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STATE OF NEW JERSEY

2015 SENIOR CITIZENS & DISABLED RESIDENTS TRANSPORTATION ASSISTANCE PROGRAM
&
FTA NON-URBANIZED AREA FORMULA PROGRAM (SECTION 5311)
JULY 1, 2014 – JUNE 30, 2015

County	County of Gloucester
Name of Transportation System	Division of Transportation Services
Applicants Legal Name	Gloucester County Division of Transportation
Address	115 Budd Blvd. / P.O. Box 337
	West Deptford, NJ 08096
Name & Title of Person Completing the Application	Mark G. Seigel, Acting Coordinator
Phone Number	856-686-8362
Fax Number	856-686-8361
E-Mail Address	mseigel@co.gloucester.nj.us

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

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Technical Capacity

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

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

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

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

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

PROPOSED SCHEDULE FOR CASINO REVENUE APPLICATION FOR YEAR 2015

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

Date:	SCDRTAP Application Only Activity:
No later than May 15, 2014	By this date you should have: • Published your public hearing notice in two different newspapers, notice must be published at least 30 day prior to hearing date. • Sent copy of public hearing notice to all municipal clerks in county • Sent copy of public hearing to interested agencies including but not limited to senior centers, nutrition sites, adult workshops, senior and disabled non-profit agencies. • Posted large print on-board public hearing notices in your vehicles.
June 15, 2014	By this date you should have; • Held your public hearing • Read into the public hearing record summary of 2014 grant activities and proposed 2015 SCDRTAP budget • At public hearing provided copies of summary of 2014 grant activities and copies of proposed 2015 budget. (should be available in alternative format upon request) • Met with your local CAC to review proposed 2015 application and get feedback.
14 days After Public Hearing	A copy of the completed application should be placed in the main branch of the county library for public review at least 14 days after the public hearing date. The County should make every effort to have a full application in the library. If the entire application is not available 14 days after the hearing, the county should place a copy of the proposed description of service and proposed line item budget in the library for public review.
June 21, 2014	Application due to NJ TRANSIT. Submit the full transcript of the public hearing, notarized public hearing notices and original Freeholder Resolution as soon as available.

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
Robert M. Dammminger	Freeholder Director	2 S. Broad Street, Woodbury, NJ 08096	(856) 853-3395	rdamminger@co.gloucester.nj.us
Peter Mercanti	Procurement Contact	2 S. Broad Street Woodbury, NJ 08096	(856) 853-3414	pmercanti@co.gloucester.nj.us
Gary Schwarz	Audit Contact	2 S. Broad Street, Woodbury, NJ 08096	(856) 853-3353	gschwarz@co.gloucester.nj.us
Milton Hinton	EEO Contact*	2 S. Broad Street, Woodbury, NJ 08096	(856) 853-6903	mhinton@co.gloucester.nj.us
Leona Mather	ADA Representative*	115 Budd Blvd., West Deptford, NJ 08096	(856) 384-6889	lmather@co.gloucester.nj.us
Milton Hinton	Title VI Representative*	2 S. Broad Street, Woodbury, NJ 08096	(856) 853-6903	mhinton@co.gloucester.nj.us
Dean Sizemore	Safety Officer*	2 S. Broad Street, Woodbury, NJ 08096	(856) 384-3990	dsizemore@co.gloucester.nj.us

*Required for Section 5311, recommended for SCDRTAP

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

Table 2

Staff Member		Phone #	E-mail	SCDRTAP		5311	
Name	Title			Admin %	Operating %	Admin %	Operating %
Mark Seigel	Acting Coordinator	(856) 686-8362	mseigel@co.gloucester.nj.us	26	-	0	0
Karen Allen	Supervising Omnibus Operator	(856) 686-8359	kdavis@co.gloucester.nj.us	-	21	0	0
Safety Officer	Risk Manager, Human Resources	(856) 384-3990	dsizemore@co.gloucester.nj.us	N/A	N/A	N/A	N/A
Omnibus Operators f/t, p/t and subs	26 Drivers	-	-	-	27	-	20
Reservationists	2 Permanent with 5 drivers working out of title on p/t basis (one per day, when needed)	(856) 686-8350		-	30	0	0
Administration	Accountant and Principal Data Entry Operator	(856) 686-8360 (856) 686-8355		32	-	0	0
DTS Support Principal Clerk Typist	Supports Operations and Schedules when necessary	(856) 686-8357		-	29	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.

Estimated time charged to each grant is based upon time sheet recordings. All employees are required to complete and submit weekly time sheets. The time sheets provide documentation as to employee time spent amongst various grants and job duties. All time sheets are filed and maintained in good order for auditing purposes.

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

See Attachment A for Gloucester County Organization Chart
See Attachment B for:

- *Holcomb Bus Service, Inc., 11 Karr Drive, Bellmawr, NJ 08031 – Holcomb Bus Service provides transportation on behalf of Gloucester County to our two vocational sites - Abilities Solutions, (aka Abilities Center), and St. John of God School.*
- *Newly approved vendor Collins Transportation, LLC, 2249 42nd Street, Pennsauken, NJ 08110 for medical-related transportation services.*

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

*See **Next Page 5 & 6** 2015 SCDRTAP Meetings & Committee*

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

*See **Next Page***

COUNTY OF GLOUCESTER

Local Citizens Transportation Advisory Committee (LCTAC)

- ***5. - 2015 LCTAC Meeting Schedule***
- ***6. - 2015 LCTAC Tentative Membership***

BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damminger

FREEHOLDER LIAISON
Adam J. Taliaferro

DEPARTMENT OF HUMAN SERVICES

DIVISION OF TRANSPORTATION SERVICES

DIRECTOR
Lisa Cerny

ACTING COORDINATOR
Mark Seigel

115 Budd Blvd.
West Deptford, NJ 08096

Phone 856.686.8355
Fax 856.686.8361

www.gloucestercounty.nj.gov

New Jersey Relay Service – 711
Or Toll Free @ 1.800.852.7897

GLOUCESTER COUNTY LOCAL CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE 2015 TENTATIVE MEETING SCHEDULE

FEBRUARY 12, 2015 REORGANIZATION

MARCH 12, 2015

APRIL 09, 2015

*MAY PUBLIC HEARING – TO BE ANNOUNCED

SEPTEMBER 10, 2015

OCTOBER 08, 2015

NOVEMBER 12, 2015

DECEMBER 10, 2015

All meetings are being held at 115 Budd Boulevard, West Deptford, NJ @ 6:00pm in the main conference room. The Public Hearing will be held in May or June at Gloucester County College.

*To be advertised by Transportation Staff – Public Hearing at Gloucester County College, 3:00pm – 5:30pm

GLOUCESTER COUNTY (TENTATIVE)
LOCAL CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE (LCTAC)
2015 TENTATIVE MEMBERSHIP

There shall be a minimum of seven voting members of the committee composed of a majority of senior citizens and/or handicapped persons. There shall also be two (2) alternate member positions on the LCTAC. Alternate members are permitted to vote only when a quorum of voting members is not present. There shall be no less than one (1) representative from each respective consumer group. Consumer group representation refers to (1) persons 60 years of older, and (2) persons with disabilities.

Members

Mr. Dennis Ledger *(Disabled Consumer)*
305 Rutgers Avenue **(Chairman)**
Oak Valley, NJ 08090
856-468-4401

Ms. Annette DiBartolomeo
N80 Pristine Place *(Disabled 60+ Consumer)*
Sewell, NJ 08080
856-218-0496

Mr. Robert Dazlich *(Disabled Consumer)*
Hodson Manor Apt./20 S. Main Street
Glassboro, NJ 08028 **(Vice-Chairman)**
856-863-0120

Mr. Ron Bowers *(Disabled 60+ Consumer)*
174 Robin Drive
West Deptford, NJ 08096
856-224-1804

Ms. Anna Marie Gonella Rosato
(Consumer Advocate)
Delaware River Bay Authority
P.O. Box 71
New Castle, Delaware 19720
302-571-6408

Mr. Dennis Cook, Director
Office of Special Needs *(Consumer Advocate)*
Gloucester County College
1400 Tanyard Road
Sewell, NJ 08080
856-415-2281

Vacancy *New Member referral*
Mr. Salvatore Barbuto
29 Hollybrook Drive, Sewell, NJ

Alternate Members

Ms. Inez Nelson *(Consumer Advocate)*
Education & Disability Services
115 Budd Blvd.
West Deptford, NJ 08096
856-384-6841

Ms. Theresa Ziegler, GIS III Specialist
Planning Department *(Consumer Advocate)*
1200 N. Delsea Drive
Clayton, NJ 08312
856-307-6654

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	Mark Seigel, Acting Coordinator
	115 Budd Blvd., West Deptford, NJ 08096
Contract (w/ NJ TRANSIT)	Mark Seigel, Acting Coordinator
	115 Budd Blvd., West Deptford, NJ 08096
Driver's Manifest	Karen Allen, Supervising Omnibus Operator
	115 Budd Blvd., West Deptford, NJ 08096
Financial Records	Donna Cucetta, Accountant
	115 Budd Blvd., West Deptford, NJ 08096
Procurement / Bid Documents Including RFP's	Peter Mercanti, Director of Purchasing
	2 S. Broad Street, Woodbury, NJ 08096
Daily Pre-Trip form	Holly Tongue, Principal Clerk Typist
	115 Budd Blvd., West Deptford, NJ 08096
Maintenance Records	Karen Allen, Supervising Omnibus Operator
	115 Budd Blvd., West Deptford, NJ 08096
Monthly Service Reports	Donna Cucetta, Accountant
	115 Budd Blvd., West Deptford, NJ 08096
Drug & Alcohol Data	Chad Bruner, County Administrator
	2 S. Broad Street, Woodbury, NJ 08096
Monitoring 3rd Party Contractors	Mark Seigel, Acting Coordinator
	115 Budd Blvd., West Deptford, NJ 08096
Others:	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.

Gloucester County assigns code numbers to each client pertaining to their ability to qualify for transportation services. Code #1 for Disabled Clients, Code #3 for Senior Clients and Code #18 for Rural Clients are placed in the computer next to their name in the client information. Following the performance of trips, reports are generated from the computer system based upon delineation of passenger code numbers.

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

Table 4

PROCEDURES/POLICIES	Date Revised
Driver Manual/Operations Manual	7/2012
Reservation/In-take Policy (RSD procedures/policies)	5/2014
No Show/Denial Policy	6/2011
Fares/Donation Policy	6/2011
Vehicle Maintenance Policy	3/2012
Vehicle Accident Policy - *Notice of accident updated on 7/11/2012*	11/2006
3rd Party Monitoring Policy	11/2011
Route Deviation Policy -	05/2014
Complaint Policy – *Included in Passenger Procedures + Grievance Procedure/Fair Hearing in General Statement sent to New Clients*	11/2012
Indirect Cost Allocation Plan	2012
ADA Procedures/Policy* - *Included in Operator Manual*	7/2012
Title VI Complaint Procedure* - *Passenger Procedures*	11/2012
Non-Discrimination Policy* - *Listed on Annual Brochure, on back of all Rural Transportation schedules and on website at gloucestercountynj.gov*	2014
LEP Procedure* - *Language Identification Flash Cards were distributed in 2013*	2/2013
Other:	
Other:	
Other:	

*Required for Section 5311, recommended for SCDRTAP

SECTION II - DESCRIPTION OF SERVICE

Service Description

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

   SCDRTAP: *Gloucester County has made no service changes in 2013.*

   Section 5311: *Gloucester County has made no service changes in 2013.*

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

SCDRTAP: *Gloucester County provides a demand response transportation service that is scheduled with a minimum of three business days' notice and up to 30 business days' notice. Transportation is provided Monday through Friday from 7:00am to 5:00pm according to client needs. All trip reservations are placed through Gloucester County Division of Transportation scheduling line at 856-686-8350.*

Section 5311: *Gloucester County allocates Section 5311 funds for demand response service, subscription service and the operation of one (1) modified fixed bus route with the option to deviate route for pick-up upon request. The modified fixed route Section 5311 service continues to offer shopping-related transportation between the hours of 9:30 a.m. and 2:30 p.m. three (3) days per week, Monday through Wednesday, for rural residents living in the southern part of Gloucester County and Friday service offered one day per month for the rural residents living in the southwest portion of Gloucester County.*

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

A public hearing is held annually for comment from residents and private sector providers alike to express their views regarding our transportation service.

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.

Reservations for transportation are received Monday through Friday exclusively on the DTS scheduling line @ 856-686-8350 from 8:30 a.m. to 4:00 p.m..

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

Gloucester County residents are able to schedule their appointments with a minimum of three working days' notice and up to 30 working days' notice.

c. Will you accept a same-day reservation?

Based upon the nature of the request and the availability of drivers, service can occasionally be offered without the minimum notice.

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

Passenger Profiles are maintained within computer software and include Name, Address, Phone Number, Funding Code(s) and Veteran Status (if applicable). Transit Notes are available to identify various needs of residents.

e. How is customer eligibility verified for SCDRTAP?

Gloucester County requests birth dates when residents call to schedule their transportation. A physician note is requested from those residents who require outside transportation due to a disability.

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

Residents living in rural municipalities and contiguous municipalities in the southwestern portion of Gloucester County are served by Section 5311 funding. The municipalities are: Logan Township, Harrison Township, Swedesboro, Greenwich Township, East Greenwich Township, Paulsboro and Mantua Township.

The Division of Transportation Services also provides a rural shopping bus that is scheduled for the second Friday of each month from the Glassboro area (western portion of Gloucester County) to the Deptford Mall. This schedule for the Deptford Mall is provided to rural locations, on bus and mailed to clients upon request; residents schedule their desired pick-up location according to 2nd Friday schedule.

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

The current routing and scheduling software was developed in 1993 by Warner Software, a local company in West Deptford, NJ. This system has been helpful over the years, but lacks the detail that is currently needed for tracking the trips. The County of Gloucester has been approved within the 2014 budget to acquire computer software for routing, scheduling and reporting.

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

☒ Customer database

☒ Computer assisted routing and scheduling

☒ Generate ridership reports

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

We currently have no other technology in use. Mobile Data Terminal, GPS and AVL will be available as part of the acquisition of new automated scheduling and routing software system.

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? *Drivers secure mobility device as safe as possible.*

      ☒Yes ☐No

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

   If client can transfer that is preferred; if client does not wish to transfer, the driver will try to secure the mobility device as safe as possible.

      ☒Yes ☐No

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

      ☒ Yes ☐No

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

      ☒ Yes ☐No

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

      ☒ Yes ☐No

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

   ☒ Yes ☐No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

Service Area Details and Feeder Service

Complete the following by Grant:

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

SCDRTAP:

- *The Division of Transportation provides service to residents for all medical appointments within Gloucester County.*
- *Limited transportation through shuttle bus type service is provided for out-of-county appointments, Monday through Thursday, for an approximate appointment time of 11:00 a.m..*
- *Philadelphia transportation to the main hospitals is also provided Monday through Thursday for morning appointments. This shuttle-type service into Philadelphia is coordinated with Camden County (Camden County provides this service on Tuesday and Wednesday; Gloucester County provides the service on Monday and Thursday).*

Section 5311: (Include the specific municipalities served).

Gloucester County Division of Transportation offers fare-free modified fixed route bus service, occasionally deviated by rural resident request, for the purpose of accessing shopping facilities. Miscellaneous demand response medical appointments are also scheduled under the Section 5311 Program. The municipalities serviced are Logan Township, Harrison Township, Swedesboro, Greenwich Township, East Greenwich Township, Paulsboro and Mantua Township.

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

Gloucester County is a suburban/rural county that lacks a major urban area. The county seat, The City of Woodbury, serves as the one municipality in the northern part of the county that has a Central Business District and significant public transportation options. The Borough of Glassboro also has a small Central Business District in the southern part of the County and two (2) NJ Transit bus lines. Glassboro is also home to Rowan University. The other college in Gloucester County, Gloucester County College, is located in Deptford Township and is served by the Route #463 bus that operates between Woodbury and the Township of Monroe in the southern portion of the County. Gloucester County has two hospitals; Inspira Hospital in Woodbury and Kennedy Memorial Hospital in Turnersville. Woodbury and Turnersville also possess the majority of medical facilities in Gloucester County, with two (2) of the three (3)

dialysis units in Gloucester County located in each of these towns. The third dialysis Renal Dialysis facility is located in Mantua Township near Route 55. With the absence of a major urban center, employment centers are not prominent in Gloucester County with the notable exception of Industrial Parks located near Route 295 in the southwestern portion of the County (Pureland Industrial Park and Commodore Park). The City of Woodbury has the majority of county government employees with Inspira Hospital in Woodbury, and Kennedy Memorial Hospital in Turnersville having a significant number of employees. Shopping centers are located at the Deptford Mall, City of Woodbury and along a two (2) mile stretch of the Black Horse Pike in Washington Township. Social service agencies reside in the City of Woodbury and in the Washington Township area.

DTS has recently learned that two more dialysis facilities are being established, one in Swedesboro and one in Deptford Township. The facility in Swedesboro has made contact with the Division of Transportation regarding service for its clients and contact from the facility in Deptford Township is anticipated when it becomes operational

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

Private bus service	☐ SCDRTAP	☐ 5311
List bus routes_____		
Municipal bus service	☐ SCDRTAP	☐ 5311
List municipalities_____		
County bus service	☐ SCDRTAP	☐ 5311
List bus routes_____		
County paratransit	☒ SCDRTAP	☐ 5311
List counties Camden County		
NJ TRANSIT train service	☐ SCDRTAP	☐ 5311
List train line & stations_____		
NJ TRANSIT local fixed route bus	☐ SCDRTAP	☐ 5311
List route numbers_____		
NJ TRANSIT Light Rail	☐ SCDRTAP	☐ 5311
List train line & stations_____		
ACCESS LINK paratransit	☐ SCDRTAP	☐ 5311

Service Coordination

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

Provide the following:

1. Date last updated CHSTP: December 2013

2. Attach all addendums and/or updates to your CHSTP since 2013.
   Attach as NJT Attachment D

3. Please list CHSTP stakeholder 2015 meetings dates, locations and times.

To Be Determined; specific schedule has not yet been established.

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

Name of Agency	Description of Service Provided
Camden County Sen-Han	Shuttle-type service into Philadelphia for Camden County and Gloucester County residents.

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
*N/A				

**Gloucester County pays outside agencies for transportation only; two Vocational routes are provided by Holcomb Bus Services at $259 and $262 per diem and the Pureland Shuttle bus route through South Jersey Transit Authority at $200 monthly.*

Route Deviation

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

Fixed route deviation service is available on the DTS rural shopping route only. Different communities in the County are served on different days of the week. Currently there are 6 different established routes. Reservations are not required for this service. Route Deviation Policy - In addition to boarding the vehicle at one of the established fixed stops on the established routes, riders can request route deviation from the fixed route and be picked up at locations other than the established stops. Route deviation is available for riders who live at locations up to ¾ of a mile off the established route. Riders who are at distances greater than ¾ of a mile off the established route cannot be served. Riders who wish to request route deviation service must call the Gloucester County transportation at 856-686-8350 to request this service the day before they plan to ride the bus or no later than 8:00am the day they wish to ride.

Table 7

Route by Name	Is This Route Funded by SCDRTAP?	Is This Route Funded by 5311?	Annual One-Way Trips	Annual Total # of Times Vehicle Deviates from Route
	N/A			
Monday rural route		Yes		
1st & 4th Tuesday rural route		Yes		
2nd Tuesday rural route		Yes		
3rd & 5th Tuesday rural route		Yes		
Wednesday rural route		Yes		
2nd Friday rural route		Yes		

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

☐Yes ☐No ☒ N/A

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

Gloucester County has one shopping route for rural residents, schedules of destination are given to clients, with daily scheduled route mailed to pick-up locations, and also included in the packet of information for new clients.

☐Yes ☐No ☒ N/A

4. Do you permit a customer who uses a lift to disembark from vehicles at any designated stop, unless the lift cannot be deployed, the lift will be damaged if it is deployed, or temporary conditions preclude the safe use of the stop by all customers?

☒ Yes ☐ No

Short-Term Program Strategies

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

1. *Software* – Acquire and *implement a new fully automated routing and scheduling software solution to replace the antiquated current system which was originally purchased in 1993 and has been in use since that time with only minor upgrades. The new system selected is expected to be full featured and include GPS, AVL, and tablet computers in each vehicle. Funds have been budgeted for this purpose. Timeline / steps include: Confirming formal bid specifications, bid process, decision / selection of vendor, acquisition of software and hardware, data migration, staff training leading to system implementation start–up late 2014. 2015 will provide the opportunity to take full advantage of the capabilities of the new system. We expect benefits including more efficient use of driver and vehicles and an overall ability to more effectively meet the needs of riders through improved scheduling and routing capabilities.*

2. *Ridesharing – Focus on capitalizing on ridesharing opportunities to improve efficiency and reduce per trip costs. This would include examining our own trip scheduling and route design in addition to researching partnership opportunities with Logisticare as may be appropriate. The new software system should allow us to look at possible routing and scheduling improvements that will help us improve ridesharing.*

3. *New grant funded transportation project* – Working in partnership with other prospective partners (United Way, Cross County Connections, and South Jersey Transit Authority/SJTA), continue to develop a possible new project with hoped for grant funding from the Pascale-Sykes Foundation. If approved, this funding would provide a shuttle service from the Borough of Glassboro / Clayton area to the Pureland Industrial Park and once in the park provide shuttle service to transport employees to their prospective jobsites. This project would give us transportation on either side of the county to the Pureland Industrial Park, the largest industrial park on the east coast.

4. *Camera System - Assuming funds are approved (as requested in our Sec 5310 Mobility Management project request) we will purchase, install and utilize a new on-board safety and security camera system that will enhance rider safety and assist with overall driver and vehicle management activities.*

SECTION III – BUDGET

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

Alternative Revenue Total Collected for Calendar Year 2013

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

   ☐Yes ☒ No

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

   ☐Yes ☒ No

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

   ☒ Yes ☐No

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

   ☒ Yes ☐No

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

   ☒ Yes ☐No

   If no, explain.

6. Explain how donations/fares are collected.

Donation envelopes are provided to riders. Riders are asked to send donations to our office in the mail using the donation envelopes. With the rising cost of postage, many clients choose to hand donations to DTS drivers.

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

Table 8

Alternative Revenue	Revenue Collected in 2013	Revenue Projected for 2015
Fares / SCDRTAP	N/A	N/A
Fares / 5311	N/A	N/A
Donations / SCDRTAP	$2,050.50	$2,100.00

Donations / 5311	$35.00	$30.00
Advertising	N/A	N/A
Medicaid (Logisticare)	N/A	N/A
Revenue Contracts	None	None

Indirect Administrative Costs

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

   SCDRTAP

   ☒ Yes ☐ No

   5311

   ☐ Yes ☒ No

   What federal agency has approved your plan for 5311? *U.S. Department of Transportation through the Federal Transit Administration.*

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

   ☐ Yes ☒ No

Third Party Contracting

1. Current Third Party Contracting

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

Table 9 – SCDRTAP 2014

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
South Jersey Media	-			Legal advertisement of Annual Public Hearing
Courier Post	-			Legal advertisement of Annual Public Hearing
Rolling Repairs	2014 through bid process	$75/hr		Maintenance for wheelchair vehicles

No outside services are purchased with Section 5311 funding.

Table 10 – 5311 July 2013-June 2014

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

2. Proposed Third Party Contracting

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

Table 11– SCDRTAP 2015 **See items listed below for information purposes only*

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
Ambassador Drug & Alcohol*	Testing done through Human Resources			County funded.
Computer routing/scheduling*	To be determined			County funded.
South Jersey Media	-			Legal advertisement of Annual Public Hearing
Courier Post	-			Legal advertisement of Annual Public Hearing
Gloucester County Fleet Management	Part of county services			
Rolling Repairs	2015	$75/hr		Maintenance for wheelchair vehicles

No outside services are purchased with Section 5311 funding.

Table 12 – Section 5311* July 2014-June 2015

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

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

SECTION IV – PROJECT EQUIPMENT

Vehicle Inventory

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

The inventory includes:

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

Non-Vehicle Inventory

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

Inventory/Asset Name	Serial Number	Funding Source	Grant Year	Date of Purchase	Original Purchase Price	Maintenance Plan Required for Items over $5,000.00*	Date Useful Life will be met

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

Capital Disposal 2013

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

   ☐Yes ☒No

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

   ☐Yes* ☒No

   *If yes, complete the Table 13 below

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

   ☐Yes ☒No

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

   ☐Yes* ☒No

   *If yes, complete the Table 13 below

Table 13

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

SECTION V - PUBLIC OUTREACH

Public Outreach Activities

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

DTS continues to schedule meetings in 2014 to interact with senior citizen groups and advocacy groups for people with disabilities.

- *In May of 2014 a Senior Health and Fitness Day was hosted by the Division of Senior Services at Auletto's Caterer's in Deptford, NJ. This awareness day was attended by DTS staff and provided information regarding transportation services that are available to Gloucester County residents.*
- *The Division of Transportation shared information with residents at the Deptford Senior Center detailing services that are available in a May 14th forum.*
- *The Annual Public Hearing is being held on June 28, 2014 at Gloucester County College in Sewell, NJ. Time is provided for Question & Answer session and complaints and/or compliments.*
- *2013 Survey and Survey results attached* ***(Following 19 pages).***

These meetings are an integral part for DTS to gain feedback from the senior citizen population and disabled population in the county to help them maintain their independence.

Public outreach by DTS staff also includes an information table at a Veterans forum and at the annual senior citizens picnic.

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

DTS produces a new brochure on an annual basis. These brochures are sent to new clients of our service, placed in senior citizen housing locations, doctor's offices and mailed to municipal officials. Due to current budget constraints, DTS relies heavily on printed material being made available to relevant agencies and interested groups throughout Gloucester County.

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

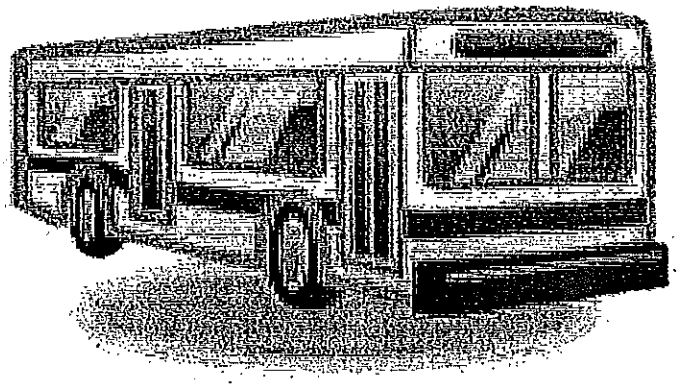
The Annual Public Hearing at Gloucester County College addresses all aspects of transportation to county residents, residents and area agencies are able to view DTS services with their questions and comments Notice of this public hearing is posted on county vehicles and sent to agencies and municipalities in the Gloucester County area.

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

GLOUCESTER COUNTY DIVISION OF TRANSPORTATION (DTS) 2013 SURVEY



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GLOUCESTER COUNTY DIVISION OF TRANSPORTATION SERVICES (DTS)

2013 PASSENGER SURVEY SUMMARY

Summary Purpose

The survey was done for internal and external purposes, including gauging general customer satisfaction levels, identifying specific issues that may be opportunities for service changes and improvements in the future, and as support material for funding sources. Additionally, faced with limited and in some cases shrinking support from funders, the survey findings may help county transportation leadership make choices in service priorities in a tight fiscal environment.

Survey Distribution Process and Schedule

Surveys were distributed/collected by drivers July 15th through September 5th to all passengers with varied needs (medical, vocational, and work related). DTS collected 211 surveys and tallied results as follows. The closed-ended questions were tallied using a number system, then calculated.

Survey Highlights

We found overall most DTS passengers are very satisfied with our service and use it often. An average of 175 riders of 211 responded very satisfied or satisfied to questions about service, hours, timeliness, etc.

As for the open-ended questions/comments areas we have found the following: 27 riders of 211 riders who returned surveys provided written comments with regard to their satisfaction / dissatisfaction in response to the question ***"If you have marked dissatisfied for any of the above please explain."***

Most responses fell into 5 categories:

- 8 comments regarding scheduling issues, including busy lines at the office, hours of availability, concerns about destination availability or dates and time of availability to their destination
- 3 concerns about availability and policy for out of county
- 5 comments that vehicles are not clean
- 8 positive comments on the service in general and the positive courtesy shown by drivers and office staff
- 5 negative comments on lack of driver courtesy and /or office staff

73 riders of 211 riders who returned surveys provided written comments in response to the question ***"Please list any comments or suggestions about our service".***

Most responses fell into 6 categories:

- 44 Thank you notes and general comments of appreciation by satisfied riders
- 8 Scheduling concerns and suggestions of various kinds, including office hours, and availability of transportation at day and time of their particular interest
- 3 out of county transportation questions on availability and policy
- 9 positive comments specifically about driver and office staff courtesy
- 5 negative comments specifically about driver and /or office staff lack of courtesy
- 4 miscellaneous comments

****Completed list of verbatim responses for all summarized above are on pages 10-19***

SURVEY TOOL

Sample of survey utilized
Distributed by drivers and returned in sealed envelope

GLOUCESTER COUNTY DIVISION OF TRANSPORTATION SERVICES
2013 PASSENGER SURVEY

The Gloucester County Division of Transportation would like to know how our services are working for you. Please complete this short survey to provide us with feedback. Your response will be strictly confidential. Upon completion, please place survey in the envelope provided and return to driver sealed.

How often do you use Gloucester County Transportation Services? ☐ Several times a week
☐ Once per week ☐ Several times per month ☐ Occasionally

How long have you been using Gloucester County Transportation Services?
☐Less than 1 month ☐1 to 6 months ☐6 months to 1 year ☐ 1 to 3 years
☐More than 3 years

How satisfied are you with Gloucester County Transportation Services in the following area (make x):

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Not Applicable
Hours of Service						
Driver Timeliness						
Driver Attentiveness						
Knowledge of Driver						
Driver Safety						
Office Attentiveness						
Knowledge of Office Staff						
Handicap accessibility						
Cleanliness Of Vehicles						
Service Area Coverage						

If you have marked dissatisfied for any of the above please explain: _____

_____

_____

_____

_____

What is your age? ____Under 60 _____60-69 _____70-79 ____80-89 ____over 90

What town do you reside in: _____

Have you ever visited the County website? _____Yes _____No

Would you like to see more information on county website? _____Yes _____No

If you have never visited our website or do not regularly log on, please indicate why.

Unaware of website _____ Do not find it useful _____

Do not have internet access _____ Do not have time _____

Other (please explain)

_____

_____

Have you ever used your municipalities bus service? ____Yes _____No

If yes, where do you travel to?

_____

If no, please explain why?

_____

What is your overall satisfaction with Gloucester County Transportation Services?

☐ Very Satisfied ☐ Satisfied ☐ Neutral ☐ Dissatisfied ☐ Very dissatisfied

Please list any comments or suggestions regarding our service:

_____

_____

_____

_____

_____

SURVEY TALLIED RESULTS

How often do you use Gloucester County Transportation Services

	Several Times a week	Once per week	Several times per month	Occasionally
TOTAL	64	16	80	32

How long have you been using Gloucester County Transportation Services?

	Less than 1 month	1 to 6 months	6 months to 1 year	1 to 3 years	more than 3 years
TOTAL	4	24	18	60	83

How satisfied are you with Gloucester County Transportation Services in the following are:

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Not applicable
Hours of Services	131	52	4	4	0	0
Driver Timeliness	32	51	5	2	1	0
Driver Attentiveness	155	38	0	2	0	0
Knowledge Driver	144	45	4	0	0	2
Driver Safety	156	32	3	0	0	0
Office Attentiveness	126	37	13	2	5	6
Knowledge Office	109	51	11	1	3	7
Handicap Accessibility	115	32	3	1	0	28
Cleaniness	142	44	3	5	0	0
Service Area	127	48	3	4	2	4
AVERAGE	123.7	43	4.9	2.1	1.1	4.7

**175 riders of 211=83% very satisified and satisfied*

What is your age?

	Under 60	60-69	70-79	80-89	over 90
TOTAL	36	42	51	41	6

What town do you reside in:

PASSENGER	TOWN
15	Clayton
21	Deptford
5	East Greenwich
2	Elk
8	Franklin
21	Glassboro
11	Greenwich
3	Harrison
1	Logan
5	Mantua
26	Monroe
1	National Park
1	Newfield
2	Paulsboro
4	Pitman
0	South Harrison
8	Swedesboro
18	Washington
0	Wenonah
11	West Deptford
3	Westville
9	Woodbury
3	Woodbury Heights
0	Woolwich

Have you ever visited the County website?

	Yes	No
TOTAL	15	162

Would you like to see more information on county website?

	Yes	No
TOTAL	31	82

If you have visited our website or do not regularly log on, please indicate why.

	Unaware of website	Do not find it useful	Do not have internet acces	Do not have time	Other
TOTAL	43	4	85	9	4

Have you ever used your municipalities bus service?

	Yes	No
TOTAL	68	102

What is your overall satisfaction with Gloucester County Transportation?

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied
TOTAL	134	39	4	0	2

VERBATIM RESPONSES

To 4 open ended questions

VERBATIM RESPONSES

Question and Verbatim Response

- **Question: "If you have marked dissatisfied for any categories please explain."**

Verbatim response below:

- Have to change appointments at noon and one o'clock and (staff name) makes me change days and time
- Most of the time they are clean but this one bus was not clean
- I have never been dissatisfied with service. (Driver Name) is without a doubt one of the most pleasant, polite people I have dealt with- I am pleased to have such services available to me. I thank you all.
- This is a wonderful service with good helpful drivers. Thank you. Thank you.
- Thank you for all you have done
- Need more hours later in day, sometimes needs slightly larger area
- Drivers are all very accommodating and helpful!
- Driver timeliness on occasion too early for pick-up to Terra Nova.
- Thank you for your services
- Getting thru to office it's always busy
- I believe my child's bus travels a long distance to pick up other people resulting in my child traveling on your bus a total of "4"hours a day. 2 hours to their job and 2 back home. That's a very long time to be on any bus my (driver name) is awesome.
- All drivers are friendly and professional
- I get out sometime early from my treatment and when I call to let them know I am finished (9:30) I don't see a driver until 10am the driver is not on time they are nasty sometimes when I call.
- I have found myself in G.C vehicles that were so dirty filthy that a good once over cleaning would have been nice. Show some pride!!
- Some of the driver's new and old drivers are very disrespectful to riders. Black and white drivers included.
- I would like to see coverage to Cooper Hospital. The driver was exceptional courteous helpful and a pleasure to ride with. First time using service. Thank you. Only negative phone lines are always busy.
- I have not had to inquire about different hours of service or service area covered
- Thank you for rides.
- Sometimes it can be difficult to schedule appointments so I can be ready by 3pm for pick-up
- need longer hours
- They are the best
- Vehicles could be cleaner
- Some vehicles are dirty
- As for (driver name) whether it is over the phone or on her bus she treats me with respect and kindness.

VERBATIM RESPONSES

- I was told by (staff name) not to schedule any appointments before 9am and to call doctor cancel 8:45am apt change it to 9 and call her back. Another time staff would only schedule 1 ride and said call back to schedule 2nd, I find often rude.
- It is often necessary to go outside of Gloucester County for quality care and I have been told I cannot do so. I have talked to several drivers have said they also go into Philadelphia and don't know why I have been told otherwise-nor do I (client name)
- Note: There were 3 negative comments of a personal matter that are not included verbatim in this report but are on file.

VERBATIM RESPONSES

Question and Verbatim Response

- **Question: "Have you ever used your municipalities' bus service? If yes, where do you travel to?"**

Verbatim response below:

- ShopRite Dollar Store (Glassboro)
- Wal-Mart (Monroe)
- Local(Glassboro)
- Food shopping and mall shopping (Clayton)
- Cancer Center, doctor appointments (Washington Twp.)
- Shopping (Glassboro)
- Occasionally use for personal business but steps very difficult (Westville)
- Food Store (Westville)
- Grocery store & Wal-Mart (Deptford)
- In town (Deptford)
- Shopping, Doctor, dentist before our service
- Food shopping, mall etc.
- Lunch, dinner, and social functions
- Where the bus goes (Williamstown)
- Shoprite (Williamstown)
- Stores (Williamstown)
- The store, drugstore (Deptford)
- Grocery store (Glassboro)
- New locations-if possible
- Various locations (Pitman)
- Stores and Doctors (Williamstown)
- Senior citizen trips and meetings (Clayton)
- Deptford Mall (Glassboro)
- Tuesday Shoprite & Thursday Shopping(Woodbury Heights)
- Mall, Shoprite, Kmart (West Deptford)
- Shopping (Deptford)
- Doctors on bus route (Glassboro)

VERBATIM RESPONSES

Question and Verbatim Response

- **Question: "Have you ever used your municipalities' bus service? If no, please explain why?"**

Verbatim response below:

- Most places I visit are out of county
- My daughter takes me
- I have always driven myself
- No service (Gibbstown)
- Not aware of it (Glassboro)
- Up and Down to difficult (Clayton)
- Local(Glassboro)
- Family takes me (Woodbury)
- No need (Franklinville)
- Access Link (Deptford)
- We don't think we have one (Gibbstown)
- I don't have any information on it. Where and when does it go? (Deptford)
- No reason to
- Family does shopping
- Friends take shopping
- No nothing about it (Washington Twp.)
- Cannot walk (Sewell)
- Too far for my walker (Deptford)
- Didn't know you could (Clayton)
- Never contacted(Williamstown)
- Not stable enough (Glassboro)
- No need
- Daughter takes me shopping (Washington Twp.)
- I drive (Woodbury)
- Just need for dialysis (Glassboro)
- I drive (Sewell)
- Don't need it (Glassboro)
- No service (Swedesboro)
- Wife drives (Glassboro)
- My daughter takes me when she can (Clayton)
- It is not apparently designed for regular job related rides (Washington Twp.)
- Because in a wheelchair(Glassboro)
- No reason as of yet (Mantua)
- Only travels Tuesday, Wednesdays and Thursdays Locally
- My husband drives me (West Deptford)

VERBATIM RESPONSES

- Parent provides
- Have no reason at present time
- Didn't know about it (Clayton)
- Live to far from bus stop (Mickleton)
- No need to (Williamstown)
- Required too many day's notice
- Did travel malls etc. (Washington Twp.)
- Daughter takes care of my needs (Williamstown)
- Sister takes me shopping (Clayton)
- No needs Gloucester County takes care of my needs (Gibbstown)
- I was told by several people drivers are unreliable and rude (Pitman)
- Usually drive myself if able(Deptford)
- Do not travel for any shopping (also, not near line) (Mickleton)
- A friend takes me (Sewell)
- Do not have any (Swedesboro)
- Use Access Link-Cannot walk, stand, sit for long periods of time. Denied my appointment twice because I refuse to use cane when I go out and do not need walker as yet.
- Did not know there was one (Deptford)
- Only go to ShopRite and I like Walmart (Westville)

VERBATIM RESPONSES

Question and Verbatim Response

- **Question: "Please list any comments or suggestions regarding our service."**

Verbatim response below:

- When I have appointments at noon, one, or two o'clock I'm encouraged by staff to make it earlier or change days. It is not always possible so I miss my appointments.
- I got to Marlton every 4 weeks to het injections in my eye. Your van doesn't take me there. I take access link and pay 3.85 each way.
- All of the drivers were very helpful to all my needs. They were always on time never waited more than 10 minutes. I thank you all very much and may god bless each and everyone one of you. P.S Office staff was very helpful in setting up my 7 week treatment. Thanks –(client name)
- Keep up good service
- What a convenience- so happy. Always dependable. Drivers so willing to help, always on time, and when coming home. A lovely experience! Family glad to know I am in excellent hands! It makes me independent too! Thank you all-(client name)
- Keep up good work
- They are very well driven
- Phones always busy
- I don't drive anymore and I'm very happy to say this transportation service has been a life saver for me. Other means of transportation are not accessible to me.
- We think this service is wonderful for senior citizens and medical patients who need transportation in and around Gloucester County. We would be lost without the service and it would cause us a big problem if it was ever discontinued? We THANK Gloucester County and the Freeholders for this great service! We appreciate it so much!! P.S. Keep it going-client names
- Keep up the good work
- You are a very good service. I would be sorry if I wouldn't have you. The best thing is that it's free and the friendliness and helpfulness of the bus drivers.
- I appreciate the service very much. Thank you.
- Having this service -I am very appreciative.
- Give me drive both ways! (client name)
- Helpful and very satisfied
- Keep up the good work
- Take very good care of seniors.
- Good
- Very courteous drivers. (Driver names) also very kind- client name
- Wonderful

VERBATIM RESPONSES

- Afternoon pick-ups appear uncoordinated with long waits
- Very pleased with service
- They are fantastic
- Extremely helpful. I pray for this service and the employees very often.
- In my experience the people are so nice. I think it is a great program for people who have to get to the doctor.
- Your phone is usually busy. Some drivers don't get out of bus to help people get on bus.
- Vans are more comfortable when riding buses they are a disaster
- I like (driver name)
- A lot of times transportation is not on time. There are times when drivers park in street not near curb and make it hard for me to get mother in bus(I do have a lot more to complain about but what's the point)
- (Staff names) in the office were very helpful
- I like bus driver and people on this bus.
- Not good a bad driver about a month ago
- My bus (driver name) the best I feel safe with her.
- Should be extended to Cherry Hill for eye specialist
- I have always found the service to be excellent. The office personnel are always courteous and polite and helpful drivers on time, pleasant and helpful in every way. I give your service the highest marks and I am so grateful to have this wonderful service available to me and of course to all who are in need of it
- I could not leave the house without this service. I love this service! My life is better because of it! Thank you the (driver name) is fantastic.
- The day before confirmation is a pain
- It is very helpful
- You all need a raise! Great Job and my heartfelt thanks to everyone.
- I have no complaints service is prompt and efficient both office and drivers-(client name)
- Drivers are exceptional-very caring-positive attitude. Very helpful and gave me suggestions such as ask your insurance about an electric wheelchair. Many thanks!
- Please continue this excellent service
- I do not drive because of my eye disease, I appreciate the service.
- It's a lifetime service for one that doesn't drive
- It gets me to the doctors and home. That is what I need it for. My drivers are quite nice but office staff needs more training, I feel in how to talk to people professionally on the phone and also remember that they are mostly taking people with some sort of illness. Your staff or I should say the staff you have now has no compassion and lacks understanding. That is a real embarrassment to your service.
- Good service. Thank you keep up the good work, God Bless.
- Some of the drivers are very good. However some of the drivers I have heard saying "I don't understand why people complain if were late to pick them up or drop them off since they are not paying for this service". The drivers act like they

are doing the riders a favor and the riders have no right to complain about anything. I personally believe that a favor is when a person uses their personal time, personal vehicle, and personal gas to get someone to their destination. That is a favor. However what the drivers need to remember is that they the drivers are not being paid to do favors they are being paid to do their and we the riders need this service. Remember respect goes both ways. Just because we are old and disabled does not give drivers the right to treat us like discarded garbage. Remember we were once hard working professional people who paid and are still paying our TAXES.

- We appreciate the service provided by Gloucester county- it has been great help to us-her driver (driver name) is very good. Thank you all (family name)
- Service very good on time. Have no complaints.
- Could drivers possibly call riders (or office) if they are running late for pick-ups. This is a great service
- Wish you could get direct apptointments. to Philly outside of Gloucester County. Township bus terrible cutbacks I hate it. Can only go to shop rite & Wal-Mart out of town in next township cutback to once a month to mall,etc. (Williamstown)
- Your drivers are always very helpful (regarding assistance getting on & off and informative.
- Drivers friendly especially (driver name). Choice of music on radio nice especially oldies. Temperature always appropriate cool in summer warm in winter. Always a smooth ride.
- The county drivers and operations are wonderful
- Phone lines are busy
- Very good
- The drivers are kind, knowleageable, and courteous. As are the scheduling staff.
- This service is a god send to people like myself. I am on a fixed income and do not drive. The service takes care of all my medical tests I need. Thank you!!
- I think you should be allowed to schedule lab work before 9 especially fasting labs. 99% of the drivers are very nice, very friendly.
- The drivers are great and most office attendants are great.
- After my surgeries I needed therapy for quite a while. My drivers were helpful, patient, and pleasant. I really appreciate the transport service. Telephone questions are always handled with cheerful, helpful attitude. Thank you dispatchers and drivers!
- Wonderful service and employee
- Without this service I don't know how we would get to this transplant center when it's a must. This is a great service. We moved from upstate New York my son told me about this service and it was one thing that helped us decide to move to New Jersey. My husband is legally blind and can't drive. I'm getting older and could never drive to Philadelphia.
- Note: There were 2 negative comments of a personal matter that are not included verbatim in this report but are on file.

VERBATIM RESPONSES

- I highly recommend your service as I do not drive and your services are perfect to take me wherever I need to go! Most importantly doctor's appointments and it's also a good way to make new friends. Many thanks for the good that you do. I appreciate your services. I look forward to getting out. Suggestions: maybe advertise in local paper to encourage outside people that aren't aware. I live with daughter who works and has family- it helps a lot and even gives her some alone time.
- I don't see the word medical anywhere
- This service is essential for me to get my groceries and I am very grateful for it.
- The people are very nice men and women. They both talk to me.
- Greatly Appreciate service since illness prevents me from driving.
- The drivers are excellent and helpful and very polite and friendly. The office staff is excellent as well.
- I find that your drivers are very kind people. I have had a problem in past with someone in office, but so far it has been ok.
- I am very grateful for Gloucester County Transportation. Gloucester County saves lives. You are a wonderful blessing to me!

Public Hearing and Notification (only required for SCDRTAP funding)

Attach all documents as NJT Attachments K1-K7

1. The notice should include the location, when and where the application will be available for public review. The notice must be advertised in two different newspapers at least 30 days prior to the public hearing dates. Submit notarized copies of both public notices with application as NJT Attachment K1.

2. The Public Hearing Notice must be sent to all Municipal Clerks. The Public Hearing Notice must also be sent to county organizations, agencies, and associations that serve senior citizens and people with disabilities. Submit a list of organizations that the letter was sent to as NJT Attachment K2.

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

Prior and After Public Hearing Date:

1. One copy of the 2015 entire application must be placed in the Main Branch of the County Library for public review (at least 14 days after the public hearing date). Include in the exhibit the name of the Branch, address and date copy was placed in Library as NJT Attachment K4.

2. An electronic copy of the 2015 application must be placed on the county website for public review (at least 14 days after the public hearing date). Attach a screen shot of the county website with the link to the electronic application as NJT Attachment K5.

3. The County must meet with their local CAC to review the proposed service activities and budget for 2015. Their input and feedback should be considered in the planning process for this application. Please indicate in the date of this CAC meeting and include copy of meeting minute notes showing application was reviewed with CAC members as NJT Attachment K6.

4. Copies of the 2015 application including a summary of proposed activities and proposed budget must be available for public review at the public hearing. The applicant must read into the record the proposed services and budgets for 2015.

5. Complete public hearing transcripts must be submitted. The transcripts can be submitted after the application's filing deadline as NJT Attachment K7.

BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER

FREEHOLDER DIRECTOR
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2 South Broad,
2nd Floor
Woodbury, NJ 08096

New Jersey Relay Service – 711

May 20, 2014

County of Gloucester
Attn: Mr. Mark Seigel
Division of Transportation Services
115 Budd Boulevard
West Deptford, NJ 08096

Dear Mr. Seigel,

This communication will serve as the requisite opinion of counsel to be filed with NJ TRANSIT in connection with the application of County of Gloucester 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 County of Gloucester, Division of Transportation Services, ability to carry out administration, capital and/or operating assistance projects directly, by lease, contract, or otherwise is set forth below:

1. County of Gloucester, Division of Transportation Services, is authorized by the Gloucester County Board of Chosen Freeholders to provide and assist public transportation by acquisition, construction and operation of existing or additional transit facilities. This assistance may be provided directly by the Gloucester County Division of Transportation, under the Department of Human Services, or by agreements with other parties.

2. The authority of County of Gloucester to provide funds for the local share of the project is set forth in a Resolution passed by County Board of Chosen Freeholders, and under N.J.S.A. 40:9-C-1 et seq. and N.J.S.A. 23-5.3.

3. I have reviewed the pertinent Federal, State, and local laws, and I am of the opinion that there is no legal impediment to Gloucester County making applications 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 I am aware of, which might in any way adversely affect the proposed project in the program or the ability of County of Gloucester, to carry out such projects in the program.

Sincerely,

Thomas G. Campo
First Assistant County Counsel

TGC/kad

DISCLOSURE OF LOBBYING ACTIVITIES (LLL Form)
Complete form to disclose lobbying activities pursuant to 31 U.S.C. 1352. Attach as NJT Attachment M.

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

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

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter n which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covere Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., th first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if know For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency.) Include prefixes, e.g. "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/lo commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter last name, first name and middle initial (MI).

11. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

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

DISCLOSURE OF LOBBYING ACTIVITIES (LLL Form)
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See next page for public burden disclosure)

1. Type of Federal Action: _____ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	**2. Status of Federal Action:**_____ a. bid/offer/application b. initial award c. post-award	**3. Report Type:** _____ a. initial filing b. material change For Material Change Only: Year _____ Quarter____ Date of last report_____
NOT	APPLICABLE	

4. Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, *if known:* Congressional District, *if known*:	**5. If Reporting Entity in No 4 is a Subawardee, Enter Name and Address of Prime:** Congressional District, *if known*:
6. Federal Department/Agency:	**7. Federal Program Name/Description:** CDFA Number, *if applicable:*_____
8. Federal Action Number, *if known*:	**9. Award Amount, *if known*:** $
10. a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):*	**b. Individuals Performing Services** *(including address if different from no. 10a)* *(last name, first name, MI):*
11. Information request through this form is authorized by title 31 U. S.C Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to civil penalty of not less than $10,000 and no more than $100,000 for each such failure.	Signature: X _____ Print Name: Robert M. Damminger Title: Freeholder Director Telephone No.: (856) 853-3395 Date:_____

County of Gloucester has not hired a lobbyist to act on the behalf of the agency.

Name: X _____ Date: 5/7/14
Robert M. Damminger, Freeholder Director

NJ TRANSIT
The Way To Go.

LOBBYING CERTIFICATION

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

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriate funds have been paid or will be paid to any person for making lobbying contracts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure form to Report Lobbying," in Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et. seq.)

(3) The undersigned shall require that the language of this certification be included in the award documents or all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

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

Signature of Applicant's Authorized Representative: X _____

Print Name of Applicant's Authorized Representative: Robert M. Damminger

Title of Applicant's Authorized Representative: Freeholder Director

Date 5/7/14

For those counties who subcontract out their services please have your vendors sign off on the required lobbying certifications. This must be done yearly as per the FTA, send the signed vendor certification to your Regional Program Administrator.)

Civil Rights

Equal Employment Opportunity (EEO)

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

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

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

   ☒ Yes ☐ No

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

      ☒ Yes ☐ No

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

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

The Human Resources Department has the responsibility for tracking EEO complaints. A statement from them indicates that "Each complaint met the standards to be accepted and investigated. At the completion of all fact finding the complaints were determined to be unfounded and/or the specific concerns of the complainant referred to the Human Resources Department."

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

ADA

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

☒ Yes ☐ No

If yes, explain.

The Division of Transportation transports disabled clients and employees alike to their scheduled destinations and are very sensitive to the needs of these individuals. Extra consideration is extended to these disabled riders. Routinely drivers are told to move on if our clients are unable to meet vehicle within 5-10 window for pick-up while accommodations are made so that appointment times can be honored.

Title VI

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

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

Title VI Posters have been posted within the Gloucester County reception area in both English and Spanish and are posted on DTS vehicles along with complaint forms. A statement indicating compliance with federal rules and regulations and asserts no discrimination on the basis of race, relation, color, national or ethnic group, sexual orientation, age, marital status or disability is maintained on the Gloucester County website. The Title VI statement is provided on the DTS Spanish and English brochures and is placed on the back of each Section 5311 schedule.

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

There have been no Title VI complaints received in the last year.

Table 14

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

3. Use the most recent Census of Population statistics for the Section 5311 service area to complete Table 15. *Total area for Gloucester County per 2010 census.*

Table 15

ETHNIC GROUP	ACTUAL NUMBER	PERCENT OF TOTAL
Black (not of Hispanic Origin)	30,270	10.0
Hispanic	13,896	5.0
Native American Indian or Alaskan Natives	565	.2
Asian American Or Pacific Islander	6,205	2.6
Non-minorities	232,130	80.6
Persons reporting two or more races	5,222	1.6
TOTAL	288,288	100%

Note: Total must equal 100%

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

The Division of Transportation Services (DTS) holds an annual public hearing to allow residents to present comments and suggestions for improvement in the transportation network. DTS provides transportation services to rural residents who are minority, low income and LEP populations' through telephone reservation for routine medical appointments and provides a fixed / deviated rural shopping route. DTS also attends various meetings with a variety of groups throughout the county. This interaction, along with the dissemination of information, has allowed DTS to be a known resource for disadvantaged residents.

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

Table 16

	Black (not of Hispanic Origin)	Hispanic	Native American Indian or Alaskan Natives	Asian American Or Pacific Islander	Non-minorities
County Population	10.0%	5.0%	.2%	2.6%	80.6%
County Transportation Committee	11.1%	-	-	-	88.9%
SCDRTAP Citizens Advisory Committee	11.1%	-	-	-	88.9%
Other					

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

The County fully supports diversity in spirit and in action at all levels, including committee activities of the Division of Transportation Services (DTS). The Local Citizens Advisory Committee (LCTAC) currently has a full complement of members and is comprised of a diverse membership. As has been past practice, when any new committee openings become available, recruitment efforts will continue to be made in a manner that helps to assure a diverse membership.

5311 Budget Request

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

Operating	Budget Request
Total Operating	**203,186**
(-Fares)	
(-Donation)	
Total Operating Deficit	
Administrative	Budget Request
Total Administrative	
Capital	Budget Request
Total Capital	
GRAND TOTAL	**203,186**

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

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

NOT APPLICABLE

Table 17

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

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

Make/Model:

Year of Manufacture:

Vehicle I.D. Number (VIN):

Month/Year Placed in Revenue Service:

Accumulated Revenue Miles:

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

Condition:

Original Grant Purchased Under:

Capital Public Notice Requirement

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

PUBLIC NOTICE

Notice is hereby given that _____has made application to
Agency Name

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

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

will be partially funded with ARRA funding (FTA 5311) funds under a grant submitted to the

Federal Transit Administration.

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

(Name of Subrecipient)
(Address)

PLEASE NOTE:

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

Attachment O.

Financial Management Systems

1. Does the applicant have fiscal control and accounting procedures sufficient to do the following:

    a. Permit the preparation of reports necessary to comply with program and statutory requirements.
    ☒Yes ☐No

    b. Permit the tracking of funds to ensure that funds have not been used in violations of restrictions and prohibitions applicable to program.
    ☒Yes ☐No

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

Edmunds & Associates

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.

Not Applicable – No third party contracts under Section 5311

Has the required suspension/debarment clause been included in bid specs (services or capital) and the final contract for all third party contracts over $25,000 utilizing FTA Section 5311 funds? (For bid specs and contracts covering 2012-2013 contract year)
☐Yes ☐No

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. The new website sam.gov provides a more detailed profile of the vendor including disbarment, DUNS number and federal debt then previous excluded party listing system website. (Subrecipient should print screen which would show date website was checked and verify whether vendor was NOT debarred or suspended from participating in federally funded contracts.)

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

Local In-Kind Match and Match Source

Do you plan on using an in-kind match for 2014-2015?
☒Yes ☐No

*If yes, what is the total amount and source(s)?
Total Amount $ N/A Source(s): _____

*Documentation must be submitted by applicants who indicated they would be providing an in-kind match in period July 1, 2014 through June 30, 2015.

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

Table 18

Funding Match Source	Match Amount
Local Funds: (list)	50,796.50
State Funds: (list) (i.e. Human Service funding)	50,796.50
Revenue Contracts (list) (i.e. vehicle advertising contracts list indicate revenue source/contracts used as match)	-
SCDRTAP funding	-
In-Kind (list)	-
Other specify	-

Special Section 5333(b)

The attached Special Warranty and the procedures incorporated therein represent he 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[2], 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 it terms, nor shall any other employee protective agreement merge into this arrangement, but each shall be independently binding and enforceable by and upon the parties thereto, in accordance with its terms.

C. Waiver

As a part of the grant approval process, either the recipient or other legally responsible party

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

5333(b) Certification Letter
Attach as NJT Attachment P

Date: May 27

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

Dear Mr. Fittante:

The **COUNTY of GLOUCESTER, Division of Transportation Services under the Department of Human Services,** has made application to NJ TRANSIT and the Federal Transit Administration pursuant to Section 5311 of the Federal Transit Act, as amended for a mass transportation grant to assist in the reimbursement of operating and/or non-operating expenses for the period July 1, 2014 to June 30, 2015.

The **COUNTY of GLOUCESTER, Division of Transportation Services under the Department of Human Services,** 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,

_____
Robert M. Damminger, Freeholder Director
County of Gloucester

See Attachment P

Listing of Operators and Union Representatives

As part of the 5333(b) warranty process applicants must submit an accurate and up-to-date listing of all existing transportation providers in the Section 5311 service area of the project. Applicants must also include any labor organizations representing such providers. A complete statewide list (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). Note if a (D)eletion, (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 *No third party contracts are contracted under DTS' Section 5311*

Other Transportation Providers in Section 5311 Service Area	Name of Union	Union Address	Union Phone Number	E-Mail Address of Union
Glassboro Municipal Shuttle Bus				
Mantua Municipal Shuttle Bus				
Paulsboro Municipal Shuttle Bus				

Section VII ADDENDUMS

SCDRTAP Maintenance of Effort (MOE) Certification

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

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

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

Actual Maintenance of Effort for 2013	$567,213
Proposed Maintenance of Effort for 2015	$806,683

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

The County's level of funding rate has increased due to lower grant funding.

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

May 29, 2014

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

Dear Mr. Fittante:

The **County of Gloucester** is hereby applying for funds under Senior Citizens & Disabled Residents Transportation Assistance Program (SCDRTAP). The approval of this grant will enable transportation services to be available to the senior citizens and disabled residents in our County. **Gloucester County** is requesting $470,465.00 for 2015. The scheduled public hearing date is June 18, 2014. The application will be available at the following locations, Gloucester County Division Transportation Services (DTS), 115 Budd Blvd., West Deptford, NJ 08096 and Mullica Hill Library branch, 389 Wolfert Station Road, Mullica Hill, NJ 08062 as of June 30, 2014.

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 **Mr. Mark Seigel, Acting Coordinator of Special Transportation at (856) 686-8362.**

As the Applicant, the **County of Gloucester, Division of Transportation Services under the Department of Human Services,** agrees to comply with all regulations and administrative guidance required for application to the Senior Citizens and Disabled Resident Transportation Assistance Program for the program year 2014. The Applicant affirms the truthfulness and accuracy of the information it has made in the statements submitted herein and any other submission made to NJ TRANSIT. In signing this document, I declare the foregoing information and any other statement made on behalf of the Applicant are true and correct.

Sincerely,

Robert M. Damminger, Freeholder Director
Print Name and Title of Authorized Representative of Applicant

Signature of Authorized Representative of Applicant

See Attachment Q

Sample of Required 5311 Application Cover Letter
Attach as NJT Attachment R

Date

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

Dear Mr. Fittante:

The **COUNTY of GLOUCESTER, Division of Transportation Services under the Department of Human Services,** 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.

COUNTY of GLOUCESTER, Division of Transportation Services under the Department of Human Services, is requesting Non-Operating and/or Operating Assistance for the period July 1, 2014 – June 30, 2015. The total amount of federal and state funds requested is as follows:

2014-2015 NEW ALLOCATION

	OPERATING	NON-OPERATING
FTA Section 5311 Funds:	$101,596.50	None
State match funds:	$ 50,796.50	
Local match funds:	$ 50,796.50	
Total:	$203,186.00	

To my knowledge, all information provided in support of this application is true and correct. If you have questions or require additional information, contact **Mr. Mark Seigel, Acting Coordinator of Special Transportation,** at **(856) 686-8362.**

Sincerely,

Robert M. Damminger, Freeholder Director
Print Name and Title of Authorized Representative of Applicant

Signature of Authorized Representative of Applicant

See Attachment R

SCDRTAP Applicant Authorizing and Supporting Resolution
Sample Text for Authorizing Resolution. Attach as NJT Attachment S.

Resolution authorizing the filing of an application to NJ TRANSIT on behalf of **COUNTY OF GLOUCESTER** 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 County of Gloucester must submit an application to NJ Transit Corporation to obtain funding in amount of $470,465.00 for period covering January 1, 2015 to December 31, 2015;

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

1. Robert M. Damminger, Freeholder Director for the County of Gloucester, shall forward one (1) original application together with one (1) certified copy of this resolution to:

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

2. BE IT FURTHER RESOLVED, that the Freeholder Director and Clerk of the Board are hereby authorized to execute the necessary contractual agreements on behalf of the county of County of Gloucester to effectuate the purposes of this Resolution.

See Attachment S

5311 Applicant Authorizing and Supporting Resolution - Attach as NJT Attachment T.

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 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 Robert M. Damminger is authorized to execute grant agreements on behalf of County of Gloucester for aid in the financing of the administration, capital and/or operating assistance.
6. That County of Gloucester hereby authorizes the amount of $33,864.00 be obligated as the local share required under the provisions of the grant application.

See Attachment T

Addendum A – 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: 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: info@bestwaycoach.com WEBSITE: www.bestwaycoach.com 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: camptownbus@verizon.net 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: CBL4000@aol.com 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: coachmanintl@optonline.net 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: tidi03@aol.com 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: nkarp@greyhound.com	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: sales@jayandnaytravel.com WEBSITE: www.jayandnaytravel.com 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: ttaylor@lakelandbus.com WEBSITE: www.lakelandbus.com 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: fgallagher@leprechaunlines.com Mr. Frank Gallagher
Lion Trailways Hornet and Ranger Roads Rio Grande, NJ 08242 609-889-0925 FAX: 609-889-0033 E-MAIL: info@lionbus.com WEBSITE: www.lionbus.com Mr. Nick Paglione	Martz Lines 239 Old River Road Wilkes-Barre, PA 18702 570-821-3838 FAX: 570-821-3813 E-MAIL: shenry@martzgroup.com WEBSITE: www.martzgroup.com Mr. Scott E. Henry	Passaic Valley Coach Lines 71 River Road Chatham, NJ 07928-1930 973-635-2374 FAX: 973-635-0199 E-MAIL: www.wayne@passaicvalleycoach.com WEBSITE: passaicvalleycoach.com Mr. Wayne Braunwarth

Peter Pan Bus Lines 25 County Avenue Secaucus, NJ 07094 201-866-6001 FAX: 201-866-6234 E-MAIL: frank@peterpanbus.com WEBSITE: www.peterpanbus.com Mr. Frank Farrow	Raritan Valley Bus Service PO Box 312 Metuchen, NJ 08840-0312 732-549-1212 FAX: 732-549-1168 E-MAIL: www.raritanvalleybus.com 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: john@sheppardbus.com Mr. John Sheppard Mr. Ken Sheppard	Starr Tours 2531 E. State Street Trenton, NJ 08619 609-587-0626 FAX: 609-587-3052 E-MAIL: msussman@starrtours.com Mr. Mitchell Sussman	Stout's Charter Service, Inc. 20 Irven Street Trenton, NJ 08638 609-883-8891 FAX: 609-883-6682 E-MAIL: vivian@stoutsbus.com WEBSITE: www.stoutsbus.com Mr. Harry Stout Mr. Shawn Stout
Trans-Bridge Lines 2012 Industrial Drive Bethlehem, PA 18017 610-868-6001 Ext. 122 FAX: 610-868-9057 WEBSITE: www.transbridgebus.com Mr. Tom JeBran Mr. Len Marzen	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: ronaldfaillace@hotmail.com WEBSITE: www.trolleytoursinc.net Ronald R. Faillace, President	Vanderhoof Transportation 18 Wilfred Street West Orange, NJ 07052 973-325-0700 FAX: 973-669-9639 WEBSITE: www.evanderhoof.com 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: john.emberson@coachusa.com Mr. John Emberson	Community Coach 160 South Route 17 North Paramus, NJ 07652 201-225-7515 FAX: 201-225-7590 E-MAIL: jon.nguyen@coachusa.com Jon Nguyen
Olympia Trails 349 First Street Elizabeth, NJ 07206 908-354-3330 ext. 232 FAX: 908-994-9355 E-MAIL: jim.rutherford@coachusa.com Mr. Jim Rutherford	Rockland Coaches 180 Old Hook Road Westwood, NJ 07675 201-263-1254 ext. 418 FAX: 201-664-8036 E-MAIL: david.gee@coachusa.com Mr. David Gee	Short Line/Hudson Transit/Coach USA 4 Leisure Lane Mahwah, NJ 07430 201-529-3666 ext. 1036 FAX: 201-529-0221 E-MAIL: George Grieve WEBSITE: george.grieve@coachusa.com Mr. George Grieve
Suburban Transit 750 Somerset Street New Brunswick, NJ 08901 732-249-1100 ext. 201 FAX: 732-545-7015 WEBSITE: ronald.kohn@coachusa.com Mr. Ronald Kohn		

Addendum B – Designated Leads for Human Services Transportation Coordination Plan

Atlantic	Mr. Carl Lindow	lindow_carl@aclink.org	609-645-7700 x4058
Bergen	TBD		201-368-7557
Burlington	Mr. Bill Stewart	wstewart@co.burlington.nj.us	609-265-5109
Camden	Mr. Greg Fidyk	gfidyk@sjta.com	856-427-0988
Cape May	Ms. Lisa D'Amico	idamico@co.cape-may.nj.us	609-889-7812
Cumberland	Ms. Barbara Nedohon	barbarane@co.cumberland.nj.us	856-453-2220
Essex	Ms Jaklyn DeVore	jaklynd@yahoo.com	973-395-8386
Gloucester	Mr. Mark Siegel	Mseigel@co.gloucester.nj.us	856-686-8362
Hudson	Mr. Kevin Crimmins	kcrimmins@hcnj.us	201-271-4306
Hunterdon	Ms. Tara Shepard	tara@hart-tma.com	908-788-5553
Mercer	Mr. Martin DeNero	mdenero@mercercounty.org	609-530-1970 x17
Middlesex	Ms. Beverly Briggs	Beverly.briggs@co.middlesex.nj.us	732-745-4029
Monmouth	Ms. Kathy Lodato	Kathleen.Lodato@co.monmouth.nj.us	732-577-6731
Morris	Mr. Frank Pinto	fpinto@co.morris.nj.us	973-829-6863
Ocean	Ms. David Fitzgerald	dfitzgerald@co.ocean.nj.us	732-736-8989 Ext.235
Passaic	Mr. John McGill	johnm@passaiccountynj.org	973-305-5763 / 5758
Passaic (cc)	Ms. Mary Kuzinski	maryk@passaiccountynj.org	973-569-4070
Salem	Mr. Ray Bolden	rbolden@salemcountynj.gov	856-935-7510 x8317
Somerset	Ms. Yvonne Manfra	manfra@co.somerset.nj.us	908-231-7116
Sussex	Ms. Carol Novrit	cnovrit@xbp.dhs.state.nj.us	973-383-3600 x5152
Union	Ms. Karen Dinsmore	kdinsmore@ucnj.org	908-527-4809
Warren	Ms. JanMarie McDyer	jmcdyer@co.warren.nj.us	908-475-6080

SECTION VIII-CHECKLIST OF DOCUMENTS

The following documents are to be attached to this application.

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

Excel Spreadsheet attachments

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

NJT ATTACHMENT P
COUNTY OF GLOUCESTER

- ***5333(b) Certification Letter***

CLOSE TO EVERYTHING
Gloucester County
FAR FROM IT ALL

BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damminger

FREEHOLDER
Adam J. Taliaferro

DEPARTMENT OF HUMAN SERVICES

DIVISION OF TRANSPORTATION SERVICES

DIRECTOR
Lisa Cerny

ACTING COORDINATOR
Mark Seigel

115 Budd Blvd.
West Deptford, NJ 08096

Phone 856.686.8355
Fax 856.686.8361

www.gloucestercountynj.gov

New Jersey Relay Service – 711
Or Toll Free @ 1.800.852.7897

Date: May 27, 2013

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

Dear Mr. Fittante:

The County of Gloucester, Division of Transportation Services under the Department of Human Services, has made application to NJ TRANSIT and the Federal Transit Administration pursuant to Section 5311 of the Federal Transit Act, as amended for a mass transportation grant to assist in the reimbursement of operating and/or non-operating expenses for the period July 1, 2014 to June 30, 2015.

The County of Gloucester, Division of Transportation Services under the Department of Human Services, 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,

Robert M. Damminger, Freeholder Director

NJT ATTACHMENT Q
COUNTY OF GLOUCESTER

- ***SCDRTAP Application Cover Letter***

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May 27, 2014

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

Dear Mr. Fittante:

The **COUNTY of GLOUCESTER** is hereby applying for funds under Senior Citizens & Disabled Residents Transportation Assistance Program (SCDRTAP). The approval of this grant will enable transportation services to be available to the senior citizens and disabled residents in our County. **COUNTY of GLOUCESTER** is requesting $470,465.00 for 2015. The scheduled public hearing date is June 18, 2014. The application will be available at the following locations Transportation office @ 115 Budd Blvd., West Deptford, NJ 08096 and Mullica Hill Library branch, 389 Wolfert Station Road, Mullica Hill, NJ 08062 as of the following date June 30, 2014.

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 **Mr. Mark Seigel, Acting Coordinator of Special Transportation,** at **(856) 686-8362.**

As the Applicant, the **COUNTY of GLOUCESTER** agrees to comply with all regulations and administrative guidance required for application to the Senior Citizens and Disabled Resident Transportation Assistance Program for the program year 2014. The Applicant affirms the truthfulness and accuracy of the information it has made in the statements submitted herein and any other submission made to NJ TRANSIT. In signing this document, I declare the foregoing information and any other statement made on behalf of the Applicant are true and correct.

Sincerely,

Robert M. Damminger, Freeholder Director
Print Name and Title of Authorized Representative of Applicant

Signature of Authorized Representative of Applicant

NJT ATTACHMENT R
COUNTY OF GLOUCESTER

- ***Required 5311 Application Cover Letter***

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COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damminger

FREEHOLDER
Adam J. Taliaferro

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SERVICES

DIVISION OF
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May 27, 2013

Mr. Steve Fittante, Director
NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East, 4th Floor
Newark, New Jersey 07105-2246

Dear Mr. Fittante:

The County of Gloucester, Department of Human Services Division of Transportation, 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.

The Department of Human Services Division of Transportation is requesting NON-OPERATING AND/OR OPERATING ASSISTANCE for the period July 1, 2014 – June 30, 2015. The total amount of federal and state funds requested is as follows:

2013-2014 NEW ALLOCATION

	OPERATING	NON-OPERATING
FTA Section 5311 Funds:	$101,593.00	None
State match funds:	$50,796.50	
Local match funds:	$50,796.50	
Total:	$203,186.00	

To my knowledge, all information provided in support of this application is true and correct. If you have questions or require additional information, contact Mr. Mark Seigel, Acting Coordinator of Special Transportation at 856-686-8362.

Sincerely,

Robert M. Damminger, Freeholder Director