



STATE OF NEW JERSEY

**SENIOR CITIZENS & DISABLED RESIDENTS
TRANSPORTATION ASSISTANCE PROGRAM
JANUARY 1, 2024 – DECEMBER 31, 2024
&
FTA NON-URBANIZED AREA FORMULA PROGRAM
(SECTION 5311)
JANUARY 1, 2024 – DECEMBER 31, 2024**

County	OCEAN
Name of Transportation System	Ocean County Department of Transportation – Ocean Ride
Applicants Legal Name	County of Ocean
Address	P.O. Box 2191
	Toms River, NJ 08754-2191
Name & Title of Person Completing the Application	David L. Fitzgerald
	Director
Phone Number	732.736.8989, extension #5924
Agency Website	www.co.ocean.nj.us/OC/Transportation
E-Mail Address	OceanRideInfo@co.ocean.nj.us

NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246
Phone: (973) 491-8891

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TECHNICAL CAPACITY

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

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

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

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

Additional Requirements for all timetable/marketing materials:

- Systems must provide a measure of distance of route deviation (i.e.: ¼ mile, ½ mile, etc.)
- Systems must provide information to the public on how to request route deviation.
- A phone number for requesting deviation in advance.
- A statement that deviation service is open to the general public.
- Title VI "Notice to Beneficiaries"
- ADA Reasonable Modification language
- Instructions on how to obtain information in alternate format or languages.
- The universal symbol of accessibility

PROPOSED SCHEDULE FOR CASINO REVENUE APPLICATION FOR YEAR 2024

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

No less than 30 days before your hearing

By this date you should have:

- Published your public hearing notice in two different local newspapers, notice must be published at least 30 calendar days prior to hearing date.
- Sent copy of public hearing notice to all municipal clerks in county.
- Sent copy of public hearing to all interested agencies including but not limited to senior centers, nutrition sites, adult workshops, senior and disabled non-profit agencies.
- Posted large print on-board public hearing notices in your vehicles.

At your Public Hearing

By this date you should have:

- Read into the public hearing record summary of 2023 (to date) grant activities and proposed 2024 SCDRTAP budget.
- Provide copies of summary of 2023 grant activities (to date) and copies of proposed 2024 budget. (should be available in alternative format upon request)

Fourteen (14) days After Public Hearing:

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

Friday, September 8, 2023

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

Please note: The County must meet with their local CAC to review the proposed service activities, goals, and budget for 2024. Their input and feedback should be considered in the planning process for this application.

SECTION I – COUNTY INFORMATION

Project Contacts/Personnel

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

Table 1

Name	Title	Address	Phone #	E-mail
Joseph H. Vicari	Director	101 Hooper Avenue Administration Building Toms River, NJ 08754	732.929.2003	acifrodellac@co.ocean.nj.us
Jennifer Bowens	Procurement Contact Director	101 Hooper Avenue Administration Building Toms River, NJ 08754	732.929.2099	mfire@co.ocean.nj.us
Julie N. Tarrant	Audit Contact CEO/CFO	101 Hooper Avenue Administration Building Toms River, NJ 08754	732.929.2127	jtarrant@co.ocean.nj.us
Robert A. Greitz	EEO Contact* Director	101 Hooper Avenue Administration Building Toms River, NJ 08754	732.929.2128	rgreitz@co.ocean.nj.us
Robert A. Greitz	ADA Representative*	101 Hooper Avenue Administration Building Toms River, NJ 08754	732.929.2128	rgreitz@co.ocean.nj.us
David. L. Fitzgerald	Title VI Representative* Director	P.O. Box 2191 Toms River, NJ 08754	732.736.8989	dfitzgerald@co.ocean.nj.us
Thomas Giberson	Safety Officer* Supervising Omnibus Driver	P.O. Box 2191 Toms River, NJ 08754	732.736.8989	tgiberson@co.ocean.nj.us
Michelle Arnold	Chief Administrative Officer - NVRA Site Coordinator	P.O. Box 2191 Toms River, NJ 08754	732.736.8989	marnold@co.ocean.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 %
16 Employees	Omnibus Operators, Dispatcher	732.736.8989	N/A	0%	100%	0%	0%
James A. Hand	Division Director, Operations	732.736.8989 ext. #5923	jhand@co.ocean.nj.us	0%	100%	0%	0%
2 Employees	Program Coord. & Principal Clerk	732.736.8989 ext. #5915	dpavao@co.ocean.nj.us cschott@co.ocean.nj.us	100%	0%	0%	0%
Laurette Marshalleck	Confidential Asst.	732.736.8989 ext. #5919	lmarshalleck@co.ocean.nj.us	100%	0%	0%	0%

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.

There are no positions partially charged to either grant.

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

There are no positions partially charged to either grant.

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

The methodology that is used to determine funding source or grant for trips, is at the point of intake based on trip purpose and client age and/or disability status.

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

(Attach as NJT Attachment A and B)

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

*January 18, 2024
February 15, 2024*
March 21, 2024
April 18, 2024**

*May 16, 2024
June 20, 2024
September 19, 2024 – SCDRTAP PUBLIC HEARING
October 17, 2024*
November 21, 2024*

*Meeting Location:
Ocean County Transportation Services
2820 Ridgeway Blvd.
Manchester, NJ 08759
1:30 PM*

***Note:** Meeting date (shown with asterisk*) will be reserved if needed. Adequate advance notice will be provided to committee members. At the present time, meetings are web-based via MS TEAMS.

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

Name of Committee Members	Consumer Members		Agency Members			Ethnicity
	Senior Citizen	Person with a Disability	State	County	Non-Profit	
Walter Preston – Chairperson	X					African Amer.
Michael Blatt – Vice-Chairperson	X					Caucasian
Kelli Ann Dixon, OC Board of Social Services -Secretary			X			Caucasian
Amanda Chirelli		X				Caucasian
Lori Enquist-Schmidt – Office for Individuals w/Disabilities				X		Caucasian
Megan O'Keefe, Caregiver Vol. of NJ					X	Caucasian
Susan Pniewski, A Center for Ind. Living					X	Caucasian
Maria La Face, Director, OC Senior Services				X		Caucasian
Joan Reck – Greater Mercer TMA	X		X			Caucasian
Philip Valse, OC Human Services		X		X		Caucasian
Linwood Mc Williams, Caregivers Vol. of NJ	X				X	African Amer.
TOTAL: 11 Members	(6 Consumer Members)		(8 Agency Members)			

Ex-Officio Members						
Gary Quinn, Commissioner, Liaison				X		Caucasian
Bobbi Jo Crea, Commissioner				X		Caucasian
David L. Fitzgerald, Director OC Transportation Services				X		Caucasian
James A. Hand, Division Director OC Transportation Services				X		Caucasian
Vanessa Singletary, Central Regional Program Administrator NJ TRANSIT – Local Programs			X			Caucasian/Latino

Note: Committee membership must reflect at least 51 percent consumer representation.
Prepared by OC Transportation Services, 08/10/2023

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	David L. Fitzgerald
	Laurette Marshalleck
Contract (w/ NJ TRANSIT)	Vanessa Singletary, Central Regional Program Administrator
	Janelle Rivera, Manager, Local Programs
Operations/Manifest	James Hand, Division Director, Operations
	Joseph Klag, Assistant Supervising Omni. Operator
Financial Records	Michelle Arnold, Chief of Administrative Services
	Kelly Dyson, Principal Buyer
Procurement / Bid Documents Including RFP's	Michelle Arnold, Chief of Administrative Services
	Kelly Dyson, Principal Buyer
Daily Pre-Trip form	James Hand, Division Director, Operations
	Thomas Giberson, Supervising Omnibus Operator
Maintenance Records	Michelle Arnold, Chief of Administrative Services
	Kelly Dyson, Principal Buyer
Driver Training	Joseph Klag, Assistant Supervising Omni. Operator
	Thomas Giberson, Supervising Omnibus Operator
Monthly/Quarterly Ridership Reports	Michelle Arnold, Chief of Administrative Services
	Cynthia Schott, Keyboarding Clerk 4
Drug & Alcohol Data	James Hand, Division Director, Operations
	Willow Damato, Administrative Secretary
Monitoring 3 rd Party Contractors	James Hand, Division Director, Operations
	James Holleran, Supervising Omnibus Driver
Complaints (ADA, Title VI, Service, etc.)	David L. Fitzgerald, Director
	Robert Greitz, Director, Employee Relations
Others:	

Procedures for Grant Administration Reporting

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

Table 4

PROCEDURES/POLICIES	Date Revised
Driver Manual/Operations Manual	Revised January 2019
Reservation/In-take Policy (RSD procedures/policies)	Revised August 2022
No Show/Denial Policy	Revised July 2017
Fares/Donation Policy	Revised August 2022
Vehicle Maintenance Policy	Revised August 2018
Vehicle Accident Policy	Revised June 2018
Capital Replacement Policy	Revised June 2023
Third Party Monitoring Policy	June 2015
Route Deviation Policy	August 2011
Complaint Policy	August 2022
Indirect Cost Allocation Plan	Not Applicable
ADA Procedures/Policy (Should Include all ADA related policies including Reasonable Modification, ADA complaint, wheelchair securement etc.)	Revised 2022
Title VI Program Non-Discrimination Policy	August 2020
CAC By-Laws (SCDRTAP)	September 2013
Procurement Policy (County's)*	March 2016
Drug and Alcohol Plan*	January 2019
EEO Plan	Ocean County Handbook
Other:	N/A
Other:	N/A
Other:	N/A

*Required for Section 5311

SECTION II - DESCRIPTION OF SERVICE

Service Description

1. Describe any changes that were made (days, hours of operations) in 2023 to date.

SCDRTAP:

The OC 6 Little Egg Harbor deviated bus route has been translated in to Spanish.

In 2023, once again began the OC 10 Toms River Connection Spring/Summer service to operate 7 days a week. The route began on Sunday, May 7, 2023 and ends Labor Day weekend to meet local needs and increased ridership. At that time, it will resume its 6-day a week service. The deviated bus route schedule is also available in Spanish.

Section 5311: *N/A*

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

SCDRTAP:

Limited contracted dialysis transportation – Restored program in 2024 to implement limited dialysis transportation coordinating with Ocean County Department of Senior Services with the number of clients to be served based on contractor submittals.

Section 5311 (In and out of rural area): *N/A*

Service Operations

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

1. Demand response reservation process:

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

Seniors 60+ and/or persons with disabilities may call Ocean Ride, from 8:00 AM to 4:30 PM to make trip reservations Monday through Friday up to four (4) weeks in advance. The telephone number is 732.736.8989, then press "1" to speak to a Reservationist. Toll-free: (877) 929-2082. Dial 711 for NJ Relay System.

Press 1: For a Reservationist
Press 2: To request a Return Trip
Press 3: For Administration
Press 4: For Route Information
Press 5: Billing
Press 6: Comments & Complaints

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

Four (4) weeks prior to the date of appointment is the maximum timeframe to make a reservation. Ocean Ride will accommodate a limited number of "Stand-By Trips" based on our system availability. These "Stand-By" trips are for clients making reservations up to one week in advance. If they make a reservation with more than one week in advance, they may be placed on the "Advance Reservation" trip. Riders can call between 8:30 AM to 4:30 PM, and speak to a Reservationist. If we can accommodate their trip, the rider will be notified by 7:00 AM the morning of the trip.

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

Yes – Ocean County Transportation does provide limited same-day service based on system availability in our demand-response service.

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

'Open' appointments would be considered our "Stand-By" trips. If a client needed a ride for grocery shopping, etc., they would utilize our "Stand-By" trip. A rider may call the day before they need to travel and based on availability, we would try to accommodate that ride. Hours of service is 9:15 AM to 3:30 PM.

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

Passenger profile contains:

<i>Last Name</i>	<i>Birth Date</i>
<i>First Name</i>	<i>Gender</i>
<i>Middle Initial</i>	<i>Language</i>
<i>Telephone Number</i>	<i>Ethnicity</i>
<i>Medicaid Number</i>	
<i>Home Address</i>	
<i>Mailing Address</i>	<i>Special Instructions for Driver</i>
<i>Passenger Mobility Needs</i>	<i>Special Instructions for Scheduler</i>
<i>NVRA Status</i>	

- f) Do you ensure that staff understand their responsibilities and duties as employees of a voter registration agency under the NVRA?

Yes, we ensure staff understands their responsibilities and duties as employees of a voter registration agency under the NVRA.

- g) Do you verbally afford the opportunity to register to vote to customers during the initial intake call, recertification or change of address?

Yes, we will ensure Reservationists give the opportunity to register to vote. We have in our RouteMatch software, an area to place voter status and send out letters to clients when needed.

- h) How is customer eligibility verified for SCDRTAP?

Self-declaration is all that is required by any passenger requesting a ride with our demand response service.

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

Not Applicable

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

RouteMatch Software Upgrade 6.3.2 Cloud-Hosting, Tablet Technology – The software is used for both the “Reserve-A-Ride” program and “Deviated Fixed Routes”. Along with the software upgrade, the entire fleet has been equipped with on-board Tablets. The network and Tablets are server-based hosting.

The yearly fee for the software is as follows:

Premium Support, Maintenance and GIS Updates:

Premium (24/7) Maintenance Technical Support including Mobile App: \$56,278

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

- ☒ Customer database
- ☒ Computer assisted routing and scheduling
- ☒ Generate ridership reports

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

The entire fleet has been equipped with on-board Samsung Tab-e tablets that utilize the County's internet server. This includes the Reserve-A-Ride and deviated Fixed Bus Route vehicles for routing and scheduling.

- M) How does your telephone reservationist greet your customers when they call your agency? Provide word by word example of first interface customers have with your agency. i.e.: "Good Morning, thank you for calling NJ TRANSIT how can I help you?"

"Good morning (or afternoon), this is Ocean Ride, may I help you?"

Americans with Disabilities Act (ADA) Service Provisions and Requirements

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

☐ Yes ☒ No ☐ N/A

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

☒ Yes ☐ No

3. Lift and Securements

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

☒ Yes ☐ No

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

☒ Yes ☐ No

If yes, do you allow a passenger to remain in their mobility device without requiring them to transfer to another seat? (explain)

☒ Yes ☐ No

We do allow a passenger to remain in their mobility device even though they cannot be secured and do not require them to transfer to another seat.

3. Does your staff provide assistance with the use of lifts, ramps and securement systems?

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

6. Do you provide training to operators of deviated fixed routes and demand responsive service including training for the safe operating of the vehicles and accessibility equipment and the proper treatment of people with disabilities? Drivers and support staff should have regular sensitivity training in addition to other required driver training.

☒ Yes ☐ No

7. Do you make reasonable accommodations in policies, practices, or procedures when such accommodations are necessary to avoid discrimination on the basis of disability?

☒ Yes ☐ No

8. Do you make information about how to contact the agency to make requests for reasonable modifications readily available to the public through the same means it uses to inform the public about its policies and practices?

☒ Yes ☐ No

9. Did applicant make reasonable accommodations for employees and/or passengers with disabilities during the past year in accordance with Title III of the ADA? (Please make sure your Reasonable Accommodation policy is attached as part of **Attachment C**).

☒ Yes ☐ No If yes, explain.

Ocean Ride complies with reasonable accommodations regarding assistance offered to passengers who may require additional assistance to use its services. If a disabled person needs their wheelchair to be picked up in a certain place because it is safer, we accommodate. We go two blocks beyond the deviated fixed bus route to accommodate any disabled person. Drivers give special attention and promote safety to its disabled riders to make sure they feel comfortable.

Service Area Details and Feeder Service

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

Complete the following by Grant:

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

SCDRTAP:

Ocean County consists of 638 square miles and is comprised of 33 municipalities. Ocean Ride maintains a staggered schedule of employees to cover service hours which include Monday to Friday from 5:00 am to 4:30 pm. Very limited service is provided on Saturdays for Special Trips restricted within Ocean County only, such as the annual Decoy Show in Little Egg Harbor. The northeastern quadrant of the county is the most highly developed, however, each of these municipalities have downtown business districts which vary in size. The largest downtown is Toms River, Lakewood, Brick and the coastal areas which are geared towards the summer seasonal tourists.

Section 5311: (Include the specific municipalities served. Please ensure all rural area are included as these funds derived from a formula grant using population in the rural area of your county. Allocations may be altered if areas are not served)

Not Applicable.

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

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

Major employers are located in the Lakewood Industrial Park, which is a Urban Enterprise Zone (UEZ). The County has several regional shopping areas; Ocean County Mall located in the county seat of Toms River, Brick Plaza located in Brick Township and Stafford Park in Stafford Township. Also, there is retail concentration in Lakewood, retail and commercial concentration in Stafford and Jackson Townships in addition to more localized individual municipal shopping areas situated along state highway corridors and county roads. Hospitals located in Ocean County are Community Medical Center, Kimball Medical Center, Meridian Health System in Brick and the Southern Ocean Medical Center. There is also a VA clinic in Brick and several rehabilitation centers throughout the County as well. There are numerous long-term care, assisted living facilities and other alternate living facilities. Ocean County is home to three (3) colleges – Ocean County College (OCC) located in Toms River with a satellite campus in Stafford, Georgian Court University, a private college located in Lakewood and Kean University. OCC and Kean University have established a partnership that enables area residents to complete the upper division courses required

for certain Kean University undergraduate degree programs and specific graduate programs on the campus of OCC.

Ocean County has many social services centers within the County. The County has established two (2) Career Centers that are located on Route 9 and 1027 Hooper Avenue in Toms River, which houses the Office of Senior Services, Veterans Services Bureau, Individuals with Disabilities Commission & Human Services, Department of Consumer Affairs, Mental Health Board and the Workforce Investment Board. Eckerd Workforce Development Career Center operates at 1800 Route 9 in Toms River, which provides training and counseling regarding employment opportunities.

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

Private bus service	<input checked="" type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List bus routes	<u>Academy Bus transfer points: Brick Plaza, Toms River Park & Ride, Ocean County Mall and Stafford Dial-A-Ride</u>	
Municipal bus service	<input checked="" type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List municipalities	<u>Barnegat Shoppers Loop, Jackson Shoppers Loop, Waretown Shoppers Loop</u>	
County bus service	<input checked="" type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List bus routes	<u>OC 1A, OC 3, OC 3A, OC 4, OC 5, OC 6, OC 9, OC 10, Barnegat, Jackson, Toms River North, Waretown and Jackson Shoppers Loops</u>	
County paratransit	<input checked="" type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List counties	<u>All 33 municipalities in Ocean County</u>	
NJ TRANSIT train service	<input checked="" type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List train line & stations	<u>Bay Head and Pt. Pleasant Beach Rail Stations</u>	
NJ TRANSIT local fixed route bus	<input checked="" type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List route numbers	<u>NJ TRANSIT #63/64, #67, 130/132/136/139, #137, #317, #319, #559 and #830</u>	
NJ TRANSIT Light Rail	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List train line & stations	<u>Not Applicable</u>	
ACCESS LINK paratransit	<input checked="" type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311

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

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

☒ Yes ☐ No

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

Veterans Transportation Service – Weekday service is provided to various in- and out-of-county Veteran's Administration medical clinics according to a weekly schedule. This service is offered in collaboration with the Ocean County's Veteran's Service Bureau. Transportation is provided to the following Veteran's Clinics: Brick, Burlington, East Orange, Lyons, and Philadelphia on a set weekly schedule.

- b. Do you provide non-medical out-of-county trips? If no, please explain.

Yes. Limited non-medical service to the following locations:

<i>Howell, NJ</i>	<i>Mondays</i>
<i>Manasquan, NJ</i>	<i>Thursdays</i>

- c. Does your agency place any restrictions on out of county trips? If yes, please explain

Yes. See above schedule for limited non-medical service.

- d. Does your service extend beyond the required 5 miles outside the county borders? If yes, please explain.

Yes. Veterans Transportation Service is offered to various Veteran's Clinics in Burlington, East Orange, Lyons, and Philadelphia on a set weekly schedule.

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: November 2022 Plans should be updated every 5 years.

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

None since April 2018. Updated CHSTP Plan was sent to NJ TRANSIT on September 6, 2022 and November 9, 2022. Awaiting approval.

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

<i>January 16, 2024</i>	<i>May 16, 2024</i>
<i>February 15, 2024*</i>	<i>June 20, 2024</i>
<i>March 21, 2024</i>	<i>September 19, 2024</i>
<i>April 18, 2024*</i>	<i>October 17, 2024*</i>
	<i>November 21, 2024</i>

*Meeting Location:
Ocean County Transportation Services
2820 Ridgeway Blvd.
Manchester, NJ 08759 and/or virtual TEAMS
1:30 PM*

***Note:** Meeting date (shown with asterisk*) will be reserved if needed.

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

☐ Yes ☒ No

If yes, please list dates of when meeting occurred

Meeting Date N/A

Meeting Date N/A

Meeting Date N/A

Meeting Date N/A

If no, please explain.

Awaiting approval from NJ TRANSIT to present to Transportation Advisory Committee. Updated CHSTP Plan was sent to NJ TRANSIT on September 6, 2022 and November 9, 2022.

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

Table 5 No Formal Agreements for these coordination efforts, no money involved:

Name of Agency	Description of Service Provided
Barnegat Shoppers Loop	Shopping. Ocean County Mall alternate months, seniors & persons w/disabilities, Fridays 9:00 AM to 3:30 PM. Call Barnegat Town Hall
Jackson Shoppers Loop	Shopping. seniors & persons w/disabilities, Fridays, 11:00 am to 1:00pm. Call the Jackson Senior Center
Toms River Mobile Parks	Shopping. Wednesdays, 11:30 am to 1:00pm
Waretown Shoppers Loop	Shopping. Ocean County Mall alternate months, seniors & persons w/disabilities. Tuesdays 8:45 AM to 3:30 PM, Call Ocean Town Hall
Preferred Behavioral Health	Transportation for 10 to 12 adults w/disabilities from Valentine House in Pt. Pleasant to PBH facility in Lakewood. 5 Days a week, 9am to 3pm.

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

Table 6

Name of Agency	Contract Term	Unit Cost	Annual Revenue	Description of Service Provided
21 Plus, Inc.	6/1/23 to 5/31/2024	\$6.50 per client	\$98,000	Ocean Ride agrees to transport up to forty-two (42) adults with developmental disabilities who are enrolled in 21 Plus, Inc. from their home to and from the Main Street Adult Training Center located at 252 Washington Street, Toms River.
Veterans Service Bureau	7/1/2023 to 6/30/2024	3,000 one-way passenger trips	\$30,000	Provide transportation to Veterans for medical purposes or appointments at the VA regional offices.

Route Deviation

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

Ocean Ride has Route Deviation Forms which are filled out when a rider calls in and then given to the Driver. The rider calls in a day in advance so we can accommodate the trip. On the Barnegat and Waretown Shoppers Loop deviated routes, the bus travels throughout the area deviating to various locations.

2. List routes and provide data in **Table 7**.

Table 7

Route by Name	Is This Route Funded by SCDRTAP?	Is This Route Funded by 5311?	Annual One-Way Trips	Annual Total # of Times Vehicle Deviates from Route
OC 1A, OC 3, OC 3A, OC 4, OC 5, OC 6, OC 9, OC 10, Barnegat Shoppers Loop, Jackson Shoppers Loop, Toms River Loop, Toms River Mobile Park, Waretown Shoppers Loop	Yes	No	93,533	23,335

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

☒ Yes ☐ No

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

☒ Yes ☐ No

5. Do you allow deviation for general public passengers?

☒ Yes ☐ No

6. Do your vehicles have the universal accessibility symbol?

☒ Yes ☐ No

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

A quarter mile is the allowable distance in our route deviation policy.

School Bus/Charter/Incidental Use

Does your agency operate any school bus service?

☐ Yes ☒ No

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

☐ Yes ☒ No

Charter service is defined as:

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

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

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

Please complete Attachment T; Charter Service Certification Form.

Does your agency provide meal delivery or other incidental services?

☐ Yes ☒ No

If yes, at what times of the day?

N/A

Do the services interfere with the provision of transit service?

☐ Yes ☒ No

Training

1. Have any new trainings been implemented?

☐ Yes ☒ No

If yes, please explain.

N/A

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

☒ Yes ☐ No

If yes, list trainings and recertification requirements.

Training for the RouteMatch Software 6.2.32 has server-based Tablets has been given to Ocean Ride Omnibus Operators including Administrative and Operations staff on a on-going basis. Along with the software, the entire fleet is equipped with on-board Tablets.

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

☒ Yes

☐ No

If yes, list trainings and recertification requirements.

Also throughout the year, Ocean Ride management, Omnibus Operators participate in a variety of training and refresher courses. Key topics include: Blood Borne Pathogens, Hazard Communication Standards, Right to Know, Radiological Instructor, Emergency Worker Self-Protection Training Program, R.E.R.P. (Radiological Emergency Response Planning, Emergency Worker Responder Training Passenger Assistance and Safety Training (PASS). The County also holds mandatory discrimination training for all County employees.

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

We have five (5) Supervising Omnibus Operators that is certified for training staff. On rare occasions, training is outsourced.

2023 Short-Term Program Goals Review

Please provide in detail your status of your agency' 2023 goals and completed deliverables.

Management Operations – the Department's scheduling and reservation software provider, RouteMatch, Inc., has recently transferred ownership from Uber to TripSpark and now has limited software maintenance support. We have now contracted with a national consultant to assist in the process of researching and recommending a replacement transportation software product. We are furthermore looking into possible upgrades and system enhancements to sustain and maximize our efficiencies to better service to Ocean County residents.

"Limited" Dialysis Transportation - Ocean Ride is allocating a portion of the increase of the FY 2024 SCDRTAP budget to contract with a private contractor to provide dialysis transportation to qualified residents. Ocean County Department of Senior Services may serve as the entity to determine eligibility for service. An RFP will be issued and the costs in relation to the project budget will determine the number of riders allowed to ride. Riders will be required to go to the closest dialysis center to their residence.

2024 Short-Term Program

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

Goal 1.

Ocean Ride's primary focus for 2024 is to complete our research and locate a new transportation scheduling and reservation transportation routing software. The existing RouteMatch, Inc. software may become unsupported in the near future. Our consultant will be of great assistance in the search and implementation.

Goal 2.

Award an RFP and implement a limited dialysis transportation program by utilizing a private contractor for Ocean Ride. Coordinate with the Dept. of Senior Services client eligibility and closely monitor level of service to ensure sustainability

Goal 3.

Establish Federal CDL accreditation status to enable the department to train and qualify new CDL drivers due to the lack of finding trained drivers.

Goal 4.

Continually review Ridership and Trip Demand Trends/Deviated Fixed Route and Reserve-A-Ride. We will continuously monitor ridership and client trip demand trends to effectively maximize existing resources across the County. Some deviated fixed routes may be combined, replaced or discontinued.

SECTION III – BUDGET

Program Budgets

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

Close-out funds

Does your agency have carry-over funds that will be added into the 2024 SCDRTAP budget? Please note close-out funds should be added to your 2024 allocation and **shown in the attached budget spreadsheet 2024 proposed budget by funding source**. Be sure that the funds were not previously requested by way of a budget modification. Also, keep in mind that if you don't indicate close-out funds in this application but later request it there is a possibility the availability of funds will be delayed.

☒ Yes ☐ No

What Calendar year(s) carryover funds will be added to the 2024 budget? 2022

Provide the amount of funds that will be added. \$1,081,4614.99

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

- ☐ Operating
☐ Administration
☒ Capital

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

The carryover funds will be used to purchase vehicles and limited contracted dialysis transportation. Vehicles in consideration is one (1) 16 passenger vehicle with 2 wheelchair lifts and two (2) twelve passenger vehicles with 2 wheelchair lifts. Implement limited contracted dialysis transportation coordinating with Ocean County Senior Services with a cap of ten (10) clients to local dialysis clinics.

Alternative Revenue Total Collected for Calendar Year 2022

1. Is a fare charged to use your 5311 service?
☐ Yes ☐ No ☒ Not Applicable
2. Is a fare charged to use your SCDRTAP service?
☒ Yes ☐ No
3. Is there a donation policy to use your 5311 service?
☐ Yes ☐ No ☒ Not Applicable

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.

Donations and fares are deposited into a Ocean County general revenue account established by the Ocean County Comptroller/CFO that help fund and support transportation services.

6. Explain how donations/fares are collected.

Deviated Fixed Route Fares: Riders place exact change in a secure fare box located in each vehicle of the deviated fixed routes. At the end of the deviated fixed route drivers' shift, the secured fare box is deposited into the Ocean Ride safe immediately after removal from the vehicle. A Fare Box Slip with the drivers name, ID number, date, vehicle and route numbers must be completed and placed in the fare box each day. Drivers do not have access to the contents of the fare box. The Call Center Supervisor has the key to open and count the fares which are held in a safe overnight.

Reserve-A-Rode Billing Procedures:

Client trip data is exported from the RouteMatch database on a monthly basis and transmitted to a 3rd party billing contractor. Monthly invoices are printed, placed in window envelopes, with a return envelope enclosed and mailed to approximately 1,300 to 1,400 clients who had a trip provided by the Ocean Ride system the previous month. The billing data is then updated to a business version of Quick Books maintained by the department staff. Checks and money orders are mailed by the clients and are received by Ocean Ride. Their accounts are then credited in QuickBooks. The checks and money orders are sent to the County Department of Finance within 24 hours upon receipt in accordance with the County's Cash Management Policy.

Donations: A supply of postage paid, pre-addressed envelopes are available in each Reserve-A- Ride vehicle which may be used to send a donation. Checks should be made out to 'Ocean County Treasurer'. Drivers are instructed not to accept envelopes or cash donations. Any cash received through the mail, is returned back to the sender.

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

Table 8

Alternative Revenue	Revenue Collected in 2022	Revenue Projected for 2024
Fares / SCDRTAP	\$321,015.32	\$330,000.00
Fares / 5311	None	None
Donations / SCDRTAP	\$1,573.00	\$1,700.00
Donations / 5311	None	None
Advertising on vehicles	None	None
Medicaid (Modivcare)	None	None
Revenue Contracts	\$61,366.50 – 21 Plus, Inc.	\$86,000 – 21 Plus Inc.
Total	\$383,954.82	\$417,700.00

Indirect Administrative Costs

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

SCDRTAP

☐ Yes☒ No

5311

☐ Yes☒ No

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

Not Applicable

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

☐ Yes☒ No**Third Party Contracting**

1. Current Third Party Contracting

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

Table 9 – SCDRTAP 2022

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
Transportation Mini-Grant Program 2023, 16 Recipients	1/22 to 1/23	Reimbursements for transportation made to various non-profit agencies.	\$32,000 yr.	Non-profit transportation assistance for seniors & persons with disabilities

Table 10 – 5311 2022

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
<i>Not Applicable</i>				

2. Proposed Third Party Contracting

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

Table 11 – SCDRTAP 2024 (please make sure to include proposed CAPITAL purchases).

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
Transportation Mini-Grant Program 2024, 16 Recipients	1/23 to 1/24	Reimbursements for transportation made to various non-profit agencies.	\$32,000 yr.	Non-profit transportation assistance for seniors & persons with disabilities

Table 12 – Section 5311 2024

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
Not Applicable				

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

SECTION IV – PROJECT EQUIPMENT

Vehicle Inventory

Attach a current inventory list of all vehicles in fleet using excel spreadsheet that was provided. If possible, inventory should be sorted by oldest model year listed first.

Attach as **NJT Attachment H (Use provided Excel spreadsheet)**

The inventory includes:

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

Non-Vehicle Inventory

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

Inventory/Asset Name	Serial Number	Funding Source	Grant Year	Date of Purchase	Original Purchase Price	Maintenance Plan Required for Items over \$5,000.00*	Date Useful Life will be met
Not Applicable							

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

Capital Disposal 2022

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

☒ Yes ☐ No

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

☒ Yes* ☐ No

*If yes, complete the Table 13 below

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

☐ Yes ☐ No ☒ Not Applicable

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

☐ Yes ☐ No ☒ Not Applicable

*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		
#780 Ford E-450 Mini-Bus	Yes	n/a		Yes		5/16/2023	No	Yes		Geico Insurance - Totaled	

SECTION V - PUBLIC OUTREACH

Public Outreach Activities

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

Throughout the year, staff provided services as the event speaker at many locations throughout the County, including at senior communities, veterans services and events. The presentations focused on services available through Ocean Ride and upcoming plans, provided informational displays and materials and responded to service requests.

Summary of Special Events, Presentations, Conferences, etc.

State Level

- ❖ NJ TRANSIT/NTI – (NJCTTP) NJ Community Transportation Training Program Committee Meetings
- ❖ NJ TRANSIT – North Jersey Transit Advisory Committee
- ❖ COST Meetings, Expo and Roadeo
- ❖ TransAction Conference
- ❖ NJ TRANSIT Board of Directors Meetings
- ❖ NJTPA Meetings

County Level

- ❖ Commissioner Board Meetings
- ❖ Emergency Management and Homeland Security Drill / Meetings
- ❖ Ocean County Transportation Advisory Committee for Senior Citizens & Persons with Disabilities and United We Ride Stakeholder Meetings
- ❖ Ocean County Transportation Advisory Board – Meetings
- ❖ Toms River Health & Health Coalition – Senior Isolation
- ❖ Ocean County Older Adults Traffic Safety Committee (OATS)
- ❖ Senior Project Directors Meetings
- ❖ Veterans Seminars & Fairs

Health Seminars & Fairs

- ❖ Two Mobile County Connection Buses – Provide stops at local libraries, adult communities & facilities and local events throughout Ocean County
- ❖ Senior Services Public Hearing, Senior Services Project Directors Meetings
- ❖ Transportation Orientation, Career Center, Monthly Seminars
- ❖ Greater Mercer TMA/COAST – Ongoing working sessions.

- ❖ Technical assistance to local municipalities.
 - ❖ Ongoing speaking engagements to Ocean County adult communities and local advisory committees on request.
2. Provide a list of locations of where transportation marketing materials are distributed in the service area, how often are they distributed?

Ocean County Transportation Facebook Website – 2 to 3 times a Week
Ocean County Libraries – Monthly
County Connection at the Ocean County Mall – Bi-Monthly
Ocean County Board of Social Services – Bi-Monthly
Ocean County Senior Services – Monthly
Ocean County Administration Building – Quarterly
Ocean County Human Services – Monthly
Ocean County Public Information - Quarterly
Ocean County Board of Social Services – Bi-Monthly
Stouts Transportation (*contractor to distribute OC 10 Toms River Connection*) – Monthly
Community Medical Center – Monthly
Toms River Park & Ride – Monthly as needed

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?

At our annual SCDRTAP Public Hearing, the public, including private sector providers are given an opportunity to express any concerns and/or views they may have. The Public Hearing is advertised in two local newspapers, the Asbury Park Press and the Press of Atlantic City and on our Ocean Ride website. Included in each bus route schedule is a phone number any public or private sector providers may call if they have any comments, compliments or complaints. Private sector providers may also check our Ocean Ride website for monthly public Transportation Advisory Meeting schedule if they wish to attend. Due to lack of funding, Ocean Ride will not duplicate private sector service.

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

Prior and After Public Hearing Date:

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

SECTION VI - ADDENDUMS

SCDRTAP Maintenance of Effort (MOE) Certification

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

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

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

Actual Maintenance of Effort for 2022	<u>\$232,088</u>
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Proposed Maintenance of Effort for 2024	<u>\$232,088</u>
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If the MOE for 2024 has increased/decreased, please explain below:

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

OCEAN COUNTY
DEPARTMENT OF TRANSPORTATION SERVICES

David L. Fitzgerald
Director



OceanRide

August 25, 2023

Ms. Janelle Rivera, Director
NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246

Dear Ms. Rivera:

The **County of Ocean** is hereby applying for funds under Senior Citizens & Disabled Residents Transportation Assistance Program (SCDRTAP). The approval of this grant will enable public transportation services to be available to the residents who are senior citizens and persons with disabilities in our County. The County of Ocean is requesting **\$2,892,198.00** for FY 2024 along with **FY 2022** reprogrammed funds in the amount of **\$1,081,461.99**. Our Public Hearing was held August 17, 2023. The application was made available on the Ocean Ride Transportation Homepage website on **August 15, 2023**.

This application is complete with the Commissioner Board Resolution and completion of the Public Hearing Transcript. The Board of Commissioners Board meeting was held August 16, 2023.

As the applicant, the County of Ocean 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 FY 2024. We affirm 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.

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 me at the Ocean County Department of Transportation Services at 732.736.8989, ext. #5924.

Sincerely,

A handwritten signature in blue ink that reads "David L. Fitzgerald".

David L. Fitzgerald
Director

cc: Brian Miguel, Senior Coordination Administrator, NJ TRANSIT
Vanessa Singletary, Central Regional Program Administrator
James A. Hand, Division Director, Operations, Ocean County Transportation Services
Michelle Arnold, Chief Administrative Officer, Ocean County Transportation Services

Sample of Required SCDRTAP Application Cover Letter

Attach as NJT Attachment L

Date

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

Dear Ms. Rivera:

The (Name of County) is hereby applying for funds under Senior Citizens & Disabled Residents Transportation Assistance Program (SCDRTAP). The approval of this grant will enable transportation services to be available to the senior citizens and disabled residents in our County. (Name of County) is requesting \$_____ for 2024. The scheduled public hearing date is _____. The application will be available at the following locations _____ as of the following date _____.

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

As the Applicant, the (Name of County) agrees to comply with all regulations and administrative guidance required for application to the Senior Citizens and Disabled Resident Transportation Assistance Program for the program year 2024. The Applicant affirms the truthfulness and accuracy of the information it has made in the statements submitted herein and any other submission made to NJ TRANSIT. In signing this document, I declare the foregoing information and any other statement made on behalf of the Applicant are true and correct.

Sincerely,

(Signature of Authorized Representative of Applicant)

Print Name

Title of Authorized Representative of Applicant

SCDRTAP Applicant Authorizing and Supporting Resolution

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

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

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

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

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

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

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

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

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

SECTION VII – 5311 ADDITIONAL ITEMS

The following are only required by Section 5311 Applicants

Opinion of Counsel Letter- 5311 – *Not Applicable*

Sample Opinion of Counsel-Attach as NJT Attachment N

(Date)

(Name of Applicant)

(Address of Applicant)

To Whom It May Concern:

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

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

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

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

Sincerely,

Legal Counsel

ADA Certification of Equivalent Service

Attachment O – Not Applicable

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

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

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

(Name of authorized official)

(Title)

(Signature)

Date: _____

Civil Rights

Equal Employment Opportunity (EEO)

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

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

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

We currently have 88 transit-related employees.

2. Is the applicant required to have an EEO Program?

☒ Yes ☐ No

- a. If yes, does the applicant have an approved program in place?

☒ Yes ☐ No

- b. If no required program is in place, provide estimated date of completion.

Date: N/A

3. Were any complaints received between the period January 1, 2022 and December 31, 2022?

☐ Yes ☒ No

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

Title VI

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

☒ Yes ☐ No

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

If yes, provide the following: *Not Applicable*

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

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

☐ Yes ☒ No

If yes, provide a brief description of pending applications to other federal agencies. *N/A*

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

☐ Yes ☒ No

Rolling Stock – N/A

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

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

Table 15

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

Fleet Replacement

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

Not Applicable

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:

Notice to the Public on the Availability of Funds

Capital Public Notice Requirement – *Not Applicable*

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

PUBLIC NOTICE

Notice is hereby given that _____ has made application to
Agency Name

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

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

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

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

(Name of Subrecipient)
(Address)

PLEASE NOTE:

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

Financial Management Systems

1. Does the applicant have fiscal control and accounting procedures sufficient to do the following:
 - a. Permit the preparation of reports necessary to comply with program and statutory requirements.
☐ Yes ☐ No
 - b. Permit the tracking of funds to ensure that funds have not been used in violations of restrictions and prohibitions applicable to program.
☐ Yes ☐ No

2. Please describe accounting system used – include name of system.
3. Do you keep separate accounting records for this project?
☐ Yes ☐ No

Suspension and Debarment

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

Has the required suspension/debarment clause been included in bid specs (services or capital) and the final contract for all third-party contracts over \$25,000 utilizing FTA Section 5311 funds? (For bid specs and contracts covering 2022-2023 contract year)
☐ Yes ☐ No

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

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

If applicable, who is your Third-Party Vendor?

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

Is your Third-Party Vendor an active entity?
☐ Yes ☐ No

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

Local In-Kind Match and Match Source – 5311 – N/A

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

☐ Yes☐ No

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

Total Amount \$ _____

Source(s): _____

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

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

Provide breakdown of proposed match dollars in Table 16.

Table 16

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

5311 Budget Request

FTA Non-Urbanized Area Formula Program (Section 5311)

January 1, 2024 - Dec 31, 2024

Project Budget Request (include Match)

Not Applicable

Table 14

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

Special Section 5333(b)

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

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

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

A. General Application

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

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

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

B. Standard Terms and Conditions

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

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

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

For the purpose of providing the statutory required protections including those specifically mandated by Section 5333(b) of the Act, the Public Body will assure as a condition of the release of funds that the Recipient agrees to be bound by the terms and conditions of the National (Model) Section 5333(b) Agreement executed July 23, 1975, identified below², provided that other comparable agreements may be substituted therefore, if approved by the Secretary of Labor and certified for inclusion in these conditions.

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

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

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

Nothing in this arrangement shall be construed as depriving any employee of any rights or benefits

which such employee may have under existing employment or collective bargaining agreements, nor shall this arrangement be deemed a waiver of any rights of any union or of any represented employee derived from any other agreement or provision of federal, state or local law.

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

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

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

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

C. Waiver

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

5333(b) Certification Letter
Attach as NJT Attachment Q – N/A

Date:

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

Dear Ms. Rivera:

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

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

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

Sincerely,

Signature of Authorized Representative
Title

Listing of Operators and Union Representatives

As part of the 5333(b) warranty process applicants must submit an accurate and up-to-date listing of all existing transportation providers in the Section 5311 service area of the project. Applicants must also include any labor organizations representing such providers. A complete statewide list (**Exhibit C**) is submitted by NJ TRANSIT to the US Department of Labor. Do not include NJ TRANSIT as a transportation provider in your area.

Submit all changes on Table 19 below (include any additions, deletions or changes to the transportation providers listed in Exhibit C – do not retype information from or on Exhibit C). Note if a (D)eleation, (A)ddition or (C)hange to the Exhibit by adding a (D), (A) or (C) after the name of the provider in the first column. If “no changes” indicate that below.

To assist you we also included a list of major private for-profit transportation providers in the state on Exhibit A. Take note that other organizations including taxi and private non-profit organizations may provide transportation and have union representation as well and should be listed.

Note to applicant – include your county and indicate if there is a driver union.

Table 19

Other Transportation Providers in Section 5311 Service Area	Name of Union	Union Address	Union Phone Number	E-Mail Address of Union

Sample of Required S5311 Application Cover Letter
Attach as NJT Attachment R – N/A

Date

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

Dear Ms. Rivera:

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

(Name of Applicant) is requesting Non-Operating and/or Operating Assistance for the period **January 2024- December 2024**. The total amount of federal and state funds requested is as follows:

January 2024- December 2024

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

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

Sincerely,

(Signature of Authorized Representative of Applicant)

Print Name
Title of Authorized Representative of Applicant

5311 Applicant Authorizing and Supporting Resolution – N/A

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

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

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

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

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

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

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

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

NJT Attachment T - CHARTER SERVICE COMPLIANCE CERTIFICATION

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

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

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

*Agency Name _____ County of Ocean _____

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

Signature _____

Print Name of Authorized Official _____

Title _____

Date _____

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

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

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

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

Charter Service Certification:

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

Location of Charter Service Records:

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

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

Print name: _____

Title: _____

Signature: _____

Date: _____

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

<p>Aristocrat Limo & Bus Co.</p> <p>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.</p> <p>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.</p> <p>149 17th Avenue Elmwood Park, NJ 07407 973-340-8750 FAX: 973-340-8759 E-MAIL: ayanbus@yahoo.com Ms. Beverly Corasio</p>
<p>Bestway Coach Express, Inc.</p> <p>2 Mott Street Suite 705 New York, NY 10013 212-608-8988 FAX: 212-608-9169 E-MAIL: info@bestwaycoach.com WEBSITE: www.bestwaycoach.com Mr. Wilson Cheng Mr. Kelvin Chan</p>	<p>Camptown Bus Lines, Inc.</p> <p>126-140 Frelinghuysen Avenue Newark, NJ 07114-1633 973-242-6100 FAX: 973-242-4123 E-MAIL: camptownbus@verizon.net Mr. Thomas M. Zambolla</p>	<p>Carefree Bus Tours</p> <p>45 Somerset Place Clifton, NJ 07017 1-800-640-9429 973-778-4000 FAX: 973-778-4610 E-MAIL: CBL4000@aol.com Mr. Paul Lenoir</p>
<p>Classic Tours/Classic Cruisers, Inc.</p> <p>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> <p>P.O. Box 8328 Haledon, NJ 07538 201-398-9855 FAX: 201-398-9855 EMAIL: coachmanintl@optonline.net Mr. Richard Jaeger Ms. Pauline Wolthouse, VP</p>	<p>Coastal Coach</p> <p>603 Whildam Ave N. Cape May, NJ 08204 609-602-2271 FAX: 609-345-5300 E-MAIL: tidi03@aol.com Mr. Tim Generale</p>
<p>Express Tours, Inc/Golden Express</p> <p>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.</p> <p>3104 Pacific Avenue Atlantic City, NJ 08401 609-345-5921 FAX: 609-345-5927 Mr. Nate Karp E-MAIL: nkarp@greyhound.com</p>	<p>Infinity Tours, Inc.</p> <p>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</p> <p>PMB 106-621 Beverly Rancocas Road Willingboro, NJ 08046 609-877-7127 FAX: 609-877-7546 E-MAIL: sales@jayandnaytravel.com WEBSITE: www.jayandnaytravel.com Mr. John Mills Ms. Renee Mills</p>	<p>Lakeland Bus Lines, Inc.</p> <p>PO Box 898 425 E. Blackwell Street Dover, NJ 07802-0898 973-366-0600 Ext. 632 FAX: 973-366-8012 E-MAIL: ttaylor@lakelandbus.com WEBSITE: www.lakelandbus.com Mr. Tom Taylor Ext. 632 Mr. Tom Graves</p>	<p>Leprechaun Lines, Inc</p> <p>100 Leprechaun Lane New Windsor, NY 12550 845-565-7900 FAX: 845-565-1220 E-MAIL: fgallagher@leprechaunlines.com Mr. Frank Gallagher</p>
<p>Lion Trailways</p> <p>Hornet and Ranger Roads Rio Grande, NJ 08242 609-889-0925 FAX: 609-889-0033 E-MAIL: info@lionbus.com WEBSITE: www.lionbus.com Mr. Nick Paglione</p>	<p>Martz Lines</p> <p>239 Old River Road Wilkes-Barre, PA 18702 570-821-3838 FAX: 570-821-3813 E-MAIL: shenry@martzgroup.com WEBSITE: www.martzgroup.com Mr. Scott E. Henry</p>	<p>Passaic Valley Coach Lines</p> <p>71 River Road Chatham, NJ 07928-1930 973-635-2374 FAX: 973-635-0199 E-MAIL: www.wayne@passaicvalleycoach.com WEBSITE: passaicvalleycoach.com Mr. Wayne Braunwarth</p>
<p>Peter Pan Bus Lines</p> <p>25 County Avenue Secaucus, NJ 07094 201-866-6001 FAX: 201-866-6234</p>	<p>Raritan Valley Bus Service</p> <p>PO Box 312 Metuchen, NJ 08840-0312 732-549-1212 FAX: 732-549-1168</p>	<p>Safety Bus</p> <p>7200 Park Avenue Pennsauken, NJ 08109 856-665-2662 FAX: 856-665-0658</p>

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

Exhibit B – Designated Leads for Human Services Transportation Coordination Plan

County	Lead	E-mail	Phone Number
Atlantic	Ms. Maribel Pabon	pabon_maribel@aclink.org	609-645-7700 x4058
Bergen	Mr. Joseph Cinque	jcinque@co.bergen.nj.us	201-336-3391
Burlington	Mr. Jerry Kilkenny	jilkenny@co.burlington.nj.us	609-265-5597
Camden	Ms. Carol Miller	cmiller@sjta.com	856-427-0988
Cape May	Mr. Dan Mulraney	dmulraney@co.cape-may.nj.us	609-889-3700 x107
Cumberland	Ms. Barbara Nedohon	barbarane@co.cumberland.nj.us	856-453-2220
Essex	Mr. Michael Viera	michaelmvsr@aol.com	973-395-8418
Gloucester	Ms. Lisa Cerny	lcerny@co.gloucester.nj.us	856-686-8362
Hudson	Ms. Darice Toon	dtoon@hcnj.us	201-369-5280 x4231
Hunterdon	Ms. Tara Shepherd	Tshepherd@gohunterdon.org	908-788-5553
Mercer	Mr. Martin DeNero	mdenero@mercercounty.org	609-530-1970 x17
Middlesex	Mr. Stanley Subjinski	Stanley.Subjinski@co.middlesex.nj.us	732- 745-4029
Monmouth	Ms. Kathy Lodato	kathleen.lodato@co.monmouth.nj.us	732-577-6731
Morris	Ms. Christine Hellyer	chellyer@co.morris.nj.us	973-285-6858
Ocean	Mr. David Fitzgerald	dfitzgerald@co.ocean.nj.us	732-736-8989 x5924
Passaic	Mr. Michael Parra	michaelp@passaiccountynj.org	973-305-5763/5758
Salem	Mr. Matthew Goff	Matthew.goff@salemcountynj.gov	856-339-8622
Somerset	Mr. John Adair	Jadair@co.somerset.nj.us	908-231-7116
Sussex	Ms. Christine Florio	cflorio@sussex.nj.us	973-940-5200x1381
Union	Ms. Deana Mesaros	dmesaros@ucnj.org	908-659-7412
Warren	Ms. JanMarie McDyer	jmcdyer@co.warren.nj.us	908-475-6080

SECTION VIII- COMPLETE APPLICATION CHECKLIST OF DOCUMENTS

The following documents are to be attached to this application.

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

- ☒ 2022 Actual Expenditures/2024 Proposed Budget – ***included in Attachment K***

Excel Spreadsheet attachments

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

Exhibits:

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