

**OCEAN COUNTY**  
**FY 2020 Senior Citizens & Disabled**  
**Residents Transportation Assistance Program**  
**&**  
**FTA Non-Urbanized Area Formula Program**  
**Section 5311 and Section 5311 Innovation**  
**Grant Application**

**FOR DISPLAY ONLY**

**Ocean Ride**

**Ocean County**  
**Department of Transportation Services**  
1959 Route 9  
P.O. Box 2191  
Toms River, NJ 08754-2191  
Tel. - 732.736.8989  
Fax - 732.473.1923





**STATE OF NEW JERSEY  
SENIOR CITIZENS & DISABLED RESIDENTS  
TRANSPORTATION ASSISTANCE PROGRAM  
&  
FTA NON-URBANIZED AREA FORMULA  
PROGRAM  
(SECTION 5311 AND SECTION 5311  
INNOVATION)  
JANUARY 1, 2020 – DECEMBER 31, 2020**

County	OCEAN
Name of Transportation System	Ocean County Department of Transportation – Ocean Ride
Applicants Legal Name	County of Ocean
Address	P.O. Box 2191
	1959 Route 9
	Toms River, NJ 08754-2191
Name & Title of Person Completing the Application	David L. Fitzgerald
	Director
Phone Number	732.736.8989, extension #5924
Fax Number	732.473.1923
E-Mail Address	dfitzgerald@co.ocean.nj.us

NJ TRANSIT  
Local Programs and Minibus Support  
One Penn Plaza East, 4<sup>th</sup> flr.  
Newark, New Jersey 07105-2246  
Phone: (973) 491-7456

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## TECHNICAL CAPACITY

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

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

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

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

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

## PROPOSED SCHEDULE FOR CASINO REVENUE APPLICATION FOR YEAR 2020

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

**Date:**

**SCDRTAP Application Only Activity:**

**No later than July 15, 2019**

By this date you should have:

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

**At your Public Hearing**

- Read into the public hearing record summary of 2019 (to date) grant activities/goals and proposed 2020 SCDRTAP budget
- Provide copies of summary of 2019 grant activities (to date) and copies of proposed 2020 budget. (should be available in alternative format upon request)

**14 days After Public Hearing**

- A copy of summary of 2019 grant activities/goals and current outcome as well as your agencies proposed 2020 grant activities/goals and budget should be placed in the main branch of the county library and/or the County Website for public review at least 14 days after the public hearing date. The County should make every effort to have a full application in the library and/or the website one available. If the entire application is not available 14 days after the hearing, the county should place a copy of the proposed description of service and proposed line item budget in the library and/or website for public review.

**August 2, 2019**

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

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

**SECTION I – COUNTY INFORMATION****Project Contacts/Personnel**

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

**Table 1**

Name	Title	Address	Phone #	E-mail
Virginia E. Haines	Freeholder Director	101 Hooper Avenue Administration Building Toms River, NJ 08754	732.929.2003	gdeckler@co.ocean.nj.us
Michael J. Fuire	Procurement Contact Director	101 Hooper Avenue Administration Building Toms River, NJ 08754	732.929.2099	mfuire@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
Keith J. Goetting	EEO Contact* Director	101 Hooper Avenue Administration Building Toms River, NJ 08754	732.929.2128	kgoetting@co.ocean.nj.us
Keith J. Goetting	ADA Representative*	101 Hooper Avenue Administration Building Toms River, NJ 08754	732.929.2128	kgoetting@co.ocean.nj.us
David. L. Fitzgerald	Title VI Representative* Director	1959 Route 9 Toms River, NJ 08754	732.736.8989	dfitzgerald@co.ocean.nj.us
Thomas Giberson	Safety Officer* Supervising Omnibus Driver	1959 Route 9 Toms River, NJ 08754	732.736.8989	tgiberson@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, and Safety Officer. Do not list each individual Operator, Dispatcher, or Reservationist - list the number of these positions and percentage charged per grant.

**Table 2**

Staff Member		Phone #	E-mail	SCDRTAP		5311	
Name	Title			Admin %	Operating %	Admin %	Operating %
14 Employees	Omnibus Operators	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. 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. By grant, for positions that will only be partially charged to either grant, describe how the estimated percentage of the salary to be charged to the grant was derived
  - a. Describe what mechanism(s) are used to verify the actual time that an individual spends on grant related activities.

*There are no positions partially charged to either grant.*

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**  
Ocean Ride Organizational Chart – **Attachment A**  
Stouts Transportation, Inc., Organizational Chart - Third Party Contractor – **Attachment B***

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

*Regular meetings to be held the 3<sup>rd</sup> Thursday of the month, 1:30 PM  
(unless otherwise notified)*

<i>January 16, 2020</i>	<i>May 21, 2020</i>
<i>February 20, 2020*</i>	<i>June 19, 2020 – SCDRTAP PUBLIC HEARING</i>
<i>March 19, 2020</i>	<i>September 17, 2020</i>
<i>April 16, 2020*</i>	<i>October 15, 2020*</i>
	<i>November 18, 2020 – Wednesday</i>

*Meeting Location:  
Ocean County One Stop Center  
1027 Hooper Avenue, Bldg. #3  
3<sup>rd</sup> Floor Conference Room  
Toms River, NJ*

***\*Note:** Meeting date (shown with asterisk\*) will be reserved if needed. Adequate advance notice will be provided to committee members.*



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.

***Ocean County Transportation Advisory Committee  
for Senior Citizens and Persons with Disabilities***

<b><i>Name of Committee Members</i></b>	<b><i>Consumer Members</i></b>		<b><i>Agency Members</i></b>			<b><i>Ethnicity</i></b>
	<b><i>Senior Citizen</i></b>	<b><i>Person with a Disability</i></b>	<b><i>State</i></b>	<b><i>County</i></b>	<b><i>Non-Profit</i></b>	
<i>Walter Preston – Chairperson</i>	X					<i>African Amer.</i>
<i>Joan Reck – Vice-Chairperson Greater Mercer TMA</i>	X		X			<i>Caucasian</i>
<i>Linwood Mc Williams, Caregivers Vol. of NJ Secretary</i>	X				X	<i>African Amer.</i>
<i>Beverly Valentine</i>	X	X				<i>Caucasian</i>
<i>Michael Blatt, OC Human Services</i>				X		<i>Caucasian</i>
<i>Linda Capuano</i>	X					<i>Caucasian</i>
<i>Kelli Ann Dixon, OC Board of Social Services</i>			X			<i>Caucasian</i>
<i>Dorothy McDowell</i>	X	X				<i>Caucasian</i>
<i>Colleen O' Dell-Multer</i>	X	X				<i>Caucasian</i>
<i>Susan Pniewski, A Center for Ind. Living</i>					X	<i>Caucasian</i>
<i>Maria La Face, OC Senior Services</i>				X		<i>Caucasian</i>
<i>Fred Schneeweiss</i>	X					<i>Caucasian</i>
<i>Philip Valse, OC Human Services</i>		X		X		<i>Caucasian</i>
<i>Steven Simone, OC Planning</i>				X		<i>Caucasian</i>
<b><i>TOTAL: 14 Members</i></b>	<b><i>(8 Consumer Members)</i></b>		<b><i>(9 Agency Members)</i></b>			

<b><i>Ex-Officio Members</i></b>						
<i>Gary Quinn, Freeholder Liaison</i>				X		<i>Caucasian</i>
<i>David L. Fitzgerald, Director OC Transportation Services</i>				X		<i>Caucasian</i>
<i>James A. Hand, Division Director OC Transportation Services</i>				X		<i>Caucasian</i>
<i>Lauren Williams, Regional Program Admin. NJ TRANSIT – Local Programs</i>			X			<i>Caucasian</i>

*Note: Committee membership must reflect at least 51 percent consumer representation.*

*Prepared by OC Transportation Services, 05/23/2019*

## 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	Mary Ann Cilento
	Clerk of the Board
Contract (w/ NJ TRANSIT)	Mary Ann Cilento
	Clerk of the Board
Operations Manifest	James A. Hand
	Division Director, Operations, Transportation
Financial Records	Kelly Dyson
	Buyer
Procurement / Bid Documents Including RFP's	Michael J. Fiure
	Director of Management & Budget
Daily Pre-Trip form	James A. Hand
	Division Director, Operations
Maintenance Records	James R. Pine
	Director, Vehicle Services
Driver Training	Thomas Giberson
	Supervising Omnibus Operator
Monthly/Quarter Ridership Reports	Michelle Arnold
	Asst. Administrative Analyst
Drug & Alcohol Data	Keith J. Goetting
	Director, Employee Relations
Monitoring 3 <sup>rd</sup> Party Contractors	Kelly Dyson
	Buyer
Complaints (ADA, Title VI, Service, etc.)	Keith J. Goetting
	Director, Employee Relations
Other's	N/A

## Procedures for Grant Administration Reporting

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

*During the client intake process, determination is made if the individual is 60 years of age or over, and/or a person with a disability. This criteria is used irrespective of trip purpose.*

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

*All policies and procedures were submitted in our 2019 application with the exception of document in **BOLD in Attachment C.***

**Table 4**

PROCEDURES/POLICIES	Date Revised
Driver Manual/Operations Manual	Revised May 2016
Reservation/In-take Policy (RSD procedures/policies)	Revised 3/16/16
No Show/Denial Policy	Revised 7/1/2017
Fares/Donation Policy	Revised 6/11/15 & 5/14
Vehicle Maintenance Policy	Revised 8/2018
Vehicle Accident Policy	Revised 6/12/17
Capital Replacement Policy	Revised 8/2018
3 <sup>rd</sup> Party Monitoring Policy	Revised 6/3/2015
Route Deviation Policy	Revised 8/2011
Complaint Policy	Revised 7/25/2017
Indirect Cost Allocation Plan	Not Applicable
<b>ADA Complaint Procedures and Reasonable Modification Policy</b>	<b>December 2018</b>
Title VI Program Non-Discrimination Policy	Revised 2017
Drug and Alcohol Plan*	August 2018
Procurement Policy (County's)	March 24, 2016
CAC By-Laws (SCDRTAP)	Revised 12/2013
EEO Plan	July 2013
Other:	
Other:	

\*Required for Section 5311

## SECTION II - DESCRIPTION OF SERVICE

### Service Description

1. Describe any changes that were made (days, hours of operations) in 2019 (to date).

**SCDRTAP:** *As of July 1, 2018, the OC 2 Manchester deviated fixed bus route changed its operating days to Tuesdays and Thursdays to accommodate more riders.*

*In 2019 once again began the OC 10 Toms River Connection Spring/Summer service to operate 7 days a week. The route began on Sunday, May 5<sup>th</sup>, 2019 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 2020. Include type of service provided by grant type (i.e. deviated fixed route, demand response), days & hours of operation and trip purpose by funding type.

**SCDRTAP:**

*In 2020, the underperforming deviated fixed bus route, the OC 2 Manchester might be eliminated and the deviated fixed bus route, the OC 1A Whiting Express might change to assimilate the OC 2 stops into it and operate 5 days a week due to higher ridership. Staff is reviewing ridership at the present time.*

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

## Service Operations

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

1. Demand response reservation process:

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

*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. For persons with hearing impairment, 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. How is a trip identified as Section 5311 eligible?

*Not Applicable.*

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

*Not Applicable.*

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

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>

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

*RouteMatch Software Upgrade 6.2.34 Cloud-Hosting, Tablet Technology – The software has been updated for both the “Reserve-A-Ride” program and “Deviated Fixed Routes”. Along with the software upgrade, the entire fleet is equipped with on-board Tablets. The network and Tablets utilize the County’s Verizon internet server. Training is given to all staff users and Drivers.*

*The yearly fee for the software is as follows:*

*Premium Support, Maintenance and GIS Updates:*

*Premium (24/7) Maintenance Technical Support* *\$57,974*

- j.  
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 upgraded and equipped with new on-board Samsung Tablets that utilize the County’s internet server. This includes the Reserve-A-Ride and deviated Fixed Bus Route vehicles for enhanced routing and scheduling. This was invested with Ocean County dollars.*

## Americans with Disabilities Act (ADA) Service Requirements

1. Does your program have a way for customers with visual impairments waiting at a stop to know what bus has arrived? Vehicle Identification Mechanisms are required on routes where multiple vehicles serve the same stop, but suggest done at all times as a common passenger courtesy.

☐ Yes ☒ No ☐ N/A

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

☒ Yes ☐ No

3. Lift and Securements

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

☒ Yes ☐ No

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

☒ Yes ☐ No

3. Do you allow a passenger to remain in their mobility device or do you require them transfer to another seat?

☐ Yes ☒ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes

☐ No

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

☒ Yes

☐ No



## Service Area Details and Feeder Service

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

Complete the following by Grant:

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

### **SCDRTAP:**

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

*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) Eckerd Career Center is 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 Career Center operates at 1800 Route 9 in Toms River, which provides training and counseling regarding employment opportunities.*

## 3. If your agency provides feeder service 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 &amp; 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>Barneget 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 2, OC 3, OC 3A, OC 4, OC 5, OC 6, OC 9, OC 10</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>Pt. Pleasant Beach Rail Station</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

## 4. Does your service extend to the required 5 miles outside the county borders?

☒ Yes      ☐ No

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

*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?

*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?

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

## 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: April 2018 Plans should be updated every 5 years.

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

*Ocean County's CHSTP has not been updated since April 2018.*

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

☒ Yes      ☐ No

If yes please list dates of when meeting occurred

*Meeting Date\_ January 18, 2018\_\_\_\_\_*

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

*All CHSTP discussions are made at our Transportation Advisory Committee  
Meetings scheduled below:*

<i>January 16, 2020 February 20, 2020* March 19, 2020 April 16, 2020*</i>	<i>May 21, 2020 June 18, 2020 – SCDRTAP PUBLIC HEARING September 17, 2020 October 15, 2020* November 18, 2020 – Wednesday</i>
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*Meeting Location:  
Ocean County One Stop Center  
1027 Hooper Avenue, Bldg. #3  
3<sup>rd</sup> Floor Conference Room  
Toms River, NJ*

**\*Note:** Meeting date (shown with asterisk\*) will be reserved if needed. Adequate advance notice will be provided to committee members.

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/Barnegat 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.	6/1/19 to 5/31/2020	\$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 1600 Route 70, Suite 12, Manchester, NJ.
Veterans Service Bureau	7/1/19 to 6/30/20	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 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 Barnegat/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 2, OC 3, OC 3A, OC 4, OC 5, OC 6, OC 9, OC 10, Barnegat Shoppers Loop, Jackson Shoppers Loop, Toms River Mobile Park, Waretown/Barnegat Shoppers Loop	Yes	No	117,663	1,102

- 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
- Do your vehicles have signage showing route and destination?  
☒ Yes      ☐ No
- Do you allow deviation for general public passengers?  
☒ Yes      ☐ No
- Do your vehicles have the universal accessibility symbol?  
☒ Yes      ☐ No

## Training

- Do you provide training for your Administration/Operations staff?  
☒ Yes      ☐ No

If yes, list trainings and recertification requirements.

*Administrative and Operations staff participated in "Ride-Along's" in July of 2018 to keep up with our core standards, who we serve and how can we improve service for our riders.*

*Administrative and Operations staff participated in a mandatory Sexual Harassment Class.*

- Do you provide training for your drivers?  
☒ Yes      ☐ No

If yes, please list trainings.

*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).*

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

*We have one Supervising Omnibus Operator that is certified for training staff. On rare occasions, training is outsourced.*

## 2020 Short-Term Program Goals

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

### **Goal 1: Relocate staff and service to new centrally located transportation facility in Manchester.**

*Construction has begun in Manchester in early April 2019. The project involves the construction of a 27,400 square foot County Transportation Garage building with office space, the associated utilities, site work and pavement to accommodate Ocean Ride administrative staff, vehicles and garage. Toms River staff and drivers to be relocated 1<sup>st</sup> quarter 2020. This project will be completed by April 2020.*

### **Goal 2: Improve client communications and system marketing through the use of technology and continue to refine social media:**

*Ocean Ride's Mobile App:* *Ocean Ride's launched its Mobile App in April 2019. The goal is to continue to work with RouteMatch on the "Where's my Bus" option.*

*Also, Ocean Ride upgraded its website and is now 'live' since April 2019. We are currently on Facebook providing updates and service information. The website and Facebook page contain links to the Ocean Ride Mobile App. Will research Instagram and Twitter.*

### **Goal 3: Use of grant funding to help seniors with travel training.**

*Ocean Ride is working with NJTIP, a department of Rutgers University, using a recently awarded grant for travel training. Project Title: Ocean SMART (Senior Mobility and Resource Training). This project is designed to address the need for improved senior mobility, support an "Active Living" lifestyle, and combat social isolation among non-drivers in Ocean County. Ocean SMART will develop and deliver targeted experiential education services and programs to increase mobility, social connections and independence among older residents of Ocean County. The program would focus not only on older non-drivers, but also on older adults exploring additional mobility options as they plan ahead for reduced levels of driving and/or driving retirement. In the development and implementation of Ocean SMART, NJTIP @ Rutgers will work in collaboration with three key partners: Ocean Ride, the local provider of public transit in Ocean County with strong linkages to senior communities and senior serving sites across Ocean County; LYFT, a statewide Transportation Network Company (TNC) now working in partnership with the Hackensack-Meridian Healthcare System; and Greater Mercer Transportation Management Association (GMTMA), a non-profit, public-private partnership dedicated to improving mobility, safety and sustainability in Mercer and Ocean County*

*No new or expanded transportation services are anticipated for 2020.*



## SECTION III – BUDGET

### Program Budgets

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

### Close-out funds

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

☒ Yes      ☐ No

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

*FY 2017 and FY 2018 Reprogramming Funds of \$ \$358,418.54 will be used as follows:*

<i>Operating</i>	<i>\$217,218.54</i>
<i>Administrative</i>	<i>\$ 1,200.00</i>
<i>Capital</i>	<i>\$140,000.00</i>
<b>TOTAL</b>	<b>\$358,418.54</b>

Provide the amount of funds that will be added.

*The amount of funds added will be **\$358,418.54**.*

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?

Operating	Third Party Contract Services	\$80,500.00
	Maintenance & Repairs	\$22,718.54
	Materials & Supplies	\$114,000.00
	<b>Operating Totals</b>	<b>\$217,218.54</b>
Administration	Professional Services	\$500.00
	Third Party Contract Services	\$500.00
	Training/Travel	\$100.00
	Publication/Ads	\$100.00
	<b>Administration Totals</b>	<b>\$1,200.00</b>
Capital	Rolling Stock -Vehicles	\$140,000.00
	<b>TOTAL ALLOCATION</b>	<b>\$358,418.54</b>

## Alternative Revenue Total Collected for Calendar Year 2018

1. Is a fare charged to use your 5311 service?  
☐Yes      ☐No      ☒Not Applicable
2. Is a fare charged for your SCDRTAP service?  
☒Yes      ☐No
3. Is there a donation policy for 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 3<sup>rd</sup> 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 2018	Revenue Projected for 2020
Fares / SCDRTAP	\$391,696	\$400,000
Fares / 5311	<i>None</i>	<i>None</i>
Donations / SCDRTAP	\$1,287	\$1,300
Donations / 5311	<i>None</i>	<i>None</i>
Advertising	<i>None</i>	<i>None</i>
Medicaid (Logisticare)	<i>None</i>	<i>None</i>
Revenue Contracts	\$80,554 – 21 Plus Inc.	\$81,000 – 21 Plus Inc.
<b>Total</b>	<b>\$473,537</b>	<b>\$482,300</b>

### Indirect Administrative Costs

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

SCDRTAP

☐ Yes

☒ No

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 January 1, 2019- December 31, 2019**

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
Transportation Mini-Grant Program 2019, 20 Recipients	1/19 to 1/20	Reimbursements for transportation made to various non-profit agencies.	\$39.250 yr.	Non-profit transportation assistance for seniors & persons with disabilities

**Table 10 – 5311 January 1, 2018- December 31, 2018**

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

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
Transportation Mini-Grant Program 2019, 20 Recipients	1/19 to 1/20	Reimbursements for transportation made to various non-profit agencies.	\$39.250 yr.	Non-profit transportation assistance for seniors & persons with disabilities

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

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

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

## SECTION IV – PROJECT EQUIPMENT

### Vehicle Inventory

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

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

The inventory includes:

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

## Non-Vehicle Inventory

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

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

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

### Capital Disposal 2018

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

☐ Yes ☐ No

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

☐ Yes\* ☐ No

\*If yes, complete the Table 13 below

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

☐ Yes ☐ No ☒ 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*		
2008 Chevy Van 3 Pass & 2 WC #474	X			X	N/A	\$1,351.00	X		N/A	N/A
2008 Ford E450 Bus 12 Pass & 2 WC #484	X		.	X	N/A	\$0.00	X		N/A	N/A
2008 Ford E450 12 Pass & 2WC #724	No, County			X	N/A	\$876.00	X		N/A	N/A
2008 Chevy G33803 Bus 12 Pass & 2 WC #771	X			X	N/A	\$1,125.00	X		N/A	N/A

## SECTION V - PUBLIC OUTREACH

### Public Outreach Activities

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

*Ocean Ride rolled out it's updated website and introduced a Mobile App, which will be able to tell riders "Where's My Bus". At the present time, no additional activities are planned for 2020, besides the regular monthly Career Training with Greater Mercer TMA. Every July, Ocean Ride participates in the Ocean County Fair. In 2018 and going forward, Ocean Ride will continue conducting speaking engagements at various senior adult communities, municipalities and senior centers. Also participates in various County events, such as Cuisine on the Green Music Summer Festival, Beach Ball-A-Palooza and the Ocean County Decoy Show, sponsored by Ocean County Parks & Recreation Department.*

### **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**

- ❖ Freeholder 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 – 3 to 4 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

### Marketing Materials

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

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

Attach all documents as **NJT Attachments K1-K7**

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

### Prior to and After Public Hearing Date:

1. Prior to the Public Hearing a copy of the 2020 budget and goals must be available for public review on the County Website and/or in the Public Library (and at least 14 days after the public hearing date). Include as **NJT Attachment K4** the screen shot of the website and



copies of correspondence requesting the web post and/or name of the library branch, address and date copy was placed in Library.

2. Once your application is completed an electronic copy of the 2020 application must be placed on the county website for public review. Attach a screen shot of the county website with the link to the electronic application as **NJT Attachment K5**.
3. The County must meet with their local CAC to review the proposed service activities, goals and budget for 2020. Their input and feedback should be considered in the planning process for this application. Please indicate the date of this CAC meeting and include copy of meeting minute notes showing application was reviewed with CAC members as **NJT Attachment K6**.
4. Copies of the 2020 application (if available) or a summary of proposed activities, goals and proposed budget should be available at the public hearing.
5. Complete public hearing transcripts must be submitted. If not available by application due date the transcripts can be submitted after the application's filing deadline as **NJT Attachment K7**.

## SECTION VI - ADDENDUMS

### SCDRTAP Maintenance of Effort (MOE) Certification

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

(a) The purpose of the Senior Citizen and Disabled Resident Transportation Assistance Program 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 2019	<u>\$232,088</u>
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Proposed Maintenance of Effort for 2020	<u>\$232,088</u>
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If the MOE for 2020 has increased/decreased, please explain below:

**Sample of Required SCDRTAP Application Cover Letter**  
Attach as NJT Attachment L  
**OCEAN COUNTRY**  
**DEPARTMENT OF TRANSPORTATION SERVICES**

David L. Fitzgerald  
Director



**OceanRide**

July 2, 2019

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

Dear Ms. Magri:

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 **\$1,378,526.00** for FY 2020 along with **FY 2017** reprogrammed funds in the amount of **\$158,418.54** and **FY 2018** reprogrammed funds in the amount of **\$200,000**. Our Public Hearing was held on June 20, 2019. The application was made available on the Ocean Ride Transportation Homepage website on **July 2, 2019**.

This application is complete with Freeholder Board Resolution and Public Hearing Transcript. The Board of Chosen Freeholders Board meeting was held May 15, 2019.

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 2020. 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 Fitzgerald".

David L. Fitzgerald  
Director

cc: Janelle Rivera, Manager, Local Programs, NJ TRANSIT  
Lauren Williams, Regional Program Administrator, NJ TRANSIT  
James A. Hand, Division Director, Operations, Ocean County Transportation Services

## **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, 2020 to December 31, 2020; and

WHEREAS, the county of (Name of County) will provide transportation services as described and intended by the Senior Citizen and Disabled Resident Transportation Assistance Act.

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

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

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

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

## SECTION VII – 5311 ADDITIONAL ITEMS

The following are only required by Section 5311 Applicants

### Opinion of Counsel Letter

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

***Not Applicable***

(Date)

(Name of Applicant)  
(Address of Applicant)

To Whom It May Concern:

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

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

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

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

Sincerely,

Legal Counsel

**ADA Certification of Equivalent Service**  
Attach as **NJT Attachment O**

***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

### ***Not Applicable***

### **Equal Employment Opportunity (EEO)**

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

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

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

\_\_\_\_\_ Transit Related Employees

2. Is the applicant required to have an EEO Program?  
☐ Yes      ☐ No
  - a. If yes, does the applicant have an approved program in place?  
☐ Yes      ☐ No
  - b. If no required program is in place, provide estimated date of completion.  
 Date: \_\_\_\_\_
3. Were any complaints received between the period January 1, 2018 and December 31, 2018?  
☐ Yes      ☐ No

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

### **ADA**

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

☐ Yes      ☐ No

If yes, explain.

### **Title VI**

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

☐ Yes      ☐ No

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

☐ Yes ☐ No

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

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

☐ Yes ☐ No

If yes, provide the following:

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

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

☐ Yes ☐ No

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

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

☐ Yes ☐ No

### 5311 Budget Request FTA Non-Urbanized Area Formula Program (Section 5311)

January 1, 2020 - Dec 31, 2020  
Project Budget Request (include Match)

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



**Rolling Stock N/A*****Not Applicable***

Only fill Table 17 if you are purchasing rolling stock under the Section 5311 grant.

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

Table 17

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

**Fleet Replacement**

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

Make/Model:

Year of Manufacture:

Vehicle I.D. Number (VIN):

Month/Year Placed in Revenue Service:

Accumulated Revenue Miles:

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

Condition:

Original Grant Purchased Under:

**Capital Public Notice Requirement**  
**Attach as NJT Attachment P**  
***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 Section 5311 funds under a grant submitted to the Federal Transit Administration.

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

(Name of Subrecipient)  
(Address)

PLEASE NOTE:

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

**Financial Management Systems**

1. Does the applicant have fiscal control and accounting procedures sufficient to do the following:
  - a. Permit the preparation of reports necessary to comply with program and statutory requirements.  
☐Yes      ☐No
  - b. Permit the tracking of funds to ensure that funds have not been used in violations of restrictions and prohibitions applicable to program.  
☐Yes      ☐No
2. Please describe accounting system used – include name of system.
3. Do you keep separate accounting records for this project?  
☐Yes      ☐No

### Suspension and Debarment

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

Has the required suspension/debarment clause been included in bid specs (services or capital) and the final contract for all third party contracts over \$25,000 utilizing FTA Section 5311 funds? (For bid specs and contracts covering 2019 contract year)

☐ Yes ☐ No

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

Did subrecipient check the Systems for Awards Management prior to entering into contract with vendor during 2019?

☐ Yes ☐ No

### Local In-Kind Match and Match Source

Do you plan on using an in-kind match for 2020 S5311?

☐ Yes ☐ No

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

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

\*Documentation must be submitted by applicants who indicated they would be providing an in-kind match in period January 1, 2020 to December 31, 2020. In-Kind match will be reviewed by NJT staff to ensure that it meets federal requirements and that supporting documentation is verifiable. Subrecipient will receive approval of in-kind match prior to contract execution. *Please note that all in-kind matches must have a measurable dollar value.*

Provide breakdown of proposed match dollars for 2020 contract years in Table 18.

Table 18

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

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

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

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

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

### **A. General Application**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Waiver

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

**5333(b) Certification Letter**  
Attach as NJT Attachment Q

Date:

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

Dear Mrs. Magri:

The Name of Applicant has made application to NJ TRANSIT and the Federal Transit Administration pursuant to Section 5311 of the Federal Transit Act, as amended for a mass transportation grant to assist in the reimbursement of operating and/or non-operating expenses for the period January 1, 2020 to December 31, 2020.

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

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

Sincerely,

Signature of Authorized Representative  
Title

## Listing of Operators and Union Representatives

### ***Not Applicable***

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

Submit all changes on Table 16 below (include any additions, deletions or changes to the transportation providers listed in Addendum C – do not retype information from or on Addendum C), NJ Transit will update with the below information.. Note if a (D)eleation, (A)ddition or (C)hange to Addendum by adding a (D), (A) or (C) after the name of the provider in the first column. If “no changes” indicate that below.

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

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

Table 16

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



**Sample of Required S5311 and Innovative Grant Application Cover Letter**  
Attach as **NJT Attachment R**

***Not Applicable***

Date

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

Dear Mrs. Magri:

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

(Name of Applicant) is requesting Non-Operating and/or Operating Assistance for the period **January 2020- December 2020**. The total amount of federal and state funds requested is as follows:

**January 2020- December 2020 Section 5311**

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

**January 2020- December 2020 Innovation Grant (Operating only)**

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

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

Sincerely,

(Signature of Authorized Representative of Applicant)

Print Name  
Title of Authorized Representative of Applicant

**5311 Applicant Authorizing and Supporting Resolution**  
**Attach as NJT Attachment S**

***Not Applicable***

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

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

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

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

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

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

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

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

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

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

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

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

<b>County</b>	<b>Lead</b>	<b>E-mail</b>	<b>Phone Number</b>
Atlantic	Demetrius Pearson	<a href="mailto:pearson_demetrius@aclink.org">pearson_demetrius@aclink.org</a>	609-645-7700 x4058
Bergen	Mr. Tom Murphy	<a href="mailto:tmurphy@co.bergen.nj.us">tmurphy@co.bergen.nj.us</a>	201-336-3380
Burlington	Mr. Jerry Kilkenny	<a href="mailto:jkilkenny@co.burlington.nj.us">jkilkenny@co.burlington.nj.us</a>	609-265-5597
Camden	Ms. Carol Miller	<a href="mailto:cmiller@sjta.com">cmiller@sjta.com</a>	856-427-0988
Cape May	Mr. Dan Mulraney	<a href="mailto:dmulraney@co.cape-may.nj.us">dmulraney@co.cape-may.nj.us</a>	609-889-3700 x107
Cumberland	Ms. Barbara Nedohon	<a href="mailto:barbarane@co.cumberland.nj.us">barbarane@co.cumberland.nj.us</a>	856-453-2220
Essex	Mr. Michael Viera	<a href="mailto:michaelmvsr@aol.com">michaelmvsr@aol.com</a>	973-395-8418
Gloucester	Ms. Lisa Cerny	<a href="mailto:lcerny@co.gloucester.nj.us">lcerny@co.gloucester.nj.us</a>	856-686-8362
Hudson	Ms. Darice Toon	<a href="mailto:dtoon@hcnj.us">dtoon@hcnj.us</a>	201-369-5280 x4231
Hunterdon	Ms. Tara Shepherd	<a href="mailto:tara@hart-tma.com">tara@hart-tma.com</a>	908-788-5553
Mercer	Mr. Martin DeNero	<a href="mailto:mdenero@mercercounty.org">mdenero@mercercounty.org</a>	609-530-1970 x17
Middlesex	Ms. Laila Caune	<a href="mailto:laila.caune@co.middlesex.nj.us">laila.caune@co.middlesex.nj.us</a>	732-745-4029
Monmouth	Ms. Kathy Lodato	<a href="mailto:kathleen.lodato@co.monmouth.nj.us">kathleen.lodato@co.monmouth.nj.us</a>	732-577-6731
Morris	Mr. Joesph Costantino	<a href="mailto:jcostantino@co.morris.nj.us">jcostantino@co.morris.nj.us</a>	973-829-8105
Ocean	Mr. David Fitzgerald	<a href="mailto:dfitzgerald@co.ocean.nj.us">dfitzgerald@co.ocean.nj.us</a>	732-736-8989 #5924
Passaic	Mr. John McGill	<a href="mailto:johnm@passaiccountynj.org">johnm@passaiccountynj.org</a>	973-305-5763/5758
Salem	Mr. Matthew Goff	<a href="mailto:Matthew.goff@salemcountynj.gov">Matthew.goff@salemcountynj.gov</a>	856-339-8622
Somerset	Mr. John Adair	<a href="mailto:Jadair@co.somerset.nj.us">Jadair@co.somerset.nj.us</a>	908-231-7116
Sussex	Ms. Carol Novrit	<a href="mailto:cnovrit@xbp.dhs.state.nj.us">cnovrit@xbp.dhs.state.nj.us</a>	973-383-3600 x5152
Union	Ms. Karen Dinsmore	<a href="mailto:kdinsmore@ucnj.org">kdinsmore@ucnj.org</a>	908-527-4809
Warren	Ms. JanMarie McDyer	<a href="mailto:jmcdyer@co.warren.nj.us">jmcdyer@co.warren.nj.us</a>	908-475-6080

## SECTION VIII FTA SECTION 5311 INNOVATION GRANT

### Purpose

***Not Applicable***

The FTA Section 5311 Innovation Grant is a designation of a portion of unused **funding allocated to Section 5311 eligible counties** which is made available to these counties on a competitive application basis. The objective is to provide funding to promote integration of community transit services and NJ Transit bus and rail services in rural counties.

### Grant Qualification Criteria

Project applications must meet the following standards in order to be eligible for competitive review:

1. Project must provide a **direct connection with an existing NJ Transit bus, private fixed route bus or rail service** either within or in a contiguous county
2. Route must serve residential origins **within the Census defined rural area**
3. The service must consist of a **deviated fixed route service with a service frequency of 60 minutes or less** during either peak or off-peak periods
4. Service must be provided on a **minimum of five days per week**
5. The proposed service may be **either a new service or an expansion of service span or frequency of an existing service** that provides direct connections to a rail station or an established bus route at either a route endpoint or key bus stop or station.
6. Submit a marketing plan which includes a commitment to provide a bus timetable that includes at minimum key time-points, a map with a designation of those key time-points, pickup/drop-off points, fare information, and connecting transit bus and rail services. The proposer must also provide a plan for a timetable distribution program including key residential, commercial and employment locations served and the proposed mode of ensuring that bus timetables are supplied and available to potential customers.
7. Proposed service operator must demonstrate the ability to meet operating requirements including but not limited to:
  - Meeting New Jersey Motor Vehicle Commission (NJMVC) requirements for operating authority and vehicle inspections if charging a fare
  - Demonstrate a vehicle fleet sufficient to meet the peak vehicle requirement for the service with a minimum 15% spare ratio in order to ensure that the daily peak vehicle requirement is met

### Funding Requirements

**Funding may be used only for direct operating expenses** for the provision of vehicle services including driver salary and benefits, fuel, vehicle parts and maintenance labor or the cost of contract operated service.

Funding may NOT be used to cover operating expenses including operations management, dispatch and training. It is assumed that the existing system will be able to provide these direct operating support services within the context of the existing service or through other grant funding sources.

The applicant must demonstrate the financial capability to provide the required **25% match** which must be used in combination with the NJ Transit 25% match to support half of the direct operating expenses for the proposed service. Once approved projects have been Identified Resolutions will be requested.

**A maximum of \$200,000.00 (including match) will be made available to a single project.**

**Factors Supporting Proposed Section 5311 Innovation Grant Route Proposal*****Not Applicable***

- A. Percentage of low-income individuals (150% of poverty level) in project service area:

0 – 20% \_\_\_\_\_

61 – 80% \_\_\_\_\_

21 – 40 % \_\_\_\_\_

81 – 100% \_\_\_\_\_

41 – 60% \_\_\_\_\_

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

0 – 10% \_\_\_\_\_

21 – 40% \_\_\_\_\_

11 – 20 % \_\_\_\_\_

Over 41% \_\_\_\_\_

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

\_\_\_ Proposed route is a new route deviation service

\_\_\_ Proposed route is an expansion of an existing route deviation service

\_\_\_ Proposed route serves at least one shopping center or village shopping area

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

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

\_\_\_ Connection provided to an existing NJT Rail, Bus or Private bus station/stop

\_\_\_ Connection provided during Peak Period (defined as 6-9 AM and 4-7 PM)

\_\_\_ Connection provided during Off-Peak period

\_\_\_ Connection provided to hub with three or more rail lines and/or bus routes

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

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

\_\_\_\_\_per revenue hour

## **Project Description**

### ***Not Applicable***

***Describe the parameters of your current and/or proposed route: (Include start date of current innovative project.)***

#### **How many vehicles will be used to operate this service?**

*Please note: If you are charging a mandatory fare you must meet New Jersey Motor Vehicle Commission (NJMVC) requirements for operating authority and vehicle inspections*

#### **Please describe your Marketing plan for this project:**

*Submit a marketing plan which includes a commitment to provide a bus timetable that includes at minimum key time-points, a map with a designation of those key time-points, pickup/drop-off points, fare information, and connecting transit bus and rail services.*

*Timetables must also include Route Deviation Policy, Nondiscrimination Policy, and Reasonable Accommodation Policy.*

*The proposer must also provide a plan for a timetable distribution program including key residential, commercial and employment locations served and the proposed mode of ensuring that bus timetables are supplied and available to potential customers.*

## **Route Description**

Provide Turn by Turn route description:

Provide a Map highlighting the route **(Attach as Attachment T)**

Identify bus/rail or light rail service connection points along the route:

## **Span of Service**

Provide a schedule identifying time points and trip times:

## **Number of Operating Days**

Days and hours of operation of operations

Number of Projected Daily Revenue Hours for each bus operated per day from route starting point to route ending point, not including deadhead from and to garage.



**Projected Operating Budget (include match from subrecipient and NJT in your budget)**

The applicant must demonstrate the financial capability to provide the required 25% match which must be used in combination with the NJ Transit 25% match to support half of the direct operating expenses for the proposed service. Once approved projects have been Identified Resolutions will be requested.

A maximum of \$200,000.00 (including match) will be made available to a single project.

**January 1, 2020 - Dec 31, 2020  
Project Budget Request**

<b>Operating</b>	<b>Budget</b>
Total Operating (should include total budget for this program)	
(-Fares)	
(-Donation)	
<b>Total Request Amount for this grant</b>	

**Line Item Budget**

<b>Operating Budget</b>	<b>Budget</b>
Driver Salaries/Fringe	
Third Party Contract Svcs	
Maintenance & Repairs	
Materials Consumed (Fuel)	
<b>Total Operating</b>	
(-Fares)	
(-Donation)	
<b>Total Request Amount for this grant</b>	

Identify Source of Hard (Cash) 25% Match: \_\_\_\_\_

*NOTE: Operating Costs are limited to driver labor, driver benefits, third party contract services, fuel and/or maintenance costs.*

Provide the number of Staff that will be charged to this grant. Do not list each individual Operator, Dispatcher, or Reservationist - list the number of these positions and percentage charged per grant:

## SECTION IX- COMPLETE APPLICATION CHECKLIST OF DOCUMENTS

The following documents are to be attached to this application.

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

### Excel Spreadsheet attachments

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

### Exhibits:

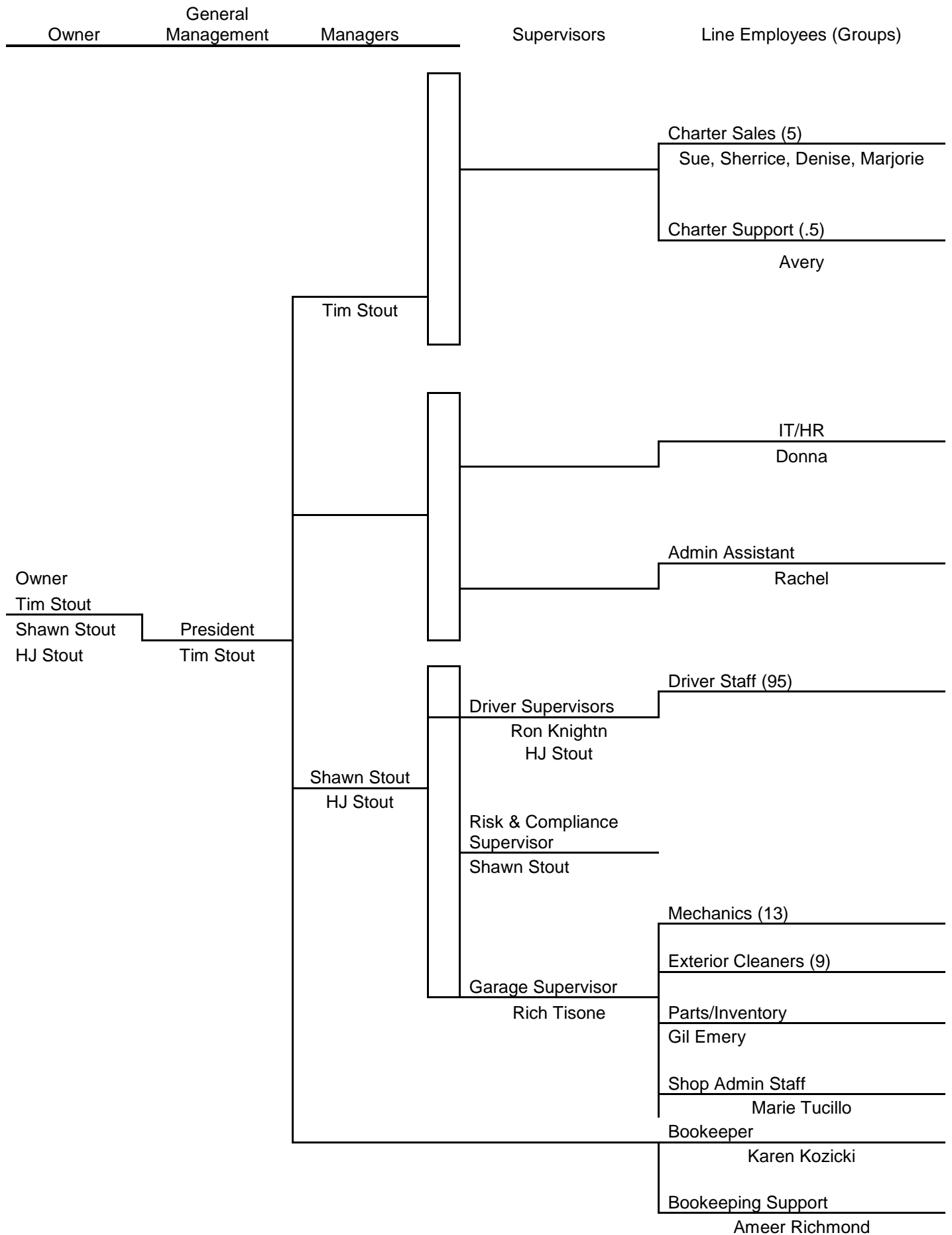
- Exhibit A: List of Private Bus Operators Serving New Jersey
- Exhibit B: Designated Leads for Human Services Transportation Coordination Plan
- Exhibit C: Transportation Providers and Labor Representatives Spreadsheet 2020 is attached separately

## ATTACHMENT A

# Ocean County Transportation – Ocean Ride Organizational Chart

## ATTACHMENT B

### Vendor Organizational Chart Stouts International, Inc.



# ATTACHMENT C

## Procedures/Policies



## Ocean County Department of Transportation Services

# Ocean Ride

### **REASONABLE MODIFICATIONS POLICY AND PROCEDURES**

The Ocean County Department of Transportation Services (Ocean Ride) recognizes that disabilities are as diverse as the individuals they serve and recognizes the need to make reasonable modifications to its policies, regarding assistance offered to passengers who may require additional assistance to use its services.

Under Title II of the Americans with Disabilities Act (ADA), state and local governments are required to make reasonable modifications to policies, practices and procedures where necessary to avoid discrimination.

For those riders who require additional assistance, the Ocean County Department of Transportation Services will endeavor to accommodate all reasonable modification requests for such assistance by following procedures outlined below:

1. Riders must inform Ocean Ride of the need and specific type of additional assistance requested at the time ride reservation is made.
2. The Reservationist will advise Dispatcher of the specific rider need/request. Dispatcher will log the information within the client information system and determine the resources required to accommodate rider.
3. The Dispatcher will evaluate the request and report to the Director of Transportation whether the request is reasonable to perform.
4. If the Director of Transportation deems the service requested to be unreasonable to perform or to repeat on a regular basis, he/she must cite specific reasoning to support the finding and inform the Dispatcher.
5. If Ocean Ride concurs with the finding of the Dispatcher, the rider must be so informed via phone call at least 48 hours before the requested/scheduled trip. The finding must also be communicated to the rider expeditiously by written correspondence.
6. Riders may appeal any such decisions by following established ADA grievance procedures. Complaints that a County program, service or activity is not accessible to persons with disabilities should be directed to Laurette Marshalleck, Program Coordinator at (732) 736-8989, ext. #5919.

Ocean County Department of Transportation Services will make reasonable modifications to policies, practices and procedures when necessary to provide equal opportunity to qualified individuals with disabilities, including applicants, participants, members of the public and companions, unless making the modification would fundamentally alter the nature of the program, service, or activity.

Ocean County Department of Transportation Services has adopted the following procedures for addressing requests for reasonable modifications of County policies, practices, or procedures made by individuals with disabilities in order to participate in County programs, services and activities.

Requests for modifications that have no or little cost and pose no administrative burden, such as assistance in filling out a form for an individual who does not write because of a disability, providing a chair to an individual with a mobility disability who has difficulty standing in line, providing documents in Braille or Large Print, or obtaining a qualified Sign Language Interpreter, may be granted by the County agency responsible for the program, service or activity.

Individuals seeking/requesting more complex modifications should submit their request in writing to:

**Attn: ADA Program Coordinator**

**OceanRide**  
**Ocean County Department of Transportation Services**

**1959 Route 9, P.O. Box 2191  
Toms River, NJ 08754-2191  
(732) 736-8989, ext. #5919**

**Toll-Free 1-(877) 929-2082 (Southern Ocean County)**

*Dial 711 for NJ Relay System (for the hearing impaired)*

*If information is needed in another language, contact (732) 736-8989, ext. #5919.*

The request should contain the name, address and telephone number of the individual requesting the modification, location, service, activity or facility where the accommodation is required and a description of why the accommodation is needed.

The request can be submitted in any written format. However, it is recommended that the "Accommodation Request Form" (see attachment) is used. Alternative means of filing a request, such as personal interviews, phone calls, or taped requests, will be made available for persons with disabilities if unable to communicate their request in writing. This form is available by contacting the above ADA Program Coordinator. Alternative means of filing a request will be made available, upon request.

If the modification is granted, the individual will be notified within 15 days of receipt of the request and no further action will be required by the individual. The request will then be implemented by Ocean County Department of Transportation Services. Should the modification request be denied, the individual will be notified in writing of the decision, along with his or her rights to file a grievance under the Ocean County Department of Transportation Services in a format acceptable to the individual. A copy of that procedure will be included in the correspondence to the individual.

A Complainant may also file a complaint with the US Department of Transportation by contacting the Department at: US Department of Transportation, Office of Civil Rights:

Federal Transit Administration  
Office of Civil Rights  
Attention: Complaint Team  
East Building, 5th Floor – TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590



# Ocean County Department of Transportation Services

## Ocean Ride

### ACCOMMODATION REQUEST FORM

#### ACCOMODATION REQUEST INFORMATION

Ocean County Department of Transportation Services does not discriminate on the basis of disability in admission to, or operation of its programs, services, activities or facilities. This form may be used by individuals and their companions with a disability seeking access to transportation services, an activity or facility.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

\_\_\_\_\_

The program or facility to which I am requesting access is located at: \_\_\_\_\_

\_\_\_\_\_

I am requesting the following accommodation(s):

- ☐ Wheelchair Access
- ☐ Sign Language Interpretation
- ☐ Written Material in Alternate Format (Large Print, Computer Disc)
- ☐ Written Material in Braille
- ☐ Reader
- ☐ Modification of Policy Procedures
- ☐ Other

Please provide any other details or information necessary to process this request.

\_\_\_\_\_

\_\_\_\_\_

#### PLEASE RETURN THIS FORM TO:

ADA Program Coordinator  
Ocean County Department of Transportation Services  
1959 Route 9, P.O. Box 2191  
Toms River, NJ 08754-2191

#### ADDITIONAL QUESTIONS MAY BE DIRECTED TO OCEAN COUNTY EMPLOYEE RELATIONS DEPARTMENT OFFICE

Ocean County Employee Relations Department  
101 Hooper Avenue, P.O. Box 2191  
Toms River, NJ 08754-2191  
(732) 929-2028, Fax: (732) 506-5110

## ATTACHMENT D

*Ocean County's CHSTP has not been  
updated since April 2018.*

## ATTACHMENT E

Barnegat Shoppers Loop  
Jackson Shoppers Loop  
Toms River Mobile Parks  
Waretown Shoppers Loop

***\*\*NO FORMAL AGREEMENTS\*\****

## ATTACHMENT F

### 21 Plus, Inc. Agreement Veteran's Bureau Agreement

## ATTACHMENT H

### Vehicle Inventory List

# ATTACHMENT I

## Non-Vehicle Inventory – Section 5311

*Not Applicable*

# ATTACHMENT J

## Marketing Materials

# ATTACHMENT K-1

## Public Hearing Notice



## ATTACHMENT K-2

Public Hearing Notice sent to  
Municipal Clerks

**OCEAN COUNTRY**  
**DEPARTMENT OF TRANSPORTATION SERVICES**

**David L. Fitzgerald**  
*Director*



**OceanRide**

May 20, 2019

Dear:

Please be advised that the Ocean County Board of Chosen Freeholders has scheduled a Public Hearing on a proposed transportation program. The County is applying for funding from NJ TRANSIT Corporation under the Senior Citizen and Disabled Resident Transportation Assistance Program. The purpose of the hearing is to solicit public comment on the County's FY 2020 transportation service proposal.

The Public Hearing will be held **Thursday, June 20, 2019** at the **Ocean County Administration Building, Room 119**, located at the corner of Hooper Avenue and Washington Street, Toms River, New Jersey. The Public Hearing will begin at **1:00 PM**. The Administration Building is accessible to the disabled via the side entrance.

Limited accessible transportation will be made available by calling **Ocean Ride at 732.736.8989, extension #5921** no later than **Friday, June 14, 2019 by 12:00 noon**.

Should you have any questions or require further details, please do not hesitate to contact me at 732.736.8989 ext. #5924.

Very truly yours,

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

David L. Fitzgerald  
Director

cc: Members, Ocean County Board of Chosen Freeholders  
Carl W. Block, Ocean County Administrator  
Members, O.C. Transportation Advisory Committee for Seniors & Persons with Disabilities  
Members, Ocean County Transportation Advisory Committee  
Ana Magri, Director, NJ TRANSIT, Local Programs  
Lauren Williams, Regional Program Administrator, NJ TRANSIT Local Programs

**Distribution list of Municipal Clerks:**

Barnegat Township	Long Beach Township
Barnegat Light Borough	Manchester Township – Whiting
Bay Head Borough	<b>Mantoloking Borough</b>
Beach Haven Borough	Ocean Gate Borough
Beachwood Borough	Ocean Township – Waretown
Berkeley Township – Bayville	Pine Beach Borough
Brick Township	Plumsted Township – New Egypt
Eagleswood Township – West Creek	Point Pleasant Borough
Harvey Cedars Borough	Point Pleasant Beach Borough
Island Heights Borough	Seaside Heights Borough
Jackson Township	Seaside Park Borough
Lacey Township	Ship Bottom Borough
Lakehurst Borough	South Toms River Borough
Lakewood Township	Stafford Township – Manahawkin
<b>vallette Borough</b>	Surf City Borough
<b>ittle Egg Harbor Township</b>	Toms River Township
	Tuckerton Borough

**Distribution list of Ocean County Organizations:**

**Ocean County Administrator**  
Ocean County Board of Chosen Freeholders  
Ocean County Board of Social Services  
Ocean County Clerk of the Board  
**Ocean County Engineering Department**  
Ocean County Department of Human Services  
Ocean County Planning Department  
**Ocean County Office of Senior Services**  
Ocean County Veterans Bureau  
Ocean County Vocational-Technical Schools  
Ocean County Transportation Advisory Board  
County Counsel - Berry, Kagen, Sahradnik, Kotzas, Riordan & Benson

**Distribution list of Agencies:**

Caregiver Volunteers of Central Jersey  
Community Services, Inc. of Ocean County  
Greater Mercer TMA  
State of NJ Department of Human Services – Commission For The Blind & Visually Impaired

**Distribution list of Associations that serve Senior Citizens and Persons with Disabilities:**

Ocean County Transportation Advisory Committee for Senior Citizens & Persons w/Disabilities  
21 Plus, Inc.  
The Arc, Ocean County Chapter, Inc  
Caregiver Volunteers of Central Jersey  
Community Medical Center Foundation  
Community Services, Inc., of Ocean County  
Counseling & Referral Services of Ocean, Inc.  
Eye Openers of Point Pleasant/Brick  
Interfaith Health & Support Services of Southern O. C.  
Jewish Family & Children's Services/Jewish Federation of O. C.  
LADACIN Network (Cerebral Palsy of Monmouth/Ocean Counties)

Distribution list of Associations that serve Senior Citizens and Persons with Disabilities:  
(Continued)

Long Beach Island Community Center, Inc.  
Manchester Township Senior Outreach Program  
NJ Coalition on Women & Disabilities Ocean County Chapter  
Ocean County Board of Social Services  
Ocean House Alliance, Inc.  
Our Special Kids of Toms River, Inc.  
The Special Children Center, Inc.  
Team Randy, Inc.  
Toms River Township Senior Center  
Vetwork, A Program of Vetgroup, Inc.

**Ocean County Transportation “United We Ride” Stakeholder Committee Members:**

Chair, OC TAC Senior Citizens & Persons with Disabilities  
Caregivers of Central Jersey  
Greater Mercer TMA  
OC Board of Social Services  
OC Human Services  
OC Human Services – WIB  
OC Office of Senior Services  
OC Office for Individuals with Disabilities  
OC One Stop Career Center  
OC Planning Department  
OC Transportation Services  
OC Veterans Service Bureau  
NJ Employment Services  
NJ TRANSIT

## ATTACHMENT K-3

Public Hearing Notice  
posted in all system vehicles



**Ocean County Department of Transportation**

**– PUBLIC HEARING –  
NOTICE**

Please be advised that the Ocean County Board of Chosen Freeholders has scheduled a Public Hearing on a proposed transportation program. The County is applying for funding from NJ TRANSIT Corporation under the Senior Citizen and Disabled Resident Transportation Assistance Program. The purpose of the hearing is to solicit public comment on the County's FY 2020 service proposal.

The public hearing will be held **Thursday, June 20, 2019** at the **Ocean County Administration Building, Room 119**, located at the corner of Hooper Avenue and Washington Street, Toms River, New Jersey. The Public Hearing will begin at **1:00 PM**. The Administration building is accessible to persons with disabilities via the side entrance.

Limited accessible transportation will be made available by calling **Ocean Ride at 732.736.8989 extension #5921** no later than **12:00 noon, Friday, June 15, 2019**. For further information, please contact Ocean Ride at 732.736.8989, extension #5919.

**Ocean County Department of Transportation  
Services**

**Ocean Ride**

**732.736.8989 (Ext. #5919)**

POSTED: May 20, 2019

## ATTACHMENT K-4

### FY 2018 Budget & Goals placed on Ocean County Ride's Website

On **July 2, 2019** a copy of the FY 2020 Budget and Goals was available for public viewing on Ocean Ride's Homepage Website: [www.co.ocean.nj.us/OC/Transportation](http://www.co.ocean.nj.us/OC/Transportation).

## 2020 Short-Term Program Goals

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

### **Goal 1: Relocate staff and service to new centrally located transportation facility in Manchester.**

*Construction has begun in Manchester in early April 2019. The project involves the construction of a 27,400 square feet County Transportation Garage building with office space, the associated utilities, site work and pavement to accommodate Ocean Ride administrative staff, vehicles and garage. Toms River staff and drivers to be relocated 1<sup>st</sup> quarter 2020. This project will be completed by April 2020.*

### **Goal 2: Improve client communications and system marketing through the use of technology and continue to refine social media:**

*Ocean Ride's Mobile App:* *Ocean Ride's launched its Mobile App in April 2019. The goal is to continue to work with RouteMatch on the "Where's my Bus" option.*

*Also, Ocean Ride upgraded its website and is now 'live' since April 2019. We are currently on Facebook providing updates and service information. The website and Facebook page contain links to the Ocean Ride Mobile App. Will research Instagram and Twitter.*

### **Goal 3: Use of grant funding to help seniors with travel training.**

*Ocean Ride is working with NJTIP, a department of Rutgers University, using a recently awarded grant for travel training. Project Title: Ocean SMART (Senior Mobility and Resource Training). This project is designed to address the need for improved senior mobility, support an "Active Living" lifestyle, and combat social isolation among non-drivers in Ocean County. Ocean SMART will develop and deliver targeted experiential education services and programs to increase mobility, social connections and independence among older residents of Ocean County. The program would focus not only on older non-drivers, but also on older adults exploring additional mobility options as they plan ahead for reduced levels of driving and/or driving retirement. In the development and implementation of Ocean SMART, NJTIP @ Rutgers will work in collaboration with three key partners: Ocean Ride, the local provider of public transit in Ocean County with strong linkages to senior communities and senior serving sites across Ocean County; LYFT, a statewide Transportation Network Company (TNC) now working in partnership with the Hackensack-Meridian Healthcare System; and Greater Mercer Transportation Management Association (GMTMA), a non-profit, public-private partnership dedicated to improving mobility, safety and sustainability in Mercer and Ocean County*

*No new or expanded transportation services are anticipated for 2020.*



## ATTACHMENT K-5

FY 2019 SCDRTAP Grant Application  
placed on  
Ocean County Transportation website

## ATTACHMENT K-6

### CAC Review Meeting

On Thursday, May 16, 2019 Ocean County Transportation Services  
Department – Ocean Ride, met with our local CAC to review the  
proposed service activities and budget for FY 2020 at our Transportation  
Facility at:

One Stop Career Center  
1027 Hooper Avenue, Building #2, 3<sup>rd</sup> Floor  
Toms River, NJ 08754

**Ocean County Transportation Advisory Committee  
For Senior Citizens and Persons with Disabilities  
Committee Meeting  
Meeting Minutes  
May 16, 2019  
1:30PM**

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**A M E N D E D**

**Attendees:**

See sign-in sheet attached.

**Call to Order:**

Chairperson Walter Preston called the meeting to order at 1:30PM.

Introductions went around the table.

Pledge of Allegiance.

**Approval of Minutes:**

Chairperson Walter Preston called for a motion to approve the Minutes of the March 21, 2019 meeting. Joan Reck made a motion to approve the Minutes. Linwood McWilliams seconded the motion. All were in favor and the Minutes were accepted as read.

**Proposed FY 2020 SCDRTAP Grant Budget – CAC Meeting Review**

Michelle Arnold directed the Committee's attention to the FY 2019-2020 SCDRTAP Budget Comparison chart that was included in everyone's packet today. Every year we look at last year's and compare it to this years. The Casino Revenue Grant in FY 2019, which we are currently operating under, the initial allocation is \$1,289,007.61. For FY 2020, the projected allocation is \$1,378,526.00 which represents a \$37,436.93 increase from the previous year.

**DISCUSSION ITEMS:**

**New Facility Update – Manchester Facility:**

Jim Hand stated that a couple of weeks ago at the March 7<sup>th</sup> Board Meeting, the Freeholders awarded a contract in the amount of \$10 million dollars for our new state-of-the-art transportation facility on Ridgeway Blvd. in Manchester. There will be a penalty clause in the contract that if the contractor is not finished within a year (April 2020), there is a \$500.00 per day penalty everyday past that.

**Ocean Ride Mobile App – Update:**

Michelle Arnold reported that the Mobile App almost ready to go live. Laurette Marshalleck stated that the website is up and running and that the link for the Mobile App is there so everyone can start testing it out. Jim Hand reported that the County Administrator suggested we update the website first before rolling out the Mobile App. This is through the RouteMatch software program.

**Ocean Ride Website – Update:**

Laurette Marshalleck stated that the old website on the initial page was extremely busy and too much information. Laurette expressed that the new webpage is much more user friendly. Laurette also expressed that there is a link on the website to link to Facebook as well as the Mobile App.

**New Jersey Casino Revenue Fund Update:**

Jim Hand reported there was good news. Based upon fillings with the Division of Gaming Enforcement, total gaming revenue for March was \$294.0 million compared to \$218.5 million in March 2018, reflecting a 34.5% increase. This is primarily due to Sports Betting which we will see an increase in 2020. Casino Win for March was

\$223.2 million increasing 15.7% from the same month last year. Internet Gaming Win was \$39.1 million in March compared to the \$25.6 million in the prior period, reflecting an increase of 53.0%. Sports Wagering Gross Revenue was \$31.7 million for the month. Jim explained that numbers were higher than normal due to March Madness.

**Reserve-A-Ride:**

Michelle Arnold reviewed the Ocean Ride Reserve-A-Ride program spreadsheet. The total number of trips billed for April 2019 was 6,472 year-to-date 24,889. Total number of dollars billed for April 2019 was \$19,996.50 year-to-date \$77,277.00. The total number of clients billed for April 2019 was 1,252 year-to-date 4,848. Year-to-date 2019 donations was \$294.00.

**Dialysis Transportation Update:**

Michelle Arnold reported that we are still down to two (2) Dialysis clients. In April 2019 Ocean Ride, provided 48 passenger trips. Total trips for April 2019 was 240. Total revenue for the year-to-date was \$1,200.00.

**Competitive Employment Transportation Update:**

Michelle Arnold reported that currently there are twenty-one (21) active clients for April 2019. Clients granted service this month was zero (0). Discontinued service for April 2019 was zero (0). Total active clients April 2019 was twenty-one (21). Completed trips for April 2019 were 365. Grand total of trips to date is 1,530. There was three (3) new applications sent out in April. There is no limit on how many clients that we can grant service.

**Old Business:**

Robert Perdone stated that he is new to the Committee and he is trying to learn since February 2018. He feels that is Committee is not only for the benefit of helping staff and management of Ocean Ride to do a better job, but to help out the people who ride on Ocean Ride.

Robert wanted to know who sits as a voting member who is on the Ocean County Transportation Committee. Who is a paid employee of the County and who is a consumer? He would also like to know who sits on the Committee who is a paid employee of Ocean Ride and can they vote. Jim Hand explained that employees of Ocean Ride cannot vote or place votes. Walter Preston explained that they do not sit on the Committee, yet they are staff giving the Committee impute. Robert would also like to know if there are any other volunteers besides himself that sit on the Committee that are not paid to be here. Laurette Marshalleck stated there are 4 consumers that sit on the Committee. Kelli Ann Dixon stated that her purpose along with the other Committee members are not here for personal matters yet as to serve for our clients in our community.

Robert Perdone would like to discuss about implementing a reduced rate for Medicaid clients. Currently, if you are on Medicare's PAAD program, Ocean Ride allows clients to receive a reduced rate of half fare. Robert stated that he would like to make a recommendation that Medicaid clients should also receive a discount and have the governing body reconsider. Jim Hand explained that Ocean Ride set up the fare structure in 2010 and the PAAD is actually a higher threshold, so if you make less than \$24,000 you qualify, Medicaid is a lower amount. Robert stated that is \$11,000 or less. With the fare structure for medical trips, Medicaid eligible clients could receive free medical transportation through the State's Logisticare Program so therefore they were covered at no cost to them for medical appointments. The Freeholders adopted this policy by Resolution that PAAD would be the threshold for the reduced fare program. It is actually an easier threshold to achieve than Medicaid. Jim informed Robert that he has had this discussion with him before and he honestly does not see the need for it being that Medicaid clients are receiving a benefit and PAAD is more beneficial, more lenient than if we were to adopt the Medicaid income level and we are not solely a Medicaid transportation provider. Jim also explained that and Medicaid clients have the highest 'no-show' rates, averaging 40% statewide. We expended a lot of time and energy trying to pick up these individuals when most of them would not show up and it was trips that could have been utilized by other clients who really needed the service. Joan Reck stated that if we even looked at lowering the rate for Medicaid clients you would have to look at the overall economic impact and how it would affect the overall Ocean Ride budget.

Walter Preston reported that having been here in 2010, these decisions about this fare schedule was worked upon with our Committee and spent many hours and time on this and it was done in a very sensitive way. It was done with an outside consultant who gathered information and we did not make this decision overnight, which was eventually felt to be a fair amount of money that clients could afford and not have stress on them. It was very thought out and the Committees worked very diligently on this. Walter Preston said the fare policy started with a lower fair and graduated over the course of three years to the current fare structure with there being no fare increases since.

Other Counties charge much more than we do, and nothing in this world is free. We have the most reasonable fee schedule in the state of New Jersey. Walter Preston stated to Robert that don't think that this decision happened overnight in a vacuum.

Robert Perdone would also like to state that he has not attended that last two meetings, but at the last meeting he attended, he brought up the topic of Methadone clients. He brought up that he knew a nurse that worked in a Methadone clinic in Toms River and she said that Methadone clients that come in are rich and poor that there is not a set person that goes to these clinics. Michelle Arnold stated that it's not that we are discriminating against anyone, Ocean Ride's policy is not go to Methadone clinics. Robert stated that he was mystified by the statement at the last meeting that we do not take Methadone clients on Ocean Ride. He feels that they deserve a chance and deserve the same consideration as anyone else. Robert felt it was highly discriminatory. Michelle Arnold stated that clients who are going to Methadone clinics have so many different options of getting to the clinic. Robert stated that he is not talking about getting a ride to a Methadone clinic he is talking about those clients getting a ride to a hair appointment or a restaurant. He believes these clients should be given the same rate as a person on PAAD. Walter Preston stated that politics works like this: They have these committees and politicians create these Committees and political people who are elected by the community that is how they get their information and plan to service their constituents at best. That is what we as the Transportation Advisory Committee are a part of. Walter also stated to Robert that his feeling that the Methadone clients are discriminatory and insensitive that's a whole different thing. That is something that those people in those situations made a choice, our program is geared towards people that have needs that weren't their choice.

Robert Perdone wants to know that if a motion that is put on the floor here at this Committee Meeting, can get approved go onto the Freeholders for final approval. Michael Blatt explained that it is an advisory that goes to the Freeholders. Robert said so basically whatever is said here, whoever is in charge, or transcribes the Minutes, will compile the information and send it over to the Freeholders. Robert stated that he doesn't get it. Walter explained that we are not advocates for clients that are on Medicaid. Robert asked if he was an advocate for people who are on PAAD. Walter stated that he as well as this Committee are advocates for people who are disabled and elderly that are in need of services provided by Ocean Ride. Kelli Ann Dixon stated that we are advocates for Transportation. Robert stated that he feels that he is not going to make a motion on the floor. Walter asked if Robert will make motion on his recommendations and Robert stated he might. Linwood stated if you have a motion, make the motion and can you do that at this time. Robert stated he will when he is finished speaking. Linwood stated that he has had proper time to speak and make a motion and would like to know a time frame in which he will make the motion. Robert asked if there is a time schedule for the meeting. Walter explained that some of the Committee members need to go back to work. Steve Simone stated that would it be better if we could discuss any questions or concerns that Robert has in a different quorum where we could sit down and discuss this further at a different location and explain these things to him.

Robert Perdone put a motion on the floor that Medicaid clients ride for free. Walter Preston stated that a motion has been put on the floor that all Medicaid clients ride for free on Ocean Ride vehicles. Walter Preston called for a second. No one voted. Motion is denied.

Robert Perdone put a motion of the floor that all Medicaid clients ride for the same fare as the PAAD clients pay. Walter Preston stated that a motion has been put on the floor that all Medicaid clients ride for the same about as PAAD clients pay. Walter Preston called for a second. No one voted. Motion is denied.

Robert Perdone put a motion of the floor that anyone who is a volunteer and not being paid by any government agency or otherwise to be here will get a ride to the meetings for free. Walter Preston stated that a motion has been put on the floor that all volunteers that sit on the Transportation Advisory Committee ride for free. Walter Preston called for a second. No one voted. Motion was denied.

Jim Hand asked Robert if he is a volunteer of this Committee. Robert didn't answer right away. Robert said he is being pushed. Robert stated that yes, he does come here as a volunteer, not to serve as a representative of Eye Openers but an advocate for the Medicaid population and people who are in situations that can't afford rides. Robert stated that he cannot afford the \$6.00 dollars to come to these meetings, that he is poverty level. Robert stated that he is mystified by the lack of compassion and empathy for the people who are poor. Robert said thank you, I'm done, and you can say anything you want. Walter Preston stated that we are not the people to make decisions to impact those decisions. Robert stated that what are we here for Walter? What is this Committee here for just to listen to figures and numbers and who is losing money. Robert said give me a break. Walter stated that if he was him and if he is that uncomfortable maybe he should reconsider sitting on the Committee. Robert thanked Walter and told him he was very intuitive. Linwood stated that everyone around this table is here to do their very best for our senior and disabled population, can we dot every 'I' and cross every 'T', but we can work toward that. Linwood stated that you don't use

people with low income to try to push an agenda. Robert said the agenda is for the people who are low income and Linwood stated there is another way to approach it. Sue Pnewiski recommended that Robert be able to call in when we are having our meetings so he does not have to pay for his ride.

Michael Blatt would like to finish with a last comment that he did not want to leave the meeting with Robert thinking because his motions were denied that the Committee lacks compassion and empathy towards people who affordable issues. Michael states that is completely not the case and untrue. Many people would argue here that we are advocates in our own way.

**New Business:**

Laurette Marshelleck reminded the Committee that the casino SCDRTAP Public Hearing will be held on Thursday, June 20, 2019 in the Administration Building, Room 119 at 1:00pm. It is very important that everyone attend.

Willow Damato stated that if anyone needed Transportation to and from the Public Hearing that they could call her to set that up.

Steve Simone stated to the Committee that the Downtown Trolley will be up and running soon. This is a fare-free transportation Trolley that takes you all around Downtown Toms River. Steve also stated that the Downtown Farmers' Market will start up again on May 22, 2019 and will continue every Wednesday into November.

**Adjournment:**

Chairperson Walter Preston called for a motion to adjourn the meeting. Linwood McWilliams made a motion. Kelli Ann Dixon seconded the motion. All were in favor. Meeting was adjourned at 3:00pm.

## ATTACHMENT K-7

### Public Hearing Transcript

*Upon REQUEST*

## ATTACHMENT L

### Copy of Required SCDRTAP Application Cover Letter



**OCEAN COUNTY**  
**DEPARTMENT OF TRANSPORTATION SERVICES**

David L. Fitzgerald  
Director



**OceanRide**

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

July 2, 2019

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

Dear Ms. Magri:

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 **\$1,378,526.00** for FY 2020 along with **FY 2017** reprogrammed funds in the amount of **\$158,418.54** and **FY 2018** reprogrammed funds in the amount of **\$200,000**. Our Public Hearing was held on June 20, 2019. The application was made available on the Ocean Ride Transportation Homepage website on **June 28, 2019**.

This application is complete with Freeholder Board Resolution and Public Hearing Transcript. The Board of Chosen Freeholders Board meeting was held May 15, 2019.

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 2020. 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 Fitzgerald".

David L. Fitzgerald  
Director

cc: Janelle Rivera, Manager, Local Programs, NJ TRANSIT  
Lauren Williams, Regional Program Administrator, NJ TRANSIT  
James A. Hand, Division Director, Operations, Ocean County Transportation Services

## ATTACHMENT M

### SCDRTAP Application Authorizing and Supporting RESOLUTION

RESOLUTION  
Freeholder Board Meeting  
was held on  
May 15, 2019.

## ATTACHMENT N

Section 5311  
Opinion of Counsel Letter

*Not Applicable*

## ATTACHMENT O

Section 5311  
ADA Certification of Equivalent Service

*Not Applicable*

ATTACHMENT P  
Capital Notice of Public Requirement  
*Not Applicable*

ATTACHMENT Q  
5333(b) Certification Letter  
*Not Applicable*

ATTACHMENT R  
Required S5311 and Innovative Grant  
Application Cover Letter  
*Not Applicable*

ATTACHMENT S  
5311 Applicant Authorizing and  
Supporting Resolution  
*Not Applicable*

## 2018 ACTUAL EXPENDITURES BY FUNDING SOURCE

## 2020 PROPOSED BUDGET BY FUNDING SOURCE

## EXHIBIT C

### Transportation Providers and Labor Representatives Spreadsheet

*Not Applicable*