



**STATE OF NEW JERSEY**

**2015 SENIOR CITIZENS & DISABLED RESIDENTS  
TRANSPORTATION ASSISTANCE PROGRAM**

**&**

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

**JULY 1, 2014 – JUNE 30, 2015**

County	Morris
Name of Transportation System	Morris Area Paratransit System (MAPS)
Applicants Legal Name	County of Morris
Address	PO BOX 900
	Morristown, NJ
	07963-0900
Name & Title of Person Completing the Application	Lauren Burd
	Director of Special Transportation
Phone Number	(973) 829-8105
Fax Number	(973) 829-8565
E-Mail Address	lburd@co.morris.nj.us

NJ TRANSIT  
 Local Programs and Minibus Support  
 One Penn Plaza East, 4<sup>th</sup> flr.  
 Newark, New Jersey 07105-2246  
 Phone: (973) 491-8397

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**Technical Capacity**

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

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

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

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

- Timetable should be clear service is deviated
- All deviation service must be open to the general public and noted on timetable
- Phone number on timetable must be listed for requesting trip deviation in advance
- There can be no restrictions on number of deviations per run or route As of January 2013 all deviation trips required on Monthly Service Reports submitted via SRIDES.

## PROPOSED SCHEDULE FOR CASINO REVENUE APPLICATION FOR YEAR 2015

The schedule below is for guidance purposes only. The suggested timetable below is to assist you in planning the completion of your SCDRTAP application on time. It is understood that dates and local procedures may vary.

Date:	SCDRTAP Application Only Activity:
No later than May 15, 2014	<p data-bbox="662 359 1047 394">By this date you should have:</p> <ul data-bbox="711 394 1443 772" style="list-style-type: none"><li data-bbox="711 394 1443 499">• Published your public hearing notice in two different newspapers, notice must be published at least 30 day prior to hearing date.</li><li data-bbox="711 499 1443 562">• Sent copy of public hearing notice to all municipal clerks in county</li><li data-bbox="711 562 1443 709">• Sent copy of public hearing to interested agencies including but not limited to senior centers, nutrition sites, adult workshops, senior and disabled non-profit agencies.</li><li data-bbox="711 709 1443 772">• Posted large print on-board public hearing notices in your vehicles.</li></ul>
June 15, 2014	<p data-bbox="662 806 1047 842">By this date you should have;</p> <ul data-bbox="711 842 1443 1192" style="list-style-type: none"><li data-bbox="711 842 1071 877">• Held your public hearing</li><li data-bbox="711 877 1443 982">• Read into the public hearing record summary of 2014 grant activities and proposed 2015 SCDRTAP budget</li><li data-bbox="711 982 1443 1129">• At public hearing provided copies of summary of 2014 grant activities and copies of proposed 2015 budget. (should be available in alternative format upon request)</li><li data-bbox="711 1129 1443 1192">• Met with your local CAC to review proposed 2015 application and get feedback.</li></ul>
14 days After Public Hearing	<p data-bbox="662 1226 1443 1493">A copy of the completed application should be placed in the main branch of the county library 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. 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 for public review.</p>
June 21, 2014	<p data-bbox="662 1526 1443 1627">Application due to NJ TRANSIT. Submit the full transcript of the public hearing, notarized public hearing notices and original Freeholder Resolution as soon as available.</p>

**SECTION I – COUNTY INFORMATION**

**Project Contacts/Personnel**

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

Table 1

Name	Title	Address	Phone #	E-mail
Thomas Mastrangelo	Freeholder Director	P. O. Box 900, Morristown, NJ 07963-0900	(973) 285-6010	tmastrangelo@co.morris.nj.us
James Abline	Procurement Contact	P. O. Box 900, Morristown, NJ 07963-0900	(973) 285-6333	jabiline@co.morris.nj.us
Joe Kovalcik	Audit Contact	P. O. Box 900, Morristown, NJ 07963-0900	(973) 285-6085	jkovalcik@co.morris.nj.us
Staci Santucci	EEO Contact*	P. O. Box 900, Morristown, NJ 07963-0900	(973) 285-6043	ssantucci@co.morris.nj.us
Staci Santucci	ADA Representative*	P. O. Box 900, Morristown, NJ 07963-0900	(973) 285-6043	ssantucci @co.morris.nj.us
Staci Santucci	Title VI Representative*	P. O. Box 900, Morristown, NJ 07963-0900	(973) 285-6043	ssantucci @co.morris.nj.us
Jennifer Carpinteri	Safety Officer*	P. O. Box 900, Morristown, NJ 07963-0900	(973) 285-6357	jcarpinteri@co.morris.nj.us

\*Required for Section 5311, recommended for SCDRTAP

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

Table 2

Staff Member		Phone #	E-mail	SCDRTAP		5311	
Name	Title			Admin %	Operating %	Admin %	Operating %
	1 Director			100%			
	1 Office Supervisor				100%		
	1 Program Coordinator				100%		
	2 Chauffeur						
	11 Senior Motor Vehicle Operator				100%		
	9 Motor Vehicle Operator				100%		
	2 Radio Dispatcher						100%

	5 Senior Motor Vehicle Operator						100%
	1 Motor Vehicle Operator						100%

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

N/A

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

5. List SCDRTAP Citizens Advisory Committee 2015 meeting dates, locations and times.

DATES:	TIME:	LOCATION:
February 24, 2014	10:30AM	340 West Hanover Avenue, Morristown, NJ
April 3, 2014	10:30AM	340 West Hanover Avenue, Morristown, NJ
June 4, 2014	10:00AM	340 West Hanover Avenue, Morristown, NJ
September 11, 2014	10:30AM	340 West Hanover Avenue, Morristown, NJ
November 13, 2014	10:30AM	340 West Hanover Avenue, Morristown, NJ

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

LENGTH OF NEW TERM	ORIG. DATE OF APPOINT.	NAME LAST, FIRST	A	D	REQUIRES APPOINT.	Representation
1 year	1/2010	Hayet, Bernard	X		X	Consumer Advocate
1 year	1/2007	Molde, Mark		X	X	Consumer Advocate
1 year	1/2007	Pappas, Thomas (Vice Chair)	X	X	X	Consumer Advocate
1 year	1/1985	Perlman, Jeanette	X	X	X	Consumer Advocate
1 year	1/2007	Simonetti, Emil (Chair)	X	X	X	Consumer Advocate
1 year	1/2007	Stephenson, Mark	X	X	X	Provider-Disability

## 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	Lauren Burd
	Director of Special Transportation
Contract (w/ NJ TRANSIT)	Frank Pinto
	Director, Morris County Human Services
Driver's Manifest	Patricia Rogalsky
	Office Supervisor
Financial Records	Joseph Costantino
	Fiscal Officer
Procurement / Bid Documents Including RFP's	James Abline
	Morris County Purchaser
Daily Pre-Trip form	Patricia Rogalsky
	Office Supervisor
Maintenance Records	Robert Cook
	Director, Motor Service Center
Monthly Service Reports	Lauren Burd
	Director of Special Transportation
Drug & Alcohol Data	Jennifer Carpinteri
	Assistant Director, Risk Management
Monitoring 3 <sup>rd</sup> Party Contractors	Lauren Burd
	Director of Special Transportation
Others:	

## Procedures for Grant Administration Reporting

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

MAPS uses RouteMatch, a web-based system designed for optimizing transportation schedules. Within RouteMatch, clients are assigned to a specific program area. When service reports are run, the office is able to run reports showing how many rides have been provided by each program area/grant.

2. Complete Table 2 and attach all of the policies and procedures that apply as NJT Attachment C.

Table 4

PROCEDURES/POLICIES	Date Revised
Driver Manual/Operations Manual	under review
Reservation/In-take Policy (RSD procedures/policies)	under review
No Show/Denial Policy	under review
Fares/Donation Policy	under review
Vehicle Maintenance Policy	under review
Vehicle Accident Policy	under review
3 <sup>rd</sup> Party Monitoring Policy	under review
Route Deviation Policy	N/A
Complaint Policy	under review
Indirect Cost Allocation Plan	N/A
ADA Procedures/Policy*	2/14
Title VI Complaint Procedure*	2/14
Non-Discrimination Policy*	2/14
LEP Procedure*	2/14
Other:	
Other:	
Other:	

\*Required for Section 5311, recommended for SCDRTAP

## SECTION II - DESCRIPTION OF SERVICE

### Service Description

1. Describe any changes that were made (days, hours of operations) in 2013.

Based on scheduling needs, office hours and drivers' schedules are constantly reviewed and adjusted on an as needed basis to enable MAPS to provide optimized service to our population. As the demand for weekend trips has decreased in the past year, MAPS no longer schedules drivers to cover the office on the weekends. If a special weekend trip is requested, a driver is scheduled to cover as needed.

SCDRTAP: No changes to SCDRTAP were made in 2013.

Section 5311: Based on the 2010 census, the rural areas of the county decreased. Due to the changes in rural areas, MAPS updated its database to reflect those changes in order to report accurate 5311 trip statistics.

2. Describe, in detail, the proposed project for 2015. (Include type of service provided by grant type (i.e. deviated fixed route, demand response) and include days & hours of operation.

SCDRTAP: In 2015, MAPS will continue providing demand response transportation service to Morris County residents. MAPS operates SCDRTAP routes Monday-Friday from 6:30AM-6PM.

Section 5311: In 2015, MAPS will continue providing demand response transportation to service Morris County residents that live in the low populated, rural areas of the county. MAPS operates 5311 routes Monday-Friday from 6:30AM-6PM.

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?

MAPS CAC meets five times per year. Prior to each scheduled meeting, a notice is placed in the newspaper announcing the date, time, and location of the meeting.

### 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.

MAPS	M-F 6:30 AM – 6:00 PM	(888) 282-6277
------	-----------------------	----------------

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

For regular weekday trips, MAPS suggest the riders call at least a week in advance. MAPS will accommodate any last minute requests that can fit properly

into the trip schedules.

- c. Will you accept a same-day reservation?

Yes, MAPS will accept same-day reservations if feasible.

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

Yes. The office staff collects the name, address, telephone number, email, date of birth, emergency contact, mobility type, and Medicaid eligibility. To determine MAPS rider eligibility, MAPS requires proof of disability, address verification, age verification, and/or veteran verification. MAPS also keeps notes regarding if an escort is or any special needs the client may have.

- e. How is customer eligibility verified for SCDRTAP?

MAPS requires that the client provides the office their registration form along with age verification or proof of disability as per ADA regulations.

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

MAPS requires that the client provides the office their registration form along with proof of address. If the client lives at a rural address or is travelling to a rural address, the trip is tagged in RouteMatch as a 5311 eligible trip.

- g. Name the computer routing and scheduling software product currently used for operations.

Currently, MAPS uses the scheduling software RouteMatch.

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

Customer database

Computer assisted routing and scheduling

Generate ridership reports

- i. Describe any other computer technology used for operations. Example: mobile data terminal, global positions systems, AVL.

Currently, the MAPS program uses Global Positioning System (GPS) units to aid in navigation. In 2014, MAPS will be obtaining mobile data systems on board all vehicles to enable live scheduling, routing, and GPS.

## Americans with Disabilities Act (ADA) Service Requirements

1. Does your program have a way for customers with visual impairments waiting at a stop to know what bus has arrived? Vehicle Identification Mechanisms are required on routes where multiple vehicles serve the same stop, but suggest done at all times as a common passenger courtesy.  
Yes    No    N/A
  
2. Does your program permit individuals with disabilities to travel with their service animals?  
Yes    No
  
3. Lift and Securements
  1. Do you have securements for mobility devices on your vehicles?  
Yes    No
  
  2. Do you service passengers whose mobility devices cannot be secured to your satisfaction on your vehicles?  
Yes    No
  
  3. If yes, do allow a passenger to remain in their mobility device without requiring them to transfer to another seat?  
Yes    No
  
  4. Does your staff provide assistance with the use of lifts, ramps and securement systems?  
Yes    No
  
  5. Do you permit individuals with disabilities who do not use a mobility device the use of a lift or ramp, including standees?  
Yes    No
  
  6. Do you allow passengers to refuse a lap belt if all other customers are not required to use one?  
Yes    No
  
4. Do you provide service to persons using respirators or portable oxygen?  
Yes    No
  
5. Do you ensure adequate time for individuals with disabilities to board or disembark a vehicle?  
Yes    No
  
6. Do you provide training to operators of deviated fixed routes and demand responsive service including training for the safe operating of the vehicles and accessibility equipment and the proper treatment of people with disabilities? Drivers and support staff should have regular sensitivity training in addition to other required driver training.  
Yes    No

## Service Area Details and Feeder Service

Complete the following by Grant:

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

SCDRTAP: The SCDRTAP funds are used to provide transportation to the senior and disabled residents of Morris County through the MAPS program and through service subgrants with five area municipalities. Morris County has 39 municipalities and is bisected by two interstate highways, Routes 80 and 287. Many of the agencies and facilities used by local residents fall within a short distance of these highways, The majority of rides provided through the SCDRTAP funds, are to local area healthcare facilities, sheltered workshop employment, colleges, and adult day care centers.

Section 5311: (Include the specific municipalities served).

The MAPS program provides transportation services to the low population, rural areas of Chatham Township, Chester Township, Harding Township, Long Hill Township, Mendham Borough, Mendham Township, Montville Township, Morris Township, Mount Olive Township, Randolph Township, Rockaway Township, Roxbury Township and Washington Township.

2. Provide a list of relevant common sites and key trip generators, including central business districts, major employment centers, shopping centers, hospitals, social service centers and college/universities, apartment complexes, senior complexes. Indicate those that are in your 5311 service area (5311 recipients are required to have on file a map of your 5311 service area).

### Non-Profit Adult Day Care

Friendship House, Boonton, NJ  
Time Out, Morris Township, NJ  
Time Out, Succasunna, NJ

### Colleges/Universities

College of St. Elizabeth, Morristown, NJ  
County College of Morris, Randolph, NJ  
Drew University, Madison, NJ  
Fairleigh Dickenson University, Madison NJ

### Healthcare Facilities

Morristown Medical Center, Morristown, NJ  
St. Clare's Hospital, Denville and Dover, NJ  
Chilton Memorial Hospital, Pequannock, NJ  
Kessler Institute for Rehabilitation, Chester, NJ  
Dialysis Center of Northwest Jersey, Succasunna, NJ  
Dialysis Association of Northern New Jersey, Kenvil, NJ  
Dialysis Association of Northern New Jersey, Parsippany, NJ  
Fresenius Dialysis, Morristown, NJ (2 locations)  
Morrisview Healthcare Center, Morris Plains, NJ  
Atlantic Rehabilitation Institute Morristown, NJ

**Senior Citizen Housing and Subsidized Apartment Complexes**

- Brittany Manor, Washington Twp., NJ
- Lester Senior Housing, Whippany, NJ
- Chestnut Cottages, Boonton, NJ
- Rexford Tucker Apts., Madison, NJ
- Baldwin Oaks, Parsippany, NJ
- Brookside Senior Bldg, Parsippany, NJ
- Butler Senior Housing, Butler, NJ
- Centennial Court, Wharton, NJ
- Robert Cole Apts., Chester, NJ
- Chestnut Ridge, Chatham, NJ
- Dean Gallo Housing, Morris Twp., NJ
- Cook’s Pond Senior Housing, Denville, NJ
- Heritage Manor, Mendham, NJ
- India Brook Village, Randolph, NJ
- Jefferson Chase, Oak Ridge, NJ
- Lakeside Village, Ledgewood, NJ
- Lounsberry Meadows, Stirling, NJ
- Mill Pond Towers, Dover, NJ
- Morris Mews, Morris Twp., NJ
- Petrone Bldg., Morristown, NJ
- Mt. Olive Manor, Flanders, NJ
- Pleasant View Village, Dover, NJ
- Riverview Apts., Boonton, NJ
- Robert Burroughs Apts., Madison, NJ
- Sterling Parc, Cedar Knolls, NJ
- The Highlands, Morris Plains, NJ
- Wetmore Towers, Morristown, NJ
- Morristown Housing Authority Apts, Morristown, NJ
- Alex Hearle Senior Housing, Pequannock, NJ

**Sheltered Workshops**

- Employment Horizons, Cedar Knolls, NJ
- People Helping People, Morristown, NJ
- PRIDE, Florham Park, NJ

**VA Clinics**

- Veterans Clinic – Morristown, NJ
- Veterans Medical Center – East Orange, NJ
- Lyons Veterans Medical Center – Basking Ridge, NJ

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

- Private bus service  SCDRTAP  5311  
 List bus routes as requested
- Municipal bus service  SCDRTAP  5311  
 List municipalities as requested
- County bus service  SCDRTAP  5311  
 List bus routes as requested
- County paratransit  SCDRTAP  5311  
 List counties Sussex, Warren, Somerset, Passaic, Union, Essex, Hunterdon
- NJ TRANSIT train service  SCDRTAP  5311

List train line & stations as requested  
NJ TRANSIT local fixed route bus      SCDRTAP      5311  
List route numbers as requested  
NJ TRANSIT Light Rail      SCDRTAP      5311  
List train line & stations \_\_\_\_\_  
ACCESS LINK paratransit      SCDRTAP      5311

**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: 12/2013
2. Attach all addendums and/or updates to your CHSTP since 2013.  
Attach as NJT Attachment D
3. Please list CHSTP stakeholder 2015 meetings dates, locations and times.  
All CHSTP stakeholder meetings are held quarterly at 340 West Hanover Avenue  
Morristown, NJ.
4. List all formal and informal coordination efforts with other agencies, organizations, municipalities and/or counties where no money is involved in Table 5. The description of the service provided should include trip purposes, customer characteristics, days and span of hours. Submit copies of all written agreements as NJT Attachment E.

MAPS coordinates with all the municipal dial a rides and surrounding counties as needed.

## Municipal Dial-A-Ride Information

Municipality*	Telephone Number	Services Available		
		Senior Citizen	Person w/Disability	Accessible Vehicle
5 Town Dial A Ride – Butler, Kinnelon, Lincoln Park, Pequannock, Riverdale	973-835-8885	X	X	X
Boonton/Montville Twp	973-331-3336	X	X	X
Boonton	973-402-9410 X 631	X	X	
Chatham Borough/Township	973-635-4565	X		
Chester Borough	908-879-3660 X 2128	X		
Chester Township	908-879-5100 X 390	X		
Denville	973-625-7799	X	X	X
Dover	973-266-2200 X 126	X	X	X
East Hanover	973-428-3029	X	X	X
Hanover	973-428-2498	X	X	X
Jefferson Township	973-208-6123	X	X	X
Long Hill Township	908-626-1101	X		X
Madison	973-593-3095	X	X	X
Mendham Borough/Township	973-543-2666	X	X	X
Mine Hill	973-366-2491 X 62	X	X	X
Morris Plains	973-267-1116	X		
Morristown	973-292-6690	X		
Mount Arlington	973-398-2413	X	X	X
Mount Olive	973-691-0900 X 7365	X	X	X
Netcong	973-347-7307 X 116	X	X	X
Parsippany	973-263-7160	X	X	X
Randolph	973-989-7084	X	X	
Rockaway Borough	973-627-2000	X	X	X
Rockaway Township	973-983-2839	X	X	X
Roxbury	973-448-2029	X	X	X
Washington Township	908-876-9496	X		X
Wharton	973-659-9111	X		X

- 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
NJ Dept of Military and Veterans Affairs	FY14		\$15,000	Monday-Friday transportation to Veteran passengers to various veteran facilities and medical appointments.

**Route Deviation**

- If you operate routes that deviate, explain how the trips are documented and complete Table 7.

N/A

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

2. Is it your policy to announce stops at transfer points, major intersections and destination points, at adequate intervals along a route and an individual stop upon request? This requirement must be noted in driver manual.  
Yes      No      N/A
3. Do your vehicles have signage showing route and destination?  
Yes      No      N/A
4. Do you permit a customer who uses a lift to disembark from vehicles at any designated stop, unless the lift cannot be deployed, the lift will be damaged if it is deployed, or temporary conditions preclude the safe use of the stop by all customers?  
Yes      No

### Short-Term Program Strategies

List at least three of your current strategies to improve your system in grant year 2015.

1. MAPS will implement the **FTA Veterans Transportation & Community Living Initiative Grant (VTCLI)**. A total of \$543,000 was granted to Morris County. This grant opportunity makes funds available to state and local government agencies for the capital costs of creating, expanding, or increasing access to One-Click/One-Call Transportation Resource Centers. The VTCLI will help local communities bring together transportation services available to the general public with those available to customers of human service programs, and especially services for veterans and military families. Morris County applied for FTA funds through the VTCLI and will be using the money this calendar year to purchase tablets enabling live GPS, scheduling, verification of mileage, and the ability to have a one click one call center.
2. MAPS will implement bus advertising to increase revenue for the program to make up for the loss in the casino revenue.
3. MAPS will investigate the possibility of being a Logisticare transportation provider.

**SECTION III – BUDGET****Program Budgets**

Complete attached Excel spreadsheets for your grant year 2013 budgets and grant year 2015 projected budgets. You must submit these sheets in Excel format in addition to your application.

**Alternative Revenue Total Collected for Calendar Year 2013**

1. Is a fare charged to use your 5311 service?  
Yes - for competitive employment      No
2. Is a fare charged to use your SCDRTAP service?  
Yes - for competitive employment      No
3. Is there a donation policy to use your 5311 service?  
Yes      No
4. Is there a donation policy to use your SCDRTAP service?  
Yes      No
5. Are funds from donations and fares placed in an account for transportation?  
Yes      No  
 If no, explain.
6. Explain how donations/fares are collected.

Donations can be collected by the driver, placed in a donation collection box, or send in via mail. Additionally, envelopes are provided on the buses to encourage riders to send donations to the MAPS office.

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

Table 8

Alternative Revenue	Revenue Collected in 2013	Revenue Projected for 2015
Fares / SCDRTAP		
Fares / 5311		
Donations / SCDRTAP	\$18,490.71	\$19,200
Donations / 5311	\$4,289.06	\$4,800
Advertising	\$0	\$25,000
Medicaid (Logisticare)	\$0	\$25,000
Revenue Contracts	\$0	\$15,000

**Indirect Administrative Costs**

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

SCDRTAP

Yes      No

5311

Yes      No

What federal agency has approved your 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 2014

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

Table 10 – 5311 July 2013-June 2014

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

2. Proposed Third Party Contracting

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

Table 11– SCDRTAP 2015

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

Table 12 – Section 5311\* July 2014-June 2015

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

\*All procurements over \$1,000 require prior approval of NJ TRANSIT, this includes service and capital procurements. Section 5311 third party contracts must include applicable federal clauses. All vendors with multiyear contracts under FTA programs must sign the Lobbying Certifications, and NJT Vendor Ethics form yearly.

## SECTION IV – PROJECT EQUIPMENT

### Vehicle Inventory

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

The inventory includes:

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

**Non-Vehicle Inventory**

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

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

**Capital Disposal 2013**

1. Did the applicant dispose of any vehicles and/or equipment purchased with SCDRTAP funds in calendar year 2013?

Yes       No

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

Yes\*       No

\*If yes, complete the Table 13 below

2. Did the applicant dispose of any vehicles and/or equipment purchased with Section 5311 funds between the period of July 1, 2012 through June 30, 2013?

Yes       No

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

Yes\*       No

\*If yes, complete the Table 13 below

Table 13

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

## SECTION V - PUBLIC OUTREACH

### Public Outreach Activities

1. Describe special events, presentations, conferences, articles, news coverage, reports or any other forms of media and if applicable, a copy of that coverage the County intends on participating in 2015. Include recent surveys and survey results.

Public Officials Forum, October 14-15, 2015.

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

The MAPS brochure is made available at all public meetings, CAC meetings, and upon request at any County event.

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?

MAPS CAC meets five times per year. Prior to each scheduled meeting, a notice is placed in the newspaper announcing the date, time, and location of the meeting.

### Marketing Materials

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

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

Attach all documents as NJT Attachments K1-K7

1. The notice should include the location, when and where the application will be available for public review. The notice must be advertised in two different newspapers at least 30 days prior to the public hearing dates. Submit notarized copies of both public notices with application as NJT Attachment K1.
2. The Public Hearing Notice must be sent to all Municipal Clerks. The Public Hearing Notice must also be sent to county organizations, agencies, and associations that serve senior citizens and people with disabilities. Submit a list of organizations that the letter was sent to as NJT Attachment K2.
3. A large print of the Public Hearing Notice must be posted on all system vehicles. Notice must be posted on all vehicles at least 30 days prior to the public hearing and left on the vehicles until the date of the hearing. Submit a sample of the vehicle notice as NJT Attachment K3.

Prior and After Public Hearing Date:

1. One copy of the 2015 entire application must be placed in the Main Branch of the County Library for public review (at least 14 days after the public hearing date). Include in the exhibit the name of the Branch, address and date copy was placed in Library as NJT Attachment K4.
2. An electronic copy of the 2015 application must be placed on the county website for public review (at least 14 days after the public hearing date). 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 and budget for 2015. Their input and feedback should be considered in the planning process for this application. Please indicate in 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 2015 application including a summary of proposed activities and proposed budget must be available for public review at the public hearing. The applicant must read into the record the proposed services and budgets for 2015.
5. Complete public hearing transcripts must be submitted. The transcripts can be submitted after the application's filing deadline as NJT Attachment K7.

## SECTION VI – 5311 ADDITIONAL ITEMS

The following are only required by Section 5311 Applicants

### Opinion of Counsel Letter

Sample Opinion of Counsel-Attach as NJT Attachment L

(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

**DISCLOSURE OF LOBBYING ACTIVITIES (LLL Form)**

Complete form to disclose lobbying activities pursuant to 31 U.S.C. 1352. Attach as NJT Attachment M.

N/A – My agency does not engage in any lobbying activities



## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1<sup>st</sup> tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency.) Include prefixes, e.g. "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. A) Enter the full name, address, city, state and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
B) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter last name, first name and middle initial (MI).
11. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-10046), Washington, DC 20503.

**LOBBYING CERTIFICATION**

Attach as NJT Attachment N

(Required)(An authorized representative of the applicant must sign and submit this certification.)

The undersigned applicant certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to a person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriate funds have been paid or will be paid to any person for making lobbying contracts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure form to Report Lobbying," in Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et. seq.)
- (3) The undersigned shall require that the language of this certification be included in the award documents or all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. § 1352(c)(1)–(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Applicant certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801, et seq., apply to this certification and disclosure, if any.

Signature of Applicant's Authorized Representative: \_\_\_\_\_

Print Name of Applicant's Authorized Representative: \_\_\_\_\_

Title of Applicant's Authorized Representative: \_\_\_\_\_

Date \_\_\_\_\_

(For those counties who subcontract out their services please have your vendors sign off on the required lobbying certifications. This is collected during annual Certifications and Assurances mailing.)

## Civil Rights

### Equal Employment Opportunity (EEO)

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

For the period July 1, 2014 through June 30, 2015, answer the following:

1. 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:
2. Were any complaints received between the period July 1, 2013 and June 30, 2014?  
Yes      No

If yes, summarize complaints, any informal or formal EEO complaints (only from transit related employees) received, and describe how these complaints were addressed or resolved.

### ADA

Did applicant make reasonable accommodations for employees and/or passengers with disabilities during the past year in accordance with Title III of the ADA?

Yes      No

If yes, explain.

MAPS provides curb to curb transportation service to riders in Morris County who are over 60 years of age, have a disability, are of veterans status, or reside in a low-population/rural area of the county. In order to provide this assistance, MAPS drivers and office staff will also accommodate individuals who need additional help using the MAPS program with such duties as completing their eligibility form or entering/leaving medical facilities. The MAPS program permits service animals to accompany individuals with disabilities on the vehicles, provides lift and securement use, makes service information available in accessible format upon request, uses safe lift deployment at any designated stop, provides service to persons using respirators or portable oxygen, allows adequate time for vehicle boarding/disembarking, and provides adequate training for staff and drivers.

### Title VI

Title VI of the 1964 Civil Rights Act, Section 601 states: No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial Assistance (FTA circular 4702.1B Title VI Requirements for Guidelines for FTA recipients and subrecipients published on October 1, 2012 establish new requirements for NJ TRANSIT to document and monitor their FTA subrecipients compliance to Title VI). NJ

TRANSIT has sample Non-Discrimination Policies, Title VI Notice to Beneficiaries, etc. available upon request.

1. How does the subrecipient notify customers of their rights under Title VI? (Examples may include website, system maps, riders guide, etc.).

Title VI notification is included on the MAPS brochure (See NJT ATTACHMENT J). Title VI notification is also posted to the MAPS website at <http://www.morrishumanservices.org/transportation.asp>.

2. Complete Table 14 with information regarding any investigations, lawsuits and complaints based on discrimination on the basis of race, color, or national origin. This list shall include the date that the transit-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint.

Table 14

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

3. Use the most recent Census of Population statistics for the Section 5311 service area to complete Table 15.

Table 15

ETHNIC GROUP	ACTUAL NUMBER	PERCENT OF TOTAL
Black (not of Hispanic Origin)	1000	3 %
Hispanic	3999	12 %
Native American Indian or Alaskan Natives	333	<1%
Asian American Or Pacific Islander	3332	10%
Non-minorities	24660	74%
TOTAL	33324	100%

Note: Total must equal 100%

- Has the subrecipient sought out and considered the viewpoints of minority, low-income and LEP populations in the course of conducting public outreach and involvement, planning activities (Examples may include advertising public hearings/forums in minority media outlets and holding meetings in transit accessible locations)?

The Morris Area Paratransit System Citizens Advisory Committee is comprised of a variety of members from the community. All programs, policies, and applications are presented for members input and discussion. These meetings are held at a minimum of 5 times during the calendar year, with additional meetings scheduled if needed.

- Complete Table 16 depicting the membership of transit related, non-elected planning boards, advisory councils or committees broken down by race, Include any county transportation committees including your SCDRTAP CAC committee. Use percentages not actual numbers.

Table 16

	Black (not of Hispanic Origin)	Hispanic	Native American Indian or Alaskan Natives	Asian American Or Pacific Islander	Non-minorities
County Population	3.4%	12.1%	0.3%	9.7%	84.9%
County Transportation Committee					100%
SCDRTAP Citizens Advisory Committee					100%
Other					

- Describe any efforts made to encourage the participation of minorities on such committees.

### 5311 Budget Request

FTA Non-Urbanized Area Formula Program (Section 5311)  
 July 1, 2015 - June 30, 2015  
 Project Budget Request

Operating	Budget Request
Total Operating	\$438,554.00
(-Fares)	
(-Donation)	
Total Operating Deficit	\$438,554.00
Administrative	Budget Request
Total Administrative	\$0.00
Capital	Budget Request
Total Capital	\$0.00
<b>GRAND TOTAL</b>	<b>\$438,554.00</b>

**Rolling Stock**

Only fill Table 17 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 17

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

**Fleet Replacement**

If Section 5311 vehicle is 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:

**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 ARRA funding (FTA 5311) funds under a grant submitted to the  
Federal Transit Administration.

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

(Name of Subrecipient)  
(Address)

PLEASE NOTE:

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

### 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.  
The County of Morris uses the accounting system MSI which is a proprietary software developed specifically for the County of Morris.
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 2012-2013 contract year)  
Yes      No

MAPS does not use federal funding for any third party contracts.

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

Did subrecipient check the Systems for Awards Management prior to entering into contract with vendor during 2013-2014?  
Yes      No

### Local In-Kind Match and Match Source

Do you plan on using an in-kind match for 2014-2015?  
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 July 1, 2014 through June 30, 2015.

Provide breakdown of proposed match dollars for 2014-2015 contract year in Table 18.

Table 18

Funding Match Source	Match Amount
Local Funds: (list)	\$109,638.50
State Funds: (list) (i.e. Human Service funding)	\$109,638.50
Revenue Contracts (list) (i.e. vehicle advertising contracts list indicate revenue source/contracts used as match)	\$0.00
SCDRTAP funding	
In-Kind (list)	
Other specify	

**Special Section 5333(b)**

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

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

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

A. General Application

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

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

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

B. Standard Terms and Conditions

The Project shall be carried out in such a manner and upon such terms and conditions as will not adversely affect employees of the Recipient and of any other surface public transportation provider in the transportation service area of the Project. It shall be an obligation of the Recipient and any other legally responsible party designated by the Public Body to assure that any and all transportation services

assisted by the Project are contracted for and operated in such a manner that they do not impair the rights and interest of affected employees. The term a Project, as used herein, shall not be limited to the particular facility, service, or operation assisted by Federal funds, but shall include any changes, whether organizational, operational, technological, or otherwise, which are a result of the assistance provided. The phrase "as a result of the Project," shall when used in this arrangement, include events related to the Project occurring in anticipation of, during, and subsequent to the Project and any program of efficiencies or economies related thereto; provided, however, that volume rises and falls of business, or changes in volume and character of employment brought about by causes other than the Project (including any economies or efficiencies unrelated to the Project) are not within the purview of this arrangement.

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

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

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

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

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

other factors may also have affected the employee.

The Recipient or other legally responsible party designated by the Public Body will be financially responsible for the application of these conditions and will make the necessary arrangements so that any employee covered by these arrangements, or the union representative of such employee, may file claim of violation of these arrangements with the Recipient within sixty (60) days of the date he is terminated or laid off as a result of the Project, or within eighteen (18) 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 P

Date:

Steve Fittante, Director  
NJ TRANSIT  
Local Programs and Minibus Support  
One Penn Plaza East, 4<sup>th</sup> floor  
Newark, New Jersey 07105-2246

Dear Mr. Fittante:

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 July 1, 2014 to June 30, 2015.

The Name of Applicant agrees that, in absence of a waiver by the Department of Labor the terms and conditions of the Special Section 5333(b) Warranty shall apply for the protection of the employees of any employer providing transportation service assisted by the Project, and the employees of any other surface public transportation providers which are eligible recipients, in the transportation service area of the Project. The Warranty arrangement shall be made part of the contract of assistance and shall be binding and enforceable by and upon the parties thereto, by any covered employee or his representative.

Additionally, pursuant to Section (A) of the Special Section 5333(b) Warranty, included with this submission is a listing of all transportation providers in the geographic area of our project and any labor organizations representing the employees of such providers.

Sincerely,

Signature of Authorized Representative  
Title



**Section VII 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 2013                      \$162,407

Proposed Maintenance of Effort for 2015                \$162,407

If the MOE for 2015 has increased/decreased, please explain below:

**Sample of Required SCDRTAP Application Cover Letter**

Attach as NJT Attachment Q

Date

Steve Fittante, Director  
NJ TRANSIT  
Local Programs and Minibus Support  
One Penn Plaza East, 4<sup>th</sup> floor  
Newark, New Jersey 07105-2246

Dear Mr. Fittante:

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 2015. 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 2014. 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

**Sample of Required 5311 Application Cover Letter**

Attach as NJT Attachment R

Date

Steve Fittante, Director  
NJ TRANSIT  
Local Programs and Minibus Support  
One Penn Plaza East, 4<sup>th</sup> floor  
Newark, New Jersey 07105-2246

Dear Mr. Fittante:

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 July 1, 2014 – June 30, 2015. The total amount of federal and state funds requested is as follows:

2014-2015 NEW ALLOCATION

	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

**SCDRTAP Applicant Authorizing and Supporting Resolution**

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

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, 2014 to December 31, 2014;

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).

## 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 T

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

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

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

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

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

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

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

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

<p>Aristocrat Limo &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 17th Avenue Elmwood Park, NJ 07407 973-340-8750 FAX: 973-340-8759 E-MAIL: <a href="mailto:ayanbus@yahoo.com">ayanbus@yahoo.com</a> Ms. Beverly Corasio</p>
<p>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>Campdown Bus Lines, Inc. 126-140 Frelinghuysen Avenue Newark, NJ 07114-1633 973-242-6100 FAX: 973-242-4123 E-MAIL: <a href="mailto:campdownbus@verizon.net">campdownbus@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 3rd Floor New York, NY 10002 212-966-8433 FAX: 212-343-7207 Mr. Richard Chow Ms. May Chow</p>	<p>Greyhound Lines, Inc. 3104 Pacific Avenue Atlantic City, NJ 08401 609-345-5921 FAX: 609-345-5927 Mr. Nate Karp E-MAIL: <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 E-MAIL: frank@peterpanbus.com WEBSITE: <a href="http://www.peterpanbus.com">www.peterpanbus.com</a> Mr. Frank Farrow</p>	<p>Raritan Valley Bus Service PO Box 312 Metuchen, NJ 08840-0312 732-549-1212 FAX: 732-549-1168 E-MAIL: <a href="http://www.raritanvalleybus.com">www.raritanvalleybus.com</a> Mr. Steve Yelencsics Mr. Steve Yelencsics, Jr.</p>	<p>Safety Bus 7200 Park Avenue Pennsauken, NJ 08109 856-665-2662 FAX: 856-665-0658 Mr. Thomas Dugan, Jr.</p>
<p>Sheppard Bus Service 35 Rockville Road Bridgeton, NJ 08302 856-451-4004 FAX: 856-453-1620 E-MAIL: john@sheppardbus.com Mr. John Sheppard Mr. Ken Sheppard</p>	<p>Starr Tours 2531 E. State Street Trenton, NJ 08619 609-587-0626 FAX: 609-587-3052 E-MAIL: <a href="mailto:msussman@startours.com">msussman@startours.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 Bailly Drive Burlington, NJ 08016 201-232-0563 FAX: 201-232-0563 Michael Rodriguez</p>	<p>Triple D Travel PO Box 3208 Hamilton, NJ 08619 609-631-0200 FAX: 609-631-0047 Mr. David A. Tenney</p>
<p>Trolley Tours, Inc. 216 North Main Street (Route 9) PO Box 418 Forked River, NJ 08731-0418 609-971-6699 800-468-0446 FAX: 609-971-6341 E-MAIL: <a href="mailto:ronaldfaillace@hotmail.com">ronaldfaillace@hotmail.com</a> WEBSITE: <a href="http://www.trolleytoursinc.net">www.trolleytoursinc.net</a> Ronald R. Faillace, President</p>	<p>Vanderhoof Transportation 18 Wilfred Street West Orange, NJ 07052 973-325-0700 FAX: 973-669-9639 WEBSITE: <a href="http://www.evanderhoof.com">www.evanderhoof.com</a> Mr. Edward Vanderhoof</p>	<p>Via Bus 19 Tilton Street Hammonton, NJ 08037 609-567-7705 800-890-4756 FAX: 609-567-2328 Mr. Glenn Davis</p>
<p>Villani Bus Company 811 East Linden Avenue Linden, NJ 07036 908-862-3333 FAX: 908-474-8058 Mr. Dee Villani</p>	<p>Coach USA Northeast Region 349 First Street Elizabeth, NJ 07206 908-354-3330 FAX: 908-994-9338 E-MAIL: <a href="mailto:john.emberson@coachusa.com">john.emberson@coachusa.com</a> Mr. John Emberson</p>	<p>Community Coach 160 South Route 17 North Paramus, NJ 07652 201-225-7515 FAX: 201-225-7590 E-MAIL: <a href="mailto:jon.nguyen@coachusa.com">jon.nguyen@coachusa.com</a> Jon Nguyen</p>
<p>Olympia Trails 349 First Street Elizabeth, NJ 07206 908-354-3330 ext. 232 FAX: 908-994-9355 E-MAIL: <a href="mailto:jim.rutherford@coachusa.com">jim.rutherford@coachusa.com</a> Mr. Jim Rutherford</p>	<p>Rockland Coaches 180 Old Hook Road Westwood, NJ 07675 201-263-1254 ext. 418 FAX: 201-664-8036 E-MAIL: <a href="mailto:david.gee@coachusa.com">david.gee@coachusa.com</a> Mr. David Gee</p>	<p>Short Line/Hudson Transit/Coach USA 4 Leisure Lane Mahwah, NJ 07430 201-529-3666 ext. 1036 FAX: 201-529-0221 E-MAIL: <a href="mailto:George.Grieve@coachusa.com">George.Grieve@coachusa.com</a> WEBSITE: <a href="http://george.grieve@coachusa.com">george.grieve@coachusa.com</a> Mr. George Grieve</p>
<p>Suburban Transit 750 Somerset Street New Brunswick, NJ 08901 732-249-1100 ext. 201 FAX: 732-545-7015 WEBSITE: <a href="mailto:ronald.kohn@coachusa.com">ronald.kohn@coachusa.com</a> Mr. Ronald Kohn</p>		

## Addendum B – Designated Leads for Human Services Transportation Coordination Plan

Atlantic	Mr. Carl Lindow	<a href="mailto:lindow_carl@aclink.org">lindow_carl@aclink.org</a>	609-645-7700 x4058
Bergen	TBD		201-368-7557
Burlington	Mr. Bill Stewart	<a href="mailto:wstewart@co.burlington.nj.us">wstewart@co.burlington.nj.us</a>	609-265-5109
Camden	Mr. Greg Fidyk	<a href="mailto:gfidyk@sjta.com">gfidyk@sjta.com</a>	856-427-0988
Cape May	Ms. Lisa D'Amico	<a href="mailto:ldamico@co.cape-may.nj.us">ldamico@co.cape-may.nj.us</a>	609-889-7812
Cumberland	Ms. Barbara Nedohon	<a href="mailto:barbarane@co.cumberland.nj.us">barbarane@co.cumberland.nj.us</a>	856-453-2220
Essex	Ms Jaklyn DeVore	<a href="mailto:jaklynd@yahoo.com">jaklynd@yahoo.com</a>	973-395-8386
Gloucester	Mr. Mark Siegel	<a href="mailto:Mseigel@co.gloucester.nj.us">Mseigel@co.gloucester.nj.us</a>	856-686-8362
Hudson	Mr. Kevin Crimmins	<a href="mailto:kcrimmins@hcnj.us">kcrimmins@hcnj.us</a>	201-271-4306
Hunterdon	Ms. Tara Shepard	<a href="mailto:tara@hart-tma.com">tara@hart-tma.com</a>	908-788-5553
Mercer	Mr. Martin DeNero	<a href="mailto:mdenero@mercercounty.org">mdenero@mercercounty.org</a>	609-530-1970 x17
Middlesex	Ms. Beverly Briggs	<a href="mailto:Beverly.briggs@co.middlesex.nj.us">Beverly.briggs@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	Mr. Frank Pinto	<a href="mailto:fpinto@co.morris.nj.us">fpinto@co.morris.nj.us</a>	973-829-6863
Ocean	Ms. David Fitzgerald	<a href="mailto:dfitzgerald@co.ocean.nj.us">dfitzgerald@co.ocean.nj.us</a>	732-736-8989 Ext.235
Passaic	Mr. John McGill	<a href="mailto:johnm@passaiccountynj.org">johnm@passaiccountynj.org</a>	973-305-5763 / 5758
Passaic (cc)	Ms. Mary Kuzinski	<a href="mailto:maryk@passaiccountynj.org">maryk@passaiccountynj.org</a>	973-569-4070
Salem	Mr. Ray Bolden	<a href="mailto:rbolden@salemcountynj.gov">rbolden@salemcountynj.gov</a>	856-935-7510 x8317
Somerset	Ms. Yvonne Manfra	<a href="mailto:manfra@co.somerset.nj.us">manfra@co.somerset.nj.us</a>	908-231-7116
Sussex	Ms. Carol Novrit	<a href="mailto:cnovrit@xbp.dhs.state.nj.us">cnovrit@xbp.dhs.state.nj.us</a>	973-383-3600 x5152
Union	Ms. Karen Dinsmore	<a href="mailto:kdinsmore@ucnj.org">kdinsmore@ucnj.org</a>	908-527-4809
Warren	Ms. JanMarie McDyer	<a href="mailto:jmcdyer@co.warren.nj.us">jmcdyer@co.warren.nj.us</a>	908-475-6080

### SECTION VIII-CHECKLIST OF DOCUMENTS

The following documents are to be attached to this application.

- |                          |                   |   |
|--------------------------|-------------------|---|
| <input type="checkbox"/> | NJT Attachment A  | Organizational Chart                                  |
| <input type="checkbox"/> | NJT Attachment B  | Vendor Organization Chart (if applicable)             |
| <input type="checkbox"/> | NJT Attachment C  | Policies and Procedures                               |
| <input type="checkbox"/> | NJT Attachment D  | CHSTP Addendums/Updates                               |
| <input type="checkbox"/> | NJT Attachment E  | CHSTP Written Agreements (if applicable)              |
| <input type="checkbox"/> | NJT Attachment F  | Contracts Program receives funds from (if applicable) |
| <input type="checkbox"/> | NJT Attachment H  | Vehicle Inventory                                     |
| <input type="checkbox"/> | NJT Attachment I  | Non-Vehicle Inventory (if applicable)                 |
| <input type="checkbox"/> | NJT Attachment J  | Marketing Materials                                   |
| <input type="checkbox"/> | NJT Attachment K1 | Notarized Copies of Public Notice                     |
| <input type="checkbox"/> | NJT Attachment K2 | List of Organizations for Public Hearing Notice       |
| <input type="checkbox"/> | NJT Attachment K3 | Large Print Vehicle Notice                            |
| <input type="checkbox"/> | NJT Attachment K4 | Library Public Notice Information                     |
| <input type="checkbox"/> | NJT Attachment K5 | Website Screen Shot Public Notice                     |
| <input type="checkbox"/> | NJT Attachment K6 | CAC Meeting Public Notice                             |
| <input type="checkbox"/> | NJT Attachment K7 | Public Hearing Transcript                             |
| <input type="checkbox"/> | NJT Attachment L  | Opinion of Council Letter (5311 only)                 |
| <input type="checkbox"/> | NJT Attachment M  | Disclosure of Lobbying Activities (5311 only)         |
| <input type="checkbox"/> | NJT Attachment N  | Lobbying Certification                                |
| <input type="checkbox"/> | NJT Attachment O  | Capital Public Notice (5311 only if applicable)       |
| <input type="checkbox"/> | NJT Attachment P  | 5333(b) Certification Letter (5311 only)              |
| <input type="checkbox"/> | NJT Attachment Q  | SCDRTAP Application Cover Letter                      |
| <input type="checkbox"/> | NJT Attachment R  | 5311 Application Cover Letter                         |
| <input type="checkbox"/> | NJT Attachment S  | SCDRTAP Resolution                                    |
| <input type="checkbox"/> | NJT Attachment T  | 5311 Resolution                                       |

Excel Spreadsheet attachments

- 2013 Actual Expenditures by funding source
- 2015 Proposed budget by funding source
- Vehicle Inventory
- Non-Vehicle Assets