



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, 2017 – DECEMBER 31, 2017

County	Union
Name of Transportation System	Union County Paratransit System
Applicants Legal Name	County of Union
Address	79 W. Grand Street
	Elizabeth, New Jersey 07202
Name & Title of Person Completing the Application	Kathleen Carmello
	Director
Phone Number	908-659-5001
Fax Number	908-659-7443
E-Mail Address	kcarmello@ucnj.org

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

Table of Contents

TECHNICAL CAPACITY 4

PROPOSED SCHEDULE FOR CASINO REVENUE APPLICATION FOR YEAR 2016..... 5

SECTION I – COUNTY INFORMATION 6

 Project Contacts/Personnel..... 6

 Documents and Recordkeeping..... 8

 Procedures for Grant Administration Reporting 9

SECTION II - DESCRIPTION OF SERVICE..... 10

 Service Description 10

 Service Operations..... 10

 Americans with Disabilities Act (ADA) Service Requirements 12

 Service Area Details and Feeder Service 13

 Service Coordination 15

 Route Deviation..... 16

 Training..... 15

 2016 Short-Term Program Strategies 17

SECTION III – BUDGET 18

 Program Budgets 18

 Alternative Revenue Total Collected for Calendar Year 2014..... 18

 Indirect Administrative Costs..... 19

 Third Party Contracting 20

SECTION IV – PROJECT EQUIPMENT..... 22

 Vehicle Inventory..... 22

 Non-Vehicle Inventory 23

 Capital Disposal 2014 23

SECTION V - PUBLIC OUTREACH 24

 Public Outreach Activities..... 24

 Marketing Materials..... 24

 Public Hearing and Notification (only required for SCDRTAP funding)..... 24

SECTION VI - ADDENDUMS..... 26

 SCDRTAP Maintenance of Effort (MOE) Certification 26

 Sample of Required SCDRTAP Application Cover Letter 27

 SCDRTAP Applicant Authorizing and Supporting Resolution 28

SECTION VII – 5311 ADDITIONAL ITEMS 29

 Opinion of Counsel Letter..... 29

 ADA Certification of Equivalent Service 30

 Civil Rights 31

 Equal Employment Opportunity (EEO)..... 31

 ADA 31

 Title VI 31

Rolling Stock	33
Capital Public Notice Requirement.....	34
Financial Management Systems	35
Suspension and Debarment.....	35
Local In-Kind Match and Match Source	36
Special Section 5333(b)	37
Listing of Operators and Union Representatives	41
Sample of Required S5311 and Innovative Grant Application Cover Letter	42
5311 Applicant Authorizing and Supporting Resolution	43
Addendum A – A List of Private Bus Operators Serving New Jersey.....	44
Addendum B – Designated Leads for Human Services Transportation Coordination Plan.....	46
SECTION VIII FTA SECTION 5311 INNOVATION GRANT	47
Factors Supporting Proposed Section 5311 Innovation Grant Route Proposal	48
Project Description	49
Route Description.....	49
Span of Service	49
Projected Operating Budget.....	50
SECTION IX- COMPLETE APPLICATION CHECKLIST OF DOCUMENTS	51

TECHNICAL CAPACITY

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

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

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

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

- Systems must provide information to the public on how to request a deviation
- All deviation service must be open to the general public and noted on timetable
- Phone number on timetable must be listed for requesting trip deviation in advance

PROPOSED SCHEDULE FOR CASINO REVENUE APPLICATION FOR YEAR 2017

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, 2016	<p data-bbox="667 359 1040 392">By this date you should have:</p> <ul data-bbox="716 394 1443 772" style="list-style-type: none"><li data-bbox="716 394 1443 499">• Published your public hearing notice in two different newspapers, notice must be published at least 30 calendar days prior to hearing date.<li data-bbox="716 501 1443 564">• Sent copy of public hearing notice to all municipal clerks in county<li data-bbox="716 567 1443 703">• Sent copy of public hearing to interested agencies including but not limited to senior centers, nutrition sites, adult workshops, senior and disabled non-profit agencies.<li data-bbox="716 705 1443 772">• Posted large print on-board public hearing notices in your vehicles.
August 31, 2016	<p data-bbox="667 806 1040 840">By this date you should have;</p> <ul data-bbox="716 842 1443 1184" style="list-style-type: none"><li data-bbox="716 842 1073 875">• Held your public hearing<li data-bbox="716 877 1443 982">• Read into the public hearing record summary of 2016 grant activities and proposed 2017 SCDRTAP budget<li data-bbox="716 984 1443 1121">• At public hearing provided copies of summary of 2016 grant activities (to date) and copies of proposed 2017 budget. (should be available in alternative format upon request)<li data-bbox="716 1123 1443 1184">• Met with your local CAC to review proposed 2017 application and get feedback.
14 days After Public Hearing	<p data-bbox="667 1218 1443 1562">A copy of summary of 2016 grant activities/goals and copies of proposed 2017 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.</p>
September 6, 2016	<p data-bbox="667 1596 1443 1764">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.</p>

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 Elizabeth Plaza 6 th Fl Elizabeth, NJ 07207	908-527-4100	afaella@ucnj.org
Karen Dinsmore	Procurement Contact	10 Elizabeth Plaza 2 nd Fl. Elizabeth, NJ 07207	908-527-4809	kdinsmore@ucnj.org
Erick Mesias	Audit Contact	10 Elizabeth Plaza 6 th Fl. Elizabeth, NJ 07207	908-527-4050	emesias@ucnj.org
Claudia Martins	EEO Contact*	10 Elizabethtown Plaza 6 th Fl. Elizabeth, NJ 07207	908-527-4289	cmartins@ucnj.org
Vacant	ADA Representative*			
John Boles	Title VI Representative	10 Elizabethtown Plaza 6 th Fl. Elizabeth, NJ 07207	908-527-4230	
James McCrady	Safety Officer*	10 Elizabethtown Plaza 6 th Fl., Elizabeth, NJ 07207	908-527-4064	jmccrady@ucnj.org

*Required for Section 5311, recommended for SCDRTAP

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

Table 2

Staff Member		Phone #	E-mail	SCDRTAP		5311	
Name	Title			Admin %	Operating %	Admin %	Operating %
Kathleen Carmello	Director	908-659-5001	kcarmello@ucnj.org	15%			
Helen Kirsch	Assist. Director	908-659-5011	hkirsch@ucnj.org	15%			
Salma Macias	Clerk/typist	908-659-5000	smacias@ucnj.org	15%			
Joseph Haligowski	Supervising Mechanic	908-659-7472	jhaligowski@ucnj.org		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 remaining 85% of the Administrative salaries will be picked up by the County of Union.

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

Attach as NJT Attachment A and B

5. List SCDRTAP Citizens Advisory Committee 2017 meeting dates, locations and times.
(See attachment)

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.

(See attachment)

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	Brenda DePugh, Project Manager
	Transdev
Financial Records	Shelley Morgan, Fiscal Analyst
	Department of Finance
Procurement / Bid Documents Including RFP's	Karen Dinsmore, Assist Director
	U.C. Department of Human Services
Daily Pre-Trip form	Craig Wallace, Road Supervisor
	Transdev
Maintenance Records	Joseph Haligowski, Supervising Mechanic
	U.C. Dept. of Motor Vehicles
Driver Training	Patricia Rochford, Safety Mgr./Trainer
	Transdev
Monthly/Quarterly Ridership Reports	Kathleen Carmello, Director
	U.C. Paratransit System
Drug & Alcohol Data	Patricia Rochford, Safety Mgr.
	Transdev
Monitoring 3 rd Party Contractors	Karen Dinsmore, Assist. Director
	U.C. Dept. of Human Services
Complaints (ADA, Title VI, Service, etc)	John Boles, Affirmative Action Officer
	U.C. Dept. of Administrative Service
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.

2. Complete Table 4 and attach all of the policies and procedures that apply as NJT Attachment C. **If Copies of PROCEDURES/POLICIES were submitted with your 2016 Application please only attach copies of new or updated policies.**

Table 4

PROCEDURES/POLICIES	Date Revised
Driver Manual/Operations Manual	1/1/2014
Reservation/In-take Policy (RSD procedures/policies)	1/1/2015
No Show/Denial Policy	1/1/2015
Fares/Donation Policy	4/1/2009
Vehicle Maintenance Policy	2/1/2013
Vehicle Accident Policy	1/1/2011
Capital Replacement Policy	1/1/2014
3 rd Party Monitoring Policy	1/1/2011
Route Deviation Policy	2/1/2013
Complaint Policy	1/1/2011
Indirect Cost Allocation Plan	N/A
ADA Procedures/Policy (Should Include Reasonable Modification Policy)	5/1/2015
Title VI Program	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 2016.

SCDRTAP: **No changes were made in the last year.**

Section 5311:

2. Describe, in detail, the proposed project for 2017. (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:

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?

Service Operations

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

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

Reservations are made by calling the scheduling office @ 908-241-8300 Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. First time callers should call between 1 p.m. and 4 p.m.

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

A minimum of five to seven days in advance is recommended. Limited service may be available on shorter notice.

- c. Will you accept a same-day reservation? **No**

- 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.

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

Yes, name, address, phone number, D.O.B., Medicaid eligibility, income level (if required) disability or special needs, mobility device, ethnicity, emergency contact name and phone number.

- f. 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 veteran's status. Eligibility verification does not differ between senior citizens and/or people with disabilities.

- g. How is a trip identified as Section 5311 eligible? **N/A**

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

Trapeze 8.0.34 (TP4)

- i. How is the above computer routing and scheduling product used? Please check all that apply.

Customer database

Computer assisted routing and scheduling

Generate ridership reports

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

All of the vehicles are equipped with two way radios and Lynx Smart Drive cameras.

Americans with Disabilities Act (ADA) Service Requirements

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

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

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

 2. Do you service passengers whose mobility devices cannot be secured to your satisfaction on your vehicles?
 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.)

 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?
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 (5311 recipients are required to submit a map of your 5311 service area).

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.

Colleges/Universities: Kean University, Union County College (3 campuses – Cranford, Scotch Plains and Elizabeth)

Social Service Center: Elizabeth Board of Social Service, Plainfield Board of Social Services and the Jewish Federation Association.

Shopping Centers: Aviation Plaza, Linden Plaza, Blue Star, Watchung Square, Woodbridge Center, Menlo Park Mall, Jersey Gardens

Workshops/employment: In Roads to Opportunity (formally OCUC), Bridgeway House, ARC, Community Access and the One Stop Center

Senior Centers: Spend-a-day (SAGE) J.C.C. (Jewish Community Center) C.C.S. (Catholic Community Services) and YMCA – WISE Center for Adults

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.

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.

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

- | | | |
|---|---|-------------------------------|
| Private bus service | <input type="checkbox"/> SCDRTAP | <input type="checkbox"/> 5311 |
| List bus routes _____ | | |
| Municipal bus service | <input type="checkbox"/> SCDRTAP | <input type="checkbox"/> 5311 |
| List municipalities _____ | | |
| County bus service | <input type="checkbox"/> SCDRTAP | <input type="checkbox"/> 5311 |
| List bus routes _____ | | |
| County paratransit | <input type="checkbox"/> SCDRTAP | <input type="checkbox"/> 5311 |
| List counties _____ | | |
| NJ TRANSIT train service | <input checked="" type="checkbox"/> SCDRTAP | <input type="checkbox"/> 5311 |
| List train line & stations <u>All stations located in Union County</u> | | |
| NJ TRANSIT local fixed route bus | <input checked="" type="checkbox"/> SCDRTAP | <input type="checkbox"/> 5311 |
| List route numbers <u>Any bus route in Union County</u> | | |
| NJ TRANSIT Light Rail | <input checked="" type="checkbox"/> SCDRTAP | <input type="checkbox"/> 5311 |
| List train line & stations <u>All stations located in Union County</u> | | |
| ACCESS LINK paratransit | <input type="checkbox"/> SCDRTAP | <input type="checkbox"/> 5311 |

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

Yes No

- a. What significant trip generators have been identified outside the county borders?
Specialty doctors' offices and dialysis are our significant trip generators.
- b. Do you provide non-medical out of county trips? **Yes**
- c. Does your agency place any restrictions on out of county trips?
We go out of County 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

No addendums and/or updates were made in 2015

3. Please list CHSTP stakeholder 2017 meetings dates, locations and times.

November 2016 NJTPA Headquarters 1 Newark Center, Newark, NJ

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
Township of Roselle	Senior Citizen Transport

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	1 yr.	7.00	\$14,250	Partial Care Transportation
Inroads to Opportunities	1 yr.	6.00	\$14,500	Partial Care Transportation

YMCA	1 yr.		\$64,800	Transport to WISE Adult Day Care Center

Route Deviation

1. If you operate route deviation service, explain how the trips are documented, fill 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 Safety Shuttle	No	No	73,233	4,562

2. 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
3. Do your vehicles have signage showing route and destination?
 Yes No
4. Do you permit a customer who uses a lift to disembark from vehicles at any designated stop, unless the lift cannot be deployed, the lift will be damaged if it is deployed, or temporary conditions preclude the safe use of the stop by all customers?
 Yes No
5. Do you allow deviation for general public passengers?
 Yes No

Training

Do you provide training for your Administration /Operations staff?

Yes No

If yes, list trainings and recertification requirements.

SMART Computerized Training

Do you provide training for your drivers?

Yes No

If yes, list trainings and recertification requirements.

ADA, P.A.S.S. (16 hrs.), wheelchair/lift training (2 hrs.) Road Supervisor Training (8 hrs.), Sexual Harassment (mandatory), Smith System Training, Defensive Driving, ODP (Operator Development Program), Transporting Passenger with Special Needs, Precision Driving Skills, Closed Course Driving Skills, SSEPP (System Security and Emergency Preparedness Plan) Blood borne Pathogen, Federal Motor Carrier Rules and Regulations.

All drivers must possess a valid CDL and a medical certificate before they are given an application. The safety manager will be asked for references and permission to conduct a state, city and county background check. Once it is determined the candidate is to be hired he/she is given a start date for 160 hours of training in the Operations Drive Program. 120 hours must be completed before going behind the wheel with a senior driver is done, if they receive a satisfactory rating they are hired on 90 day probation.

Drivers are responsible for the renewal of their CDL and updated physical. If a driver has a non-preventable accident they are taken off the road for re-training.

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.

2017 Short-Term Program Goals

List at least three goals to improve your system in grant year 2017. Include Milestones on how you will obtain these goals.

1. 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.
2. Fill one vacancy on CAC
3. Replace on board cameras

SECTION III – BUDGET

Program Budgets

Complete attached Excel spreadsheets for your grant year 2015 Expenditure and grant year 2017 projected budgets. You must submit these sheets in Excel format in addition to your application.

Close-out funds from 2015

Does your agency have carry over funds that will be added into the 2017 SCDRTAP budget? (Please note close-out funds should be added to your 2017 allocation and shown in the attached budget spreadsheet 2017 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 2015

1. Is a fare charged to use your 5311 service? **N/A**

Yes No

2. Is a fare charged for your SCDRTAP service?

Yes No

3. Is there a donation policy for your 5311 service? **N/A**

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, mailed to the Administrative office in order that their account may be credited. Passengers that fall below the 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 2015	Revenue Projected for 2017
Fares / SCDRTAP	*\$192,820	\$200,000
Fares / 5311	N/A	N/A
Donations / SCDRTAP	\$100	\$100
Donations / 5311	-0-	-0-
Advertising on vehicles	\$18,729	\$20,000
Medicaid (Logisticare)	\$53,920	\$50,000
Revenue Contracts	\$38,400	\$64,800
Total	\$303,969	\$334,900

*Includes fares collected from special trips.

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 2016

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
Transdev	1 yr.	\$54.39 per hr.	\$4,093,475	Routing and scheduling for subscription and demand Response trips.

Table 10 – 5311 July 2015- December 2016

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
N/A				

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, 2017- December 31, 2017

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
Going out to bid for 2017				

Table 12 – Section 5311* January 1, 2017- December 31, 2017

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
N/A				

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. 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 sub-recipients who have used 5311 funds to purchase non-vehicle items. Attach as NJT Attachment I (Use provided Excel spreadsheet).

Inventory/Asset Name	Serial Number	Funding Source	Grant Year	Date of Purchase	Original Purchase Price	Maintenance Plan Required for Items over \$5,000.00*	Date Useful Life will be met
----------------------	---------------	----------------	------------	------------------	-------------------------	--	------------------------------

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

Capital Disposal 2015

1. Did the applicant dispose of any vehicles and/or equipment purchased with SCDRTAP funds in calendar year 2015?

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 between the period of July 1, 2015 through June 30, 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 and if applicable, a copy of that coverage the County intends on participating in 2017. Include recent surveys and survey results.

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?

This past year we joined forces with the Union County Division on Aging at SAGE, Jewish Family Services, Jewish Community Center, Union County Minority Task Force and Plainfield Senior Citizens Service Center. 2015 was the 50th anniversary of the Older American’s Act and in May Paratransit was invited to speak at a Senior Citizens Council program there were hundreds of people in attendance at both of these events and marketing material was distributed.

3. In planning public transportation services, private sector providers must be given an opportunity to express their views. How does the sub-recipient allow for input on services from private operators in the service area?

**There is a Public Hearing or a Press Release inviting the public to participate.
(See attached)**

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 and After Public Hearing Date:

1. Prior to the Public Hearing a copy of the 2017 budget and goals must be available for public review on the County Website or in the Public Library, (at least 14 days after the public hearing date). Include in the exhibit the screen shot of website and copies of correspondence requesting the post and/or name of the Branch, address and date copy was placed in Library as NJT Attachment K4.
2. Once your application is completed an electronic copy of the 2017 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 2017. 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 2017 application (if available) or a summary of proposed activities, goals and proposed budget should be available for public review at the public hearing. The applicant must read into the record the proposed services and budgets for 2017.
5. Complete public hearing transcripts must be submitted. 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 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 2017 \$472,000

If the MOE for 2017 has increased/decreased, please explain below:

Sample of Required SCDRTAP Application Cover Letter

Attach as NJT Attachment L

August 5, 2016

Anna Magri, Director
NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East, 4th 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 is requesting \$834,590 for 2017. The scheduled public hearing date was July 26, 2016. The application will be available at the following locations the Elizabeth Public Library and the County web site as of the following date September 1, 2016.

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, Director of Union County Paratransit System 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 2017. 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 Union County Paratransit 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 \$834,590 for period covering January 1, 2017 to December 31, 2017;

NOW, THEREFORE, BE IT RESOLVED BY County of Union

1. Kathleen Carmello shall forward one (1) original application together with one (1) certified copy of this resolution to:

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

2. BE IT FURTHER RESOLVED, that the Kathleen Carmello is hereby authorized to execute the necessary contractual agreements on behalf of the county of Union.

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 **County of Union** 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. Carmello
(Name of authorized official)

Director
(Title)

(Signature)

Date: _____

Civil Rights

Equal Employment Opportunity (EEO)

An EEO program is required if an applicant in previous Federal fiscal year (only FTA funds) - received in excess of \$1 million or planning assistance in excess of \$250,000 and has 50 or more mass transit related employees.

For the period July 1, 2015 through December 31, 2016, answer the following:

1. How many transit related employees does your agency have? **45**

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 July 1, 2015 and June 30, 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.

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, 2017 - Dec 31, 2017
Project Budget Request (include Match)**

Operating	Budget Request
Total Operating (should include total budget for this program)	
(-Fares)	
(-Donation)	
Total Operating Deficit	
Administrative	Budget Request
Total Administrative	
Capital	Budget Request
Total Capital	
GRAND TOTAL	

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.
 Yes No
 - b. Permit the tracking of funds to ensure that funds have not been used in violations of restrictions and prohibitions applicable to program.
 Yes No
2. Please describe accounting system used – include name of system.
Edmunds & Associates
3. Do you keep separate accounting records for this project?
 Yes No

Suspension and Debarment

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

Has the required suspension/debarment clause been included in bid specs (services or capital) and the final contract for all third party contracts over \$25,000 utilizing FTA Section 5311 funds? (For bid specs and contracts covering 2015-2016 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. The new website sam.gov provides a more detailed profile of the vendor including disbarment, DUNS number and federal debt then previous excluded party listing system website. (Subrecipient should print screen which would show date website was checked and verify whether vendor was NOT debarred or suspended from participating in federally funded contracts.)

Did subrecipient check the Systems for Awards Management prior to entering into contract with vendor during 2015-2016?
 Yes No

Local In-Kind Match and Match Source

Do you plan on using an in-kind match for 2017 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, 2017 to December 31, 2017. 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.

Provide breakdown of proposed match dollars for 2017 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 below², provided that other comparable agreements may be substituted therefore, if approved by the Secretary of Labor and certified for inclusion in these conditions.

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

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

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

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

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

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

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

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

C. Waiver

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

5333(b) Certification Letter

Attach as NJT Attachment Q

Date:

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

Dear 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, 2017 to December 31, 2017.

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, 4th 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 2017- December 2017**. The total amount of federal and state funds requested is as follows:

January 2017- December 2017 NEW ALLOCATION

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

January 2017- December 2017 Innovation Grant (Operating only)

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

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

Sincerely,

(Signature of Authorized Representative of Applicant)

Print Name
Title of Authorized Representative of Applicant

5311 Applicant Authorizing and Supporting Resolution

Attach as NJT Attachment S

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

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

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

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

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

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

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

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

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

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

<p>Peter Pan Bus Lines 25 County Avenue Secaucus, NJ 07094 201-866-6001 FAX: 201-866-6234 E-MAIL: frank@peterpanbus.com WEBSITE: www.peterpanbus.com Mr. Frank Farrow</p>	<p>Raritan Valley Bus Service PO Box 312 Metuchen, NJ 08840-0312 732-549-1212 FAX: 732-549-1168 E-MAIL: www.raritanvalleybus.com Mr. Steve Yelencsics Mr. Steve Yelencsics, Jr.</p>	<p>Safety Bus 7200 Park Avenue Pennsauken, NJ 08109 856-665-2662 FAX: 856-665-0658 Mr. Thomas Dugan, Jr.</p>
<p>Sheppard Bus Service 35 Rockville Road Bridgeton, NJ 08302 856-451-4004 FAX: 856-453-1620 E-MAIL: john@sheppardbus.com Mr. John Sheppard Mr. Ken Sheppard</p>	<p>Starr Tours 2531 E. State Street Trenton, NJ 08619 609-587-0626 FAX: 609-587-3052 E-MAIL: msussman@startours.com Mr. Mitchell Sussman</p>	<p>Stout's Charter Service, Inc. 20 Irven Street Trenton, NJ 08638 609-883-8891 FAX: 609-883-6682 E-MAIL: vivian@stoutsbus.com WEBSITE: www.stoutsbus.com Mr. Harry Stout Mr. Shawn Stout</p>
<p>Trans-Bridge Lines 2012 Industrial Drive Bethlehem, PA 18017 610-868-6001 Ext. 122 FAX: 610-868-9057 WEBSITE: www.transbridgebus.com Mr. Tom JeBran Mr. Len Marzen</p>	<p>Travelynk, INC 52 Bailly Drive Burlington, NJ 08016 201-232-0563 FAX: 201-232-0563 Michael Rodriguez</p>	<p>Triple D Travel PO Box 3208 Hamilton, NJ 08619 609-631-0200 FAX: 609-631-0047 Mr. David A. Tenney</p>
<p>Trolley Tours, Inc. 216 North Main Street (Route 9) PO Box 418 Forked River, NJ 08731-0418 609-971-6699 800-468-0446 FAX: 609-971-6341 E-MAIL: ronaldfaillace@hotmail.com WEBSITE: www.trolleytoursinc.net Ronald R. Faillace, President</p>	<p>Vanderhoof Transportation 18 Wilfred Street West Orange, NJ 07052 973-325-0700 FAX: 973-669-9639 WEBSITE: www.evanderhoof.com Mr. Edward Vanderhoof</p>	<p>Via Bus 19 Tilton Street Hammonton, NJ 08037 609-567-7705 800-890-4756 FAX: 609-567-2328 Mr. Glenn Davis</p>
<p>Villani Bus Company 811 East Linden Avenue Linden, NJ 07036 908-862-3333 FAX: 908-474-8058 Mr. Dee Villani</p>	<p>Coach USA Northeast Region 349 First Street Elizabeth, NJ 07206 908-354-3330 FAX: 908-994-9338 E-MAIL: john.emberson@coachusa.com Mr. John Emberson</p>	<p>Community Coach 160 South Route 17 North Paramus, NJ 07652 201-225-7515 FAX: 201-225-7590 E-MAIL: jon.nguyen@coachusa.com Jon Nguyen</p>
<p>Olympia Trails 349 First Street Elizabeth, NJ 07206 908-354-3330 ext. 232 FAX: 908-994-9355 E-MAIL: jim.rutherford@coachusa.com Mr. Jim Rutherford</p>	<p>Rockland Coaches 180 Old Hook Road Westwood, NJ 07675 201-263-1254 ext. 418 FAX: 201-664-8036 E-MAIL: david.gee@coachusa.com Mr. David Gee</p>	<p>Short Line/Hudson Transit/Coach USA 4 Leisure Lane Mahwah, NJ 07430 201-529-3666 ext. 1036 FAX: 201-529-0221 E-MAIL: George.Grieve@coachusa.com WEBSITE: george.grieve@coachusa.com Mr. George Grieve</p>
<p>Suburban Transit 750 Somerset Street New Brunswick, NJ 08901 732-249-1100 ext. 201 FAX: 732-545-7015 WEBSITE: ronald.kohn@coachusa.com Mr. Ronald Kohn</p>		

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

County	Lead	E-mail	Phone Number
Atlantic	Mr. Carl Lindow	lindow_carl@aclink.org	609-645-7700 x4058
Bergen	Mr. Tom Murphy	tmurphy@co.bergen.nj.us	201-336-3380
Burlington	Mr. Jerry Kilkenny	jkilkenny@co.burlington.nj.us	609-265-5597
Camden	Ms. Carol Miller Mr. Bob Damminger	cmiller@sjta.com	856-427-0988
Cape May	Mr. Dan Mulraney	dmulraney@co.cape-may.nj.us	609-889-3700 x107
Cumberland	Ms. Barbara Nedohon	barbarane@co.cumberland.nj.us	856-453-2220
Essex	Ms. Jaklyn DeVore	jdevore@seniors.essexcountynj.org	973-395-8392
Gloucester	Lisa Cerny	lcerny@co.gloucester.nj.us	856-686-8362
Hudson	Ms. Darice Toon	dtoon@hcnj.us	201-369-5280 x4231
Hunterdon	Ms. Tara Shepherd	tara@hart-tma.com	908-788-5553
Mercer	Mr. Martin DeNero	mdenero@mercercounty.org	609-530-1970 x17
Middlesex	Ms. Laila Caune	laila.caune@co.middlesex.nj.us	732-745-4029
Monmouth	Ms. Kathy Lodato	kathleen.lodato@co.monmouth.nj.us	732-577-6731
Morris	Ms. Ophelia Cruse	ocruse@co.morris.nj.us	973-829-8105
Ocean	Mr. David Fitzgerald	dfitzgerald@co.ocean.nj.us	732-736-8989 x235
Passaic	Mr. John McGill Ms. Mary Kuzinski	johnm@passaiccountynj.org maryk@passaiccountynj.org	973-305-5763 / 5758 973-569-4070
Salem	TBD	stephanie.bradway@salemcountynj.gov	856-339-8622
Somerset	Ms. Yvonne Manfra	manfra@co.somerset.nj.us	908-231-7116
Sussex	Ms. Carol Novrit	cnovrit@xbp.dhs.state.nj.us	973-383-3600 x5152
Union	Ms. Karen Dinsmore	kdinsmore@ucnj.org	908-527-4809
Warren	Ms. JanMarie McDyer	jmcdyer@co.warren.nj.us	908-475-6080

SECTION VIII FTA SECTION 5311 INNOVATION GRANT

Purpose

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

Grant Qualification Criteria

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

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

Funding Requirements

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

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

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

A maximum of \$200,000.00 (including 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

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, 2017 - Dec 31, 2017
Project Budget Request**

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

Line Item Budget

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

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

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

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

SECTION IX- COMPLETE APPLICATION CHECKLIST OF DOCUMENTS

The following documents are to be attached to this application.

- | | | |
|--------------------------|-------------------|---|
| <input type="checkbox"/> | NJT Attachment A | Organizational Chart |
| <input type="checkbox"/> | NJT Attachment B | Vendor Organization Chart (if applicable) |
| <input type="checkbox"/> | NJT Attachment C | Policies and Procedures |
| <input type="checkbox"/> | NJT Attachment D | CHSTP Addendums/Updates |
| <input type="checkbox"/> | NJT Attachment E | CHSTP Written Agreements (if applicable) |
| <input type="checkbox"/> | NJT Attachment F | Contracts Program receives funds from (if applicable) |
| <input type="checkbox"/> | NJT Attachment G | Indirect Cost Plan (if applicable) |
| <input type="checkbox"/> | NJT Attachment H | Vehicle Inventory (use spreadsheet provided) |
| <input type="checkbox"/> | NJT Attachment I | Non-Vehicle Inventory (5311 only 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

- 2015 Actual Expenditures by funding source
- 2017 Proposed budget by funding source
- Vehicle Inventory
- Non-Vehicle Assets

Addendums:

- Addendum C: Transportation Providers and Labor Representatives Spreadsheet 2017 is attached separately