Human Services Transportation Plan, adopted by the NJTPA Board of Trustees in May, 2008.
- ♦ In coordination with NJ Transit and the other NJ MPOs, develop solicitation guidelines and participate on the proposal selection committee for Round 11 of the JARC/New Freedom funding programs.

PRODUCTS:

- ♦ Develop JARC/New Freedom Solicitation Guidelines document and conduct program solicitation, in coordination with other NJ MPOs and NJ Transit. Present recommended program of projects for funding the the NJTPA Board of Trustees for approval. (May 2010)
- ♦ Participate in inter-agency committees and efforts to implement the recommendations of the NJTPA Coordinated Human Services Transportation Plan. Provide technical resources and participate in subregional efforts to coordinate human services transportation. (ongoing through June 2010).

RELATIONSHIP TO PRIOR WORK:

This task builds on past activities such as the development of the 1999 JARC plan, implementation of the recommendations of the Coordinated Human Services Plan, the ongoing solicitations and reviews of JARC/New freedom activities for the last 10 years and rounds of program delivery to a great number of recipients. As the level of activities necessitating NJTPA involvement increase within the JARC/New Freedom program, a separate task is developed to organize NJTPA's involvement and account for all its activities in support of non traditional transportation services and programs designed to reach those residents who could not otherwise find transportation to job sites.

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	\$42,589	\$42,589	\$0	\$0

PROJECT MANAGER:

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REGIONAL PLANNING

10/309 ENVIRONMENT AND CLIMATE CHANGE

RELATIONSHIP TO MISSION OF THE AGENCY:

This task supports NJTPA's mission to be the regional transportation planning leader and technical and informational resource for the people of northern New Jersey. Among other activities, NJTPA seeks to link transportation planning with safety and security, economic growth, environmental protection, growth management, and quality of life goals for the region, each of which is affected to some degree by the issue of climate and energy uncertainty.

DESCRIPTION:

There is overwhelming consensus within the global scientific community that the earth's climate is changing due in large part to atmospheric changes attributable to human activity. There is a need to start planning now to both mitigate the region's contribution to this problem and to best adapt to potential and likely consequences. This will involve evaluation of the region's contribution to climate change, development of mitigation strategies to reduce the amount of greenhouse gases produced by transportation activity, identification of the regional ramifications of anticipated climate change, and planning for and initiating adaptation strategies (such as ensuring that northern New Jersey infrastructure will be able to withstand a warmer, wetter, and more frequently violent climate in the future). Integral to this effort are recommendations to promote land development patterns to reduce the region's carbon footprint, evacuation planning and emergency response planning, and inter-agency collaboration and information sharing opportunities.

Climate change is well documented to be occurring, but its impact on the world and region is unpredictable and potentially devastating. For local and county governments - responsible for managing local public services, planning for future land use and transportation, and protecting the community's economic and social health - such uncertainties bring with them a wide variety of risks and vulnerabilities. Much of NJTPA's work is already directed in areas that prepare the region for climate change and energy uncertainty. These include support for transit-oriented development, the redevelopment of brownfields, the rejuvenation of older suburbs, efforts to reduce commuting distances, and support for infrastructure maintenance, repair, and upgrade. Extensive ongoing NJTPA air quality planning, aimed to reduce vehicular pollutant emissions and ensure that the region will meet all national air quality standards, is strongly correlated with the region's climate change challenges and the steps needed to address greenhouse gas emissions.

Building on this work and as a forum for regional cooperation and decision-making, NJTPA is well-positioned to perform a strong role in this area. In FY 2009, NJTPA convened a Climate Change Working group to explore technical and policy research to evaluate and recommend appropriate support activities aimed toward actions that will help reduce global warming emissions and address energy availability. As part of the development of Plan 2035, a Climate Change Roundtable was held to discuss mitigation and adaptation strategies the NJTPA could support. These policies are prominently featured in Plan 2035.

In order to plan for and respond to future conditions it is critical that the NJTPA work to ensure that climate change considerations are reflected in the regional and local planning processes. The starting point for this work is a regional and county (subregional) level greenhouse gas inventory, which will quantify, to the extent possible, the amount and kinds of climate change gases that are emitted in the region. This consultant supported effort will also provide NJTPA as well as the subregions with an opportunity to further this work through such activities as: additional inventory refinements at the

REGIONAL PLANNING

10/309 ENVIRONMENT AND CLIMATE CHANGE (Cont.)

county or local level; identification and assessment of potential mitigation strategies; evaluating county infrastructure to identify and adapt facilities to withstand anticipated future conditions; revising county evacuation plans to reflect the impacts of rising sea levels; or other related activities.

SUBTASKS INCLUDE:

- ◆ Provide regional input into evacuation planning efforts being advanced at the local and state level.
- ◆ Begin analysis/forecasting of anticipated regional conditions affected by climate change. Identification of adaptation strategies for transportation investments. Identification of potential emissions targets appropriate for northern New Jersey.
- ◆ Coordination with other neighboring MPOs and other agencies to collaborate on shared climate change / energy support activities.
- ◆ Continued coordination of a Climate Change Working Group, convened in FY 2009, to identify various climate change activities of particular concern to the NJTPA Board of Trustees, and additional inter-agency outreach.
- ◆ Oversight of and guidance for a regional greenhouse gas emissions inventory and subregional climate change support.

PRODUCTS:

- ◆ Coordination and support for local and regional evacuation planning efforts. (ongoing through June 2010)
- ◆ Coordination of the Climate Change Working Group and other inter-agency collaboration to address climate change.
- ◆ An inventory of greenhouse gases for the region, including mobile and stationary sources (February 2010).
- ◆ Coordination and support for subregional climate change mitigation and adaptation efforts (June 2010).

RELATIONSHIP TO PRIOR WORK:

This task builds on prior coordination and research conducted under Tasks 09/103 and 09/203.

REGIONAL PLANNING

10/309 ENVIRONMENT AND CLIMATE CHANGE (Cont.)

CONSULTANT ACTIVITY:

Regional Greenhouse Gas Emissions Inventory and Climate Change Planning

DESCRIPTION:

This task involves the development of a comprehensive Greenhouse gas (GHG) emission inventory (including mobile and stationary sources) and evaluation of trends for the NJTPA region, and allocates this inventory to each subregion. The task will build upon statewide and other regional efforts in this area. This will help establish an understanding of GHG emissions that will set the stage for making well-informed decisions regarding regional and local policies to reduce such emissions. Transportation-related emissions will draw from air quality analysis conducted under task 10/203 and prior year tasks. This work will be carried out in close coordination with state, and federal-level inventory and forecasting efforts, and will incorporate stakeholder input.

This effort will also assess potentially appropriate regional GHG emissions targets, particularly for mobile sources. Greenhouse gas reduction measures will be assessed at a regional level, including the expected cost and effectiveness of a range of potential strategies and activities. This will result in a catalog of options to consider in policy making discussions.

Once the GHG inventory is completed, targets are considered and a set of mitigation measures are developed, the consultant will work with the NJTPA subregions, at their request, to begin to address climate change at the subregional or local level. The consultant may work on such activities as: further refinement of the GHG emissions inventory, including allocation to the local level, identification and measurement of subregional mitigation strategies to reduce county or local creation of GHGs; inventory of infrastructure likely to be vulnerable to flooding or other effects of climate change; identification of strategies to adapt infrastructure; evacuation plans; or other activities to mitigate or adapt to climate change.

As a foundation for further development of a regional adaptation measures, an examination of expected climate changes and impacts to the region will be conducted.

PRODUCTS:

- ◆ Development of a GHG inventory and the identification of emission reduction targets. Analysis of regional impacts of anticipated climate change.
- ◆ Support for subregional efforts to refine the inventory and to address climate change.
- ◆ Assessment of potential strategies for mitigating GHG emissions, including identification of synergies with related regional priorities.

STATUS:

This is the first year of a new, two year effort.

REGIONAL PLANNING

10/309 ENVIRONMENT AND CLIMATE CHANGE (Cont.)

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>				
	\$135,862	\$135,862	\$0	\$0

CONSULTANT EFFORTS:

Regional Greenhouse Gas Emissions Inventory and Climate Change Planning				
	\$250,000	\$250,000	\$0	\$0

PROJECT MANAGER:

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FREIGHT PLANNING

FREIGHT PLANNING

10/401 FREIGHT PLANNING AND COORDINATION

RELATIONSHIP TO MISSION OF THE AGENCY:

The efficient and effective movement of freight in the NJTPA region is supportive of initiatives designed to improve economic growth, smart growth programs, environmental protection, congestion management and quality of life goals for the region.

DESCRIPTION:

Northern New Jersey is the center of freight distribution for the northeastern United States. The NJTPA region serves as a gateway to North American and international markets and increasingly serves as a platform for export. Goods movement is essential to the well being of the citizens and economy of New Jersey. It hosts the largest seaport on the east coast, the nation's eighth largest international airport, and some 6 billion square feet of warehousing and distribution space. These facilities process high-value, time sensitive commodities that are distributed to the huge metropolitan consumer market, and to other markets nationally and abroad. The region also hosts the largest intermodal rail terminals east of Chicago. These intermodal terminals serve as the eastern terminus of the trans-continental land bridge from ports on the west coast and, increasingly, as the origin for reverse intermodal moves from the east to the west coast as shipping patterns change globally. Its highway infrastructure moves huge volumes of truck traffic serving the New York/New Jersey metropolitan market as well as large scale warehousing and distribution centers. In addition to Newark Liberty International, the region is home to 24 general aviation airports.

The NJTPA will work in a comprehensive manner, with public agencies and the private sector, to identify and address the goods movement needs of the 13-county area of northern New Jersey. The NJTPA Regional Transportation Plan calls for increased coordination with statewide and regional initiatives such as the New Jersey Statewide Freight Master Plan, Smart Growth planning, the Portway Program, the Liberty Corridor, Brownfields Economic Redevelopment, Portfields, neighboring MPO freight plans, and others. This coordinated approach will rely on the direction and extensive contacts of the NJTPA Freight Initiatives Committee (FIC). This Task follows up on previous NJTPA efforts and will recommend or specify solutions to identified problems (e.g. Nighttime Delivery Study) and will work toward more efficient utilization of existing resources (Brownfield Redevelopment, Truck Rest Stop Study, General Aviation Overview).

SUBTASKS INCLUDE:

- ♦ Provide staff support to the Freight Initiatives Committee on significant issues facing the region's freight system. These issues will be brought before the Freight Initiatives Committee and the Board of Trustees for action as needed.
- ♦ Support the Chairman of the NJTPA Freight Initiatives Committee in his role as member of the Technical Committee of the Liberty Corridor, Phase II. Work to insure that the decisions and projects that emerge from the continuing Liberty Corridor process are consistent with the NJTPA Regional Transportation Plan.
- ♦ Work with partner agencies, subregions and neighboring MPOs on issues of regional, subregional and local importance (e.g. Cross Harbor Freight Movement Project).
- ♦ Provide liaison to other transportation planning and implementing agencies (NJDOT, NJ Transit, PANYNJ, subregions, etc.), surrounding MPOs' freight related initiatives and committees (NYMTC, DVRPC), private sector organizations (e.g. New Jersey Shortline Railroad

FREIGHT PLANNING

10/401 FREIGHT PLANNING AND COORDINATION (Cont.)

Association, New Jersey Motor Truck Association, Association of Bi-State Carriers, Newark International Airport Air Cargo Council, NationsPort, etc.) and inter-regional groups such as the I-95 Corridor Coalition.

- ◆ Work with the NJDOT Division of Aeronautics and other planning and implementing agencies, as appropriate, to identify and address general aviation issues in the region.
- ◆ Expand on the initial survey work conducted as part of the North Jersey Truck Rest Stop Study Refinement by examining the role of extended and/or nighttime operations on the identified need for additional parking spaces at the Region's truck rest areas.
- ◆ Collect and disseminate freight information to NJTPA member agencies and provide assistance in utilizing available freight data as appropriate.
- ◆ Serve as point of contact for the freight industry and stakeholders in the region and continue outreach efforts to improve two-way communication with stakeholders and help inform the public of the importance of freight.

PRODUCTS:

- ◆ Prepare white papers and briefings, as appropriate, in support of Freight Initiatives Committee activities on freight issues. Keep the Chairman informed of staff activities and developing issues in the freight industry. Provide technical support for Committee meetings and arrange appropriate speakers as necessary. (ongoing)
- ◆ Attend meetings and provide research, briefs and evaluations of projects proposed for inclusion in the ongoing Liberty Corridor process. Assure that project sponsors are aware of the NJTPA requirements (TIP, Conformity, RTP inclusion, etc.). Bring work undertaken by the Chairman and staff before the Freight Initiatives Committee, its stakeholders and the Board of Trustees as appropriate.(ongoing)
- ◆ Continue to monitor progress, and meet with implementing agencies as appropriate, on implementation of NJTPA recommendations for truck rest areas and rail grade crossing improvements. Work with other agencies, sub-regions and municipalities, as needed, on these issues.(as appropriate)
- ◆ Serve on the Technical Advisory Committee for the NJDOT Comprehensive Freight Plan Phase II, the NJDOT South Jersey Freight and Logistics Study Phase 2 and other studies impacting the NJTPA region as appropriate.(ongoing)
- ◆ Provide staff representation and presentation of NJTPA initiatives at key regional planning events, meetings with surrounding MPO's and private sector organizations.(as appropriate)
- ◆ Update the NJTPA position paper and associated reports on cross harbor freight initiatives in support of staff and FIC activities associated with the PANYNJ Cross Harbor Freight Movement Project. (January 2010)
- ◆ Examine the impact that overnight loading and unloading would have on the demand for overnight truck parking, highway congestion, freight movement and efficiency and air quality. (June, 2010)
- ◆ Work with subregions to identify freight data needs and assist them with retrieving this data from

FREIGHT PLANNING

10/401 FREIGHT PLANNING AND COORDINATION (Cont.)

the freight database, as appropriate. (June, 2010)

- ◆ Conduct periodic web and/or e-mail surveys on important issues. Inform stakeholders of the availability of NJTPA reports and publications and distribute applicable NJTPA news items. Develop links on the NJTPA website, as appropriate, to NJTPA efforts, appropriate freight planning and implementing agencies, publications and articles of interest to the freight community and upcoming events. Increase NJTPA presence at industry organizations and subregional activities and meetings. (ongoing)
- ◆ Work with the railroads and partner agencies, as appropriate, to fill in missing data on the rail freight GIS database (e.g. mileposts) and to collect and disseminate readily available data (e.g. Turnpike truck counts). Discuss with partner agencies the desirability of developing alternative databases from publicly available data (e.g. FAF2).(ongoing)
- ◆ Provide liaison to the NJDOT Division of Aeronautics and staff representation and presentation of NJTPA initiatives at key regional aviation events, meetings with surrounding MPO's and private sector organizations.(as appropriate)

RELATIONSHIP TO PRIOR WORK:

This freight planning and coordination program builds on and supports the ongoing NJTPA development and assessment of the goods movement agenda for the port district and NJTPA region and the limited aviation agenda established by the NJTPA Board. It addresses and updates issues contained in past studies and white papers, the Brownfield Economic Redevelopment Study (Phases 1 and 2); and the Freight System Performance Assessment 2005, which have been included as freight elements of the 2030 RTP

The freight planning program follows up on the NJTPA's ongoing collaborative work with NJDOT and the Port Authority on development of the Portway Program, PANYNJ and NJEDA on the Portfields Initiative, the NJDOT Comprehensive Statewide Freight Plan Phase II and Statewide Freight Rail Master Plan, and the FHWA supported NJTPA, NYMTC and ConnDOT tri-state Regional Truck Stop Studies. The UPWP 2008 Rail Crossing Study will continue to provide a methodology for ongoing studies of regional rail crossing issues.

The program continues support for efforts to include, and expand, the Liberty Corridor Initiative as a part of the reauthorization of the surface transportation act (SAFETEA-LU) during FY 2010.

FREIGHT PLANNING

10/401 FREIGHT PLANNING AND COORDINATION (Cont.)

CONSULTANT ACTIVITY:

Industry Freight Forecasts 2035

DESCRIPTION:

Conditions in the goods movement industry have changed over the last several years and a new dynamic is at work. To be sure the information we are utilizing and disseminating is as accurate as possible, NJTPA will develop updated freight forecasts for the Region. Rather than forecast freight movements at the modal level, the forecasts will be produced at the industry level. Growth industries will be identified as well as those industries that can be expected to experience declining production, where these industries are located and their regional trading partners. The forecast traffic will then be distributed over the transportation system to better understand the impacts on regional facilities. The end result will be an accurate picture of where concentrations of goods movement activity can be expected to occur in the region in the future, the types of commodities that will be moving and where strategic investments should be made.

PRODUCTS:

- ◆ Forecast modal tonnage increases (decreases) out to 2035 by industry and by Standard Transportation Commodity Code (STCC) based on forecast growth or decline in each industry type.
- ◆ Forecasts will include international as well as domestic shipments and will take into account expected changes in logistics patterns as a result of global economic changes (Panama Canal completion, emerging markets, etc.).
- ◆ Assign 2035 forecast traffic to the regional transportation system, predict changes in regional freight movement and identify freight facilities or system changes needed to serve the forecasted volumes.
- ◆ Identify growth markets and identify the transportation needs of these markets.
- ◆ Identify potential new markets as a result of the forecast changes in commodity types and volumes, and identify emerging markets, specifically the opportunity for development of waterborne services.

STATUS:

New Task

FREIGHT PLANNING

10/401 FREIGHT PLANNING AND COORDINATION (Cont.)

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>				
	\$415,476	\$415,476	\$0	\$0
<u>CONSULTANT EFFORTS:</u>				
Industrial Freight Forecasts 2035	\$250,000	\$250,000	\$0	\$0

PROJECT MANAGER:

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**CAPITAL PROGRAMMING AND PROJECT
DEVELOPMENT**

CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

10/501 TRANSPORTATION IMPROVEMENT PROGRAM DEVELOPMENT

RELATIONSHIP TO MISSION OF THE AGENCY:

By developing the Transportation Improvement Program (TIP), the NJTPA advances the goals of the Regional Transportation Plan through the implementation of specific projects that will improve the regional transportation system. As such, the TIP is central to the NJTPA mission, reflecting the outcome of its efforts to identify and prioritize needed investments in the region. Criteria Development and Project Scoring provides the means for the NJTPA to prioritize federal funding assistance which is an explicit element of the NJTPA mission.

DESCRIPTION:

As set forth in SAFETEA-LU, the Transportation Improvement Program (Found on the NJTPA website at: <http://www.njtpa.org/Project/TIP/Default.aspx>) reflects a four-year list of transportation projects and programs that have been developed through a continuing, comprehensive and cooperative planning process. The TIP includes descriptions, costs, funding sources, phases of work, and project schedules of all transportation investments, including, for example: installation of new traffic signals, rehabilitation of bridges, acquisition of new transit equipment, repair and maintenance of highways, and development of intermodal facilities.

The TIP directly reflects the NJTPA Board of Trustees decisions, as prescribed in the Regional Transportation Plan (RTP), on how federal and state funds will be invested. It makes a commitment for the allocation of federal funds to transportation projects and programs based on a reasonable anticipation of the receipt of such funding. This funding provision for the TIP is described as “fiscal constraint.” The TIP is updated annually to show the next four-year fiscally constrained capital projects. The NJTPA has also included in the TIP a fifth year through tenth year of project funding. The funding for these out-years is for informational purposes, yet they are based on reasonable expectations of revenue.

The federal Clean Air Act Amendment (CAAA) requires that all non-neutral projects in the TIP (those having an air-quality impact) must be included as a component of the regional “conformity analysis,” to determine their combined effect on the region’s air quality. Non-federally funded projects are also included in this conformity analysis required by the CAAA. Projects that significantly increase highway capacity are subject to special scrutiny and must comply with an approved Congestion Management Process.

For projects estimated over \$100 million, federal regulations require a funding plan be established. Central Staff will collaborate with NJDOT in the preliminary development of financial plans drafted for all projects currently programmed to be over \$80 million. The \$80 million threshold has been established due to potential cost escalation, planned year for construction, other financial considerations, and project delays which can cause such projects to exceed the \$100 million threshold. Additionally, Central Staff will review the plans and recommend adoption by the Board of Trustees if the plans are found to be consistent with fiscal constraint requirements of the Regional Transportation Plan and the Transportation Improvement Program.

The Capital Programming staff will continue to provide data support to the Regional Planning staff to assist in developing the 2011 Project Development Work Program (PDWP) document. The PDWP consists of a list of candidate projects that must be studied as a concept, determined to be feasible and undergo preliminary engineering (please refer to 10/303 for more detail).

CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

10/501 TRANSPORTATION IMPROVEMENT PROGRAM DEVELOPMENT (Cont.)

Federal regulations also require that the TIP include a prioritized list of projects. To accomplish this, the NJTPA Board of Trustees adopted criteria that are used to produce a prioritized list of projects as input for preparation of the TIP. The criteria (Found on our website at:

<http://www.njtpa.org/Plan/Need/Priority/default.aspx>) are based on performance standards and a scoring system that ranks projects according to the degree to which they satisfy the following of NJTPA's six goals as stated in the Regional Transportation Plan: (1) protecting the environment; (2) keeping the transportation system responsive and affordable; (3) enhancing economic activity and competitiveness; (4) increasing system coordination; (5) maintaining system preservation; and (6) coordinating land use with transportation improvements. During FY 2007, the criteria were substantially updated to consider new issues such as the Highlands legislation, and incorporated a new weighting system. In addition, selected criteria were updated for clarity and to ensure the use of the most appropriate data. Updated transit criteria were adopted in FY 2008.

For 2010, updates will be recommended as appropriate to the project prioritization criteria. Examples as possible updates include: assuring consistency with criteria used in the 2009 RTP update; the Strategy Evaluation Refinement study update; or the Safety Priorities study update. Any recommended changes to the criteria will be considered for adoption by the PPC and Board of Trustees. Central Staff will also consider updating the Project Prioritization Criteria Rule Book and Tool Box as necessary to reflect changing data as well as any other issues that tend to arise.

For FY 2010, Staff will continue to collaborate with the NJDOT to assess how changes in their pavement, congestion, bridge, and drainage management systems will affect the NJTPA's project prioritization process. NJDOT has begun applying Asset Management principles that are policy driven, performance-based, options-directed, information and analysis oriented with clear accountability. Central Staff will continue to make efforts to maintain consistency of criteria-related data of NJ Transit and NJDOT regarding asset management principles.

This task addresses Asset Management principles by implementing an objective system for selecting transportation investments, and assuring consistency of data and performance measures among transportation agencies and "Major Projects/Financial Planning."

SUBTASKS INCLUDE:

- ♦ **CRITERIA DEVELOPMENT AND PROJECT SCORING** -- Central Staff will continue to collaborate with the NJDOT to assess how changes in their pavement, congestion, bridge, and drainage management systems might affect the NJTPA's project prioritization process. Central Staff will also investigate how the NJDOT Transportation Asset Management principles will be included in the NJTPA criteria. These principles may lower long term costs for infrastructure preservation, while justifying funding requests in tight economic times. Central Staff will assess changes to performance measures or scoring methodologies, as necessary, for incorporation in the technical "Tool Box" for revisions. In addition, Central Staff will evaluate the project prioritization criteria for updates that might be made necessary due to changes in policy, legislation or data. Any recommendations for changes will be proposed to the PPC. Central Staff will score and rank candidate projects eligible for inclusion in the TIP (the "Project Pool") based on the approved revisions.

CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

10/501 TRANSPORTATION IMPROVEMENT PROGRAM DEVELOPMENT (Cont.)

- ◆ Prepare the draft Capital Construction Program for Board of Trustee approval.
- ◆ Central Staff will prepare a Transportation Improvement Program (TIP) booklet and compact disk insert for FY 2010. The Booklet will also provide useful information, such as an introduction, and an analysis that will gauge the consistency of TIP funding with the Regional Capital Investment Strategy (RCIS).
- ◆ Central Staff will collaborate with NJDOT in developing financial plans and annual updates for projects with costs over \$80 million. Furthermore, NJTPA will review and approve the financial plans.
- ◆ The FY 2010 – 2013 TIP and PDWP will be prepared for Board of Trustees consideration for adoption.
- ◆ The FY 2011 Project Pool, and draft Capital Construction Program will be assembled, analyzed, and prepared for Board of Trustee review and consideration for approval or endorsement.
- ◆ Central Staff will provide a report that compares the proposed FY 2011 Capital Construction Program with the 2011 annual element of the current TIP.
- ◆ Central Staff will continue to evaluate the CMAQ-eligible projects and programs in the project pool in order to recommend those for advancement.

PRODUCTS:

- ◆ Collaborate with NJDOT to prepare/revise financial plans for projects with costs over \$80 million. The plans will be approved by the Board of Trustees. (as needed)
- ◆ Prepare the FY 2011 TIP and PDWP for the Board of Trustee adoption (June 2010).
- ◆ Assemble and evaluate the FY 2011 Project Pool and score and rank new projects for Board of Trustee approval. (January 2010)
- ◆ Prepare and distribute the FY 2011 Capital Construction Program and PDWP comparison reports to the subregions. (February 2010)
- ◆ Provide the initial screening and evaluation for CMAQ-eligible projects and programs in the project pool and Capital Construction Program. (May 2010)
- ◆ Investigate how the NJDOT Transportation Asset Management principles will be included in Criteria Development (December 2009).
- ◆ Review, test, and where necessary, revise the criteria to reflect the most recent policy, legislation, or data changes and make recommendations to the PPC as appropriate. (as needed)

RELATIONSHIP TO PRIOR WORK:

This task is a primary and mandated function in order for the agency to maintain eligibility for federal capital transportation improvement funds. The intent of the expenditures and revenues analyses is to improve the NJTPA's project planning and monitoring capabilities at the overall program level.

Tasks which were broken out in prior years, such as the Project Development Work Program and the Criteria and Project Scoring, have been consolidated into one task to provide for better project

CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

10/501 TRANSPORTATION IMPROVEMENT PROGRAM DEVELOPMENT (Cont.)

management.

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	\$365,788	\$365,788	\$0	\$0

PROJECT MANAGER:

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CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

10/502 TRANSPORTATION IMPROVEMENT PROGRAM MANAGEMENT

RELATIONSHIP TO MISSION OF THE AGENCY:

This task insures that the NJTPA carries out its mission with flexibility, including adapting to changing conditions and needs by modifying and updating its investment agenda. It also brings a measure of accountability to the NJTPA mission by continually monitoring the status and progress of investments. By disseminating information about the NJTPA's investment and planning decisions via the web, this task enhances the partnership with the public and other agencies, which is central to the NJTPA mission.

DESCRIPTION:

Due to continuing changes in project scheduling and costs, the TIP is not a static document. Therefore, a modification and amendment process and a reporting mechanism were implemented so that Board members and the public can be apprised of all revisions to the TIP. Board members must also be apprised of the status of projects and programs to give them early warning when a project may be accelerated, delayed or removed from the TIP. TIP management, therefore, consists of five subtasks: TIP revisions (modifications and amendments), status reporting including on-line project information dissemination (NOTIS), year-end authorization/obligation reporting, project monitoring, and high priority project development, management and reporting.

In addition, staff will continue to participate in NJDOT's Capital Programming Committee (CPC) meetings in order to participate in NJDOT's project management decision-making process, which determines whether a project advances to the next phase, is re scoped, or is terminated. Central Staff participates at these internal NJDOT CPC meetings which are generally held three times each month. Based on input from the subregions, Central Staff conveys further information as well as the position of the local governments and attempts to influence the decisions made at the meetings.

For FY 2010, Capital Programming staff will continue to collaborate internally (Task 10/204) to explore data integration between transportation agencies. In particular, NJDOT is proposing to institute a new TIP/STIP revision application, which will be employed by the state's three Metropolitan Planning Organizations as well as NJ Transit. Internal training will be necessary.

The NJTPA Online Transportation Information System (NOTIS) (<http://www.njtpa.org/Project/NOTIS/Default.aspx>) was developed to serve as a decision-support system to help the NJTPA manage and analyze the Transportation Improvement Program (TIP). NOTIS is a customized program designed to develop a comprehensive NJTPA system for reporting and sharing project data for internal and external use.

The first version of NOTIS was deployed on the Internet during the first quarter of FY 2005. NOTIS gives staff the ability to query data and maps for projects included in the current PDWP and TIP, as modified or amended. NOTIS is a web based application designed for use by the Board of Trustees as well as subregional staff and the general public. During this fiscal year, NOTIS will be maintained continually, and the project databases and maps on which it is based will be updated at least on a monthly basis. Recent enhancements added to NOTIS include a more specific query interface, allowing searches for projects by information such as fiscal year, funding source, projected project cost, status, and projected completion date. NOTIS will be updated to include technical advances, such as Google mapping, as they become available. NOTIS is an interdivisional task.

CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

10/502 TRANSPORTATION IMPROVEMENT PROGRAM MANAGEMENT (Cont.)

Finally, as part of the metropolitan transportation planning and project development process, the NJTPA Central Staff is needed to fulfill the multiple roles of organizing project information sessions for the public and elected officials; tracking and preparing status reports on important projects; reporting on the projects subject to Section 23USC106(i) of SAFETEA-LU for projects with costs of \$80 million or more; and identifying and educating the designated recipients of congressional earmark projects.

SUBTASKS INCLUDE:

- ♦ **HIGH PRIORITY PROJECT SUPPORT** -- As a part of providing annual funding for the region's roadway, bridge and transit projects, Congress often earmarks funding for specific projects, and identifies the designated recipients. Congress also earmarks funding for specific projects every six years when the national transportation bill is reauthorized. As such, Central Staff seeks to assist the advancement of such projects by identifying the designated recipients and educating them on the federal project development process. Tasks for advancing these projects can include coordinating kick-off meetings, facilitating the process for getting an earmark project in the TIP, and monitoring and reporting the status of these projects to the Trustees and the general public.
- ♦ **MODIFICATIONS AND AMENDMENTS** -- The annual element of the TIP represents the best estimate of the projects and programs and funding levels that are planned for advancement during the first program year. However, it is inevitable that changes will be required. While the process is dynamic and while some changes are inevitable, it is the NJTPA's obligation to see that the annual TIP element is developed with minimal modifications. That is why the NJTPA monitors and reports on changes to the document. These changes are subject to formal procedures that must be consistent with federal regulations. Depending on the nature of the change being made, changes to the TIP may be subject to public review, as well as EPA, FHWA, and FTA approval. Fiscal constraint must be maintained and demonstrated, and air quality and Congestion Management Process impacts must be evaluated, considered, and reported for every change. The procedures set forth in an approved Memorandum of Understanding (MOU) among NJ Transit, NJDOT and the NJTPA require that all NJTPA Board members and affected parties be made aware of changes that may alter the overall scheduling and funding for all projects. In late FY 2009, NJDOT activated an eSTIP module to the Capital Investment Planning web page. This module includes electronic processing of STIP modifications and amendments. In FY 2010, Central Staff will work with NJDOT for training and assistance on this module.
- ♦ **PROJECT STATUS REPORTS** -- Project Status Reports are produced by the NJTPA to provide an effective tool for tracking the progress of TIP projects and programs as they move through the four-year cycle of the TIP. The NJDOT reports are updated monthly and the New Jersey Transit and Local Lead status reports are issued quarterly. These reports are available via the NJTPA On Line Transportation Information System (NOTIS) website. An ancillary benefit regarding project tracking is that Trustee support can be enlisted to help resolve issues involving neighborhood opposition, acquiring right-of-way, etc. that may complicate or delay project advancement. The NJTPA will also explore and implement enhancements for NOTIS that may include mapping overlays and specific database query capabilities, and maintain an accurate and timely database.

The NJTPA will provide a status of the projects with costs over \$80 million as defined by

CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

10/502 TRANSPORTATION IMPROVEMENT PROGRAM MANAGEMENT (Cont.)

23USC106(i) of SAFETEA-LU.

- ♦ **AUTHORIZATION/OBLIGATION REPORT** -- In addition to the status reports, a year-end obligation report of annual element items is produced by the NJTPA. As required by federal regulations, NJTPA will evaluate the current TIP relative to planned project costs versus actual federal funding authorizations/obligations and how it aligns with the NJTPA Regional Capital Investment Strategy (RCIS).
- ♦ **NJTPA PROJECT MONITORING PROGRAM** -- As necessary, the NJTPA staff will schedule and facilitate meetings with the subregions and NJDOT/NJ Transit project managers to discuss projects that are of particular importance to the subregions. The purpose of these meetings is to facilitate communication between the NJTPA subregions and the NJDOT and NJ Transit in an attempt to get the latest project status with the goal of expediting project development. This effort involves getting all the participants together to discuss the project, determine the reasons for delay, develop solutions to get the project back on track, and follow-up on commitments made at the meeting. If warranted, quarterly progress meetings will be scheduled and facilitated by Central Staff.
- ♦ **CAPITAL PROJECT SCREENING COMMITTEE PARTICIPATION** -- Staff has participated in the NJDOT Capital Program Committee Screening (CPSC) meetings since December 2007. Upon receipt of the CPSC agenda, staff prepares county-specific documentation of the requested changes to the project schedule and/or funding and advises the affected planner and engineer of the pending NJDOT action. The feedback from the county is then addressed at the relevant CPSC and Capital Programming Committee meetings. An analysis of impacted projects will be included in the annual year-end Amendment and Modification Summary.

PRODUCTS:

- ♦ Modification and Amendments will continue to be processed, maintained, and updated for the FY 2009-2012 TIP and the FY 2010-2013 TIP. [This is an ongoing activity]. Central Staff will work with NJDOT for training and assistance on the new eSTIP software application. TIP modification and amendment reports, distributed quarterly, will include a summary of the modifications. An annual report that compares the number of TIP modifications with those of prior years. (December 2009).
- ♦ Continue to work with NJDOT and NJ Transit to obtain the necessary project status data that will give NJTPA member agencies the most timely and accurate status of all projects listed in the TIP and PDWP (This is an ongoing task). Conduct project monitoring for all Congressional earmarked projects and issue an annual report (August 2009).
- ♦ Produce the FY 2009 Obligation Report that reports on and gauges the consistency of authorized/obligated TIP funding with the RCIS. (December 2009)
- ♦ Maintain an accurate and timely NOTIS database, and continually investigate and identify innovations that will improve NOTIS. (This is an ongoing task)
- ♦ Monitor federal legislation in order to identify any new congressionally earmarked projects. Coordinate kick-off meetings and provide the necessary follow-up to assist in getting the project listed in the TIP. (This is an ongoing activity)
- ♦ Central Staff will solicit from the subregions those projects which they deem critical and require

CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

10/502 TRANSPORTATION IMPROVEMENT PROGRAM MANAGEMENT (Cont.)

the NJTPA to monitor. Staff will identify all project stakeholders and project managers and coordinate meetings as necessary. These meetings will focus on providing the latest project status with the goal of expediting project development.

RELATIONSHIP TO PRIOR WORK:

This task is a primary and mandated function which allows the agency to maintain eligibility for federal capital transportation improvement funds. In addition, Central Staff has maintained a reporting format and an automated reporting system that generates Project and Program Status Reports based on information provided by NJDOT and NJ Transit. Staff has also published and distributed the year-end obligation report of the annual element for the TIP.

Tasks which were broken out in prior years, such as NOTIS; High Priority Project Support; and the Project Monitoring Program, have been consolidated into one task to provide for appropriate project management.

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	Total Cost	PL-11 (049)	L4500011047	Other *
	\$334,692	\$334,692	\$0	\$0

PROJECT MANAGER:

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CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

10/503 LOCAL PROGRAMS

RELATIONSHIP TO MISSION OF THE AGENCY:

Through the participation and management of local programs such as the Local Lead Program; Local Safety/High Risk Rural Roads; Safe Routes to School and Transportation Enhancements, staff ensures that the NJTPA draws upon the expertise and commitment of its subregions to better fulfill its mission for addressing transportation needs in the region.

DESCRIPTION:

The NJTPA sponsors and participates in several programs aimed at providing funding and technical assistance to the subregions for the successful completion of proposals and projects through the project development process. The Local Scoping Program, the Local Lead Program, the Local Safety/ High Risk Rural Roads Program, The Safe Routes to School Program, and the Transportation Enhancements Program are described below. (More information can be found at: http://www.njtpa.org/Project/Devel/local_lead_scoping/default.aspx)

SUBTASKS INCLUDE:

- ♦ LOCAL SAFETY/ HIGH RISK RURAL ROADS -- Central Staff will continue to process current invoices; prepare quarterly reports for NJDOT and FHWA; review and distribute technical engineering and environmental documents; track all submittals and provide comments; distribute comments on technical documents; maintain day-to-day contact with subregional project managers, NJDOT, SHPO and other NJDEP divisions, FHWA and consultants; and, overseeing project closeouts (These tasks are ongoing).

In collaborating with Regional Planning staff under task 10/305, Capital Programming staff will solicit 2010 project proposals; evaluate proposals for funding; participate in consultant selection committees; provide technical assistance to the subregions committee meetings as needed; and administer projects which have received funding in the prior year.

- ♦ THE LOCAL LEAD PROGRAM -- The Local Lead Program provides federal funding to advance graduates of the Local Scoping Program and other local transportation projects through final design, right-of-way, and/or construction. This program is a cooperative effort between the NJTPA and NJDOT. Such projects must be based on the goals of the Regional Transportation Plan, and support the planning work of the NJTPA. NJTPA Central Staff is responsible for prioritizing projects eligible for the TIP, coordinating with the subregions, and tracking the status of projects. NJDOT is responsible for all contractual and administrative procedures, providing guidance to the subregions, reviewing and approving project submittals, and corresponding with FHWA as needed.

In FY 2010, Central Staff will continue to program funding using STP-NJ resources for Local Lead projects. Central Staff will now track all phases of Local Lead projects through to funding authorization to ensure that all requirements are being met as requested by NJDOT.

- ♦ THE SAFE ROUTES TO SCHOOL PROGRAM -- In collaborating with Regional Planning staff, Capital Programming staff will conduct solicitation for the federally-funded NJTPA safe Routes to School program for FY 2010. Staff will provide guidance to potential applicants to develop proposals that will effectively address priority safety issues while maintaining a link between NEPA and planning efforts. Staff will also work with the Technical Committee to arrive at consensus on a recommended program.

CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

10/503 LOCAL PROGRAMS (Cont.)

- ◆ THE TRANSPORTATION ENHANCEMENTS PROGRAM -- The Transportation Enhancements Program allows local governments and non-profit organizations to contribute directly to enhancing the aesthetic and cultural qualities of the transportation system through an opportunity to apply for federal funding for the following type of projects: facilities for pedestrians and bicycles; scenic or historic highway programs; acquisition of scenic easements and scenic or historic sites; landscaping or other scenic beautification; historic preservation; rehabilitation and operation of historic transportation buildings, structures or facilities; preservation of abandoned railway corridors; mitigation of water pollution due to highway runoff; and archaeological planning and research.

While this is a program managed by NJDOT, NJTPA central staff plays a role as a member of the Enhancement Advisory Committee. Involvement includes reviewing proposals; conducting workshops for applicants; participating in committee meetings; researching projects which have received funding in prior years, and evaluating applications for funding. Central Staff will continue to participate in the Transportation Enhancement Program selection committee as necessary.

PRODUCTS:

- ◆ Central Staff will program local lead projects using STP-NJ funding for the FY 2010 TIP. Staff will continue to track authorizations of FY 2009 projects. (February 2010)
- ◆ Central Staff will continue to add or update information on the NJTPA website relating to this task. (This is an ongoing task)
- ◆ Central Staff will conduct preliminary environmental screening for candidates of the FY 2010 Local Safety/ High Risk Rural Roads program. Moreover, in collaborating with the Regional Planning staff, the Capital Programming division will produce a Local Safety solicitation package, applications, Board of Trustees adopted list of projects, scopes of work, reviews and evaluations of consultant qualifications and proposals, and contracts. (January, 2010)
- ◆ Staff will continue to work with the NJDOT Local Aid offices to monitor the status of the Safe Routes to School program projects. Status reports will be produced as needed (This is an ongoing task).
- ◆ Central staff will develop and conduct workshops for all participants of local programs as needed. The workshops will focus on navigating the NEPA process and project development for the various local programs (This is an ongoing task).
- ◆ Central Staff will continue to administer and process current Local Safety/Highway Risk Rural Road projects, which includes reviewing and processing quarterly reports and invoices; preparing quarterly reports for NJDOT and FHWA; reviewing and distributing technical engineering and environmental documents; detailed tracking of all submittals and comments; distributing comments on technical documents; maintaining day-to-day contact with subregional project managers, NJDOT, SHPO and other NJDEP divisions, FHWA and consultants; and, overseeing project closeouts (These tasks are ongoing).
- ◆ Central Staff will solicit 2010 project proposals; evaluate proposals for funding; participate in the consultant selection committee; and provide technical assistance to the subregions committee

CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

10/503 LOCAL PROGRAMS (Cont.)

meetings as needed.

- ◆ Central Staff will conduct preliminary environmental screening for candidates of the FY 2010 Local Safety/High Risk Rural Roads and Safe Routes to School programs.
- ◆ Central Staff will review applications and prepare for the FY 2010 Transportation Enhancements Program during the fourth quarter. (June 2010)
- ◆ Engage a consultant to support the subregions in reporting on the advancement of projects funded through the American Recovery and Reinstatement Act (ARRA). The consultant will ensure that the projects meet milestones established by the NJTPA Board. The consultant will also facilitate coordination between the subregions and NJDOT to ensure that the NJTPA region does not forfeit federal infrastructure spending.

RELATIONSHIP TO PRIOR WORK:

The Local Scoping Program, the Local Lead Program, The Safe Routes to School Program, The Local Safety / High Risk Rural Roads Program, the High Priority Projects Program and the Transportation Enhancements Program provide federal funding directly to NJTPA member subregions (and others in the case of Transportation Enhancements, Safe Routes to School and the High Priority Projects Programs) to develop locally important projects. With budget constraints on local governments, these programs provide additional sources of funding. This is an ongoing annual task, and staff continues to ensure consistency with the goals of the RTP and moving the studies into the NJTPA project pipeline and onto the TIP.

CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

10/503 LOCAL PROGRAMS (Cont.)

CONSULTANT ACTIVITY:

American Recovery and Reinvestment Act Project Oversight

DESCRIPTION:

Under ARRA the MPOs were suballocated funds for local projects which include the requirement that these projects be obligated within one year. Recognizing that the MPO's role is not Quality Assurance and Engineering (which is clearly the responsibility of NJDOT), the NJTPA must ensure that these projects are obligated within this one year deadline. If it appears that the projects will not be able to be obligated, the NJTPA must have the ability to substitute other projects in their stead to ensure funding is not lost to the state. In an effort to ensure that funds are obligated by February 17, 2010 as required by ARRA, the NJTPA will engage a consultant (or hire a part-time staff member) to assist in the program oversight, delivery and programming and management of ARRA projects. The consultant will provide project management support to the subregions, including monitoring and establishing best practices for project management and delivery of ARRA projects, and facilitating coordination between the subregions and NJDOT. It is hoped that a by-product of this effort will be identifying key risk areas which the NJTPA, Local Aid and the Subregions are able to utilize when evaluating future local lead and local scoping programming. The intent is to ensure that the projects meet the milestones established by FHWA and the NJTPA Board during FY 2010 so that the NJTPA region does not forfeit federal infrastructure funding. The consultant will assist in determining which projects may be unable to meet the agreed upon milestones and provide recommendations (with input from NJDOT) for alternate projects to be advanced. These recommendations will be vetted through the NJTPA Board, who will be responsible for the management and reprogramming of ARRA funds. The NJTPA will seek a consultant with expertise in program management, master scheduling, and program oversight.

PRODUCTS:

- ◆ Facilitation and record of meetings with subregions, NJDOT and NJTPA staff.
- ◆ Development of a master schedule of all NJTPA ARRA projects providing critical key milestones and a program management tool for up-to-date tracking of status that is available to the subregions, NJTPA and NJDOT.
- ◆ Development of program management tools and controls to prevent contract delays and cost over-runs.
- ◆ Monthly status report of all projects that includes identification of at-risk projects and appropriate mitigation strategies, including recommendations on projects that need to be considered for reallocation.
- ◆ Monthly outreach to each subregion to review project deliverables and identification of problem issues. A record of each outreach should be prepared and provided to the Executive Director within two days of the outreach.
- ◆ Quarterly report identifying best practices in project delivery and sharing these with the subregions.
- ◆ Monitoring and review of ARRA project data and status reports prepared by the subregions, including recommendations and refinements, and the development of program management

CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

10/503 LOCAL PROGRAMS (Cont.)

performance measures and reports.

- ◆ Identification of other local projects that may be good candidates for back-ups.

STATUS:

This is a new one year project.

CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT
10/503 LOCAL PROGRAMS (Cont.)

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	\$201,593	\$201,593	\$0	\$0
<u>CONSULTANT EFFORTS:</u>				
American Recovery and Reinvestment Act Project Oversight	\$150,000	\$150,000	\$0	\$0

PROJECT MANAGER:

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CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

10/504 LOCAL SCOPING PROGRAM ADMINISTRATION

RELATIONSHIP TO MISSION OF THE AGENCY:

The Local Scoping program provides federal funding assistance to member subregions to carry out specific transportation planning activities that advance the implementation of the RTP and help fulfill the NJTPA's vision for northern New Jersey. This program allows subregions the opportunity to scope transportation projects that meet the RTP goals of system preservation, economic growth, environmental protection, growth management and quality of life goals for the region, as described in the NJTPA's mission statement.

DESCRIPTION:

This task provides for the administration of the Local Scoping Program. This program provides subregions the opportunity to participate in a project study and development process known as "scoping". Scoping funds are used to advance projects through the National Environmental Policy Act (NEPA) process, preliminary engineering, and a public participation process. Such projects must be based on the goals of the Regional Transportation Plan, and support the planning work of the NJTPA.

Successful completion of scoping makes projects eligible for the project pool for federal funding to complete the project. Currently, there are 35 projects in the Local Scoping projects, which are listed and described in Volume VII. Tasks for administering these projects include attending meetings with the subregions and their consultants, as necessary; attending meetings with the subregions and NJDOT, FHWA, NJDEP - SHPO and LURP and the public; providing guidance on technical matters; reviewing and commenting on technical reports; reviewing invoices and quarterly reports; and authorizing payment. A new solicitation has been on hold pending an overhaul of this program.

SUBTASKS INCLUDE:

- The Local Scoping program provides subregions the opportunity to participate in a project study and development process known as "scoping". Scoping funds are used to advance projects through the National Environmental Policy Act (NEPA) process, preliminary engineering, and a public participation process. Such projects must be based on the goals of the Regional Transportation Plan, and support the planning work of the NJTPA. Successful completion of scoping makes projects eligible for the project pool for federal funding to complete the project. Staff is responsible for the following: solicitation of proposals; screening, prioritization and ranking of proposals; providing technical guidance during the solicitation stage; reviewing and approving scopes of work; executing contracts; participating in the subregion's consultant selection process; attending meetings with the subregions and their consultants, as necessary; attending meetings with the subregions and NJDOT, FHWA, NJDEP - SHPO and LURP and the public; providing guidance on technical matters; reviewing and commenting on technical reports; reviewing invoices and quarterly reports; and authorizing payment.

In FY 2002, NJTPA developed a project management database to monitor and report the progress and status of the Local Scoping projects. The database allows central staff to track each project's tasks and deliverables to ensure project development and planning activities are consistent with federal requirements. Currently NJTPA is collaborating with NJDOT Local Aid who will be developing a web-based program management system for their statewide Local Scoping Program. NJDOT is in the process of expanding their existing on-line program management systems to include the Local Scoping Program, which is intended to be accessible to all management agencies (NJDOT Environmental and Local Aid divisions, NJTPA, NJDEP,

CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT

10/504 LOCAL SCOPING PROGRAM ADMINISTRATION (Cont.)

FHWA, etc.). To improve accountability and management of the NJTPA's Local Programs, in the FY 2010 UPWP, central staff will further develop its database for better reporting and improved efficiency in data sharing and management. In addition to allowing the integration of project data from its database to the NJDOT's proposed system, the improved program management system will be designed to allow direct reporting access from its subregions. Refined development of this program management tool will be done in conjunction with the delivery of projects supported through ARRA funds, which require an increased level of data reporting with the stated goal of improved transparency and accountability of federally funded projects. Another by-product of this effort will be identifying key risk areas and/or performance measures that the NJTPA, Local Aid and the subregions are able to utilize when evaluating future local lead and local scoping programming.

PRODUCTS:

- ◆ Central Staff will continue to process current Local Scoping projects, which includes reviewing and processing quarterly reports and invoices; preparing quarterly reports for NJDOT and FHWA; reviewing and distributing technical engineering and environmental documents; detailed tracking of all submittals and comments; distributing comments on technical documents; maintaining day-to-day contact with subregional project managers, NJDOT, SHPO and other NJDEP divisions, FHWA and consultants; and, overseeing project closeouts (These tasks are ongoing).
- ◆ Central Staff will produce a Local Scoping solicitation package, applications, Board of Trustees adopted list of projects, scopes of work, reviews and evaluations of consultant qualifications and proposals, and contracts.
- ◆ Central Staff will continue to implement the recommendations from the Local Scoping Program re-evaluation. (This is an ongoing task)
- ◆ Central staff will develop and conduct workshops for all participants of local programs as needed. The workshops will focus on navigating the NEPA process and project development for the various local programs (This is an ongoing task).
- ◆ Central Staff will conduct preliminary environmental screening of new candidate projects.

RELATIONSHIP TO PRIOR WORK:

The Local Scoping Program provide federal funding directly to NJTPA member subregions to develop locally important projects. With budget constraints on local governments, these programs provide additional sources of funding. This is an ongoing annual task, and staff continues to ensure consistency with the goals of the RTP and moving the studies into the NJTPA project pipeline and onto the TIP.

**CAPITAL PROGRAMMING AND PROJECT DEVELOPMENT
10/504 LOCAL SCOPING PROGRAM ADMINISTRATION (Cont.)**

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	\$171,370	\$171,370	\$0	\$0

PROJECT MANAGER:

Sarbjit Kahlon
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PUBLIC AFFAIRS

PUBLIC AFFAIRS

10/601 PUBLIC INVOLVEMENT/OUTREACH

RELATIONSHIP TO MISSION OF THE AGENCY:

This work task will help improve understanding of and involvement in the transportation planning process by the public, elected officials, the media and other regional stakeholders. This in turn will improve the quality of decision-making and allow the NJTPA to become a regional leader and resource on transportation issues, as called for in the mission statement and intended by Congress.

DESCRIPTION:

Efforts to involve the public in the transportation planning process are enhanced by public recognition of the NJTPA and the agency's role. Increased awareness of the NJTPA can strengthen the agency's ability to reach members of the public who may be interested in a particular decision or aspect of the planning process. The major mechanisms for Public Involvement and Outreach include attending and holding meetings, organizing special events, attending conferences, targeting informational efforts at print and electronic media, maintaining an up-to-date website and issuing publications and reports that provide accessible and non-technical explanations of the Authority's responsibilities and activities. (To get involved, go to our website at: <http://www.njtpa.org/Involved/default.aspx>)

In FY 2010, a major focus of Central Staff will be to launch new outreach and public education activities building upon the adoption of the 2035 update of the Regional Transportation Plan. This will include preparing the final document and collateral multimedia materials, developing new web features and conducting outreach meetings and events on the contents of the plan and soliciting public participation in the planning process. These activities are discussed in the context of ongoing public participation and outreach activities discussed below:

Public Comment- NJTPA Public Participation Procedures require the agency to provide information about transportation issues pending before the NJTPA and promote early and continuing involvement in the development of NJTPA plans and programs. Among other provisions, the procedures call for conducting a formal 30-day comment period and a public meeting on major plans and programs prior to their consideration by the NJTPA Board. Implementing these procedures requires considerable staff effort including arranging meetings, distributing documents, and summarizing and responding to comments.

Preparation of the 2035 Plan: Following the adoption of Plan 2035 in July 2009, NJTPA Staff will prepare and arrange for printing of the plan and collateral materials (this preparation will commence in the last quarter of FY 2009 and be completed in the first quarter of FY 2010). The collateral materials will include an Executive Summary booklet in English and Spanish, a multi-media DVD, a list of current board membership and other materials.

The 2035 multimedia DVD accompanying the plan will include the full text of the plan, a video summarizing key aspects of the plan (using footage gathered by the video consultant in FY 2009), a Spanish translation of the executive summary, technical appendices, additional data used in compiling the plan, the interactive exercise used in outreach meetings, a photo slide show, etc.

Coordinated Outreach - The NJTPA strives to coordinate its own outreach efforts with those of the subregions to ensure that the concerns of communities and the public are adequately represented in the regional planning process. As part of the "Core Tasks" of the Subregional Transportation

PUBLIC AFFAIRS

10/601 PUBLIC INVOLVEMENT/OUTREACH (Cont.)

Planning (STP) Program (UPWP, Volume II), NJTPA subregions must provide a mechanism for local citizen participation in transportation issues. NJTPA staff attends and participates in these meetings with the public, reporting back relevant findings and policy recommendations to the NJTPA.

During FY 2010, in cooperation with Board members, the NJTPA staff will seek out opportunities to present the contents of the 2035 plan to interested groups and agencies. Board members would be featured at these events, helping to highlight features of the plan of particular interest to their subregion. At least one meeting per subregion is anticipated during the course of the year.

Special Events - Conferences, seminars, issue-oriented briefings, open houses, press conferences and other special events are employed as mechanisms for public outreach by the NJTPA. Events have been organized to meet an identified need for information or coalition-building, or to respond to specific opportunities or current issues. NJTPA participates in transportation-related conferences, including Transaction (New Jersey's annual statewide transportation conference) and the annual conference of the New Jersey Association of Counties." In many cases, it has been effective for the NJTPA to co-host an event with another organization or universities, to increase exposure for the agency, as well as to expand the list of potential participants. A major symposium will be held on topics related to ongoing planning issues that may include technology, pricing, energy and others.

Media Relations - The NJTPA will undertake systematic efforts to increase its profile in the public eye, principally by targeting informational efforts at print and electronic media. These efforts will include issuing press releases and, when appropriate, organizing press conferences on significant actions at its meetings, the findings of its study efforts and significant developments involving its member subregions.

During FY 2010, special efforts will be made to tailor these materials to each subregion and seek out non-traditional media outlets and forums for disseminating the information, in close cooperation with each Board member. In addition, periodic summaries of significant NJTPA activities relating to each subregion will be provided to Board members and their staff to facilitate communications with other county and local officials. Staff will actively work with Board members to find opportunities to enhance public outreach on issues before the Board.

Publications - The NJTPA will continue to prepare and distribute brochures, publications and other materials. Publications include the bi-monthly Communiqué newsletter covering news of NJTPA actions and activities; the Mobility Matters magazine, published at least twice a year, providing extended articles on major regional transportation issues; and the semi-annual magazine, In Transition (Task 10/502), covering national and international transportation topics. The NJTPA will continue to develop technical reports and white papers of relevance to the wider planning community and to local, state and national policy debates. During FY 2010, publications will highlight and follow-up upon the issues and recommendations in the 2035 Plan. Special publications, brochures, hand-outs and other informational materials will be developed as required. (Publications from the NJTPA may be found at: <http://www.njtpa.org/Pub/default.aspx>).

PUBLIC AFFAIRS

10/601 PUBLIC INVOLVEMENT/OUTREACH (Cont.)

In addition, staff will ensure that all publications, technical reports, white papers and other public documents meet high standards in terms of content, readability and design. The branding guidelines (including a revised logo and standardized agency description) developed during FY 2009 will be implemented in all written products and publications. Staff with writing, editing and design expertise will review and craft all documents before publication in print or electronic form.

Multi-Media Technology - The NJTPA will continue to use new multi-media tools for educating the public and disseminating information. During FY 2010, as noted above, this will include new video and multimedia products for Plan 2035. Staff will also explore using the new capabilities for video taping Board meetings and streaming the video over the web (Task 10/801) for offering variety of additional public informational materials (including presentations and training) on the NJTPA website. Staff will continue to use NOTIS in outreach activities including providing interactive "kiosks" at conventions and other outreach events.

Internet Content -The website's content will continue to be expanded to promote greater public understanding and involvement with the agency. During FY 2010, the 2035 Plan section of the NJTPA website will be enhanced to give the public access to the plan and all related materials. This will include Spanish language translation of selected materials, the interactive exercise used in public outreach, discussion forums and other web features. An internal email newsletter, TPA Digest, will continue to be published on a monthly basis.

Outreach Presentations - The NJTPA makes staff available for presentations to local government bodies and private sector organizations. These presentations highlight the planning process and demonstrate state-of-the-art transportation planning practices and their application in the region.

Mailing List - The NJTPA actively identifies and maintains lists of regional stakeholders and interested parties to receive publications and other materials, notices of upcoming meetings, and invitations to special events. It also maintains an "E-list" for distribution of agendas and other materials electronically.

Targeting Underserved Communities - The NJTPA will continue to encourage participation by low income and minority communities in northern New Jersey that have been traditionally underserved by the transportation planning process. This will include translation of key materials and publications into Spanish. During FY 2010, this will include the Executive Summary to Plan 2035.

Planning Achievement Awards – In FY 2009 NJTPA staff expects to begin work with the subregions to develop an awards program to recognize notable achievements in improving regional transportation. This work will continue into FY 2010. The awards will be presented to subregions, non-profit organizations or municipalities and could include projects, studies or programs. Presentation of the awards will take place at a board meeting or special events.

PRODUCTS:

- ♦ Public meetings and comment periods conducted for major plans and programs in accordance with public participation procedures (ongoing).
- ♦ A printed 2035 Regional Transportation Plan document with collateral printed materials

PUBLIC AFFAIRS

10/601 PUBLIC INVOLVEMENT/OUTREACH (Cont.)

including an Executive Summary booklet in English and Spanish, a multi-media DVD and a list of current board membership. (September 2009)

- ♦ A 2035 multimedia DVD accompanying the plan that will include the full text of the plan, a video summarizing key aspects of the plan and other plan-related materials. (September 2009)
- ♦ Outreach meetings and events developed in cooperation with Board members to present the contents of the 2035 plan to interested groups and agencies. (One per subregion conducted over the year)
- ♦ Presentations to local and regional organizations and participation in transportation-related conferences, including Transaction (New Jersey's annual statewide transportation conference) and the annual conference of the New Jersey Association of Counties.
- ♦ Two symposiums will be held on topics related to ongoing planning issues that may include technology, pricing, energy and others (May 2009)
- ♦ Informational materials and media advisories distributed to media outlets in the region with special efforts to tailor these materials to each subregion and direct them to non-traditional media outlets (ongoing).
- ♦ Regular newsletters and other publications reporting on the activities of the NJTPA and on regional transportation issues including the Communiqué (bi-monthly), Mobility Matters (semi-annually), and the intra-agency TPA Digest (monthly).
- ♦ Special publications, reports, brochures, hand-outs and other informational materials relating to the Plan 2035 and other agency planning activities (as required).
- ♦ Enhanced information available through the NJTPA website (ongoing) including an expanded 2035 Plan section to give the public access to the plan and all related materials (Sept. 2009)
- ♦ Multimedia materials made available to the public including audio/video recordings of presentations, training seminars, and other events (as required).
- ♦ A video highlighting the importance of freight transportation and the NJTPA's role in freight planning
- ♦ Strategies to better target underserved communities; translate selected materials into Spanish (ongoing)
- ♦ An awards program that will recognize notable achievements in improving regional transportation by subregions, non-profit organizations, municipalities (March 2010)
- ♦ Work with Public Information Officers of the subregions and Board members to better inform citizens about the activities of the NJTPA and opportunities for involvement.
- ♦ Pursue opportunities for presenting information about the NJTPA on local cable access channels, including interviews and presentations by Board Members, videos, and other materials.

RELATIONSHIP TO PRIOR WORK:

This is an ongoing work task. All activities are completed as necessary.

PUBLIC AFFAIRS

10/601 PUBLIC INVOLVEMENT/OUTREACH (Cont.)

PUBLIC AFFAIRS

10/601 PUBLIC INVOLVEMENT/OUTREACH (Cont.)

CONSULTANT ACTIVITY:

Video Support

DESCRIPTION:

Retain consultants to video tape key events during the year. This may include the planned symposium, Board meetings and/or training activities. As appropriate, the video will be made available on DVDs or on the NJTPA website to enhance public education and involvement in the planning process.

PRODUCTS:

- ♦ Videos of key events held during the year, including symposiums, Board meetings and/or training activities.

STATUS:

PUBLIC AFFAIRS

10/601 PUBLIC INVOLVEMENT/OUTREACH (Cont.)

CONSULTANT ACTIVITY:

Plan 2035 Translations

DESCRIPTION:

To encourage broader involvement in the planning process, Plan 2035 materials will be translated into Spanish.

PRODUCTS:

- ♦ Spanish-language translations of various documents.

STATUS:

This activity is continuing from FY 2009.

PUBLIC AFFAIRS

10/601 PUBLIC INVOLVEMENT/OUTREACH (Cont.)

CONSULTANT ACTIVITY:

Implementation of Public Outreach Strategies

DESCRIPTION:

This will involve further development of outreach strategies to general population/EJ communities, and other activities to be defined. In addition, this effort will assist in the further development of Web updates for Information Clearinghouse, dynamic features, and content management system.

PRODUCTS:

- ♦ Directing, filming, and producing a video of the Plan 2035, along with programming and producing a multimedia CD containing all RTP documents, appendices, photos, and related materials.

STATUS:

Ongoing. This is a continuation from FY 2008 and FY 2009.

PUBLIC AFFAIRS

10/601 PUBLIC INVOLVEMENT/OUTREACH (Cont.)

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>				
	\$329,867	\$329,867	\$0	\$0
<u>CONSULTANT EFFORTS:</u>				
Video Support	\$20,000	\$20,000	\$0	\$0
RTP Plan 2035 Translations	\$20,000	\$0	\$20,000	\$0
<i>Reprogrammed from FY 2009</i>				
Implementation of Outreach Strategies	\$75,000	\$0	\$75,000	\$0
<i>Reprogrammed from FY 2009</i>				

PROJECT MANAGER:

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PUBLIC AFFAIRS

10/602 NATIONAL OUTREACH: INTRANSITION MAGAZINE

RELATIONSHIP TO MISSION OF THE AGENCY:

To establish the NJTPA as the leading source of general information on the importance of transportation and planning in regard to quality of life, commerce and mobility. The magazine brings national attention to its sponsors and affords opportunities for collaboration with the NJIT, other MPOs, transportation agencies, and international transportation professionals across the globe. In these ways, this task helps fulfill NJTPA's mission to serve as a leader in transportation planning.

DESCRIPTION:

In FY 2007, InTransition magazine, a semiannual national circulation magazine, was relaunched after a three year hiatus. The magazine is a collaborative project with NJTPA's host agency NJIT, which has helped with its production and editorial direction. The magazine is working to build a solid reputation across the country for timely and informative general interest features on transportation and planning issues. During FY 2010, development of the magazine will continue, with cultivation of new contributors and features. The NJTPA will continue to be principally responsible for production and management -- including editing, research, graphic design, and publication management and maintenance of the circulation list. During FY 2010, the magazine website will continue to be enhanced with blogs by authors, additional notes and research, etc. Options will be evaluated and plans developed for achieving at least partial self-financing

PRODUCTS:

- ♦ Publication of a 30-35 page, four-color magazine (2 issues per year: fall & spring).
- ♦ Marketing the magazine, including cultivating new subscribers and contributors (ongoing).
- ♦ Maintaining a website featuring articles from the magazine and enhancing the magazine website (ongoing)
- ♦ Evaluating options and developing plans for achieving partial self-financing (February 2010).

RELATIONSHIP TO PRIOR WORK:

This is a continuing task building upon the two magazine issues over the past fiscal year.<

PUBLIC AFFAIRS

10/602 NATIONAL OUTREACH: INTRANSITION MAGAZINE (Cont.)

CONSULTANT ACTIVITY:

Redesign and Restructure InTransition Magazine Web-site

DESCRIPTION:

A consultant will be retained to redesign www.intransitionmag.org, the Web-site for InTransition magazine, and update the look and feel so that it is more contemporary and more consistent with the overall NJTPA branding. The newly designed site will also be improved in terms of usability and navigation. New templates will be created to allow the NJTPA staff to update and maintain the Web-site as easily and efficiently as possible.

PRODUCTS:

- ♦ Redesign of the Web-site for InTransition magazine.

STATUS:

New activity in FY2010.

PUBLIC AFFAIRS

10/602 NATIONAL OUTREACH: INTRANSITION MAGAZINE (Cont.)

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	\$151,127	\$151,127	\$0	\$0
<u>CONSULTANT EFFORTS:</u>				
Redesign and Restructure inTransition Magazine Website	\$7,500	\$7,500	\$0	\$0

PROJECT MANAGER:

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PUBLIC AFFAIRS

10/603 COMMITTEE SUPPORT

RELATIONSHIP TO MISSION OF THE AGENCY:

The Committee and Board meetings serve as the forums for deliberations and decision making by the NJTPA Board of Trustees on the allocation of funding to address transportation needs throughout the region. They also serve as forums for public input and the exchange of information about transportation issues. By providing for Board ownership of the planning and programming processes, this work task supports a key mechanism by which the NJTPA fulfills its mission of transportation planning.

DESCRIPTION:

Secretarial support for FY 2010 will continue its important role in providing the technical, clerical and logistical support necessary to accommodate the transportation, environmental, business and goods movement interests of the NJTPA. As such, Central Staff will: provide logistical support for all NJTPA Board meetings, Standing Committee meetings and R-TAC meetings; develop and distribute agendas and supporting documentation (e.g., resolutions, policy papers, etc.); draft formal speeches for the NJTPA Chairman and other Board members; prepare and disseminate minutes in accordance with the NJTPA by-laws; arrange for keynote speakers; and provide administrative follow-up services on behalf of the NJTPA and its various committees.

(Meeting information may be found at: <http://www.njtpa.org/Involved/Cal/calendar.aspx>).

NJTPA will continue to attempt to identify and offer technical presentation fees, as necessary, to nationally-recognized keynote speakers for Board meetings and/or NJTPA conferences who can provide presentations on issues of special importance to the NJTPA and citizens in the region, including economic trends, social issues affected by transportation, Smart Growth, etc. The speakers may be noted academics or experts in their field.

Staff will prepare and distribute the NJTPA calendar of events, maintain current mailing lists, prepare position papers, issue press releases and disseminate all necessary notices as per the Open Public Meetings Act Compliance Law. The NJTPA handbook explaining the "3C" planning process and federal mandates will be updated as necessary for all NJTPA members.

Support will continue to be provided to standing committees -- Executive Committee, Project Prioritization Committee, Planning and Economic Development Committee -- and any ad-hoc task forces that may be appointed from time to time. The Standing Committees normally meet bi-monthly to discuss all facets of the transportation planning process under their respective jurisdiction as well as screen all action items for Board consideration.

Central Staff also supports the Regional Transportation Advisory Committee (R-TAC). R-TAC, consisting of the professional engineering and planning staffs of the NJTPA member agencies, reviews and provides input into appropriate technical items. In addition to regular meetings, the R-TAC structure allows for specific issues to be analyzed and for recommendations to be generated in smaller subcommittees or working groups. During FY 2010, lectures on special transportation topics will be organized for staff with invitations to RTAC, Board members and interested parties.

In addition, during FY 2010, the use of video conferencing technology will be explored for meetings, consultations or discussions. Staff will also seek to expand its "paperless office" program which provides electronic distribution of meeting and other materials to subregions.

PUBLIC AFFAIRS

10/603 COMMITTEE SUPPORT (Cont.)

SUBTASKS INCLUDE:

- ◆ Speaker Recruitment- Recruit nationally renowned speakers and topics for bi-monthly Board meetings, as well as regionally significant presenters for other information-sharing venues, including Committee meetings, informal Brown Bag lunches, central staff discussions, and conferences / symposia. Topics may be drawn from the State and Federal Emphasis Areas, as well as from requests by stakeholders.

PRODUCTS:

- ◆ Active and informed Executive and Standing Committees, supported through a full range of secretarial and logistical services (ongoing).
- ◆ Key discussion issues and information items will be prepared for NJTPA Board review (ongoing).
- ◆ Agendas, resolutions, position papers and supporting documentation will be prepared (ongoing).
- ◆ The consent calendar and the activity agenda will be prepared for the NJTPA Chairman (ongoing).
- ◆ Formal speeches will be prepared for the NJTPA Chairman (ongoing).
- ◆ Committee meeting minutes will be prepared (ongoing).
- ◆ Accurate and up-to-date NJTPA committee files will be maintained (ongoing).
- ◆ Lectures on special transportation topics organized for staff with invitations for participation by subregions and interested parties (at least two during the year).

RELATIONSHIP TO PRIOR WORK:

This is an on-going work task. All activities completed as necessary.

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	\$315,915	\$315,915	\$0	\$0

CONSULTANT EFFORTS:

Honorariums for Board Speakers/Symposiums, Roundtables & Brown Bag Lunches/Technical Presentation Fees	\$30,000	\$10,000	\$20,000	\$0
<i>\$20,000 reprogrammed from FY 2009</i>				

PUBLIC AFFAIRS

10/603 COMMITTEE SUPPORT (Cont.)

PROJECT MANAGER:

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PUBLIC AFFAIRS

10/604 LEGISLATIVE POLICY AND NATIONAL OUTREACH

RELATIONSHIP TO MISSION OF THE AGENCY:

This activity informs the NJTPA Trustees on the federal legislative and executive deliberations and decision-making that affect NJTPA's mission to advance transportation project development for the mobility and economic progress of the North Jersey region. It also serves to keep them abreast of relevant developments in transportation funding and other legislation at the state level.

DESCRIPTION:

During FY 2010, SAFETEA-LU, the nation's principal transportation law, will expire, requiring Congressional reauthorization. Staff will monitor and provide information to the Board on the reauthorization debate and developments. In addition, in cooperation with neighboring MPOs, subregions, member agencies and allied organizations, staff will analyze and develop recommendations on key reauthorization issues. These will be shared with the state congressional delegation or other elected officials as requested.

Staff will also monitor other legislative developments in Washington and Trenton in order to keep the NJTPA Board and staff abreast of proposals affecting NJTPA planning activities. Additional outreach to the NJ Department of Community Affairs, Office of Smart Growth, Association of Metropolitan Planning Organizations, etc. will provided additional input into legislative updates.

Once legislation is in place, the NJTPA monitors development of regulations and offers input when appropriate. It also follows the appropriations measures that drive the annual budget process. In addition, the NJTPA will make staff available for on-call (staff-to-staff) congressional briefings. Staff will actively seek to coordinate with other MPOs particularly through the national Association of Metropolitan Planning Organizations.

Staff will continue to regularly monitor state level deliberations involving transportation through communication with relevant committees in the state legislature, both in the Assembly and Senate. The NJTPA will attend these committee meetings and provide testimony at hearings as warranted. A Legislative Update newsletter will be issued periodically as warranted.

PRODUCTS:

- ♦ Monitor and provide information to the Board on the SAFETEA-LU reauthorization in Congress; analyze and develop recommendations on key reauthorization issues (as required)
- ♦ Monitor and analyze other legislative/regulatory developments in Washington and Trenton (as required).
- ♦ Information and briefings provided to Congressional staff (as requested).
- ♦ Continued participation in state level legislative deliberations (as warranted).
- ♦ Provision of relevant information on legislation, appropriations and/or regulations for NJTPA Board members to share with their Congressional/Legislative representatives (ongoing).
- ♦ Publication of a Legislative Update newsletter (as needed).
- ♦ Participate on policy boards, conduct outreach and policy research on key topic areas and prepare reports (as necessary).

PUBLIC AFFAIRS

10/604 LEGISLATIVE POLICY AND NATIONAL OUTREACH (Cont.)

RELATIONSHIP TO PRIOR WORK:

This is an on-going work task. All activities completed as necessary.

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	\$95,050	\$95,050	\$0	\$0

PROJECT MANAGER:

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ADMINISTRATION

ADMINISTRATION

10/701 OFFICE ADMINISTRATION

RELATIONSHIP TO MISSION OF THE AGENCY:

Administration serves as the foundation for all agency work. The work in this task ensures that the daily activities of Central Staff are executed in a timely and efficient manner to complete the mission of the agency.

DESCRIPTION:

The NJTPA Central Staff operation, supports the work and decision making of the NJTPA Board of Trustees. This task provides for all the management and oversight of the staff while ensuring compliance with all federal regulations. Additionally, this task encompasses a full range of internal activities necessary to sustain a Central Staff operation. Activities include: personnel recruitment, salary and payroll administration, preparation of performance evaluations, internal accounting procedures, execution of purchasing agreements, and the monitoring of lease agreements and building maintenance contracts. As the New Jersey Institute of Technology (NJIT) serves as the host agency for the NJTPA, the administration of all necessary accounting and auditing is coordinated between the two organizations. (For further information, go to: <http://www.njtpa.org/About/Who/Host.aspxservices>).

This task also provides for the continuation of General Counsel on an annual basis for the purpose of contract negotiations, risk management activities, Open Public Meetings Act compliance and legal guidance as required by the NJTPA Board members and executive staff. It also provides for additional services (through UPWP budget amendments) as needed, in the event of litigation. As part of the NJTPA's host-agency arrangement with the New Jersey Institute of Technology, the NJTPA must provide a means of indemnification for the University. For many years, staff has been actively engaged with legal counsel in support of the development of a three party agreement (NJIT, NJDOT, NJTPA) to delineate agency responsibilities and deliverables.

One of the recommendations to emanate from the development of the original Strategic Business Plan was the need for further training in key areas. Appropriate training sessions and seminars continues to be sought to enable Board Members, Central Staff, and subregional partners to further develop their skills. This is expected to be accomplished with a mix of classes taught by Central Staff and sessions delivered by outside providers.

To improve administration and coordination of Unified Planning Work Program administrative activities and documents with the NJDOT and NJIT, in FY 2010 the NJTPA will develop and deploy a web-based document information system for tracking MPO program documents and budget accounts activities. The database application will be used to track and store electronic documents and/or images of paper documents including letters to incur costs, task orders, modifications, quarterly reports and invoices, payments, final reports and close-outs of program funding. Work on this task will include the evaluation and documentation of current related business processes at the NJTPA, NJIT and NJDOT, as well as recommendations, if any, to improve the process flow. The system will be web-based to allow quick access and sharing of data both internally by authorized Central Staff, and externally with NJDOT and NJIT. It is anticipated that a temporary staff position will be employed to help assess the existing business processes and to provide input in the development of the new system and procedures, and that the database system can be developed by NJTPA's information technology staff. The UPWP document information system is expected to be completed and implemented in FY 2010.

ADMINISTRATION

10/701 OFFICE ADMINISTRATION (Cont.)

PRODUCTS:

- ♦ Execution and procurement of planning grants (ongoing throughout the year for FY 2010).
- ♦ Personnel/Payroll Administration (ongoing throughout FY 2010).
- ♦ Establishment of NJTPA internal accounts for the FY 2010 budget (expected to be completed September 2009).
- ♦ Project specific Management Information reports (ongoing throughout FY 2010).
- ♦ Lease compliance and building maintenance (ongoing throughout FY 2010).
- ♦ Legal advice and guidance in the day-to-day NJTPA affairs and Legal Representation in the event of litigation (to be billed on an hourly basis – subject to the NJTPA Board concurrence; ongoing, as needed throughout FY 2010).
- ♦ Indemnification Insurance for the NJTPA Board (annual renewal, will be procured by November 2009).
- ♦ Annual Staff Performance Evaluations (Spring of 2010).
- ♦ Identification of staff training opportunities to augment the technical proficiency of Board members, central staff and subregional members as appropriate (ongoing).
- ♦ Recruitment for remaining Central Staff vacancies (ongoing, as needed).
- ♦ Subregional Internship and Support Program (ongoing).
- ♦ Three Party Agreement between NJTPA, NJIT, and NJDOT (ongoing).
- ♦ Develop and deploy a web-based UPWP document information system for tracking MPO program administration documents and budget accounts.

RELATIONSHIP TO PRIOR WORK:

The role of Central Staff office administration is to ensure that the back office processes of the agency run seamlessly from year to year. The functions remain essentially the same from program year to program year.

ADMINISTRATION

10/701 OFFICE ADMINISTRATION (Cont.)

CONSULTANT ACTIVITY:

Legal Services and Risk Management

DESCRIPTION:

During Fiscal year 1994, the North Jersey Transportation Planning Authority, Inc., (NJTPA) was established as a not-for-profit corporation. Additionally, the services of general counsel were secured to provide legal guidance for all Board Members related activities in the conduct of the NJTPA's planning and programming responsibilities. In addition, the Open Public Meetings Act Compliance, contract negotiations, and risk management activities of the NJTPA require the presence of Legal Counsel. This task provides for the continuation of General Counsel on an annual, as needed, basis and provides for additional services (through UPWP budget amendment) as needed, in the event of litigation.

As part of its host-agency arrangement with the New Jersey Institute of Technology, NJTPA must provide means of indemnification for the NJTPA Board. Article XI, Section 1 of the Articles of Incorporation of the NJTPA provides for the indemnification of the Board of Trustees and those serving on behalf of the Board. To that end, professional liability/errors and omissions insurance policy had been purchased, which according to its terms, agrees to cover wrongful acts of persons whose actions for which the insured is legally responsible.

PRODUCTS:

- ♦ Attendance by general counsel at all bi-monthly NJTPA meetings.
- ♦ Legal advice and guidance in the conduct of day-to-day NJTPA affairs (as needed).
- ♦ Contract negotiation by general counsel(as needed).
- ♦ Legal representation in the event of litigation (as needed, to be billed on an hourly basis, subject to NJTPA concurrence).
- ♦ Professional Liability, General Commercial Liability, and Director's and Officer's insurance for the NJTPA Board members, Central Staff and the New Jersey Institute of Technology.
- ♦ Review of existing insurance coverages (September 2009).

STATUS:

ADMINISTRATION

10/701 OFFICE ADMINISTRATION (Cont.)

CONSULTANT ACTIVITY:

Central Staff Training

DESCRIPTION:

This provides for training seminars/sessions throughout FY 2010 to enable Staff to further develop their skills. Classes will be provided at many differing levels for appropriate skill sets. Many of the sessions may be facilitated/taught by Central Staff, but it is envisioned that the majority will be outsourced. Where applicable, open, competitive selection processes will be utilized.

PRODUCTS:

- ♦ Ongoing staff development (throughout FY 2010)

STATUS:

On-going.

ADMINISTRATION

10/701 OFFICE ADMINISTRATION (Cont.)

CONSULTANT ACTIVITY:

Subregional Support: Subregional Staff Training

DESCRIPTION:

In addition to funding the STP and Subregional Studies programs, the NJTPA makes an annual commitment of resources to provide the subregions with training. Members of IT Central Staff along with representatives from RTAC determine the training priority for the subregions.

PRODUCTS:

- ♦ Subregional staff development (throughout FY 2010).

STATUS:

On-going

ADMINISTRATION

10/701 OFFICE ADMINISTRATION (Cont.)

CONSULTANT ACTIVITY:

Subregional Support: Internship Program

DESCRIPTION:

It is the policy of the NJTPA to provide support to subregions who hire summer interns to conduct regionally significant transportation planning work that furthers the goals and objectives of the STP Program and the Subregional Study Program.

The NJTPA will support one intern per subregion in a fiscal year. Interns will be supported up to the maximum hours for a standard work week as established by subregion. Hourly rate may not exceed \$15 per hour.

PRODUCTS:

- ◆ A summary of work to be performed by the intern and products to be completed (throughout FY 2010).
- ◆ A summary of the work actually accomplished by the intern (submitted quarterly in FY 2010).

STATUS:

ADMINISTRATION

10/701 OFFICE ADMINISTRATION (Cont.)

CONSULTANT ACTIVITY:

NJIT Administrative Support Services

DESCRIPTION:

As the New Jersey Institute of Technology (NJIT) serves as the host agency for the NJTPA, the administration of all necessary accounting and auditing services is coordinated between the two organizations. Pursuant to the three party agreement between NJTPA, NJIT and NJDOT, NJIT is eligible for funding and reimbursement of facilities and administrative costs for providing personnel, payroll and related administrative support to the NJTPA, including but not limited to: purchasing, grants accounting, human resource management, payroll, accounts payable, and accounts receivable in the furtherance of the annual NJTPA Unified Planning Work Program activities.

PRODUCTS:

- ◆ Administrative support services (ongoing annual activity).

STATUS:

ADMINISTRATION

10/701 OFFICE ADMINISTRATION (Cont.)

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	\$713,374	\$713,374	\$0	\$0
<u>CONSULTANT EFFORTS:</u>				
Legal Services and Risk Management	\$100,000	\$100,000	\$0	\$0
Central Staff Training	\$70,000	\$70,000	\$0	\$0
Subregional Support: Subregional Staff Training	\$65,000	\$65,000	\$0	\$0
Subregional Support: Internship Program	\$94,500	\$94,500	\$0	\$0
NJIT Administrative Support Services	\$640,000	\$640,000	\$0	\$0

Administrative Flat Fee

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PROJECT MANAGER:

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ADMINISTRATION

10/702 GRANTS AND CONTRACTS ADMINISTRATION

RELATIONSHIP TO MISSION OF THE AGENCY:

This task ensures that all pass-through programs and all NJTPA consultant efforts adhere to established federal guidelines required for continued receipt of federal funding and support the regional transportation plan. This task provides oversight and management of all pass-through funding provided for the STP, Subregional Study, and Local Scoping programs. It also provides oversight and management of all agency consultant contracts. The products from these pass-through programs and agency consultant efforts support the regional planning process, provide for local input and coordination, and advance mobility solutions as reflected in the mission statement. All products from these agreements complete the mission of the agency.

DESCRIPTION:

The NJTPA provides pass-through funding for many programs, including the Subregional Transportation Planning Program, the Subregional Study Program and the Local Scoping Program. The NJTPA is responsible for the contract management of third party contracting opportunities within the region. This task includes developing contractual agreements, providing accounting services to support contractual agreements, execution and procurement of planning grants, tracking of projects, and providing administrative assessments of subregional compliance. It also includes the development of fiscal guidelines and budget policies as well as assisting the NJTPA member agencies in consultant selection.

The NJTPA Central Staff issues various consultant contracts throughout the program year. The NJTPA is responsible for the contract management of planning studies managed by Central Staff to enhance and develop the Regional Transportation Plan. This includes requesting proposals for planning projects, negotiating and developing contractual agreements, providing accounting services to support contractual agreements, issuing and ensuring the execution of contracts, tracking of project expenditures, providing administrative support, and ensuring compliance with all relevant federal regulations. It also includes assisting central staff members in the consultant selection process and acquiring NJTPA Board Member approvals.

SUBTASKS INCLUDE:

- ◆ Ensuring contract compliance with cost principles and audit requirements stipulated in federal OMB circulars A 21, A 87, FAR--Chapter 1, Subpart 31.2 (Contract with Commercial Organizations), Subpart 31.3 (Contracts with Educational Institutions), and/or Subpart 31.7 (Contracts with Non-Profit Organizations).
- ◆ Negotiating contract language between NJIT, outside consultants, the subregions, and other sponsoring agencies. Ensuring compliance with procedures for the procurement of professional services.
- ◆ Executing contracts for all pass-through programs and agency consultant activities between subregions or consultants and NJTPA/NJIT and/or NJDOT and NJTPA/NJIT.
- ◆ Reviewing the annual DBE goal received from NJDOT; applying the appropriate DBE/ESBE goal to NJTPA contractual agreements, as necessary.
- ◆ Participating on consultant selection committees, as required. Providing guidance on DBE/ESBE goals and assisting, upon request, in identifying DBE and/or ESBE firms.

ADMINISTRATION

10/702 GRANTS AND CONTRACTS ADMINISTRATION (Cont.)

- ◆ Monitoring DBE/ESBE compliance. Compiling and submitting quarterly and annual reports on federally funded contractual activities.
- ◆ Reviewing and monitoring budgets for all “pass-through” programs. Reviewing and monitoring consultant budgets and expenditures.
- ◆ Assisting Capital Programming and preparing required documentation for the transition of the Local Scoping Program.
- ◆ Reviewing cost submittals in conformity with federal and NJTPA adopted guidelines, reviewing direct expenses for detail and eligibility, examining consultant and sub-consultant costs for accuracy and reasonableness, and confirming certification of any proposed DBE/ESBE firms.
- ◆ Issuing letters to incur costs.
- ◆ Preparing contract extensions and budget modifications for “pass-through” programs and consultant activities, as needed.
- ◆ Review annual audits and indirect costs statements.
- ◆ Ensuring that all prime and sub-consultants have adequate insurance, indemnify the NJTPA and NJIT, and provide certificates of insurance.

PRODUCTS:

- ◆ Contracts and purchase orders to subregions and sponsoring agencies for the Subregional Studies, Subregional Transportation Planning (STP) and Local Scoping Programs (expected to be completed by December 2009, except for Local Scoping, which is ongoing).
- ◆ Task Orders and Task Order Modifications for UPWP and Local Scoping Program (ongoing, as needed).
- ◆ Execution of contractual agreements and purchase orders to consultant vendors (as needed).
- ◆ Upgrade and monitor the internal reporting system to track the status of all quarterly invoices and reports (ongoing).
- ◆ Coordinate with IT department to upgrade and monitor the web-based subregional tracking program to improve the efficiency of the quarterly billing and reporting process of the subregions (ongoing, as needed).
- ◆ Monitor attainment of DBE goal and applying annual goal to NJTPA Contracts as necessary (ongoing activity).
- ◆ Add or update information on the NJTPA website relating to this task (ongoing as appropriate).
- ◆ Identification of Grants and other funding sources.

RELATIONSHIP TO PRIOR WORK:

The development of the NJTPA annual work program includes the hiring consultants for agency contractual efforts and the development of pass-through grant programs, including STP, Subregional Studies, and Local Scoping.

ADMINISTRATION

10/702 GRANTS AND CONTRACTS ADMINISTRATION (Cont.)

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	\$165,042	\$165,042	\$0	\$0

PROJECT MANAGER:

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INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY

10/801 NETWORK DEVELOPMENT, ADMINISTRATION AND TECHNICAL SUPPORT

RELATIONSHIP TO MISSION OF THE AGENCY:

This task supports the mission of the NJTPA by developing and maintaining the agency's technological foundation. This foundation is the platform, medium, and tools by and through which our technical and informational resources are developed and disseminated to the people of northern New Jersey.

DESCRIPTION:

This task will maintain the NJTPA's information technology resources and proactively evaluate and implement new technologies that further the goals as outlined by the NJTPA's Regional Transportation Plan. The NJTPA system consists of a networked infrastructure of multiple servers, switches, routers, printers, and workstations. VOIP, Storage Area Networking, Database, Mail, VPN, Web Application, Blackberry, Videoconferencing, and Web Streaming services will continue to be supported, managed, and deployed. The NJTPA Central Staff numbers 50 full time employees and several hourly and intern positions. New equipment and networking software will be integrated into the network infrastructure as required. Software and hardware components will be aligned to work seamlessly with and between our network servers and workstations.

Network Security: Protection of the network data, servers, and workstations from malicious viruses, intrusions, and hardware failures will continue to be a core function of this task. Disaster recovery measures as outlined by the agency's Data Disaster Recovery Plan will be implemented to help ensure that the NJTPA's data will survive either man-made or natural disaster.

Technical and Application Support: Software licensing and maintenance contracts will be managed. NJTPA core software will be maintained to provide a common computing platform for the collaboration and dissemination of information. Hardware and software inventories will be maintained. Application support of the core NJTPA software including productivity and communications software will be accomplished for both central staff and subregions. Repairs and upgrades of older computers will be done to extend the lifetime of existing investments. The TrackIt! technical support tracking system will continue to provide a comprehensive database of support knowledge and ensure timely and accurate technical support.

The Technology Library provides for the purchase and sharing of equipment and software with the NJTPA fifteen member subregions. The Technology Library was developed to create a level playing field for the subregions to develop and share planning information with the NJTPA and each other. The technology library has a limited budget. All requests must be submitted in writing, must support the goals and objectives of the Subregional Transportation Planning Program (STP) and meet federal eligibility requirements. The requests must be very specific and demonstrate their support of regional planning. In FY2010, in collaboration with the RTAC, purchases will be made to address particular subregional hardware and software needs to support regional transportation planning. The Citrix server will continue to provide economies of scale and powerful planning and modeling tools to the subregions and help support regional planning activities. Special hardware and software such as GPS units and traffic counters will be purchased and made available for loan to the subregions as needed, for projects in the STP program.

Research, evaluation, and recommendations for Central Staff and Subregional training will continue in order to maximize efficiency of the NJTPA's equipment, software, and personnel resources. This

INFORMATION TECHNOLOGY

10/801 NETWORK DEVELOPMENT, ADMINISTRATION AND TECHNICAL SUPPORT (Cont.)

task provides for training seminars/sessions throughout FY2010 to enable internal and subregional staff to further develop their technology skills and enhance their contributions to the work of the NJTPA.

Alternate methods of training such as DVD or web-based training for both central staff and subregions will be explored. Many of the sessions may be facilitated or taught by Central Staff, but the majority will likely be outsourced. Where applicable, an open, competitive selection process will be utilized.

Mobile Media Library: The NJTPA Mobile Media library is the collection of laptops, digital projectors, digital cameras, and audio-visual equipment available for Central Staff sign-out. This equipment will be maintained, inventoried, and configured for staff meetings and presentations as needed.

DVD production of NJTPA background and project information utilizing multimedia and video will be ongoing. This task is responsible for assisting in the production of promotional/informational CD/DVDs based on the goals as supplied by the Regional Transportation Plan.

Server virtualization employing an abstraction layer that allows multiple virtual machines, with heterogeneous operating systems to run in isolation, side-by-side on the same physical machine will be utilized in server failover and recovery plans.

PRODUCTS:

- ◆ Network administration and development (Ongoing).
- ◆ Network Security - utilize Microsoft Baseline Security Analyzer (MBSA) and other tools to monitor NJTPA network security (Monthly).
- ◆ Application server support, administration, and maintenance (Exchange, SQL, IIS, SAN, Contribute, Citrix, etc.) (Ongoing).
- ◆ End-user technical, application, and telephone system maintenance and support (Ongoing).
- ◆ Technology Library subregional support program - research, training, solutions, and equipment lending (Ongoing).
- ◆ NJTPA MobileMedia Library support (Ongoing).
- ◆ IT Policy evaluation and amendment (As needed).
- ◆ Disaster Recovery Plan (DRP) maintenance (Ongoing).
- ◆ Database server software upgrade from MS SQL Server 2005 to MS SQL Server 2008 (First Quarter).
- ◆ NJTPA website and Content Management System administration (Ongoing).
- ◆ Administration and implementation of hardware and software technologies for video recording, video streaming, video conferencing, and broadcasting (Ongoing).
- ◆ Administration of hardware and software technologies of VOIP phone system (Ongoing).

INFORMATION TECHNOLOGY

10/801 NETWORK DEVELOPMENT, ADMINISTRATION AND TECHNICAL SUPPORT (Cont.)

- ♦ Implementation and administration of server virtualization software (Ongoing).
- ♦ Engage a consultant to conduct an evaluation and assessment in the areas of Information Technology Infrastructure, network servers, and network applications, to provide improved service, reduced costs, productivity efficiencies and effectiveness, and develop recommendations for purchase of new hardware.
- ♦ It is likely that a purchase of a fully redundant Storage Area Network (SAN) device that will provide higher reliability needed for critical production data will be required as a result of this evaluation.

RELATIONSHIP TO PRIOR WORK:

The NJTPA technological foundation was developed over a number of years and work programs. This task provides for the maintenance and enhancement of that technical foundation.

INFORMATION TECHNOLOGY

10/801 NETWORK DEVELOPMENT, ADMINISTRATION AND TECHNICAL SUPPORT (Cont.)

CONSULTANT ACTIVITY:

Systems Support (NOS, SQL Server, Exchange Server, Hardware and Emergency Support Services)

DESCRIPTION:

Consultant services will be used to provide emergency technical support as well as aid in the planning and deployment of major systems changes and needs. The rapidly changing nature of technology and its potential impact on Central Staff productivity makes it very important to be able to tap into outside expertise as we make these changes. This outside expertise is another layer in our comprehensive backup system of technical support to help ensure efficient network functioning and limit network downtime.

PRODUCTS:

- ◆ Emergency backup support of network systems and services (As needed).
- ◆ Assistance in evaluating, planning, developing, and deploying major systems changes, as well as vulnerability testing (As needed).
- ◆ Engage a consultant to conduct an evaluation and assessment in the areas of Information Technology Infrastructure, network servers, and network applications, to provide improved service, reduced costs, productivity efficiencies and effectiveness, and develop recommendations for purchase of new hardware.
- ◆ New hardware based on recommendations by consultant.

STATUS:

INFORMATION TECHNOLOGY

10/801 NETWORK DEVELOPMENT, ADMINISTRATION AND TECHNICAL SUPPORT (Cont.)

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	\$354,169	\$354,169	\$0	\$0

CONSULTANT EFFORTS:

Systems Support (NOS, SQL Server, Exchange Server, Hardware and Emergency Support Services)	\$205,000	\$205,000	\$0	\$0
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PROJECT MANAGER:

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INFORMATION TECHNOLOGY

10/802 WEB, SOFTWARE AND DATABASE DEVELOPMENT

RELATIONSHIP TO MISSION OF THE AGENCY:

This task provides technological leadership in the management and distribution of information by providing cost effective products and services to support the mission of the agency.

DESCRIPTION:

The IT division will provide innovative programming solutions and software tools for NJTPA staff and subregions. Research, evaluation, and recommendations on business processes to streamline agency operations will be conducted. These will address Central Staff and subregional communications, data sharing, and workflow needs based on the goals outlined in the Strategic Business Plan and the Regional Transportation Plan. This task will also provide support and enhancement of current applications including reporting, automation, and project information systems.

Integrated information management solutions utilizing MS SQL Server and MS Access will continue to be provided. The development of NJTPA software applications using SQL Server, Crystal Reports, and Visual Studio .NET will continue. The agency systems technical documentation manual will be amended as enhancements occur to agency systems.

Maintenance and enhancement of the NJTPA Online Transportation Information System (NOTIS) will primarily be concerned with data management and presentation and will be continued into this work program. This inter-departmental project will be coordinated with other divisions where appropriate (see 10/502 TRANSPORTATION IMPROVEMENT PROGRAM MANAGEMENT).

During FY 2010, the IT division will continue to work with the Finance & Administration division to maintain and enhance the web based subregional Cost Tracking System (CTS), the Financial Management System (FMS) and the Financial Reporting System (FRS) programs.

The IT division will continue to collaborate with the other NJTPA divisions on shared projects. In FY 2010 IT staff will work closely with the Capital Programming division on enhancements and upgrades to the PDWP, Modification & Amendments, Local Scoping, and Project Scoring programs. IT will continue the development of the Crash database tools for the Planning Division and subregional use. In addition, the IT division will work with the Regional Planning division and the Subregions to participate in the development and maintenance of a data exchange matrix as described in Volume II of the UPWP under Task 2.1.a Core Activities.

The web will continue to be used as an effective way to distribute and share information. NJTPA has established its own website (www.njtpa.org) to present static information and an in-house web application server (apps.njtpa.org) for database interactive services. This task will manage the agency websites, maintain web content updates, and provide recommendations on new web technologies. This task will continue to use the web to gather public feedback in order to improve the NJTPA public outreach. This task will also continue to use the web as an internal communications vehicle, sharing information among Central Staff and the subregions. IT will continue to provide support to the web-based enterprise-class GIS solution as indicated under 10/204 DATA RESOURCES AND GEOGRAPHIC INFORMATION SYSTEMS.

The continued use and synchronization of Macromedia's Contribute (web content management

INFORMATION TECHNOLOGY

10/802 WEB, SOFTWARE AND DATABASE DEVELOPMENT (Cont.)

system) with our production web server will provide timely and reliable updating of the information on the website.

This task will also maintain and monitor the agency web calendar which will continue to provide timely information to the board, subregions, partner agencies, shareholders and the public.

PRODUCTS:

- ◆ Agency application and web development (As needed).
- ◆ Enhancements and maintenance of the UPWP online, FMS, FRS, Local Scoping Program, NOTIS and other agency applications (Ongoing).
- ◆ Assist and provide expertise to other divisions in applications and database development (As needed).
- ◆ Maintenance of the web, software and database technical documentation manuals (Ongoing).
- ◆ SQL Server 2005/2008 development (As needed).

RELATIONSHIP TO PRIOR WORK:

The NJTPA technological foundation was developed over a number of years and work programs. This task provides for the development of that technical foundation.

PROJECT COST AND FUNDING:

	Funding-Federal-aid Agreement			
	Total Cost	PL-11 (049)	L4500011047	Other *
<u>CENTRAL STAFF PROGRAM ACTIVITIES:</u>	\$219,777	\$219,777	\$0	\$0

PROJECT MANAGER:

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