

NJDOT Bureau of Research
QUARTERLY PROGRESS REPORT

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| Project Title: | NJDOT Research Process Improvement and Regulatory Compliance Updates | | |
| RFP NUMBER: 8092165 | NJDOT RESEARCH PROJECT MANAGER: Priscilla Ukpah | | |
| TASK ORDER NUMBER: 31 | PRINCIPAL INVESTIGATOR: Jason Bittner | | |
| Project Starting Date: 2/17/2015 Project Ending Date: 8/31/2015 | Period Starting Date: 4/1/2015 Period Ending Date: 6/30/2015 | | |

| Task | % of Total Project Budget | Total Budget | % of Task This Quarter | Cost This Quarter | % of Task to Date | Total Cost to Date |
|---|---------------------------|--------------------|------------------------|--------------------|-------------------|--------------------|
| 1. Review, Document, and Update Business Process Documents | 28% | \$11,760.00 | 62.84% | \$7,390.00 | 92% | \$10,895.00 |
| 2. Develop Action Plan to Address 2014 Research Subpart B Process Review Findings | 34% | \$14,460.00 | 53.53% | \$7,740.00 | 84% | \$12,122.00 |
| 3. Develops a Process and Tool to Appropriately Categorize Research Projects | 15% | \$6,140.00 | 58.99% | \$3,622.00 | 73% | \$4,498.00 |
| 4. Final Report | 23% | \$9,960.00 | 27.86% | \$2,775.00 | 28% | \$2,775.00 |
| TOTAL | 100% | \$42,320.00 | | \$21,527.00 | | \$30,213.00 |

Project Objectives:

The purpose of this project is to provide NJDOT with a detailed analysis and review of the 2014 Research Subpart B Process Review findings, as well as document the implications for the implementation of 2 CFR 200 (December 2014) including the subsequent update of several NJDOT processes and forms. The study team will also develop an approach to categorize research projects as applied, basic research or other.

The goal of the research is to provide the NJDOT with updated basic agreements and supplemental information that reflect current regulatory and policy oriented preferences. To accomplish these goals, CS proposes a scope that:

Reviews, documents, and updates business process documents as a result of the modifications to federal regulations related to uniform cost principles and audit requirements for federal awards to non-Federal entities;

Develops an action plan and documents the impacts of the 2014 Research Subpart B Process Review Findings for research business practices; and

Develops a process and tool to appropriately categorize projects as applied, advanced, basic research or other categories.

Project Abstract:

This project is intended to review, update, and revise business process documents as they are affected by changes in federal guidance and as a result of Federal Highway Administration review. The project also will develop a tool for use in categorizing research projects to allow for better reporting. These activities will help NJDOT Research comply with federal and state requirements, as well as improving the efficiency of internal monitoring and oversight of research activities.

1. Progress this Quarter by Task

Task 1:

- Jason Bittner and Jamie Osborne complete document review of materials associated with the research program, including a detailed assessment of California based program materials.
- Completed Interviews with several state DOT representatives (Utah, California, Washington State) and collected additional documentation related to the research business practices (particularly focused on risk monitoring)
- Automated forms used for risk monitoring and compliance using Adobe PDF formats in conjunction with NJDOT research staff
- Prepared documentation and text for Task 1 technical memorandum
- Reviewed materials related to implementation of 2 CFR 200 modifications
- Drafted changes to basic forms and agreements to comply with 2 CFR 200 policy
- Osborne drafted summary material related to risk management and monitoring

Task 2:

- Bittner reviewed the existing Resource Centers structure and offered recommendations on possible procurement options for these centers.
- Bittner submitted a technical memorandum outlining the specific activities in each of the resource center work programs and potential procurement options

Task 3:

- Bittner and Osborne began creating a categorization tool and reviewed definitions in use at NJDOT and elsewhere.

Task 4:

Progress initiated on documenting the final project deliverables and consolidating for final report.

2. Proposed activities for next quarter by task

The research team will respond to the

3. List of deliverables provided in this quarter by task (product date):

Task 1:

- Task 1 technical memorandum.

Task 2:

- Memorandum on response to FHWA Process Review.

Task 3:

- No deliverables this quarter – expected in July 2015.

Task 4:

- No deliverables this quarter – expected in July 2015.

4. Progress on Implementation and Training Activities:

- No work on implementation or training in this period

5. Problems/Proposed Solutions:

- No problems to report during this period.

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|------------------------------------|-------------|
| Total Project Budget | \$42,320.00 |
| Modified Contract Amount: | \$0.00 |
| Total Project Expenditure to date | \$30,213.00 |
| % of Total Project Budget Expended | 71.39% |