



**STATE OF NEW JERSEY**

**SENIOR CITIZENS & DISABLED RESIDENTS  
TRANSPORTATION ASSISTANCE PROGRAM**

**&**

**FTA NON-URBANIZED AREA FORMULA PROGRAM  
(SECTION 5311 AND SECTION 5311 INNOVATION)  
JANUARY 1, 2018 – DECEMBER 31, 2018**

County	<b>ATLANTIC</b>
Name of Transportation System	<b>ATLANTIC COUNTY TRANSPORTATION</b>
Applicants Legal Name	<b>COUNTY OF ATLANTIC</b>
Address	<b>1333 ATLANTIC AVE.</b>
	<b>ATLANTIC CITY, NJ</b>
	<b>08401</b>
Name & Title of Person Completing the Application	<b>CARL LINDOW</b>
	<b>DIRECTOR OF COUNTY TRANSPORTATION</b>
Phone Number	<b>609-645-7700 EXT. 4058</b>
Fax Number	<b>609-645-5806</b>
E-Mail Address	<b><a href="mailto:LINDOW_CARL@ACLINK.ORG">LINDOW_CARL@ACLINK.ORG</a></b>

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

**Table of Contents**

TECHNICAL CAPACITY ..... 3

PROPOSED SCHEDULE FOR CASINO REVENUE APPLICATION FOR YEAR 2018..... 4

SECTION I – COUNTY INFORMATION..... 5  
     Project Contacts/Personnel ..... 5  
     Documents and Recordkeeping..... 7  
     Procedures for Grant Administration Reporting ..... 8

SECTION II - DESCRIPTION OF SERVICE ..... 9  
     Service Description ..... 9  
     Service Operations..... 10  
     Americans with Disabilities Act (ADA) Service Requirements..... 12  
     Service Area Details and Feeder Service ..... 14  
     Service Coordination ..... 15  
     Route Deviation..... 17  
     Training..... 15  
     2018 Short-Term Program Strategies ..... 18

SECTION III – BUDGET ..... 20  
     Program Budgets ..... 20  
     Alternative Revenue Total Collected for Calendar Year 2016..... 20  
     Indirect Administrative Costs ..... 21  
     Third Party Contracting ..... 21

SECTION IV – PROJECT EQUIPMENT ..... 23  
     Vehicle Inventory..... 23  
     Non-Vehicle Inventory..... 24  
     Capital Disposal 2016 ..... 24

SECTION V - PUBLIC OUTREACH ..... 25  
     Public Outreach Activities ..... 25  
     Marketing Materials..... 25  
     Public Hearing and Notification (only required for SCDRTAP funding) ..... 26

SECTION VI - ADDENDUMS ..... 27  
     SCDRTAP Maintenance of Effort (MOE) Certification ..... 27  
     Sample of Required SCDRTAP Application Cover Letter ..... 28  
     SCDRTAP Applicant Authorizing and Supporting Resolution ..... 29

SECTION VII – 5311 ADDITIONAL ITEMS ..... 30  
     Opinion of Counsel Letter ..... 30  
     ADA Certification of Equivalent Service ..... 31  
     Civil Rights ..... 32  
         Equal Employment Opportunity (EEO) ..... 32  
             ADA 32  
             Title VI 32  
     Rolling Stock ..... 34  
     Capital Public Notice Requirement ..... 35

Financial Management Systems.....	35
Suspension and Debarment .....	36
Local In-Kind Match and Match Source .....	36
Special Section 5333(b) .....	37
Listing of Operators and Union Representatives .....	41
Sample of Required S5311 and Innovative Grant Application Cover Letter.....	42
5311 Applicant Authorizing and Supporting Resolution.....	43
Addendum A – A List of Private Bus Operators Serving New Jersey .....	44
Addendum B – Designated Leads for Human Services Transportation Coordination Plan .....	45
SECTION VIII FTA SECTION 5311 INNOVATION GRANT.....	47
Factors Supporting Proposed Section 5311 Innovation Grant Route Proposal .....	48
Project Description .....	49
Route Description.....	49
Span of Service.....	49
Projected Operating Budget.....	50
SECTION IX- COMPLETE APPLICATION CHECKLIST OF DOCUMENTS .....	51

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 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 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 2018

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 July 30, 2017**

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 2017 (to date) grant activities and proposed 2018 SCDRTAP budget
- provide copies of summary of 2017 grant activities (to date) and copies of proposed 2018 budget. (should be available in alternative format upon request)

**14 days After Public Hearing**

- A copy of summary of 2017 grant activities/goals and copies of proposed 2018 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 18, 2017**

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.

**Please note: The County must meet with their local CAC to review the proposed service activities, goals and budget for 2018. Their input and feedback should be considered in the planning process for this application.**

**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
<b>Dennis Levinson</b>	<b>County Executive</b>	<b>1333 Atlantic Ave. Atlantic City, NJ 08401</b>	<b>(609) 345-6700 ext. 2201</b>	<b>NONE</b>
<b>Palma Conover</b>	<b>County Purchasing Officer</b>	<b>Same as Above</b>	<b>(609) 345-6700 ext. 2268</b>	<b>Conover_palm a@aclink.org</b>
<b>Bonnie Lindaw</b>	<b>County Treasurer</b>	<b>Same as Above</b>	<b>(609) 345-6700 ext. 2258</b>	<b>Lindaw_Bonnie @aclink.org</b>
<b>Edward Kyle</b>	<b>EEO Contact</b>	<b>Same as Above</b>	<b>(609) 345-6700 ext. 2241</b>	<b>Kyle_Edward @aclink.org</b>
<b>Kathleen Quish</b>	<b>ADA Representative</b>	<b>101 Shore Rd. Northfield, NJ 08225</b>	<b>(609) 645-7700 ext. 4519</b>	<b>Quish_Kathlee n@aclink.org</b>
<b>Edward Kyle</b>	<b>Title VI Representative</b>	<b>See Above</b>		
<b>Joseph O'Neill</b>	<b>Program Coordinator / Non-Emergency Transportation Designated Unit Safety Officer*</b>	<b>201 Shore Rd., 2nd Floor Rear Bldg. Northfield, NJ 08225</b>	<b>(609) 645-7700 ext. 4468</b>	<b>ONeill_Joseph @aclink.org</b>

\*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.

**SEE ACTU SUPPORT DOCUMENT # 1**

Table 2

Staff Member		Phone #	E-mail	SCDRTAP		5311	
Name	Title			Admin %	Operating %	Admin %	Operating %

- 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.

**All positions are charged 100% to each grant. The only exception is when the grant is almost fully utilized and a lesser dollar amount must be used to complete the remainder of the staffing allocation.**

- 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

**NJT Attachment A**

- List SCDRTAP Citizens Advisory Committee 2018 meeting dates, locations and times.

**March 2018 - June 2018 - September 2018 - December 2018**

**- Specific dates and locations are set at preceding mtg.**

- 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.

<b>Michele Foster (Disabled) - Chairperson</b>	<b>Ventnor, NJ 08406</b>
<b>Rita Triola (Senior) -</b>	<b>Egg Harbor City, NJ 08215</b>
<b>Marilee Tomlinson (Disabled W/C)</b>	<b>Margate, NJ 08402</b>
<b>Kathleen Rawa (Senior, Disabled)</b>	<b>Egg Harbor City, NJ 08215</b>
<b>Elizabeth Prince (Senior)</b>	<b>Mays Landing, NJ 08330</b>
<b>Philip Harrison (Senior, Disabled)</b>	<b>Northfield, NJ 08225</b>
<b>Tracy Harley (Disabled)</b>	<b>Atlantic City, NJ 08401</b>

### 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	<b>Carl Lindow</b>
	<b>Director, County Transportation</b>
Contract (w/ NJ TRANSIT)	<b>Same</b>
Operations/Manifest	<b>Same</b>
Financial Records	<b>Alison Oliver - Meltzer</b>
	<b>Senior Accountant</b>
Procurement / Bid Documents Including RFP's	<b>Palma Conover</b>
	<b>County Purchasing officer</b>
Daily Pre-Trip form	<b>Joseph O'Neill</b>
	<b>Program Coordinator Non-Emergency Trans.</b>
Maintenance Records	<b>Shawn McGinty</b>
	<b>Director of Fleet Management</b>
Driver Training	<b>Thea Mills</b>
	<b>Supervising Omnibus Operator</b>
Monthly/Quarterly Ridership Reports	<b>Maribel Pabon</b>
	<b>Supervising Omnibus Operator</b>
Drug & Alcohol Data	<b>Shelley Arch</b>
	<b>Public Health</b>
Monitoring 3 <sup>rd</sup> Party Contractors	<b>Carl Lindow</b>
	<b>Director, County Transportation</b>
Complaints (ADA, Title VI, Service, etc)	<b>Kathleen Quish – ADA</b>
	<b>Edward Kyle – Title VI</b>

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.

**Since the vast majority of our passengers are eligible for multiple funding programs (SCDRTAP, 5311, Title III, Veterans, AC, etc..) Unit personnel focus more on being able to provide the requested trip efficiently, than they do on assigning the funding source based on the proportionality of grant funding the county may receive or the vehicle funding source. Justifiable adjustments are made by our fiscal personnel, as necessary, to satisfy specific grant productivity requirements.**

**For example, in the case of our 2018 Section 5311 trip assignments, we estimate that 17.1% of all trips provided by the ACTU will originate from within the Section 5311 eligible region of the county. This calculation is based on trip data provided in the eligible geographic area for the 1st half of 2017. Therefore, for the term of the grant year, we will seek reimbursement based on this formula calculation, rather than the specific funding source assigned at the time of the trip booking. This formula has been historically utilized for this purpose and was previously approved by NJT.**

2. Complete Table 4 and attach all of the policies and procedures that are applicable as NJT Attachment C. **Please attach all applicable policies and procedure regardless of prior submittal.**

Table 4

PROCEDURES/POLICIES	Date Revised
Driver Manual/Operations Manual	Aug. 2017
Reservation/In-take Policy (RSD procedures/policies)	Aug. 2017
No Show/Denial Policy	Aug. 2017
Fares/Donation Policy	Aug. 2017
Vehicle Maintenance Policy	Aug. 2017
Vehicle Accident Policy	Aug. 2017
Capital Replacement Policy	Aug. 2017



3 <sup>rd</sup> Party Monitoring Policy	Aug. 2017
Route Deviation Policy	1/8 <sup>TH</sup> Mile w/Info outlined on schedules and marketing materials
Complaint Policy	Aug. 2017
Indirect Cost Allocation Plan	DNA
ADA Procedures/Policy (Should Include Reasonable Modification Policy)	Aug. 2017
Title VI Program Non-Discrimination Policy	On-File (no updates)
Drug and Alcohol Plan*	On-File (no updates)
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 2017.

**SCDRTAP: There have been no significant changes Y-T-D in 2017, but that will change later this year, as discussions about the County’s involvement in consolidating the City of Atlantic City’s senior and disabled transportation program, under our TransAtlantic program, continue to evolve, and the County should be absorbing the City program under our umbrella during the last quarter of 2017.**

**Section 5311: There have been no changes in our Section 5311 transportation effort Y-T-D in 2017.**

2. Describe, in detail, the proposed project for 2018. (Include type of service provided by grant type (i.e. deviated fixed route, demand response) and include days & hours of operation.

**SCDRTAP: The ACTU provides demand response transportation services on a first come, first served basis to qualified county residents, weekdays from 3:30am to approximately 6:00pm for both**

**Life Essential and Life Enhancing service requests. Residents who are 60 years of age or older or a disabled adult are eligible to receive services under this program. Saturday service is limited to dialysis and nutritional trip purposes, and Sunday service is only provided for approved group trip functions.**

Section 5311: **The above SCDRTAP program description also applies to our Section 5311 program. However, in our Section 5311 eligible area of the county, General Public demand response transportation service, for both Life Essential and Life Enhancing purposes, are also available and provided.**

**The following municipalities are serviced under our Section 5311 program: Buena Vista, Corbin City, Estell Manor & Mullica Twp. in full, and significant portions of Buena Borough, Egg Harbor City, Egg Harbor Twp., Folsom, Galloway Twp., Hammonton, Hamilton Twp., Port Republic, & Weymouth Twp.**

3. 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?

**Atlantic County annually advertises our capital funded FTA projects to solicit both public and private sector input. In addition, we conduct an annual Public Hearing each year, to outline our overall operational planning for the next calendar year, and to again solicit and obtain feedback and input from interested parties.**

### **Service Operations**

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

**All answers below apply to both SCDRTAP and Section 5311 Grant 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.

**All reservations are handled by ACTU personnel directly, M – F between the hours of 1:00pm and 4:00pm, by calling 609-645-5910.**

- b. What is the minimum and maximum amount of time needed to reserve a trip?

**There is no minimum amount of time that trip requests can be made, but we do not accept trip requests more than 7 days in advance of the travel date.**

- c. Will you accept a same-day reservation? **YES**

- 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).

**Trip reservations are accepted for service provided between the hours of 7am to 4:30pm, M-F. However less capital and human resources is available prior to 8:30am and after 3:30pm. Therefore, passengers are made aware that the best opportunity for successfully booking their trips is if it fits into this schedule booking window.**

- e. Do you maintain a customer profile? If yes, what information is contained in this profile?

**YES,.....A passenger profile is maintained within our Trapeze routing and scheduling software database.**

**Included in this profile are: The passengers name, address, telephone number, birth date, client type, emergency contact information, disability information (if applicable), and other client information which assists us in properly reporting and compiling ridership reports (i.e.- veteran status, Section 5311 eligibility, etc.). The clients funding source eligibility is included in the profile as well. The vast majority of our clients are eligible for multiple funding sources and all eligible funding sources are contained in each client profile.**

- f. How is customer eligibility verified for SCDRTAP?

**Currently, there is not a formal eligibility verification process in place for identifying senior citizens 60 years of age or older. Non-seniors and persons with disabilities, when the disability is not obvious (WC or Scooter user) our personnel will ask for verification of a disability via SSA notice of award documentation and/or physician certification.**

- g. How is a trip identified as Section 5311 eligible?

**Section 5311 eligibility is determined by a client residing in the Non-Urbanized areas of Atlantic County as defined and identified by the FTA and NJ Transit.**

- h. Name the computer routing and scheduling software product currently used for operations. Include yearly license fee/cost for this product.

**Trapeze – PASS – CT +/- \$ 21,000.00 Based on trip volume**

- i. 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
- j. Describe any other computer technology used for operations. Example: mobile data terminal, global positions systems, AVL, Tablets, IVR, Cameras, Etc.

**Atlantic County also uses Mentor (Trapeze) Ranger MDT/AVL units and a 4 camera AngelTrax audio/video recording system on our vehicles.**

**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

Does your program permit individuals with disabilities to travel with their service animals?

- Yes
- No

- 2. 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?
    - Yes
    - No

**To date, we have not encountered any mobility device that we were unable to satisfactorily secure. We purchased and now utilize securement “webbing loops” in conjunction with our 4 – point securement tie-down system to address this issue.**

- a) If yes, do you allow a passenger to remain in their mobility device or do you require them transfer to another seat?  
Yes No (If yes explain.)

**We would definitely attempt to convince any passenger that we are unable to safely secure, to transfer to a fixed seat, where they can be properly seat belted. Fortunately, as stated above, we have not encountered this problem to-date, with the addition and utilization of securement “webbing loops.” However, in the unlikely event that we were not able to properly secure a WC and/or passenger, and they elected not to transfer to a fixed seat, service would still be provided**

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 of a lift or ramp, including standees?  
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

**Provided that they have both requested and been approved for a reasonable accommodation**

3. Do you provide service to persons using respirators or portable oxygen?  
Yes No
4. Do you ensure adequate time for individuals with disabilities to board or disembark a vehicle?  
Yes No
5. 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
6. 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
7. 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 of Atlantic County is serviced by our SCDRTAP Grant funding.**

Section 5311: (Include the specific municipalities served).

**The following municipalities are serviced under our Section 5311 program: Buena Vista, Corbin City, Estell Manor & Mullica Twp. in full, and significant portions of Buena Boro, Egg Harbor City, Egg Harbor Twp., Folsom, Galloway Twp., Hammonton, Hamilton Twp., Port Republic, & Weymouth Twp.**

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 routes service please indicate the route on the map).**

**AtlantiCare Medical Center - Hammonton, NJ ; Renault Winery - Egg Harbor City, NJ; Patriot Windows - Hammonton, Hammonton Business District; Atlantic County Nutrition Sites in Egg Harbor City & Hammonton;**

**Liberty Dialysis Ctr. – Hammonton, Shop-Rite & Walmart Shopping Ctrs. – Hammonton, Atlantic Cape Community College. Aloe Village- Egg Harbor City, NJ; Cranberry Run- Buena Vista, NJ, The Fairways- Mays Landing, NJ; The Heritage- Hammonton, NJ ; The Plymouth Place- Hammonton, NJ.**

**Other major trip generators:**

**City of Atlantic City, all county hospitals and medical centers, all county dialysis centers, all county sponsored Nutrition Sites, Shore Mall, Hamilton Mall, all county Shop-Rite locations, Consumer Square Shopping Ctr., all Physical & Occupational Therapy locations, the Jimmie Leeds Rd. Medical offices in Galloway, NJ.**

**See Attached Maps for more detail**

3. Indicate if the proposed service feeds other services? (check all that apply):
- |   |   |  |
|---|---|--|
| Private bus service   | <input type="checkbox"/> SCDRTAP            | <input type="checkbox"/> 5311            |
| List bus routes _____   |   |  |
| Municipal bus service   | <input type="checkbox"/> SCDRTAP            | <input type="checkbox"/> 5311            |
| List municipalities _____   |   |  |
| County bus service  | <input type="checkbox"/> SCDRTAP            | <input type="checkbox"/> 5311            |
| List bus routes _____   |   |  |
| County paratransit  | <input type="checkbox"/> SCDRTAP            | <input type="checkbox"/> 5311            |
| List counties _____   |   |  |
| NJ TRANSIT train service  | <input checked="" type="checkbox"/> SCDRTAP | <input checked="" type="checkbox"/> 5311 |
| List train line & stations <b>Atlantic City Line – AC, Absecon, Egg Harbor City, &amp; Hammonton stations</b> |   |  |
| NJ TRANSIT local fixed route bus  | <input checked="" type="checkbox"/> SCDRTAP | <input checked="" type="checkbox"/> 5311 |
| List route numbers <b>All 500 series bus routes operated by NJT</b>   |   |  |
| NJ TRANSIT Light Rail   | <input type="checkbox"/> SCDRTAP            | <input type="checkbox"/> 5311            |
| List train line & stations _____  |   |  |
| ACCESS LINK paratransit   | <input type="checkbox"/> SCDRTAP            | <input type="checkbox"/> 5311            |

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?

**City of Philadelphia, PA, Cities of Camden and Vineland, NJ**

- b. Do you provide non-medical out of county trips?

**YES,.....multiple trips to surrounding counties,.....limited other group trips anywhere within the state.**

- c. Does your agency place any restrictions on out of county trips?

**Individual trips must be within 5 miles of the county borders, unless the trip is to 1 of the “significant trip generators” mentioned above. Then there are no restrictions other than the times and dates of service availability. Organized group trips are now limited to a maximum of 1 trip per calendar year.**

**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:                     **JUNE 2015**
2. Attach all addendums and/or updates to your CHSTP since 2015.  
Attach as NJT Attachment D

**DNA**

3. Please list CHSTP stakeholder 2018 meetings dates, locations and times. Meetings should be scheduled at a minimum of two times a year.

**At the present time, there are no specific dates set for 2018 CHSTP meetings. Our objective for the balance of 2017, is to re-focus our attention on either consolidating the City of Atlantic City’s senior and disabled transportation program under the county managed TransAtlantic system,.....or work towards our original coordination and software share agreement, with the City of Atlantic City. Once this issue is resolved, we will be scheduling additional group and individual meetings, to offer other program operators the ability to link with the county network, and enter into structured Inter-Local coordination agreements as determined to be mutually beneficial.**

4. 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
<b>City of Atlantic City</b>	<b>Inter-Local agreement is on file with NJT for trip coordination which is being replaced by a new Shared Services Agreement later this year.</b>
<b>City of Ventnor</b>	<b>Inter-Local agreement is on file with NJT for the sharing of vehicles, with limited trip coordination</b>
<b>Cities of Brigantine, Margate and Pleasantville</b>	<b>Informal agreements are in place for trip coordination of grocery shopping and nutrition site transportation services</b>

5. 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
<b>DOES NOT APPLY</b>				

**Route Deviation**

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

**ALL TRIP DATA, INCLUDING ROUTE DEVIATION, IS RECORDED MANUALLY BY STOP, BY THE ASSIGNED DRIVER.**

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
<b>Rt. 54/40 Community Shuttle</b>		<b>INNOVATIVE GRANT FUNDS</b>	<b>2017 PROJECTED 12,400</b>	<b>300</b>

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

**S.J.T.A. Policy applies**

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

Yes

No

**Buses are appropriately marked by S.J.T.A.**

5. Do you allow deviation for general public passengers?

Yes

No

6. 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.

**PASS Train the Trainer – Every 3 years**

**NJ-COST & NJT Trainings**

**Trapeze User Training – Annually / On-Going**

2. Do you provide training for your drivers?

Yes

No

If yes, please list trainings.

**PASS Train the Trainer – Every 3 years**

**Trapeze User Training – Annually / On-Going**

**Bloodborne Pathogen and Hepetitis B Training**

**Various County HR Sponsored Non-Certification Training Classes**

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

**YES - 1 Supervising Omnibus Operator is a PASS certified trainer**

## 2018 Short-Term Program Goals

List at least three goals to improve your system in grant year 2018. Include Milestones on how you will obtain these goals.

Goal 1. **Expand the scope and volume of transportation services available to residents of the City of Atlantic City, targeting an overall minimum increase of 10% over 2017 levels for trips provided.**

Goal 2. **Successfully cross-train qualified personnel in Unit functions and responsibilities, and/or identify and develop other Staff or County personnel to train, in order to insure both a seamless operational, and administrative, transition during occasions of long term LOA's or retirement of key Unit personnel in the future.**

Goal 3. **Using the Transportation Shared Service Agreement with the City of Atlantic City as a building-block template, re-establish the TransAtlantic – Human Service Transportation United We Ride coordination initiative, with other interested Atlantic County Stakeholders and/or service providers.**

**SECTION III – BUDGET**

**Program Budgets**

Complete attached Excel spreadsheets for your grant year 2016 Expenditure and grant year 2018 projected budgets. Please make sure to include **ALL** funding sources. You can edit the heading to include funding sources that are not listed.

**See Attachments**

**Close-out funds**

Does your agency have carry over funds that will be added into the 2018 SCDRTAP budget? (Please note close-out funds should be added to your 2018 allocation and shown in the attached budget spreadsheet 2018 proposed budget by funding source.

Yes      No

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

**See Attached 2018 Budget Spreadsheet**

**Alternative Revenue Total Collected for Calendar Year 2016**

1. Is a fare charged to use your 5311 service?  
Yes      No
2. Is a fare charged for your SCDRTAP service?  
Yes      No
3. Is there a donation policy for your 5311 service?  
Yes      No
4. Is there a donation policy to use your SCDRTAP service?  
Yes      No
5. Are funds from donations and fares placed in an account for transportation?  
Yes      No  
If no, explain.
6. Explain how donations/fares are collected.

**See Attached Policy and Procedure**

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

Table 8

Alternative Revenue	Revenue Collected in 2016	Revenue Projected for 2018
Fares / SCDRTAP	<b>DNA</b>	<b>DNA</b>
Fares / 5311	<b>DNA</b>	<b>DNA</b>

Donations / SCDRTAP	<b>\$ 21,754.00</b>	<b>\$ 21,000.00</b>
Donations / 5311	<b>Donations are not separated by funding source</b>	<b>Donations are not separated by funding source</b>
Advertising on vehicles	<b>\$ 3,434.75</b>	<b>0</b>
Medicaid (Logisticare)	<b>DNA</b>	<b>DNA</b>
Revenue Contracts _____	<b>DNA</b>	<b>DNA</b>
Other <u><b>City of Atlantic City</b></u>	<b>0</b>	<b>\$337,806.56</b>
Other _____		
<b>Total</b>	<b>\$ 25,188.75</b>	<b>\$ 358,806.56</b>

**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 G.

SCDRTAP

Yes       No

5311

Yes       No

What federal agency has approved your indirect cost plan for 5311?      **DNA**

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**

**SEE ACTU DOCUMENT # 1 - A**

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 January 1, 2017- December 31, 2017

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased


Table 10 – 5311 January 1, 2017- December 31, 2017

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased

**Proposed Third Party Contracting**

**SEE ACTU DOCUMENT # 1 - A**

2.

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 11– SCDRTAP January 1, 2018- December 31, 2018 (please make sure to include proposed CAPITAL purchases).

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased

Table 12 – Section 5311\* January 1, 2018- December 31, 2018

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased

All procurements for SCDRTAP 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 the Lobbying Certifications, and NJT Vendor Ethics form yearly.

## SECTION IV – PROJECT EQUIPMENT

### Vehicle Inventory

**See Attachment H**

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
----------------------	---------------	----------------	------------	------------------	-------------------------	--	------------------------------

*All items purchased with FTA funding must be tagged with grant year, funding source and date of purchase.*

**Capital Disposal 2016**

1. Did the applicant dispose of any vehicles and/or equipment purchased with SCDRTAP funds in calendar year 2016 (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 Section 5311 funds in 2016?

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

Table 13

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	Yes	No			Yes	No*		



## SECTION V - PUBLIC OUTREACH

### Public Outreach Activities

1. Describe special events, presentations, conferences, articles, news coverage, reports or any other forms of media that the county participated in 2016 to-date. In addition, if applicable, any activities that may be planned for 2018.
  - **TransAction Conference**
  - **State C.O.S.T. (Council On Special Transportation) Mtgs.**
  - **C.O.S.T Vendor Expo**
  - **Intra-County Senior & Disabled Transportation Services Coordination Committee**
  - **AC TransAtlantic Mobility Mgt. Committee.**
  - **Trapeze User Conference & Training (if funding allows)**

**While not a specific function of the Transportation Unit, Atlantic County, through the Dept. of Intergenerational Services, regularly attends meetings of Senior Clubs, local AARP's, Health Fairs, Church Groups and Senior Housing Centers to discuss all County provided services for senior and disabled residents, including transportation. In addition, the County operates an "Outreach Van" that travels throughout the region. The van attends many events and distributes ACTU program information to participants. They also produce service programs that are broadcast on the radio and television, in an effort to reach the maximum number of residents**

2. Provide a list of locations of where transportation marketing materials are distributed in the service area, how often are they distributed?

**ACTU program brochures are distributed and available at, municipal buildings, county libraries, county senior nutrition centers, and via mail upon request, or when a new client registers in our system.**

3. 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?

**Atlantic County annually advertises our capital and operating funded FTA projects to solicit both public and private sector input. In addition, we conduct an annual Public Hearing to outline our overall operational planning for the next calendar year, and to again solicit and obtain feedback and input from interested parties.**

### Marketing Materials

1. Attach SCDRTAP 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

**NJT 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

**SEE ATTACHMENTS**

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 to and After Public Hearing Date:

1. Prior to the Public Hearing a copy of the 2018 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 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 2018 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 2018. 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 2018 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 2016      **\$ 796,751.00**

Proposed Maintenance of Effort for 2018      **\$ 796,751.00**

If the MOE for 2018 has increased/decreased, please explain below:

**Sample of Required SCDRTAP Application Cover Letter**

Attach as NJT Attachment L

**SEE ATTACHED**

Date

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

Dear Mrs. 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 \$\_\_\_\_\_ for 2018. 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 2018. 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 \$\_\_\_\_\_ for period covering January 1, 2018 to December 31, 2018;

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- 4<sup>th</sup> 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 ADDITIONAL ITEMS**

**SEE ATTACHED**

The following are only required by Section 5311 Applicants

**Opinion of Counsel Letter**

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

**ADA Certification of Equivalent Service**

Attach as NJT Attachment O

The **County of Atlantic** 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.

**Dennis Levinson**  
(Name of authorized official)

**County Executive**  
(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 January 1, 2016 through December 31, 2016, answer the following:

1. How many transit related employees does your agency have? **40**
  
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, 2016 and December 31, 2016?  
 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 **No accommodations were requested**

If yes, explain.

### 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, 2018 - Dec 31, 2018  
Project Budget Request (include Match)**

<b>Operating</b>	Budget Request
Total Operating (should include total budget for this program)	<b>\$ 371,640.00</b>
(-Fares)	
(-Donation)	
Total Operating	<b>\$ 371,640.00</b>
<b>Administrative</b>	Budget Request
Total Administrative	<b>\$ 32,815.00</b>
<b>Capital</b>	Budget Request
Total Capital	
<b>GRAND TOTAL</b>	<b>\$ 404,455.00</b>

**Rolling Stock**

Only fill Table 17 if you are purchasing rolling stock under the Section 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.

**DOES NOT APPLY**

Table 17

	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 a 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:

**Capital Public Notice Requirement**

Attach as NJT Attachment P

**DOES NOT APPLY**

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 Section 5311 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 Q.

**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.

**Atlantic County now uses SAP accounting software to track all transactions by account. It shows all encumbrances, expenses with check numbers, and revenues. This system retains all county accounts.**

The Division of Intergenerational Services has its own tracking system for its intergenerational accounts called Lotus Approach 9.6. We track all encumbrances and payments in this database, then use the information generated to compare it to the SAP Ledger. All encumbrances and expenditures go through the Transportation Unit for verification and approval and then to the Intergenerational Business Office for approval and payment processing. All payment requests are forwarded to the Accounts Payable Department of the Treasurer’s Office for payment. The Senior Accountant also keeps a ledger of her own of all encumbrances and expenses for the Transportation Unit. Monthly, she compares her ledger, the Approach Database, and the County Subsidiary Ledger to verify all transactions to the grants.

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 2016-2017 contract year)  
Yes      No

**Innovation Grant service provider agreement is with SJTA, who has forms on file with NJ Transit.**

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 2016-2017?  
Yes      No      **SEE ACTU DOCUMENT # 2**

**Local In-Kind Match and Match Source**

Do you plan on using an in-kind match for 2018 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, 2018 to December 31, 2018. 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 2018 contract years in Table 18.

Funding Match Source	Name of Source	Match Amount
Local Funds: (list)	<b>County</b>	<b>\$ 96,191.50</b>
State Funds: (list) (i.e. Human Service funding)		
Revenue Contracts (list) (i.e. vehicle advertising contracts list indicate revenue source/contracts used as match)		
Federal (Non-FTA)		
SCDRTAP funding		
In-Kind (list)		
Other specify		

**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 below<sup>2</sup>, 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, 4<sup>th</sup> floor  
Newark, New Jersey 07105-2246

Dear Mrs. 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, 2018 to December 31, 2018.

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)eleletion, (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
<b>County of Atlantic Transportation Unit</b>	<b>Teamsters 331</b>	<b>1 Philadelphia Ave. Egg Harbor City, NJ 08215</b>	<b>609-641-2331</b>	
<b>South Jersey Transportation Authority</b>	<b>None</b>			

**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, 4<sup>th</sup> floor  
Newark, New Jersey 07105-2246

Dear Mrs. 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 2018- December 2018**. The total amount of federal and state funds requested is as follows:

**January 2018- December 2018 NEW ALLOCATION**

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

**January 2018- December 2018 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**

Attach as NJT Attachment S

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.

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

<p>Aristocrat Limo &amp; 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: <a href="mailto:ayanbus@yahoo.com">ayanbus@yahoo.com</a> 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: <a href="mailto:info@bestwaycoach.com">info@bestwaycoach.com</a> WEBSITE: <a href="http://www.bestwaycoach.com">www.bestwaycoach.com</a> 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: <a href="mailto:camptownbus@verizon.net">camptownbus@verizon.net</a> 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: <a href="mailto:CBL4000@aol.com">CBL4000@aol.com</a> 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: <a href="mailto:coachmanintl@optonline.net">coachmanintl@optonline.net</a> 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: <a href="mailto:tidi03@aol.com">tidi03@aol.com</a> 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: <a href="mailto:nkarp@greyhound.com">nkarp@greyhound.com</a></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: <a href="mailto:sales@jayandnaytravel.com">sales@jayandnaytravel.com</a> WEBSITE: <a href="http://www.jayandnaytravel.com">www.jayandnaytravel.com</a> 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: <a href="mailto:ttaylor@lakelandbus.com">ttaylor@lakelandbus.com</a> WEBSITE: <a href="http://www.lakelandbus.com">www.lakelandbus.com</a> 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: <a href="mailto:fgallagher@leprechaunlines.com">fgallagher@leprechaunlines.com</a> Mr. Frank Gallagher</p>
<p>Lion Trailways Hornet and Ranger Roads Rio Grande, NJ 08242 609-889-0925 FAX: 609-889-0033 E-MAIL: <a href="mailto:info@lionbus.com">info@lionbus.com</a> WEBSITE: <a href="http://www.lionbus.com">www.lionbus.com</a> Mr. Nick Paglione</p>	<p>Martz Lines 239 Old River Road Wilkes-Barre, PA 18702 570-821-3838 FAX: 570-821-3813 E-MAIL: <a href="mailto:shenry@martzgroup.com">shenry@martzgroup.com</a> WEBSITE: <a href="http://www.martzgroup.com">www.martzgroup.com</a> 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: <a href="mailto:www.wayne@passaicvalleycoach.com">www.wayne@passaicvalleycoach.com</a> WEBSITE: <a href="http://passaicvalleycoach.com">passaicvalleycoach.com</a> Mr. Wayne Braunwarth</p>
<p>Peter Pan Bus Lines 25 County Avenue Secaucus, NJ 07094 201-866-6001 FAX: 201-866-6234 E-MAIL: <a href="mailto:frank@peterpanbus.com">frank@peterpanbus.com</a> WEBSITE: <a href="http://www.peterpanbus.com">www.peterpanbus.com</a> 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: <a href="http://www.raritanvalleybus.com">www.raritanvalleybus.com</a> 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: <a href="mailto:john@sheppardbus.com">john@sheppardbus.com</a>          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: <a href="mailto:msussman@starrtours.com">msussman@starrtours.com</a>          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: <a href="mailto:vivian@stoutsbus.com">vivian@stoutsbus.com</a>          WEBSITE: <a href="http://www.stoutsbus.com">www.stoutsbus.com</a>          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: <a href="http://www.transbridgebus.com">www.transbridgebus.com</a>          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: <a href="mailto:ronaldfaillace@hotmail.com">ronaldfaillace@hotmail.com</a>          WEBSITE: <a href="http://www.trolleytoursinc.net">www.trolleytoursinc.net</a>          Ronald R. Faillace, President</p>	<p>Vanderhoof Transportation          18 Wilfred Street          West Orange, NJ 07052          973-325-0700          FAX: 973-669-9639          WEBSITE: <a href="http://www.evanderhoof.com">www.evanderhoof.com</a>          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: <a href="mailto:john.emberson@coachusa.com">john.emberson@coachusa.com</a>          Mr. John Emberson</p>	<p>Community Coach          160 South Route 17 North          Paramus, NJ 07652          201-225-7515          FAX: 201-225-7590          E-MAIL: <a href="mailto:jon.nguyen@coachusa.com">jon.nguyen@coachusa.com</a>          Jon Nguyen</p>
<p>Olympia Trails          349 First Street          Elizabeth, NJ 07206          908-354-3330 ext. 232          FAX: 908-994-9355          E-MAIL: <a href="mailto:jim.rutherford@coachusa.com">jim.rutherford@coachusa.com</a>          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: <a href="mailto:david.gee@coachusa.com">david.gee@coachusa.com</a>          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          WEBSITE: <a href="mailto:george.grieve@coachusa.com">george.grieve@coachusa.com</a>          Mr. George Grieve</p>
<p>Suburban Transit          750 Somerset Street          New Brunswick, NJ 08901          732-249-1100 ext. 201          FAX: 732-545-7015          WEBSITE: <a href="mailto:ronald.kohn@coachusa.com">ronald.kohn@coachusa.com</a>          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: <a href="mailto:avona@totalbuscompany.com">avona@totalbuscompany.com</a>          Mr. Augustino vona</p>	

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

<b>County</b>	<b>Lead</b>	<b>E-mail</b>	<b>Phone Number</b>
Atlantic	Mr. Carl Lindow	<a href="mailto:lindow_carl@aclink.org">lindow_carl@aclink.org</a>	609-645-7700 x4058
Bergen	Mr. Tom Murphy	<a href="mailto:tmurphy@co.bergen.nj.us">tmurphy@co.bergen.nj.us</a>	201-336-3380
Burlington	Mr. Jerry Kilkenny	<a href="mailto:jkilkenny@co.burlington.nj.us">jkilkenny@co.burlington.nj.us</a>	609-265-5597
Camden	Ms. Carol Miller Mr. Bob Damminger	<a href="mailto:cmiller@sjta.com">cmiller@sjta.com</a>	856-427-0988
Cape May	Mr. Dan Mulraney	<a href="mailto:dmulraney@co.cape-may.nj.us">dmulraney@co.cape-may.nj.us</a>	609-889-3700 x107
Cumberland	Ms. Barbara Nedohon	<a href="mailto:barbarane@co.cumberland.nj.us">barbarane@co.cumberland.nj.us</a>	856-453-2220
Essex	Mr. Michael Viera	<a href="mailto:michaelmvsr@aol.com">michaelmvsr@aol.com</a>	973-395-8418
Gloucester	Ms. Lisa Cerny	<a href="mailto:lcerny@co.gloucester.nj.us">lcerny@co.gloucester.nj.us</a>	856-686-8362
Hudson	Ms. Darice Toon	<a href="mailto:dtoon@hcnj.us">dtoon@hcnj.us</a>	201-369-5280 x4231
Hunterdon	Ms. Tara Shepherd	<a href="mailto:tara@hart-tma.com">tara@hart-tma.com</a>	908-788-5553
Mercer	Mr. Martin DeNero	<a href="mailto:mdenero@mercercounty.org">mdenero@mercercounty.org</a>	609-530-1970 x17
Middlesex	Ms. Laila Caune	<a href="mailto:laila.caune@co.middlesex.nj.us">laila.caune@co.middlesex.nj.us</a>	732-745-4029
Monmouth	Ms. Kathy Lodato	<a href="mailto:kathleen.lodato@co.monmouth.nj.us">kathleen.lodato@co.monmouth.nj.us</a>	732-577-6731
Morris	Ms. Ophelia Cruse	<a href="mailto:ocruse@co.morris.nj.us">ocruse@co.morris.nj.us</a>	973-829-8105
Ocean	Mr. David Fitzgerald	<a href="mailto:dfitzgerald@co.ocean.nj.us">dfitzgerald@co.ocean.nj.us</a>	732-736-8989 x235
Passaic	Mr. John McGill Ms. Mary Kuzinski	<a href="mailto:johnm@passaiccountynj.org">johnm@passaiccountynj.org</a> <a href="mailto:maryk@passaiccountynj.org">maryk@passaiccountynj.org</a>	973-305-5763/5758 973-569-4070
Salem	Ms. Stephanie Bradway	<a href="mailto:stephanie.bradway@salemcountynj.gov">stephanie.bradway@salemcountynj.gov</a>	856-339-8622
Somerset	Ms. Yvonne Manfra	<a href="mailto:manfra@co.somerset.nj.us">manfra@co.somerset.nj.us</a>	908-231-7116
Sussex	Ms. Carol Novrit	<a href="mailto:cnovrit@xpb.dhs.state.nj.us">cnovrit@xpb.dhs.state.nj.us</a>	973-383-3600 x5152
Union	Ms. Karen Dinsmore	<a href="mailto:kdinsmore@ucnj.org">kdinsmore@ucnj.org</a>	908-527-4809
Warren	Ms. JanMarie McDyer	<a href="mailto:jmcdyer@co.warren.nj.us">jmcdyer@co.warren.nj.us</a>	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 match) will be made available to a single project.**

**Factors Supporting Proposed Section 5311 Innovation Grant Route Proposal**

**See Attached Demographics by Municipality & Pascale-Sykes Foundation Program Update**

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

0 – 20% \_\_\_\_\_ 61 – 80% \_\_\_\_\_  
21 – 40 % \_\_\_\_\_ 81 – 100% \_\_\_\_\_  
41 – 60% \_\_\_\_\_

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

0 – 10% \_\_\_\_\_ 21 – 40% \_\_\_\_\_  
11 – 20 % \_\_\_\_\_ Over 41% \_\_\_\_\_

C. 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.**



3.4 per revenue hour.....up from 2.2 passengers per revenue hour last year.

**Project Description**

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

**See attached Pascale Sykes Program Update and Recommendations**

**How many vehicles will be used to operate this service? Three (3)**

*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**

**SEE ATTACHED PASCALE SYKES PROGRAM UPDATE, BROCHURE & SCHEDULE FOR ANSWERS TO ALL QUESTIONS BELOW.**

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:

**NJ Transit bus and rail in Hammonton, NJ & NJ Transit bus service in Richland, Buena Borough, and Folsom, NJ.**

**Span of Service**

Provide a schedule identifying time points and trip times:

**Number of Operating Days**

Days and hours of operation of operations

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, 2018 - Dec 31, 2018  
Project Budget Request**

<b>Operating</b>	<b>Budget</b>
Total Operating (should include total budget for this program)	<b>\$ 200,00.00</b>
(-Fares)	
(-Donation)	
<b>Total Request Amount for this grant</b>	<b>\$ 200,000.00</b>

**Line Item Budget**

<b>Operating Budget</b>	<b>Budget</b>
Driver Salaries/Fringe	
Third Party Contract Svcs	<b>\$ 150,000.00</b>
Maintenance & Repairs	
Materials Consumed (Fuel)	
<b>Total Operating</b>	
(-Fares)	
(-Donation)	
<b>Total Request Amount for this grant</b>	<b>\$ 150,000.00</b>

Identify Source of Hard (Cash) 25% Match: **PASCAL-SYKES FOUNDATION**

*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:

**SEE ATTACHED PASCAL-SYKES PROGRAM UPDATE**

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 if applicable, use spreadsheet provided) |
| <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 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)                            |

Excel Spreadsheet attachments

- 2016 Actual Expenditures by funding source
- 2018 Proposed budget by funding source
- Vehicle Inventory
- Non-Vehicle Assets

Addendums:

- Addendum C: Transportation Providers and Labor Representatives Spreadsheet 2018 is attached separately