



**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	Union
Name of Transportation System	Union County Paratransit System
Applicants Legal Name	County of Union
Address	79 W. Grand Street
	Elizabeth, NJ 07202
Name & Title of Person Completing the Application	Kathleen Carmello
	Director
Phone Number	908-659-5001
Fax Number	908-659-7443
E-Mail Address	<a href="mailto:kcarmello@ucnj.org">kcarmello@ucnj.org</a>

NJ TRANSIT  
 Local Programs and Minibus Support  
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## TECHNICAL CAPACITY

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

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

When filling in this application ensure that you are clearly documenting the technical 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
Alfred J. Faella	Freeholder Director	10 Elizabethtown Plaza 6 <sup>th</sup> Fl. Elizabeth, NJ 07207	908-527-4100	<a href="mailto:afaella@ucnj.org">afaella@ucnj.org</a>
Karen Dinsmore	Procurement Contact	10 Elizabethtown Plaza 2 <sup>nd</sup> Fl. Elizabeth, NJ 07207	908-527-4809	<a href="mailto:kdinsmore@ucnj.org">kdinsmore@ucnj.org</a>
Erick Mesias	Audit Contact	10 Elizabethtown Plaza 6 <sup>th</sup> Fl. Elizabeth, NJ 07207	908-527-4050	<a href="mailto:emesias@ucnj.org">emesias@ucnj.org</a>
Claudia Martins	EEO Contact*	10 Elizabethtown Plaza 6 <sup>th</sup> Fl. Elizabeth, NJ 07207	908-527-4289	<a href="mailto:cmartins@ucnj.org">cmartins@ucnj.org</a>
Leslie Gutierrez	ADA Representative*	10 Elizabethtown Plaza 4 <sup>th</sup> Fl. Elizabeth, NJ 07207	980-527-4807	<a href="mailto:lgutierrez@ucnj.org">lgutierrez@ucnj.org</a>
John Boles	Title VI Representative*	10 Elizabethtown Plaza 6 <sup>th</sup> Fl. Elizabeth, NJ 07207	908-527-4230	<a href="mailto:jboles@ucnj.org">jboles@ucnj.org</a>
James McCrady	Safety Officer*	10 Elizabethtown Plaza 6 <sup>th</sup> Fl. Elizabeth, NJ 07207	908-527-4064	<a href="mailto:jmccrady@ucnj.org">jmccrady@ucnj.org</a>

\*Required for Section 5311, recommended for SCDRTAP

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

Table 2

Staff Member		Phone #	E-mail	SCDRTAP		5311	
Name	Title			Admin %	Operating %	Admin %	Operating %
Kathleen E. Carmello	Director	908-659-5001	<a href="mailto:kcarmello@ucnj.org">kcarmello@ucnj.org</a>	15%			
Helen E. Kirsch	Assist. Director	908-659-5011	<a href="mailto:hkirsch@ucnj.org">hkirsch@ucnj.org</a>	15%			
Salma Macias	Clerk/typist	908-659-5000	<a href="mailto:smacias@ucnj.org">smacias@ucnj.org</a>	15%			
Joseph Haligowski	Supervising Mechanic	908-659-7472	<a href="mailto:jhaligowski@ucnj.org">jhaligowski@ucnj.org</a>		100%		
Thomas Tiplady	Diesel Mechanic	908-659-7472			100%		

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

**The county has "X" amount of dollars to spend on salaries, the money is divvied up. The two higher salaries are figured to work on the grant 61% and the one lower salary is figured to work 68% of the time on the grant.**

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

Attach as NJT Attachment A

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

Attachment B

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

Attachment C

## 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	Kathleen Carmello
	Paratransit Director
Contract (w/ NJ TRANSIT)	Kathleen Carmello
	Paratransit Director
Operations/Manifest	Brandon Fox, General Manager
	MPC Bus Corp.
Financial Records	Shelley Morgan, Fiscal Analyst
	Department of Finance
Procurement / Bid Documents Including RFP's	Karen Dinsmore, Assist. Director
	U.C. Dept. of Human Services
Daily Pre-Trip form	Kirk Arnold, Road Supervisor
	MPC Bus Corp
Maintenance Records	Joseph Haligowski, Supervising Mechanic
	U.C. Dept. of Motor Vehicles
Driver Training	Ryan Hanley, Assist General Mgr.
	MPC Bus Corp.
Monthly/Quarterly Ridership Reports	Kathleen Carmello, Director
	U.C. Paratransit System
Drug & Alcohol Data	Brandon Fox, General Manager
	MPC Bus Corp.
Monitoring 3 <sup>rd</sup> Party Contractors	Karen Dinsmore, Assist. Director
	U.C. Dept. of Human Services
Complaints (ADA, Title VI, Service, etc)	John Boles, Affirmative Action Officer
	Dept. of Administrative Services
Others:	Helen Kirsch, Assist. Director
	U.C. Paratransit System



## Procedures for Grant Administration Reporting

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

The funding source the trips are charged to is determined by the intake person based on the information provided by the passenger during the intake process.

1. **Title III (Older Americans Act)** – Gives preference to individuals age 60 and over, with the greatest social and economic needs and those that are impoverished, frail or vulnerable who require transportation.
2. **Title XIX (Medicaid)** – These trips are assigned to us through Logisticare for the purpose of transporting Medicaid eligible passengers to medical providers. These providers must either participate in the Medicaid program or meet the requirements for participation.
3. **Title XX** – The County of Union has an agreement with the New Jersey DHS Division of Disability Services for transportation to economically disadvantaged residents, the income levels are set by the Division of Housing and Community Resources.
4. **Veterans Association** – Provide transportation to veterans that are residents of Union County to VA hospitals and regional VA offices.
5. **JARC (Job Access and Reverse Commute)** – A Federally funded program to assist localities to develop new or expanded transportation services that connect welfare recipients and other low income persons to jobs and other employment related services. Targeted to developing new or expanded services such as shuttles, vanpools, new bus routes, connector services to mass transit and guarantee ride home programs for welfare recipients and low income persons. Also, provides transportation services to suburban employment centers from urban, rural and other suburban locations for all populations.
6. **SCDRTAP (Senior Citizens & Disabled Resident Transportation Assistance Program)** – Passengers that do not meet any of the above criteria but, are elderly or disabled residents of Union County are then considered qualified for transportation under this grant to medical, education, employment, shopping, recreation, nutrition sites and for bus or rail service.
7. **County (subsidy funding)** – When the funding from SCDRTAP is exhausted, the County of Union Board of Chosen Freeholders contributes the bulk of the funding that is needed to meet the remaining passengers requesting use of the system going anywhere.

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

Table 4

PROCEDURES/POLICIES	Date Revised
Driver Manual/Operations Manual	4/1/2017
Reservation/In-take Policy (RSD procedures/policies)	4/1/2017
No Show/Denial Policy	1/1/2015
Fares/Donation Policy	4/1/2009
Vehicle Maintenance Policy	2/1/2015
Vehicle Accident Policy	1/1/2016
Capital Replacement Policy	1/1/2015
3 <sup>rd</sup> Party Monitoring Policy	1/1/2017
Route Deviation Policy	2/1/2013
Complaint Policy	4/1/2017
Indirect Cost Allocation Plan <b>N/A</b>	
ADA Procedures/Policy (Should Include Reasonable Modification Policy)	5/1/2015
Title VI Program Non-Discrimination Policy	1/1/2013
Drug and Alcohol Plan*	
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: **No changes were made in the last year.**

Section 5311:

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: **To provide curb-to-curb transportation to seniors (60+), persons with disabilities and/or economically disadvantaged residents of Union County Monday through Friday from 7:00 a.m. to 5:30 p.m. with limited service on Saturday and evenings. We provide transportation for medical, mental health, employment, education, nutrition, shopping, recreation and bus and rail service. A fee of \$2.00 is charged per one way trip. Transportation is available on a first-come-first served basis. Group and/or evening transportation is provided by special arrangement through the administrative office by calling 908-659-5000. Veterans' transportation will be provided every Tuesday and Thursday to Lyons Hospital and every Monday and Wednesday to East Orange VA Hospital. Transportation will be provided daily to the veterans' clinic at Trinitas Hospital.**

Section 5311:

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? **Open meetings**

### Service Operations

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

1. Demand response reservation process:
  - a. Provide the phone number for reservations, and provide the hours and days reservations are accepted. If there is more than one provider, list name, telephone number and the hours and days that they accept reservations.

- b. What is the minimum and maximum amount of time needed to reserve a trip?  
**The maximum amount of time needed to reserve a trip is 2 weeks.**  
**The minimum amount of time needed is 5 to 7 days.**
- c. Will you accept a same-day reservation?  
**Not usually, unless there is a cancellation that leaves an opening that will accommodate the person's need for transportation.**
- 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).  
**We recommend that passengers making open appointments make them between the hours of 10am to 2pm, that is our least busy time of the day.**

Do you maintain a customer profile? If yes, what information is contained in this profile?  
**Yes, name, address, phone number, D.O.B., Medicaid eligible, income level (if required by funding source) disability or special needs, mobility device, ethnicity, emergency contact name and phone number.**

- e. How is customer eligibility verified for SCDRTAP?  
**Eligibility is determined as the application is filled out by date of birth, disability, income level and status, such as Medicaid eligibility or veterans status. Eligibility verification does not differ between seniors (60+) and/or persons with disabilities.**
- f. How is a trip identified as Section 5311 eligible? **N/A**
- g. Name the computer routing and scheduling software product currently used for operations. Include yearly license fee/cost for this product. **Trapeze NOVUS Tripspark**
- h. 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
- i. Describe any other computer technology used for operations. Example: mobile data terminal, global positions systems, AVL, Tablets, IVR, Cameras, Etc.  
**We are in the process of getting up graded cameras stalled on all vehicles and tablets will be used as well.**

## Americans with Disabilities Act (ADA) Service Requirements

1. Does your program have a way for customers with visual impairments waiting at a stop to know what bus has arrived? Vehicle Identification Mechanisms are required on routes where multiple vehicles serve the same stop, but suggest done at all times as a common passenger courtesy.  
 Yes       No       N/A
  
2. Does your program permit individuals with disabilities to travel with their service animals?  
 Yes       No
  
3. Lift and Securements
  1. Do you have securements for mobility devices on your vehicles?  
 Yes       No
  
  2. Do you service passengers whose mobility devices cannot be secured to your satisfaction on your vehicles?  
 Yes       No
    - 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.) **Require them to transfer.**
  
  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
  
4. Do you provide service to persons using respirators or portable oxygen?  
 Yes       No
  
5. Do you ensure adequate time for individuals with disabilities to board or disembark a vehicle?  
 Yes       No
  
6. Do you provide training to operators of deviated fixed routes and demand responsive service including training for the safe operating of the vehicles and accessibility equipment and the proper treatment of people with disabilities? Drivers and support staff should have regular sensitivity training in addition to other required driver training.  
 Yes       No
  
7. Do you make reasonable accommodations in policies, practices, or procedures when such accommodations are necessary to avoid discrimination on the basis of disability?  
 Yes       No

8. Do you make information about how to contact the agency to make requests for reasonable modifications readily available to the public through the same means it uses to inform the public about its policies and practices?

X  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 21 municipalities of Union County; Berkeley Heights, Clark, Cranford, Elizabeth, Fanwood, Garwood, Hillside, Kenilworth, Linden, Mountainside, New Providence, Plainfield, Rahway, Roselle, Roselle Park, Scotch Plains, Springfield, Summit, Union, Westfield and Winfield Park.**

Section 5311: (Include the specific municipalities served).

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**).
3. **Hospitals:** Trinitas (3 sites), Overlook, RWJ Rahway, JFK Medical Center in Edison, Lyons VA and the VA Hospital in East Orange, Newark Beth Israel, St. Barnabas Hospital in Livingston, Kessler Institute in East Orange and West Orange, St. Peters and UMDNJ in Newark.
4. **Colleges/Universities:** Kean University, Union County College (3 campuses – Cranford, Scotch Plains and Elizabeth)
5. **Social Service Center:** Elizabeth Board of Social Service, Plainfield Board of Social Services and the Jewish Federation Association.
6. **Shopping Centers:** Aviation Plaza, Linden Plaza, Blue Star, Watchung Square, Woodbridge Center, Menlo Park Mall, Jersey Gardens
7. **Workshops/employment:** In Roads to Opportunity (formally OCUC), Bridgeway House, ARC, Community Access and the One Stop Center
8. **Senior Centers:** Spend-a-day (SAGE) J.C.C. (Jewish Community Center) C.C.S. (Catholic Community Services) and YMCA – WISE Center for Adults

9. **Senior/disabled housing:** Park Hotel, Carteret Assisted Living, Clark Nursing Home, Cornell Hall, Elizabeth Nursing Home, Cranford Extended Care, Elmora Hills, Plaza Nursing Home, Woodlands Nursing Home and The Chelsea at Fanwood.

10. **Health Centers/Dialysis:** U.C.P.C. (Union County Psychiatric Clinic), Twin Boro Therapy, CP Center, Plainfield Health Center, Linden Dialysis Center, Plainfield Dialysis Center, Renal Care Group of Union, Renal Care of Elizabeth, Davita of Summit and Edison, New Point Campus, Trinitas Dialysis Center, FMC of Union, Colonia and South Plainfield, Hillside Dialysis Center Fresenius Medical Care.

11. 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 type="checkbox"/> 5311
List train line & stations	<u>All train stations in Union County</u>	
NJ TRANSIT local fixed route bus	<input checked="" type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List route numbers	<u>All bus routes in Union County</u>	
NJ TRANSIT Light Rail	<input checked="" type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List train line & stations	<u>All train stations in Union County</u>	
ACCESS LINK paratransit	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311

12. 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?  
**Specialty doctors' offices and dialysis are our significant trip generators.**

b. Do you provide non-medical out of county trips? **No**

c. Does your agency place any restrictions on out of county trips? **We provide out of county trips on Monday and Wednesday only.**

**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: December 2011
  
2. Attach all addendums and/or updates to your CHSTP since 2015.  
 Attach as NJT Attachment D  
**There were no addendums and/or updates since 2015**
  
3. Please list CHSTP stakeholder 2018 meetings dates, locations and times. Meetings should be scheduled at a minimum of two times a year. **None scheduled at this time.**
  
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
Richmond Towers, Plainfield	Shopping
Scotch Plains Senior Housing	Shopping

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
Bridgeway Rehab Services	1 yr.	\$7.00 Per trip	\$30,569	Partial Care Transportation M-F 7:30am – 5:30pm
Inroads to Opportunities	1 yr.	\$6.00 Per trip	\$37,180	Partial Care Transportation M-F 7:30am – 5:30pm
YMCA	1 yr.	\$5,500 Monthly	\$66,000	WISE Adult Day Care Transportation M-F 8:30am – 3:30pm



Logisticare	1 yr.	\$10.00 per trip	\$34,910	Provide Medicaid Transportation M-F 7:30am – 5:30pm

**Route Deviation**

1. If you operate route deviation service, explain how trips are documented and how deviation requests are tracked?  
**Union County operates a Route 22 shuttle where a passenger can request a route deviation up to one-half mile off route which needs to be requested by 3:00 PM the day prior to service by calling 908-241-8300. For their return trip the passenger must call and press 2 to notify dispatch.**
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
Route 22 Shuttle	No		68,061	5,073

3. Is it your policy to announce stops at transfer points, major intersections and destination points, at adequate intervals along a route and an individual stop upon request? This requirement must be noted in driver manual.  
 Yes                       No
4. Do your vehicles have signage showing route and destination?  
 Yes                       No

5. Do you allow deviation for general public passengers?

Yes                       No

6. Do your vehicles have the universal accessibility symbol?

Yes                       No

### Training

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

Yes                       No

If yes, list trainings and recertification requirements.

**Sexual Harassment, Drug and Alcohol, Customer Service, Conflict Resolution and Specific department/technology training.**

2. Do you provide training for your drivers?

Yes                       No

If yes, please list trainings.

**Sexual Harassment, Drug and Alcohol, Bloodborne pathogens.**

**Classroom Training includes: Defensive Driving, Wheelchair securement, PASS, Following Distance, Pedestrian Awareness, Pre-trip inspections, Intersections, Backing-up, Railroad crossings and more.**

**Behind the wheel training with another driver or road supervisor: Maneuverability, Forward/Reverse Three Point, Six point turn, Serpentine, Straight backing, and Railroad crossings.**

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

**The contracted agency's certified trainer is responsible for the training of all drivers.**

### 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. Replace and upgrade on board cameras**

**Goal 2. Install and implement MDT (Mobile Data Tablets) and software in order to have the ability to send electronic manifest out to in-vehicle tablets for the drivers.**

**Goal 3. Update our CHSTP (Coordinated Human Service Transportation Plan)**

### 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.

#### 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.

#### 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.

**Fares are collected monthly; an invoice is mailed to the passenger the month following their service. All payments are accepted in the form of a check or money order only and mailed to the Administrative office in order that their account may be credited. Passengers that fall below the Federal Health and Human Service Poverty Guidelines or are Medicaid recipients are exempt from paying a fare.**

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	\$199,798	\$200,000
Fares / 5311	n/a	n/a
Donations / SCDRTAP	\$10.00	\$10.00
Donations / 5311	n/a	n/a
Advertising on vehicles	\$11,536	\$10,000
Medicaid (Logisticare)	\$29,090	\$30,000
Revenue Contracts YMCA	\$54,900	- 0 -
Other <u>Bridgeway (Partial Care)</u>	\$29,341	\$30,000
Other <u>Inroads (Partial Care)</u>	\$31,473	\$32,000
Total	\$356,148	\$302,010

**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? N/A

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

Yes       No

**Third Party Contracting**

**1. Current Third Party Contracting**

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

Table 9 – SCDRTAP January 1, 2017- December 31, 2017

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
Transdev	3 mos.	\$54.39	\$ 848,798	Routing and scheduling
MPC	9 m	\$55.42	\$4,027,149	Routing and scheduling

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

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

**2. Proposed Third Party Contracting**

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

Table 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
MPC	1 yr.	\$56.53	\$4,481,119	Routing and scheduling

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

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

The inventory includes:

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

**Non-Vehicle Inventory**

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

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

**Capital Disposal 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*		
N/A										



## 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.

The County holds many events throughout the year including street fairs, craft shows, fishing derbies, Harvest Festival, Family Flix, Bio-Blitz, concerts in the park where Paratransit vans are used either for transporting residents or a vehicle is on display. The Freeholders Information van attends nearly all these events and is also frequently requested by townships and local organizations. This van is a hub of information about the services offered to county residents; the "Paratransit User's Guide" in both English and Spanish along with the Route 22 Safety Shuttle brochures can be found in this van. The User's Guide is also distributed in different public offices throughout the County. (i.e. DHS, Div. on Aging, One Stop Operations, libraries).

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

During the year we joined forces with the Union County Division on Aging at the YM-YMHA in Union, Jewish Family Services in Elizabeth, Union Township Community Action Org., Union County Minority Task Force in Rahway and JFK Adult Day Medical Program in Edison. One of our CAC board members is the editor of the Senior News and Third Wave News and she often puts information about Union County Paratransit in the paper and invites us to speak at health and lifestyle events.

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? **Freeholders Meeting and Public Hearings.**

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

### Public Hearing and Notification (only required for SCDRTAP funding)

Attach all documents as NJT Attachments K1-K7

1. The notice should include the location, when and where the application will be available for

public review. The notice must be advertised in two different newspapers at least 30 days prior to the public hearing dates. Submit notarized copies of both public notices with application as NJT Attachment K1.

2. The Public Hearing Notice must be sent to all Municipal Clerks. The Public Hearing Notice must also be sent to county organizations, agencies, and associations that serve senior citizens and people with disabilities. Submit a list of organizations that the letter was sent to as NJT Attachment K2.
3. A large print of the Public Hearing Notice must be posted on all system vehicles. Notice must be posted on all vehicles at least 30 days prior to the public hearing and left on the vehicles until the date of the hearing. Submit a sample of the vehicle notice as NJT Attachment K3.

**Prior 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                      \$472,000

Proposed Maintenance of Effort for 2018                      \$472,000

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

**Sample of Required SCDRTAP Application Cover Letter**

Attach as NJT Attachment L

July 25, 2017

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 Union County Paratransit System 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. Union County Paratransit System is requesting \$847,928 for 2018. The scheduled public hearing date is August 15, 2017. The application will be available at the following locations county web site as of the following date August 16, 2017.

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 Kathleen Carmello, Paratransit Director at 908-659-5001.

As the Applicant, the County of Union 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,

*Kathleen E. Carmello*

Kathleen E. Carmello, Director  
Union County Paratransit System

**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

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 Union County Paratransit 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.

Kathleen E. Carmelo  
(Name of authorized official)

Paratransit Director  
(Title)

*Kathleen E. Carmelo*  
(Signature)

Date: 8-22-17

**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? 50
  
- 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

If yes, explain. Went to the door to assist passenger, or pulled into the driveway of the home of the passenger.

**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)**

Operating	Budget Request
Total Operating (should include total budget for this program)	
(-Fares)	
(-Donation)	
Total Operating	
Administrative	Budget Request
Total Administrative	
Capital	Budget Request
Total Capital	
<b>GRAND TOTAL</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.

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

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.  
X  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.  
X  Yes                       No
2. Please describe accounting system used – include name of system.  
**Edmunds & Associates**
3. Do you keep separate accounting records for this project?  
X  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

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](http://www.sam.gov). The new website [sam.gov](http://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

**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.

Table 18

Funding Match Source	Name of Source	Match Amount
Local Funds: (list)		
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)eleation, (A)ddition or (C)hange to Addendum by adding a (D), (A) or (C) after the name of the provider in the first column. If “no changes” indicate that below.

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

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

Table 16

Other Transportation Providers in Section 5311 Service Area	Name of Union	Union Address	Union Phone Number	E-Mail Address of Union

**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:

	<b>OPERATING</b>	<b>NON-OPERATING</b>
<b>January 2018- December 2018 NEW ALLOCATION</b>		
FTA Section 5311 Funds:		
State match funds:		
Local match funds:		
Total:		

	<b>OPERATING</b>
<b>January 2018- December 2018 Innovation Grant (Operating only)</b>	
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><b>Aristocrat Limo &amp; Bus Co.</b>  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><b>Atlantic Express Coachways, Inc.</b>  7 North Street  Staten Island, NY 10302  718-556-8078  FAX: 718-556-8042  Ms. Laura Cagnetta  Safety Director: Mr. Ron Caruso</p>	<p><b>Ayan Travel, Inc.</b>  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><b>Bestway Coach Express, Inc.</b>  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><b>Camptown Bus Lines, Inc.</b>  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><b>Carefree Bus Tours</b>  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><b>Classic Tours/Classic Cruisers, Inc.</b>  1533 Prospect Street  Lakewood, NJ 08701  732-657-1144  FAX: 732-367-8233 By request only  Mr. Mark R. Waterhouse</p>	<p><b>Coachman International Tours, Inc.</b>  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><b>Coastal Coach</b>  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><b>Express Tours, Inc/Golden Express</b>  15 Division Street  3rd Floor  New York, NY 10002  212-966-8433  FAX: 212-343-7207  Mr. Richard Chow  Ms. May Chow</p>	<p><b>Greyhound Lines, Inc.</b>  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><b>Infinity Tours, Inc.</b>  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><b>Jay/Nay Travel</b>  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><b>Lakeland Bus Lines, Inc.</b>  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><b>Leprechaun Lines, Inc</b>  100 Leprechaun Lane  New Windsor, NY 12560  845-565-7900  FAX: 845-565-1220  E-MAIL: <a href="mailto:fgallagher@leprechaunlines.com">fgallagher@leprechaunlines.com</a>  Mr. Frank Gallagher</p>
<p><b>Lion Trailways</b>  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><b>Martz Lines</b>  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><b>Passaic Valley Coach Lines</b>  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><b>Peter Pan Bus Lines</b>  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><b>Raritan Valley Bus Service</b>  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><b>Safety Bus</b>  7200 Park Avenue  Pennsauken, NJ 08109  856-665-2662  FAX: 856-665-0658  Mr. Thomas Dugan, Jr.</p>
<p><b>Sheppard Bus Service</b></p>	<p><b>Starr Tours</b></p>	<p><b>Stout's Charter Service, Inc.</b></p>

<p>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>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>20 Iven 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:ronaldfailface@hotmail.com">ronaldfailface@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: <a href="mailto:George.Grieve@coachusa.com">George.Grieve@coachusa.com</a> WEBSITE: <a href="http://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@sita.com">cmiller@sita.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@xbp.dhs.state.nj.us">cnovrit@xbp.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**

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

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

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

- 0 – 10% \_\_\_\_\_
- 11 – 20 % \_\_\_\_\_
- 21 – 40% \_\_\_\_\_
- 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.

\_\_\_\_\_ per revenue hour



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

**Project Description**

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

**How many vehicles will be used to operate this service?**

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

**Please describe your Marketing plan for this project:**

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

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

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

**Route Description**

Provide Turn by Turn route description:

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

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

**Span of Service**

Provide a schedule identifying time points and trip times:

**Number of Operating Days**

Days and hours of operation 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)	
(-Fares)	
(-Donation)	
<b>Total Request Amount for this grant</b>	

**Line Item Budget**

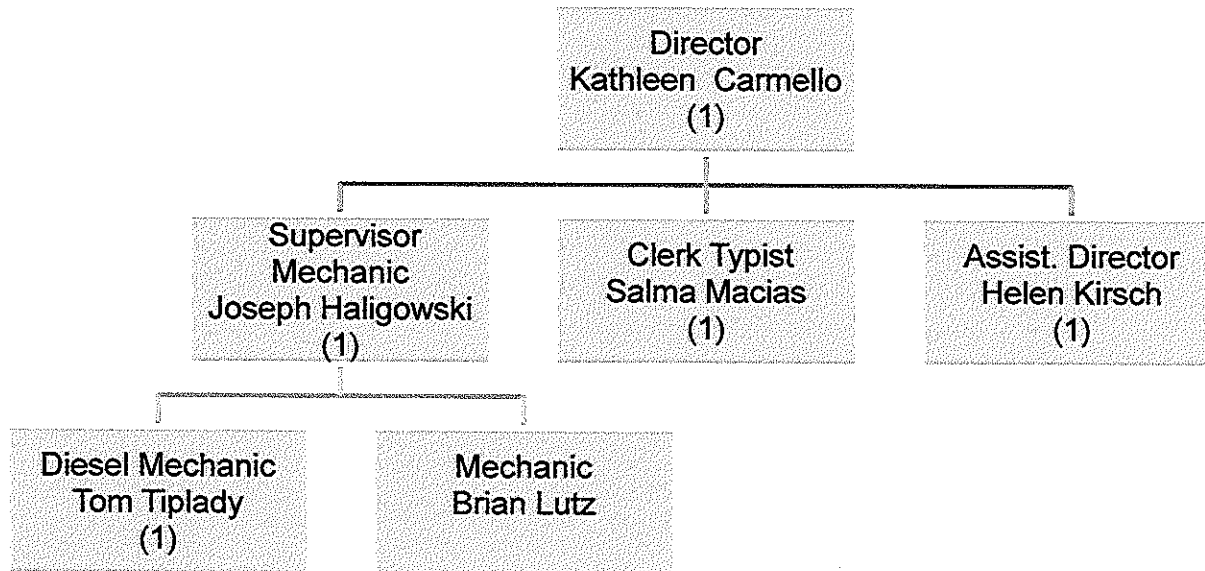
<b>Operating Budget</b>	<b>Budget</b>
Driver Salaries/Fringe	
Third Party Contract Svcs	
Maintenance & Repairs	
Materials Consumed (Fuel)	
<b>Total Operating</b>	
(-Fares)	
(-Donation)	
<b>Total Request Amount for this grant</b>	

Identify Source of Hard (Cash) 25% Match: \_\_\_\_\_

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

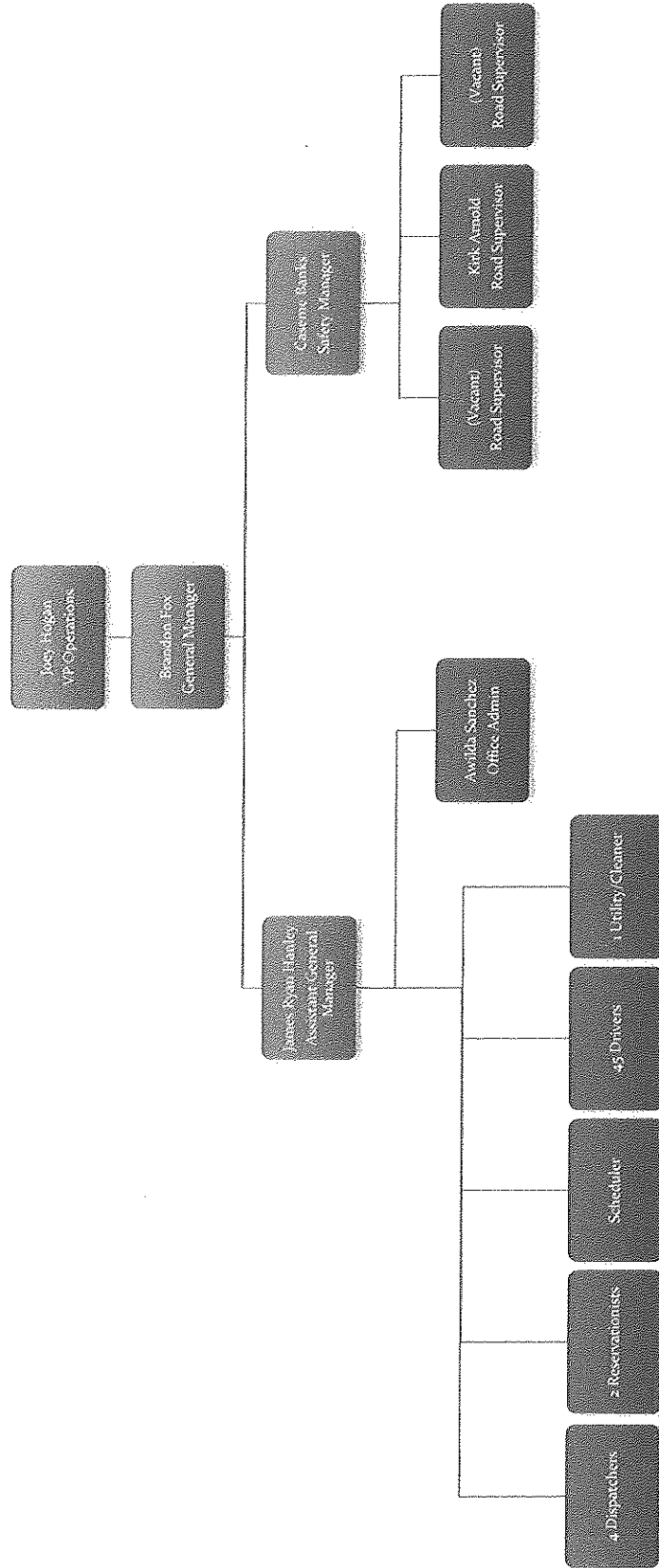
Provide the number of Staff that will be charged to this grant. Do not list each individual Operator, Dispatcher, or Reservationist - list the number of these positions and percentage charged per grant:

# Union County Paratransit Administrative Staff



# MPC Bus Corp New Jersey

## Attachment A – Organization Chart



Revised: 8/11/2017

Attachment B – CAC Meeting Dates

**SENIOR CITIZEN AND DISABLED RESIDENT TRANSPORTATION**

**ADVISORY BOARD MEETING DATES FOR YEAR 2018**

**February 6<sup>th</sup>**

**April 3<sup>rd</sup>**

**June 12<sup>th</sup>**

**(Public Hearing TBA)**

**August 7<sup>th</sup>**

**October 2<sup>nd</sup>**

**December 4<sup>th</sup>**

**The County of Union SCDRTAP Advisory Board meetings are held the first Tuesday of every other month (weather permitting) at 7:00 p.m. in the freeholders' conference room on the 6<sup>th</sup> floor of the Administration Building at 10 Elizabethtown Plaza in Elizabeth.**

**There is a Public Hearing held once a year (TBA) where the general public is invited to attend. Comments are entered into the record for SCDRTAP Funding.**

Attachment C – CAC Members

Union County Paratransit  
SENIOR CITIZEN AND DISABLED RESIDENT  
TRANSPORTATION ADVISORY BOARD MEMBERS

<u>Name</u>		<u>Term Expires</u>
1. Kevin Illing Chairperson	Disabled	12/31/18
2. William Totten Vice Chairman	Consumer Senior/Disabled	12/31/18
3. Thelma Smith	Senior	12/31/17
4. Ina White	Disabled/Senior	12/31/17
5. Patricia Rufolo	Senior	12/31/18
6. Stephen E. Thorpe	Senior Consumer	12/31/18
7. Rosemary Coppola	Senior Consumer	12/31/18
8. Sonja A. Ash	Senior Consumer	12/31/17
9. Tony Hall	Senior/disabled	12/31/17
10. Vera P. Roquemore, Ph.D		12/31/18
11. Ellen Stienberg	Senior	12/31/19

Attachment C – CAC Members

Administrative Staff:

Lauren Williams (Regional Advisor)  
Central Regional Program Administrator  
NJ Transit-Local Programs & Minibus Support  
One Penn Plaza East 4<sup>th</sup> Fl  
Newark, NJ 07105-2246  
973- 491-7374  
973-392-9079 ©  
973-863-4899 (e-fax)  
[lnwilliams@njtransit.com](mailto:lnwilliams@njtransit.com)

Brandon Fox, General Mgr.  
MPC Transportation Corp  
410 North Avenue E.  
Cranford, NJ 07016  
908-293-8501  
513-295-6058 ©  
[bfox@totalbusco.com](mailto:bfox@totalbusco.com)

Kathleen Carmello, Director  
79 W. Grand Street  
Elizabeth, NJ 07202  
908-659-5001  
[kcarmello@ucnj.org](mailto:kcarmello@ucnj.org)

Helen Kirsch, Assist. Director  
79 W. Grand Street  
Elizabeth, NJ 07202  
908-659-5011  
[hkirsch@ucnj.org](mailto:hkirsch@ucnj.org)



Attachment C – CAC Members

Liza Betz  
Economic Development 1st Fl.  
10 Elizabethtown Plaza  
Elizabeth, NJ 07207  
908-527-2273  
[lbetz@ucnj.org](mailto:lbetz@ucnj.org)

Freeholder Vernell Wright (liaison)  
Adm. Bldg. 6<sup>th</sup> Floor  
Elizabethtown Plaza  
Elizabeth, NJ 07207  
(908) 527-4109  
[vwright@ucnj.org](mailto:vwright@ucnj.org)

Louis Hoffman  
Program Manager/Travel Instructor -- NJTIP @ Rutgers  
Alan M. Voorhees Transportation Center  
Edward J Bloustein School of Planning and Public Policy  
Rutgers, The State University of New Jersey  
33 Livingston Ave., New Brunswick, NJ 08901  
Cell 201-616-8623  
Fax: 973-533-3387  
[lhoffman@njtip.rutgers.edu](mailto:lhoffman@njtip.rutgers.edu)

# **Union County Paratransit System User's Guide**

Department of Human Service - Paratransit System

(908) 241-8300

[ucnj.org/paratransit](http://ucnj.org/paratransit)



A Service of the Union County Board of Chosen Freeholders

## Attachment D – Policy and Procedures

### WHAT IS PARATRANSIT

The Union County Paratransit System is a curb-to-curb transport service specializing in transportation of seniors (60+), persons with disabilities and/or economically disadvantaged residents of Union County; there is a fare of \$2 per one-way trip.

Paratransit will provide non-emergency transportation

- |                 |                      |
|-----------------|----------------------|
| * Medical       | * Nutrition          |
| * Mental Health | * Shopping           |
| * Employment    | * Recreation         |
| * Education     | * Bus & rail service |

Out of county medical trips are provided on Monday & Wednesday only. Union County is required to provide services within a five (5) mile radius of the county borders. These requests are considered an in-county trip and will be scheduled as such.

### DAYS AND HOURS OF OPERATION

- \* Paratransit operates Monday to Friday  
7:30a.m. to 5:30p.m.
- \* Limited hours available on Saturday.
- \* No Service is provided on Sunday.

### HOLIDAYS

Paratransit does not operate on the following holidays:

- |                            |                        |
|----------------------------|------------------------|
| New Year's Day             | Labor Day              |
| Martin Luther King Jr. Day | Thanksgiving Day       |
| President's Day            | Day after Thanksgiving |
| Memorial Day               | Christmas Day          |
| Independence Day           |                        |

### SPECIAL REQUESTS

Group and/or evening transportation arrangements must be made by calling the Administrative office at 908-659-5000.

Trips requested after 5:30 pm and Saturday will cost \$25 per hour per vehicle pre and post trip. Group trips scheduled during normal business hours, Monday through Friday, 10 am to 2 pm will be charged \$45 per hour per vehicle.

## Attachment D – Policy and Procedures

### VETERANS TRANSPORTATION

- \* Transportation is available every Tuesday & Thursday to Lyons Hospital.
- \* Every Monday & Wednesday to East Orange Va Hospital.
- \* Transportation is provided daily to the veterans clinic at Trinitas Hospital.

### TRIP RESERVATIONS

Reservations can be made Monday through Friday 8 a.m. to 4 p.m. by calling the scheduling office at 908-241-8300. First-time callers should call between the hours of 1 p.m. and 4 p.m.

You will be asked to provide the following information:

- \* **Name, Address & Telephone Number**
- \* **Date of Birth**
- \* **If you are a Medicaid recipient**
- \* **Income Level (general not specific)**
- \* **Disability or Special Need(s)**
- \* **If you use a mobility assistance device such as a wheelchair, scooter, cane or walker**

Transportation is available on a first-come-first served basis. Five to seven days advance notice for a scheduled trip is recommended. If schedule permits, some limited service may be available on shorter notice.

- \* Please do not call any earlier than three weeks prior to your desired trip.

## Attachment D – Policy and Procedures

- \* Race (information required by government funding source)

You will be asked to provide the following information **each time** you request a trip:

- \* Day, Date and Time of the appointment
- \* Address, City, State and Telephone Number of your Destination
- \* Doctor's name, Clinic name, Company name, Telephone number, etc.
- \* Return trip will be scheduled - driver does not wait

## PASSENGER RESPONSIBILITIES

- \* If you are a veteran you may be asked to provide your ID number
- \* Seat belts are to be worn at all times while the vehicle is moving.
- \* Smoking, drinking or eating is not permitted on the vehicle.
- \* Unruly or inappropriate behavior may result in loss of transportation privileges
- \* Pets are not allowed. A service animal may accompany a person with a disability
- \* Passengers will be responsible for carrying all their packages into their homes

## Attachment D – Policy and Procedures

- \* Be ready 15 minutes prior to scheduled pick-up time.
- \* Allow 15 minutes after your scheduled pickup time before calling the reservationists.
- \* If an aide is needed, it is the passenger's responsibility to obtain one. Please notify intake when making a reservation if you will be traveling with an aide.
- \* Telephone the scheduling office if you will be late for a return.

### TRIP CANCELLATIONS

Cancellations cause unnecessary delays to the overall operation of the Paratransit System. If you have to cancel a trip, you must call **as soon as possible** before the scheduled pickup time. If you call after business hours, please leave your name, telephone number and scheduled trip information on the answering machine.

Three or more un-cancelled appointments (no-shows) within a 30 day period will result in the suspension of your transportation privileges for 14 days. You will be charged \$2 for all trips you fail to cancel in advance.

Severe weather conditions may force cancellation of service. Please listen to radio station 101.5 FM or call (908) 241-8300 for closure notifications after 7 a.m. or go to the county website [www.ucnj.org](http://www.ucnj.org).

### DRIVER RESPONSIBILITIES

- \* The Driver will blow the horn and wait 5 minutes before moving on to the next scheduled pick-up.
- \* Drivers are not permitted to accept tips or collect fares.

## Attachment D – Policy and Procedures

- \* Assistance is provided getting on and off the vehicle at the curb. Visually impaired passengers will be assisted door-to-door.
- \* Help will be provided with securing seat belts if needed.
- \* Assistance is provided to a passenger using a mobility device to get on and off the vehicle from the curb and in securing the device on the vehicle.
- \* Drivers are required to report all problems to the dispatcher and take directions from the dispatcher on resolving any issues.
- \* Help will be provided putting on and taking off, no more than two (grocery size) bags per passenger.
- \* Only passengers on the drivers schedule will be transported.

### MAKING YOUR ARRANGEMENTS FOR TRANSPORTATION

- \* Be flexible with your appointment time. You may be asked to change your appointment time or date. Remember we are a shared ride service that is not able to meet the needs of all residents at all times. We appreciate your cooperation so that we may best accommodate your request. However, trips will be determined by availability.
- \* Try to make your appointments for the middle of the day when the system is least busy. Between 10 a.m. and 2 p.m.
- \* Many municipalities provide transportation for their seniors; information can be obtained by calling your local municipal office.
- \* Children traveling with an adult will be handled on an individual basis and approved by the Director of Paratransit before it is scheduled. If the

## Attachment D – Policy and Procedures

child is required to use a car seat according to NJ State Law, the family is responsible for supplying the appropriate seat for the size of the child.

### FARES

Union County Paratransit has in place a fare policy of \$2 per one-way trip. In the event that you cannot afford the fare, waivers based on the passenger's income are possible. All information is confidential. Billing will be done the month following the service. Payments are accepted in the form of a check or money order ONLY made payable to "Union County Paratransit System".

### NON-DISCRIMINATION POLICY

We are committed to ensuring that no person is excluded from, or denied the benefits of our services on the basis of race, color or national origin. Any person who believes that they have, individually or as a member of any specific class of persons, been subject to discrimination on the basis of race, color or national origin may file a complaint in writing to Union County Paratransit.

To file a complaint or for more information on Union County's Obligations under Title VI please call or write to:

**UNION COUNTY PARATRANSIT SYSTEM  
79 WEST GRAND STREET  
ELIZABETH, NJ 07202  
908-659-5000**

Persons who are deaf, hard of hearing, deaf/blind and or speech impaired may contact the NJ Relay at 1-800-852-7897 to assist with your call.



Attachment F – Written Agreements

TRANSPORTATION SERVICES AGREEMENT BETWEEN  
THE COUNTY OF UNION / DEPARTMENT OF HUMAN SERVICES / PARATRANSIT  
AND  
INROADS TO OPPORTUNITIES FOR  
THE TRANSPORTATION OF PARTIAL CARE CLIENTS

THIS TRANSPORTATION SERVICES AGREEMENT ("Agreement") is made and entered into this 6<sup>th</sup> day of February, 2019 between the County of Union o/b/o the Department of Human Services/Union County Paratransit System ("County/UCPS"), a political subdivision of the State of New Jersey, with its principal place of business located at the Union County Administration Building, 10 Elizabethtown Plaza, Elizabeth, New Jersey 07207 and Inroads to Opportunities ("Inroads"), a nonprofit corporation of the State of New Jersey, with its principal place of business located at 301 Cox St., Roselle, New Jersey 07203, collectively hereinafter referred to as the "Parties".

WITNESSETH:

WHEREAS, Inroads offers and operates a partial care program which provides individuals with disabilities life skills; working skills; limited counseling and medication; and fosters independence and growth for individuals to become active and productive members of society; and

WHEREAS, Inroads needs transportation services for its partial care clients and the County/UCPS agrees to provide such transportation services; and

WHEREAS, the County/UCPS operates the Union County Paratransit System ("UCPS") through a contract with a contractor for transportation services ("Contractor"); and

WHEREAS, Inroads will be a third party beneficiary to the contract between the County/UCPS and the Contractor under which Inroads will be entitled to the transportation services offered by the Contractor; and

WHEREAS, the Parties hereby desire to enter into this Agreement and set forth their rights and responsibilities for the provision of transportation services under this Agreement.

NOW, THEREFORE, in consideration of the mutual promises, covenants, agreements and other considerations between the Parties, the Parties do hereby mutually covenant and agree as follows:

1. SCOPE OF SERVICES

(a) The County/UCPS through its Contractor will provide transportation services to Inroads's partial care clients from their place of residence to Inroads and back.

(b) All trips will be within the County/UCPS's regular service areas and days of operation between the service hours of 7:30 AM to 5:30 PM.

(c) All Inroads's partial care clients must meet the County/UCPS eligibility requirements and adhere to the County/UCPS policies, procedures and passenger responsibilities.

(d) Inroads's partial care clients will be responsible to notify the County/UCPS if transportation is to be cancelled. Failure to do so will result in a charge of the one-way fare as per the County/UCPS no show policy.

(e) Inroads will provide the County/UCPS with a list of its partial care clients using transportation services and its partial care clients' schedules. New partial care clients and changes in existing schedules will be accommodated when

Attachment F – Written Agreements

TRANSPORTATION SERVICES AGREEMENT BETWEEN  
THE COUNTY OF UNION / DEPARTMENT OF HUMAN SERVICES / PARATRANSIT  
AND  
BRIDGEWAY REHABILITATION SERVICES FOR  
THE TRANSPORTATION OF PARTIAL CARE CLIENTS

THIS TRANSPORTATION SERVICES AGREEMENT ("Agreement") is made and entered into this 6<sup>th</sup> day of February, 2017 between the COUNTY OF UNION O/B/O THE DEPARTMENT OF HUMAN SERVICES/UNION COUNTY PARATRANSIT SYSTEM ("County/UCPS"), a political subdivision of the State of New Jersey, with its principal place of business located at the Union County Administration Building, 10 Elizabethtown Plaza, Elizabeth, New Jersey 07207 and the BRIDGEWAY REHABILITATION SERVICES, INC. ("Bridgeway"), a nonprofit corporation of the State of New Jersey, with its principal place of business located at 615 North Broad Street, Elizabeth, New Jersey 07208, collectively hereinafter referred to as the "Parties".

WITNESSETH:

WHEREAS, Bridgeway offers and operates a partial care program which provides a range of recovery oriented services including: Illness Management and Recovery training in an individual or group format Wellness Activities; Nicotine cessation, nutrition, exercise, relaxation; Person Centered Planning; Psychiatric/Nursing; Medication management and limited nursing services; Social and recreational services; and Supported Education; and

WHEREAS, Bridgeway needs transportation services for its partial care clients and the County/UCPS agrees to provide such transportation services; and

WHEREAS, the County/UCPS operates the Union County Paratransit System ("UCPS") through a contract with a contractor for transportation services ("Contractor"); and

WHEREAS, Bridgeway will be a third party beneficiary to the contract between the County/UCPS and the Contractor under which Bridgeway will be entitled to the transportation services offered by the Contractor; and

WHEREAS, the Parties hereby desire to enter into this Agreement and set forth their rights and responsibilities for the provision of transportation services under this Agreement.

NOW, THEREFORE, in consideration of the mutual promises, covenants, agreements and other considerations between the Parties, the Parties do hereby mutually covenant and agree as follows:

1. SCOPE OF SERVICES

(a) The County/UCPS through its Contractor will provide transportation services to Bridgeway's partial care clients from their place of residence to Bridgeway and back.

(b) All trips will be within the County/UCPS's regular service areas and days of operation between the service hours of 7:30 AM to 5:30 PM.

(c) All Bridgeway's partial care clients must meet the County/UCPS eligibility requirements and adhere to the County/UCPS policies, procedures and passenger responsibilities.

(d) Bridgeway's partial care clients will be responsible to notify the County/UCPS if transportation is to be cancelled. Failure to do so will result in a charge of the one-way fare as per the County/UCPS no show policy.

## TRANSPORTATION REIMBURSEMENT AGREEMENT

THIS AGREEMENT made and entered into this 3<sup>rd</sup> day of March, 2017 by and between the COUNTY OF UNION, a Body Politic of the State of New Jersey, having its principal place of business at Union County Administration Building, 10 Elizabethtown Plaza, Elizabeth, New Jersey 07207, (hereinafter referred to as "COUNTY") and the Gateway Family YMCA, a New Jersey Corporation (previously D/B/A YMCA of Eastern Union County), in operating the WISE Adult Day Services Program, having its principal place of business located at 144 Madison Avenue, Elizabeth, New Jersey 07201, (hereinafter referred to as "YMCA").

### WITNESSETH:

WHEREAS, the COUNTY, through its Union County Paratransit System, provides transportation services for senior citizens and adults with special needs throughout Union County; and

WHEREAS, it is the mutual intent of the COUNTY and the YMCA to enter into this Agreement in order for YMCA to avail itself of the transportation services of the Union County Paratransit System for YMCA's participants; and

NOW, THEREFORE, in consideration of the mutual promises, covenants, agreements and other considerations between the COUNTY and the YMCA, the parties do hereby mutually covenant and agree as follows:

#### 1. SCOPE OF SERVICES

A. **Responsibility of COUNTY.** The COUNTY, through its Union County Paratransit System, shall be responsible for the coordination and delivery of safe and efficient transportation for the participants of the YMCA.

B. **Services Provided.** During the term of this Agreement, the COUNTY shall provide door-to-door transportation service daily, Monday through Friday for the YMCA's WISE Adult Day Activity Center participants. Days excluded from required transportation are the following holidays: (i) New Year's Day, (ii) Memorial Day, (iii) Independence Day, (iv) Labor Day, (v) Thanksgiving Day, and (vi) Christmas Day. The participants will arrive at the WISE Adult Day Activity Center (hereinafter referred to as "Center") by 9:30 am when programming begins. The bus will return to the Center at 3:30 pm to take the participants home at the end of the day.

C. **Operational Standards.** The COUNTY will require all passengers to use seat belts at all times when traveling in COUNTY vehicles. A complete list of prohibited and mandatory passenger conduct is attached hereto as **Schedule B** and hereby incorporated by reference into this Agreement.

Unit Selected Data

7/25/2017 12:47:55 PM

Report Date: 7/1/2017; Period Start Date: 7/1/2017; Period End Date: 7/31/2017

Eastern Standard Time

Unit	Spec - Vehicle Year	License Plate	Unit Serial Number	Current Miles	Spec - Funding Source	Spec - Vehicle Make	Spec - Vehicle Model	Spec - Equipment #
B024 (Bus) Paratransit	2002	OP6677	1FDWE35FX2HA5413 9	328,973	County	FORD	E350 10 PASS. VAN	V Y-1
B027 (Bus) Paratransit	2002	OP6679	1FDWE35FX2HA5414 2	313,635	County	FORD	E350 10 PASS. VAN	V Y-1
B029 (Bus) Paratransit	2003	OP6686	1FDWE35F23HA6760 1	303,890	County	FORD	E350 10 PASS. VAN	V Y-1
B030 (Bus) Paratransit	2003	OP6683	1FDWE35F43HA6760 2	291,480	County	FORD	E350 10 PASS. VAN	V Y-1
B033 (Bus) Paratransit	2003	OP6675	1FDXE45F93HA7445 7	246,138	NJT	FORD	E450 BUS 15 PASS	MB Y-2
B043 (Bus) Paratransit	2006	OP6674	1FDWE35P76HA3725 0	186,821	NJT	FORD	E350 BUS 11 PASS	MB Y-1
B046 (Bus) Paratransit	2007	OP6608	1FDXE45P47DA1377 9	220,514	County	FORD	E450 BUS 14 PASS	MB Y-3
B049 (Bus) Paratransit	2007	OP9842	1FDXE45P07DA2747 0	291,737	County Rt.22	FORD	E450 BUS 20 PASS	MB Y-2
B050 (Bus) Paratransit	2008	OP6611	1FD4E45P48DB5685 1	230,665	County Rt.22	FORD	E450 BUS 20 PASS	MB Y-2
B051 (Bus) Paratransit	2008	OP6616	1FD4E45P68DB5685 2	197,430	County	FORD	E450 BUS 14 PASS	MB Y-3
B052 (Bus) Paratransit	2008	OP6602	1FD4E45P88DB5685 3	190,399	County	FORD	E450 BUS 14 PASS	MB Y-3
B053 (Bus) Paratransit	2008	OP6601	1FD4E45PX8DB5685 4	165,626	County	FORD	E450 BUS 14 PASS	MB Y-3
B054 (Bus) Paratransit	2008	OP7010	1FD4E45PX8DB1776 3	148,807	NJT	FORD	E450 BUS 18 PASS	MB Y-2
B055 (Bus) Paratransit	2008	OP6606	1GBJG316281188485	190,596	NJT	CHEVROLET	3500 EXP 13 PASS VAN	MB Y-2
B056 (Bus) Paratransit	2003	OP7029	1FDXE45F63HA8608 1	245,954	NJT	FORD	E450 BUS 15 PASS	MB Y-2
B057 (Bus) Paratransit	2009	OP6607	1FD4E45P39DA5015 7	256,785	County Rt.22	FORD	E450 BUS 20 PASS	MB Y-2
B058 (Bus) Paratransit	2010	OP6670	1GB6G2A6XA110815 9	168,539	County	CHEVROLET	3500 EXP 12 PASS VAN	MB Y-2
B059 (Bus) Paratransit	2010	OP6613	1GB6G2A60A110783 1	150,643	County	CHEVROLET	3500 EXP 12 PASS VAN	MB Y-2
B060 (Bus) Paratransit	2009	OP6609	1FDXE45P67DA6125 2	126,113	County	FORD	E450 BUS 14 PASS	MB Y-2
B061 (Bus) Paratransit	2011	OP6694	1FD4E45F1BDA2720 9	211,461	County Rt.22	FORD	E450 BUS 20 PASS	MB Y-2

Attachment H - Vehicle Inventory

Unit Selected Data

7/25/2017 12:47:55 PM

Report Date: 7/1/2017; Period Start Date: 7/1/2017; Period End Date: 7/31/2017

Eastern Standard Time

Unit	Spec - Vehicle Year	License Plate	Unit Serial Number	Current Miles	Spec - Funding Source	Spec - Vehicle Make	Spec - Vehicle Model	Spec - Equipment #
B062 (Bus) Paratransit	2011	OP6615	1FDEE3FS0BDA63558	118,071	NJT	FORD	E350 BUS 12 PASS.	MB Y-2
B063 (Bus) Paratransit	2011	OP7011	1FDDE4FSXBDA83603	114,775	NJT	FORD	E450 BUS 18 PASS	MB Y-2
B064 (Bus) Paratransit	2012	OP7028	1FDEE3FS3CDB15833	84,090	County	FORD	E350 10 PASS. VAN	MB Y-2
B065 (Bus) Paratransit	2012	OP6676	1FDEE3FS5CDB15834	100,604	County	FORD	E350 10 PASS. VAN	MB Y-2
B066 (Bus) Paratransit	2012	OP7017	1FDEE3FS7CDB15835	109,513	County	FORD	E350 10 PASS. VAN	MB Y-2
B067 (Bus) Paratransit	2012	OP7031	1FDEE3FS9CDB15836	120,548	County	FORD	E350 10 PASS. VAN	MB Y-2
B068 (Bus) Paratransit	2013	OP6697	1FDDE4FS8DDA92996	70,788	5310	FORD	E450 BUS 12 PASS	MB Y-2
B069 (Bus) Paratransit	2013	OP6693	1FDDE4FS5DDA95225	78,755	County	FORD	E450 BUS 12 PASS	MB Y-2
B070 (Bus) Paratransit	2013	OP9808	1FDDE4FS8DDB12650	80,034	5310	FORD	E450 BUS 12 PASS	MB Y-2
B071 (Bus) Paratransit	2013	OP6696	1FDDE4FS3DDA64264	65,742	5310	FORD	E450 BUS 18 PASS	MB Y-2
B072 (Bus) Paratransit	2013	OP6695	1FDEE3FS9DDB00089	84,575	County	FORD	E350 BUS 10 PASS.	MB Y-2
B073 (Bus) Paratransit	2013	OP7014	1FDEE3FS5DDB00090	74,401	County	FORD	E350 BUS 10 PASS.	MB Y-2
B074 (Bus) Paratransit	2013	OP6691	1FDEE3FS7DDB00091	90,572	County	FORD	E350 BUS 10 PASS.	MB Y-2
B075 (Bus) Paratransit	2013	OP7018	1FDDE4FS6DDB19273	58,632	5310	FORD	E450 BUS 12 PASS	MB Y-2
B076 (Bus) Paratransit	2013	OP6671	1FDDE4FS9DDB36441	73,075	5310	FORD	E450 BUS 10 PASS	MB Y-5
B077 (Bus) Paratransit	2014	OP7030	1FDDE4FS7EDA13545	44,393	5310	FORD	E450 BUS 18 PASS	MB Y-2
B078 (Van/Mini Van) Paratransit	2014	OP9139	57WMD1A62EM100515	32,384	5310	MV	1	
B079 (Van/Mini Van) Paratransit	2014	OP9146	57WMD1A63EM101253	26,227	5310	MV	1	
B080 (Bus) Paratransit	2015	OP6688	1FDEE3FS3FDA25425	43,598	County	FORD	E350 BUS 10 PASS.	MB Y-2
B081 (Bus) Paratransit	2015	OP6690	1FDEE3FS5FDA25426	39,847	County	FORD	E350 BUS 10 PASS.	MB Y-2

Attachment H - Vehicle Inventory

Unit Selected Data

Report Date: 7/1/2017; Period Start Date: 7/1/2017; Period End Date: 7/31/2017

Unit	Spec - Vehicle Year	License Plate	Unit Serial Number	Current Miles	Spec - Funding Source	Spec - Vehicle Make	Spec - Vehicle Model	Spec - Equipment #
B082 (Bus) Paratransit	2015	OP6689	1FDEE3FS6FDA2765 4	57,529	County	FORD	E350 BUS 10 PASS.	MB Y-2
B083 (Bus) Paratransit	2015	OP6687	1FDEE3FS8FDA2765 5	47,032	County	FORD	E350 BUS 10 PASS.	MB Y-2
B084 (Bus) Paratransit	2016	OP9811	1FDEE3FS3GDC1073 7	28,984	County	FORD	E350 BUS 10 PASS.	MB Y-2
B085 (Bus) Paratransit	2016	OP9809	1FDEE3FS5GDC1073 8	28,125	County	FORD	E350 BUS 10 PASS.	MB Y-2
B086 (Bus) Paratransit	2016	OP9812	1FDEE3FS7GDC1073 9	28,949	County	FORD	E350 BUS 10 PASS.	MB Y-2
B087 (Bus) Paratransit	2016	OP9810	1FDEE3FS3GDC1074 0	27,604	County	FORD	E350 BUS 10 PASS.	MB Y-2
B088 (Bus) Paratransit	2016	OP8900	1FDEE3FSXGDC550 13	16,653	County	FORD	E350 BUS 10 PASS.	MB Y-2
B089 (Bus) Paratransit	2016	OP8902	1FDEE3FS1GDC5501 4	20,418	County	FORD	E350 BUS 10 PASS.	MB Y-2
B090 (Bus) Paratransit	2016	OP8901	1FDEE3FS3GDC5501 5	22,190	County	FORD	E350 BUS 10 PASS.	MB Y-2
B091 (Bus) Paratransit	2016	OP8903	1FDEE3FS5GDC5501 6	21,205	County	FORD	E350 BUS 10 PASS.	MB Y-2
B092 (Bus) Paratransit	2017	OP9659	1FDEE3FSXHDC3696 4	362	County	FORD	E350 BUS 10 PASS.	MB Y-2
B093 (Bus) Paratransit	2017	OP9660	1FDEE3FS3HDC3769 5	365	County	FORD	E350 BUS 10 PASS.	MB Y-2

Attachment H - Vehicle Inventory

# **Union County Paratransit System User's Guide**

Department of Human Service - Paratransit System

(908) 241-8300

[ucnj.org/paratransit](http://ucnj.org/paratransit)



A Service of the Union County Board of Chosen Freeholders

**CONDADO DE UNION**

**Sistema  
Paratransit  
Guia del Usuario**

Un servicio de La Junta de Freeholder Electos  
Mohamed S. Jalloh, Chairman

*We're Connected to You*



**(908) 241-8300**

[www.ucnj.org](http://www.ucnj.org)





# **SAFETY SHUTTLE**

USERS GUIDE

A Service of the Union County  
Board of Chosen Freeholders

Mohamed S. Jalloh, Chairman

Bruce H. Bergen, Vice Chairman

Linda Carter Angel G. Estrada

Sergio Granados Christopher Hudak

Bette Jane Kowalski Alexander Mirabella

Vernell Wright

NJ Department of Transportation  
NJ Transit

**ROUTE  
22**



**TRANSPORTATION TIPS**

# Getting Around in Union County

One of the ways we express our independence is our ability to drive. This is especially true if you live in the suburbs. If you don't drive, how do you see a doctor, visit a friend or family member or even go to a store unless you have a personal driver at your disposal?

Here in Union County you don't have to look at not driving as a complete loss. Besides, there's money to be saved if you no longer own a vehicle—money you had to spend on auto insurance, gas and tolls, maintenance of your vehicle and parking expenses, not to mention the ever present risk of getting into an auto accident. In Union County there are numerous options for getting transportation. It just takes a little pre-planning and you need to know who to call.

All of the local municipalities have buses and/or transportation services specifically earmarked for seniors. Towns that have senior buses require you to be a resident of their town. Age limits, though, will vary by town. In Hillside, you have to be 60 years of age to use their senior bus. However, in Linden, you can start using their senior bus at age 50.

The services and routes of the local municipal senior buses also vary by town. The Hillside senior bus is generally available from Monday through Friday from 8:30am to 1pm and will pick up and take a senior anywhere in the town, but it is best if you call

the ride. In Mountainside, there is a senior van available, but you need to call in advance as well. In Union, the senior bus has specific routes. On certain days the bus will go to one shopping center and on others day it will go somewhere else. Kenilworth, Elizabeth and Linden also have weekly schedules for shopping on certain days of the week. Linden has a route that is posted monthly at the John Gregorio Center for interested seniors. Fanwood and Scotch Plains have a Dial-A-Ride Service for their seniors.

In some of the towns, you will need to first register with either the senior center or the municipality before using the service. PLEASE call your local senior center or the municipal office in your town for specific details about the local senior citizen bus service that is available for its residents. The listing below has the phone numbers for the senior transportation services for the towns in Union County.

In addition to local senior citizen bus service, the Union County Paratransit System provides non-emergency curb-to-curb transportation services to seniors (60+) years of age and persons with disabilities and/or economically disadvantaged residents of Union County. Although Paratransit does stipulate "curb-to-curb service," if you need a reasonable accommodation, they will try to assist you if you

Paratransit operates Monday to Friday from 7:30am to 5:30pm. Limited service is available on Saturday and there is no service provided on Sunday. The charge is \$2.00 per one way trip. Transportation by Paratransit is available on a first-come-first served basis. A five to seven days advance notice is required for a scheduled trip. If the schedule permits, some limited service may be available on shorter notice. Because Paratransit is a shared ride service it is not able to meet the needs of all residents at all times. Being flexible is important. Appointments for the middle of the day (10am-2pm) are best because the system is less busy.

Reservations with Paratransit can be made Monday through Friday 8 am to 4 pm by calling 908-241-8300. First time callers should call between the hours of 1-4pm. You will be billed for your rides.

Another option available to persons with disabilities is Access Link. Access Link is a statewide program run by New Jersey Transit and provides local bus service wherever New Jersey Transit goes up to ¾ of a mile from the regular bus route. Reservations must be made 1-7 days in advance. Before using Access Link there is also a certification process you must apply for which requires an in-person assessment for qualification. They can be reached at 1-800-955-2321 or you can find out more at [www.njtransit.com](http://www.njtransit.com).

There is also a transportation program to medical appointments available for

by the federal government. You must be Medicaid eligible to use this. It is a 48 hour call in advance program that will take you to an appointment within a twenty mile radius. The reservations number is 866-527-9933.

This is but a brief overview of what is available. Of course, there is always your local cab service as well as New Jersey Transit Rail and Bus Service.

New Jersey transit offers reduced fares if you are 62 years of age or older, allowing you to ride trains, buses and light rail vehicles for less. There are also private car services and local taxis. And, now UBER is even an option.

## Local Town Service

Berkeley Heights	908-464-2700 x13
Clark	732-388-3600 x3096
Cranford	908-709-7283
Elizabeth	908-820-4020
Fanwood	908-322-5151
Garwood	908-789-0710
Hillside	908-355-8928
Kenilworth	908-868-4180
Linden	908-474-8627
Mountainside	908-232-2400 x238
New Providence	908-665-0046
Plainfield	908-753-3506
Rahway	732-499-7930
Roselle	908-245-6717
Roselle Park	908-245-0666
Scotch Plains	908-322-5151
Springfield	973-912-2227
Summit	908-273-0088
Union	908-851-5290
Westfield	908-232-4759

Attachment J - Marketing Materials

Two  
great  
papers  
in one!

# SENIOR NEWS

and

# THIRD WAVE NEWS

Vol. 37 No. 2

MARCH-APRIL 2017

UNION, NJ

## UNION COUNTY PARATRANSIT

The Union County Paratransit System is a curb-to-curb transport service for older adults 60+, persons with disabilities and economically disadvantaged residents of Union County.

Paratransit operates from 7:30am to 5:30pm Monday to Friday providing non-emergency transportation for:

- Medical
- Mental Health
- Employment
- Education
- Nutrition
- Shopping
- Recreation
- Bus & rail service

*Limited hours on Saturday. No service on Sunday. Out of county medical trips within five (5) miles of the county borders is available on Monday & Wednesday only.*

Fares are \$2 per one-way trip. Transportation is available on a first come first served basis. You MUST reserve five to seven days in advance.

**First time callers, please call 908-241-8300 between 1-4pm.**

*Two  
great  
papers  
in one!*

# SENIOR NEWS

*and*

# THIRD WAVE NEWS

Vol. 37 No. 4

JULY-AUGUST 2017

UNION, NJ

## **PUBLIC HEARING NOTICE for UNION COUNTY PARATRANSIT**

The County of Union Department of Human Services Paratransit System will be holding a Public Hearing on Tuesday August 15, 2017 at 7:00 pm at the Union County, Administration Building, 10 Elizabethtown Plaza, 6th Floor Freeholders Meeting Room, Elizabeth, NJ. This hearing is held every year in order to gather information and comments from interested parties concerning funding received by the County of Union from New Jersey Transit and used to transport seniors (60+), persons with disabilities and/or economically disadvantaged county residents to medical, education, employment, nutrition, shopping and recreational facilities. The public is invited to attend and participate. For those residents unable to attend the hearing, written comments and/or testimony will be accepted through July 30th. Please send correspondence to Kathleen E. Carmello, Director, Union County Paratransit System, 79 W. Grand Street, Elizabeth, NJ 07202.



Attachment J – Marketing Materials

**UNION COUNTY**  
NEW JERSEY  
*We're Connected to You!*


DEPARTMENTS   FREEHOLDERS   BUSINESS   NEWS   PARKS   COMMUNITY   CALENDAR   CONTACT

**Paratransit System**

- Home
- Hours of Operation
- How to Make Reservations
- Veterans Transportation
- Fares and Policies
- Responsibilities
- Title 6 Notice

**22** Route 22 Shuttle

**Paratransit System**



The Union County Paratransit System is a curb-to-curb transport service specializing in transportation of senior citizens (age 60 or older), persons with disabilities and/or economically disadvantaged residents of Union County. There is a fare of \$2 per one-way trip. Fare exemptions may apply upon request.

# Attachment J – Marketing Materials

The image is a screenshot of a web browser displaying the Union County, New Jersey website. The browser's address bar shows the URL "http://www.unioncountynj.gov/transportation/route22shuttle/". The website header features the Union County logo on the left and the text "UNION COUNTY NEW JERSEY We're Connected to You!" in the center. A navigation menu below the header includes links for DEPARTMENTS, FREEHOLDERS, BUSINESS, NEWS, PARKS, COMMUNITY, CALENDAR, and CONTACT. The main content area is titled "Route 22 Shuttle" and contains a sidebar with a table of links, a central image of a shuttle bus, and a text block with contact information. The sidebar table lists: Home, Routes, Schedules, Shuttle Services, Conduct and Safety, Non-Discrimination Policy, and Contact Us. The central image shows a white shuttle bus with "SHUTTLE" written on its side. To the right of the image, text states: "Weather related cancellations and schedule modifications are posted on the County's home page, Facebook and Twitter groups as well as our First Alert system." Below this, the contact information for the Union County Paratransit System is provided: "79 West Grand Street, Elizabeth, NJ 07202" and "To schedule services, call 908-241-8300". At the bottom of the page, it says "Co Sponsored By" followed by the Union County logo. The browser's taskbar at the bottom shows the time as 12:30 PM on 7/2/2017.

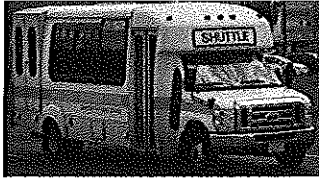
**UNION COUNTY**  
NEW JERSEY  
*We're Connected to You!*

DEPARTMENTS FREEHOLDERS BUSINESS NEWS PARKS COMMUNITY CALENDAR CONTACT

**Route 22 Shuttle**

Home
Routes
Schedules
Shuttle Services
Conduct and Safety
Non-Discrimination Policy
Contact Us


**Route 22 Shuttle**



Weather related cancellations and schedule modifications are posted on the County's home page, Facebook and Twitter groups as well as our First Alert system.

Union County Paratransit System  
79 West Grand Street  
Elizabeth, NJ 07202  
To schedule services, call 908-241-8300

Co Sponsored By



# Attachment J – Marketing Materials

The screenshot shows a web browser window displaying the Union County, New Jersey website. The page features the county's logo and the slogan "We're Connected to You!". A navigation menu includes links for DEPARTMENTS, FREEHOLDERS, BUSINESS, NEWS, PARKS, COMMUNITY, CALENDAR, and CONTACT. The main content area is titled "Public Notice" and dated "For Immediate Release: July 5, 2017". The notice is for a "Public Hearing Notice - Paratransit" held on Tuesday, August 15, 2017, at 7:00 p.m. at the Union County Administration Building. The notice explains that the hearing is to discuss funding for the SCDRTAP program, which provides transportation for seniors and disabled residents. It also mentions that the public is invited to attend and participate, and that written comments can be submitted if unable to attend. At the bottom of the page, there are links for "50th Annual Central Jersey Independence Day Parade" and "Notes of Overnight Road Construction on Morris Ave. in Summit". A footer section provides contact information for various departments and boards, including the Election Board and Taxation Board.

**UNION COUNTY**  
NEW JERSEY  
*We're Connected to You!*

DEPARTMENTS   FREEHOLDERS   BUSINESS   NEWS   PARKS   COMMUNITY   CALENDAR   CONTACT

### Public Notice

For Immediate Release: July 5, 2017

#### Public Hearing Notice - Paratransit

The County of Union Department of Human Services Paratransit System will be holding a Public Hearing on Tuesday August 15, 2017 at 7:00 p.m. at the Union County Administration Bldg., 10 Elizabethown Plaza, 6<sup>th</sup> Floor Freeholders Meeting Room, Elizabeth, NJ. This hearing is held every year in order to gather information and comments from interested parties concerning funding received by the County of Union from New Jersey Transit. SCDRTAP (Senior Clean and Disabled Resident Transportation Assistance Program) funding comes from Casino Revenue and is used to transport seniors (60+), persons with disabilities and/or economically disadvantaged county residents to medical, education, employment, nutrition, shopping and recreational facilities.

The public is invited to attend and participate. For those residents unable to attend the hearing, please know that written comments and/or testimony will be accepted through July 30th. Please send correspondence to Kathleen E. Carmelo, Director, Union County Paratransit System 27 W. Grand Street, Elizabeth, NJ 07202

Share this:  
Email   Facebook   Twitter   Google+   LinkedIn

• 50th Annual Central Jersey Independence Day Parade   [Notes of Overnight Road Construction on Morris Ave. in Summit](#)

**DEPARTMENTS**  
[View Organizational Chart](#)  
[Administrative Services](#)

**BOARDS, AGENCIES**  
[Election Board](#)  
[Taxation Board](#)

**CONTACTING THE COUNTY**  
[Emergency Dial 911](#)  
[Online Contact Form](#)

## Attachment J – Marketing Materials

Kathleen Carmello

---

**From:** Betty Ann Kelly  
**Sent:** Thursday, May 04, 2017 1:02 PM  
**To:** Kathleen Carmello  
**Cc:** Daniel Bernier  
**Subject:** RE: Bio-Blitz meeting and paratransit shuttles

Hi Kathleen:

We will need three paratransit vans for this year's Bio-Blitz on June 16 & 17.

The event will be held at Warinanco Park in Roselle from 5pm-12:30pm on Friday and 6:00 a.m. until 5:00pm on Saturday.

Please provide a price quote for 3 vans and 3 drivers for both days for the following times:

June 16: 4:45p.m.-10:00 p.m. : 1 van/driver  
June 16: 4:45p.m.-12:30 a.m. : 2 van/driver

June 17: 6:30 a.m. – 5:00 p.m.: 1 van/driver  
June 17: 8:00 a.m. - 5:00 p.m.: 2 van/driver

At least one van should be handicap accessible.

The event will only take place in one park this year. Let me know if a dry run is required the week prior to the event.

Thank you. –Betty Ann

*Betty Ann Kelly*

Environmental Specialist  
Union County Dept. of Parks & Recreation  
2325 South Avenue  
Scotch Plains, NJ 07076  
w: 908-789-3683  
c: 908-419-5800  
fax: 908-789-3674  
[bkelly@ucnj.org](mailto:bkelly@ucnj.org)  
[ucnj.org](http://ucnj.org)  
[ucnj.org/falcon](http://ucnj.org/falcon)  
[ucnj.org/bio-blitz](http://ucnj.org/bio-blitz)

*"The care of the Earth is our most ancient and most worthy, and after all our most pleasing responsibility. To cherish what remains of it and to foster its renewal is our only hope."*

-Wendell Berry



# Attachment J – Marketing Materials

The image is a screenshot of a web browser displaying the official website of Union County, New Jersey. The browser's address bar shows the URL [www.unionnj.org](http://www.unionnj.org). The website header includes the Union County logo and the text "UNION COUNTY NEW JERSEY We're Connected to You!". A navigation menu lists various departments: DEPARTMENTS, FREEHOLDERS, BUSINESS, NEWS, PARKS, COMMUNITY, CALENDAR, and CONTACT.

The main content area features a "PRESS RELEASE" section with the following details:

- Title:** Nature Lovers of All Ages Can Prowl for Owls, Slog for Frogs and Go Batty for Bats at Bio-Blitz 2017 in Warinanco Park June 16 and 17
- Date:** For Immediate Release: June 6, 2017
- Image:** A photograph showing several people, including children and adults, participating in a nature activity, possibly a bio-blitz, in a park setting.
- Text:**

Union County, NJ – Union County's annual Bio-Blitz wildlife survey is back with fun for the whole family and a full slate of hands-on nature activities on Friday evening, June 16 and all day Saturday, June 17 at Union County's Warinanco Park in Roselle.

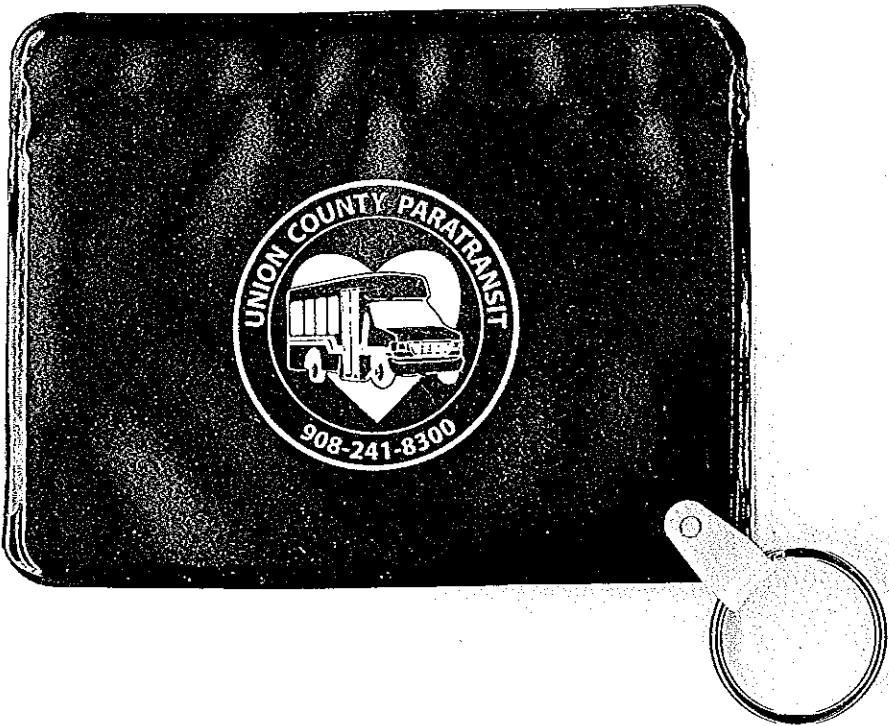
"Bio-Blitz is our signature event for raising awareness about nature conservation in our County parks, and it enables children and adults to mingle with professional naturalists and scientists as they go about their work," said Freeholder Chairman Bruce H. Bergen. "It's an inspiring experience on many levels and we are especially excited to bring it to Warinanco Park this year.

Known as "the Central Park of Union County," Warinanco shares the same lineage with other public parks designed by famed landscape architect Frederick Olmsted and his sons. It features expansive views, meandering pathways, waterways and areas for active and passive recreation.

On the right side of the page, there are two widgets: a "weather feed" for Elizabeth, NJ, showing a temperature of 69° and a "facebook feed" with a post from the County of Union, New Jersey.



Attachment J – Marketing Materials



Key/change purse



# UNION COUNTY SENIOR NEWS

## 10 ESSENTIAL PROGRAMS FOR SENIORS & FAMILIES

From Freeholder Chairman Mohamed S. Jalloh

The Freeholder Board deeply appreciates the many contributions that seniors have made to the Union County community and the many ways in which they continue to enrich our lives. In that spirit we present 10 programs that help us all connect and support each other throughout every stage of life.



Mohamed S. Jalloh  
Freeholder Chairman

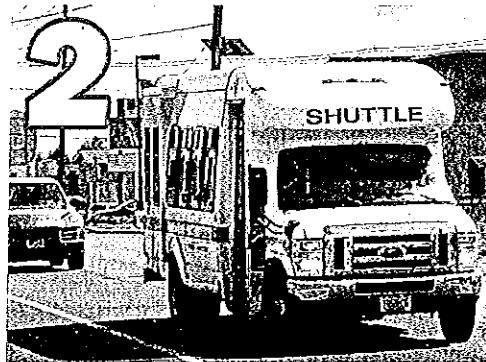


### Meals on Wheels

This community tradition helps homebound seniors benefit from good meals and human contact.

Find out about Meals on Wheels eligibility; call (908) 486-5100.

### Paratransit



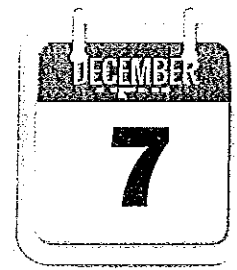
Transportation for seniors 60 and older, people with disabilities or economically disadvantaged County residents.

Call (908) 241-8300 to schedule a ride.

### 3 Medicare

December 7 is the last day for Medicare Open Enrollment.

If your plan has changed and you need to find another plan, get information about your options in New Jersey by calling the Senior Health Insurance Assistance Program (908) 273-6999.



**PUBLIC HEARING NOTICE**

Pursuant to an announcement by Kathleen E. Carmello, Director of the Union County Paratransit System, notice is hereby given that on August 15, 2017 at 7:00 p.m. at Union County Administration Building at 10 Elizabethtown Plaza 6th Floor, Elizabeth, NJ the COUNTY OF UNION, Department of Human Services Paratransit, will hold a Hearing accepting input concerning the 2018 Application to New Jersey Transit for funding under the Senior Citizen and Disabled Resident Transportation Assistance Program, at which time and place all interested parties will be given an opportunity to be heard. To assure that all members of the public are given an opportunity to be heard, initial presentations will be limited to five (5) minutes.

In order to encourage full participation in this Hearing, please submit any requests for accommodation of people with disabilities to the Union County Paratransit 79 W. Grand Street, Elizabeth, NJ 07202 no later than five (5) business days prior to the public hearing. People who are deaf, hard of hearing and/or speech impaired should access this service by contacting New Jersey Relay Service TTY/TDD 1-800-852-7899.

For those residents unable to attend the Hearing, please know that written comments and/or testimony will be accepted through July 30th. Please send correspondence to Kathleen E. Carmello, Director, Union County Paratransit System 79 W. Grand Street, Elizabeth, NJ 07202

7/15/2017 566.65

**AFFIDAVIT**

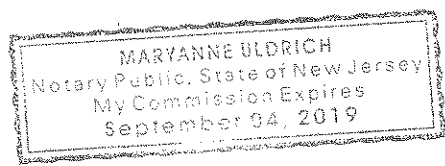
State of New Jersey  
County of Middlesex

Melvin Jones, being duly sworn, says that (s)he is connected with The **Star Ledger**, a newspaper circulating in Atlantic, Bergen, Burlington, Cape May, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union, and Warren Counties, New Jersey, and that a notice of which the annexed is a true copy was published on the following dates in said newspaper:

7/15/2017  
Melvin Jones  
Melvin Jones

Sworn to before me this 21  
day of July, 2017.

Maryanne Uldrich  
**NOTARY PUBLIC**



AFFIDAVIT OF PUBLICATION

Publisher's Fee \$26.66 Affidavit \$35.00

State of New Jersey  
Somerset County

} SS.

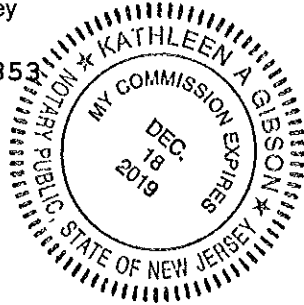
Personally appeared Kristen Marand

Of the **Courier News**, a newspaper printed in Freehold, New Jersey and published in Somerville, in said County and State, and of general circulation in said county, who being duly sworn, depose and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 1 times, once in each issue as follows:

07/08/17 A.D 2017

Kathleen A Gibson  
Notary Public of New Jersey

Ad Number: 000225985



UNION COUNTY

PUBLIC HEARING NOTICE

Pursuant to an announcement by Kathleen E. Carmello, Director of the Union County Paratransit System, notice is hereby given that on August 15, 2017 at 7:00 p.m. at Union County Administration Building at 10 Elizabethtown Plaza 6th Floor, Elizabeth, NJ the COUNTY OF UNION, Department of Human Services Paratransit, will hold a Hearing accepting input concerning the 2018 Application to New Jersey Transit for funding under the Senior Citizen and Disabled Resident Transportation Assistance Program, at which time and place all interested parties will be given an opportunity to be heard. To assure that all members of the public are given an opportunity to be heard, initial presentations will be limited to five (5) minutes.

In order to encourage full participation in this Hearing, please submit any requests for accommodation of people with disabilities to the Union County Paratransit 79 W. Grand Street, Elizabeth, NJ 07202 no later than five (5) business days prior to the public hearing. People who are deaf, hard of hearing and/or speech impaired should access this service by contacting New Jersey Relay Service TTY/TDD 1-800-852-7899.

For those residents unable to attend the Hearing, please know that written comments and/or testimony will be accepted through July 30th. Please send correspondence to Kathleen E. Carmello, Director, Union County Paratransit System 79 W. Grand Street, Elizabeth, NJ 07202 (\$26.66)



# COUNTY OF UNION

DEPARTMENT OF HUMAN SERVICES

*Frank L. Guzzo, Director*

**BOARD OF  
CHOSEN FREEHOLDERS**

**July 5, 2017**

**BRUCE H. BERGEN**  
*Chairman*

**SERGIO GRANADOS**  
*Vice Chairman*

**LINDA CARTER**

**ANGEL G. ESTRADA**

**CHRISTOPHER HUDAK**

**MOHAMED S. JALLOH**

**BETTE JANE KOWALSKI**

**ALEXANDER MIRABELLA**

**VERNELL WRIGHT**

**ALFRED J. FAELLA**  
*County Manager*

**AMY C. WAGNER**  
*Deputy County Manager*

**ROBERT E. BARRY, ESQ.**  
*County Counsel*

**JAMES E. PELLETTIERE, RMC**  
*Clerk of the Board*

**Dear Municipal Clerk,**

**Please post the enclosed notice 30 days prior to the hearing date of August 15, 2017.**

**This Public Hearing is held annually in order to gather information and receive comments from interested parties concerning funding received through NJ Transit by the Union County Paratransit System from the Senior Citizen and Disabled Resident Transportation Assistance Program SCDRTAP) FY'2018. For the purpose of transporting seniors (60+), persons with disabilities and/or economically disadvantaged residents to medical, education, employment, nutrition, shopping and recreational facilities.**

**Thank you for your assistance,**

***Kathleen E. Carmello***

**Kathleen E. Carmello, Director  
Union County Paratransit System**

**Enclosure**

**PARATRANSIT SYSTEM**



Attachment K2 – Public Hearing Notifications

Municipal Clerk – Ana Minkoff  
29 Park Avenue  
Berkeley Heights, NJ 07922

Municipal Clerk – Edith L. Merkel  
430 Westfield Avenue  
Clark, NJ 07066

Municipal Clerk – Tara Rowley  
8 Springfield Avenue  
Cranford, NJ 07016

Municipal Clerk  
Ms. Yolanda Roberts  
50 Winfield Scott Plaza  
Elizabeth, NJ 07201

Municipal Clerk  
Ms. Eleanor McGovern  
75 North Martine Avenue  
Fanwood, NJ 07023

Municipal Clerk  
Ms. Christina Ariemma  
403 South Avenue  
Garwood, NJ 07027

Municipal Clerk  
Ms. Lorraine Messiah  
Liberty & Hillside Avenues  
Hillside, NJ 07205

Municipal Clerk –  
Ms. Laura Reinertsen  
567 Boulevard  
Kenilworth, NJ 07033

Municipal Clerk  
Mr. Joseph Bodek  
301 North Wood Avenue  
Linden, NJ 07036

Municipal Clerk  
Ms. Martha Lopez  
1385 Route 22  
Mountainside, NJ 07092

Municipal Clerk  
Ms. Wendi Barry  
360 Elkwood Avenue  
New Providence, NJ 07974

Municipal Clerk  
Abubakar Jalloh  
515 Watchung Avenue  
Plainfield, NJ 07060

Municipal Clerk  
Ms. Rayna Harris  
1 City Hall Plaza  
Rahway, NJ 07065

Municipal Clerk  
Ms. Rhona C. Bluestein  
210 Chestnut Street  
Roselle, NJ 07203

Municipal Clerk  
Ms. Doreen Cali  
110 East Westfield Avenue  
Roselle Park, NJ 07204

Municipal Clerk  
Bozena Lacina  
430 Park Avenue  
Scotch Plains, NJ 07076

Municipal Clerk  
Ms. Linda Donnelly  
100 Mountain Avenue  
Springfield, NJ 07081

Municipal Clerk  
Ms. Rosemary Licatese  
512 Springfield Avenue  
Summit, NJ 07901

Municipal Clerk  
Ms. Eileen Birch  
1976 Morris Avenue  
Union, NJ 07083

Municipal Clerk  
Ms. Claire Gray  
425 East Broad Street  
Westfield, NJ 07090

Municipal Clerk  
Ms. June Planas  
12 Gulfstream Avenue  
Winfield, NJ 07036

Fran Benson  
Div. on Aging

Leslie Gutierrez  
Office for the Disabled

Karen Dinsmore  
Dept. of Human Services

Union County  
One Stop Center  
West 2nd St., Plainfield

Jean Koszulinski  
Workforce Development

Richard Thompson  
Veteran's Affairs

Ms. Lauren Williams  
NJ Transit  
One Penn Plaza  
Newark, NJ 07105-2246

Liza Betz  
Div. of Planning

Charles Gillon  
Division of Social Services  
Westminster Ave, Elizabeth



# COUNTY OF UNION

## PUBLIC HEARING NOTICE

The County of Union Department of Human Services Paratransit System will be holding a Public Hearing on Tuesday August 15, 2017 at 7:00 p.m. at the Union County, Administration Building, 10 Elizabethtown Plaza, 6<sup>th</sup> Floor Freeholders Meeting Room, Elizabeth, NJ. This hearing is held every year in order to gather information and comments from interested parties concerning funding received by the County of Union from New Jersey Transit. SCDRTAP (Senior Citizen and Disabled Resident Transportation Assistance Program) funding comes from Casino Revenue and is used to transport seniors (60+), persons with disabilities and/or economically disadvantaged county residents to medical, education, employment, nutrition, shopping and recreational facilities.

The public is invited to attend and participate. For those residents unable to attend the Hearing, please know that written comments and/or testimony will be accepted through July 30th. Please send correspondence to Kathleen E. Carmello, Director, Union County Paratransit System 79 W. Grand Street, Elizabeth, NJ 07202



# COUNTY OF UNION

DEPARTMENT OF HUMAN SERVICES

*Frank L. Guzzo, Director*

June 20, 2017

**BOARD OF  
CHOSEN FREEHOLDERS**

**BRUCE H. BERGEN**  
*Chairman*

**SERGIO GRANADOS**  
*Vice Chairman*

**LINDA CARTER**

**ANGEL G. ESTRADA**

**CHRISTOPHER HUDAK**

**MOHAMED S. JALLOH**

**BETTE JANE KOWALSKI**

**ALEXANDER MIRABELLA**

**VERNELL WRIGHT**

**ALFRED J. FAELLA**  
*County Manager*

**AMY C. WAGNER**  
*Deputy County Manager*

**ROBERT E. BARRY, ESQ.**  
*County Counsel*

**JAMES E. PELLETTIERE, RMC**  
*Clerk of the Board*

Dear Agency Director,

**We would appreciate it if you could please post the enclosed notice 30 days prior to the hearing date of August 15, 2017.**

**This Public Hearing is held annually in order to gather information and receive comments from interested parties concerning funding received by the Union County Paratransit System through NJ Transit from the Senior Citizen and Disabled Resident Transportation Assistance Program. (SCDRTAP) FY'2018 For the purpose of transporting seniors (60+), persons with disabilities and/or economically disadvantaged residents to medical, education, employment, nutrition, shopping and recreational facilities.**

**For those residents unable to attend the Hearing, please know that written comments and/or testimony will be accepted through July 15<sup>th</sup>. Please send correspondence to Kathleen E. Carmello, Director, Union County Paratransit System 79 W. Grand Street, Elizabeth, NJ 07202**

Thank you for your assistance,

*Kathleen E. Carmello*

**Kathleen E. Carmello, Director  
Union County Paratransit**

Enclosure

PARATRANSIT SYSTEM

## Attachment K2 – Public Hearing Notifications

ARC 60 Diamond Road Springfield, NJ 07081	C.C.S. 505 South Avenue East Cranford, NJ 07016	J.C.C. 1391 Martine Avenue Scotch Plains, NJ 07076
Riverton Nursing 1777 Lawrence Street Rahway, NJ 07065	O.C.U.C. 301 Cox Street Roselle, NJ 07203	
Cranford Senior Housing 800 Lincoln Avenue Cranford, NJ 07016	C.P. Center 61 Myrtle Street Cranford, NJ 07016	Bridgeway House 567 Morris Avenue Elizabeth, NJ 07207
Gregorio Rec. Center 330 Helen Street Linden, NJ 07036	Elmora Hills Healthcare 225 W. Jersey Street Elizabeth, NJ 07202	Scotch Plains Senior Housing 2002 Lake Avenue Scotch Plains, NJ 07076
Atria Assisted Living 10 Jackson Drive Cranford, NJ 07016	Spend-A-Day 290 Broad Street Summit, NJ 07901	Community Access 80 W. Grand Street Elizabeth, NJ 07202
Brighton Gardens Marriott 1350 Rt. 22 West Mountainside, NJ 07092	Carteret Assisted Living 1155 East Jersey Street Elizabeth, NJ 07207	U.C. Psychiatric Clinic 117-119 Roosevelt Avenue Plainfield, NJ 07061
Elizabeth Nursing & Reh. 1048 Grove Street Elizabeth, NJ 07202	Westfield Senior Housing 1133 Boynton Avenue Westfield, NJ 07090	Westfield Senior Housing 1129 Boynton Avenue Westfield, NJ 07090
Hillside Senior Center 265 Hollywood Avenue Hillside, NJ 07205	Summit Senior Housing 12 Chestnut Street Summit, NJ 07901	Berkeley Heights Conv. 35 Cottage Street Berkeley Heights, NJ 07922
Springfield Senior Housing 350 Independence Way Springfield, NJ 07081	Gill Apartments 40 Meeker Avenue Cranford, NJ 07016	Brother Bonaventure Extended Care Center 655 E. Jersey Street Elizabeth, NJ 07207
Fountain Baptist Church 116 Glenside Avenue Summit, NJ 07901	Shaefer Gardens 35 Summer Avenue Union, NJ 07083	Elizabeth Towers 315 W. Grand Street Elizabeth, NJ 07202

## Attachment K2 – Public Hearing Notifications

Farley Towers  
33 Cherry Street  
Elizabeth, NJ 07202

Covenant Manor  
623 E. Front Street  
Plainfield, NJ 07060

Clark Nursing Home  
1213 Westfield Avenue  
Clark, NJ 07066

Rahway Senior Housing  
200 E. Milton Avenue  
Rahway, NJ 07065

Richmond Towers  
510 East Front Street  
Plainfield, NJ 07060

Morningstar Court  
701 Cranford Avenue  
Linden, NJ 07036

Delaire Nursing and  
Convalescent Center  
400 W. Stimpson Avenue  
Linden, NJ 07036

Sunrise of Westfield  
240 Springfield Avenue  
Westfield, NJ 07090

Plainfield Health Center  
1700 Myrtle Avenue  
Plainfield, NJ 07000

Twin Boro Therapy  
2360 Morris Avenue  
Union, NJ 07083

Kennedy Arms  
70 Westfield Avenue  
Elizabeth, NJ 07207

Cedarbrook Park Apts.  
1272 Park Avenue  
Plainfield, NJ 07060

Kenilworth Senior Center  
526 Boulevard  
Kenilworth, NJ 07033

Ford Leonard Towers  
69 Division Street  
Elizabeth, NJ 07207

Rahway Housing  
165 E. Grand Avenue  
Rahway, NJ 07065

Roselle Senior Citizens Hsg.  
250 West Second Avenue  
Roselle, NJ 07203

Theo House  
N. Broad Street  
Elizabeth, NJ 07208

Runnells Hospital  
Horseshoe Road  
Berkeley Heights, NJ 07922

Lyons VA Hospital  
151 Knoll Croft Ave.  
Lyons, NJ 07939

Plainfield Tower West  
601 W. 7th Street  
Plainfield, NJ 07060

Ehrhardt Garden  
100 Frances Ct.  
Union, NJ 07083

Peach Orchard Tower  
1601 Dill Avenue  
Linden, NJ 07036

Cornell Hall  
234 Chestnut Street  
Union, NJ 07083

Alexlan Manor  
122 Seventh Street  
Elizabeth, NJ 07201

The Chelsea At Fanwood  
295 South Avenue  
Fanwood, NJ 07023

Elizabeth Dialysis  
595 Division Street  
Elizabeth, NJ 07207

The Woodlands/Genesis  
1400 Woodland Avenue  
Plainfield, NJ 07060

East Orange VA Hospital  
385 Tremont Avenue  
East Orange, NJ 07000

Park Hotel  
123 West 7th  
Plainfield, NJ 07000

# **PUBLIC HEARING NOTICE**

**Tuesday, August 15, 2017**

**7:00 PM to 8:30 PM**

**UNION COUNTY**

**ADMINISTRATION BUILDING**

**10 ELIZABETH TOWN PLAZA**

**6<sup>th</sup> FL. FREEHOLDERS MEETING ROOM**

**ELIZABETH, NJ**

**Union County Paratransit System will be accepting comments regarding service and other issues, the public is welcome to attend and participate.**



# COUNTY OF UNION

DEPARTMENT OF HUMAN SERVICES

*Frank L. Guzzo, Director*

July 26, 2017

**BOARD OF  
CHOSEN FREEHOLDERS**

**BRUCE H. BERGEN**  
*Chairman*

**SERGIO GRANADOS**  
*Vice Chairman*

**LINDA CARTER**

**ANGEL G. ESTRADA**

**CHRISTOPHER HUDAK**

**MOHAMED S. JALLOH**

**BETTE JANE KOWALSKI**

**ALEXANDER MIRABELLA**

**VERNELL WRIGHT**

**ALFRED J. FAELLA**  
*County Manager*

**AMY C. WAGNER**  
*Deputy County Manager*

**ROBERT E. BARRY, ESQ.**  
*County Counsel*

**JAMES E. PELLETIERE, RMC**  
*Clerk of the Board*

Mary Faith Chmiel, Library Administrator  
Elizabeth Main Public Library  
11 So. Broad Street  
Elizabeth, New Jersey 07207

Re: SCDRTAP FY'2018

Dear Ms. Chmiel,

Please place the enclosed 2018 budget and goals from the Union County DHS/Paratransit System for SCDRTAP (Senior Citizens and Disabled Residents Transportation Assistance Program) FY'18 funding in your library for public review. These pages must be made available for the general public to review from July 27 through August 31, 2017.

If you have any questions regarding this request you may contact me at 908-659-5001 or via e-mail at [kcarmello@ucnj.org](mailto:kcarmello@ucnj.org)

Thank you for your cooperation in this matter.

Sincerely,

*Kathleen E. Carmello*

Kathleen E. Carmello, Director  
Union County Paratransit System

Enclosures

Attachment K6 – Minutes from CAC Meeting

UNION COUNTY SENIOR CITIZEN AND DISABLED RESIDENT  
TRANSPORTATION ADVISORY BOARD

August 8, 2017

MINUTES

**I. Called to Order and Roll Call:**

The meeting was called to order at 7:25 PM by Kathy Carmello roll call was verbally as well as by sign in.

Present: Rosemary Coppola, Bill Totten, Ina White, Sonja Ash, Vera Roquemore and Freeholder Vernell Wright,

MPC: Brandon Fox, Gen. Mgr. and Ryan Hanley, Assist. Gen. Mgr.

Staff: Kathy Carmello, Paratransit Director and Lauren Williams, NJT

Absent: Thelma May Smith, Tony Hall, Steve Thorpe, Kevin Illing, Liza Betz, Pat Rufolo, Ellen Steinberg and Helen Kirsch

Guest: Louis Hoffman

A motion was made to approve the minutes from May 2<sup>nd</sup> with no corrections by Sonja Ash and seconded by Rosemary all were in favor and the minutes were approved.

**II. SCDRTAP**

- a) Kathy informed the board members that she is in the process of applying for FY2018 SCDRTAP funds in the amount of \$847,928 and reminded everyone that this is \$13,338 more than last year mostly due to internet gambling. Lauren asked about SCDRTAP review and Kathy reminded her that she had her review in Newark on June 26<sup>th</sup>
- b) Kathy went over her "Short term Program Strategies" for the 2018 application
  1. Replace and upgrade on board cameras
  2. Install and implement MDT (Mobile Data Tablets) and software in order to have the ability to send electronic manifest out to in-vehicle tablets in real time.
  3. Update our CHSTP (Coordinated Human Service Transportation Plan)
- c) Kathy went over the 2018 SCDRTAP budget with the board members and all were okay with the budget and goals
- d) Kathy reminded everyone that the Public Hearing is next Tuesday August 15<sup>th</sup> at 7pm in the Freeholder's Meeting room on the 6<sup>th</sup> Floor of the Administration Building.
- e) Kathy let everyone know that the delivery was changed to September/October for two 5310 vehicles from her 2011 and 2012 applications.

**II. Old Business:**

- a) Kathy reported that \$14,986 was collected in Fares for the month of May and that YTD we have collected \$67,201
- b) She reported that \$9,291 has been received from Logisticare YTD
- c) She said \$32,016 came from Partial Care Revenue YTD



## Attachment K6 – Minutes from CAC Meeting

- d) And \$3,520 in revenue from advertising, Kathy informed everyone that the current advertiser's contract expires in October and we will be going out to bid. Lauren said she would like to see a copy of the bid proposal.

### **III. New Business:**

- a) Kathy reported that the new vendor MPC, is looking to install upgraded cameras on all the vehicles and return to using Trapeze for routing and scheduling along with installing tablets on the vehicles.
- b) Kathy said that Paratransit had received two new 12 passenger vans and was expecting delivery Friday of a 16 passenger van to be used for the Route 22 shuttle she said, that all of these vehicles were purchased from Capital.

**NJ COST Update** – Kathy told everyone that the Paratransit Roadeo was held on Saturday May 6<sup>th</sup> but there were no winners from Union County. Brandon said there will be next year.

Kathy informed the board that the COST Expo will be held on October 10<sup>th</sup> this year at a new venue, the Exposition Center in Edison. For the first time the vendors will be able to showcase their vehicles inside the facility, along with over 40 other vendors.

**Paratransit Report** – Brandon Fox distributed and went over the number of rides that were provided for the month of July and said how pleased he was to have Ryan Hanley on board as Assisting General Manager.

**NJ TRANSIT Report** – Lauren talked about the COST Roadeo and reported who the winners were. She said that Union County had already been approved for their fiscal year 2014 Section 5310 Mobility Management award of \$250,000 for third party contracts along with 3 small cutaway vans with two securement locations. She said NJT is in the process of reviewing Union County's 2015 application.

### **V. Bureau of Transportation Report** - None

**VIII. Public Comments** – Louis Hoffman of NJTIP @ Rutgers reported that he is working on Project Search, helping people with disabilities in travel training and helping place them in jobs. He was happy to report that they had five students working at Overlook Hospital. He said they too receive funding from 5310 in to support this training.

**VI. Adjournment** - A motion was made by Rosemary and seconded by Ina to adjourn the meeting at 8:15pm. Kathy reminded everyone that the Public Hearing is next Tuesday August 15<sup>th</sup> and that our next meeting is scheduled for October 3<sup>rd</sup>.