



STATE OF NEW JERSEY

**SENIOR CITIZENS & DISABLED RESIDENTS
TRANSPORTATION ASSISTANCE PROGRAM
JANUARY 1, 2019 – DECEMBER 31, 2019**

**FTA URBANIZED AREA FORMULA PROGRAM
(SECTION 5307-OPERATING)**

&

**FTA NON-URBANIZED AREA FORMULA PROGRAM
(SECTION 5311)
JANUARY 1, 2019 – DECEMBER 31, 2019**

County	<i>Cumberland</i>
Name of Transportation System	<i>Cumberland Area Transit System (CATS)</i>
Applicants Legal Name	<i>The County of Cumberland</i>
Address	<i>164 West Broad Street</i>
	<i>Bridgeton, NJ 08302</i>
Name & Title of Person Completing the Application	<i>Barbara A. Nedohon</i>
	<i>Executive Director, Office on Aging & Disabled</i>
Phone Number	<i>(856) 453-2224</i>
Fax Number	<i>(856) 455-1029</i>
E-Mail Address	<i>barbarane@co.cumberland.nj.us</i>

NJ TRANSIT
Local Programs and Minibus Support
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TECHNICAL CAPACITY

All applicants must demonstrate the technical capacity to carry out the services proposed. At a minimum the applicant must be able to:

- Demonstrate the financial ability to perform and deliver the service applying for and awarded.
- Demonstrate the adequate level of staffing and grant experience and knowledge to comply with all FTA grant requirements.
- Demonstrate the adequate level of staffing and operational experience needed in delivering the service as per grant award.
- Demonstrate the adequate level of staffing and maintenance experience for performing required maintenance on vehicles used or purchased for this service.
- Demonstrate the adequate level of vehicles including back-up vehicles to perform the service under this program.
- Demonstrate a driver training program to ensure safe and reliable service to all passengers.
- Demonstrate that the service provided is not duplicating other services funded under FTA or other funding sources. All FTA subrecipients must be part of the local Human Service Coordination Transportation plan.
- Demonstrate there are written procedures and policies for operations, grant administration and FTA reporting requirements.

When filling in this application ensure that you are clearly documenting the technical capacity required to deliver this State and/or Federally funded project.

If applicant is providing route deviation service with published timetable/schedule – include copies of timetables –

- Systems must provide information to the public on how to request a deviation. Phone number on timetable must be listed for requesting deviation in advance
- All deviation service must be open to the general public and noted on timetable
- Title VI “Notice to Beneficiaries” must be on all Marketing Materials
- ADA Reasonable Modification Language must be on all Marketing Materials
- Instructions on how to obtain information in alternate format or languages
- Universal symbol of accessibility

PROPOSED SCHEDULE FOR CASINO REVENUE APPLICATION FOR YEAR 2019

The schedule below is for guidance purposes only. The suggested timetable below is to assist you in planning the completion of your SCDRTAP application on time. It is understood that dates and local procedures may vary.

Date:

SCDRTAP Application Only Activity:

No later than September 7, 2018

By this date you should have:

- Published your public hearing notice in two different newspapers, notice must be published at least 30 calendar days prior to hearing date.
- Sent copy of public hearing notice to all municipal clerks in county
- Sent copy of public hearing to interested agencies including but not limited to senior centers, nutrition sites, adult workshops, senior and disabled non-profit agencies.
- Posted large print on-board public hearing notices in your vehicles.

September 21, 2018

By this date you should have;

- Held your public hearing
- Read into the public hearing record summary of 2018(to date) grant activities and proposed 2019 SCDRTAP budget
- At public hearing provided copies of summary of 2018 grant activities (to date) and copies of proposed 2019 budget. (should be available in alternative format upon request)
- Met with your local CAC to review proposed 2019 application and get feedback.

14 days After Public Hearing

A copy of summary of 2018 grant activities/goals and copies of proposed 2019 grant activities/goals and budget. should be placed in the main branch of the county library and/or the County Website for public review at least 14 days after the public hearing date. The County should make every effort to have a full application in the library and/or the website one available. If the entire application is not available 14 days after the hearing, the county should place a copy of the proposed description of service and proposed line item budget in the library and/or website for public review.

September 21, 2018

Application due to NJ TRANSIT. If full transcript of the public hearing, notarized public hearing notices and/or original Freeholder Resolution is not available by this date please note it on your cover letter and submit as soon as available.

SECTION I – COUNTY INFORMATION

Project Contacts/Personnel

1. Complete the below Table with the key contact people.

Table 1

Name	Title	Address	Phone #	E-mail
<i>Joseph Derella</i>	Freeholder Director	<i>164 W. Broad Street Bridgeton, NJ 08302</i>	<i>(856) 453-2125</i>	<i>joede@co.cumberland.nj.us</i>
<i>David DeWoody</i>	Procurement Contact	<i>164 W. Broad Street Bridgeton, NJ 08302</i>	<i>(856) 453-2132</i>	<i>davidde@co.cumberland.nj.us</i>
<i>Bowman & Company</i>	Audit Contact	<i>601 Whitehorse Pike Voorhees, NJ 08043-2493</i>	<i>(856) 453-6200</i>	<i>lbeckman@bowmanlp.com</i>
<i>Craig Atkinson</i>	EEO Contact*	<i>164 W. Broad Street Bridgeton, NJ 08302</i>	<i>(856) 453-2120</i>	<i>craigat@co.cumberland.nj.us</i>
<i>David Grennon</i>	ADA Representative*	<i>800 E. Commerce Street Bridgeton, NJ 08302</i>	<i>(856) 453-2151</i>	<i>davegr@co.cumberland.nj.us</i>
<i>Craig Atkinson</i>	Title VI Representative*	<i>164 W. Broad Street Bridgeton, NJ 08302</i>	<i>(856) 453-2120</i>	<i>craigat@co.cumberland.nj.us</i>
<i>Theresa L. VanSant</i>	Safety Officer*	<i>800 E. Commerce Street Bridgeton, NJ 08302</i>	<i>(856) 691-9331</i>	<i>theresava@co.cumberland.nj.us</i>

*Required for Section 5311, recommended for SCDRTAP

2. Provide the name, title, phone number, e-mail address and estimated percentage of their salary that will be charged to the grants. For example: Administrator, Operations Manager, Safety Officer. Do not list each individual Operator, Dispatcher, or Reservationist - list the number of these positions and percentage charged per grant.

Table 2

Staff Member		Phone #	E-mail	SCDRTAP		5311		5307
Name	Title			Admin %	Operating %	Admin %	Operating %	Operating %
<i>Theresa L. VanSant</i>	<i>CATS Project Director</i>	<i>(856) 691-9331</i>	<i>theresava@co.cumberland.nj.us</i>			<i>23%</i>		<i>65%</i>
<i>Sherrie Reed</i>	<i>Confidential Secretary</i>	<i>(856) 691-9331</i>	<i>sherriere@co.cumberland.nj.us</i>					<i>100%</i>
<i>David Johnson</i>	<i>Driver/Trainer</i>	<i>(856) 691-9331</i>	<i>davidjo@co.cumberland.nj.us</i>					<i>100%</i>
<i>Linda Bara</i>	<i>Senior Accountant</i>	<i>(856) 451-4143</i>	<i>lindaba@co.cumberland.nj.us</i>	<i>9.5%</i>		<i>33%</i>		
<i>Two (2)</i>	<i>Mechanics</i>	<i>(856) 691-9331</i>	<i>steveki@co.cumberland.nj.us</i>		<i>50%</i>		<i>12%</i>	<i>33%</i>
<i>Four (4)</i>	<i>Dispatchers</i>	<i>(856) 691-9331</i>						<i>97%</i>
<i>Twenty (20)</i>	<i>Full Time Drivers</i>				<i>11%</i>		<i>29%</i>	<i>56%</i>
<i>Four (4)</i>	<i>Part Time Drivers</i>							<i>100%</i>

3. By grant, for positions that will only be partially charged to either grant, describe how the estimated percentage of the salary to be charged to the grant was derived. Describe what mechanism(s) are used to verify the actual time that an individual spends on grant related activities.

The percentage of salary charged to each grant is derived from an assessment of the actual amount of time spent by employees in the activities that contribute towards the CATS transportation program. Auditable mechanisms include payroll records, accounting expenditure reports, job descriptions and verification of job responsibilities of employees.

4. Attach an official organizational chart for those involved in your transportation program. If you contract out your service to a third party vendor, include an organization chart for the vendor's operations.

Attach as NJT Attachment A and B

See Attachment A

5. List SCDRTAP Citizens Advisory Committee 2019 meeting dates, locations and times.
The committee meets on the last Wednesday of March, June, September and November. Meetings are held at 2:00 pm at a place to be determined.

6. Provide us with the names of SCDRTAP Citizen Advisory Committee Members. Indicate if the members are senior citizens, people with disabilities or consumer advocates and demographics of the board. Indicate Chairperson, and if applicable, Vice-Chairperson of Committee.

Margaret Winchester-Graw: Chairperson, Senior Citizen, Consumer Advocate

Alice Eddy: Vice Chairperson, Disabled, Consumer Advocate

Dorothy Cullen: Senior Citizen, Disabled, Consumer Advocate

Linda Muhlig: Disabled, Consumer Advocate

Tracy Puglia: Consumer Advocate

David Grennon: Consumer Advocate

Representatives:

Lisa Tulley: Regional Program Administrator, NJ Transit, Consumer Advocate

Barbara A. Nedohon: Executive Director, Cumberland County Office on Aging & Disabled, Consumer Advocate

Theresa L. VanSant: Project Director, Cumberland Area Transit System, Senior, Consumer Advocate

Carol Musso: Freeholder Liaison, Consumer Advocate

Documents and Recordkeeping

Refer to program documents listed below that are maintained relating to program activities. Indicate which staff member(s) performs the administration and oversight of the following:

Table 3

Documents	Name and Title of Responsible Person
Grant Application / Administration	<i>Barbara A. Nedohon</i>
	<i>Executive Director, Office on Aging & Disabled</i>
Contract (w/ NJ TRANSIT)	<i>Barbara A. Nedohon</i>
	<i>Executive Director, Office on Aging & Disabled</i>
Operations/Manifest	<i>Theresa L. VanSant</i>
	<i>CATS Project Director</i>
Financial Records	<i>Linda Bara</i>
	<i>Senior Accountant</i>
Procurement / Bid Documents Including RFP's	<i>David DeWoody</i>
	<i>Purchasing Director/ Purchasing Agent</i>
Daily Pre-Trip form	<i>Theresa L. VanSant</i>
	<i>CATS Project Director</i>
Maintenance Records	<i>Theresa L. VanSant</i>
	<i>CATS Project Director</i>
Driver Training	<i>David R. Johnson, Supervising Omnibus Operator</i>
Monthly/Quarterly Ridership Reports	<i>Sherrie Reed</i>
	<i>CATS Confidential Secretary</i>
Drug & Alcohol Data	<i>Theresa L. VanSant</i>
	<i>CATS Project Director</i>
Monitoring 3 rd Party Contractors	<i>Not Applicable</i>
Complaints (ADA, Title VI, Service, etc)	<i>Craig Atkinson</i>
	<i>County Personnel Director</i>
Others:	

Procedures for Grant Administration Reporting

1. Describe the methodology that is used to determine how trips are charged to each funding source or grant.

Riders are coded in the RouteMatch software with all applicable funding sources (i.e. a rider who is a senior and is picked up in a rural area would be coded as both FTA 5311 and SCDRTAP). At the end of the month, trips are analyzed and charged to the appropriate funding source based on the rider's coding, levels of available funding, and actual costs incurred during the month. Care is taken to insure that match requirements are met.

2. Complete Table 4 and attach all of the policies and procedures that apply as NJT Attachment C. **Please attach all applicable policies and procedure that were not submitted with your 2018 application.**

See Attachment C

Table 4

PROCEDURES/POLICIES	Date Revised
Driver Manual/Operations Manual	2009
Reservation/In-take Policy (RSD procedures/policies)	2009
No Show/Denial Policy	2013
Fares/Donation Policy	2011
Vehicle Maintenance Policy	2009
Vehicle Accident Policy	2016
Capital Replacement Policy	2015
3 rd Party Monitoring Policy	2012
Route Deviation Policy	N/A
Complaint Policy	2014
Indirect Cost Allocation Plan	2017
ADA Procedures/Policy (Should Include Reasonable Modification Policy)	2004
Title VI Program Non-Discrimination Policy	2015
Drug and Alcohol Plan*	2015
Other:	
Other:	
Other:	
Other:	

*Required for Section 5311

SECTION II - DESCRIPTION OF SERVICE

Service Description

1. Describe any changes that were made (days, hours of operations) in 2018.

SCDRTAP: None

Section 5307: None

Section 5311: None

2. Describe, in detail, the proposed project for 2019. (Include type of service provided by grant type (i.e. deviated fixed route, demand response) and include days & hours of operation.

SCDRTAP: *The Cumberland Area Transit System (CATS) provides demand-response service in Cumberland County Monday through Friday from 8:00 am to 4:00 pm.*

Section 5307: *The Cumberland Area Transit System (CATS) provides demand-response service in Cumberland County Monday through Friday from 8:00 am to 4:00 pm.*

Section 5311: *The Cumberland Area Transit System (CATS) provides demand-response service in Cumberland County Monday through Friday from 8:00 am to 4:00 pm*

In planning public transportation services, private sector providers must be given an opportunity to express their views. How does the subrecipient allow for input on services from private operators in the service area? *The annual Public Hearing regarding transportation and the monthly Transportation Advisory Council meetings are open to the public. Additionally, the Cumberland County Office on Aging & Disabled hosts various service network meetings throughout the year, which allow the opportunity for transportation comments and suggestions.*

Service Operations

Describe how the following functions are performed by your system. Explain any differences between your SCDRTAP and 5311 programs.

1. Demand response reservation process:
 - a) Provide the phone number for reservations, and provide the hours and days reservations are accepted. If there is more than one provider, list name, telephone number and the hours and days that they accept reservations.
Reservations are accepted from 9:30 am to 4:00 pm, Monday through Friday by calling the Cumberland Area Transit System at (856) 691-7799.

- b) What is the minimum and maximum amount of time needed to reserve a trip?
Trips may be scheduled up to two weeks in advance. Trips must be reserved at least 48 hours in advance with the exception of medical or social service trips, which can be scheduled the same day.
- c) Will you accept a same-day reservation?
Yes, primarily for medical or social service needs.
- d) What is your agency's available hours for open appointments other than subscription trip? (For example, limited capacity from 7-10am and 3-5pm due to nutrition and/or non-competitive employment).
Available hours: 8:00 am to 4:00 pm
- e) Do you maintain a customer profile? If yes, what information is contained in this profile?
Yes, we maintain name, Medicaid status, client ID number, applicable funding source(s), address, date of birth, telephone number, gender and any special comments.
- f) How is customer eligibility verified for SCDRTAP?
CATS staff screen all riders to verify age and disability.
- g) How is a trip identified as Section 5307 eligible?
Riders are coded in the RouteMatch software with all applicable funding sources (i.e. a rider who is a senior and is picked up in an urban area would be coded as both FTA 5307 and SCDRTAP). At the end of the month, trips are analyzed and charged to the appropriate funding source based on the rider's coding, levels of available funding and the amount of actual expenses incurred under each funding source. Care is taken to insure that match requirements are met.
- h) How is a trip identified as Section 5311 eligible?
Riders are coded in the RouteMatch software with all applicable funding sources (i.e. a rider who is a senior and is picked up in a rural area would be coded as both FTA 5311 and SCDRTAP). At the end of the month, trips are analyzed and charged to the appropriate funding source based on the rider's coding, levels of available funding and the amount of actual expenses incurred under each funding source. Care is taken to insure that match requirements are met.
- i) Name the computer routing and scheduling software product currently used for operations. Include yearly license fee/cost for this product.
RouteMatch is the current software in use for scheduling and routing trips at a cost of \$17,679 in 2018 and an anticipated cost of \$19,446 in 2019.
- j) How is the above computer routing and scheduling product used? Please check all that apply.
 Customer database
 Computer assisted routing and scheduling
 Generate ridership reports
- k) Describe any other computer technology used for operations. Example: mobile data terminal, global positions systems, AVL, Tablets, IVR, Cameras, Etc.
Global positioning system, Cameras

Americans with Disabilities Act (ADA) Service Requirements

1. Does your program have a way for customers with visual impairments waiting at a stop to know what bus has arrived? Vehicle Identification Mechanisms are required on routes where multiple vehicles serve the same stop, but suggest done at all times as a common passenger courtesy.
Yes No N/A

2. Does your program permit individuals with disabilities to travel with their service animals?
Yes No

3. Lift and Securements
 1. Do you have securements for mobility devices on your vehicles?
Yes No

 2. Do you service passengers whose mobility devices cannot be secured to your satisfaction on your vehicles? *However, in this situation the drivers are trained to call dispatch and Program Director and mechanic will go assess the situation so device can be secured safely.*
Yes No

If yes, do allow a passenger to remain in their mobility device without requiring them to transfer to another seat? (If yes explain) *Only if the passenger refuses to transfer.*

Yes No

 3. Does your staff provide assistance with the use of lifts, ramps and securement systems?
Yes No

 4. Do you permit individuals with disabilities who do not use a mobility device to use the lift or ramp, including standees? *Transport chairs are provided on each vehicle for lift safety.*
Yes No

 5. Do you allow wheelchair passengers to refuse a lap belt if all other customers are not required to use one?
Yes No

4. Do you provide service to persons using respirators or portable oxygen?
Yes No

5. Do you ensure adequate time for individuals with disabilities to board or disembark a vehicle?
Yes No

6. Do you provide training to operators of deviated fixed routes and demand responsive service including training for the safe operating of the vehicles and accessibility equipment and the proper treatment of people with disabilities? Drivers and support staff should have regular sensitivity training in addition to other required driver training.
Yes No

- 7. Do you make reasonable accommodations in policies, practices, or procedures when such accommodations are necessary to avoid discrimination on the basis of disability?
Yes No

- 8. Do you make information about how to contact the agency to make requests for reasonable modifications readily available to the public through the same means it uses to inform the public about its policies and practices?
Yes No

Service Area Details and Feeder Service

Complete the following by Grant:

- 1. List area you propose to serve in this application by grant.

SCDRTAP: All areas of Cumberland County and 5 mile radius beyond the County border are served.

Section 5307: All Urban Areas of Cumberland County including, but not limited to, Bridgeton, Millville and Vineland.

*Section 5311: (Include the specific municipalities served).
All rural area municipalities of Cumberland County with the exception of Millville, Bridgeton and Vineland.*

- 2. Provide a list of relevant common sites and key trip generators, including central business districts, major employment centers, shopping centers, hospitals, social service centers and college/universities, apartment complexes, senior complexes. Indicate those that are in your 5307 and your 5311 service area In addition provide a map of your Section 5311 service area as **NJT Attachment U**.

(Section 5307 and 5311 subrecipients are required to submit a map of your 5307 and 5311 service area, if you are operating a deviated fixed routes service please indicate the route on the map).

- 3. Indicate if the proposed service feeds other services? (check all that apply):
Private bus service SCDRTAP 5311 5307
List bus routes _____
Municipal bus service SCDRTAP 5311 5307

List municipalities _____

County bus service SCDRTAP 5311 5307

List bus routes _____

County paratransit SCDRTAP 5311 5307

List counties _____

NJ TRANSIT train service SCDRTAP 5311 5307

List train line & stations _____

NJ TRANSIT local fixed route bus SCDRTAP 5311 5307

List route numbers 553, 410, 408 and 313

NJ TRANSIT Light Rail SCDRTAP 5311 5307

List train line & stations _____

ACCESS LINK paratransit SCDRTAP 5311 5307

4. Does your service extend beyond the required 5 miles outside the county borders?
 Yes No

- a. What significant trip generators have been identified outside the county borders?
Wilmington, Delaware and Philadelphia, PA.
- b. Do you provide non-medical out of county trips?
No. The exceptions are for riders who qualify under the SCDRTAP grant who can travel within the 5 mile border for any trip purpose
- c. Does your agency place any restrictions on out of county trips?
Yes. Out of County trips are only to medical facilities in Delaware and Pennsylvania.

Service Coordination

All service providers must have in place a Coordinated Human Service Transportation Plan (CHSTP) that has been locally developed. The CHSTP may include the intercity bus needs of seniors, people with disabilities, and low income populations. The FTA encourages the inclusion of intercity transportation in the CHSTP.

Provide the following:

- 1. Date last updated CHSTP: July 2015
- 2. Did your Agency hold any CHSTP meeting in 2017 to Date?
 Yes No

If yes please list dates of when meeting occurred

Meeting Date _____

Meeting Date _____

Meeting Date _____

Meeting Date _____

3. Did your agency update your CHSTP in 2017 to date?

Yes No

If yes please attach all addendums and/or updates to your CHSTP since 2017 to date. Attach as NJT Attachment D

NOT APPLICABLE

4. Please list CHSTP stakeholder 2019 meetings dates, locations and times. Meetings should be scheduled at a minimum of two times a year.

Non-scheduled

5. List all formal and informal coordination efforts with other agencies, organizations, municipalities and/or counties where **no money** is involved in Table 5. The description of the service provided should include trip purposes, customer characteristics, days and span of hours. Submit copies of all written agreements as NJT Attachment E.

Table 5

Name of Agency	Description of Service Provided
<i>None</i>	

6. List all contracts in which you receive **funds from an agency** to provide service. Complete Table 6. The description of the service provided should include trip purposes, customer characteristics, days and span of hours. Submit copies of all written agreements as NJT Attachment F.

Table 6

Name of Agency	Contract Term	Unit Cost	Annual Revenue	Description of Service Provided

Route Deviation

1. If you operate route deviation service, explain how the trips are documented and how deviation requests are tracked.

NOT APPLICABLE

2. List routes and provide data in Table 7.

NOT APPLICABLE

Table 7

Route by Name	Is This Route Funded by SCDRTAP?	Is This Route Funded by 5311?	Annual One-Way Trips	Annual Total # of Times Vehicle Deviates from Route

3. Is it your policy to announce stops at transfer points, major intersections and destination points, at adequate intervals along a route and an individual stop upon request? This requirement must be noted in driver manual.

Yes No

4. Do your vehicles have signage showing route and destination?

Yes No

5. Do allow deviation for general public passengers?

Yes No

7. Do your vehicles have the universal accessibility symbol?

Yes No

Training

1. Do you provide training for your Administration /Operations staff?

Yes No

If yes, list trainings and recertification requirements.

Blood Borne Pathogens, Defensive Driving, Handling Difficult Situations, Fire Extinguisher Training

2. Do you provide training for your drivers?

Yes No

If yes, list trainings and recertification requirements.

Blood Borne Pathogens, Defensive Driving, Handling Difficult Situations, Fire Extinguisher Training

3. Does your agency have a certified driver trainer on staff or do you outsource your trainings?

Yes, on staff: David R. Johnson, Supervising Omnibus Operator.

2019 Short-Term Program Goals

List at least three goals to improve your system in grant year 2019. Include Milestones on how you will obtain these goals.

Goal 1. *Update RouteMatch scheduling software to improve scheduling.*

Milestones 1 *To be able to enhance the editing time on scheduling.*

Milestones 2 *To have the ability to be able to time block reservations.*

Goal 2. *Develop a CATS Driver Certification Program that includes ongoing driver assessments.*

Milestones 1 *To allow the Supervising Omni-bus operator to develop a program with Project Director.*

Milestones 2 *Drivers will have an annual assessment.*

Goal 3. *Upgrade the maintenance software which is 15 years old. Updating this will allow the mechanics more insight to mechanical issues and make it more efficient.*

Milestones 1 *To be able to explore the latest technology that is compatible to the software.*

Milestones 2 *To continue to keep software up to date as needed.*

SECTION III – BUDGET

Program Budgets

Complete attached Excel spreadsheets for your grant year 2017 Expenditure and grant year 2019 projected budgets. Please make sure to include **ALL** funding sources. You can edit the heading to include funding sources that are not listed.

Close-out funds

Does your agency have carry over funds that will be added into the 2019 SCDRTAP budget? (Please note close-out funds should be added to your 2019 allocation and shown in the attached budget spreadsheet 2019 proposed budget by funding source.

Yes No

If yes, please explain what the carry over funds will be allocated for.

A total of \$250,361.09 will be carried over from the 2017 SCDRTAP budget to 2019. \$97,864.00 will be incorporated into the SCDRTAP operating budget to satisfy anticipated salary increases and to hire an additional full time driver. \$152,497.09 will be used to upgrade Maintenance Tracking Software and to upgrade RouteMatch Software/Platform.

Alternative Revenue Total Collected for Calendar Year 2017

1. Is a fare charged to use your 5311 service?

Yes No

2. Is a fare charged to use your SCDRTAP service?

Yes No

3. Is a fare charged to use your 5307 service?

Yes No

4. Is there a donation policy to use your 5311 service?

Yes No

5. Is there a donation policy to use your 5307 service?

Yes No

6. Is there a donation policy to use your SCDRTAP service?

Yes No

7. Are funds from donations and fares placed in an account for transportation?

Yes No

If no, explain.

8. Explain how donations/fares are collected.

Each bus carries a clearly marked, locked donation box located at the front of the bus, near the driver. Clients place their donations in the locked box through a slot in the box. Each box is brought into the dispatch area of CATS each evening and locked in a secure area. Donations are counted by two persons every morning, transported to the administration office each day in a locked bank bag to be taken to the bank, and deposited within 48 hours of

receipt into a separate "transportation donations" account.

9. Complete Table 8 with all dollar amounts earned through alternative revenue sources.

Table 8

Alternative Revenue	Revenue Collected in 2017	Revenue Projected for 2019
Fares / SCDRTAP	0	0
Fares / 5311	0	0
Fares / 5307	0	0
Donations / SCDRTAP	0	0
Donations / 5311	0	0
Donations / 5307	\$22,308	\$36,000
Advertising on vehicles	\$9,000	0
Medicaid (Logisticare)	0	0
Revenue Contracts	0	0
Other / SSBG Donations	\$2,000	\$2,000
Other	0	0
Total	\$33,308	\$38,000

Indirect Administrative Costs

1. By grant, do you charge indirect cost to either SCDRTAP, 5307 or 5311?
If yes, attach your approved Indirect Cost Plan as NJT Attachment G.

SCDRTAP

Yes No

5307

Yes No *Indirect Cost is used as Match for FTA5307 but is NOT charged to grant.*

What federal agency has approved your plan for 5307?

5311

Yes No

What federal agency has approved your plan for 5311?

2. Has the applicant made a change in its accounting system and/or cost rate proposed methodology, thereby affecting the previously approved cost allocation plan/indirect cost rate and its basis of application?

Yes No

Third Party Contracting

1. Current Third Party Contracting

Please list all transit-related third party purchases and contracts that were funded (i.e., transportation services, computer routing/scheduling or services, dispatching, auditing, drug and alcohol testing, legal, and marketing, vehicles, maintenance) to a third party.

Table 9 – SCDRTAP 2018

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
<i>RouteMatch</i>	<i>4/2018-3/2019</i>	<i>N/A</i>	<i>\$17,679</i>	<i>Computer based Routing & Scheduling</i>
<i>Municipal Capital Finance</i>	<i>4/2015-3/2020</i>		<i>\$1,402</i>	<i>Equipment Rental, Copier</i>
<i>Riggins, Inc.</i>	<i>12/2017-11/2018</i>	<i>Varies</i>	<i>\$47,500</i>	<i>Fuel, Diesel & Unleaded</i>

Table 10 – 5307 2018

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
<i>Municipal Capital Finance</i>	<i>4/2018-3/2019</i>		<i>\$517</i>	<i>Equipment Rental, Copier</i>
<i>Riggins, Inc.</i>	<i>4/2015-3/2020</i>	<i>Varies</i>	<i>\$57,000</i>	<i>Fuel, Diesel & Unleaded</i>

Table 11 – 5311 2018

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
<i>Riggins, Inc.</i>	<i>4/2015-3/2020</i>	<i>Varies</i>	<i>\$25,000</i>	<i>Fuel, Diesel & Unleaded</i>

2. Proposed Third Party Contracting

Please list all transit-related third party proposed purchase and contracts that will be funded (i.e., transportation services, computer routing/scheduling or services, dispatching, auditing, drug and alcohol testing, legal, marketing, vehicles, maintenance) to a third party.

Table 12– SCDRTAP 2019 (please make sure to include proposed CAPITAL purchases).

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
<i>RouteMatch</i>	<i>4/2019-3/2020</i>	<i>N/A</i>	<i>\$19,446</i>	<i>Computer based Routing & Scheduling</i>
<i>Municipal Capital Finance</i>	<i>4/2015-3/2020</i>		<i>\$1,402</i>	<i>Equipment Rental, copier</i>
<i>Riggins, Inc.</i>	<i>12/2018-11/2019</i>	<i>Varies</i>	<i>\$47,500</i>	<i>Fuel, Diesel & Unleaded</i>

Table 13 – 5307 2019

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
<i>Municipal Capital Finance</i>	<i>4/2015-3/2020</i>		<i>\$516.60</i>	<i>Equipment Rental, copier</i>
<i>Riggins, Inc.</i>	<i>12/2018-11/2019</i>	<i>Varies</i>	<i>\$61,600</i>	<i>Fuel, Diesel & Unleaded</i>

Table 14 – Section 5311* 2019

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
<i>Riggins, Inc.</i>	<i>12/2018-11/2019</i>	<i>Varies</i>	<i>\$25,000</i>	<i>Fuel, Diesel & Unleaded</i>

*All procurements over \$1,000 require prior approval of NJ TRANSIT; this includes service and capital procurements. Section 5311 third party contracts must include applicable federal clauses and be reviewed and approved by NJ Transit prior to advertising. All vendors with multiyear contracts under FTA programs must sign the Lobbying Certifications, and NJT Vendor Ethics form yearly.

SECTION IV – PROJECT EQUIPMENT

Vehicle Inventory

Attach a current inventory list of all vehicles in fleet using excel spreadsheet that was provided. If possible, inventory should be sorted by oldest model year listed first. Attach as NJT Attachment H (Use provided Excel spreadsheet)

The inventory includes:

- A. License plate number
- B. VIN
- C. Mileage
- D. Year of Purchase
- E. Funding Source
- F. Vehicle Manufacturer – (engine manufacturer) - Ford, International, Chevy, etc.
- G. Vehicle Body – when a chassis or body is altered by another manufacturer (such as Blue Bird, Champion), the company completing the alteration is considered the body manufacturer.
- H. Vehicle Model – the manufacturer’s model name and/or number.
- I. Vehicle Type
 - Bus 40 ft. – large transit bus
 - Bus 35 ft. – medium transit bus
 - Bus < 30 ft. – small transit bus, 18-24 passenger
 - Bus < 30 ft. – minibus (158” WB)
 - Bus < 30 ft. – extended minibus (176” WB)
 - Sedan/station wagons – Sedan/wagons
 - Accessible minivan
- J. Vehicle Cost
- K. Grant Year
- L. Location
- M. Use and condition
- N. In-service Date
- O. Projected Retirement Date – *All counties should have a vehicle replacement plan*
- P. Proposed Disposition Action (Auctioned; Active; Competitive Sale Process, Transferred, Returned to NJ TRANSIT)
- Q. Fuel – DF (Diesel); GA (Gas); AF (Alternative Fuel)
- R. Floor Plan – Please include # seats; # foldaway; foldaway type; # securements. (For example: If you have a vehicle that can seat 14 and has a floor plan that seats 12 ambulatory, has one double foldaway seat that seats an additional two and one securement position up you would provide information as follows:)
 - # of seats: 12
 - # of Foldaway: 1
 - Foldaway: (seats one or two) 2
 - # of securements: 1
- S. Accessible – LF (low floor); LE (lift-equipped); NA (not accessible)
- T. Other-fill in description

Non-Vehicle Inventory

FTA funded non-vehicle inventory, for those subrecipients who have used 5311 funds to purchase non-vehicle items. Attach as NJT Attachment I (Use provided Excel spreadsheet).

Inventory/Asset Name	Serial Number	Funding Source	Grant Year	Date of Purchase	Original Purchase Price	Maintenance Plan Required for Items over \$5,000.00*	Date Useful Life will be met
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All items purchased with FTA funding must be tagged with grant year, funding source and date of purchase.

Capital Disposal 2017

1. Did the applicant dispose of any vehicles and/or equipment purchased with SCDRTAP funds in calendar year 2017(to date)?

Yes No

If yes, were any vehicles and/or equipment removed from service before the end of useful life?

Yes* No

*If yes, complete the Table 13 below

2. Did the applicant dispose of any vehicles and/or equipment purchased with 5307 funds in calendar year 2017?

Yes No

If yes, were any vehicles and/or equipment removed from service before the end of useful life?

Yes* No

*If yes, complete the Table 13 below

3. Did the applicant dispose of any vehicles and/or equipment purchased with Section 5311 funds in 2017?

Yes No

If yes, were any vehicles and/or equipment removed from service before the end of useful life?

Yes* No

*If yes, complete the Table 13 below

Description of Disposed Equipment	Grant Used to Purchase Equipment			Was NJ TRANSIT notified?		Date of Notification	Amount Received if Auction or Sold	Was Supporting Documentation Submitted?		Appraised Value if Vehicle was removed prior to useful life	Name of Appraiser
	SCDRTAP	5311	5307	Yes	No			Yes	No*		

SECTION V - PUBLIC OUTREACH

Public Outreach Activities

- Describe special events, presentations, conferences, articles, news coverage, reports or any other forms of media that the county participated in 2017 to-date. In addition, if applicable, any activities that may be planned for 2019.
The Transportation Advisory Council meetings are open to the public and posted on the county website. In addition, an annual transportation public hearing is held. Both venues allow private sector providers the opportunity to express their views.
- Provide a list of locations of where transportation marketing materials are distributed in the service area, how often are they distributed?
See attachment J.
- In planning public transportation services, private sector providers must be given an opportunity to express their views. How does the subrecipient allow for input on services from private operators in the service area?
Notice is published in two local newspapers, posted on the Cumberland County website, posted in the Cumberland County library, and posted in all passenger vehicles. Notice is sent to area agencies including senior centers, assistance agencies, the Board of Chosen Freeholders, the Municipal Clerks for the County of Cumberland and the County Clerk.

Marketing Materials

- Attach SCDRTAP, Section 5307 and Section 5311 marketing materials. (i.e., system brochure, timetables, cable TV ads, advertising, mailings, newspaper articles and copies of website). Attach as NJT Attachment J
See attachment J

2. Do you make service information available in accessible format upon request?
Yes No

Public Hearing and Notification (only required for SCDRTAP funding)

Attach all documents as NJT Attachments K1-K7

1. The notice should include the location, when and where the application will be available for public review. The notice must be advertised in two different newspapers at least 30 days prior to the public hearing dates. Submit notarized copies of both public notices with application as NJT Attachment K1.
2. The Public Hearing Notice must be sent to all Municipal Clerks. The Public Hearing Notice must also be sent to county organizations, agencies, and associations that serve senior citizens and people with disabilities. Submit a list of organizations that the letter was sent to as NJT Attachment K2.
3. A large print of the Public Hearing Notice must be posted on all system vehicles. Notice must be posted on all vehicles at least 30 days prior to the public hearing and left on the vehicles until the date of the hearing. Submit a sample of the vehicle notice as NJT Attachment K3.

Prior and After Public Hearing Date:

1. Prior to the Public Hearing a copy of the 2019 budget and goals must be available for public review on the County Website or in the Public Library, (at least 14 days after the public hearing date). Include in the exhibit the screen shot of website and copies of correspondence requesting the post and/or name of the Branch, address and date copy was placed in Library as NJT Attachment K4.
2. Once your application is completed an electronic copy of the 2019 application must be placed on the county website for public review. Attach a screen shot of the county website with the link to the electronic application as NJT Attachment K5.
3. The County must meet with their local CAC to review the proposed service activities, goals and budget for 2019. Their input and feedback should be considered in the planning process for this application. Please indicate the date of this CAC meeting and include copy of meeting minute notes showing application was reviewed with CAC members as NJT Attachment K6.
4. Copies of the 2019 application (if available) or a summary of proposed activities, goals and proposed budget should be available at the public hearing.
5. Complete public hearing transcripts must be submitted. If not available by application due date the transcripts can be submitted after the application's filing deadline as NJT Attachment K7.

SECTION VI - ADDENDUMS

SCDRTAP Maintenance of Effort (MOE) Certification

Excerpt from Guidelines, Description and certification of Maintenance of Effort (MOE)

(a) The purpose of the Senior Citizen and Disabled Resident Transportation Assistance Program is to provide for additional or expanded transportation services to senior citizens and disabled residents. Therefore designated recipients must maintain the same level of funding for senior citizen and transportation services as prior years.

(b) In order to comply with this Maintenance of Effort (MOE) requirement, the application must contain senior citizen and disabled resident transportation non-capital expense data from the past two years prior to the implementation of the Senior Citizen and Disabled Resident Transportation Assistance Program. This data should include non-capital expenditures of the designated recipient and/or applicant and any other agency, group, or groups, which will participate in the coordinated transportation program. Data from groups joining the coordinated system since the implementation of the Senior Citizen and Disabled Resident Transportation Assistance Program must be added to the original year period immediately preceding their joining the coordinated system

Actual Maintenance of Effort for 2017	\$ 797,426
Proposed Maintenance of Effort for 2019	\$ 797,426

If the MOE for 2019 has increased/decreased, please explain below:

Sample of Required SCDRTAP Application Cover Letter

Attach as NJT Attachment L

Date

Anna Magri, Director
NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246

Dear Ms. Magri:

The (Name of County) is hereby applying for funds under Senior Citizens & Disabled Residents Transportation Assistance Program (SCDRTAP). The approval of this grant will enable transportation services to be available to the senior citizens and disabled residents in our County. (Name of County) is requesting \$ 346,318.00 for 2019. The scheduled public hearing date is _____. The application will be available at the following locations _____ as of the following date _____.

To my knowledge, all information provided in support of this application is true and correct. If you have questions or require additional information, please contact (Name and Title of Principal Organization Contact) at (Phone Number).

As the Applicant, the (Name of County) agrees to comply with all regulations and administrative guidance required for application to the Senior Citizens and Disabled Resident Transportation Assistance Program for the program year 2019. The Applicant affirms the truthfulness and accuracy of the information it has made in the statements submitted herein and any other submission made to NJ TRANSIT. In signing this document, I declare the foregoing information and any other statement made on behalf of the Applicant are true and correct.

Sincerely,

(Signature of Authorized Representative of Applicant)

Print Name
Title of Authorized Representative of Applicant

SCDRTAP Applicant Authorizing and Supporting Resolution

Sample Text for Authorizing Resolution. Attach as NJT Attachment M.

Resolution authorizing the filing of an application to NJ TRANSIT on behalf of (Subrecipient) for a grant under the Senior Citizen and Disabled Resident Transportation Assistance Act, as amended.

WHEREAS, in 1984 the governor of New Jersey signed into law legislation creating the "Senior Citizen and Disabled Resident Transportation Assistance Act;" and,

WHEREAS, under this law Casino Tax Revenues may be utilized for the provision of elderly (60+) and disabled transportation; and,

WHEREAS, the county of (Name of County) must submit an application to NJ Transit Corporation to obtain funding in amount of \$ 346,318 for period covering January 1, 2019 to December 31, 2019;

NOW, THEREFORE, BE IT RESOLVED BY (Name of Governing Body)

1. (Title of Subrecipient's Designated Official) shall forward one (1) original application together with one (1) certified copy of this resolution to:

NJ TRANSIT
Local Programs & Minibus Support
One Penn Plaza East- 4th Floor
Newark, NJ 07105-2246; and,

2. BE IT FURTHER RESOLVED, that the (Name of Subrecipient's Designated Official) is hereby authorized to execute the necessary contractual agreements on behalf of the county of (Name of County).

SECTION VII – 5311 & 5307 ADDITIONAL ITEMS

SECTION VI – 5307 and 5311 ADDITIONAL ITEMS

The following are only required by Section 5307 and 5311 Applicants

Opinion of Counsel Letter- 5311

Sample Opinion of Counsel-Attach as NJT Attachment N

(Date)

(Name of Applicant)
(Address of Applicant)

To Whom It May Concern:

This communication will serve as the requisite opinion of counsel to be filed with NJ TRANSIT in connection with the application of Name of Applicant for financial assistance pursuant to the provisions of Section 5311 of the Federal Transit Act, as amended for administration, capital, and operating assistance project(s). The legal authority for (Name of Applicant's) ability to carry out administration, capital and/or operating assistance projects directly, by lease, contract, or otherwise is set forth below:

(Name of Applicant) is authorized to provide and assist public transportation by acquisition, construction and operation of existing or additional transit facilities. This assistance may be provided directly or by agreements with other parties.

The authority of (Name of Applicant) to provide funds for the local share of the project is set forth in (cite source and provide a copy of, for example, of the local ordinance passed by County Board of Chosen Freeholders or other governing body authorizing funding for the local share, if applicable).

I have reviewed the pertinent Federal State and local laws, and I am of the opinion that there is no legal impediment to making application for Section 5311 assistance. Furthermore, as a result of my examination, I find that there is no pending or threatened litigation or other action, which might in any way adversely affect the proposed project in the program or the ability of Name of Applicant to carry out such projects in the program.

Sincerely,

Legal Counsel

Opinion of Counsel Letter- 5307

Sample Opinion of Counsel-Attach as NJT Attachment N1

(Date)

(Name of Applicant)

(Address of Applicant)

To Whom It May Concern:

This communication will serve as the requisite opinion of counsel to be filed with the Federal Transit Administration, United States Department of Transportation, in connection with the application of (Name of Applicant) for federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23, United States Code; and other federal statutes authorizing activities administered by the Federal Transit Administration.

(If the applicant intends to use this opinion to qualify for Urbanized Area Formula Program assistance authorized by 49 U.S.C. 5307, the opinion must state whether the applicant is the designated recipient as defined at 49 U.S.C. 5307(a)(2) or whether the applicant has received authority from the designated recipient to apply for and receive Urbanized Area Formula Program assistance).

Citations to laws, regulations, etc. establishing the legal authority of (Name of Applicant) to carry out transportation projects for which federal assistance is sought is set forth below:

1. _____ is authorized by (cite and quote from legal authority) to provide and assist transportation _____

2. The authority of (Name of Applicant) to provide funds for the local share of the project is set forth in (cite source and provide a copy of, for example, the local ordinance passed by city council or other governing body authorizing funding for the local share)

3. I have reviewed the pertinent federal, state, and local laws, and I have concluded that there is no legal impediment to your filing an application for the project for which (Name of Applicant) seeks assistance. Furthermore, as a result of my examination, I find that there is no pending or threatened litigation or other action which might in any way adversely affect the proposed project or the capability of (Name of Applicant) to carry out the project.

Sincerely,

Legal Counsel

ADA Certification of Equivalent Service

Attachment O

The **(name of agency)** certifies that its demand responsive/ Route Deviation service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- (1) Response time;
- (2) Fares;
- (3) Geographic service area;
- (4) Hours and days of service;
- (5) Restrictions on trip purpose;
- (6) Availability of information and reservation capability; and
- (7) Constraints on capacity or service availability.

In accordance with 49 CFR 37.77, public entities operating demand responsive/ Route Deviation systems for the general public which receive financial assistance under 49 U.S.C. 5311 or 5307 must file this certification with the appropriate state program office before procuring any inaccessible vehicle. Such public entities not receiving FTA funds shall also file the certification with the appropriate state program office. Such public entities receiving FTA funds under any other section of the FT Act must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing.

(Name of authorized official)

(Title)

(Signature)

Date: _____

Civil Rights

Equal Employment Opportunity (EEO)

An EEO program is required if an applicant in previous Federal fiscal year (only FTA funds) - received in excess of \$1 million or planning assistance in excess of \$250,000 and has 100 or more mass transit related employees.

For the period July 1, 2017 through December 31, 2017, answer the following:

1. How many transit related employees does your agency have?

35

2. Is the applicant required to have an EEO Program?

Yes No

- a. If yes, does the applicant have an approved program in place?

Yes No

- b. If no required program is in place, provide estimated date of completion.

Date:

3. Were any complaints received between the period January 1, 2017 and December 31, 2017?

Yes No

If yes, summarize complaints, any informal or formal EEO complaints (only from transit related employees) received, and describe how these complaints were addressed or resolved.

ADA

Did applicant make reasonable accommodations for employees and/or passengers with disabilities during the past year in accordance with Title III of the ADA? (Please make sure your Reasonable Accommodation policy is attached as part of Attachment C).

Yes No If yes, explain. *Part of Attachment C*

Title VI

Does your agency have a current approved Title VI program submitted to NJ TRANSIT?

Yes No

Has your agency received any complaints, investigations or lawsuits alleging discrimination in the delivery of transportation service within the last three years?

Yes No

If yes, provide a description of the allegation and the current status and/or outcome.

Has any federal entity conducted a Title VI compliance review of your agency within the last three years?

Yes No

If yes, provide the following:

- Purpose/Reason for Review
- Name of the Agency that Performed the Review
- Summary of Findings/Recommendations
- Status and/or Disposition

Do you have any pending grant applications to other federal agencies (besides FTA)?

Yes No

If yes, provide a brief description of pending applications to other federal agencies.

Has your agency had a finding of noncompliance by any other federal agency?

Yes No

5311 Budget Request
FTA Non-Urbanized Area Formula Program (Section 5311)
January 1, 2019 - Dec 31, 2019
Project Budget Request (include Match)

Table 16

Operating	Budget Request
Total Operating (should include total budget for this program)	\$ 594,108.00
(-Fares)	
(-Donation)	
Total Operating	\$ 598,104.00
Administrative	Budget Request
Total Administrative	\$ 60,000.00
Capital	Budget Request
Total Capital	
GRAND TOTAL	\$ 658,104.00

5307 Budget Request
FTA Non-Urbanized Area Formula Program (Section 5307)
January 1, 2019 - December 31, 2019
Project Budget Request (include Match)

Table 17

Operating	Budget Request
Total Operating	\$ 2,004,000.00
(-Fares)	
(-Donation)	\$ 36,000.00
Total Operating	\$ 2,040,000.00
GRAND TOTAL	\$2,040,000.00

Rolling Stock

Only fill Table 18 if you are purchasing rolling stock under the 5311 grant.

If you are applying for rolling stock your Section 5311 contract will be reduced for the cost of the vehicle (s). NJ TRANSIT purchases all rolling stock on behalf of our FTA subrecipients. In addition there is a required local match of 10% for capital purchases. The subrecipient is given a choice at time of vehicle purchase to pay the 10% local match either by: 1) being invoiced by NJ TRANSIT for the 10% match or 2) if subrecipient receives SCDRTAP funds we will reduce by budget modification your SCDRTAP contract at time of purchase by an amount equal to the 10% cost of vehicle.

Table 18

	Budget Grant Approval (Shows current fleet numbers)	Amount of Change (Shows additions to fleet if expansion)	After Grant Approval (Shows final fleet total after grant is relieved)
I. Active Fleet			
A. Peak Requirement			
B. Spares			
C. Total(A+B)			
D. Spare Ratio(B/A)			
II. Inactive Fleet			
A. Contingency Reserve			
B. Pending Disposal			
C. Total (A+B)			
III. Total Fleet			
(IC + IC)			

Fleet Replacement

If Section 5311 vehicle is being purchased is for replacement fill in this section, regardless of funding source.

Make/Model:

Year of Manufacture:

Vehicle I.D. Number (VIN):

Month/Year Placed in Revenue Service:

Accumulated Revenue Miles:

Estimated Month/Year to be Taken Out of Revenue Service:

Condition:

Original Grant Purchased Under:

Expenditure on Public Transportation Security Projects

According to 5307(d)(1)(J), each recipient of Section 5307 program funds must certify that of the amount received each fiscal year, it will expend at least 1 percent on “public transportation security projects,” or it must certify that such expenditures for security projects are unnecessary.

1. Will the County expend 1 percent of the Section 5307 funds in this application for security purposes? (If yes, list security-related projects in the project budget)

2. If the County is certifying that it does not need to expend at least 1 percent of its annual Section 5307 fund allocations for security projects must select one of three options:
 - No deficiency found from a threat and vulnerability assessment;
 - Transportation Security Administration/FTA Top 17 Security Action Items met or exceeded; or
 - Other (with an explanatory description provided).

Notice to the Public on the Availability of Funds

Grant applicant must:

1. Make available to the public information concerning the amount of funds available under the Section 5307 Program and the POP that the recipient proposes to undertake with such funds;
2. Develop a proposed POP for activities the designated recipient will finance, in consultation with interested parties, including private transportation providers; and human services organizations or transit operators representing the employment-related transportation needs of welfare recipients and low-income individuals.
3. Publish the proposed POP in sufficient detail and in such a manner as to afford affected members of the public, private transportation providers, representatives of welfare recipients and low-income individuals, and, as appropriate, local elected officials, reasonable and adequate opportunity to examine the proposed program and to submit comments on the proposed program and on the performance of the recipient;
4. Provide an opportunity for a public hearing to obtain the views of the public on the proposed POP;
5. Ensure that the proposed POP provides for the coordination of Section 5307 public transportation services with transportation projects assisted with other Federal sources;
6. Consider comments and views received, including those of private transportation providers and human services organizations or transit operators representing the employment-related transportation needs of welfare recipients and low-income individuals, in preparing the final POP; and
7. Make the final POP available to the public (Note: Where there are multiple designated recipients and/or multiple MPO's this public participation requirement may be met in several separate process for the different areas involved).

Capital Public Notice Requirement

As per the FTA there must be an opportunity for public review and comment for all FTA funded capital projects. To comply with this requirement all Section 5311 subrecipients awarded a capital project (vehicle, mobility management project and/or other capital equipment) must do a public notice in a newspaper soliciting public comment. A public hearing is only required if the capital project has a significant economic, social or environmental impact in the community.

PUBLIC NOTICE

Notice is hereby given that _____ has made application to
Agency Name

NJ TRANSIT for _____ to assist in providing
How many and what type of vehicles

transportation to general public in rural areas of _____, New Jersey. This project
List areas utilizing vehicle(s)

will be partially funded with FTA S5311 funds under a grant submitted to the Federal Transit Administration.

Any interested party who has a significant, social, economic or environmental interest is invited to provide comments within 30 days to:

(Name of Subrecipient)
(Address)

PLEASE NOTE:

When returning application, please include: Original notarized copies of Public Notices that actually appeared in the newspaper on two separate days. (Raised seal not required as long as the newspapers provide a certification and proof of publication.) Attach as NJT Attachment P.

Financial Management Systems

1. Does the applicant have fiscal control and accounting procedures sufficient to do the following:
 - a. Permit the preparation of reports necessary to comply with program and statutory requirements.
Yes No
 - b. Permit the tracking of funds to ensure that funds have not been used in violations of restrictions and prohibitions applicable to program.
Yes No
2. Please describe accounting system used – include name of system.
Edmunds and Associates MCSJ Version 4.2 Software package is used to track requests for purchase, purchase orders, paid invoices, payroll expenses, revenue received, anticipated revenue, etc. In addition, many General Journals, Payroll Journals and Revenue Journals are kept in Excel format. Journals are reconciled with the Edmunds finance system weekly.
3. Do you keep separate accounting records for this project?
Yes No

Suspension and Debarment

It is the Section 5311 subrecipient's responsibility to ensure that none of their third party contractors are debarred, suspended, ineligible or voluntarily excluded from participation in FTA funded projects.

Has the required suspension/debarment clause been included in bid specs (services or capital) and the final contract for all third party contracts over \$25,000 utilizing FTA Section 5311 funds? (For bid specs and contracts covering 2017-2018contract year)

Yes No

Prior to entering into third party contracts over \$25,000 (services or capital) must review the website System for Awards Management (SAM) at www.sam.gov. The new website sam.gov provides a more detailed profile of the vendor including disbarment, DUNS number and federal debt then previous excluded party listing system website. (Subrecipient should print screen which would show date website was checked and verify whether vendor was NOT debarred or suspended from participating in federally funded contracts.)

Did subrecipient check the Systems for Awards Management prior to entering into contract with vendor during 2017-2018?

Yes No

Local In-Kind Match and Match Source – 5311 and 5307

Do you plan on using an in-kind match for 2019 5311?

Yes No

*If yes, what is the total amount and source(s)?

Total Amount \$ _____ Source(s): _____

*Documentation must be submitted by applicants who indicated they would be providing an in-kind match in period. Provide breakdown of proposed match dollars in Table 20.

Do you plan on using an in-kind match for 2019 5307?

Yes No

*If yes, what is the total amount and source(s)?

Total Amount \$ 230,000.00 Source(s): INDIRECT COST

*Documentation must be submitted by applicants who indicated they would be providing an in-kind match in period **January 1, 2019 to December 31, 2019.**

Provide breakdown of proposed match dollars in Table 19.

Table 19

Funding Match Source	Match Amount 5311	Match Amount 5307
Local Funds: (list)		\$ 454,193.00
State Funds: (list) (i.e. Human Service funding)		\$ 201,174.00
Revenue Contracts (list) (i.e. vehicle advertising contracts list indicate revenue source/contracts used as match)		
Federal (Non-FTA)		
SCDRTAP funding	\$ 154,527.00	\$ 96,633.00
In-Kind (list) <i>Indirect Cost</i>		\$ 230,000.00
Other specify <i>Donations</i>		\$ 38,000.00

Sample of Required 5307 Application Cover Letter
Attach as NJT Attachment S

Date

Anna Magri, Director
NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246

Dear Ms. Magri:

The (Name of Applicant)_is hereby applying for a grant under FTA Section 5307 of the Federal Transit Act, as amended. The approval of this grant will enable public transportation services to be available to small urban and rural residents of our service area.

(Name of Applicant) is requesting OPERATING ASSISTANCE for the period January 1, 2019 – December 31, 2019. The total amount of federal and state funds requested is as follows:

2018 NEW ALLOCATION

	OPERATING
FTA Section 5307 Funds:	<u>\$ 1,020,000.00</u>
Local match funds:	<u>\$ 1,020,000.00</u>
Total:	<u>\$ 2,040,000.00</u>

To my knowledge, all information provided in support of this application is true and correct. If you have questions or require additional information, contact Name and Title of Principal Organization Contact and Phone Number.

Sincerely,

(Signature of Authorized Representative of Applicant)

Print Name
Title of Authorized Representative of Applicant

Special Section 5333(b)

The attached Special Warranty and the procedures incorporated therein represent the understandings of the Department of Labor and the Department of Transportation with respect to the formula Grant Program for Areas Other Than Urbanized Areas (C.F.R. U.S.C. Section 5311)

The Department of Transportation will make this Special Warranty a part of the contract of assistance between the U. S. Department of Transportation and each state agency designated to receive and administer funds under Section 5311 of the Urban Mass Transportation Act of 1964, as amended.

The Secretary of Labor has found that the terms and conditions of the Special Warranty meet the requirements of Section 5333(b) of the Urban Mass Transportation Act of 1964, as amended. Accordingly, the Secretary of Labor hereby makes the certification that inclusion of these terms and conditions in formula grant contract for small urban and rural program grants meets the requirements of Section 5311 of the Urban Mass Transportation Act of 1964, as amended.

A. General Application

The Public Body (A) agrees that, in the absence of waiver by the Department of Labor, the terms and conditions of this warranty, as set forth below, shall apply for the protection of the transportation related employees of any employer providing transportation services assisted by the Project (Recipient), and the transportation related employees of any other surface public transportation providers in the transportation service area of the project.

The Public Body shall provide to the Department of Labor and maintain at all times during the Project an accurate, up-to-date listing of all existing transportation providers which are eligible Recipients of transportation assistance funded by the Project, in the transportation service area of the Project, and any labor organizations representing the employees of such providers.

Certification by the Public Body to the Department of Labor that the designated Recipients have indicated in writing acceptance of the terms and conditions of the warranty arrangement will be sufficient to permit the flow of Section 5311 funding in the absence of a finding of non-compliance by the Department of Labor.

B. Standard Terms and Conditions

The Project shall be carried out in such a manner and upon such terms and conditions as will not adversely affect employees of the Recipient and of any other surface public transportation provider in the transportation service area of the Project. It shall be an obligation of the Recipient and any other legally responsible party designated by the Public Body to assure that any and all transportation services assisted by the Project are contracted for and operated in such a manner that they do not impair the rights and interest of affected employees. The term a Project, as used herein, shall not be limited to the particular facility, service, or operation assisted by Federal funds, but shall include any changes, whether organizational, operational, technological, or otherwise, which are a result of the assistance provided. The phrase "as a result of the Project," shall when used in this arrangement, include events related to the Project occurring in anticipation of, during, and subsequent to the Project and any program of efficiencies or economies related thereto; provided, however, that volume rises and falls of business, or changes in volume and character of employment brought about by causes other than the Project (including any economies or efficiencies unrelated to the Project) are not within the purview of this arrangement.

An employee covered by this arrangement, who is not dismissed, displaced or otherwise worsened in his position with regard to his employment as a result of the Project, but who is dismissed, displaced or

otherwise worsened solely because of the total or partial termination of the Project, discontinuance of Project services, or exhaustion of Project funding shall not be deemed eligible for a dismissal or displacement allowance within the meaning of paragraphs (6) and (7) of the Model agreement or applicable provisions of substitute comparable arrangements.

- (a) Where employees of a Recipient are represented for collective bargaining purposes, all Project services provided by that Recipient shall be provided under an in accordance with any collective bargaining agreement applicable to such employees which is then in effect.
- (b) The Recipient or legally responsible party shall provide to all affected employees sixty (60) days notice of intended actions which may result in displacements or dismissal or rearrangements of the working forces. In the case of employees represent by a union, such notice shall be provided by certified mail through their representatives. The notice shall contain a full and adequate statement of the proposed changes, and an estimate of the number of employees affected by the intended changes, and the number and classifications of any jobs in the Recipient=s employment available to be filled by such affected employees
- (c) The procedures of this subparagraph shall apply to cases where notices involve employees represented by a union for collective bargaining purposes. At the request of either the Recipient or the representatives of such employees' negotiations for the purposes of reaching agreement with respect to the application of the terms and conditions of this arrangement shall commence immediately. If no agreement is reached within twenty (20) days from the commencement of negotiations, any party to the dispute may submit the paragraph (4) of this warranty. The foregoing procedures shall be complied with and carried out prior to the institution of the intended action.

For the purpose of providing the statutory required protections including those specifically mandated by Section 5333(b) of the Act, the Public Body will assure as a condition of the release of funds that the Recipient agrees to be bound by the terms and conditions of the National (Model) Section 5333(b) Agreement executed July 23, 1975, identified below², provided that other comparable agreements may be substituted therefore, if approved by the Secretary of Labor and certified for inclusion in these conditions.

Any dispute or controversy arising regarding the application, interpretation, or enforcement of any of the provisions of this arrangement which cannot be settled by and between the parties at interest within thirty (3) days after the dispute or controversy first arises, may be referred by any such party to any final and binding disputes settlement procedure acceptable to the parties, or in the event they cannot agree upon such procedure, to the Department of Labor or an impartial third party designated by the Department of Labor for final and binding determination. The compensation and expenses of the impartial third party, and any other jointly incurred expenses shall be borne equally by the parties to the proceeding and all other expenses shall be paid by the party incurring them.

In the event of any dispute as to whether or not a particular employee was affected by the Project, it shall be his obligation to identify the Project and specify the pertinent facts of the Project relied upon. It shall then be the burden of either the Recipient or other party legally responsible for the application of these conditions to prove that factors other than the Project affected the employees. The claiming employee shall prevail if it is established that the Project had an effect upon the employee even if other factors may also have affected the employee.

The Recipient or other legally responsible party designated by the Public Body will be financially responsible for the application of these conditions and will make the necessary arrangements so that any employee covered by these arrangements, or the union representative of such employee, may file claim of violation of these arrangements with the Recipient within sixty (60) days of the date he is terminated or laid off as a result of the Project, or within eighteen (5311) months of the date his position with respect to his employment is otherwise worsened as a result of the Project. In the latter case, if the events giving rise to the claim have occurred over an extended period, the 18-month limitation shall be measured from the last such event. No benefits shall be payable for any period prior to six (6) months from the date of the filing of any claim.

Nothing in this arrangement shall be construed as depriving any employee of any rights or benefits which such employee may have under existing employment or collective bargaining agreements, nor shall this arrangement be deemed a waiver of any rights of any union or of any represented employee derived from any other agreement or provision of federal, state or local law.

In the event any employee covered by these arrangements is terminated or laid off as a result of the Project, he shall be granted priority of employment or reemployment to fill any vacant position within the control of the Recipient for which he is, or by training or retraining within a reasonable period can become qualified. In the event training or retraining is required by such employment or reemployment, the Recipient or other legally responsible party designated by the Public Body shall provide, or provide for, such training or retraining at no cost to the employee.

The Recipient will post, in a prominent and accessible place, a notice stating that the Recipient has received federal assistance under the Urban Mass Transportation Act and has agreed to comply with the provisions of Section 5333(b) of the Act. This notice shall also specify the terms and conditions set forth herein for the protection of employees. The Recipient shall maintain and keep on file all relevant books and records in sufficient details as to provide the basic information necessary to the proper application, administration, and enforcement of these arrangements and to the proper determination of any claims arising thereunder.

Any labor organization which is the collective bargaining representative of employees covered by these arrangements, may become a party to these arrangements by serving written notice of its desire to do so upon the Recipient and the Department of Labor. In the event of any disagreement that such labor organization represents covered employees, or is otherwise eligible to become a party to these arrangements, as applied to the Project, the dispute as to whether such organization shall participate shall be determined by the Secretary of Labor.

In the event the Project is approved for assistance under the Act, the foregoing terms and conditions shall be made part of the contract of assistance between the federal government and the Public Body or Recipient of federal funds; provided, however, that this arrangement shall not merge into the contract of assistance, but shall be independently binding and enforceable by and upon the parties thereto, and by any covered employee or his representative, in accordance with its terms, nor shall any other employee protective agreement merge into this arrangement, but each shall be independently binding and enforceable by and upon the parties thereto, in accordance with its terms.

C. Waiver

As a part of the grant approval process, either the recipient or other legally responsible party designated by the Public Body may in writing seek from the Secretary of Labor a waiver of the statutory required protections. The Secretary will waive these protections in cases, where at the time of the requested waivers, the Secretary determines that there are no employees of the Recipient or of any other surface public transportation providers in the transportation services area who could be potentially affected by the Project. A 30-day notice of proposed waiver will be given by the Department of Labor and in the absence of timely objection; the waiver will become final at the end of the 30-day notice period. In the event of timely objection, the Department of Labor will review the matter and determine whether a waiver shall be granted. In the absence of waiver, these protections shall apply to the Project.

5333(b) Certification Letter

Attach as NJT Attachment Q

Date:

Anna Magri, Director
NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246

Dear Ms. Magri:

The Name of Applicant has made application to NJ TRANSIT and the Federal Transit Administration pursuant to Section 5311 of the Federal Transit Act, as amended for a mass transportation grant to assist in the reimbursement of operating and/or non-operating expenses for the period January 1, 2019 to December 31, 2019.

The Name of Applicant agrees that, in absence of a waiver by the Department of Labor the terms and conditions of the Special Section 5333(b) Warranty shall apply for the protection of the employees of any employer providing transportation service assisted by the Project, and the employees of any other surface public transportation providers which are eligible recipients, in the transportation service area of the Project. The Warranty arrangement shall be made part of the contract of assistance and shall be binding and enforceable by and upon the parties thereto, by any covered employee or his representative.

Additionally, pursuant to Section (A) of the Special Section 5333(b) Warranty, included with this submission is a listing of all transportation providers in the geographic area of our project and any labor organizations representing the employees of such providers.

Sincerely,

Signature of Authorized Representative
Title

Listing of Operators and Union Representatives

As part of the 5333(b) warranty process applicants must submit an accurate and up-to-date listing of all existing transportation providers in the Section 5311 service area of the project. Applicants must also include any labor organizations representing such providers. A complete statewide list (**Addendum C**) is submitted by NJ TRANSIT to the US Department of Labor. Do not include NJ TRANSIT as a transportation provider in your area.

Submit all changes on Table 16 below (include any additions, deletions or changes to the transportation providers listed in Addendum C – do not retype information from or on Addendum C). Note if a (D)eleation, (A)ddition or (C)hange to Addendum by adding a (D), (A) or (C) after the name of the provider in the first column. If “no changes” indicate that below.

To assist you we also included a list of major private for-profit transportation providers in the state on Addendum A. Take note that other organizations including taxi and private non-profit organizations may provide transportation and have union representation as well and should be listed.

Note to applicant – include your county and indicate if there is a driver union.

Table 20

Other Transportation Providers in Section 5311 Service Area	Name of Union	Union Address	Union Phone Number	E-Mail Address of Union
<i>CATS</i>	<i>UAW Local 2327</i>	<i>598 Shiloh Pike, Bridgeton, NJ 08302</i>	<i>(856) 451-8000</i>	
<i>Sheppard Bus Service</i>	<i>None</i>			

Sample of Required S5311 and Innovative Grant Application Cover Letter
Attach as NJT Attachment R

Date

Anna Magri, Director
NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246

Dear Ms. Magri:

The (Name of Applicant) is hereby applying for a grant under FTA Section 5311 of the Federal Transit Act, as amended. The approval of this grant will enable public transportation services to be available to the small urban and rural residents of our service area.

(Name of Applicant) is requesting Non Operating and/or Operating Assistance for the period **January 2019- December 2019**. The total amount of federal and state funds requested is as follows:

January 2019- December 2019

	OPERATING	NON-OPERATING
FTA Section 5311 Funds:	\$ 297,054.00	\$ 48,000.00
State match funds:	\$ 148,527.00	\$ 6,000.00
Local match funds:	\$ 148,527.00	\$ 6,000.00
Total:	\$ 594,108.00	\$ 60,000.00

January 2019- December 2019 Innovation Grant (Operating only)

	OPERATING
FTA Section 5311 Funds:	
State match funds:	
Local match funds:	
Total:	

To my knowledge, all information provided in support of this application is true and correct. If you have questions or require additional information, contact Name and Title of Principal Organization Contact and Phone Number.

Sincerely,

(Signature of Authorized Representative of Applicant)

Print Name

Title of Authorized Representative of Applicant

5311 Applicant Authorizing and Supporting Resolution

The applicant must also attach a supporting resolution in the application if any portion of the Applicant's local match comes from another organization, municipality, government entity or other funding source. Below is Sample Text for Authorizing Resolution. Attach as NJT Attachment S

Resolution authorizing the filing of an application to NJ TRANSIT and the Department of Transportation, United States of America, on behalf of (Subrecipient) for a grant under the Federal Transit Act, as amended.

WHEREAS, the Secretary of Transportation is authorized to make grants for a general public transportation program of projects in other than urbanized areas under Section 5311 of the Federal Transit Act, as amended;

WHEREAS, the grant for financial assistance will impose certain obligations upon the Subrecipient (Legal Name of Applicant), including the provision of the local share of the project costs in the program;

WHEREAS, it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1965, that in connection with the filing of an application for assistance under the Federal Transit Act, as amended, the Subrecipient gives an assurance that it will comply with Title VI and EEO requirements of the Civil Rights Act of 1964 and U.S. Department of Transportation requirements; and

WHEREAS, the Subrecipient is required to adhere to the requirements as specified in the U.S. Department of Transportation's Minority Business Enterprise (MBE) regulation set forth in 49 C.F.R. Part 23, Subpart D.

NOW, THEREFORE, BE IT RESOLVED BY (Name of Governing Body)

1. That (Title of Applicant's Designated Official) is authorized to execute and file an application on behalf of Subrecipient (Legal Name of Applicant) with NJ TRANSIT who as the Designated Recipient will apply to the U.S. Department of Transportation requesting aid in the financing of administration, capital and/or operating assistance projects pursuant to Section 5311 of the Federal Transit Act, as amended.
2. That (Title of Applicant's Designated Official) is authorized to execute and file with such applications and assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI and EEO requirements of the Civil Rights Act of 1964.
3. That (Title of Applicant's Designated Official) is authorized to set forth and execute affirmative minority business policies pursuant to 47 C.F.R. Part 23, Subpart D.
4. That (Title of Authorized Representative) is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application.
5. That (Title of Applicant's Designated Official) is authorized to execute grant agreements on behalf of Legal Name of Applicant for aid in the financing of the administration, capital and/or operating assistance.
6. That (Governing Body of Applicant) hereby authorize the amount of (\$ amount) be

obligated as the local share required under the provisions of the grant application.

Addendum A – A List of Private Bus Operators Serving New Jersey

<p>Aristocrat Limo & Bus Co. 354 Kingston Road Parsippany, NJ 07054 973-887-2726 Fax: 973-884-1880 Mr. Robert Wright Mrs. Brenda Baxter Safety Director: Richard Wright</p>	<p>Atlantic Express Coachways, Inc. 7 North Street Staten Island, NY 10302 718-556-8078 FAX: 718-556-8042 Ms. Laura Cagnetta Safety Director: Mr. Ron Caruso</p>	<p>Ayan Travel, Inc. 149 17th Avenue Elmwood Park, NJ 07407 973-340-8750 FAX: 973-340-8759 E-MAIL: ayanbus@yahoo.com Ms. Beverly Corasio</p>
<p>Bestway Coach Express, Inc. 2 Mott Street Suite 705 New York, NY 10013 212-608-8988 FAX: 212-608-9169 E-MAIL: info@bestwaycoach.com WEBSITE: www.bestwaycoach.com Mr. Wilson Cheng Mr. Kelvin Chan</p>	<p>Camptown Bus Lines, Inc. 126-140 Frelinghuysen Avenue Newark, NJ 07114-1633 973-242-6100 FAX: 973-242-4123 E-MAIL: camptownbus@verizon.net Mr. Thomas M. Zambolla</p>	<p>Carefree Bus Tours 45 Somerset Place Clifton, NJ 07017 1-800-640-9429 973-778-4000 FAX: 973-778-4610 E-MAIL: CBL4000@aol.com Mr. Paul Lenoir</p>
<p>Classic Tours/Classic Cruisers, Inc. 1533 Prospect Street Lakewood, NJ 08701 732-657-1144 FAX: 732-367-8233 By request only Mr. Mark R. Waterhouse</p>	<p>Coachman International Tours, Inc. P.O. Box 8328 Haledon, NJ 07538 201-398-9855 FAX: 201-398-9855 EMAIL: coachmanintl@optonline.net Mr. Richard Jaeger Ms. Pauline Wolthouse, VP</p>	<p>Coastal Coach 603 Whildam Ave N. Cape May, NJ 08204 609-602-2271 FAX: 609-345-5300 E-MAIL: tidi03@aol.com Mr. Tim Generale</p>
<p>Express Tours, Inc./Golden Express 15 Division Street 3rd Floor New York, NY 10002 212-966-8433 FAX: 212-343-7207 Mr. Richard Chow Ms. May Chow</p>	<p>Greyhound Lines, Inc. 3104 Pacific Avenue Atlantic City, NJ 08401 609-345-5921 FAX: 609-345-5927 Mr. Nate Karp E-MAIL: nkarp@greyhound.com</p>	<p>Infinity Tours, Inc. 6013 Al Ventura Road Wallington, NJ 07057 201-507-5055 FAX: 201-507-5001 Ms. Mary Ann Kamrowski Safety Director: Mr. Tom Boyle</p>
<p>Jay/Nay Travel PMB 106-621 Beverly Rancocas Road Willingboro, NJ 08046 609-877-7127 FAX: 609-877-7546 E-MAIL: sales@jayandnaytravel.com WEBSITE: www.jayandnaytravel.com Mr. John Mills Ms. Renee Mills</p>	<p>Lakeland Bus Lines, Inc. PO Box 898 425 E. Blackwell Street Dover, NJ 07802-0898 973-366-0600 Ext. 632 FAX: 973-366-8012 E-MAIL: ttaylor@lakelandbus.com WEBSITE: www.lakelandbus.com Mr. Tom Taylor Ext. 632 Mr. Tom Graves</p>	<p>Leprechaun Lines, Inc 100 Leprechaun Lane New Windsor, NY 12550 845-565-7900 FAX: 845-565-1220 E-MAIL: fgallagher@leprechaunlines.com Mr. Frank Gallagher</p>
<p>Lion Trailways Hornet and Ranger Roads Rio Grande, NJ 08242 609-889-0925 FAX: 609-889-0033 E-MAIL: info@lionbus.com WEBSITE: www.lionbus.com Mr. Nick Paglione</p>	<p>Martz Lines 239 Old River Road Wilkes-Barre, PA 18702 570-821-3838 FAX: 570-821-3813 E-MAIL: shenry@martzgroup.com WEBSITE: www.martzgroup.com Mr. Scott E. Henry</p>	<p>Passaic Valley Coach Lines 71 River Road Chatham, NJ 07928-1930 973-635-2374 FAX: 973-635-0199 E-MAIL: www.wayne@passaicvalleycoach.com WEBSITE: passaicvalleycoach.com Mr. Wayne Braunwarth</p>
<p>Peter Pan Bus Lines 25 County Avenue Secaucus, NJ 07094 201-866-6001 FAX: 201-866-6234 E-MAIL: frank@peterpanbus.com WEBSITE: www.peterpanbus.com</p>	<p>Raritan Valley Bus Service PO Box 312 Metuchen, NJ 08840-0312 732-549-1212 FAX: 732-549-1168 E-MAIL: www.raritanvalleybus.com Mr. Steve Yelencsics</p>	<p>Safety Bus 7200 Park Avenue Pennsauken, NJ 08109 856-665-2662 FAX: 856-665-0658 Mr. Thomas Dugan, Jr.</p>

<p>Mr. Frank Farrow Sheppard Bus Service 35 Rockville Road Bridgeton, NJ 08302 856-451-4004 FAX: 856-453-1620 E-MAIL: john@shepparbus.com Mr. John Sheppard Mr. Ken Sheppard</p>	<p>Mr. Steve Yelencsics, Jr. Starr Tours 2531 E. State Street Trenton, NJ 08619 609-587-0626 FAX: 609-587-3052 E-MAIL: msussman@starrtours.com Mr. Mitchell Sussman</p>	<p>Stout's Charter Service, Inc. 20 Irven Street Trenton, NJ 08638 609-883-8891 FAX: 609-883-6682 E-MAIL: vivian@stoutsbus.com WEBSITE: www.stoutsbus.com Mr. Harry Stout Mr. Shawn Stout</p>
<p>Trans-Bridge Lines 2012 Industrial Drive Bethlehem, PA 18017 610-868-6001 Ext. 122 FAX: 610-868-9057 WEBSITE: www.transbridgebus.com Mr. Tom JeBran Mr. Len Marzen</p>	<p>Travelynk, INC 52 Bailly Drive Burlington, NJ 08016 201-232-0563 FAX: 201-232-0563 Michael Rodriguez</p>	<p>Triple D Travel PO Box 3208 Hamilton, NJ 08619 609-631-0200 FAX: 609-631-0047 Mr. David A. Tenney</p>
<p>Trolley Tours, Inc. 216 North Main Street (Route 9) PO Box 418 Forked River, NJ 08731-0418 609-971-6699 800-468-0446 FAX: 609-971-6341 E-MAIL: ronaldfailace@hotmail.com WEBSITE: www.trolleytoursinc.net Ronald R. Faillace, President</p>	<p>Vanderhoof Transportation 18 Wilfred Street West Orange, NJ 07052 973-325-0700 FAX: 973-669-9639 WEBSITE: www.evanderhoof.com Mr. Edward Vanderhoof</p>	<p>Via Bus 19 Tilton Street Hammonton, NJ 08037 609-567-7705 800-890-4756 FAX: 609-567-2328 Mr. Glenn Davis</p>
<p>Villani Bus Company 811 East Linden Avenue Linden, NJ 07036 908-862-3333 FAX: 908-474-8058 Mr. Dee Villani</p>	<p>Coach USA Northeast Region 349 First Street Elizabeth, NJ 07206 908-354-3330 FAX: 908-994-9338 E-MAIL: john.emberson@coachusa.com Mr. John Emberson</p>	<p>Community Coach 160 South Route 17 North Paramus, NJ 07652 201-225-7515 FAX: 201-225-7590 E-MAIL: jon.nguyen@coachusa.com Jon Nguyen</p>
<p>Olympia Trails 349 First Street Elizabeth, NJ 07206 908-354-3330 ext. 232 FAX: 908-994-9355 E-MAIL: jim.rutherford@coachusa.com Mr. Jim Rutherford</p>	<p>Rockland Coaches 180 Old Hook Road Westwood, NJ 07675 201-263-1254 ext. 418 FAX: 201-664-8036 E-MAIL: david.gee@coachusa.com Mr. David Gee</p>	<p>Short Line/Hudson Transit/Coach USA 4 Leisure Lane Mahwah, NJ 07430 201-529-3666 ext. 1036 FAX: 201-529-0221 E-MAIL: George.grieve@coachusa.com WEBSITE: george.grieve@coachusa.com Mr. George Grieve</p>
<p>Suburban Transit 750 Somerset Street New Brunswick, NJ 08901 732-249-1100 ext. 201 FAX: 732-545-7015 WEBSITE: ronald.kohn@coachusa.com Mr. Ronald Kohn</p>		

Addendum B – Designated Leads for Human Services Transportation Coordination Plan

County	Lead	E-mail	Phone Number
Atlantic	Mr. Carl Lindow	lindow_carl@aclink.org	609-645-7700 x4058
Bergen	Mr. Tom Murphy	tmurphy@co.bergen.nj.us	201-336-3380
Burlington	Mr. Jerry Kilkenny	jkilkenny@co.burlington.nj.us	609-265-5597
Camden	Ms. Carol Miller Mr. Bob Damminger	cmiller@sjta.com	856-427-0988
Cape May	Mr. Dan Mulraney	dmulraney@co.cape-may.nj.us	609-889-3700 x107
Cumberland	Ms. Barbara Nedohon	barbarane@co.cumberland.nj.us	856-453-2220
Essex	Mr. Michael Viera	jmichaelmvsr@aol.com	973-395-8418
Gloucester	Ms. Lisa Cerny	lcerny@co.gloucester.nj.us	856-686-8362
Hudson	Ms. Darice Toon	dtoon@hcnj.us	201-369-5280 x4231
Hunterdon	Ms. Tara Shepherd	tara@hart-tma.com	908-788-5553
Mercer	Mr. Martin DeNero	mdenero@mercercounty.org	609-530-1970 x17
Middlesex	Ms. Laila Caune	laila.caune@co.middlesex.nj.us	732-745-4029
Monmouth	Ms. Kathy Lodato	kathleen.lodato@co.monmouth.nj.us	732-577-6731
Morris	TBD	ocruse@co.morris.nj.us	973-829-8105
Ocean	Mr. David Fitzgerald	dfitzgerald@co.ocean.nj.us	732-736-8989 x235
Passaic	Mr. John McGill Ms. Mary Kuzinski	johnm@passaiccountynj.org maryk@passaiccountynj.org	973-305-5763 / 5758 973-569-4070
Salem	Ms. Stephanie Bradway	stephanie.bradway@salemcountynj.gov	856-935-7510 x8317
Somerset	Mr. John Adair	Jadair@co.somerset.nj.us	908-231-7116
Sussex	Ms. Carol Novrit	cnovrit@xbp.dhs.state.nj.us	973-383-3600 x5152
Union	Ms. Karen Dinsmore	kdinsmore@ucnj.org	908-527-4809
Warren	Ms. JanMarie McDyer	jmcdyer@co.warren.nj.us	908-475-6080

SECTION VIII FTA SECTION 5311 INNOVATION GRANT

Purpose

The FTA Section 5311 Innovation Grant is a designation of a portion of unused **funding allocated to Section 5311 eligible counties** which is made available to these counties on a competitive application basis. The objective is to provide funding to promote integration of community transit services and NJ Transit bus and rail services in rural counties.

Grant Qualification Criteria

Project applications must meet the following standards in order to be eligible for competitive review:

1. Project must provide a **direct connection with an existing NJ Transit bus, private fixed route bus or rail service** either within or in a contiguous county
2. Route must serve residential origins **within the Census defined rural area**
3. The service must consist of a **deviated fixed route service with a service frequency of 60 minutes or less** during either peak or off-peak periods
4. Service must be provided on a **minimum of five days per week**
5. The proposed service may be **either a new service or an expansion of service span or frequency of an existing service** that provides direct connections to a rail station or an established bus route at either a route endpoint or key bus stop or station.
6. Submit a marketing plan which includes a commitment to provide a bus timetable that includes at minimum key time-points, a map with a designation of those key time-points, pickup/drop-off points, fare information, and connecting transit bus and rail services. The proposer must also provide a plan for a timetable distribution program including key residential, commercial and employment locations served and the proposed mode of ensuring that bus timetables are supplied and available to potential customers.
7. Proposed service operator must demonstrate the ability to meet operating requirements including but not limited to:
 - Meeting New Jersey Motor Vehicle Commission (NJMVC) requirements for operating authority and vehicle inspections if charging a fare
 - Demonstrate a vehicle fleet sufficient to meet the peak vehicle requirement for the service with a minimum 15% spare ratio in order to ensure that the daily peak vehicle requirement is met

Funding Requirements

Funding may be used only for direct operating expenses for the provision of vehicle services including driver salary and benefits, fuel, vehicle parts and maintenance labor or the cost of contract operated service.

Funding may NOT be used to cover operating expenses including operations management, dispatch and training. It is assumed that the existing system will be able to provide these direct operating support services within the context of the existing service or through other grant funding sources.

The applicant must demonstrate the financial capability to provide the required **25%** match which must be used in combination with the NJ Transit 25% match to support half of the direct operating expenses for the proposed service. Once approved projects have been Identified Resolutions will be requested.

A maximum of \$200,000.00 (including the applicant's 25% match) will be made available to a single project.

The service must meet a minimum threshold of four (4.0) passenger trips per revenue hour at the end of the initial service period. Services not meeting the minimum operating standard will not be eligible for continued funding in the next year.

Factors Supporting Proposed Section 5311 Innovation Grant Route Proposal

E. Percentage of low-income individuals (150% of poverty level) in project service area:

- | | |
|-----------------|-----------------|
| 0 – 20% _____ | 61 – 80% _____ |
| 21 – 40 % _____ | 81 – 100% _____ |
| 41 – 60% _____ | |

F. Percentage of zero-car and one auto households in project service area:

- | | |
|-----------------|----------------|
| 0 – 10% _____ | 21 – 40% _____ |
| 11 – 20 % _____ | Over 41% _____ |

G. Characteristics of proposed route deviation bus service (Check one)

- Proposed route is a new route deviation service
- Proposed route is an expansion of an existing route deviation service
- Proposed route serves at least one shopping center or village shopping area
- Proposed route serves at least one congregate (multi-family) residential building or apartment complex

D. Connection to Traditional Transit (Check all that apply)

- Connection provided to an existing NJT Rail, Bus or Private bus station/stop
- Connection provided during Peak Period (defined as 6-9 AM and 4-7 PM)
- Connection provided during Off-Peak period
- Connection provided to hub with three or more rail lines and/or bus routes

E. The service must meet a minimum threshold of three (3) passenger trips per revenue hour at the end of the initial service period (first year) and four (4.0) passenger trips per revenue hour for years thereafter. Services not meeting the minimum operating standard will not be eligible for continued funding in the next year. If funding is available subrecipients may continue to apply for the same project for up to five (5) years from the service start date. By year five (5) innovative projects should be self-sustaining.

If you are applying for continuation of an existing Section 5311 innovation project provide the number of passenger trips per revenue hour that your service is generating.

_____per revenue hour

Project Description

Describe the parameters of your current and/or proposed route: (Include start date of current innovative project.)

How many vehicles will be used to operate this service?

Please note: If you are charging a mandatory fare you must meet New Jersey Motor Vehicle Commission (NJMVC) requirements for operating authority and vehicle inspections

Please describe your Marketing plan for this project:

Submit a marketing plan which includes a commitment to provide a bus timetable that includes at minimum key time-points, a map with a designation of those key time-points, pickup/drop-off points, fare information, and connecting transit bus and rail services.

Timetables must also include Route Deviation Policy, Nondiscrimination Policy, and Reasonable Accommodation Policy.

The proposer must also provide a plan for a timetable distribution program including key residential, commercial and employment locations served and the proposed mode of ensuring that bus timetables are supplied and available to potential customers.

Route Description

Provide Turn by Turn route description:

Provide a Map highlighting the route (**Attach as Attachment T**)

Identify bus/rail or light rail service connection points along the route:

Span of Service

Provide a schedule identifying time points and trip times:

Number of Operating Days

Days and hours of operation

Number of Projected Daily Revenue Hours for each bus operated per day from route starting point to route ending point, not including deadhead from and to garage.

Projected Operating Budget (include match from subrecipient and NJT in your budget)

The applicant must demonstrate the financial capability to provide the required 25% match which must be used in combination with the NJ Transit 25% match to support half of the direct operating expenses for the proposed service. Once approved projects have been Identified Resolutions will be requested.

A maximum of \$200,000.00 (including match) will be made available to a single project.

**January 1, 2019 – Dec 31, 2019
Project Budget Request**

Table 21

Operating	Budget
Total Operating (should include total budget for this program)	
(-Fares)	
(-Donation)	
Total Request Amount for this grant	

Line Item Budget

Operating Budget	Budget
Driver Salaries/Fringe	
Third Party Contract Svcs	
Maintenance & Repairs	
Materials Consumed (Fuel)	
Total Operating	
(-Fares)	
(-Donation)	
Total Request Amount for this grant	

Identify Source of Hard (Cash) 25% Match: _____

NOTE: Operating Costs are limited to driver labor, driver benefits, third party contract services, fuel and/or maintenance costs.

Provide the number of Staff that will be charged to this grant. Do not list each individual Operator, Dispatcher, or Reservationist - list the number of these positions and percentage charged per grant:

SECTION IX- COMPLETE APPLICATION CHECKLIST OF DOCUMENTS

The following documents are to be attached to this application.

- | | | |
|--------------------------|-------------------|---|
| <input type="checkbox"/> | NJT Attachment A | Organizational Chart |
| <input type="checkbox"/> | NJT Attachment B | Vendor Organization Chart (if applicable) |
| <input type="checkbox"/> | NJT Attachment C | Policies and Procedures |
| <input type="checkbox"/> | NJT Attachment D | CHSTP Addendums/Updates |
| <input type="checkbox"/> | NJT Attachment E | CHSTP Written Agreements (if applicable) |
| <input type="checkbox"/> | NJT Attachment F | Contracts Program receives funds from (if applicable) |
| <input type="checkbox"/> | NJT Attachment G | Indirect Cost Plan (if applicable) |
| <input type="checkbox"/> | NJT Attachment H | Vehicle Inventory (use spreadsheet provided) |
| <input type="checkbox"/> | NJT Attachment I | Non-Vehicle Inventory (5311 only)) |
| <input type="checkbox"/> | NJT Attachment J | Marketing Materials |
| <input type="checkbox"/> | NJT Attachment K1 | Notarized Copies of Public Notice |
| <input type="checkbox"/> | NJT Attachment K2 | List of Organizations for Public Hearing Notice |
| <input type="checkbox"/> | NJT Attachment K3 | Large Print Vehicle Notice |
| <input type="checkbox"/> | NJT Attachment K4 | Library Public Notice Information |
| <input type="checkbox"/> | NJT Attachment K5 | Website Screen Shot Public Notice |
| <input type="checkbox"/> | NJT Attachment K6 | CAC Meeting Public Notice |
| <input type="checkbox"/> | NJT Attachment K7 | Public Hearing Transcript |
| <input type="checkbox"/> | NJT Attachment L | SCDRTAP Application Cover Letter |
| <input type="checkbox"/> | NJT Attachment M | SCDRTAP Resolution |
| <input type="checkbox"/> | NJT Attachment N | Opinion of Council Letter (5311 only) |
| <input type="checkbox"/> | NJT Attachment N1 | Opinion of Council Letter (5307 only) |
| <input type="checkbox"/> | NJT Attachment O | ADA Certification of Equivalent Service |
| <input type="checkbox"/> | NJT Attachment P | Capital Public Notice (5311 only if applicable) |
| <input type="checkbox"/> | NJT Attachment Q | 5333(b) Certification Letter (5311 only) |
| <input type="checkbox"/> | NJT Attachment R | 5311 Application Cover Letter |
| <input type="checkbox"/> | NJT Attachment S | 5311 Resolution |
| <input type="checkbox"/> | NJT Attachment T | Innovative Grant Map (5311 only if applicable) |
| <input type="checkbox"/> | NJT Attachment U | Section 5311 Service Map (5311 only if applicable) |

Excel Spreadsheet attachments

- 2017 Actual Expenditures by funding source/ 2019 Proposed budget by funding source
- NJT Attachment H Vehicle Inventory
- NJT Attachment I Non-Vehicle Assets

Exhibits:

- Exhibit A: List of Private Bus Operators Serving New Jersey
- Exhibit B: Designated Leads for Human Services Transportation Coordination Plan
- Exhibit C: Transportation Providers and Labor Representatives Spreadsheet 2019