



**STATE OF NEW JERSEY**

**SENIOR CITIZENS & DISABLED RESIDENTS  
TRANSPORTATION ASSISTANCE PROGRAM  
JANUARY 1, 2024 – DECEMBER 31, 2024**

**FTA Urbanized Area Formula Program  
(Section 5307-OPERATING)  
&  
FTA NON-URBANIZED AREA FORMULA PROGRAM  
(SECTION 5311)  
JANUARY 1, 2024 – DECEMBER 31, 2024**

County	<i>Cumberland</i>
Name of Transportation System	<i>Cumberland Area Transit System (CATS)</i>
Applicants Legal Name	<i>The County of Cumberland</i>
Address	<i>164 West Broad Street</i>
	<i>Bridgeton, NJ 08302</i>
Name & Title of Person Completing the Application	<i>Susan Sauro</i>
	<i>CATS Project Director</i>
Phone Number	<i>(856) 691-9331</i>
Agency Website	<a href="http://www.cumberlandcountynj.gov">www.cumberlandcountynj.gov</a>
E-Mail Address	<i>SusanSa@cumberlandcountynj.gov</i>

NJ TRANSIT  
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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

## PROPOSED SCHEDULE FOR CASINO REVENUE APPLICATION FOR YEAR 2024

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 hearing date.
- Sent copy of public hearing notice to all municipal clerks in 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 2023 (to date) grant activities and proposed 2024 SCDRTAP budget.
- Provide copies of summary of 2023 grant activities (to date) and copies of proposed 2024 budget. (should be available in alternative format upon request)

### **Fourteen (14) days After Public Hearing:**

- A copy of summary of 2024 grant activities/goals and copies of proposed 2024 grant activities/goals and budget should be placed in the main branch of the county library and/or the County Website for public review at least 14 days after the public hearing date. The County should make every effort to have a full application in the library and/or the website available. If the entire application is not available 14 days after the hearing, the county should place a copy of the proposed description of service and proposed line-item budget in the library and/or website for public review.

### **Friday, September 8, 2023**

**Application due to NJ TRANSIT.** 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 must meet with their local CAC to review the proposed service activities, goals, and budget for 2024. Their input and feedback should be considered in the planning process for this application.

**SECTION I – COUNTY INFORMATION**

**Project Contacts/Personnel**

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

Table 1

Name	Title	Address	Phone #	E-mail
<i>Douglas Albrecht</i>	<i>Commissioner / Director</i>	<i>164 W. Broad St. Bridgeton, NJ 08302</i>	<i>(856) 453-2125</i>	<i>Douglasal@cumberlandcountynj.gov</i>
<i>David DeWoody</i>	<i>Procurement Contact</i>	<i>164 W. Broad St. Bridgeton, NJ 08302</i>	<i>(856) 453-2132</i>	<i>Davidde@cumberlandcountynj.gov</i>
<i>Bowman &amp; Company, LLP</i>	<i>Audit Contact</i>	<i>601 Whitehorse Pike Voorhees, NJ 08043-2493</i>	<i>(856) 435-6200</i>	<i>Ibeckman@bowmanlp.com</i>
<i>Paige Desiere</i>	<i>EEO Contact*</i>	<i>164 W. Broad St. Bridgeton, NJ 08302</i>	<i>(856) 453-2120</i>	<i>Paigede@cumberlandcountynj.gov</i>
<i>Paige Desiere</i>	<i>ADA Representative*</i>	<i>164 W. Broad St. Bridgeton, NJ 08302</i>	<i>(856) 453-2120</i>	<i>Paigede@cumberlandcountynj.gov</i>
<i>Paige Desiere</i>	<i>Title VI Representative*</i>	<i>164 W. Broad St. Bridgeton, NJ 08302</i>	<i>(856) 453-2120</i>	<i>Paigede@cumberlandcountynj.gov</i>
<i>David Johnson</i>	<i>Safety Officer*</i>	<i>800 E. Commerce Street Bridgeton, NJ 08302</i>	<i>856-691-9331</i>	<i>Davidjo@cumberlandcountynj.gov</i>
<i>Susan Sauro</i>	<i>NVRA Site Coordinator</i>	<i>800 E. Commerce Street Bridgeton, NJ 08302</i>	<i>856-691-9331</i>	<i>Susansa@cumberlandcountynj.gov</i>

**\*Required for Section 5311, recommended for SCDRTAP**

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

Table 2

Staff Member		Phone #	E-mail	SCDRTAP		5311		5307
Name	Title			Admin %	Operating %	Admin %	Operating %	Operating %

**2024 SCDRTAP 5307 & 5311 Application**

<i>Guadalupe Hernandez</i>	<i>Accountant</i>	<i>(856) 451-4143</i>	<i>Guadalupehe@cumberlandcountynj.gov</i>	<i>25%</i>		<i>10%</i>		
<i>Sherrie Reed</i>	<i>Confidential Secretary</i>	<i>(856) 691-9331</i>	<i>Sherriere@cumberlandcountynj.gov</i>					<i>100%</i>
<i>David Johnson</i>	<i>Driver/Trainer/Safety Officer</i>	<i>(856) 691-9331</i>	<i>Davidjo@cumberlandcountynj.gov</i>		<i>25%</i>	<i>30%</i>		<i>38%</i>
<i>Susan Sauro</i>	<i>CATS Project Director</i>	<i>(856) 691-9331</i>	<i>Susansa@cumberlandcountynj.gov</i>		<i>53%</i>			<i>47%</i>
<i>Two</i>	<i>Mechanics</i>	<i>(856) 691-9331</i>	<i>Davidmcp@cumberlandcountynj.gov</i>		<i>25%</i>	<i>30%</i>		<i>40%</i>
<i>Five</i>	<i>Dispatchers</i>	<i>(856) 691-9331</i>						<i>95%</i>
<i>Twenty</i>	<i>Full Time Drivers</i>	<i>(856) 691-9331</i>			<i>30%</i>		<i>30%</i>	<i>39%</i>
<i>Four</i>	<i>Part time Drivers</i>	<i>(856) 691-9331</i>						<i>100%</i>

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.

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

*The percentage of salary charged to each grant is derived from an assessment of the actual amount of time spent by employees in the activities that contribute towards the CATS transportation program. Auditable mechanisms include payroll record, accounting expenditure reports, job descriptions and verification of job responsibilities of employees.*

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

*Riders are coded in the RouteMatch software with all possible applicable funding sources ( I.e. a rider who is a senior and is picked up in a rural area would be coded as both FTA 5311 and SCDRTAP) At the end of the month, the trips are analyzed and charged to the appropriate funding sources based on the rider’s coding, levels of available funding, and actual costs incurred during the month. Care is taken to ensure that match requirements are met.*

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 organization chart for the vendor's operations. **(Attach as NJT Attachment A and B)**

*Attached*

6. List SCDRTAP Citizens Advisory Committee 2024 meeting dates, locations (if held online, please note which web-based application ex. ZOOM, MS Teams, etc.) and times.

*The committee meets at the CATS facility on the last Wednesday of March, June, September, and November. Additional meetings are at the discretion of the Chair when needed.*

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

*Margaret Winchester-Graw: Chairperson, Senior Citizen, Consumer Advocate*

*Alice Eaddy: Vice-Chairperson, Disabled, Consumer Advocate*

*Linda Muhlig: Disabled, Consumer Advocate*

*Dennis DeMatte: Disabled Consumer Advocate*

*Mary Riley: Senior Consumer Advocate*



## Documents and Recordkeeping

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

Table 3

Documents	Name and Title of Responsible Person
Grant Application / Administration	<i>Susan Sauro</i>
	<i>CATS Project Director</i>
Contract (w/ NJ TRANSIT)	
Operations/Manifest	<i>Susan Sauro</i>
	<i>CATS Project Director</i>
Financial Records	<i>Kim Paulino</i>
	<i>Senior Accountant</i>
Procurement / Bid Documents Including RFP's	<i>Kim Paulino</i>
	<i>Senior Accountant</i>
Daily Pre-Trip form	<i>CATS Drivers</i>
Maintenance Records	<i>David McPherson</i>
	<i>Mechanic</i>
Driver Training	<i>David Johnson, Safety Officer</i>
Monthly/Quarterly Ridership Reports	<i>Sherrie Reed</i>
	<i>Confidential Secretary</i>
Drug & Alcohol Data	<i>Susan Sauro</i>
	<i>CATS Project Director</i>
Monitoring 3 <sup>rd</sup> Party Contractors	
Complaints (ADA, Title VI, Service, etc)	<i>Susan Sauro</i>
	<i>CATS Project Director</i>
Others:	

## Procedures for Grant Administration Reporting

1. Complete Table 4 and **only attach any policies and procedures that have been revised since the 2023 SCDRTAP/5311 application.** Please label any attachment(s) as NJT Attachment C.

Table 4

PROCEDURES/POLICIES	Date Revised
Driver Manual/Operations Manual	2019
Reservation/In-take Policy (RSD procedures/policies)	2019
No Show/Denial Policy	2013
Fares/Donation Policy	2011
Vehicle Maintenance Policy	2022
Vehicle Accident Policy	2022
Capital Replacement Policy	2015
Third Party Monitoring Policy	N/A
Route Deviation Policy	N/A
Complaint Policy	2014
Indirect Cost Allocation Plan	2020
ADA Procedures/Policy (Should Include all ADA related policies including Reasonable Modification, ADA complaint, wheelchair securement etc.)	2018
Title VI Program Non-Discrimination Policy	2015
CAC By-Laws (SCDRTAP)	2017
Procurement Policy (County's)*	
Drug and Alcohol Plan*	2015
EEO Plan	
Other:	
Other:	
Other:	

\*Required for Section 5311

## SECTION II - DESCRIPTION OF SERVICE

### Service Description

1. Describe any changes that were made (days, hours of operations) in 2022 to date.

SCDRTAP: *No Changes*

Section 5307: *No Changes*

Section 5311: *No Changes*

2. Describe, in detail, the proposed project for 2024. Include type of service provided by grant type (i.e. deviated fixed route, demand response), days & hours of operation and trip purpose by funding.

SCDRTAP: *The Cumberland Area Transit System (CATS) provides demand-response service in Cumberland County Monday through Friday from 8:00am to 4:00pm with 1 deviated fixed route planned.*

Section 5307: *The Cumberland Area Transit System (CATS) provides demand-response service in Cumberland County Monday through Friday from 8:00am to 4:00pm with 1 deviated fixed route planned.*

Section 5311(In and out of rural area): *The Cumberland Area Transit System (CATS) provides demand-response service in Cumberland County Monday through Friday from 8:00am to 4:00pm with 1 deviated fixed route planned.*

### Service Operations

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

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

*(856) 691-7799 Monday-Friday reservations from 9:30 am – 4:00 pm.*

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

*48 hours in advance. 5-7 days for out of County reservations.*

- c) Will you accept a same-day reservation? *Yes, for Medical.*
- d) What is your agency's available hours for open appointments other than subscription trip? (For example, limited capacity from 7-10am and 3-5pm due to nutrition and/or non-competitive employment).

*9:30 am – 4:00 pm Monday - Friday*

- e) Do you maintain a customer profile? If yes, what information is contained in this profile? *Yes, Name, Address, DOB, Phone Number, Emergency Contact, use of durable medical equipment and voter registration status. For 2024 Mobile number and email address.*
- f) Do you ensure that staff understand their responsibilities and duties as employees of a voter registration agency under the NVRA? *Yes*
- g) Do you verbally afford the opportunity to register to vote to customers during the initial intake call, recertification or change of address? *Yes*
- h) How is customer eligibility verified for SCDRTAP? *Ask riders if they are over the age of 60 and/or disabled.*
- i) How is a trip identified as Section 5307 eligible? *All urban areas of Cumberland County including, but not limited to Bridgeton, Millville and Vineland.*
- j) How is a trip identified as Section 5311 eligible? *Riders are coded in the software program with all possible applicable funding sources (i.e. a rider who is a senior and is picked up in a rural area would be coded as both FTA 5311 and SCDRTAP.) At the end of the month, trips are analyzed and charged to the appropriate funding source based on the coding, levels of available funding, and actual costs incurred during the month. Care is taken to ensure that match requirements are met.*
- k) Name the computer routing and scheduling software product currently used for operations. Include yearly license fee/cost for this product. *We are currently using RouteMatch software and have not renewed our service contract. We currently have an RFP for new software that we plan to implement in October 1, 2023.*
- l) 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
- m) Describe any other computer technology used for operations. Example: mobile data terminal, global positions systems, AVL, Tablets, IVR, Cameras, Etc. *Our new software will utilize tablets, GPS, IVR and will be cloud-based and in real time.*

- n) How does your telephone reservationist greet your customers when they call your agency? Provide word by word example of first interface customers have with your agency. i.e.: "Good Morning, thank you for calling NJ TRANSIT how can I help you?" *Good Morning/Afternoon, Cumberland Area Transit, this is (Name), how may I help you.*

**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 what 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
3. Lift and Securements
1. Do you have securements for mobility devices on your vehicles?  
Yes   No
2. Do you service passengers whose mobility devices cannot be secured to your satisfaction on your vehicles? *ADA requires us to accommodate; however, if there appears to be a severe safety issue of others due to the device not being secured an alternate mode or vehicle will be considered.*  
Yes      No
- If yes, do you allow a passenger to remain in their mobility device without requiring them to transfer to another seat? (explain)  
Yes      No
3. Does your staff provide assistance with the use of lifts, ramps and securement systems?  
Yes      No
4. Do you permit individuals with disabilities who do not use a mobility device to use the lift or ramp, including standees?  
Yes      No
5. Do you allow wheelchair passengers to refuse a lap belt if all other customers are not required to use one? *Everyone has to wear a seat belt.*  
Yes      No
4. Do you provide service to persons using respirators or portable oxygen?  
Yes      No

5. Do you ensure adequate time for individuals with disabilities to board or disembark a vehicle?  
Yes      No
6. Do you provide training to operators of deviated fixed routes and demand responsive service including training for the safe operating of the vehicles and accessibility equipment and the proper treatment of people with disabilities? Drivers and support staff should have regular sensitivity training in addition to other required driver training.  
Yes      No
7. Do you make reasonable accommodations in policies, practices, or procedures when such accommodations are necessary to avoid discrimination on the basis of disability?  
Yes      No
8. Do you make information about how to contact the agency to make requests for reasonable modifications readily available to the public through the same means it uses to inform the public about its policies and practices?  
Yes      No
9. Did applicant make reasonable accommodations for employees and/or passengers with disabilities during the past year in accordance with Title III of the ADA? (Please make sure your Reasonable Accommodation policy is attached as part of Attachment C).  
Yes      No      If yes, explain. *All riders with disabilities are accommodated within current policy. No requests have been received that the system was not able to accommodate. No employee requests received.*

## Service Area Details and Feeder Service

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

Complete the following by Grant:

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

*SCDRTAP: All areas of Cumberland County and a 5 mile radius beyond the County border are served.*

*Section 5307: All urban areas of Cumberland County including, but not limited to, Bridgeton, Millville, and Vineland.*

*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) All Rural municipalities of Cumberland County with the exception of Millville, Bridgeton, and Vineland are served. This includes Commercial Twp, Deerfield Twp, Downe Twp, Fairfield Twp, Greenwich Twp, Hopewell Twp, Lawrence Twp, Maurice River Twp, Shiloh Borough, Stowe Creek Twp, and Upper Deerfield Twp.*

2. Provide a list of relevant common sites and key trip generators, including central business districts, major employment centers, shopping centers, hospitals, social service centers and college/universities, apartment complexes, senior complexes. Indicate those that are in your 5311-service area. In addition, provide a map of your Section 5311-service area as **NJT Attachment U**.

**(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).**

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

Private bus service	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311	<input type="checkbox"/> 5307
List bus routes _____			
Municipal bus service	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311	<input type="checkbox"/> 5307
List municipalities _____			
County bus service	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311	<input type="checkbox"/> 5307
List bus routes _____			
County paratransit	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311	<input type="checkbox"/> 5307
List counties _____			
NJ TRANSIT train service	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311	<input type="checkbox"/> 5307
List train line & stations _____			
NJ TRANSIT local fixed route bus	<input checked="" type="checkbox"/> SCDRTAP	<input checked="" type="checkbox"/> 5311	<input checked="" type="checkbox"/> 5307
List route numbers <u>553, 410, 408, 313</u> _____			
NJ TRANSIT Light Rail	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311	<input type="checkbox"/> 5307
List train line & stations _____			
ACCESS LINK paratransit	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311	<input type="checkbox"/> 5307

As per 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 within your county and at least five miles beyond the county boundaries?

Yes       No

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

*Medical trips to Wilmington, DE and Philadelphia PA*

- b. Do you provide non-medical out-of-county trips? If no, please explain.  
*No. The exceptions are for riders who qualify under the SCDRTAP grant who can travel within the five-mile border for any trip purposes.*
- c. Does your agency place any restrictions on out of county trips? If yes, please explain  
*Yes, out of County recreational trips are not provided.*
- d. Does your service extend beyond the required 5 miles outside the county borders? If yes, please explain *Yes, Medical trips to Wilmington, DE and Philadelphia, PA.*

## Service Coordination

All service providers must have in place a Coordinated Human Service Transportation Plan (CHSTP) that has been locally developed. The CHSTP may include the intercity bus needs of seniors, people with disabilities, and low-income populations. The FTA encourages the inclusion of intercity transportation in the CHSTP.

Provide the following:

- 1. Date last updated CHSTP: March 22, 2021 Plans should be updated every 5 years.

Attach all addendums and/or updates to your CHSTP since 2022 to date. Attach as NJT Attachment D.

- 2. Please list tentative CHSTP stakeholder 2024 meetings dates, locations and times (meeting can be virtual if necessary). Meetings should be scheduled at a minimum of two times a year. Meeting must be scheduled prior to submission of this application.

*March 7, 2024 & October 17, 2024 Cumberland County Library Community Room @ 2:30pm*

- 3. Did your Agency hold any CHSTP meeting in 2022 to Date?

Yes       No

If yes, please list dates of when meeting occurred.

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

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

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

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



If no, please explain. *Due to change in leadership of the Transportation Division, the meeting was not held earlier in the year as training and orientation of the transportation system was necessary.*

- List all formal and informal coordination efforts with other agencies, organizations, municipalities and/or counties where **no money** is involved in Table 5. The description of the service provided should include trip purposes, customer characteristics, days, and span of hours. Submit copies of all written agreements as NJT Attachment E.

Table 5

Name of Agency	Description of Service Provided
<i>N/A</i>	

- List all contracts in which you receive **funds from an agency** to provide service. Complete Table 6. The description of the service provided should include trip purposes, customer characteristics, days and span of hours. Submit copies of all written agreements as NJT Attachment F.

Table 6

Name of Agency	Contract Term	Unit Cost	Annual Revenue	Description of Service Provided
<i>NJ Department of Veterans Affairs</i>	<i>7/1/23-6/30/24</i>		<i>\$15,000</i>	<i>Veteran's Transportation to VA centers in DE and PA</i>

## Route Deviation

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

N/A

2. List routes and provide data in Table 7.

Table 7

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

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

Yes       No

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

Yes       No

5. Do you allow deviation for general public passengers?

Yes       No

6. Do your vehicles have the universal accessibility symbol?

Yes       No

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

### 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 Attachment T; 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

### Training

1. Have any new trainings been implemented?

Yes  No

If yes, please explain.

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

Yes  No

If yes, list trainings and recertification requirements.

*Customer Service, How to Deal with Difficult Clients, Right to Know*

3. Do you and/or your third-party service provider provide training for your drivers?

Yes  No

If yes, list trainings and recertification requirements. *PASS Training, Blood borne Pathogens, Wheelchair Securement, Defensive Driving.*

4. Does your agency have a certified driver trainer on staff, or do you outsource your trainings? *Yes, David Johnson is on staff. In addition, trainings are available from the County's HR trainer as well as the County's Insurance Commission.*

## **2023 Short-Term Program Goals Review**

Please provide in detail the status of your agency' 2023 goals and completed deliverables. *Received 2 Omnibuses and 2 Vans equipped with wheelchair accessibility; RFP for new routing software in process and should begin new contract October 1, 2023; and all drivers received PASS training.*

## **2024 Short-Term Program Goals**

List at least three goals to improve your system in grant year 2024. Include Milestones on how you will obtain these goals.

**Goal 1.** *To upgrade CATS fleet with 2 additional vehicles busses.*

Milestones 1: *Bid packet posted by March 1, 2024*

Milestones 2: *Receipt of busses by October 1, 2024*

**Goal 2.** *To update and enhance the CATS Policy and Procedures Manual.*

Milestones 1: *By March 1, 2024 compiled a comprehensive outline*

Milestones 2: *By September 1, 2024 have final updated P&P Manual completed*

**Goal 3.** *To pilot at least one deviated fixed route in 2024 which will expand service to enhance employment opportunities for citizens of Cumberland County.*

Milestones 1: *By February 1, 2024 review of pilot area, stops and schedule completed.*

Milestones 2: *By May 1, 2024 begin operating this pilot deviated fixed route.*

**SECTION III – BUDGET**

**Program Budgets**

Complete attached Excel spreadsheets for your grant year 2022 Expenditure and grant year 2024 projected budgets. Please make sure to include **ALL** funding sources. You can edit the heading to include funding sources that are not listed.

**Close-out funds**

Does your agency have carry-over funds that will be added into the 2024 SCDRTAP budget? Please note close-out funds should be added to your 2024 allocation and **shown in the attached budget spreadsheet 2024 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 2024 budget?  
2022

Provide the amount of funds that will be added. \$201,253.27

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

- Operating
- Administration
- Capital

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

*Will be used to purchase rolling stock.*

**Alternative Revenue Total Collected for Calendar Year 2022**

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

Yes       No

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

Yes       No

3. Is a fare charged to use your 5307 service?

Yes       No

4. Is there a donation policy to use your 5311 service?

Yes       No

**2024 SCDRTAP 5307 & 5311 Application**

5. Is there a donation policy to use your SCDRTAP service?  
 Yes       No
6. Is there a donation policy to use your 5307 service?  
 Yes       No
8. Are funds from donations and fares placed in an account for transportation?  
 Yes       No  
 If no, explain.
9. Explain how donations/fares are collected.  
*Each bus has a donation box aboard that passengers can place their donations in.*

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

Table 8

Alternative Revenue	Revenue Collected in 2022	Revenue Projected for 2024
Fares / SCDRTAP	N/A	N/A
Fares / 5311	N/A	N/A
Fares / 5307	N/A	N/A
Donations / SCDRTAP	N/A	N/A
Donations / 5311	N/A	N/A
Donations / 5307	\$12,487.30	\$18,000
Advertising on vehicles	N/A	N/A
Medicaid (Modivcare)	N/A	N/A
Revenue Contracts	N/A	N/A
Other	N/A	N/A
Other	N/A	N/A
<b>Total</b>	<b>\$12,487.30</b>	<b>\$18,000</b>

### Indirect Administrative Costs

1. By grant, do you charge indirect cost to either SCDRTAP or 5311?  
If yes, attach your approved Indirect Cost Plan as NJT Attachment G.

SCDRTAP

Yes  No

5307

Yes  No

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

5311

Yes  No

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

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

Yes  No

### Third Party Contracting

1. Current Third Party Contracting

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

Table 9 – SCDRTAP 2022

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
<i>Kyrocera</i>	<i>4/23-3/24</i>	<i>N/A</i>	<i>\$320</i>	<i>Equipment rental</i>
<i>Riggins</i>	<i>1/23-12/24</i>	<i>Varies</i>	<i>\$15,000</i>	<i>Fuel</i>

**Table 10 – 5307 2022**

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
<i>Kyrocera</i>	<i>4/23-3/24</i>	<i>N/A</i>	<i>\$320</i>	<i>Equipment rental</i>
<i>Riggins</i>	<i>1/23-12/24</i>	<i>varies</i>	<i>\$60,000</i>	<i>Fuel</i>

**Table 11 – 5311 2022**

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
<i>Riggins</i>	<i>1/23-12/24</i>	<i>varies</i>	<i>\$65,000</i>	<i>Fuel</i>

2. Proposed Third Party Contracting

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

**Table 12– SCDRTAP 2024** (please make sure to include proposed CAPITAL purchases).

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
<i>Kyrocera</i>	<i>4/23-3/24</i>	<i>N/A</i>	<i>\$320</i>	<i>Equipment rental</i>
<i>Riggins</i>	<i>1/23-12/24</i>	<i>varies</i>	<i>\$25,000</i>	<i>Fuel</i>

**Table 13 – 5307 2024**

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
<i>Kyrocera</i>	<i>4/23-3/24</i>	<i>N/A</i>	<i>\$320</i>	<i>Equipment rental</i>
<i>Riggins</i>	<i>1/23-12/24</i>	<i>varies</i>	<i>\$70,000</i>	<i>Fuel</i>

**Table 14 – Section 5311\* 2024**

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
<i>Riggins</i>	<i>1/23-12/24</i>	<i>varies</i>	<i>\$75,000</i>	<i>Fuel</i>

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



## SECTION IV – PROJECT EQUIPMENT

### Vehicle Inventory

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

The inventory includes:

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

### Non-Vehicle Inventory

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

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

### Capital Disposal 2022

1. Did the applicant dispose of any vehicles and/or equipment purchased with SCDRTAP funds in calendar year 2022(to date)?

Yes       No

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

Yes\*       No

\*If yes, complete the Table 13 below

2. Did the applicant dispose of any vehicles and/or equipment purchased with Section 5311 funds in 2022?

Yes       No

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

Yes\*       No

\*If yes, complete the Table 13 below

Table 13

Description of Disposed Equipment	Grant Used to Purchase Equipment			Was NJ TRANSIT notified?		Date of Notification	Amount Received if Auction or Sold	Was Supporting Documentation Submitted?		Appraised Value if Vehicle was removed prior to useful life	Name of Appraiser
	SCDRTAP	5311	5307	Yes	No			Yes	No		

## SECTION V - PUBLIC OUTREACH

### Public Outreach Activities

1. Describe special events, presentations, conferences, articles, news coverage, reports or any other forms of media that the county participated in 2022 to-date. In addition, if applicable, any activities that may be planned for 2024.

*An outreach table was provided at a Health and Wellness event, May 26, 2023 hosted by the Office on Aging and Disabled. At such time brochures and information were shared to educate the public about how to utilize transportation services. Information is located in the Office on Aging & Disabled for clients to take. Division Head presented on a local cable/streaming channel to discuss the transportation services.*

2. Provide a list of locations of where transportation marketing materials are distributed in the service area, how often are they distributed?  
*Materials are in the 3 locations of the Office on Aging & Disabled/ADRC offices and located on the buses.*
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?  
*The Annual Public hearing is widely advertised in 2 local newspapers, in all municipalities, and through e-mail lists.*

### Marketing Materials

1. Attach SCDRTAP and Sections 5307 & 5311 marketing materials. (i.e., system brochure, timetables, cable TV ads, advertising, mailings, newspaper articles and copies of website). Attach as NJT Attachment J
2. Do you make service information available in accessible format upon request?  
 Yes       No

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

Attach all documents as NJT Attachments K1-K7

1. The notice should include the location, when and where the application will be available for public review. The notice must be advertised in two different newspapers at least 30 days prior to the public hearing dates. Submit notarized copies of both public notices with application as NJT Attachment K1.
2. The Public Hearing Notice must be sent to all Municipal Clerks. The Public Hearing Notice must also be sent to county organizations, agencies, and associations that serve senior citizens and people with disabilities. Submit a list of organizations that the letter was sent to as NJT Attachment K2.
3. A large print of the Public Hearing Notice must be posted on all system vehicles. Notice

must be posted on all vehicles at least 30 days prior to the public hearing and left on the vehicles until the date of the hearing. Submit a sample of the vehicle notice as NJT Attachment K3.

**Prior and After Public Hearing Date:**

1. Prior to the Public Hearing a copy of the 2024 budget and goals must be available for public review on the County Website and in the Public Library, (at least 14 days after the public hearing date). Include in the exhibit the screen shot of website and copies of correspondence requesting the posting, and/or name of the Branch, address and date copy was placed in Library as NJT Attachment K4.
2. Once your application is completed an electronic copy of the 2024 application must be placed on the county website for public review. Attach a screen shot of the county website with the link to the electronic application as NJT Attachment K5.
3. The County must meet with their local CAC to review the proposed service activities, goals and budget for 2024. Their input and feedback should be considered in the planning process for this application. Please indicate the date of this CAC meeting and include copy of meeting minute notes showing application was reviewed with CAC members as NJT Attachment K6.
4. Copies of the 2024 application (if available) or a summary of proposed activities, goals and proposed budget should be available at the public hearing.
5. Complete public hearing transcripts must be submitted. If not available by application due date the transcripts can be submitted after the application's filing deadline as NJT Attachment K7.

**SECTION VI - ADDENDUMS**

**SCDRTAP Maintenance of Effort (MOE) Certification**

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

(a) The purpose of the Senior Citizen and Disabled Resident Transportation Assistance Program to provide for additional or expanded transportation services to senior citizens and disabled residents. Therefore, designated recipients must maintain the same level of funding for senior citizen and transportation services as prior years.

(b) In order to comply with this Maintenance of Effort (MOE) requirement, the application must contain senior citizen and disabled resident transportation non-capital expense data from the past two years prior to the implementation of the Senior Citizen and Disabled Resident Transportation Assistance Program. This data should include non-capital expenditures of the designated recipient and/or applicant and any other agency, group, or groups, which will participate in the coordinated transportation program. Data from groups joining the coordinated system since the implementation of the Senior Citizen and Disabled Resident Transportation Assistance Program must be added to the original year period immediately preceding their joining the coordinated system

Actual Maintenance of Effort for 2022                      \$852,480

Proposed Maintenance of Effort for 2024                      \$852,480

If the MOE for 2024 has increased/decreased, please explain below:

## Sample of Required SCDRTAP Application Cover Letter

Attach as NJT Attachment L

Date

Janelle Rivera, Director  
NJ TRANSIT  
Local Programs and Community Mobility  
One Penn Plaza East, 4<sup>th</sup> floor  
Newark, New Jersey 07105-2246

Dear Ms. Rivera:

The (Name of County) is hereby applying for funds under Senior Citizens & Disabled Residents Transportation Assistance Program (SCDRTAP). The approval of this grant will enable transportation services to be available to the senior citizens and disabled residents in our County. (Name of County) is requesting \$\_\_\_\_\_ for 2024. 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 2024. The Applicant affirms the truthfulness and accuracy of the information it has made in the statements submitted herein and any other submission made to NJ TRANSIT. In signing this document, I declare the foregoing information and any other statement made on behalf of the Applicant are true and correct.

Sincerely,

(Signature of Authorized Representative of Applicant)

Print Name  
Title of Authorized Representative of Applicant

## SCDRTAP Applicant Authorizing and Supporting Resolution

Sample Text for Authorizing Resolution. Attach as NJT Attachment M.

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

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

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

WHEREAS, the county of (Name of County) must submit an application to NJ Transit Corporation to obtain funding in amount of \$\_\_\_\_\_ for period covering January 1, 2024 to December 31, 2024;

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

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

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

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

**SECTION VII – 5307 & 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 N

(Date)

(Name of Applicant)  
(Address of Applicant)

To Whom It May Concern:

This communication will serve as the requisite opinion of counsel to be filed with NJ TRANSIT in connection with the application of Name of Applicant for financial assistance pursuant to the provisions of Section 5311 of the Federal Transit Act, as amended for administration, capital, and operating assistance project(s). The legal authority for (Name of Applicant's) ability to carry out administration, capital and/or operating assistance projects directly, by lease, contract, or otherwise is set forth below:

(Name of Applicant) is authorized to provide and assist public transportation by acquisition, construction and operation of existing or additional transit facilities. This assistance may be provided directly or by agreements with other parties.

The authority of (Name of Applicant) to provide funds for the local share of the project is set forth in (cite source and provide a copy of, for example, of the local ordinance passed by County Board of Chosen Freeholders or other governing body authorizing funding for the local share, if applicable).

I have reviewed the pertinent Federal State and local laws, and I am of the opinion that there is no legal impediment to making application for Section 5311 assistance. Furthermore, as a result of my examination, I find that there is no pending or threatened litigation or other action, which might in any way adversely affect the proposed project in the program or the ability of Name of Applicant to carry out such projects in the program.

Sincerely,

Legal Counsel



**Opinion of Counsel Letter- 5307**

**Sample Opinion of Counsel-Attach as NJT Attachment N1**

(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 the Federal Transit Administration, United States Department of Transportation, in connection with the application of (Name of Applicant) for federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23, United States Code; and other federal statutes authorizing activities administered by the Federal Transit Administration.

(If the applicant intends to use this opinion to qualify for Urbanized Area Formula Program assistance authorized by 49 U.S.C. 5307, the opinion must state whether the applicant is the designated recipient as defined at 49 U.S.C. 5307(a)(2) or whether the applicant has received authority from the designated recipient to apply for and receive Urbanized Area Formula Program assistance).

Citations to laws, regulations, etc. establishing the legal authority of (Name of Applicant) to carry out transportation projects for which federal assistance is sought is set forth below:

1. \_\_\_\_\_ is authorized by (cite and quote from legal authority) to provide and assist transportation \_\_\_\_\_

2. 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, the local ordinance passed by city council or other governing body authorizing funding for the local share)

3. I have reviewed the pertinent federal, state, and local laws, and I have concluded that there is no legal impediment to your filing an application for the project for which (Name of Applicant) seeks 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 or the capability of (Name of Applicant) to carry out the project.

Sincerely,

Legal Counsel

## ADA Certification of Equivalent Service

Attachment O

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:

- (1) Response time;
- (2) Fares;
- (3) Geographic service area;
- (4) Hours and days of service;
- (5) Restrictions on trip purpose;
- (6) Availability of information and reservation capability; and
- (7) Constraints on capacity or service availability.

In accordance with 49 CFR 37.77, public entities operating demand responsive/ Route Deviation systems for the general public which receive financial assistance under 49 U.S.C. 5311 or 5307 must file this certification with the appropriate state program office before procuring any inaccessible vehicle. Such public entities not receiving FTA funds shall also file the certification with the appropriate state program office. Such public entities receiving FTA funds under any other section of the FT Act must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing.

\_\_\_\_\_  
(Name of authorized official)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Signature)

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

## Civil Rights

### Equal Employment Opportunity (EEO)

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

For the period January 1, 2022 through December 31, 2022, answer the following:

1. How many transit related employees does your agency have? 34
  
2. Is the applicant required to have an EEO Program?  
 Yes       No
  - a. If yes, does the applicant have an approved program in place?  
 Yes       No
  - b. If no required program is in place, provide estimated date of completion.  
Date:
  
3. Were any complaints received between the period January 1, 2022 and December 31, 2022?  
 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

Has your agency received any complaints, investigations or lawsuits alleging discrimination in the delivery of transportation service within the last three years?

Yes       No

If yes, provide a description of the allegation and the current status and/or outcome.

Has any federal entity conducted a Title VI compliance review of your agency within the last three years?

Yes       No

If yes, provide the following:

- Purpose/Reason for Review
- Name of the Agency that Performed the Review
- Summary of Findings/Recommendations
- Status and/or Disposition

Do you have any pending grant applications to other federal agencies (besides FTA)?

Yes  No

If yes, provide a brief description of pending applications to other federal agencies.

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

Yes  No

### Rolling Stock

Only fill Table 15 if you are purchasing rolling stock under the 5311 grant.

If you are applying for rolling stock your Section 5311 contract will be reduced for the cost of the vehicle (s). NJ TRANSIT purchases all rolling stock on behalf of our FTA subrecipients. In addition, there is a required local match of 10% for capital purchases. The subrecipient is given a choice at time of vehicle purchase to pay the 10% local match either by: 1) being invoiced by NJ TRANSIT for the 10% match or 2) if subrecipient receives SCDRTAP funds we will reduce by budget modification your SCDRTAP contract at time of purchase by an amount equal to the 10% cost of vehicle.

Table 15

	Budget Grant Approval (Shows current fleet numbers)	Amount of Change (Shows additions to fleet if expansion)	After Grant Approval (Shows final fleet total after grant is relieved)
I. Active Fleet			
A. Peak Requirement			
B. Spares			
C. Total(A+B)			
D. Spare Ratio(B/A)			
II. Inactive Fleet			
A. Contingency Reserve			
B. Pending Disposal			
C. Total (A+B)			
III. Total Fleet			
(IC + IC)			

## Fleet Replacement

If Section 5311 vehicle is being purchased is for replacement fill in this section, regardless of funding source.

Make/Model:

Year of Manufacture:

Vehicle I.D. Number (VIN):

Month/Year Placed in Revenue Service:

Accumulated Revenue Miles:

Estimated Month/Year to be Taken Out of Revenue Service:

Condition:

Original Grant Purchased Under:

## Expenditure on Public Transportation Security Projects

According to 5307(d)(1)(J), each recipient of Section 5307 program funds must certify that of the amount received each fiscal year, it will expend at least 1 percent on “public transportation security projects,” or it must certify that such expenditures for security projects are unnecessary.

1. Will the County expend 1 percent of the Section 5307 funds in this application for security purposes? (If yes, list security-related projects in the project budget)

*No*

2. If the County is certifying that it does not need to expend at least 1 percent of its annual Section 5307 fund allocations for security projects must select one of three options:
  - No deficiency found from a threat and vulnerability assessment;
  - Transportation Security Administration/FTA Top 17 Security Action Items met or exceeded; or
  - Other (with an explanatory description provided). *Any necessary security measures are handled by the County Sheriff's Office.*

## Notice to the Public on the Availability of Funds

### Grant applicant must:

Make available to the public information concerning the amount of funds available under the Section 5307 Program and the POP that the recipient proposes to undertake with such funds;

Develop a proposed POP for activities the designated recipient will finance, in consultation with interested parties, including private transportation providers; and human services organizations or transit operators representing the employment-related transportation needs of welfare recipients and low-income individuals.

3. Publish the proposed POP in sufficient detail and in such a manner as to afford affected members of the public, private transportation providers, representatives of welfare recipients and low-income individuals, and, as appropriate, local elected officials, reasonable and adequate opportunity to examine the proposed program and to submit comments on the proposed program and on the performance of the recipient;
4. Provide an opportunity for a public hearing to obtain the views of the public on the proposed POP;
5. Ensure that the proposed POP provides for the coordination of Section 5307 public transportation services with transportation projects assisted with other Federal sources;
6. Consider comments and views received, including those of private transportation providers and human services organizations or transit operators representing the employment-related transportation needs of welfare recipients and low-income individuals, in preparing the final POP; and
7. Make the final POP available to the public (Note: Where there are multiple designated recipients and/or multiple MPO's this public participation requirement may be met in several separate process for the different areas involved).

**Capital Public Notice Requirement**

As per the FTA there must be an opportunity for public review and comment for all FTA funded capital projects. To comply with this requirement all Section 5311 subrecipients awarded a capital project (vehicle, mobility management project and/or other capital equipment) must do a public notice in a newspaper soliciting public comment. A public hearing is only required if the capital project has a significant economic, social or environmental impact in the community.

**PUBLIC NOTICE**

Notice is hereby given that \_\_\_\_\_ has made application to  
Agency Name

NJ TRANSIT for \_\_\_\_\_ to assist in providing  
How many and what type of vehicles

transportation to general public in rural areas of \_\_\_\_\_, New Jersey. This project  
List areas utilizing vehicle(s)

will be partially funded with FTA S5311 funds under a grant submitted to the Federal Transit Administration.

Any interested party who has a significant, social, economic or environmental interest is invited to provide comments within 30 days to:

(Name of Subrecipient)  
(Address)

**PLEASE NOTE:**

When returning application, please include: Original notarized copies of Public Notices that actually appeared in the newspaper on two separate days. (Raised seal not required as long as the newspapers provide a certification and proof of publication.) Attach as NJT Attachment P.

## Financial Management Systems

1. Does the applicant have fiscal control and accounting procedures sufficient to do the following:
  - a. Permit the preparation of reports necessary to comply with program and statutory requirements.  
 Yes       No
  - b. Permit the tracking of funds to ensure that funds have not been used in violations of restrictions and prohibitions applicable to program.  
 Yes       No
2. Please describe accounting system used – include name of system.  
*Edmunds and Associates MCSJ Version 2020.2 Software package is used to track requests for purchase, purchase orders, paid invoices, payroll expenses, revenue received, anticipated revenue, etc. In addition, many general journals, payroll journals, and revenue journals are kept in excel format. Journals are reconciled with the Edmunds financial system weekly.*
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 2022-2023 contract year)  
 Yes       No

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 then previous excluded party listing system website. (Subrecipient should print screen which would show date website was checked and verify whether vendor was NOT debarred or suspended from participating in federally funded contracts.)

Did subrecipient check SAM prior to entering into a contract with vendor during 2022-2023?  
 Yes       No

If applicable, who is your Third-Party Vendor?

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

Is your Third-Party Vendor an active entity?

Yes       No

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

**Local In-Kind Match and Match Source – 5311**

Do you plan on using an in-kind match for 2024 5311?

Yes       No

\*If yes, what is the total amount and source(s)?

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

\*Documentation must be submitted by applicants who indicated they would be providing an in-kind match in period. Provide breakdown of proposed match dollars in Table 16.

\*Documentation must be submitted by applicants who indicated they would be providing an in-kind match in period **January 1, 2024, to December 31, 2024**.

Provide breakdown of proposed match dollars in Table 16.

Table 16

Funding Match Source	Match Amount 5311	Match Amount 5307
Local Funds: (list) County of Cumberland		\$454,193
State Funds: (list) (i.e., Human Service funding) NJ Transit	\$127,439.50	
Revenue Contracts (list) (i.e., vehicle advertising contracts list indicate revenue source/contracts used as match)		
Federal (Non-FTA)		
SCDRTAP funding	\$127,439.50	
In-Kind (list)		
Other specify: donations, SCDRTAP Funding, SASS funds, Indirect cost		\$565,807



**5307 Budget Request**

FTA Non-Urbanized Area Formula Program (Section 5307)  
 January 1, 2024 - December 31, 2024  
 Project Budget Request (include Match)

<b>Operating</b>	Budget Request
Total Operating	\$2,022,000
(-Fares)	
(-Donation)	\$18,000
Total Operating	\$2,040,000
<b>GRAND TOTAL</b>	

**5311 Budget Request**

FTA Non-Urbanized Area Formula Program (Section 5311)  
 January 1, 2024 - Dec 31, 2024  
 Project Budget Request (include Match)

Table 14

<b>Operating</b>	Budget Request
Total Operating (should include total budget for this program)	\$509,758
(-Fares)	
(-Donation)	
Total Operating	\$509,758
<b>Administrative</b>	<i>Budget Request</i>
Total Administrative	\$55,625
<b>Capital</b>	<i>Budget Request</i>
Total Capital	
<b>GRAND TOTAL</b>	\$565,383

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

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

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

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

### A. General Application

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

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

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

### B. Standard Terms and Conditions

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

An employee covered by this arrangement, who is not dismissed, displaced or otherwise worsened in his position with regard to his employment as a result of the Project, but who is dismissed, displaced or otherwise worsened solely because of the total or partial termination of the Project, discontinuance of Project services, or exhaustion of Project funding shall not be deemed eligible for a dismissal or

displacement allowance within the meaning of paragraphs (6) and (7) of the Model agreement or applicable provisions of substitute comparable arrangements.

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

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

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

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

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

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

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

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

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

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

C. Waiver

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

**5333(b) Certification Letter**

Attach as NJT Attachment Q

Date:

Janelle Rivera, Director  
NJ TRANSIT  
Local Programs and Community Mobility  
One Penn Plaza East, 4<sup>th</sup> floor  
Newark, New Jersey 07105-2246

Dear Ms. Rivera:

The (Name of Applicant) has made application to NJ TRANSIT and the Federal Transit Administration pursuant to Section 5311 of the Federal Transit Act, as amended for a mass transportation grant to assist in the reimbursement of operating and/or non-operating expenses for the period January 1, 2024, to December 31, 2024.

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.

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)eleation, (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	Name of Union	Union Address	Union Phone Number	E-Mail Address of Union

## Sample of Required S5311 Application Cover Letter

Attach as NJT Attachment R

Date

Janelle Rivera, Director  
NJ TRANSIT  
Local Programs and Community Mobility  
One Penn Plaza East, 4<sup>th</sup> floor  
Newark, New Jersey 07105-2246

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 2024- December 2024**. The total amount of federal and state funds requested is as follows:

**January 2024- December 2024**

	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

## 5311 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 Sample Text for Authorizing Resolution. Attach as NJT Attachment S

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

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

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

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

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

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

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



## NJ Transit Attachment T - 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 County of Cumberland/Cumberland Area Transit System

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

Signature \_\_\_\_\_

Print Name of Authorized Official \_\_\_\_\_

Title \_\_\_\_\_

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: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

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

<p>Aristocrat Limo &amp; Bus Co. 354 Kingston Road Parsippany, NJ 07054 973-887-2726 Fax: 973-884-1880 Mr. Robert Wright Mrs. Brenda Baxter Safety Director: Richard Wright</p>	<p>Atlantic Express Coachways, Inc. 7 North Street Staten Island, NY 10302 718-556-8078 FAX: 718-556-8042 Ms. Laura Cagnetta Safety Director: Mr. Ron Caruso</p>	<p>Ayan Travel, Inc. 149 17<sup>th</sup> Avenue Elmwood Park, NJ 07407 973-340-8750 FAX: 973-340-8759 E-MAIL: <a href="mailto:ayanbus@yahoo.com">ayanbus@yahoo.com</a> Ms. Beverly Corasio</p>
<p>Bestway Coach Express, Inc. 2 Mott Street Suite 705 New York, NY 10013 212-608-8988 FAX: 212-608-9169 E-MAIL: <a href="mailto:info@bestwaycoach.com">info@bestwaycoach.com</a> WEBSITE: <a href="http://www.bestwaycoach.com">www.bestwaycoach.com</a> Mr. Wilson Cheng Mr. Kelvin Chan</p>	<p>Camptown Bus Lines, Inc. 126-140 Frelinghuysen Avenue Newark, NJ 07114-1633 973-242-6100 FAX: 973-242-4123 E-MAIL: <a href="mailto:camptownbus@verizon.net">camptownbus@verizon.net</a> Mr. Thomas M. Zambolla</p>	<p>Carefree Bus Tours 45 Somerset Place Clifton, NJ 07017 1-800-640-9429 973-778-4000 FAX: 973-778-4610 E-MAIL: <a href="mailto:CBL4000@aol.com">CBL4000@aol.com</a> Mr. Paul Lenoir</p>
<p>Classic Tours/Classic Cruisers, Inc. 1533 Prospect Street Lakewood, NJ 08701 732-657-1144 FAX: 732-367-8233 By request only Mr. Mark R. Waterhouse</p>	<p>Coachman International Tours, Inc. P.O. Box 8328 Haledon, NJ 07538 201-398-9855 FAX: 201-398-9855 EMAIL: <a href="mailto:coachmanintl@optonline.net">coachmanintl@optonline.net</a> Mr. Richard Jaeger Ms. Pauline Wolthouse, VP</p>	<p>Coastal Coach 603 Whildam Ave N. Cape May, NJ 08204 609-602-2271 FAX: 609-345-5300 E-MAIL: <a href="mailto:tidi03@aol.com">tidi03@aol.com</a> Mr. Tim Generale</p>
<p>Express Tours, Inc/Golden Express 15 Division Street 3<sup>rd</sup> Floor New York, NY 10002 212-966-8433 FAX: 212-343-7207 Mr. Richard Chow Ms. May Chow</p>	<p>Greyhound Lines, Inc. 3104 Pacific Avenue Atlantic City, NJ 08401 609-345-5921 FAX: 609-345-5927 Mr. Nate Karp E-MAIL: <a href="mailto:nkarp@greyhound.com">nkarp@greyhound.com</a></p>	<p>Infinity Tours, Inc. 6013 Al Ventura Road Wallington, NJ 07057 201-507-5055 FAX: 201-507-5001 Ms. Mary Ann Kamrowski Safety Director: Mr. Tom Boyle</p>
<p>Jay/Nay Travel PMB 106-621 Beverly Rancocas Road Willingboro, NJ 08046 609-877-7127 FAX: 609-877-7546 E-MAIL: <a href="mailto:sales@jayandnaytravel.com">sales@jayandnaytravel.com</a> WEBSITE: <a href="http://www.jayandnaytravel.com">www.jayandnaytravel.com</a> Mr. John Mills Ms. Renee Mills</p>	<p>Lakeland Bus Lines, Inc. PO Box 898 425 E. Blackwell Street Dover, NJ 07802-0898 973-366-0600 Ext. 632 FAX: 973-366-8012 E-MAIL: <a href="mailto:ttaylor@lakelandbus.com">ttaylor@lakelandbus.com</a> WEBSITE: <a href="http://www.lakelandbus.com">www.lakelandbus.com</a> Mr. Tom Taylor Ext. 632 Mr. Tom Graves</p>	<p>Leprechaun Lines, Inc 100 Leprechaun Lane New Windsor, NY 12550 845-565-7900 FAX: 845-565-1220 E-MAIL: <a href="mailto:fgallagher@leprechaunlines.com">fgallagher@leprechaunlines.com</a> Mr. Frank Gallagher</p>
<p>Lion Trailways Hornet and Ranger Roads Rio Grande, NJ 08242 609-889-0925 FAX: 609-889-0033 E-MAIL: <a href="mailto:info@lionbus.com">info@lionbus.com</a> WEBSITE: <a href="http://www.lionbus.com">www.lionbus.com</a> Mr. Nick Paglione</p>	<p>Martz Lines 239 Old River Road Wilkes-Barre, PA 18702 570-821-3838 FAX: 570-821-3813 E-MAIL: <a href="mailto:shenry@martzgroup.com">shenry@martzgroup.com</a> WEBSITE: <a href="http://www.martzgroup.com">www.martzgroup.com</a> Mr. Scott E. Henry</p>	<p>Passaic Valley Coach Lines 71 River Road Chatham, NJ 07928-1930 973-635-2374 FAX: 973-635-0199 E-MAIL: <a href="mailto:www.wayne@passaicvalleycoach.com">www.wayne@passaicvalleycoach.com</a> WEBSITE: <a href="http://passaicvalleycoach.com">passaicvalleycoach.com</a> Mr. Wayne Braunwarth</p>
<p>Peter Pan Bus Lines 25 County Avenue Secaucus, NJ 07094 201-866-6001 FAX: 201-866-6234</p>	<p>Raritan Valley Bus Service PO Box 312 Metuchen, NJ 08840-0312 732-549-1212 FAX: 732-549-1168</p>	<p>Safety Bus 7200 Park Avenue Pennsauken, NJ 08109 856-665-2662 FAX: 856-665-0658</p>

**2024 SCDRTAP 5307 & 5311 Application**

<p>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>E-MAIL: <a href="http://www.raritanvalleybus.com">www.raritanvalleybus.com</a>          Mr. Steve Yelencsics          Mr. Steve Yelencsics, Jr.</p>	<p>Mr. Thomas Dugan, Jr.</p>
<p>Sheppard Bus Service          35 Rockville Road          Bridgeton, NJ 08302          856-451-4004          FAX: 856-453-1620          E-MAIL: <a href="mailto:john@sheppardbus.com">john@sheppardbus.com</a>          Mr. John Sheppard          Mr. Ken Sheppard</p>	<p>Starr Tours          2531 E. State Street          Trenton, NJ 08619          609-587-0626          FAX: 609-587-3052          E-MAIL:  <a href="mailto:msussman@starrtours.com">msussman@starrtours.com</a>          Mr. Mitchell Sussman</p>	<p>Stout's Charter Service, Inc.          20 Irven Street          Trenton, NJ 08638          609-883-8891          FAX: 609-883-6682          E-MAIL: <a href="mailto:vivian@stoutsbus.com">vivian@stoutsbus.com</a>          WEBSITE: <a href="http://www.stoutsbus.com">www.stoutsbus.com</a>          Mr. Harry Stout          Mr. Shawn Stout</p>
<p>Trans-Bridge Lines          2012 Industrial Drive          Bethlehem, PA 18017          610-868-6001 Ext. 122          FAX: 610-868-9057          WEBSITE:  <a href="http://www.transbridgebus.com">www.transbridgebus.com</a>          Mr. Tom JeBran          Mr. Len Marzen</p>	<p>Travelynk, INC          52 Baily Drive          Burlington, NJ 08016          201-232-0563          FAX: 201-232-0563          Michael Rodriguez</p>	<p>Triple D Travel          PO Box 3208          Hamilton, NJ 08619          609-631-0200          FAX: 609-631-0047          Mr. David A. Tenney</p>
<p>Trolley Tours, Inc.          216 North Main Street (Route 9)          PO Box 418          Forked River, NJ 08731-0418          609-971-6699          800-468-0446          FAX: 609-971-6341          E-MAIL:  <a href="mailto:ronaldfailace@hotmail.com">ronaldfailace@hotmail.com</a>          WEBSITE:  <a href="http://www.trolleytoursinc.net">www.trolleytoursinc.net</a>          Ronald R. Faillace, President</p>	<p>Vanderhoof Transportation          18 Wilfred Street          West Orange, NJ 07052          973-325-0700          FAX: 973-669-9639          WEBSITE: <a href="http://www.evanderhoof.com">www.evanderhoof.com</a>          Mr. Edward Vanderhoof</p>	<p>Via Bus          19 Tilton Street          Hammonton, NJ 08037          609-567-7705          800-890-4756          FAX: 609-567-2328          Mr. Glenn Davis</p>
<p>Villani Bus Company          811 East Linden Avenue          Linden, NJ 07036          908-862-3333          FAX: 908-474-8058          Mr. Dee Villani</p>	<p>Coach USA Northeast Region          349 First Street          Elizabeth, NJ 07206          908-354-3330          FAX: 908-994-9338          E-MAIL:  <a href="mailto:john.emberson@coachusa.com">john.emberson@coachusa.com</a>          Mr. John Emberson</p>	<p>Community Coach          160 South Route 17 North          Paramus, NJ 07652          201-225-7515          FAX: 201-225-7590          E-MAIL: <a href="mailto:jon.nguyen@coachusa.com">jon.nguyen@coachusa.com</a>          Jon Nguyen</p>
<p>Olympia Trails          349 First Street          Elizabeth, NJ 07206          908-354-3330 ext. 232          FAX: 908-994-9355          E-MAIL:  <a href="mailto:jim.rutherford@coachusa.com">jim.rutherford@coachusa.com</a>          Mr. Jim Rutherford</p>	<p>Rockland Coaches          180 Old Hook Road          Westwood, NJ 07675          201-263-1254 ext. 418          FAX: 201-664-8036          E-MAIL:  <a href="mailto:david.gee@coachusa.com">david.gee@coachusa.com</a>          Mr. David Gee</p>	<p>Short Line/Hudson Transit/Coach USA          4 Leisure Lane          Mahwah, NJ 07430          201-529-3666 ext. 1036          FAX: 201-529-0221          E-          MAIL: <a href="mailto:mailto:Christine.Falzone@coachusa.com">mailto:Christine.Falzone@coachusa.com</a>          George Grieve          WEBSITE: <a href="mailto:george.grieve@coachusa.com">george.grieve@coachusa.com</a>          Mr. George Grieve</p>
<p>Suburban Transit          750 Somerset Street          New Brunswick, NJ 08901          732-249-1100 ext. 201          FAX: 732-545-7015          WEBSITE:  <a href="mailto:ronald.kohn@coachusa.com">ronald.kohn@coachusa.com</a>          Mr. Ronald Kohn</p>	<p>MPC Bus corp          320 Nassau Blvd,          Garden City, NY 11530          718-647-2988-3600          FAX: 718-235-8075          E-MAIL:  <a href="mailto:avona@totalbuscompany.com">avona@totalbuscompany.com</a>          Mr. Augustino Vona</p>	

**Exhibit B – Designated Leads for Human Services Transportation Coordination Plan**

<b>County</b>	<b>Lead</b>	<b>E-mail</b>	<b>Phone Number</b>
Atlantic	Ms. Maribel Pabon	<a href="mailto:pabon_maribel@aclink.org">pabon_maribel@aclink.org</a>	609-645-7700 x4058
Bergen	Mr. Joseph Cinque	<a href="mailto:jcinque@co.bergen.nj.us">jcinque@co.bergen.nj.us</a>	201-336-3391
Burlington	Mr. Jerry Kilkenny	<a href="mailto:jkilkenny@co.burlington.nj.us">jkilkenny@co.burlington.nj.us</a>	609-265-5597
Camden	Ms. Carol Miller	<a href="mailto:cmiller@sjta.com">cmiller@sjta.com</a>	856-427-0988
Cape May	Mr. Dan Mulraney	<a href="mailto:dmulraney@co.cape-may.nj.us">dmulraney@co.cape-may.nj.us</a>	609-889-3700 x107
Cumberland	Ms. Susan Sauro	<a href="mailto:susansa@cumberlandcountynj.gov">susansa@cumberlandcountynj.gov</a>	856-691-9331 x101
Essex	Mr. Michael Viera	<a href="mailto:michaelmvsr@aol.com">michaelmvsr@aol.com</a>	973-395-8418
Gloucester	Ms. Lisa Cerny	<a href="mailto:lcerny@co.gloucester.nj.us">lcerny@co.gloucester.nj.us</a>	856-686-8362
Hudson	Ms. Darice Toon	<a href="mailto:dtoon@hcnj.us">dtoon@hcnj.us</a>	201-369-5280 x4231
Hunterdon	Ms. Tara Shepherd	<a href="mailto:Tshepherd@gohunterdon.org">Tshepherd@gohunterdon.org</a>	908-788-5553
Mercer	Mr. Martin DeNero	<a href="mailto:mdenero@mercercounty.org">mdenero@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	Ms. Kathy Lodato	<a href="mailto:kathleen.lodato@co.monmouth.nj.us">kathleen.lodato@co.monmouth.nj.us</a>	732-577-6731
Morris	Ms. Christine Hellyer	<a href="mailto:chellyer@co.morris.nj.us">chellyer@co.morris.nj.us</a>	973-285-6858
Ocean	Mr. David Fitzgerald	<a href="mailto:dfitzgerald@co.ocean.nj.us">dfitzgerald@co.ocean.nj.us</a>	732-736-8989 x235
Passaic	Mr. Michael Parra	<a href="mailto:michaelp@passaiccountynj.org">michaelp@passaiccountynj.org</a>	973-305-5763/5758
Salem	Mr. Matthew Goff	<a href="mailto:Matthew.goff@salemcountynj.gov">Matthew.goff@salemcountynj.gov</a>	856-339-8622
Somerset	Mr. John Adair	<a href="mailto:Jadair@co.somerset.nj.us">Jadair@co.somerset.nj.us</a>	908-231-7116
Sussex	Ms. Christine Florio	<a href="mailto:cflorio@sussex.nj.us">cflorio@sussex.nj.us</a>	973-940-5200x1381
Union	Ms. Deana Mesaros	<a href="mailto:dmesaros@ucnj.org">dmesaros@ucnj.org</a>	908-659-7412
Warren	Ms. JanMarie McDyer	<a href="mailto:jmcdyer@co.warren.nj.us">jmcdyer@co.warren.nj.us</a>	908-475-6080

**SECTION VIII- COMPLETE APPLICATION CHECKLIST OF DOCUMENTS**

**The following documents are to be attached to this application.**

- NJT Attachment A Organizational Chart
- NJT Attachment B Vendor Organization Chart (if applicable)
- NJT Attachment C Policies and Procedures
- NJT Attachment D CHSTP Addendums/Updates
- NJT Attachment E CHSTP Written Agreements (if applicable)
- NJT Attachment F Contracts Program receives funds from (if applicable)
- NJT Attachment G Indirect Cost Plan (if applicable)
- NJT Attachment H Vehicle Inventory (use spreadsheet provided)
- NJT Attachment I Non-Vehicle Inventory (5311 only)
- NJT Attachment J Marketing Materials
- NJT Attachment K1 Notarized Copies of Public Notice
- NJT Attachment K2 List of Organizations for Public Hearing Notice
- NJT Attachment K3 Large Print Vehicle Notice
- NJT Attachment K4 Library Public Notice Information
- NJT Attachment K5 Website Screen Shot Public Notice
- NJT Attachment K6 CAC Meeting Public Notice
- NJT Attachment K7 Public Hearing Transcript
- NJT Attachment L SCDRTAP Application Cover Letter
- NJT Attachment M SCDRTAP Resolution
- NJT Attachment N Opinion of Counsel Letter (5311 only)
- NJT Attachment N1 Opinion of Council Letter (5307 only)
- NJT Attachment O ADA Certification of Equivalent Service
- NJT Attachment P Capital Public Notice (5311 only if applicable)
- NJT Attachment Q 5333(b) Certification Letter (5311 only)
- NJT Attachment R 5311 Application Cover Letter
- NJT Attachment R1 5307 Application Cover Letter
- NJT Attachment S 5311 Resolution
- NJT Attachment S1 5307 Resolution

- NJT Attachment T Charter Service Compliance Certification
- NJT Attachment U Section 5311 Service Map (5311 only if applicable)
- NJT Attachment V SAM. gov Screenshot
- 2022 Actual Expenditures/2024 Proposed Budget

**Excel Spreadsheet attachments**

- 2022 Actual Expenditures by funding source/ 2024 Proposed budget by funding source
- NJT Attachment H Vehicle Inventory
- NJT Attachment I Non-Vehicle Assets

**Exhibits:**

- **Exhibit A:** List of Private Bus Operators Serving New Jersey
- **Exhibit B:** Designated Leads for Human Services Transportation Coordination Plan
- **Exhibit C:** Transportation Providers and Labor Representatives Spreadsheet 2023

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