



**STATE OF NEW JERSEY**

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

**JANUARY 1, 2026 – DECEMBER 31, 2026**

**and**

**FTA NON-URBANIZED AREA FORMULA PROGRAM  
(SECTION 5311)**

**JANUARY 1, 2026 – DECEMBER 31, 2026**

County	Burlington
Name of transportation system	SEN-HAN Transit
Applicants legal name	SCUCS, Inc.
Address	537 W. Nicholson Road
	Audubon, NJ 08106
Name and title of person completing the application	Stephen P. Considine
	Chief Executive Officer
Phone number	(856) 456-1121
Agency website	www.scucs.org
E-mail address	sconsidine@scucs.org

NJ TRANSIT  
Local Programs and Community Mobility  
283-299 Market Street, Suite 1100  
Newark, New Jersey 07102  
Phone: (973) 491-8891

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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.
- An adequate level of staffing and grant experience and knowledge to comply with all FTA grant requirements.
- An adequate level of staffing and operational experience needed in delivering the service as per grant award.
- An adequate level of staffing and maintenance experience for performing required maintenance on vehicles used or purchased for this service.
- An adequate level of vehicles including back-up vehicles to perform the service under this program.
- An established driver training program to ensure safe and reliable service to all passengers.
- The service provided is not duplicating other services funded under FTA or other funding sources. *All FTA subrecipients must be part of the local Coordinated Human Services Transportation Plan (CHSTP).*
- Written procedures and policies for operations, grant administration, and FTA reporting requirements.
- The proposed service meets the funding requirement. (*i.e.*: if requesting funds under Section 5311 services must be provided in the rural area for the general public.) *This must be demonstrated through sample map of service and screen shot of website and marketing materials.*

**While completing this application ensure that you are clearly documenting the technical capacity required to deliver this State and/or Federal funded project.**

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

### **Additional Requirements for all timetable/marketing materials:**

- Systems must provide a measure of distance of route deviation (*i.e.*: ¼ mile, ½ mile, *etc.*).
- Systems must provide information to the public on how to request route deviation.
- A phone number for requesting deviation in advance.
- A statement that deviation service is open to the general public.
- Title VI "Notice to Beneficiaries."
- ADA Reasonable Modification language.
- Instructions on how to obtain information in alternate format or languages.
- The universal symbol of accessibility.
- Systems must ensure all marketing material provide clear language that trips are not prioritized and are open for any trip purpose.

## **PROPOSED SCHEDULE FOR CASINO REVENUE APPLICATION FOR YEAR 2026**

The following timetable is for guidance purposes only and should be used to assist you in planning the completion of your SCDRTAP application in a timely manner. NJ TRANSIT understands that dates and local procedures may vary.

### **No Less Than 30 Days Before Your Hearing**

By this date, you should have:

- Published your public hearing notice in two different local newspapers; notice must be published at least 30 calendar days prior to the hearing date.
- Sent a copy of the public hearing notice to all municipal clerks in the county.
- Sent copy of public hearing to all 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**

By this date, you should have:

- Read into the public hearing record summary of 2024 (to date) grant activities and the proposed 2026 SCDRTAP budget.
- Provide copies of the summary of 2024 grant activities (to date) and copies of the proposed 2026 budget. (Should be available in alternative format upon request.)

### **Fourteen (14) Days After Public Hearing**

A copy of the summary of 2026 grant activities/goals and copies of proposed 2026 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 coordinated system should make every effort to have a full application in the library and/or the website available. If the entire application is not available 14 days after the hearing, the county coordinated system should place a copy of the proposed description of service and proposed line-item budget in the library and/or website for public review.

**Application due to NJ TRANSIT by Friday, September 19, 2025.** If the full transcript of the public hearing, notarized public hearing notices, and/or original Commissioner Resolution is not available by this date, please note it on your cover letter and submit it as soon as available.

**Please note:** The County coordinated system must meet with their local CAC to review the proposed service activities, goals, and budget for 2026. Their input and feedback should be considered in the planning process for this application.

## SECTION I – COUNTY COORDINATED SYSTEM INFORMATION

## Project Contacts/Personnel

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

Table 1

Name	Title	Address	Phone Number	E-mail
Stephen P. Considine	Chief Executive Officer	537 W. 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
Chris Smith	NVRA Site Coordinator	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. Table 2. **For example:** Administrator, Operations Manager, Safety Officer

Table 2

Staff Member		Phone Number	E-mail	SCDRTAP		5311	
Name	Title			Admin %	Operating %	Admin %	Operating %
Chris Smith	Operations Mgr.	(856) 456-1121 x 155	csmith@scucs.org		100		
Stephen Considine	CEO	(856) 456-1121 x 131	sconsidine@scucs.org	15			
Dale Keith	CFO	(856) 456-1121 x 124	<a href="mailto:dkeith@scucs.org">dkeith@scucs.org</a>	10			
Michelle O'Donnell	COO	(856) 456-1121	TBA	5			
Arlene Kreider	Exec. Dir.	(856) 456-1121 x 141	<a href="mailto:akreider@scucs.org">akreider@scucs.org</a>	15			

**Table 2b. For example:** Operator, Dispatcher, or Reservationist, list the number of these positions and the percentage charged per grant.

Table 2b

Staff Role		SCDRTAP		5311	
Position/Title	Number of employees in position/title	Admin %	Operating %	Admin %	Operating %
Scheduler	1		50		
Dispatchers	3		50		
Reservationists	2		50		
Mechanics	2		50		
Operators	23		100		

3. By grant, for positions that will only be partially charged to either grant, describe how the estimated percentage of the salary to be charged to the grant was derived.

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

**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, including the use of a biometric time clock.*

**5311:**

*n/a*

4. 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.*

5. 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 organizational chart for the vendor's operations. **(Attach as NJT Attachments A and B)**

*See Attachment A*

6. List SCDRTAP Citizens Advisory Committee 2026 meeting dates, locations (if held online, please note which web-based application, e.g., Zoom, MS Teams, etc.), and times.

Table 3

Date	Location/ Web-based Application
2/15/2026	ZOOM + Burlington County OTC (if available)
5/14/2026	ZOOM + Burlington County OTC (if available)
8/13/2026	ZOOM
12/10/2026	ZOOM + Burlington County OTC (if available)
TBD	2026 SCDRTAP Grant Presentation to LTAC

- 6a. Please list the dates of when CAC meetings occurred in 2024.

Meeting Date May 23, 2024

Meeting Date August 1, 2024

Meeting Date November 7, 2024

Meeting Date \_\_\_\_\_

**If none, please explain.**

7. 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 the demographics of the board. Indicate Chairperson, and if applicable, Vice-Chairperson of Committee.

Table 4

Member Name	Characteristic	Demographics
James Howe (Chair)	Senior, Disabled	Caucasian, Non-Hispanic
Laverne Cholewa	Senior, Disabled	Caucasian, Non-Hispanic
Janice Campagna	Senior, Disabled	Caucasian, Non-Hispanic
TBD – Appt'd by County Commissioners		

*Committee appointments are made by the Burlington County Board of Commissioners.*

*The following persons or their representatives are stakeholders:*

*Shirla Simpson – Director, Burlington County Human Services  
Bryan Barnes – Burlington County Aging and Disability Resource Center  
Jennifer Hiros – Community Development*



*Evelyn Rosado – Veterans Services*

*Charles SanFilippo – Board of Social Services*

*Kelly West – Workforce Investment Board*

*Todd Wirth – Management Specialist, County of Burlington*

## Documents and Recordkeeping

Refer to program documents listed below that are maintained relating to program activities. Indicate which staff member(s) perform the administration and oversight of the following:

Table 5

Documents	Name and Title of Responsible Person
Grant Application/Administration	<i>Dale W. Keith</i>
	<i>Chief Financial Officer</i>
Contract (w/NJ TRANSIT)	<i>Stephen P. Considine</i>
	<i>Chief Executive Officer</i>
Operations/Manifest	<i>Chris Smith / Diane Powell</i>
	<i>Operations Managers</i>
Financial Records	<i>Stephen P. Considine</i>
	<i>CEO</i>
Procurement/Bid Documents Including RFP's	<i>Dale W. Keith</i>
	<i>Chief Financial Officer</i>
Daily Pre-Trip form	<i>Rich Bailey</i>
	<i>Maintenance Supervisor</i>
Maintenance Records	<i>Rich Bailey</i>
	<i>Maintenance Supervisor</i>
Driver Training	<i>Chris Smith / Diane Powell</i>
Monthly/Quarterly Ridership Reports	<i>Chris Smith</i>
	<i>Operation Manager</i>
Drug and Alcohol Data	<i>Chris Smith</i>
	<i>Designated Employer Representative (DER)</i>
Monitoring 3 <sup>rd</sup> Party Contractors	<i>n/a</i>
Complaints (ADA, Title VI, Service, etc.)	<i>Chris Smith / Diane Powell</i>
	<i>Operations Managers</i>
Others	

## Procedures for Grant Administration Reporting

Complete Table 6 with the appropriate dates. We will request all policies and procedures at a future date.

Table 6

PROCEDURES/POLICIES	Date Revised
Driver Manual/Operations Manual	4/18
Reservation/In-take Policy (RSD procedures/policies)	7/19
No Show/Denial Policy	7/19
Fares/Donation Policy	7/19
Vehicle Maintenance Policy	8/22
Vehicle Accident Policy	4/19
Capital Replacement Policy	8/16
Third Party Monitoring Policy	n/a
Route Deviation Policy	n/a
Complaint Policy	7/19
Indirect Cost Allocation Plan	n/a
ADA Procedures/Policy (Should Include all ADA related policies including Reasonable Modification, ADA complaint, wheelchair securement <i>etc.</i> )	1/19
Title VI Program Non-Discrimination Policy (update every 3 years since previous Resolution date)	4/25
CAC By-Laws (SCDRTAP)	12/15
Procurement Policy (County's)*	
Drug and Alcohol Plan*	3/25
EEO Plan	5/19
Other	
Other	
Other	
Other	

\*Required for Section 5311

## **NATIONAL VOTER REGISTRATION ACT (NVRA)**

As a subrecipient of SCDRTAP, your agency is required to comply with the National Voter Registration Act (NVRA) of 1993. The State of New Jersey funds the 21 Counties through an annual allocation of state funds, which is administered by NJ TRANSIT. All agencies that provide state-funded services to persons with disabilities must provide voter registration opportunities to each applicant for service or assistance, and with each recertification, renewal, or change of address in all offices. Please answer the following questions:

1. Does your agency verbally offer customers the opportunity to register to vote during the initial intake, application, recertification, renewal, and address change processes, as required by the National Voter Registration Act?  
☒ Yes                      ☐ No
2. Does your agency offer assistance with completing the voter registration forms, if needed?  
☒ Yes                      ☐ No
3. Is your agency up-to-date with submitting its 2025 NVRA Quarterly Report forms to the NJ Division of Elections at [NVRA@sos.nj.gov](mailto:NVRA@sos.nj.gov)?  
☒ Yes                      ☐ No
4. Please provide your agency's NVRA Site Coordinator by completing the NVRA Site Coordinator form as Attachment V.

## SECTION II – DESCRIPTION OF SERVICE

### Service Description

1. Describe any changes that were made (days, hours of operations) in 2024 to date.

**SCDRTAP:**

*SEN-HAN has made efforts to expand operating hours and the number of trips available to passengers throughout the day, thereby increasing overall service levels.*

*Since December 2023, some demand response trips are being performed as early as 9:00 am with return trips provided at 4:00 pm or later. Some system enhancements, especially the incorporation of new Routing and Scheduling software in December 2025, have helped the agency identify additional capacity and provide service with greater efficiency. This in contrast to a few years ago, during the pandemic and in the time following, when SEN-HAN primarily honored trip requests between 10:00 am and 2:00 pm.*

**Section 5311:**

N/A

2. Describe in detail, by funding source, the proposed project for 2026. Include the type of service provided by grant type (i.e., deviated fixed route, demand response), days and hours of operation, and trip purpose.

**SCDRTAP:**

*Demand Response transportation service is provided Monday through Friday, starting at 9:00 am with the last service ending at 4:00 pm.*

*Not all services will operate during all hours. For example, some services such as Nutrition Transportation and the Philadelphia Veterans Shuttle operate prior to 9:00 am, and those drivers may not be available to perform non-emergency medical trips prior to 10:00 am, based on vehicle location or adhering to a previously established service schedule. Congregate Nutrition and Veterans Transportation are supported, in part, through funding agreements with those agencies.*

*The Veterans Transportation service in Burlington County operates as a reservation-based shuttle, picking up passengers from four specific locations to and from the Philadelphia Veterans Hospital four days per week.*

**Section 5311 (In and out of 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 the 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. Do you ensure that staff understand their responsibilities and duties as employees of a voter registration agency under the National Voter Registration Act (NVRA)?

Yes.

- c. 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*

- d. Will you accept a same-day reservation? (If no, please explain)

*Not at this time. All reservation requests must be placed no less than two days prior to travel.*

- e. What are your agency's available hours for open appointments? What are your agency's available hours for subscription trips? (For example, limited capacity from 7-10 am and 3-5 pm due to nutrition and/or non-competitive employment).

*Other than subscription service (including congregate nutrition and employment), Veterans transportation or our shopping programs which serve specific municipalities on different days of the week, system capacity is greatest between the hours and 9:00 am and 3:00 pm.*

- f. Do you prioritize any of your trip requests? If yes, please explain.

No.

- g. Do you maintain a customer profile? If yes, what information is contained in this profile? Insert a blank client profile screenshot here.

Yes.

# Profile Manager

 Client - SCUCS  
101599

[Create RideCo Account](#) [Change Owner](#) [Edit](#) 


First Name: John    Last Name: Doe    Display Name: John Doe    Account Email: doeadeerafemaledeer@xxx.com    Mobile Phone: +18565555555    Date of Birth: 1960-01-01

Personal Information

Client ID	101599	Mobile Phone	+18565555555
First Name	John	Landline Phone	
Middle Initial	X	Alternate Phone	
Last Name	Doe	Age	65
Display Name	John Doe	Account Creation Error	
Date of Birth	1960-01-01	Account Created	
Account Email	doeadeerafemaledeer@xxx.com		


Address Information


Street Address	123 Main Street	Employer	
City	Townsville	Employer Address	
County	Burlington	Employer City	
State	NJ	Employer State	NJ
Zip Code / Postal Code	08000	Employer Zip Code	
Address Notes		Employer Notes	

 Files (0) [Add Files](#)

[Upload Files](#)


Or drop files


 Standing Orders - SCUCS (0) [New](#)

 Client - SCUCS History (3)

Date	Field	User	Original Val...	New Value
2025-08-2...	Created.	Chris Smith		
2025-08-2...	Client ID	Chris Smith		101599
2025-08-2...	API Error M...	Chris Smith		Account Cre...

[View All](#)

 Customer Offenses (0) [New](#)

 Shopping Trips - SCUCS (0) [New](#)

### Demographics

Sex		Preferred Language	
M			
Race		Income	
White		Prefer not to Answer	
Marital		Income Value	
Hispanic or Latino			

### Eligibility Information

Requires Escort		Status	
<input type="checkbox"/>		Approved	
Escort Passenger Type		Intake Date	
Medicaid?		Expiry Date	
<input type="checkbox"/>			
Service Types		Suspended	
		<input type="checkbox"/>	
Agency		Suspension Start Date	
Funding		Suspension End Date	
Purpose		Suspension Notes	

### Mobility Information

Passenger Type		Disability/Condition Description	
Ambulatory Requiring Boarding Chair			
Dispatch Notes		Driver Instructions	

### Emergency Contacts

Emergency Contact 1 Name		Emergency Contact 2 Name	
Emergency Contact 1 Phone		Emergency Contact 2 Phone	
Emergency Contact 1 Relationship		Emergency Contact 2 Relationship	
Case Manager			

### Voter Information

Is passenger registered to Vote?		Date information sent	
Send Registration info? ⓘ		Date information received	

### System Information

Owner		Last Modified By	
<a href="#">Chris Smith</a>		<a href="#">Chris Smith</a> , 2025-08-27, 2:35 p.m.	
Created By		Passenger Type Mid	
<a href="#">Chris Smith</a> , 2025-08-27, 2:35 p.m.		44eb0cfd-aeb8-4e35-8742-d9cafe7a06b1	
API Error Message		Sync Seat Type	
Account Created		44eb0cfd-aeb8-4e35-8742-d9cafe7a06b1	



- h. How is customer eligibility verified for SCDRTAP?

*Registrants must reside in Burlington County, be 60 years of age or older, or submit a disabled rider application which must be certified and completed - in part - by a licensed physician.*

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

*N/A*

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

*Rideco. \$180,000 for 2025.*

- k. 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.

- l. Describe any other computer technology used for operations. Example: mobile data terminal, global positioning systems, AVL, tablets, IVR, cameras, etc.

*Geolocation services are provided through the Rideco software. Each driver is assigned an Android tablet, which displays information from the Rideco system and requires the driver to make entries tracking arrival time, boarding time, departure, etc.*

*AUTOsist Fleet Maintenance and Management software is installed on the tablets and is used to track mileage and pre-trip and post-trip inspection information. The data allows maintenance staff to schedule services – both preventative non-routine.*

*For driver/dispatcher communications, SEN-HAN replaced its two-way radio systems with a software package called Zello. Zello allows the driver and dispatcher to have direct, one-on-one conversation, or broadcast to all drivers. Zello also provides accurate, real-time vehicle location.*

*Every vehicle has been outfitted with a camera system from Gatekeeper Systems.*

- m. How does your telephone reservationist greet your customers when they call your agency? Provide a word-by-word example of the first interface customers have with your agency. *i.e.*, “Good morning, thank you for calling NJ TRANSIT,

how can I help you?"

"Thank you for calling SEN-HAN Transit. This is \_\_\_\_\_. How may I help you?"

- n. Do you provide subscription Service? ☒ Yes ☐ No

If yes, what is the percentage of subscription trips you provided in 2024?

*33% of the trips performed in 2024, reported as SCDRTAP, were subscription trips.*

If subscription percentages are over 60%, please explain how your agency will work towards lowering your subscription rate to at or below 60%.

- o. Please provide your current subscription rate.

*25% of the trips performed between January and June of 2025, reported as SCDRTAP, were subscription trips.*

### Americans with Disabilities Act (ADA) Service Provisions and Requirements

1. Does your program have a way for customers with visual impairments waiting at a stop to know which bus has arrived? Vehicle Identification Mechanisms are required on routes where multiple vehicles always serve the same stop. Please note, it is suggested that it be done as a common passenger courtesy.

☐ Yes ☐ No ☒ N/A

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

☒ Yes ☐ No

- a. Does your agency have a current Service Animal Policy?

☒ Yes ☐ No

3. Lift and Securements

- a. Do you have securements for mobility devices on your vehicles?

☒ Yes ☐ No

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

☒ Yes ☐ No

- c. If yes, do you allow a passenger to remain in their mobility device without

requiring them to transfer to another seat? (If no, explain)

☐ Yes ☒ No

*Driver will secure the device as safely as they can, but will encourage the passenger to transfer to a fixed seat for their safety.*

- d. Does your staff assist with the use of lifts, ramps, and securement systems?

☒ Yes ☐ No

- e. Do you allow anyone but staff to operate the lift, ramps, or securement systems?

☐ Yes ☒ No

- f. Do you permit individuals with disabilities who do not use a mobility device to use the lift or ramp, including standees?

☒ Yes ☐ No

*Yes, but we encourage these individuals to enter the vehicle while seated in a boarding chair (an extra wheelchair maintained on many vehicles in anticipation of this need) for their safety and comfort.*

- g. Do you allow passengers using a wheelchair to refuse a lap belt if all other customers are not required to use one?

☐ Yes ☒ No

4. Do you provide service to persons using respirators or portable oxygen?

☒ Yes ☐ No

5. Do you ensure adequate time for individuals with disabilities to board or disembark a vehicle?

☒ Yes ☐ No

6. Do you provide training to operators of deviated fixed routes and demand responsive service, including training for the safe operation 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 ☐ Provided by Third-party

Please provide the date and name of the last training.

*Ongoing. All new hires are provided classroom-style and on the road training. Based on driver performance, retraining and/or refresher courses may be scheduled.*

*SCUCS conducts PASS training for the driving staff and is in the process of scheduling upcoming sessions.*

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
9. Did the applicant make reasonable accommodations for employees and/or passengers with disabilities during the past year in accordance with Title III of the ADA? (Please make sure your Reasonable Accommodation policy is attached as part of **NJT Attachment C**).  
☐ Yes      ☒ No      If yes, explain.

## Service Area Details and Feeder Service

Please note that rural areas are defined by US Census data.

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. Please ensure all rural area are included as these funds derived from a formula grant using population in the rural area of your county. Allocations may be altered if areas are not served)

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 colleges/universities, apartment complexes, senior living communities. Indicate those that are in your 5311-service area. In addition, provide a map of your Section 5311 service area as **NJT Attachment D**.

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

**Employment**

- Pinelands Auto, Vincentown
- Acme, Bordentown
- Goodwill, Lumberton
- Acme, Medford
- WAWA, Mount Laurel
- Home Depot, Mount Laurel
- Virtua Memorial Hospital, Mount Holly
- Delanco Township School District

**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

**Social Day Programs**

- The Tender (Mount Laurel Township)
- Town Square (Evesham Township)

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

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

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

4. Does your agency provide transportation services at least five miles beyond the county boundaries?

☒ 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? ☐ Yes      ☐ No

If no, please explain.

*Non-medical out-of-county transportation requests are rarely received. However, personal business rides have been performed (Affordable Housing, MVC, some shopping services)*

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

☒ Yes      ☐ No

If yes, please explain

*Generally, out-of-county trips are provided for Medical Appointments and Employment Trips. Other trips can be provided, if the resources are available.*

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

☐ Yes      ☒ No

If yes, please explain.

## 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. Name and Title of Designated Lead County of Burlington – Human Services
2. Who is responsible for updating and submitting the plan? County of Burlington
3. Date last updated CHSTP: 2013 (Plans should be updated every five years.)

Attach all addendums and/or updates to your CHSTP from 2024 to date.  
Attach as **NJT Attachment E**.

4. Since your last CHSTP update, please list any unmet gaps/needs that have now been met.
5. Please list tentative CHSTP stakeholder 2026 meeting dates, locations, and times (meeting can be virtual if necessary). Meetings should be scheduled at a minimum of two times a year. The meetings must be scheduled prior to submission of this application. Please remember to include the Senior Coordination Administrator on the meeting invitation.

Meeting Date \_\_\_\_\_

Meeting Date \_\_\_\_\_

Meeting Date \_\_\_\_\_

Meeting Date \_\_\_\_\_

6. Did your Agency hold any CHSTP meetings in 2024 to Date?

☐ Yes ☒ No ☒ N/A

*No meetings of the Human Services committee held in 2023-2024 incorporated the Human Services Transportation Plan on their agenda. SCUCS does not schedule the meetings. They are scheduled by the Burlington County HSAC.*

If yes, please list the dates of when meetings occurred. If none, please explain.

Meeting Date \_\_\_\_\_

Meeting Date \_\_\_\_\_

Meeting Date \_\_\_\_\_

Meeting Date \_\_\_\_\_

7. List all formal and informal coordination efforts with other agencies, organizations, municipalities and/or counties where **no money** is involved in Table 7. 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 7

Name of Agency	Description of Service Provided
<i>Burlington County Office on Aging</i>	<i>Annual transport to Senior Prom/Fall Event No formal written agreement</i>
<i>Burlington County Sheriff's Office</i>	<i>Annual transport to Spring Senior EXPO No formal written agreement</i>

8. List all contracts in which you receive **funds from an agency** to provide service. Complete Table 8. 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 8

Name of Agency	Contract Term	Unit Cost	Annual Revenue	Description of Service Provided



Mount Laurel Township	1 yr	NA	\$17,784	Expanded shopping service
Burlington County Community Development	1 yr	NA	\$120,000	Service to the agency's clients
Veterans Administration (NJDMAVA)	1 yr	NA	\$15,520	Shuttle to Veterans, Philadelphia
Burlington County ADRC	1 yr	NA	\$55,000	Transport to Congregate Nutrition Sites

## Route Deviation

1. If you provide a route deviation service, describe the process and timing for riders to request a trip, how trips are documented, and the method used to track deviation requests.

N/A

List routes and provide data in Table 9.

Table 9

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

2. Is it your policy to announce stops at transfer points, major intersections, and destination points, at adequate intervals along a route and an individual stop upon request? This requirement must be noted in the driver manual.

☐ Yes

☐ No

☒ N/A

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

☐ Yes ☐ No ☒ N/A

4. Do you allow deviation for general public passengers?

☐ Yes ☐ No ☒ N/A

5. Do your vehicles have the universal accessibility symbol?

☒ Yes ☐ No

6. What is the allowable distance identified in your route deviation policy?

N/A

## School Bus/Charter/Incidental Use

Does your agency operate any school bus service?

☐ Yes ☒ No

Does your agency operate any service that is defined as charter?

☐ Yes ☒ No

*Charter service is defined as:*

*Transportation provided at the request of a third party for the exclusive use of a bus or van for a negotiated price; or*

*Transportation provided to the public for events or functions that occur on an irregular basis or for a limited duration, and:*

- A premium fare is charged that is greater than the usual or customary fixed route fare; or,*
- The service is paid for in whole or in part by a third party.*

**Please complete NJT Attachment G, Charter Service Certification Form.**

Does your agency provide meal delivery or other incidental services?

☐ Yes ☒ No

If yes, at what times of the day?

Do the services interfere with the provision of transit service?

☐ Yes ☐ No ☒ N/A

## Training

1. List all Trainings provided throughout 2024 to date. If a third-party service is contracted, please include their operational trainings, including safety and security trainings.

*Please refer to the responses provided below (Questions 3 and 4).*

2. Have any new trainings been implemented since your last application? Include all third-party service contracted new trainings.

☐ Yes      ☒ No

If yes, please list.

3. Do you, or your third party, provide training for your Administration /Operations staff?

☒ Yes      ☐ No

If yes, list trainings and recertification requirements.

*Drug and Alcohol supervisory training is provided to the dispatch staff. Additionally, staff are trained in the use of SCUCS' routing and scheduling software. The reservations staff receive training to comply with the requirements of the National Voter Registration Act.*

*Both the Operations Managers, in their capacities as DER and Deputy DER, have participated in Reasonable Suspicion training courses conducted by M. Bonner Consulting, on behalf of NJ Transit.*

*Both Operations Managers renewed their PASS trainer certificates in 2023, along with the Maintenance Supervisor. In 2024, another member of the staff participated in CTAA's PASS – Train the Trainer course. SCUCS now has four certified PASS trainers on staff. Three of the four individuals plan to renew their PASS Trainer certifications in 2025.*

*In the Spring of 2024, the Burlington County Operations Manager completed CTAA's Certified Safety and Security Officer course.*

*Annually, the Operations Managers and other members of the transportation staff have participated in training courses offered at the NJ Transaction Conference and industry-specific seminars/information sessions offered by CTAA and other organizations.*

*In 2024, SCUCS began using Rideco's AI-based routing and scheduling software system. There have been and continue to be immersive training sessions for all staff.*

4. Do you, or your third-party, provide training for your drivers?

☒ Yes    ☐ No

If yes, list trainings and recertification requirements.

*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 (including materials provided by Q'straint) as well as onboard on-the-job training.*

*Formal PASS Training, certified by CTAA, for driving staff - conducted by the Operations Managers - will be held in the Fall of 2025 and in the Spring of 2026. To better facilitate learning, SCUCS purchased a securement training board from Q'Straint. It is available to drivers whenever they are in the office.*

*Rideco staff were onsite in late 2024 to train the administrative and office staff. They also provided group and one-on-one training to the driving staff.*

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

*SCUCS is not a registered provider of Entry Level Driver Training (ELDT).*

## 2024 Short-Term Program Goals Review

Please provide in detail the status of your agency's 2024 goals and completed deliverables.

Describe what work was done towards completing these goals, any significant milestones and dates, and the date completed.

### **2024 Goal 1.**

#### **Goal 1 - Increase Ridership**

##### **Milestone 1**

*In 2024, SCUCS will actively market its SEN-HAN Transit programs. The agency plans to increase the total number of service hours and appointment times offered, increasing public awareness of these changes is essential to achieving that goal. SCUCS plans to participate in more public presentations and events to achieve this goal.*

*SCUCS did engage in public speaking events and they served to promote the program and increase ridership.*

##### **Milestone 2**

*SCUCS is actively engaged in discussions about the Paratransit Services Improvement Act Pilot Program. If the program develops as anticipated, SCUCS' involvement will directly result in increased system ridership.*

*SCUCS has remained an active participant in the PISA Pilot Program. In late 2023, SCUCS was formally named the Qualified Community was formally named the Qualified Community Organization for the project. SCUCS is working closely with NJ Transit to select a software package that can incorporate and schedule ADA paratransit trips across multiple operators. Our staff will be developing a set of recommendations for other agencies, as we learn how best to expand this type of service. SCUCS has begun providing service to some passengers registered with Access Link. It is the intent of SCUCS to add more passengers incrementally.*

##### **UPDATE**

*As the Qualified Community Organization, as designated under the Paratransit Improvement Act, SCUCS implemented a new routing and scheduling software platform. The software reviews all pending rides, continually optimizing the schedule, to provide better on-time performance and enhancing service delivery. Ignoring our previously held assumptions of how many rides SEN-HAN could accommodate in a day, we have experienced meaningful increases in our overall volume.*

**Goal 2 – Increase Coordination with Neighboring Counties**

**Milestone 1**

*SCUCS has expanded its agreement with Gloucester County for the transportation of Veterans to the VA Hospital in Philadelphia. Using our facilities as a transfer point, SCUCS transports Gloucester County clients across the bridge, into and out of Philadelphia (Monday through Thursday).*

*Under a more recent contract expansion, SCUCS provides Gloucester County residents service to the VA Hospital in Elsmere, DE, one day per week.*

**Milestone 2**

*Presently, SCUCS is participating, along with Gloucester County officials, as part of micro-transit study to identify consumer needs and develop means to address these needs.*

*SCUCS continues to work with NJ Transit, Rutgers University and Gloucester County as the project is advancing. Formal proposals for the project will be received later this year.*

**Goal 3 – In-Vehicle Camera System**

**Milestone 1**

*Since April of 2021, SCUCS has utilized onboard recordings to conduct driver training, review customer service issues and in accident investigation.*

**Milestone 2**

*SCUCS will actively work with outside agencies/public entities (i.e., police departments, etc.) to provide evidence that could prove useful in post-accident investigations. SCUCS intends to share videos in a similar manner with our insurance carrier to reduce the losses we experience.*

*The camera systems provide information on driver behavior and passenger interactions/conduct.*

Have any of the milestones in 2024 goals not been met? If not, please explain.

*There has been little progress on micro-transit project led by Rutgers to address unmet demand along the border of Camden and Gloucester Counties.*

## 2026 Short-Term Program Goals

List at least three goals to **improve your system** in the grant year 2026. Include Milestones on how you will obtain these goals.

Identify the goal, and at least two milestone action items you will do to meet the goal and how it will improve your system.

### **Goal 1** - *Increase Ridership*

#### Milestone 1

*Increase the total number of available service hours and expand the hours during which SCUCS offers appointments.*

#### Milestone 2

*Increasing public awareness of these changes is essential to achieving that goal. SCUCS plans to participate in more public presentations and events to achieve this goal.*

### **Goal 2** - *Increase Coordination with Neighboring Counties/Agencies*

#### Milestone 1

*Expand the number of rides offered through SCUCS' contract with Gloucester County to the Adult Center for Transition at Rowan College of South Jersey.*

#### Milestone 2

*Presently, SCUCS is participating, along with Gloucester County officials, as part of micro-transit study to identify consumer needs and develop means to address these needs. As the project moves forward, SCUCS' roles and responsibilities as the lead agency for the project will be better defined.*

### **Goal 3** – *Expand SCUCS' role in the Paratransit Services Improvement Act (PSIA) project, which will further increase system ridership*

#### Milestone 1

*As the lead agency in the PSIA, SCUCS will continue to work with NJT Access Link, identifying trips which can be added to SEN-HAN's existing schedules, while improving customer performance metrics.*

#### Milestones 2

*SCUCS will identify, with NJT Access Link's management team, additional to other Regions for program expansion. When additional partner agencies have been identified, SCUCS will assist those agencies to incorporate NJT Access Link trips into their systems.*

## SECTION III – BUDGET

### Program Budgets

Complete and return the attached Excel spreadsheets **as an Excel spreadsheet, not as a PDF**, for your grant year 2024 Expenditure and grant year 2026 projected budgets. Please make sure to include **ALL** funding sources. You can edit the heading to include funding sources that are not listed.

### Close-out funds

Does your agency have carry-over funds that will be added to the 2026 SCDRTAP budget? Please note close-out funds should be added to your 2026 allocation and **shown in the attached budget spreadsheet, 2026 proposed budget by funding source**. Be sure that the funds were not previously requested by way of a budget modification. Also, keep in mind that if you don't indicate close-out funds in this application, but later request it, there is a possibility the availability of funds will be delayed.

☐ Yes      ☒ No

What Calendar year(s) carryover funds will be added to the 2026 budget? \_\_\_\_\_

Provide the amount of funds that will be added. \_\_\_\_\_

To what budget will you be adding your carryover funds?

☐ Operating    ☐ Administration    ☐ Capital

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



## SCDRTAP Maintenance of Effort (MOE) Certification

Excerpt from Guidelines, Description, and Certification of Maintenance of Effort (MOE):

- a. The purpose of the Senior Citizen and Disabled Resident Transportation Assistance Program is to provide for additional or expanded transportation services to senior citizens and disabled residents. Therefore, designated recipients must maintain the same level of funding for senior citizen and transportation services as in 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 that 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 2024 \$

Proposed Maintenance of Effort for 2026 \$

If the MOE for 2026 has increased/decreased, please explain below:

## Alternative Revenue Total Collected for Calendar Year 2024

1. Is a fare charged to use your SCDRTAP service?

☐ Yes ☒ No

2. Is there a donation policy used with your SCDRTAP service?

☒ Yes ☐ No

If applying for 5311:

3. Is a fare charged to use your 5311 service?

☐ Yes ☐ No ☒ N/A

4. Is there a donation policy used with your 5311 service?

☐ Yes ☐ No ☒ N/A

5. Are funds from donations and fares placed in an account for transportation only?

☒ Yes ☐ No

If no, explain.

6. Explain how donations/fares are collected.

*A portable lockbox is given to each driver, along with donation envelopes. Through the course of the day, the envelopes are distributed to passengers. All donations are placed in the lockbox.*

*At the end of the shift, the driver and supervisor (normally, the dispatcher) count all donations collected that day. The amount is recorded in a log and tracked by driver. Both the driver and dispatcher both sign the log book. Donations are placed in a safe inside the Dispatch Office.*

*The following morning, the safe is emptied by a member of the accounting staff. After being counted, funds are taken to the bank and deposited.*

7. Complete Table 10 with all dollar amounts earned through alternative revenue sources.

Table 10

Alternative Revenue	Revenue Collected in 2024	Revenue Projected for 2026
Fares/SCDRTAP		
Fares/5311		
Donations/SCDRTAP	\$17,000	\$19,000
Donations/5311		
Advertising on vehicles	\$20,014	\$25,000
Medicaid (Modivcare)		
Revenue Contracts		
Other		
Other		
Total	\$37,014	\$44,000

## Indirect Administrative Costs

1. Do you charge indirect costs to either SCDRTAP or 5311?  
If yes, attach your approved Indirect Cost Plan as **NJT Attachment H**.

SCDRTAP

☐ Yes ☒ No

5311

☐ Yes ☐ No ☒ N/A

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

*SCUCS does not have an Indirect Cost Plan*

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 ☒ N/A

## Third-Party Purchases

1. Current Third Party Contracting

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

Table 11 – SCDRTAP 2024

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Purchased
Ditmars, Perazza & Co.	Annual		\$11,000	Auditing services
Concentra Medical Compliance Administration	Ongoing		\$10,000	FTA Drug and Alcohol testing

Table 12 – 5311 2024

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


2. Proposed Third-Party Service Contracting

Please list all transit-related third-party proposed service contracts that will be funded to a third party. (i.e., transportation services, dispatching, auditing, drug and alcohol testing, legal, marketing, maintenance, bus washing, etc.)

Table 13– SCDRTAP 2026 Service Contracts

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
Ditmars, Perazza & Co.	Annual		\$11,000	Auditing services
Concentra Medical Compliance Administration	Ongoing		\$10,000	FTA Drug and Alcohol testing

Table 14 – Section 5311\* 2026

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

3. Proposed SCDRTAP Capital Purchases

Please list all proposed Capital Purchases that will be funded to a third party.

Table 15 – Capital\* 2026

Name of Item	Description of Service Purchased	Estimated Unit Cost	Quantity
Rolling Stock			
Communication Equipment			
Passenger Bus Stop Signs			
Lift/ Securement Devices			
Computer Hardware/ Software			
Misc.			

\*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 multi-year contracts under FTA programs must sign annual certifications in order to remain compliant.

## SECTION IV – PROJECT EQUIPMENT

### Vehicle Inventory

Use and return the provided **Excel spreadsheet** to submit your current inventory list of all vehicles in your fleet. If possible, the inventory list should be sorted from the oldest model year to the latest.

Attach Excel Spreadsheet, not PDF, as **NJT Attachment I**.

The inventory includes:

- A. License plate number.
- B. NJ TRANSIT Vehicle number.
- C. VIN.
- D. Mileage.
- E. Funding Source.
- F. Vehicle Manufactured Year.
- G. Vehicle Manufacturer – (engine manufacturer) - Ford, International, Chevy, *etc.*
- H. 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.
- I. Vehicle Model – the manufacturer's model name and/or number.
- J. Vehicle Type.
- K. Vehicle Length:
  - Bus 40 ft. – large transit bus.
  - Bus 35 ft. – medium transit bus.
  - Bus < 30 ft. – small transit bus, 18-24 passengers.
  - Bus < 30 ft. – minibus (158" WB).
  - Bus < 30 ft. – extended minibus (176" WB).
  - Automobile/Sedans – Sedan/wagons.
  - Accessible minivan.
  - Van. Ex. Ford Transit/ Dodge Promaster
  - Sports Utility Vehicle-SUV.
- L. Acquisition Cost.
- M. Federal Participation Percentage (if applicable).
- N. Location.
- O. Condition.
- P. In-service Date/Acquisition Date.
- Q. Projected Retirement Date – *All counties should have a vehicle replacement plan.*

- R. Proposed Disposition Action (Auctioned; Active; Competitive Sale Process, Transferred, Returned to NJ TRANSIT).
- S. Fuel – DF (Diesel); GA (Gas); AF (Alternative Fuel).
- T. Floor Plan – Please include number of seats; number of foldaways; foldaway type; number of securements. For example: If you have a vehicle that can seat 14 and has a floor plan that seats 12 ambulatory, has one double foldaway seat that seats an additional two and one securement position up you would provide information as follows:
- Number of seats: 12.
  - Number of Foldaway: 1.
  - Foldaway: (seats one or two) 2.
  - Number of securements: 1.
- U. Number of Accessible Locations.
- V. Title Holder.
- W. Federal Award Information Number (FAIN) (If applicable).
- X. Useful Life.
- Y. Disposal Date.
- Z. Sale Price.
- AA. Method used to determine Fair Market Value (if applicable).

## Non-Vehicle Inventory

Use and return the provided Excel spreadsheet to submit your SCDRTAP-funded non-vehicle inventory list for those subrecipients who have used SCDRTAP funds to purchase non-vehicle items. Attach as **NJT Attachment J**.

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

## Capital Disposal 2024

1. Did the applicant dispose of any vehicles and/or equipment purchased with SCDRTAP funds in calendar year 2024 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 Table 16 below.

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

funds in 2024?

☐ Yes ☒ No

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

☐ Yes\* ☐ No

\*If yes, complete Table 16 below.

Table 16

Description of Disposed Equipment	Grant Used to Purchase Equipment			Was NJ TRANSIT notified?		Notification Date	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	Other explain	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 coordinated system participated in 2024 to date. In addition, if applicable, describe any activities that may be planned for 2026.

*Evesham Township Senior EXPO –October 2024*

*Burlington County Sheriff's Office Senior Expo – June 2024, May 2025*

*Burlington County Office on Aging EXPO – October 2024*

*SCUCS Day – September 2024*

*Access Link Customer Forum – August 2025, upcoming dates/locations TBD*

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

*Burlington County Commissioners 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*

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

*Annually, SCUCS places notices of its public hearings in local newspapers and on its website. Notices of the hearing is provided to municipal clerks, with the request that the notice be placed on display on their facilities. Private operators are welcome to attend and comment on the agency's grant applications and proposed activities.*

## Marketing Materials

1. Attach SCDRTAP and Section 5311 marketing materials. (i.e., system brochure, timetables, cable TV ads, advertising, mailings, newspaper articles, and screenshot of website homepage). Attach as **NJT Attachment K**.

Attach a screenshot of your website's transportation system profile, which includes the following information: eligibility, trip purpose, and service area, etc. **NJT Attachment L**.

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

If yes, please describe/ list available formats.

*Currently, a number of our documents are available in Spanish language editions.*

*Further alternate formats could be made available, if they were to be requested.*

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

Attach all documents as **NJT Attachments M1-M7**.

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, an online newspaper is acceptable, at least 30 days prior to the public hearing dates. Submit notarized copies of both public notices with the application as **NJT Attachment M1**.
2. The Public Hearing Notice must be sent to all Municipal Clerks. The Public Hearing Notice must also be sent to county organizations, agencies, and associations that serve senior citizens and people with disabilities. Submit a list of organizations that the letter was sent to as **NJT Attachment M2**.



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 M3**.

### **Prior and After Public Hearing Date:**

1. Prior to the Public Hearing, a copy of the 2026 budget and goals must be available for public review on the County coordinated system Website and in the Public Library (at least 14 days after the public hearing date). Include in the exhibit the screenshot of the website and copies of correspondence requesting the posting, and/or the name of the Branch, address, and date the copy was placed in the Library as **NJT Attachment M4**.
2. Once your application is completed, an electronic copy of the 2026 application must be placed on the county coordinated system website for public review. Attach a screenshot of the county coordinated system website with the link to the electronic application as **NJT Attachment M5**.
3. The County coordinated system must meet with its local CAC to review the proposed service activities, goals, and budget for 2026. Their input and feedback should be considered in the planning process for this application. Please indicate the date of this CAC meeting and include a copy of the meeting minute notes showing the application was reviewed with CAC members as **NJT Attachment M6**.
4. Copies of the 2026 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 the application due date, the transcripts can be submitted after the application's filing deadline as **NJT Attachment M7**.

**SECTION VI – ADDENDUMS**

**Sample of Required SCDRTAP Application Cover Letter on County Letterhead**

Attach as **NJT Attachment N**.

Date

Janelle Rivera, Director  
NJ TRANSIT  
Local Programs and Community Mobility  
283-299 Market Street, Suite 1100  
Newark, New Jersey 07102

Dear Ms. Rivera:

The (Name of County) is hereby applying for funds under the Senior Citizens and Disabled Residents Transportation Assistance Program (SCDRTAP). The approval of this grant will enable transportation services to be available to the senior citizens and disabled residents in our County. (Name of County) is requesting \$\_\_\_\_\_ for 2026. The scheduled public hearing date is \_\_\_\_\_. The application will be available at the following locations \_\_\_\_\_ as of the following date \_\_\_\_\_.

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

As the Applicant, the (Name of County) agrees to comply with all regulations and administrative guidance required for application to the Senior Citizens and Disabled Resident Transportation Assistance Program for the program year 2026. The Applicant affirms the truthfulness and accuracy of the information it has provided in the statements submitted herein and any other submission made to NJ TRANSIT. In signing this document, I declare the foregoing information and any other statement made on behalf of the Applicant are true and correct.

Sincerely,

(Signature of Authorized Representative of Applicant)

Print Name

Title of Authorized Representative of Applicant

## SCDRTAP Applicant Authorizing and Supporting Resolution

Sample Text for Authorizing Resolution. Attach as **NJT Attachment O**.

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

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

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

WHEREAS, the county of (Name of County) must submit an application to NJ TRANSIT Corporation to obtain funding in amount of \$\_\_\_\_\_ for period covering January 1, 2026 to December 31, 2026;

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

1. (Title of Subrecipient's Designated Official) shall forward one (1) original application together with one (1) certified copy of this resolution to:

NJ TRANSIT  
Local Programs and Community Mobility  
283-299 Market Street, Suite 1100  
Newark, New Jersey 07102  
Phone: (973) 491-8891; and,

2. BE IT FURTHER RESOLVED, that the (Name of Subrecipient's Designated Official) is hereby authorized to execute the necessary contractual agreements on behalf of the county of (Name of County).

## SECTION VII – 5311 ADDITIONAL ITEMS

The following are only required by Section 5311 Applicants

### Opinion of Counsel Letter - 5311

Sample Opinion of Counsel- Attach as **NJT Attachment P on County Letterhead**.

(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 the County Board of Commissioners or other governing body authorizing funding for the local share, if applicable).

I have reviewed the pertinent Federal, State and local laws, and I am of the opinion that there is no legal impediment to making an 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

### NJT Attachment Q.

The **(name of agency)** certifies that its demand-responsive/ route deviation service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- Response time.
- Fares.
- Geographic service area.
- Hours and days of service.
- Restrictions on trip purpose.
- Availability of information and reservation capability, and,
- 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 that receive financial assistance under 49 U.S.C. 5311 or 5307 must file this certification with the appropriate state program office before procuring any inaccessible vehicle. Such public entities not receiving FTA funds shall also file the certification with the appropriate state program office. Such public entities receiving FTA funds under any other section of the FT Act must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing.

---

(Name of authorized official)

---

(Title)

---

(Signature)

Date: \_\_\_\_\_

## Civil Rights

### Equal Employment Opportunity (EEO)

An EEO program is required if an applicant in the previous Federal fiscal year (only FTA funds) — received in excess of \$1 million or planning assistance in excess of \$250,000 and has 100 or more mass transit-related employees.

For the period January 1, 2024, through December 31, 2024, answer the following:

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

54

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 the estimated date of completion.  
Date:

3. Were any complaints received between the period January 1, 2024, and December 31, 2024?

☐ 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.

## Title VI

Does your agency have a current approved Title VI program submitted to NJ TRANSIT?

☒ Yes ☐ No

Date of Current Resolution: 3/15/2025

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.

*SCUCS has applied for and received funding from HUD (Housing Counseling) and FEMA (Emergency Food Assistance)*

Has your agency had a finding of noncompliance by any other federal agency?

☐ Yes      ☒ No

## 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 the program.

☒ Yes      ☐ No

2. Please describe the accounting system used – include the name of the system.

*Blackbaud Financial System for Non Profit Accounting. It is a fully compliant software program that includes 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 the 2024-2025 contract year.)

☐ Yes      ☐ No      ☒ N/A

Prior to entering into third-party contracts over \$25,000 (services or capital) agency must review the website System for Awards Management (SAM) at [www.sam.gov](http://www.sam.gov). The new website [sam.gov](http://sam.gov) provides a more detailed profile of the vendor, including disbarment, a UEI (Unique Entity Identifier) number, and federal debt, the previous excluded party listing system website. (Subrecipient should print screen, which would show the date the website was checked, and verify whether the vendor was NOT debarred or suspended from participating in federally funded contracts.)

Did the subrecipient check SAM prior to entering into a contract with the vendor during 2024-2025?

☐ Yes      ☐ No      ☒ N/A

If applicable, who is your Third-Party Vendor?

What is your Third-Party Vendor's Unique Entity Identification number? *(UEI number can be obtained via SAM.gov)*

Is your Third-Party Vendor an active entity?

☐ Yes      ☐ No      ☒ N/A

Please include a copy of their SAM.gov profile as **NJT Attachment R**. *(Agencies are required to confirm Third-Party active registration status on an annual basis.)*



## 5311 Source of Local Match –

Provide a breakdown of proposed match dollars in Table 17 for your 5311 program.

Table 17

Funding Match Source	Match Amount 5311
Local Funds: (list) (i.e., County)	
State Funds: (list) (i.e., Human Service funding)	
Revenue Contracts (list) (i.e., vehicle advertising contracts list indicates revenue source/contracts used as match)	
Federal (non-FTA)	
In-Kind (list)	
Other specify	
Total	

Do you plan on using an in-kind match for 2026 5311?

☐ Yes\*

☐ No

What is the total amount and source(s) of the in-kind match?

Total Amount \$ \_\_\_\_\_ Source(s): \_\_\_\_\_

\*Documentation must be submitted by applicants who indicated they would be providing an in-kind match in the period **January 1, 2026, to December 31, 2026.**

**5311 Budget Request**  
**FTA Non-Urbanized Area Formula Program (Section 5311)**  
**January 1, 2026 - December 31, 2026**  
**Project Budget Request (include Match)**

Table 18

<b>Operating</b>	<b>Budget Request</b>
Total Operating (should include total budget for this program)	
(-Fares)	
(-Donation)	
Total Operating	
<b>Administrative (up to 10%)</b>	<b>Budget Request</b>
Total Administrative	
<b>GRAND TOTAL</b>	

### **Special Section 5333(b)**

The attached Special Warranty and the procedures incorporated therein represent the understandings of the Department of Labor and the Department of Transportation with respect to the formula Grant Program for Areas Other Than Urbanized Areas (C.F.R. U.S.C. Section 5311).

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

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

#### **A. General Application**

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

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

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

#### **B. Standard Terms and Conditions**

The Project shall be carried out in such a manner and upon such terms and conditions as will not adversely affect employees of the Recipient and of any other surface public transportation provider in the transportation service area of the Project. It shall be an obligation of the Recipient and any other legally responsible party designated by the Public Body to assure that any and all transportation services assisted by the Project are contracted for and operated in such a manner that they do not impair the rights and interest of affected employees. The term a Project, as used herein, shall not be limited to the particular facility, service, or operation assisted by Federal funds, but shall include any changes, whether organizational, operational, technological, or otherwise, which are a result of the assistance provided. The phrase "as a result of the Project," shall when used in this arrangement, include events related to the Project occurring in anticipation of, during, and subsequent to the Project and any program of efficiencies or economies related thereto; provided, however, that volume rises and falls of

business, or changes in volume and character of employment brought about by causes other than the Project (including any economies or efficiencies unrelated to the Project) are not within the purview of this arrangement.

An employee covered by this arrangement, who is not dismissed, displaced or otherwise worsened in his position with regard to his employment as a result of the Project, but who is dismissed, displaced or otherwise worsened solely because of the total or partial termination of the Project, discontinuance of Project services, or exhaustion of Project funding shall not be deemed eligible for a dismissal or displacement allowance within the meaning of paragraphs (6) and (7) of the Model agreement or applicable provisions of substitute comparable arrangements.

- a. Where employees of a Recipient are represented for collective bargaining purposes, all Project services provided by that Recipient shall be provided under an in accordance with any collective bargaining agreement applicable to such employees which is then in effect.
- b. The Recipient or legally responsible party shall provide to all affected employees sixty (60) days notice of intended actions which may result in displacements or dismissal or rearrangements of the working forces. In the case of employees represent by a union, such notice shall be provided by certified mail through their representatives. The notice shall contain a full and adequate statement of the proposed changes, and an estimate of the number of employees affected by the intended changes, and the number and classifications of any jobs in the Recipient=s employment available to be filled by such affected employees
- c. The procedures of this subparagraph shall apply to cases where notices involve employees represented by a union for collective bargaining purposes. At the request of either the Recipient or the representatives of such employees' negotiations for the purposes of reaching agreement with respect to the application of the terms and conditions of this arrangement shall commence immediately. If no agreement is reached within twenty (20) days from the commencement of negotiations, any party to the dispute may submit the paragraph (4) of this warranty. The foregoing procedures shall be complied with and carried out prior to the institution of the intended action.

For the purpose of providing the statutory required protections including those specifically mandated by Section 5333(b) of the Act, the Public Body will assure as a condition of the release of funds that the Recipient agrees to be bound by the terms and conditions of the National (Model) Section 5333(b) Agreement executed July 23, 1975, identified below<sup>2</sup>, provided that other comparable agreements may be substituted therefore, if approved by the Secretary of Labor and certified for inclusion in these conditions.

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

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

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

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

In the event any employee covered by these arrangements is terminated or laid off as a result of the Project, he shall be granted priority of employment or reemployment to fill any vacant position within the control of the Recipient for which he is, or by training or retraining within a reasonable period can become qualified. In the event training or retraining is required by such employment or

reemployment, the Recipient or other legally responsible party designated by the Public Body shall provide, or provide for, such training or retraining at no cost to the employee.

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

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

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

#### **C. Waiver**

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

## 5333(b) Certification Letter on County Letterhead

Attach as **NJT Attachment S**.

Date:

Janelle Rivera, Director  
NJ TRANSIT  
Local Programs and Community Mobility  
283-299 Market Street, Suite 1100  
Newark, New Jersey 07102

Dear Ms. Rivera:

The (Name of Applicant) has made an 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, 2026, to December 31, 2026.

The (Name of Applicant) agrees that in the 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 (**Exhibit C**) is submitted by NJ TRANSIT to the US Department of Labor. Do not include NJ TRANSIT as a transportation provider in your area.

Check **Exhibit C** carefully and submit **all** changes on Table 19 below (include any additions, deletions, or changes to the transportation providers listed in Exhibit C – do not retype information from or on Exhibit C). Note if a (D)eleletion, (A)ddition or (C)hange to the Exhibit 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 Exhibit 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 19

Other Transportation Providers in Section 5311 Service Area	(A)add (C)change (D)delete	Name of Union	Union Address	Union Phone Number	E-Mail Address of Union



## Sample of Required S5311 Application Cover Letter on County Letterhead

Attach as **NJT Attachment T**.

Date

Janelle Rivera, Director  
NJ TRANSIT  
Local Programs and Community Mobility  
283-299 Market Street, Suite 1100  
Newark, New Jersey 07102

Dear Ms. Rivera:

The (Name of Applicant) is hereby applying for a grant under FTA Section 5311 of the Federal Transit Act, as amended. The approval of this grant will enable public transportation services to be available to the small urban and rural residents of our service area.

(Name of Applicant) is requesting Non-Operating and/or Operating Assistance for the period **January 2026–December 2026**. The total amount of federal and state funds requested is as follows:

### January 2026–December 2026

OPERATING:

NON-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

## S5311 Applicant Authorizing and Supporting Resolution

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 a Sample Text for the Authorizing Resolution. **Attach as NJT Attachment U.**

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

**NATIONAL VOTER REGISTRATION ACT  
(NVRA) Site Coordinator  
NJT Attachment V**

I hereby certify that as a subrecipient of the Senior Citizen and Disabled Resident Transportation Assistance Program (SCDRTAP) and a provider of service to these populations, our agency will comply with the National Voter Registration Act through NJ TRANSIT. We have appointed an Accountable Liaison as our agency's NVRA Site Coordinator. This individual will be the primary person responsible for NVRA requirements for the county transportation program.

**Agency Information:**

Agency Name: SCUCS, Inc. / SEN-HAN Transit

Agency Address: 537 W. Nicholson Road, Audubon, NJ 08106

**NVRA county transportation Site Coordinator:**

Name: Christopher B. Smith

Title: Operations Manager

Phone Number: (856) 46-1121

E-mail Address: csmith@scucs.org

**NJT Attachment G - CHARTER SERVICE COMPLIANCE CERTIFICATION**

This certification must be submitted annually to NJ TRANSIT's Department of Local Programs by each subrecipient who operates vehicles and/or receives federal funds under any Federal Transit Administration (FTA) Program administered by NJ TRANSIT. This form confirms your Charter activity for the prior calendar year.

<https://www.transit.dot.gov/regulations-and-guidance/access/charter-bus-service/charter-bus-service-regulations-0>

☐ N/A – My agency does not engage in any charter activities as defined in 49 CFR part 604

**\*Agency Name** Senior Citizens United Community Services, Inc.

**\* Must type Agency Name (whether you check N/A above)**

**Signature**

Stephen P. Considine

**Print Name of Authorized Official**

Chief Executive Officer

**Title**

September 19, 2025

**Date**

Subrecipients and their contractors, are prohibited from using federally funded equipment or facilities to provide charter service, except on an incidental basis; and then, only when one or more of the six exceptions set forth in the charter service regulation in 49 CFR Section 604.9 (b) apply. Other conditions include recovering the fully allocated cost of the service and putting the revenues earned back into your transportation Program.

**The following are the limited exceptions when a subrecipient may provide charter service:**

- **Official government business;**
- **Qualified Human Service Organizations (elderly, persons with disabilities, and low-income individuals);**
- **When no registered charter provider responds to a notice sent by a subrecipient;**
- **Leasing (must exhaust all available vehicles first);**
- **By agreement with all registered charter providers;**
- **Petitions to the Administrator: Events of regional or national significance, or hardship.**

If charter service is provided under one of these exceptions, please complete below:

**Charter Service Certification:**

As required by FTA regulations, (name of county) hereby certifies that it is in compliance with 49 CFR part 604 which states that subrecipients of FTA assistance that provided charter services must comply with the FTA Charter Regulations. This includes posting charter service requests on the FTA's Register Charter Provider Website. This further certifies that the subrecipient has documented each and every use of the equipment awarded by NJ TRANSIT for charter service including the customer, dates, times, equipment identification, trip origin, and destination.

**Location of Charter Service Records:**

The records for charter service operated by the above-named subrecipient during the calendar year mentioned above are currently maintained at the following address:

**I hereby make the above certifications and state that I am an authorized official of the county.**

**Print name:** Stephen P. Considine

**Title:** Chief Executive Officer

**Signature:** \_\_\_\_\_

**Date:** September 19, 2025

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

<p>Atlantic City Jitney Association 6821 Deliah Road Egg Harbor, NJ 08234 Emmanuel Mathioudakis <a href="mailto:president@jitneyac.com">president@jitneyac.com</a> 609-646-8642</p>	<p>Broadway Bus 1329 Kennedy Blvd Bayonne, NJ 07002 Emil Massa <a href="mailto:Emass1@msn.com">Emass1@msn.com</a> 201-339-4848</p>	<p>Olympia Trails, O.N.E. Bus, all Coach USA companies 349 First Street Elizabeth, NJ 07206 Jim Rutherford Safety Officer Rudy Bhagwandas</p>
<p>Martz Lines 239 Old River Road Wilkes-Barre, PA 18702 570-821-3838 FAX: 570-821-3813 E-MAIL: <a href="mailto:shenry@martzgroup.com">shenry@martzgroup.com</a> WEBSITE: <a href="http://www.martzgroup.com">www.martzgroup.com</a> Mr. Scott E. Henry</p>	<p>Greyhound Lines, Inc. 777 Harrahs Blvd. Atlantic City, NJ 08401 214-849-8100 Mr. Nate Karp E-MAIL: <a href="mailto:nkarp@greyhound.com">nkarp@greyhound.com</a></p>	<p>Leprechaun Lines, Inc 200 Leprechaun Lane New Windsor, NY 12553 845-565-7900 FAX: 845-565-1220 E-MAIL: <a href="mailto:wdecker@leprechaunlines.com">wdecker@leprechaunlines.com</a> Mr. Warren J. Decker Director of Safety</p>
<p>Peter Pan Bus Lines 25 County Avenue Secaucus, NJ 07094 201-866-6001 FAX: 201-866-6234 E-MAIL: <a href="mailto:frank@peterpanbus.com">frank@peterpanbus.com</a> WEBSITE: <a href="http://www.peterpanbus.com">www.peterpanbus.com</a> Mr. Frank Farrow</p>	<p>Lakeland Bus Lines, Inc. PO Box 898 425 E. Blackwell Street Dover, NJ 07802-0898 973-366-6817 FAX: 973-366-8012 E-MAIL: <a href="mailto:mrenne@lakelandbus.com">mrenne@lakelandbus.com</a> WEBSITE: <a href="http://www.lakelandbus.com">www.lakelandbus.com</a> Mr. Mark Renne Mr. James Garofalo <a href="mailto:jgarofalo@lakelandbus.com">jgarofalo@lakelandbus.com</a> 973-786-3631</p>	<p>Rockland Coaches 180 Old Hook Road Westwood, NJ 07675 201-263-1254 ext. 418 FAX: 201-664-8036 E-MAIL: <a href="mailto:david.gee@coachusa.com">david.gee@coachusa.com</a> Mr. David Gee</p>
<p>Sheppard Bus Service 35 Rockville Road Bridgeton, NJ 08302 856-451-4004 FAX: 856-453-1620 E-MAIL: <a href="mailto:john@sheppardbus.com">john@sheppardbus.com</a> Mr. John Sheppard Mr. Ken Sheppard</p>	<p>Passaic Valley Coach Lines 71 River Road Chatham, NJ 07928-1930 973-635-2374 FAX: 973-635-0199 E-MAIL: <a href="mailto:wayne@passaicvalleycoach.com">wayne@passaicvalleycoach.com</a> WEBSITE: <a href="http://passaicvalleycoach.com">passaicvalleycoach.com</a> Mr. Wayne Braunwarth</p>	<p>Safety Bus 7200 Park Avenue Pennsauken, NJ 08109 856-665-2662 FAX: 856-665-0658 Mr. Thomas Dugan, Jr.</p>
<p>Trans-Bridge Lines 2012 Industrial Drive Bethlehem, PA 18017 610-868-6001 Ext. 122 FAX: 610-868-9057 WEBSITE: <a href="http://www.transbridgelines.com">www.transbridgelines.com</a> Mr. Tom JeBran Mr. Len Marzen</p>	<p>Raritan Valley Bus Service PO Box 312 Metuchen, NJ 08840-0312 732-549-1212 FAX: 732-549-1168 E-MAIL: <a href="http://www.raritanvalleybus.com">www.raritanvalleybus.com</a> Mr. Steve Yelencsics Mr. Steve Yelencsics, Jr.</p>	<p>Stout's Charter Service, Inc. 20 Irvn Street Trenton, NJ 08638 609-883-8891 ext 100 FAX: 609-883-6682 E-MAIL: <a href="mailto:rstisone@stoutstransportation.com">rstisone@stoutstransportation.com</a> WEBSITE: <a href="http://www.stoutsbus.com">www.stoutsbus.com</a> Mr. Richard Tisone Ms. Donna Scaglione</p>
<p>Vanderhoof Transportation 18 Wilfred Street West Orange, NJ 07052 973-325-0700 FAX: 973-669-9639 WEBSITE: <a href="http://www.evanderhoof.com">www.evanderhoof.com</a> Mr. Edward Vanderhoof</p>	<p>Starr Tours 2531 E. State Street Trenton, NJ 08619 609-587-0626 FAX: 609-587-3052 <a href="http://www.starrtours.com">www.starrtours.com</a></p>	<p>Triple D Travel PO Box 3208 Hamilton, NJ 08619 609-631-0200 FAX: 609-631-0047 Mr. David A. Tenney</p>
<p>Travelynk, INC 52 Bailly Drive Burlington, NJ 08016 201-232-0563 FAX: 201-232-0563 Michael Rodriguez</p>	<p>Via Bus 19 Tilton Street Hammonton, NJ 08037 609-567-7705 800-890-4756 FAX: 609-567-2328 Mr. Glenn Davis</p>	<p>Community Coach 160 South Route 17 North Paramus, NJ 07652 866-912-6224 FAX: 201-225-7590 E-MAIL: <a href="mailto:Rudy.Bhagwandas@coachusa.com">Rudy.Bhagwandas@coachusa.com</a> Mr. Rudy Bhagwandas</p>

**2026 SCDRTAP and 5311 Application**

Villani Bus Company 811 East Linden Avenue Linden, NJ 07036 908-862-3333 FAX: 908-474-8058 info@villanibus.com	Coach USA Northeast Region 349 First Street Elizabeth, NJ 07206 908-354-3330 FAX: 908-994-9338 E-MAIL: <a href="mailto:john.emberson@coachusa.com">john.emberson@coachusa.com</a> Mr. John Emberson	Suburban Transit 750 Somerset Street New Brunswick, NJ 08901 732-249-1100 ext. 201 FAX: 732-545-7015 WEBSITE: <a href="http://www.coachusa.com/suburban-transit">www.coachusa.com/suburban-transit</a> <a href="mailto:Santos.Mercedes@coachusa.com">Santos.Mercedes@coachusa.com</a> Santos Mercedes
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## Exhibit B – Designated Leads for Human Services Transportation Coordination Plan

County	Lead	E-mail	Phone Number
Atlantic	Mr. Marco Ayala	<a href="mailto:Ayala_Marco@aclink.org">Ayala_Marco@aclink.org</a>	609-645-7700 x4058
Bergen	Mr. Rodyn Sanchez	<a href="mailto:rsanchez@co.bergen.nj.us">rsanchez@co.bergen.nj.us</a>	201-336-3380
Burlington	Mr. Jerry Kilkenny	<a href="mailto:jkilkenny@co.burlington.nj.us">jkilkenny@co.burlington.nj.us</a>	609-265-5597
Camden	Ms. Dominic D'Amico	<a href="mailto:ddamico@sjta.com">ddamico@sjta.com</a>	856-427-0988
Cape May	Mr. Thomas Conrad	<a href="mailto:Thomas.Conrad@CO.CAPE-MAY.NJ.US">Thomas.Conrad@CO.CAPE-MAY.NJ.US</a>	609-889-3700 x107
Cumberland	Ms. Barbara Nedohon	<a href="mailto:barbarane@co.cumberland.nj.us">barbarane@co.cumberland.nj.us</a>	856-453-2220
Essex	Mr. Michael Viera	<a href="mailto:michaelmvsr@aol.com">michaelmvsr@aol.com</a>	973-395-8418
Gloucester	Ms. Lisa Cerny	<a href="mailto:lcerny@co.gloucester.nj.us">lcerny@co.gloucester.nj.us</a>	856-686-8362
Hudson	Mr. James Ostaszewski	<a href="mailto:jostaszewski@hcnj.us">jostaszewski@hcnj.us</a>	201-369-5280 x4231
Hunterdon	Ms. Tara Shepherd	<a href="mailto:Tshepherd@gohunterdon.org">Tshepherd@gohunterdon.org</a>	908-788-5553
Mercer	Ms. Taraun McKnight	<a href="mailto:tmcknight@mercercounty.org">tmcknight@mercercounty.org</a>	609-530-1970 x17
Middlesex	Mr. Stanley Subjinski	<a href="mailto:Stanley.Subjinski@co.middlesex.nj.us">Stanley.Subjinski@co.middlesex.nj.us</a>	732- 745-4029
Monmouth	Mr. Matthew Spadaccini	<a href="mailto:Matthew.Spadaccini@co.monmouth.nj.us">Matthew.Spadaccini@co.monmouth.nj.us</a>	732-431-6480
Morris	Ms. Christine Hellyer	<a href="mailto:chellyer@co.morris.nj.us">chellyer@co.morris.nj.us</a>	973-285-6858
Ocean	Ms. Michelle Arnold	<a href="mailto:marnold@co.ocean.nj.us">marnold@co.ocean.nj.us</a>	732-736-8989 x5924
Passaic	Mr. Ahmet Akdag	<a href="mailto:ahmeta@passaiccountynj.org">ahmeta@passaiccountynj.org</a>	973-305-5763
Salem	Mr. Mathew Goff	<a href="mailto:mathew.goff@salemcountynj.gov">mathew.goff@salemcountynj.gov</a>	856-339-8644
Somerset	Mr. John Adair	<a href="mailto:Jadair@co.somerset.nj.us">Jadair@co.somerset.nj.us</a>	908-231-7116
Sussex	Mr. Nick Kapetanakis	<a href="mailto:nkapetanakis@sussex.nj.us">nkapetanakis@sussex.nj.us</a>	973-940-5200x1287
Union	Ms. Nicole Schichnes	<a href="mailto:nschichnes@ucnj.org">nschichnes@ucnj.org</a>	908-659-5001
Warren	Ms. Laura Richter	<a href="mailto:lrichter@co.warren.nj.us">lrichter@co.warren.nj.us</a>	908-475-6331

## SECTION VIII – COMPLETE APPLICATION CHECKLIST OF DOCUMENTS

The following documents are to be attached to this application.

- |                          |                   |   |
|--------------------------|-------------------|---|
| <input type="checkbox"/> | NJT Attachment A  | Organizational Chart                                  |
| <input type="checkbox"/> | NJT Attachment B  | Vendor Organization Chart (if applicable)             |
| <input type="checkbox"/> | NJT Attachment C  | Policies and Procedures (uploaded to BlackCat)        |
| <input type="checkbox"/> | NJT Attachment D  | Section 5311 Service Map (5311 only if applicable)    |
| <input type="checkbox"/> | NJT Attachment E  | CHSTP Addendums/Updates                               |
| <input type="checkbox"/> | NJT Attachment E  | CHSTP Written Agreements (if applicable)              |
| <input type="checkbox"/> | NJT Attachment F  | Contracts Program receives funds from (if applicable) |
| <input type="checkbox"/> | NJT Attachment G  | Charter Service Compliance Certification              |
| <input type="checkbox"/> | NJT Attachment H  | Indirect Cost Plan (if applicable)                    |
| <input type="checkbox"/> | NJT Attachment I  | Vehicle Inventory (use spreadsheet provided)          |
| <input type="checkbox"/> | NJT Attachment J  | Non-Vehicle Inventory (use spreadsheet provided)      |
| <input type="checkbox"/> | NJT Attachment K  | Marketing Materials                                   |
| <input type="checkbox"/> | NJT Attachment L  | Website Screenshot                                    |
| <input type="checkbox"/> | NJT Attachment M1 | Notarized Copies of Public Notice                     |
| <input type="checkbox"/> | NJT Attachment M2 | List of Organizations for Public Hearing Notice       |
| <input type="checkbox"/> | NJT Attachment M3 | Large Print Vehicle Notice                            |
| <input type="checkbox"/> | NJT Attachment M4 | Library Public Notice Information                     |
| <input type="checkbox"/> | NJT Attachment M5 | Website Screen Shot Public Notice                     |
| <input type="checkbox"/> | NJT Attachment M6 | CAC Meeting Public Notice                             |
| <input type="checkbox"/> | NJT Attachment M7 | Public Hearing Transcript                             |
| <input type="checkbox"/> | NJT Attachment N  | SCDRTAP Application Cover Letter                      |
| <input type="checkbox"/> | NJT Attachment O  | SCDRTAP Resolution                                    |
| <input type="checkbox"/> | NJT Attachment P  | Opinion of Counsel Letter (5311 only)                 |
| <input type="checkbox"/> | NJT Attachment Q  | ADA Certification of Equivalent Service               |
| <input type="checkbox"/> | NJT Attachment R  | SAM. gov Screenshot                                   |
| <input type="checkbox"/> | NJT Attachment S  | 5333(b) Certification Letter (5311 only)              |
| <input type="checkbox"/> | NJT Attachment T  | 5311 Application Cover Letter                         |
| <input type="checkbox"/> | NJT Attachment U  | 5311 Resolution                                       |



☐ NJT Attachment V NVRA Site Coordinator Form

☐ 2024 Actual Expenditures/2026 Proposed Budget

**Excel Spreadsheet Attachments:**

- 2024 Actual Expenditures by funding source/2026 Proposed budget by funding source.
- NJT Attachment I Vehicle Inventory.
- NJT Attachment J 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 2024.