



STATE OF NEW JERSEY

**SENIOR CITIZENS & DISABLED RESIDENTS
 TRANSPORTATION ASSISTANCE PROGRAM
 FTA URBANIZED AREA FORMULA PROGRAM
 (SECTION 5307-OPERATING)
 FTA NON-URBANIZED AREA FORMULA PROGRAM
 (SECTION 5311 AND SECTION 5311 INNOVATION)
 JANUARY 1, 2022 – DECEMBER 31, 2022**

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 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>barabarane@co.cumberland.nj.us</i>

NJ TRANSIT
 Local Programs and Minibus Support
 One Penn Plaza East, 4th flr.
 Newark, New Jersey 07105-2246
 Phone: (973) 491-7456

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.
- Demonstrate that the proposed service meets the funding requirement i.e.: if requesting funds under Section 5311- services must be provided in the rural area for general public. This must be demonstrated through sample map of service and screen shot of website and marketing materials.

When filling in this application ensure that you are clearly documenting the technical and financial 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. All Timetables and/or Marketing Materials must include the following:

- 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 Complaint and 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 2022

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 less than 30 days before your hearing

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 notice 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.

At your Public Hearing

- Read into the public hearing record summary of 2021 (to date) grant activities/goals and proposed 2022 SCDRTAP budget
- Provide copies of summary of 2021 grant activities (to date) and copies of proposed 2022 budget. (should be available in alternative format upon request)

14 days After Public Hearing

- A copy of summary of 2021 grant activities/goals and current outcome as well as your agencies proposed 2022 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.

August 20, 2021

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

Please note: The County must meet with their local CAC to review the proposed service activities, goals and budget for 2022. Their input and feedback should be considered in the planning process for this application.

SECTION I – COUNTY INFORMATION**Project Contacts/Personnel**

1. Subrecipient key contacts. This section must be completed.

Table 1

Name	Title	Address	Phone #	E-mail
<i>Joseph Derella</i>	<i>Commissioner Director</i>	<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>	<i>Procurement Contact</i>	<i>164 W. Broad Street Bridgeton, NJ 08302</i>	<i>(856) 453-2132</i>	<i>davidde@co.cumberland.nj.us</i>
<i>Bowman & Company, LLP</i>	<i>Audit Contact</i>	<i>601 Whitehorse Pike Voorhees, NJ 08043-2493</i>	<i>(856) 453-6200</i>	<i>Ibeckman@bowmanlp.com</i>
<i>Paige Desiere</i>	<i>EEO Contact*</i>	<i>164 W. Broad Street Bridgeton, NJ 08302</i>	<i>(856) 453-2120</i>	<i>paigede@co.cumberland.nj.us</i>
<i>David Grennon</i>	<i>ADA Representative*</i>	<i>800 E. Commerce Street Bridgeton, NJ 08302</i>	<i>(856) 453-2151</i>	<i>davegr@co.cumberland.nj.us</i>
<i>Paige Desiere</i>	<i>Title VI Representative*</i>	<i>164 W. Broad Street Bridgeton, NJ 08302</i>	<i>(856) 453-2120</i>	<i>paigede@co.cumberland.nj.us</i>
<i>David Johnson</i>	<i>Safety Officer*</i>	<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, and 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 %	Oper %	Admin %	Oper %	Oper %
<i>Theresa VanSant</i>	<i>CATS Project Director</i>	<i>(856) 691-9331</i>	<i>theresava@co. cumberland.nj.us</i>			53%		47%
<i>Sherrie Reed</i>	<i>Confidential Secretary</i>	<i>(856) 691-9331</i>	<i>sherriere@co. cumberland.nj.us</i>					100%
<i>David Johnson</i>	<i>Driver/Trainer/ Safety Officer</i>	<i>(856) 691-9331</i>	<i>davidjo@co. cumberland.nj.us</i>		25%	30%		38%
<i>Kim Paulino</i>	<i>Accountant</i>	<i>(856) 451-4143</i>	<i>kimpa@co. cumberland.nj.us</i>	25%		10%		
<i>Two (2)</i>	<i>Mechanics</i>	<i>(856) 691-9331</i>	<i>steveki@co. cumberland.nj.us</i>		25%		30%	40%
<i>Five (4)</i>	<i>Dispatchers</i>	<i>(856) 691-9331</i>						95%
<i>Twenty (20)</i>	<i>Full Time Drivers</i>				30%		30%	39%
<i>Four (4)</i>	<i>Part Time Drivers</i>							100%

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

- a. 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. 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 possible 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.

5. List SCDRTAP Citizens Advisory Committee 2022 meeting dates, locations (if through web based application please explain) and times.

The committee meets on the last Wednesday of March, June, September and November. We were able to meet through Microsoft TEAMS. Meetings commence at 2:00PM

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 Eaddy: Vice-Chairperson, Disabled, Consumer Advocate

Linda Muhlig: Disabled, Consumer Advocate

Tracy Puglia: Consumer Advocate

David Grennon: Consumer Advocate

Dennis DeMatte: Disabled Consumer Advocate

SECTION II - DESCRIPTION OF SERVICE

Service Description

1. Describe any changes that have been made (days, hours of operations) in 2021 to date.

SCDRTAP: *No Changes*

Section 5311: *No Changes*

2. Describe, in detail, the proposed project for 2022. Include type of service provided by grant type (i.e. deviated fixed route, demand response), days & hours of operation and trip purpose by funding.

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

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

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

Service Area Details and Feeder Service

Please note rural areas are defined by US Census data. Be aware the 2020 census may impact your rural funding once results are final.

Complete the following by Grant:

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

SCDRTAP: *All areas of Cumberland County and a 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. Please ensure all rural area are included as these funds derived from a formula grant using population in the rural area of your county. Allocations may be altered if areas are not served)
All rural municipalities of Cumberland County with the exception of Millville, Bridgeton and Vineland are served. This includes: Commercial Township, Deerfield Township, Downe Township, Fairfield Township, Greenwich Township, Hopewell Township, Lawrence Township, Maurice River Township, Shiloh Borough, Stow Creek Township, and Upper Deerfield Township.

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

3. Indicate if the proposed service feeds other services? (check all that apply):

Private bus service	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311	<input type="checkbox"/> 5307
List bus routes _____			
Municipal bus service	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311	<input type="checkbox"/> 5307
List municipalities _____			
County bus service	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311	<input type="checkbox"/> 5307
List bus routes _____			
County paratransit	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311	<input type="checkbox"/> 5307
List counties _____			
NJ TRANSIT train service	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311	<input type="checkbox"/> 5307
List train line & stations _____			
NJ TRANSIT local fixed route bus	<input checked="" type="checkbox"/> SCDRTAP	<input checked="" type="checkbox"/> 5311	<input checked="" type="checkbox"/> 5307
List route numbers _____	553, 410, 408 and 313		
NJ TRANSIT Light Rail	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311	<input type="checkbox"/> 5307
List train line & stations _____			
ACCESS LINK paratransit	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311	<input type="checkbox"/> 5307

As per 16:78-3.2 **Eligible Service Area:** recipients are required to provide service at least five miles beyond county boundaries under this program and are strongly encouraged to go beyond five miles if significant trip generators have been identified.

4. Does your service extend to the required 5 miles outside the county borders?

Yes No

a. What significant trip generators have been identified outside the county borders?
Medical trips to 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 five-mile border for any trip purposes.

c. Does your agency place any restrictions on out of county trips? *Yes, out of County recreational trips are not provided.*

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: March 22, 2021 Plans should be updated every 5 years.

Attach all addendums and/or updates to your CHSTP since 2020 to date. Attach as NJT Attachment A

See attached & at: [Access-for-All-Transit-Plan-Executive-Summary.pdf \(sjtpo.org\)](https://www.sjtpo.org/Access-for-All-Transit-Plan-Executive-Summary.pdf)

2. Please list tentative CHSTP stakeholder 2022 meetings dates, locations and times (meeting can be virtual if necessary) Meetings should be scheduled at a minimum of two times a year. Meeting must be scheduled prior to submission of this application.

Please list tentative dates of when meeting are scheduled for:

Meeting Date March 3, 2022

Meeting Date December 8, 2022

Meeting Date _____

Meeting Date _____

Route Deviation (please only complete if changes from 2021 application)

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

NA

2. List routes and provide data in Table 7.

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 you allow deviation for general public passengers?
Yes No
6. Do your vehicles have the universal accessibility symbol?
Yes No

Training

1. Have any new trainings been implemented in response to COVID-19?

Yes No

If yes, please explain. *Up to date preventative COVID 19 training for Omnibus Operators to enforce precautions needed when driving passengers.*

2. Do you provide training for your drivers?

Yes No

If yes, please list trainings. *COVID 19, Passenger assistance safety and sensitivity training (PASS) Blood borne Pathogens, Wheelchair Securement, Defensive Driving.*

2022 Short-Term Program Goals

List at least three goals to improve your system in grant year 2022. Include Milestones on how you will obtain these goals.

Goal 1. *To have a new Routing & Scheduling System in place by 2022. RFP is currently in process.*

Milestones 1 *Estimated current time will be October 2021.*

Milestones 2 *Transitioning to new routing software by January 1, 2022.*

Goal 2. *Marketing campaign for ridership of the General Public.*

Milestones 1 *April 2022 update current marketing materials.*

Milestones 2 *July 2022 develop new social media marketing.*

Goal 3. *Continue to develop safety and training videos/virtual meetings for the elderly and disabled riders of the system.*

Milestones 1 *By May 1, 2022 the Office on Aging Coordinator of Virtual Programming will develop a training series with the assistance of the CATS Division Head and Safety Officer.*

Milestones 2 *By July 1, 2022 small group trainings and training videos will be available for ridership.*

SECTION III – BUDGET

Program Budgets

Complete attached Excel spreadsheets for your grant year 2020 Expenditure and grant year 2022 projected budgets. Please make sure to include **ALL** funding sources and required local match if applicable. You can edit the heading to include funding sources that are not listed.

Close-out funds

Does your agency have carryover funds that will be added into the 2022 SCDRTAP budget? Please note close-out funds should be added to your 2022 allocation and **shown in the attached budget spreadsheet 2022 proposed budget by funding source**. Be sure that the funds were not previously requested by way of a budget modification. Also, keep in mind that if you don't indicate close-out funds in this application but later request it there is a possibility the availability of funds will be delayed.

Yes No

What Calendar year(s) carryover funds will be added to the 2022 budget? 2020

Provide the amount of funds that will be added. \$292,880.60

To what budget will you be adding your carryover funds?

- Operating
- Administration
- Capital

Describe in detail what your carryover funds will be allocated for?

\$240,000 will be used to purchase rolling stock. The balance of \$52,990.60 will be included in the operating budget.

Indirect Administrative Costs

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

SCDRTAP

Yes No

5307

Yes No *Indirect cost is used only as match, not charged to grant.*

5311

Yes No

What federal agency has approved your indirect cost plan for 5307? *N/A*

What federal agency has approved your indirect cost plan for 5311? *N/A*

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

All procurements for SCDRTAP, S5307 and S5311 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 annual certifications in order to remain compliant.

SECTION V - PUBLIC OUTREACH

Marketing and Advertising

What type of marketing and/or advertising does your agency provide to the public regarding your services?

- Timetables
 Customer Guidelines
 Service brochures
 Website
 TV/PSA
 County buildings or offices
-

Please provide copies of all marketing or advertising of your service as NJT Attachment K

Agency website link

<http://www.co.cumberland.nj.us/aqing/cats>

Please note that all websites must be compliant with ADA, Title VI, Route deviation and general public language if applicable. For assistance or guidance please contact your Regional.

If you provide S5307 and S5311 service, does your marketing materials include language that the service is open to the General public?

- Yes No

Public Hearing and Notification (only required for SCDRTAP funding)

Due to COVID-19 Public hearing may be virtual.

Attach all documents as NJT Attachments C1-C7

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. Please ensure that individuals have a method to submit comments if unable to attend. Submit notarized copies of both public notices with

application as NJT Attachment C1.

2. The Public Hearing Notice must be sent to all Municipal Clerks in your county. 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 and Municipalities that the letter was sent to as NJT Attachment C2.
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 C3**.

Prior to and After Public Hearing Date:

1. Prior to the Public Hearing a copy of the 2022 budget and goals must be available for public review on the County Website and/or in the Public Library (and at least 14 days after the public hearing date). Include as **NJT Attachment C4** the screen shot of the website and copies of correspondence requesting the web post and/or name of the library branch, address and date copy was placed in Library.
2. Once your application is completed an electronic copy of the 2022 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 C5**.
3. The County must meet with their local CAC to review the proposed service activities, goals and budget for 2022. 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 C6**.
4. Copies of the 2022 summary of proposed activities, goals and proposed budget should be available at the public hearing.
5. Complete public hearing transcripts must be submitted. If public hearing was conducted via an online application please ensure that recording of public hearing is transcribed. If not available by application due date the transcripts can be submitted after the application's filing deadline as **NJT Attachment C7**.

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 2020 \$ 939,309

Proposed Maintenance of Effort for 2022 \$ 939,309

If the MOE for 2022 has increased/decreased, please explain below:

Sample of Required SCDRTAP Application Cover Letter

Attach as NJT Attachment D

Date

Janelle Rivera, Manager Local Programs
NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246

Dear Mrs. Rivera:

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 \$414,649 for 2022. 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 2022. 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 E.

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 \$414,649 for period covering January 1, 2022 to December 31, 2022; and

WHEREAS, the county of (Name of County) will provide transportation services as described and intended by the Senior Citizen and Disabled Resident Transportation Assistance Act.

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 –5307 & 5311 ADDITIONAL ITEMS

The following are only required by Section 5311 Applicants

Opinion of Counsel Letter

Sample Opinion of Counsel-Attach as NJT Attachment F

(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 Commissioners 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

Attach as NJT Attachment G

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

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 FFY2022 Budget Request FTA Non-Urbanized Area Formula Program (Section 5311)

**January 1, 2022 - Dec 31, 2022
Project Budget Request (include Match)**

Operating	Budget Request
Total Operating (should include total Operating budget for this program)	\$ 498,506.00
(-Fares)	\$ 0.00
(-Donation)	\$ 0.00
Total Operating	
Administrative	Budget Request
Total Administrative (should include total Administration budget for this program)	\$ 174,060.00
Capital	Budget Request
Total Capital	\$ 0.00
GRAND TOTAL	\$ 672,566.00

**5307 Budget Request
FTA Non-Urbanized Area Formula Program (Section 5307)
January 1, 2022 - December 31, 2022
Project Budget Request (include Match)**

Table 17

Operating	Budget Request
Total Operating	\$ 2,022,000.00
(-Fares)	\$ 0.00
(-Donation)	\$ 18,000.00
Total Operating	\$ 2,040,000.00
GRAND TOTAL	\$ 2,040,000.00

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 2021.1 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

Local In-Kind Match and Match Source

Do you plan on using an in-kind match for 2022 S5307?
 Yes No

*If yes, what is the total amount and source(s)?
 Total Amount \$ _____ Source(s): _____

Do you plan on using an in-kind match for 2022 S5311?
 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 January 1, 2022 to December 31, 2022. In-Kind match will be reviewed by NJT staff to ensure that it meets federal requirements and that supporting documentation is verifiable. Subrecipient will receive approval of in-kind match prior to contract execution. *Please note that all in-kind matches must have a measurable dollar value.*

Provide breakdown of proposed match dollars for 2022 contract years in Table 18.

Table 18

Funding Match Source	Name of Source	Match Amount
Local Funds: (list) County of Cumberland	\$ 392,621	
State Funds: (list) (i.e. Human Service funding) NJ Transit		\$ 142,033
Revenue Contracts (list) (i.e. vehicle advertising contracts list indicate revenue source/contracts used as match)		
Federal (Non-FTA)		
SCDRTAP funding	\$ 220,664	\$ 142,033
SASS Funds	\$ 157,328	
Indirect Cost	\$ 229,387	
Other specify DONATIONS	\$ 20,000	

Sample of Required 5307 Application Cover Letter

Attach as NJT Attachment S

Date

Janelle Rivera, Manager Local Programs
NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246

Dear Ms. Rivera:

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, 2020 – December 31, 2020. The total amount of federal and state funds requested is as follows:

2022 NEW ALLOCATION

OPERATING

FTA Section 5307 Funds:	<u>\$1,020,000</u>
Local match funds:	<u>\$1,020,000</u>
Total:	<u>\$2,040,000</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 H

Date:

Janelle Rivera, Manager Local Programs
NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246

Dear Ms. Rivera:

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, 2022 to December 31, 2022.

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), NJ Transit will update with the below information.. 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 16

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>(865) 451-9900</i>	<i>UAW2327@mindspring.s</i>
<i>Sheppard Bus Service</i>	<i>None</i>			
<i>CASA Prac</i>	<i>None</i>			
<i>Gavan Transportation</i>	<i>None</i>			
<i>Hall Transportation</i>	<i>None</i>			
<i>Headstart: Tri County</i>	<i>UWA Local #2327</i>	<i>Same as above</i>	<i>Same as above</i>	<i>Same as above</i>
<i>Lavenia Transportation</i>	<i>None</i>			
<i>Inspira Health Network</i>	<i>None</i>			
<i>Regional Transit System</i>	<i>None</i>			

Sample of Required S5311 and Grant Application Cover Letter

Attach as NJT Attachment I

Date

Janelle Rivera, Manager Local Programs
NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246

Dear Mrs. Rivera:

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 2022- December 2022**. The total amount of federal and state funds requested is as follows:

January 2022- December 2022 Section 5311

	OPERATING	NON-OPERATING
FTA Section 5311 Funds:	\$249,253.00	\$139,248.00
State match funds:	\$124,626.50	\$17,406.00
Local match funds:	\$124,626.50	\$17,406.00
Total:	\$498,506.00	\$174,060.00

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

Attach as NJT Attachment J

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.

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.

Exhibit 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: taylor@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 Mr. Frank Farrow</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 Mr. Steve Yelencsics, Jr.</p>	<p>Safety Bus 7200 Park Avenue Pennsauken, NJ 08109 856-665-2662 FAX: 856-665-0658 Mr. Thomas Dugan, Jr.</p>

<p>Sheppard Bus Service 35 Rockville Road Bridgeton, NJ 08302 856-451-4004 FAX: 856-453-1620 E-MAIL: john@sheppardbus.com Mr. John Sheppard Mr. Ken Sheppard</p>	<p>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. Failace, 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 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>	<p>MPC Bus corp 320 Nassau Blvd, Garden City, NY 11530 718-647-2988-3600 FAX: 718-235-8075 E-MAIL: avona@totalbuscompany.com Mr. Augustino vona</p>	

Exhibit B – Designated Leads for Human Services Transportation Coordination Plan
Please update if necessary

County	Lead	E-mail	Phone Number
Atlantic	Mr. Demetrius Pearson	pearson_demetrius@aclink.org	609-645-7700 x4058
Bergen	Mr. Anthony Suarez	asuarez@co.bergen.nj.us	201-336-3380
Burlington	Mr. Jerry Kilkenny	jkilkenny@co.burlington.nj.us	609-265-5597
Camden	Ms. Carol Miller	cmiller@sjta.com	856-427-0988
Cape May	Mr. Dan Mulraney	dmulraney@co.cape-may.nj.us	609-889-3700 x107
Cumberland	Ms. Theresa VanSant	theresava@co.cumberland.nj.us	856-691-9331 x101
Essex	Mr. Michael Viera	michaelmvsr@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	Mr. Stanley Subjinski	Stanley.Subjinski@co.middlesex.nj.us	732- 745-4029
Monmouth	Ms. Kathy Lodato	kathleen.lodato@co.monmouth.nj.us	732-577-6731
Morris	Mr. Joesph Costantino	jcostantino@co.morris.nj.us	973-829-8105
Ocean	Mr. David Fitzgerald	dfitzgerald@co.ocean.nj.us	732-736-8989 x235
Passaic	Mr. Michael Parra	michaelp@passaiccountynj.org	973-305-5763/5758
Salem	Mr. Matthew Goff	Matthew.goff@salemcountynj.gov	856-339-8622
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 IX- COMPLETE APPLICATION CHECKLIST OF DOCUMENTS

The following documents are to be attached to this application.

- | | | |
|--------------------------|-------------------|---|
| <input type="checkbox"/> | NJT Attachment A | CHSTP Addendums/Updates |
| <input type="checkbox"/> | NJT Attachment B | Indirect Cost Plan (if applicable) |
| <input type="checkbox"/> | NJT Attachment C1 | Notarized Copies of Public Notice |
| <input type="checkbox"/> | NJT Attachment C2 | List of Organizations for Public Hearing Notice |
| <input type="checkbox"/> | NJT Attachment C3 | Large Print Vehicle Notice |
| <input type="checkbox"/> | NJT Attachment C4 | Library Public Notice Information |
| <input type="checkbox"/> | NJT Attachment C5 | Website Screen Shot Public Notice |
| <input type="checkbox"/> | NJT Attachment C6 | CAC Meeting Public Notice |
| <input type="checkbox"/> | NJT Attachment C7 | Public Hearing Transcript |
| <input type="checkbox"/> | NJT Attachment D | SCDRTAP Application Cover Letter |
| <input type="checkbox"/> | NJT Attachment E | SCDRTAP Resolution |
| <input type="checkbox"/> | NJT Attachment F | Opinion of Council Letter (5311 only) |
| <input type="checkbox"/> | NJT Attachment F1 | Opinion of Council Letter (5307 only) |
| <input type="checkbox"/> | NJT Attachment G | ADA Certification of Equivalent Service |
| <input type="checkbox"/> | NJT Attachment H | 5333(b) Certification Letter (5311 only) |
| <input type="checkbox"/> | NJT Attachment I | 5311 Application Cover Letter |
| <input type="checkbox"/> | NJT Attachment I1 | 5307 Application Cover Letter |
| <input type="checkbox"/> | NJT Attachment J | 5311 Resolution |
| <input type="checkbox"/> | NJT Attachment J1 | 5307 Resolution |

Excel Spreadsheet attachments

- 2020 Actual Expenditures by funding source/ 2022 Proposed budget by funding source
- 2022 Transportation Providers and Labor Representatives Spreadsheet

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 2021 is attached separately