NJ TRANSIT
The Way To Go.

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, 2020 – DECEMBER 31, 2020

County	Burlington
Name of Transportation System	SEN-HAN Transit
Applicants Legal Name	SCUCS, Inc.
Address	537 W. Nicholson Road
	Audubon, NJ 08106
Name & Title of Person Completing the Application	Stephen P. Considine
	Chief Executive Officer
Phone Number	(856) 456-1121
Fax Number	(856) 547-2685
E-Mail Address	sconsidine@scucs.org

NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East, 4th flr.
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TECHNICAL CAPACITY

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

- Demonstrate the financial ability to perform and deliver the service applying for and awarded.
- Demonstrate the adequate level of staffing and grant experience and knowledge to comply with all FTA grant requirements.
- Demonstrate the adequate level of staffing and operational experience needed in delivering the service as per grant award.
- Demonstrate the adequate level of staffing and maintenance experience for performing required maintenance on vehicles used or purchased for this service.
- Demonstrate the adequate level of vehicles including back-up vehicles to perform the service under this program.
- Demonstrate a driver training program to ensure safe and reliable service to all passengers.
- Demonstrate that the service provided is not duplicating other services funded under FTA or other funding sources. All FTA subrecipients must be part of the local Human Service Coordination Transportation plan.
- Demonstrate there are written procedures and policies for operations, grant administration and FTA reporting requirements.
- Demonstrate that the proposed service meets the funding requirement ie: if requesting funds under Section 5311- services must be provided in the rural area for general public. This must be demonstrated through sample map of service and screen shot of website and marketing materials.

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

If applicant is providing route deviation service with published timetable/schedule – include copies of timetables. All Timetables and/or Marketing Materials must include the following:

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

PROPOSED SCHEDULE FOR CASINO REVENUE APPLICATION FOR YEAR 2020

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 15, 2019	By this date you should have: • Published your public hearing notice in two different newspapers, notice must be published at least 30 calendar days prior to hearing date. • Sent copy of public hearing notice to all municipal clerks in county • Sent copy of public hearing notice to interested agencies including but not limited to senior centers, nutrition sites, adult workshops, senior and disabled non-profit agencies. • Posted large print on-board public hearing notices in your vehicles.
At your Public Hearing	• Read into the public hearing record summary of 2019 (to date) grant activities/goals and proposed 2020 SCDRTAP budget • Provide copies of summary of 2019 grant activities (to date) and copies of proposed 2020 budget. (should be available in alternative format upon request)
14 days After Public Hearing	• A copy of summary of 2019 grant activities/goals and current outcome as well as your agencies proposed 2020 grant activities/goals and budget should be placed in the main branch of the county library and/or the County Website for public review at least 14 days after the public hearing date. The County should make every effort to have a full application in the library and/or the website one available. If the entire application is not available 14 days after the hearing, the county should place a copy of the proposed description of service and proposed line item budget in the library and/or website for public review.
August 2, 2019	Application due to NJ TRANSIT. If full transcript of the public hearing, notarized public hearing notices and/or original Freeholder Resolution is not available by this date please note it on your cover letter and submit as soon as available.

Please note: The County must meet with their local CAC to review the proposed service activities, goals and budget for 2020. Their input and feedback should be considered in the planning process for this application.

SECTION I – COUNTY INFORMATION

Project Contacts/Personnel

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

Table 1

Name	Title	Address	Phone #	E-mail
Steve Considine	Chief Ex. Officer	537 Nicholson Rd Audubon, NJ 08106	(856) 456-1121 x 131	sconsidine@scucs.org
Dale Keith	Procurement Contact	537 Nicholson Rd Audubon, NJ 08106	(856) 456-1121 x 124	dkeith@scucs.org
Dale Keith	Audit Contact	537 Nicholson Rd Audubon, NJ 08106	(856) 456-1121 x 124	dkeith@scucs.org
Diane Powell	EEO Contact*	537 Nicholson Rd Audubon, NJ 08106	(856) 456-1121 x 114	dpowell@scucs.org
Diane Powell	ADA Representative*	537 Nicholson Rd Audubon, NJ 08106	(856) 456-1121 x 114	dpowell@scucs.org
Diane Powell	Title VI Representative*	537 Nicholson Rd Audubon, NJ 08106	(856) 456-1121 x 114	dpowell@scucs.org
Chris Smith	Safety Officer*	537 Nicholson Rd Audubon, NJ 08106	(856) 456-1121 x 155	csmith@scucs.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, and Safety Officer. Do not list each individual Operator, Dispatcher, or Reservationist - list the number of these positions and percentage charged per grant.

Table 2

Staff Member		Phone #	E-mail	SCDRTAP		5311	
Name	Title			Admin %	Operating %	Admin %	Operating %
Chris Smith	Operations Mgr.	(856) 456-1121 x 155	csmith@scucs.org		100		
Helen Rollings	Scheduler	(856) 456-1121 x 115	hrollings@scucs.org		50		
Yanira Cruz	Intake Clerk	(856) 456-1121 x 117	ycruz@scucs.org		50		
Cathy Dadds	Intake Clerk	(856) 456-1121 x 118	cdadds@scucs.org		50		
Elizabeth McWhite	Dispatcher	(856) 456-1121 x 127			50		
Regina Grays	Dispatcher	(856) 456-1121 x 127			50		
Anthony Bazulis	Mechanic	(856) 456-1121 x 161	abazulis@scucs.org		50		
Matthew Mauger	Mechanic	(856) 456-1121 x 161	mmauger@scucs.org		50		
Stephen Considine	CEO	(856) 456-1121 x 131	sconsidine@scucs.org	15			
Dale Keith	CFO	(856) 456-1121 x 124	dkeith@scucs.org	15			

Sue Romano	Exec. Dir.	(856) 456-1121 x 141	sromano@scucs.org	15			
	Drivers 12				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

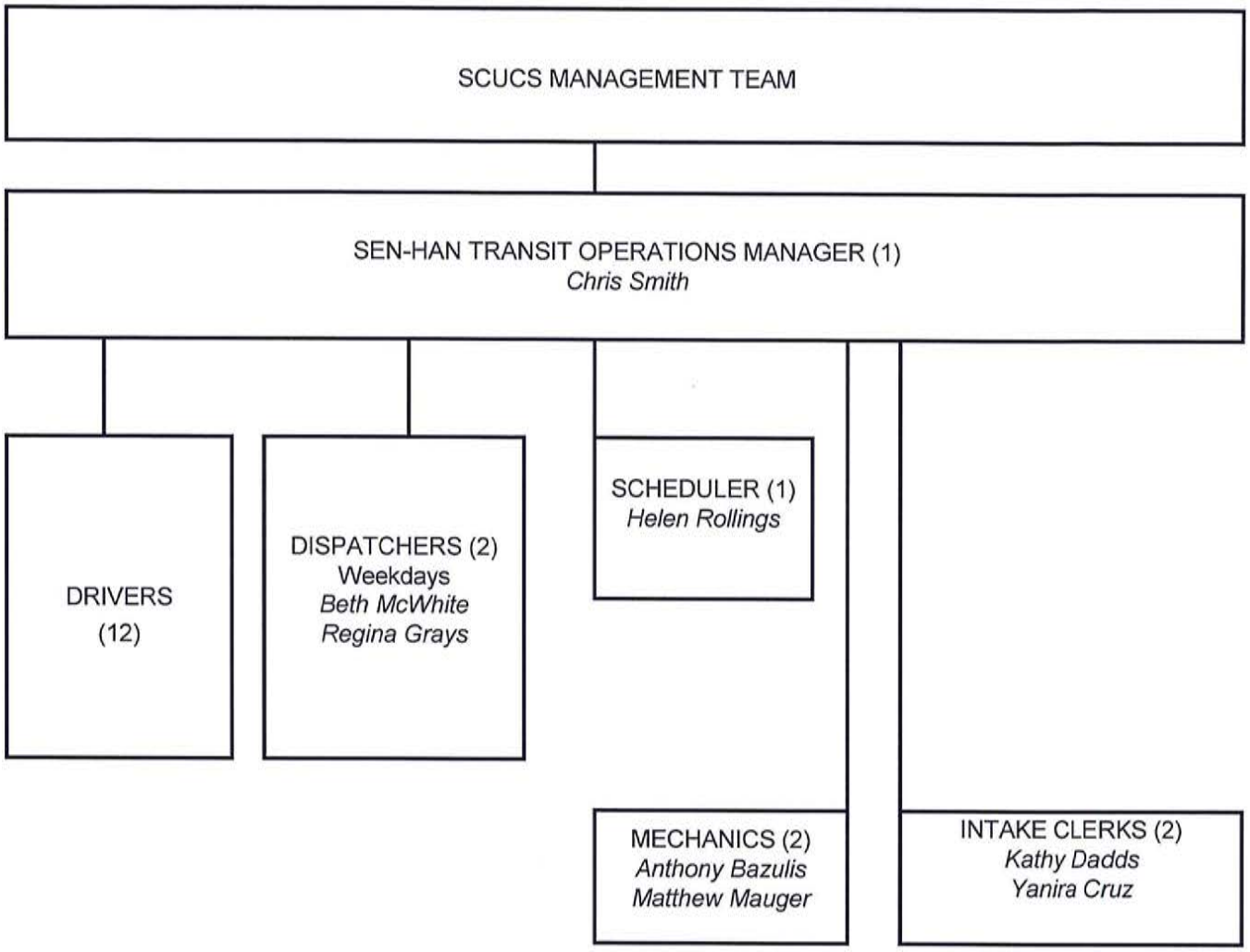
   SCDRTAP:
   Salary allocations are based upon the projected percentage of time to be spent on contract related activities. Time records are maintained for all employees.

   5311:
   N/A.

   a. Describe what mechanism(s) are used to verify the actual time that an individual spends on grant related activities.

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

   See attached


SCUCS MANAGEMENT TEAM
SEN-HAN TRANSIT OPERATIONS MANAGER (1)
Chris Smith
DRIVERS
(12)
DISPATCHERS (2)
Weekdays
Beth McWhite
Regina Grays
SCHEDULER (1)
Helen Rollings
MECHANICS (2)
Anthony Bazulis
Matthew Mauger
INTAKE CLERKS (2)
Kathy Dadds
Yanira Cruz

5. List SCDRTAP Citizens Advisory Committee 2020 meeting dates, locations and times.

Dates: *February 19, 2020*
May 13, 2020
October 14, 2020
December 9, 2020

Meetings are held at Burlington County Occupation Training Center, located at 2 Manhattan Drive, Burlington Twp. NJ

An additional meeting will be scheduled in July or August of 2020 to review the proposed 2021 SCDRTAP application.

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.

Committee appointments are made by the Burlington County Board of Chosen Freeholders.

Samuel Podietz – Chairman, Senior (Caucasian)
James Howe – Vice-Chairman, Senior, Disabled (Caucasian)
Dennie Todd – Senior, Disabled (Caucasian)
Laverne Cholewa – Senior (Caucasian)
John Brodowski – (Caucasian)

Shirla Simpson – Director, Burlington County Human Services
Amy Barra – Burlington County Aging and Disability Resource Center
Jennifer Hiros – Community Development
Evelyn Rosado – Veterans Services
Chalres SanFilippo – Board of Social Services
Kelly West – Workforce Investment Board
Todd Wirth – Management Specialist, County of Burlington

Lisa Tulley – NJ Transit Southern Region Program Administrator

Stephen Considine – SCUCS Chief Executive Officer
Dale Keith – SCUCS Chief Financial Officer
Chris smith – Operations Manager – Burlington County
Steve Willans – SCUCS Chief Technology Officer

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	Dale W. Keith
	CFO
Contract (w/ NJ TRANSIT)	Stephen P. Considine
	CEO
Operations/Manifest	Chris Smith and Diane Powell
	Operations Managers
Financial Records	Stephen P. Considine
	Chief Executive Officer
Procurement / Bid Documents Including RFP's	Dale Keith
	Chief Financial Officer
Daily Pre-Trip form	Rich Bailey
	Maintenance Supervisor
Maintenance Records	Rich Bailey
	Maintenance Supervisor
Driver Training	Stephen P. Considine
	Chief Executive Officer
Monthly/Quarterly Ridership Reports	Chris Smith
	Operations Manager/DER
Drug & Alcohol	Stephen P. Considine
	Chief Executive Officer
Monitoring 3rd Party Contractors	Dale W. Keith
	Chief Financial Officer
Complaints (ADA, Title VI, Service, etc)	Diane Powell
	Operations Manager
Others:	

Procedures for Grant Administration Reporting

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

   Trips are assigned to each funding source based upon rider characteristics and trip purpose. For those services provided under contract, the trip's purpose stipulates which agency funds are to be used.

2. Complete Table 4 and attach all of the policies and procedures that are applicable as NJT Attachment C. **Please attach all applicable policies and procedure that were not submitted with your 2019 application.**

Table 4

PROCEDURES/POLICIES	Date Revised
Driver Manual/Operations Manual	7/17
Reservation/In-take Policy (RSD procedures/policies)	7/19
No Show/Denial Policy	7/19
Fares/Donation Policy	7/19
Vehicle Maintenance Policy	7/17
Vehicle Accident Policy	7/17
Capital Replacement Policy	8/16
3rd Party Monitoring Policy	n/a
Route Deviation Policy	n/a
Complaint Policy	7/19
Indirect Cost Allocation Plan	n/a
ADA Complaint Procedures and Reasonable Modification Policy	1/19
Title VI Program Non-Discrimination Policy	7/17
Drug and Alcohol Plan*	6/18
Procurement Policy (County's)	n/a
CAC By-Laws (SCDRTAP)	12/15
EEO Plan	5/19
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 2019 (to date).

   SCDRTAP:
   There were no changes to the hours or days of operation in 2019.

   Section 5311:
   N/A

2. Describe, in detail, the proposed project for 2020. Include type of service provided by grant type (i.e. deviated fixed route, demand response), days & hours of operation and trip purpose by funding type.

   SCDRTAP:
   Demand Response transportation service will be operated Monday through Friday starting at 9:00 am with the last service ending at 4:00 pm. Not all services will be operated during all hours. For example, non-emergency medical transportation is only provided between 10 am and 2 pm. Other services are nutrition transportation, shopping, personal business, recreation, competitive employment and the Philadelphia Veterans Shuttle.

   Section 5311 (service must originate in the rural area):
   N/A

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.

Phone number for reservations:	*(856) 456-3344*
Hours of operation:	*9:00 am to 4:00 pm*
Days of operation:	*Monday – Friday*

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

Maximum time:	*Two weeks*
Minimum time:	*Three days*
Based on availability	

   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).

Other than subscription service (including congregate nutrition and employment), Veterans transportation or our shopping program which serves different towns on different days of the week, appointments are available to between 10 am and 2 pm.

e. How is a trip identified as Section 5311 eligible?

N/A

f. Is your Section 5311 service open to the general public? ☐Yes ☐No
Please provide sample language that notifies the public that S5311 service is open to the general public. i.e.: Screen shot of website/ Marketing materials.

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

Name, address, phone number, birthdate, ambulatory status and emergency contact with emergency contact phone number. Additionally, any notes concerning additional passenger needs that should be relayed to the driver are incorporated in the profile. Service eligibility and funding stream are included in the profile.

h. How is customer eligibility verified for SCDRTAP?

Registrants must reside in Burlington County, be 60 years or age or older or certify their disability by completing required paperwork.

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

PTMS. Annual software expenses are $3,000.00 per year.

j. How is the above computer routing and scheduling product used? Please check all that apply.
☒Customer database
☒Computer assisted routing and scheduling
☒Generate ridership reports

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

All drivers utilize handheld tablet computers. Driver manifests are provided to drivers through the tablet. The tablets are connected to the office through Sprint's 4G network. Other services maintained though these hand-held computers are mileage verification, trip reconciliation and manifest edits or amendments. There is GPS connectivity, allowing the dispatchers to see each vehicle's location in real time.

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

   SEN-HAN Transit does not operate a fixed route bus service.

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
   3. Do you allow a passenger to remain in their mobility device or do you require them transfer to another seat?
      ☒Yes ☐No

      If possible, the driver would encourage the passenger to relocate to a fixed seat and assist them in doing so. A staff member will contact the rider to schedule an inspection of their device to identify and mark the safest securement points and determine whether or not the passenger can be safely conveyed while remaining in their device.
   4. Does your staff provide assistance with the use of lifts, ramps and securement systems?
      ☒Yes ☐No
   5. Do you permit individuals with disabilities who do not use a mobility device to use of a lift or ramp, including standees?
      ☒Yes ☐No

6. Do you allow wheelchair passengers to refuse a lap belt if all other customers are not required to use one?
   ☐Yes ☐No ☒N/A
   All passengers are required to use seatbelts.

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

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

Complete the following by Grant:

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

   SCDRTAP:

   Burlington County and up to five miles beyond the county's borders.

   Section 5311: (Include the specific municipalities served).

   N/A

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. In addition, provide a map of your Section 5311 service area as. If service is a deviated rote please make sure route is identified on the map showing the rural sections. If service is demand response show rural area served. Marketing materials should identify rural areas as general public service. NJT Attachment U. If you are operating a deviated fixed route(s) service please indicate the route on the map.

Employment

- Pinelands Auto, Vincentown
- Acme, Bordentown
- Goodwill, Lumberton
- Acme, Medford
- WAWA, Mount Laurel
- Buttonwood Hospital, Browns Mills
- Home Depot, Mount Laurel
- County of Burlington Office of Emergency Management, Westampton

Hospitals/Medical Centers Physicians

- Virtua Hospital, Marlton and physicians in the area
- Virtua Memorial, Mount Holly
- Virtua Center for Health & Wellness, Moorestown (various medical offices)
- Our Lady of Lourdes, Willingboro
- Kessler Institute for Rehabilitation, Marlton
- Cooper Hospital, Camden
- Lourdes Hospital, Camden
- Lourdes Medical, Cherry Hill
- Virtua Hospital, Voorhees
- Veterans Hospital, Philadelphia
- Physicians, various municipalities

Shopping Centers

- Walmart, Mount Laurel, Lumberton, Burlington Twp. & Marlton
- Centerton Square (Wegmans, Target, et al), Mount Laurel
- Moorestown Mall
- ShopRite, Mount Laurel
- ShopRite, Hainesport
- ShopRite, Cinnaminson
- ShopRite,Burlington
- Acme, Maple Shade
- Acme, Bordentown

Social Service Centers

- Burlington county Human Services Facility, Westampton
- BCCAP, Burlington
- Social Security Administration Offices, Mount Laurel
- Burlington County Nutrition Sites – Beverly, Bordentown, Moorestown
- Virtua Center for Health & Wellness, Moorestown

Special Events/Recreation

- Burlington County Senior EXPO
- Burlington County Senior Prom, Bordentown

3. If your agency provides feeder service check all that apply.

Private bus service	☐SCDRTAP	☐5311
List bus routes_____		
Municipal bus service	☐SCDRTAP	☐5311
List municipalities_____		
County bus service	☐SCDRTAP	☐5311
List bus routes_____		
County paratransit	☒SCDRTAP	☐5311
List counties Camden and Burlington Counties		
NJ TRANSIT train service	☐SCDRTAP	☐5311
List train line & stations_____		
NJ TRANSIT local fixed route bus	☐SCDRTAP	☐5311
List route numbers _____		
NJ TRANSIT Light Rail	☐SCDRTAP	☐5311
List train line & stations_____		
ACCESS LINK paratransit	☐SCDRTAP	☐5311

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

   a. What significant trip generators have been identified outside the county borders?

      Virtua Hospital Voorhees, Virtua Hospital Camden, Cooper Hospital Camden, RWJ Hamilton, St. Francis Hospital Trenton, Capitol Health Trenton various rehabilitation facilities and physicians' offices in Cherry Hill, Voorhees, Hamilton Twp. (Mercer County) and Little Egg Harbor (Ocean County).

   b. Do you provide non-medical out of county trips?
      Not at this time, but we have provided employment trips in the past.

   c. Does your agency place any restrictions on out of county trips?
      Currently, transportation is only provided for medical and employment trips.

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 2013
   Plans should be updated every 5 years.

   In Burlington County, the committee has been incorporated into the Burlington County Human Services Advisory Committee (HSAC). That body serves as the lead agency.

   Attach all addendums and/or updates to your CHSTP since 2018 to date. Attach as NJT Attachment D

2. Did your Agency hold any CHSTP meeting in 2018 to Date?

   ☐Yes ☐No ☒N/A

   If yes please list dates of when meeting occurred

   Meeting Date_____
   Meeting Date_____
   Meeting Date_____
   Meeting Date_____

   In Burlington County, the committee has been incorporated into the Burlington County Human Services Advisory Committee (HSAC). That body serves as the lead agency. As of July 1, 2019, transportation has not been an agenda item for those HSAC meeting scheduled thus far.

3. Please list CHSTP stakeholder 2020 meetings dates, locations and times. Meetings should be scheduled at a minimum of two times a year. Meeting must be scheduled prior to submission of this application.

   Meeting Date 2/4/20

   Meeting Date 4/7/20

   Meeting Date 6/8/20

   Meeting Date 8/4/20

   Meeting Date 10/6/20

   Meeting Date 12/1/20

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
Burlington County Office on Aging	*Annual transport to Senior Prom/Fall Event*
	No formal written agreement

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
Mount Laurel Township	1 yr	NA	$24,000	Expanded shopping service
Burlington County Community Development	1 yr	NA	$120,000	Service to the agency's clients
Veterans Administration (NJDMAVA)	1 yr	NA	$14,000	Shuttle to Veterans, Philadelphia
Burlington County ADRC	1 yr	NA	$51,000	Transport to Congregate Nutrition Sites

Route Deviation

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

   N/A

2. List routes and provide data in Table 7.

Table 7

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

3. Is it your policy to announce stops at transfer points, major intersections and destination points, at adequate intervals along a route and an individual stop upon request? This requirement must be noted in driver manual.
   ☐Yes ☐No ☒N/A

4. Do your vehicles have signage showing route and destination?
   ☐Yes ☐No ☒N/A

5. Do you allow deviation for general public passengers?
   ☐Yes ☐No ☒N/A

6. Do your vehicles have the universal accessibility symbol?
   ☒Yes ☐No

Training

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

   ☒**Yes** ☐**No**

   If yes, list trainings and recertification requirements.

   In conjunction with the NJCTTP, the Operations Managers routinely participate in FTA drug and alcohol training, as administered by COSI. In turn, the operations Managers conduct refresher training on post-accident procedures and drug and alcohol procedure guidelines with all scheduling and dispatch staff when new information is made available.

   Operations Managers also participate in seminars and training courses offered through the NJ Council on Special Transportation and, annually, at the NJ Transaction conference.

2. Do you provide training for your drivers?

☒**Yes** ☐**No**

If yes, please list trainings.

As part of the new hire process, drivers are familiarized with SCUCS' corporate policies and employee handbook. These materials and guidelines apply to not only SEN-HAN Transit, but all of SCUCS' operating units.

Drug and Alcohol policy training is conducted for all safety-sensitive personnel to ensure compliance and familiarity with FTA guidelines. drug and alcohol policy training, including reasonable suspicion training.

Before operators can operate on their own, all drivers must undergo in-house wheelchair and mobility device securement training as well as onboard on-the-job training.

PASS Training, certified by CTAA, is offered to our driving staff and conducted by the Operations Managers.

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

In addition to the Operations Managers (Camden and Burlington), the lead driver for Camden County has participated in CTAA's PASS Train the Trainer course and, when possible, attended courses offered through NJ Transit and NJCTTP. Further, he instructs and assesses all drivers in wheelchair securement, utilizing resources available from Q'Straint, and is an active participant in many facets of new hire training. He also demonstrates how to use SCUCS' Android Tablets for pre-trip inspection and manifest management.

2020 Short-Term Program Goals

List at least three goals to improve your system in grant year 2020. Include Milestones on how you will obtain these goals.

Goal 1 - *Increase Ridership*

Milestone 1
Increase public awareness of programs offered by SEN-HAN Transit through public speaking engagements. Working with municipal officials, obtain contacts for groups of eligible riders. Obtain contact information for shared housing or age-restricted housing developments.

Milestone 2
Develop a "Tell-A-Friend" program, where by our currents system users would be encouraged to forward SEN-HAN marketing materials to their neighbors and peers.

Goal 2 – *Increase Coordination with Neighboring Counties*

Milestone 1
Meet with Directors in adjacent counties to identify client needs (i.e., expanded Veterans Transportation) and anticipated growth/contraction of medical facilities.

Milestone 2
Identify potential transfer points between counties and explore ridesharing to common destinations.

Goal 3 – *In-Vehicle Camera System*

Milestone 1
Collected vendor and product information at the NJ COST Annual Vender Expo, the NJ Transaction Conference and via conversations with other systems through the State. To date, SCUCS staff members have met with one potential vendor and are reviewing the quoted system options. We are requesting information from additional vendors on their system capabilities and options, as well as pricing information (both short-term and recurring) from additional vendors.

Milestone 2
Identify potential funding source(s). Prepare and submit grant application(s), as appropriate.

SECTION III – BUDGET

Program Budgets
Complete attached Excel spreadsheets for your grant year 2018 Expenditure and grant year 2020 projected budgets. Please make sure to include **ALL** funding sources. You can edit the heading to include funding sources that are not listed.

Close-out funds
Does your agency have carryover funds that will be added into the 2020 SCDRTAP budget? Please note close-out funds should be added to your 2020 allocation and shown in the attached budget spreadsheet 2020 proposed budget by funding source.

☐Yes ☒No

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

Provide the amount of funds that will be added._____

To what budget will you be adding your carryover funds to?

☐Operating
☐Administration
☐Capital

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

Alternative Revenue Total Collected for Calendar Year 2018

1. Is a fare charged to use your 5311 service?
   ☐Yes ☐No ☒N/A

2. Is a fare charged for your SCDRTAP service?
   ☐Yes ☒No

3. Is there a donation policy for your 5311 service?
   ☐Yes ☐No ☒N/A

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.

Drivers distribute donation envelopes, printed with wording suggesting a donation of $2.00 per trip. Passengers then place the envelopes in donation boxes provided inside each vehicle with. At the end of the driver's tour, he/she brings the donation box into the dispatcher. The driver must be present with the dispatcher when the money is counted. Boxes believed to be empty, must be opened for verification. All donations are recorded in a log book, including zero-dollar entries. The driver and dispatcher must sign the log book to indicate they agree on the amount recorded. All funds are immediately deposited by the driver into the safe located in the dispatch office. Each morning the safe is emptied by SCUCS' staff accountant.

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

Table 8

Alternative Revenue	Revenue Collected in 2018	Revenue Projected for 2020
Fares / SCDRTAP		
Fares / 5311		
Donations / SCDRTAP	$15,000	$15,000
Donations / 5311		
Advertising on vehicles	$57,284	$35,000
Medicaid (Logisticare)		
Revenue Contracts (Mount Laurel)	$20,700	$20,700
Other – Special Events	$1,000	$1,000
Other_____		
Total	$93,984	$71,700

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 ☒N/A

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

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

☐Yes ☒No

Third Party Contracting

1. Current Third Party Contracting

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

Table 9 – **SCDRTAP** January 1, 2019- December 31, 2019

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
Ditmars, Perazza & Co.	Annual		$11,000	Auditing services
Virtua at Work	Ongoing		$10,000	FTA Drug and Alcohol testing

Table 10 – **5311** January 1, 2019- December 31, 2019

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

2. Proposed Third Party Contracting

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

Table 11– **SCDRTAP** January 1, 2020- December 31, 2020 (please make sure to include proposed CAPITAL purchases).

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
Ditmars, Perazza & Co.	Annual		$11,000	Auditing services
Virtua at Work	Ongoing		$10,000	FTA Drug and Alcohol testing

Table 12 – Section **5311*** January 1, 2020- December 31, 2020

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

All procurements for SCDRTAP and S5311 over $1,000 require prior approval of NJ TRANSIT, this includes service and capital procurements. Section 5311 third party contracts must include applicable federal clauses and be reviewed and approved by NJ Transit prior to advertising. All vendors with multiyear contracts under FTA programs must sign annual certifications in order to remain compliant.

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 and vehicle length. (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
- Vehicle Length (in feet)

S. Accessible – LF (low floor); LE (lift-equipped); NA (not accessible)
T. Other-fill in description

Non-Vehicle Inventory

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

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

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

Capital Disposal 2018

1. Did the applicant dispose of any vehicles and/or equipment purchased with SCDRTAP funds in calendar year 2018 (to date)?

   ☐Yes ☒No

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

   ☐Yes* ☐No

   *If yes, complete the Table 13 below

2. Did the applicant dispose of any vehicles and/or equipment purchased with Section 5311 funds in 2018?

   ☐Yes ☒No

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

   ☐Yes* ☐No

*If yes, complete the Table 13 below

Table 13

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

SECTION V - PUBLIC OUTREACH

Public Outreach Activities

1. Describe special events, presentations, conferences, articles, news coverage, reports or any other forms of media that the county participated in 2018 to-date. In addition, if applicable, any activities that may be planned for 2020.

   SCUCS' Operations Managers engage in public outreach activities including speaking events at the County's Congregate Nutrition sites in Beverly, Bordentown and Moorestown. Other presentations included the Burlington County Community Action Program (BCCAP) congregate/senior housing, Holiday Village East, Four Seasons at Mapleton, Pinelands "Young at Heart," Burlington Manor Apartments. In the coming year, we expect to participate, once again, in the Burlington County Sherriff's Annual Senior Expo, networking with community partners at the Office on Aging's Provider Agencies quarterly meetings, and scheduling speaking engagements with age-restricted communities and other community service organizations (i.e., Resources for Independent Living, et al.).

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

   Burlington County Freeholders Office (49 Rancocas Road, Mount Holly)
   Burlington County Human Services Facility (795 Woodlane Road, Westampton)
   Veterans Services Office
   Office on Aging
   Burlington County Social Services
   Burlington County Clerk's Office – County Store, Moorestown Mall
   Mount Laurel Township
   Age-Restricted Housing developments' club houses
   Municipal Clerks' offices (various)
   SCUCS Main Lobby
   SCUCS website

   Marketing materials are also available by mail, upon request. Information is available in our lobby and on the SCUCS website (scucs.org) and Facebook.

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 in your county. The Public Hearing Notice must also be sent to county organizations, agencies, and associations that serve senior citizens and people with disabilities. Submit a list of organizations and Municipalities that the letter was sent to as NJT **Attachment K2**.

3. A large print of the Public Hearing Notice must be posted on all system vehicles. Notice must be posted on all vehicles at least 30 days prior to the public hearing and left on the vehicles until the date of the hearing. Submit a sample of the vehicle notice **as NJT Attachment K3.**

Prior to and After Public Hearing Date:

1. Prior to the Public Hearing a copy of the 2020 budget and goals must be available for public review on the County Website and/or in the Public Library (and at least 14 days after the public hearing date). Include as **NJT Attachment K4** the screen shot of the website and copies of correspondence requesting the web post and/or name of the library branch, address and date copy was placed in Library.

2. Once your application is completed an electronic copy of the 2020 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 2020. 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 2020 application (if available) or a summary of proposed activities, goals and proposed budget should be available at the public hearing.

5. Complete public hearing transcripts must be submitted. If not available by application due date the transcripts can be submitted after the application's filing deadline as **NJT Attachment K7.**

SECTION VI - ADDENDUMS

SCDRTAP Maintenance of Effort (MOE) Certification

Excerpt from Guidelines, Description and certification of Maintenance of Effort (MOE)
(a) The purpose of the Senior Citizen and Disabled Resident Transportation Assistance Program 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 2019	$	N/A
Proposed Maintenance of Effort for 2020	$	N/A

If the MOE for 2020 has increased/decreased, please explain below:

Sample of Required SCDRTAP Application Cover Letter
Attach as NJT Attachment L

Date

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

Dear Mrs. Magri:
SEN-HAN Transit of Burlington County is hereby applying for funds under Senior Citizens & Disabled Residents Transportation Assistance Program (SCDRTAP). The approval of this grant will enable transportation services to be available to the senior citizens and disabled residents in our County. (Name of County) is requesting $817,399.00 for 2020. The scheduled public hearing date is July 31, 2019. The application will be available at the Main Branch of the Burlington County Library System – 5 Pioneer Boulevard, Westampton, as of August 14, 2019.

To my knowledge, all information provided in support of this application is true and correct. If you have questions or require additional information, please Chris Smith, Operation Manager at (856) 456-1121.

As the Applicant, SEN-HAN Transit of Burlington County, agrees to comply with all regulations and administrative guidance required for application to the Senior Citizens and Disabled Resident Transportation Assistance Program for the program year 2020. 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,

Stephen P. Considine
Chief Executive Officer

SCDRTAP Applicant Authorizing and Supporting Resolution
Sample Text for Authorizing Resolution. Attach as NJT Attachment M.

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

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

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

WHEREAS, SEN-HAN Transit of Burlington County must submit an application to NJ Transit Corporation to obtain funding in amount of $817,399.00 for period covering January 1, 2020 to December 31, 2020; and

WHEREAS, SEN-HAN Transit of Burlington County will provide transportation services as described and intended by the Senior Citizen and Disabled Resident Transportation Assistance Act.

NOW, THEREFORE, BE IT RESOLVED BY THE SCUCS, INC. BOARD OF DIRECTORS

1. SCUCS' Chief Executive Officer 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 Stephen P. Considine, CEO is hereby authorized to execute the necessary contractual agreements on behalf of SCUCS, Inc.

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

SEN-HAN Transit of Burlington County 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.

Stephen P. Considine
(Name of authorized official)

Chief Executive Officer
(Title)

(Signature) CEO

Date: 8/6/19

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 **January 1, 2018 through December 31, 2018**, answer the following:

1. How many transit related employees does your agency have?
   When calculating the total number of transit-related employees, agencies are required to include all part-time employees and employees with collateral duties that support the transit program. For example, a budget analyst who processes payments for the transit program would be considered a transit-related employee.
   This includes part-time employees and those involved in support of the transit program

   _____ Transit Related Employees

2. Is the applicant required to have an EEO Program?
   ☒Yes ☐No

   a. If yes, does the applicant have an approved program in place?
      ☒Yes ☐No

   b. If no required program is in place, provide estimated date of completion.
      Date: _____

3. Were any complaints received between the period January 1, 2018 and December 31, 2018?
   ☐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 modifications 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, 2020 - Dec 31, 2020
Project Budget Request (include Match)

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

Rolling Stock N/A
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.

   Blackbaud Financial System for Non Profit Accounting. It is a fully compliant software program that include the general ledger, revenue and expense tracking, and grant tracking and reporting.

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 2019 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 2019?
☐Yes ☐No

Local In-Kind Match and Match Source

Do you plan on using an in-kind match for 2020 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, 2020 to December 31, 2020. In-Kind match will be reviewed by

NJT staff to ensure that it meets federal requirements and that supporting documentation is verifiable. Subrecipient will receive approval of in-kind match prior to contract execution. *Please note that all in-kind matches must have a measurable dollar value.*

Provide breakdown of proposed match dollars for 2020 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 he understandings of the Department of Labor and the Department of Transportation with respect to the formula Grant Program for Areas Other Than Urbanized Areas (C.F.R. U.S.C. Section 5311)

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

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

A. General Application

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

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

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

B. Standard Terms and Conditions

The Project shall be carried out in such a manner and upon such terms and conditions as will not adversely affect employees of the Recipient and of any other surface public transportation provider in the transportation service area of the Project. It shall be an obligation of the Recipient and any other legally responsible party designated by the Public Body to assure that any and all transportation services assisted by the Project are contracted for and operated in such a manner that they do not impair the rights and interest of affected employees. The term a Project, as used herein, shall not be limited to the particular facility, service, or operation assisted by Federal funds, but shall include any changes, whether organizational, operational, technological, or otherwise, which are a result of the assistance provided. The phrase "as a result of the Project," shall when used in this arrangement, include events related to the Project occurring in anticipation of, during, and subsequent to the Project and any program of efficiencies or economies related thereto; provided, however, that volume rises and falls of business, or changes in volume and character of employment brought about by causes other than the Project (including any economies or efficiencies unrelated to the Project) are not within the purview of this arrangement. An employee covered by this arrangement, who is not dismissed, displaced or otherwise worsened in his position with regard to his employment as a result of the Project, but who is dismissed, displaced or otherwise worsened solely because of the total or partial termination of the Project, discontinuance of Project services, or exhaustion of Project funding shall not be deemed eligible for a dismissal or displacement allowance within the meaning of paragraphs (6) and (7) of the Model agreement or applicable provisions of substitute comparable arrangements.

(a) Where employees of a Recipient are represented for collective bargaining purposes, all Project services provided by that Recipient shall be provided under an in accordance with any collective bargaining agreement applicable to such employees which is then in effect.

(b) The Recipient or legally responsible party shall provide to all affected employees sixty (60) days notice of intended actions which may result in displacements or dismissal or rearrangements of the working forces. In the case of employees represent by a union, such notice shall be provided by certified mail through their representatives. The notice shall contain a full and adequate statement of the proposed changes, and an estimate of the number of employees affected by the intended changes, and the number and classifications of any jobs in the Recipient=s employment available to be filled by such affected employees

(c) The procedures of this subparagraph shall apply to cases where notices involve employees represented by a union for collective bargaining purposes. At the request of either the Recipient or the representatives of such employees' negotiations for the purposes of reaching agreement with respect to the application of the terms and conditions of this arrangement shall commence immediately. If no agreement is reached within twenty (20) days from the commencement of negotiations, any party to the dispute may submit the paragraph (4) of this warranty. The foregoing procedures shall be complied with and carried out prior to the institution of the intended action.

For the purpose of providing the statutory required protections including those specifically mandated by Section 5333(b) of the Act, the Public Body will assure as a condition of the release of funds that the Recipient agrees to be bound by the terms and conditions of the National (Model) Section 5333(b) Agreement executed July 23, 1975, identified below[2], 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 it 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, 2020 to December 31, 2020.

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)eletion, (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 2020- December 2020**. The total amount of federal and state funds requested is as follows:

January 2020- December 2020 Section 5311

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

January 2020- December 2020 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, ADA and EEO requirements of the Civil Rights Act of 1964.

3. That (Title of Applicant's Designated Official) is authorized to set forth and execute affirmative minority business policies pursuant to 47 C.F.R. Part 23, Subpart D.

4. That (Title of Authorized Representative) is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application.

5. That (Title of Applicant's Designated Official) is authorized to execute grant agreements on behalf of Legal Name of Applicant for aid in the financing of the administration, capital and/or operating assistance.

6. That (Governing Body of Applicant) hereby authorize the amount of ($ amount) be obligated as the local share required under the provisions of the grant application.

Exhibit A – List of Private Bus Operators Serving New Jersey

Aristocrat Limo & Bus Co.	Atlantic Express Coachways, Inc. 7 North Street	Ayan Travel, Inc. 149 17th Avenue

354 Kingston Road Parsippany, NJ 07054 973-887-2726 Fax: 973-884-1880 Mr. Robert Wright Mrs. Brenda Baxter Safety Director: Richard Wright	Staten Island, NY 10302 718-556-8078 FAX: 718-556-8042 Ms. Laura Cagnetta Safety Director: Mr. Ron Caruso	Elmwood Park, NJ 07407 973-340-8750 FAX: 973-340-8759 E-MAIL: ayanbus@yahoo.com Ms. Beverly Corasio
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	Camptown Bus Lines, Inc. 126-140 Frelinghuysen Avenue Newark, NJ 07114-1633 973-242-6100 FAX: 973-242-4123 E-MAIL: camptownbus@verizon.net Mr. Thomas M. Zambolla	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
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	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	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
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	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	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
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	Lakeland Bus Lines, Inc. PO Box 898 425 E. Blackwell Street Dover, NJ 07802-0898 973-366-0600 Ext. 632 FAX: 973-366-8012 E-MAIL: ttaylor@lakelandbus.com WEBSITE: www.lakelandbus.com Mr. Tom Taylor Ext. 632 Mr. Tom Graves	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
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	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	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
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	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.	Safety Bus 7200 Park Avenue Pennsauken, NJ 08109 856-665-2662 FAX: 856-665-0658 Mr. Thomas Dugan, Jr.
Sheppard Bus Service 35 Rockville Road Bridgeton, NJ 08302 856-451-4004 FAX: 856-453-1620 E-MAIL: john@sheppardbus.com	Starr Tours 2531 E. State Street Trenton, NJ 08619 609-587-0626 FAX: 609-587-3052 E-MAIL: msussman@starrtours.com	Stout's Charter Service, Inc. 20 Irven Street Trenton, NJ 08638 609-883-8891 FAX: 609-883-6682 E-MAIL: vivian@stoutsbus.com

Mr. John Sheppard Mr. Ken Sheppard	Mr. Mitchell Sussman	WEBSITE: www.stoutsbus.com Mr. Harry Stout Mr. Shawn Stout
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	Travelynk, INC 52 Bailly Drive Burlington, NJ 08016 201-232-0563 FAX: 201-232-0563 Michael Rodriguez	Triple D Travel PO Box 3208 Hamilton, NJ 08619 609-631-0200 FAX: 609-631-0047 Mr. David A. Tenney
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	Vanderhoof Transportation 18 Wilfred Street West Orange, NJ 07052 973-325-0700 FAX: 973-669-9639 WEBSITE: www.evanderhoof.com Mr. Edward Vanderhoof	Via Bus 19 Tilton Street Hammonton, NJ 08037 609-567-7705 800-890-4756 FAX: 609-567-2328 Mr. Glenn Davis
Villani Bus Company 811 East Linden Avenue Linden, NJ 07036 908-862-3333 FAX: 908-474-8058 Mr. Dee Villani	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	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
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	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	Short Line/Hudson Transit/Coach USA 4 Leisure Lane Mahwah, NJ 07430 201-529-3666 ext. 1036 FAX: 201-529-0221 E-MAIL: George Grieve WEBSITE: george.grieve@coachusa.com Mr. George Grieve
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	MPC Bus corp 320 Nassau Blvd, Garden City, NY 11530 718-647-2988-3600 FAX: 718-235-8075 E-MAIL: avona@totalbuscompany.com Mr. Augustino vona	

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

County	Lead	E-mail	Phone Number
Atlantic	Demetrius Pearson	pearson_demetrius@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	cmiller@sjta.com	856-427-0988
Cape May	Mr. Dan Mulraney	dmulraney@co.cape-may.nj.us	609-889-3700 x107
Cumberland	Ms. Barbara Nedohon	barbarane@co.cumberland.nj.us	856-453-2220
Essex	Mr. Michael Viera	michaelmvsr@aol.com	973-395-8418
Gloucester	Ms. Lisa Cerny	lcerny@co.gloucester.nj.us	856-686-8362
Hudson	Ms. Darice Toon	dtoon@hcnj.us	201-369-5280 x4231
Hunterdon	Ms. Tara Shepherd	tara@hart-tma.com	908-788-5553
Mercer	Mr. Martin DeNero	mdenero@mercercounty.org	609-530-1970 x17
Middlesex	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	Mr. Joesph Costantino	jcostantino@co.morris.nj.us	973-829-8105
Ocean	Mr. David Fitzgerald	dfitzgerald@co.ocean.nj.us	732-736-8989 x235
Passaic	Mr. John McGill	johnm@passaiccountynj.org	973-305-5763/5758
Salem	Mr. Matthew Goff	Matthew.goff@salemcountynj.gov	856-339-8622
Somerset	Mr. John Adair	Jadair@co.somerset.nj.us	908-231-7116
Sussex	Ms. Carol Novrit	cnovrit@xbp.dhs.state.nj.us	973-383-3600 x5152
Union	Ms. Karen Dinsmore	kdinsmore@ucnj.org	908-527-4809
Warren	Ms. JanMarie McDyer	jmcdyer@co.warren.nj.us	908-475-6080

SECTION 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%_____ 61 – 80%_____

21 – 40 %_____ 81 – 100%_____

41 – 60%_____

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

0 – 10%_____ 21 – 40%_____

11 – 20 %_____ Over 41%_____

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

___ Proposed route is a new route deviation service

___ Proposed route is an expansion of an existing route deviation service

___ Proposed route serves at least one shopping center or village shopping area

___ Proposed route serves at least one congregate (multi-family) residential building or apartment complex

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

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

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

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

_____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, 2020 - Dec 31, 2020
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.

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

Excel Spreadsheet attachments

- 2018 Actual Expenditures by funding source/ 2020 Proposed budget by funding source
- NJT Attachment H Vehicle Inventory
- NJT Attachment I Non-Vehicle Assets

Exhibits:

- Exhibit A: List of Private Bus Operators Serving New Jersey
- Exhibit B: Designated Leads for Human Services Transportation Coordination Plan
- Exhibit C: Transportation Providers and Labor Representatives Spreadsheet 2020 is attached separately