

FINAL AGENDA

6:30 p.m. Wednesday, May 11, 2016

Call to order

Salute to the flag

Open Public Meetings Statement

Roll Call

Changes to the Agenda

Approval of the budget meeting minutes from April 20, 2016.

P-1 Proclamation to recognize Samuel Hart. Samuel distinguished himself by earning the "Rank of Eagle Scout" the highest award offered by the Boys Scouts of America. **TO BE PRESENTED** (Chila)

P-2 Proclamation to recognize Ryan Hudson. Ryan distinguished himself by earning the "Rank of Eagle Scout" the highest award offered by the Boys Scouts of America. **TO BE PRESENTED** (Chila)

P-3 Proclamation to recognize Kevin Troccoli. Kevin distinguished himself by earning the "Rank of Eagle Scout" the highest award offered by the Boys Scouts of America. **TO BE PRESENTED** (Chila)

Public portion on agenda items only (time limit of five (5) minutes per person, per public portion)

DEPARTMENT OF ADMINISTRATION

**DIRECTOR DAMMINGER
FREEHOLDER CHILA**

A-1 RESOLUTION PROVIDING FOR THE INSERTION OF SPECIAL ITEMS OF REVENUE INTO THE 2016 BUDGET PURSUANT TO N.J.S.A. 40A:4-87.

- **CLICK IT OR TICKET MOBILIZATION - \$40,000.00** - This grant provides funding to conduct various Click It or Ticket enforcement details throughout Gloucester County. The funds will be used to reimburse municipalities in Gloucester County for overtime paid to officers working these details. The objective is to reduce the percentage of motorists that do not comply with the State's seat belt law.
- **WIC FY 2016 - \$49,068.00** - This grant modification of \$49,068.00 in addition to the contract amount of \$746,964 for a total of \$796,032. This new funding will provide for the hire of two part time Peer Counselors and one part time Breastfeeding Promotion. In addition, \$5,300.00 must be used for the purchase of Sesame Street Nutrition Kits.
- **SFY15 NJ JARC 1 - \$40,000.00** - These funds will be used to continue the County's effort to bring reliable transportation services to low income individuals of Gloucester County and to transport residents of urban areas and non-urban areas to suburban employment opportunities.
- **SFY15 NJ JARC 2 - \$110,000.00** - These funds will be used to continue the County's effort to bring reliable transportation services to low income individuals of Gloucester County and to transport residents of urban areas and non-urban areas to suburban employment opportunities.
- **JARC SFY16 ROUND 2 - \$30,000.00** - This is a modification of the existing JARC 2 SFY 2016 Agreement between Gloucester County and NJ Transit for the purpose of adding TIF/DHS funds and extending the contract time frame for expending the TIF/DHS funds to June 30, 2017.

A-2 RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF UP TO: (i) \$5,445,000.00 OF ITS GENERAL OBLIGATION BONDS, SERIES 2016; AND (ii) \$3,000,000.00 OF ITS COUNTY COLLEGE BONDS, SERIES 2016; MAKING CERTAIN COVENANTS TO MAINTAIN THE EXEMPTION OF THE INTEREST ON SAID BONDS FROM FEDERAL INCOME TAXATION; AND AUTHORIZING SUCH FURTHER ACTIONS AND MAKING SUCH DETERMINATIONS AS MAY BE NECESSARY OR APPROPRIATE TO EFFECTUATE THE ISSUANCE AND SALE OF THE BONDS.

This Resolution authorizes the issuance and sale of the County's General Obligation Bonds and County College (Chapter 12) Bonds, which are scheduled to sell at the end of May and close early June. These Bonds will finance various capital improvements for both the County and the College. Additionally, the Resolution will make certain covenants to maintain the tax-exempt status of the bonds, and will provide the County representatives with certain powers and the authority to carry out the issuance of the bonds.

A-3 RESOLUTION AUTHORIZING THE USE OF GOVDEALS ONLINE AUCTIONS TO SELL GOVERNMENT SURPLUS THROUGH STATE CONTRACT #A83453, INDEX #T2581.

The County has a need to dispose of excess Government Surplus Property. GovDeals handles online auctions for State, County and local Governments. We are requesting a Resolution authorizing the use of GovDeals Online Auctions to sell certain vehicles that are no longer needed pursuant to State Contract #A83453 index #T2581. The percentage of commissions on items less than \$100,000.00 is 7.5% but not less than \$5.00. For items over \$100,000.00 but less than \$500,000.00 the County agrees to pay 7.5% up to \$100,000.00 and 5.5% for everything up to \$500,000.00.

A-4 RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH GLOUCESTER COUNTY IMPROVEMENT AUTHORITY.

This Resolution authorizes a Shared Services Agreement between the County of Gloucester and the Gloucester County Improvement Authority the for the GCIA to accept certain waste from the County at its Gloucester County Solid Waste Complex located in South Harrison Township, Gloucester County, New Jersey.

A-5 RESOLUTION OF CONSENT TO MANTUA TOWNSHIP ORDINANCE NO. O-3-2016 PROHIBITING OVERNIGHT PARKING ALONG COUNTY ROUTE 678 (MT. ROYAL ROAD) WITHIN DESIGNATED ZONES.

The governing body of the Township of Mantua has passed an ordinance restricting parking on C.R. 678 (Mount Royal Rd) from 2:00AM until 6:00AM due to unsafe conditions. As C.R. 678 is a county roadway, the consent of the Board of Chosen Freeholders is required to implement and enforce the parking restriction. This resolution consents to the parking restrictions imposed by the Mantua Township ordinance.

A-6 RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH CLAYTON.

This Resolution authorizes a Shared Services Agreement with Clayton whereby the County is preparing the plan and specifications for the resurfacing of Academy Street, CR 610 in Clayton.

A-7 RESOLUTION SUPPORTING IMPLEMENTATION OF STATE FUNDING FOR PRESERVATION AND STEWARDSHIP OF OPEN SPACE, PARKS, FARMLAND AND HISTORIC SITES IN NEW JERSEY.

New Jersey voters approved in 2014 to support a long-term sustainable funding source for preservation and stewardship of open space, parks, farmland and historic sites in New Jersey. Funds from the voter referendum are not being allocated to fund these programs in a long-term sustainable fashion. The County has been a direct beneficiary of, and partner to, these critical state preservation programs.

**DEPARTMENT OF PUBLIC SAFETY,
VETERANS AFFAIRS & ELECTIONS**

**FREEHOLDER CHILA
FREEHOLDER SIMMONS**

B-1 RESOLUTION AUTHORIZING A CONTRACT AMENDMENT WITH CAROUSEL INDUSTRIES OF NORTH AMERICA, INC. THROUGH STATE CONTRACT #A83925.

On December 16, 2015, the County awarded a contract through State Contract #A83925 to Carousel Industries of North America, Inc. for the provision support and system maintenance coverage – Airbus (Cassidian) 9-1-1 System, from December 1, 2015 to March 31, 2016 for a total contract amount of \$23,917.87. This Resolution authorizes an increase of \$25,850.37 and an extension through July 31, 2016, due to the transition from the Airbus (Cassidian) is taking more time than anticipated, resulting in a new amount of \$49,768.24. C.A.F. #16-03014 has been obtained to certify funds.

B-2 RESOLUTION AUTHORIZING A CONTRACT WITH ABC MAILERS, INC. FROM MAY 6, 2016 TO MAY 5, 2017, IN AN AMOUNT NOT TO EXCEED \$38,000.00.

Resolution authorizing the execution of a contract with ABC Mailers, Inc. for services in the mailing of sample ballots for the Primary, General, Special, and all School Board Elections, from May 6, 2016 to May 5, 2017, in an amount not to exceed \$38,000.00. The services to be performed are election expenses and is an exception to the Local Public Contracts Law as described and provided by N.J.S.A. 40A:11-5(1). The contract has been awarded consistent with the fair and open provisions of the Gloucester County Administrative Code and with N.J.S.A. 19:44A-20.4 et seq., which exempt this contract from competition because Vendor has certified that it will not make a disqualifying contribution during the term of the contract.

**DEPARTMENT OF ECONOMIC DEVELOPMENT
& PUBLIC WORKS****FREEHOLDER SIMMONS
FREEHOLDER CHRISTY****C-1 RESOLUTION AUTHORIZING A CONTRACT WITH THE NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT FOR EMPLOYMENT AND TRAINING SERVICES FROM JULY 1, 2015 TO JUNE 30, 2016 FOR \$4,028,843.00.**

This Resolution authorizes a Contract for grant funding from New Jersey Department of Labor and Workforce Development to the County of Gloucester, a designated workforce area and grant recipient pursuant to the Workforce Innovation and Opportunity Act of 2014 and assigns the Department of Economic Development, Division of Workforce Development as the One-Stop Operator to deliver employment and training services to qualified residents. The grant period is from July 1, 2015 to June 30, 2016 for \$4,028,843.00.

C-2 RESOLUTION EXTENDING THE CONTRACT WITH ASPHALT PAVING SYSTEMS, INC. FOR TWO YEARS THROUGH MAY 17, 2018 IN AN AMOUNT NOT TO EXCEED \$40,000.00 PER YEAR.

This Resolution authorizes the extension of the contract that was originally entered into on May 18, 2014 with Asphalt Paving Services, Inc. for Cationic Emulsified Asphalt (CRS-2) material, as per PD# 014-007. The contract allowed for one (1) two year or two (2) one year extensions. The County is exercising this final option to extend the contract for a two year period through May 17, 2018 in an amount not to exceed \$40,000.00 per year. The Director of Public Works or his designee will direct Asphalt Paving Systems, Inc. to furnishing Cationic Emulsified Asphalt material for County roadways.

DEPARTMENT OF EDUCATION**FREEHOLDER BARNES
FREEHOLDER JEFFERSON****DEPARTMENT OF PARKS &
LAND PRESERVATION****FREEHOLDER DIMARCO
FREEHOLDER CHILA****DEPARTMENT OF BUILDINGS &
GOVERNMENT SERVICES****FREEHOLDER CHRISTY
FREEHOLDER DIMARCO****F-1 RESOLUTION AUTHORIZING THE PURCHASE OF LABOR, MATERIALS AND INSTALLATION OF CARPETING FROM COMMERCIAL INTERIORS DIRECT, INC., THROUGH STATE CONTRACT #A81755 FROM MAY 11, 2016 TO MAY 10, 2017 IN AN AMOUNT NOT TO EXCEED \$125,000.00.**

This Resolution authorizes the purchase of labor and materials from Commercial Interiors Direct, Inc., Riverdale NJ, for the installation of carpeting in various County buildings. Such purchase to be made through the use of State Contract #A81755 with Commercial Interiors as distributor. Contract is for estimated units of service in an amount not to exceed \$125,000.00.

**DEPARTMENT OF HEALTH &
HUMAN SERVICES****FREEHOLDER JEFFERSON
FREEHOLDER BARNES****G-1 RESOLUTION AUTHORIZING AN APPLICATION TO THE NEW JERSEY DEPARTMENT OF HEALTH AND SENIOR SERVICES FOR A LOCAL CORE CAPACITY FOR PUBLIC HEALTH EMERGENCY PREPAREDNESS GRANT IN THE AMOUNT OF \$267,522.00 FROM JULY 1, 2016 TO JUNE 30, 2017.**

This Resolution authorizes an application, through the County Department of Health and Human Services, to the New Jersey Department of Health and Senior Services for a Local Core Capacity for Public Health Emergency Preparedness Grant in the amount of \$267,522.00 for the period July 1, 2016 to June 30, 2017. The funding will enhance the capabilities of an emergency-ready Health Department to evaluate, upgrade, and integrate its emergency preparedness and responses.

G-2 RESOLUTION AUTHORIZING APPLICATION AND ACCEPTANCE OF JOB ACCESS AND REVERSE COMMUTE (JARC) SFY17 ROUND 3 AND SFY18 ROUND 4 GRANT FROM NJ TRANSIT, IN THE TOTAL AMOUNT OF \$160,000.00 WITH A CASH MATCH OF \$160,000.00, FROM JULY 1, 2016 TO JUNE 30, 2018.

Gloucester County is applying for JARC SFY17 Round 3 and SFY18 Round 4 grant funds from July 1, 2016 to June 30, 2018. This is a two round grant in the total amount of \$320,000.00, each round requires \$80,000.00 in state grant funding and \$80,000.00 county cash match. These funds will be used to support employment related transportation such as the on-going shuttle bus transportation to Pureland Industrial Park, literacy transportation and transportation to employment opportunities for low-income residents and people with disabilities. FTA requires a dollar for dollar cash match.

G-3 RESOLUTION AUTHORIZING THE APPROVAL OF NON-MATCHABLE SYSTEM PAYMENTS REQUIRED TO BE MADE TO THE STATE OF NEW JERSEY IN ACCORDANCE WITH N.J.S.A. 30:1-12 AND N.J.A.C. 10:8-1.1 IN AN AMOUNT NOT TO EXCEED \$350,000.00.

This Resolution authorizes the payment of "non-matchable system payment" to the State of New Jersey in accordance with the applicable State statute, N.J.S.A. 30:1-12, and regulation, N.J.A.C. 10:8-1.1. The County is responsible for paying its share of administrative expenses for various State data processing and computer operational systems related to the numerous programs administered by the Division of Social Services, as well as fees for various federal and State recovery collection services. The State sends bills to the Division of Social Services at various times during the year, and it is not possible to anticipate the exact amounts of these bills. Therefore, the fees are being set in accordance with estimates based on last year's payments, in an amount not to exceed \$350,000.00. The payments will cover the period June 1, 2016 to May 31, 2017.

Old Business

New Business

Public Portion (time limit of five (5) minutes per person)

Adjournment

MINUTES

6:30 p.m. Wednesday, April 6, 2016

Call to Order

Salute to the Flag

Open Public Meetings Statement

Roll Call

	Present	Absent
Chila	X	
Barnes	X	
Christy	X	
DiMarco	X	
Simmons	X	
Jefferson	X	
Damminger	X	

Changes to the Agenda

Approval of the budget meeting minutes from February 14, 2016 and February 21, 2016. Approval of the closed session budget minutes from February 21, 2016 and approval of the regular meeting minutes from April 6, 2016.

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		On closed session budget minutes from 2/21/16 only
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

- 49809 Proclamation recognizing the winners of the Making Healthy Choices Poster Contest (Jefferson) (Presented)
- 49810 Proclamation Welcoming Home Sergeant Michael S. Shevlin, Jr. (Chila) (Previously presented)
- 49811 Proclamation Welcoming Home Sergeant Jena Clifford (Chila) (Previously presented)
- 49812 Proclamation Welcoming Home Specialist James Simmermon (Chila) (Previously presented)
- 49813 Proclamation in recognition of Cole Chiodo for achieving the "Rank of Eagle Scout", the highest rank offered by the Boy Scouts of America. (Christy) (Previously presented)
- 49814 Proclamation recognizing the month of April as child abuse prevention month. (Jefferson) (Previously presented)
- 49815 Proclamations recognizing recipients of the ARC Gloucester Awards (DiMarco) (Previously presented)

The following budget statement was read by Mr. White:

Be it Resolved by the Board of Chosen Freeholders of the County of Gloucester that the budget hereinbefore set forth is hereby adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of \$161,000,000.00 dollars for the county to be raised by taxation and certification to the County Board of Taxation of the following summary of general revenues and appropriations.

General Revenues:

Surplus Anticipated.....	\$6,750,000.00
Miscellaneous Revenues Anticipated.....	\$43,833,520.00
Amount to be Raised by Taxation.....	\$161,000,000.00

General Appropriations:

Operations including Contingent.....	\$159,883,411.00
Capital Improvements.....	\$587,566.00
County Debt Service.....	\$32,975,835.00
Deferred Charges & Statutory Expenditures.....	\$18,136,708.00

Total General Appropriations \$211,583,520.00

49816 RESOLUTION ELECTING N.J.S.A 40a:4-45.4 (the "1977 CAP") TO DETERMINE THE 2016 COUNTY TAX LEVY

This resolution allows the County to choose the most beneficial budget CAP calculation.

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

PUBLIC HEARING AND ADOPTION

49817 ADOPTION OF THE 2016 BUDGET – PUBLIC HEARING AND VOTE FOR ADOPTION OF THE COUNTY’S BUDGET FOR 2016.

The purpose of this item is to provide for the hearing and adoption of the 2016 County Budget. Copies have been provided to all Freeholders and are also available through the Office of the Clerk of the Board. The Budget was introduced at the March 16, 2016 meeting.

OPEN

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

CLOSE

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

ADOPT

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

PUBLIC HEARING AND ADOPTION

49818 BOND ORDINANCE AUTHORIZING THE COMPLETION OF VARIOUS CAPITAL IMPROVEMENTS AND THE ACQUISITION OF VARIOUS PIECES OF EQUIPMENT IN AND FOR THE COUNTY OF GLOUCESTER, NEW JERSEY; APPROPRIATING THE SUM OF \$14,930,730 THEREFOR; AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OR BOND ANTICIPATION NOTES OF THE COUNTY OF GLOUCESTER, NEW JERSEY IN THE AGGREGATE PRINCIPAL AMOUNT OF UP TO \$8,445,143; MAKING CERTAIN DETERMINATIONS AND COVENANTS; AND AUTHORIZING CERTAIN RELATED ACTIONS IN CONNECTION WITH THE FOREGOING.

The Bond Ordinance authorizes the issuance of \$8,445,143.00 in bonds or bond anticipation notes to finance the acquisition of various capital equipment and the completion of various capital improvements. This Bond Ordinance was introduced at the March 16, 2016 Freeholder Meeting.

OPEN

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

CLOSE

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

ADOPT

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

INTRODUCTION

49819 ORDINANCE AUTHORIZING THE GUARANTY BY THE COUNTY OF THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON THE COUNTY GUARANTEED SOLID WASTE REVENUE REFUNDING BONDS (LANDFILL PROJECT, SERIES 2016), TO BE ISSUED BY THE GLOUCESTER COUNTY IMPROVEMENT AUTHORITY IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$12,250,000; AND DETERMINING CERTAIN MATTERS IN CONNECTION THEREWITH.

A public hearing and vote for adoption are scheduled for Wednesday, May 25, 2016 at 6:30 p.m. at the Old Courthouse located at 1 North Board Street, Woodbury, NJ 08096.

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

INTRODUCTION

49820 ORDINANCE AUTHORIZING THE GUARANTY BY THE COUNTY OF THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON THE COUNTY GUARANTEED SOLID WASTE REVENUE BONDS (LANDFILL PROJECT, SERIES 2016), TO BE ISSUED BY THE GLOUCESTER COUNTY IMPROVEMENT AUTHORITY IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$7,000,000; AND DETERMINING CERTAIN MATTERS IN CONNECTION THEREWITH.

A public hearing and vote for adoption are scheduled for Wednesday, May 25, 2016 at 6:30 p.m. at the Old Courthouse located at 1 North Board Street, Woodbury, NJ 08096.

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

INTRODUCTION

49821 ORDINANCE AUTHORIZING AND APPROVING THE ENTERING INTO, EXECUTION AND DELIVERY OF AN AMENDMENT TO AN EXISTING IMPROVEMENTS LEASE AND AGREEMENT WITH THE GLOUCESTER COUNTY IMPROVEMENT AUTHORITY AND CONTINUING DISCLOSURE AGREEMENT, EACH IN CONNECTION WITH THE ISSUANCE BY THE AUTHORITY OF ITS COUNTY-GUARANTEED LEASE REVENUE REFUNDING BONDS (GOVERNMENTAL LEASING PROGRAM), SERIES 2016, IN ONE OR MORE SERIES, AND AUTHORIZING OTHER NECESSARY ACTION IN CONNECTION WITH SAID FINANCING.

A public hearing and vote for adoption are scheduled for Wednesday, May 25, 2016 at 6:30 p.m. at the Old Courthouse located at 1 North Board Street, Woodbury, NJ 08096.

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

Public portion on agenda items only (time limit of five (5) minutes per person, per public portion)

OPEN

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

CLOSE

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

DEPARTMENT OF ADMINISTRATION

**DIRECTOR DAMMINGER
FREEHOLDER CHILA**

49822 RESOLUTION AUTHORIZING APPROVAL OF THE BILL LISTS FOR THE MONTH OF APRIL 2016.

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

49823 RESOLUTION PROVIDING FOR THE INSERTION OF SPECIAL ITEMS OF REVENUE INTO THE 2016 BUDGET PURSUANT TO N.J.S.A. 40A:4-87.

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

49824 RESOLUTION ESTABLISHING GLOUCESTER COUNTY EMPLOYEE SALARY RANGES AND FIXING COMPENSATION WITH ASSOCIATED TITLES FOR NON-UNION EMPLOYEES FOR THE YEAR 2016.

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

49825 RESOLUTION AUTHORIZING A CONTRACT WITH STEVEN W. BARTELT, MAI FROM APRIL 2, 2016 TO APRIL 1, 2017 IN AN AMOUNT NOT TO EXCEED \$25,000.00.

This Resolution authorizes a contract with Steven W. Bartelt, MAI for appraisal services from April 2, 2016 to April 1, 2017 in an amount not to exceed \$25,000.00, as per RFP # 16-026. The County is responsible for the defense of tax appeals and it may become necessary to engage appraisers in the defense of such appeals.

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

49826 RESOLUTION AUTHORIZING STATE CONTRACT #A89980 WITH WIRELESS COMMUNICATIONS & ELECTRONICS, INC. FROM APRIL 20, 2016 TO APRIL 19, 2017 IN AN AMOUNT NOT TO EXCEED \$50,000.00.

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

49827 RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH MANTUA.

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

Freeholder Director Damminger complemented Freeholder Deputy Director Chila's office and Duane Sarmiento and the staff at Veterans Affairs for hosting another outstanding Federal Medal Ceremony on April 13, 2016.

**DEPARTMENT OF PUBLIC SAFETY,
VETERANS AFFAIRS & ELECTIONS**

**FREEHOLDER CHILA
FREEHOLDER SIMMONS**

**DEPARTMENT OF ECONOMIC DEVELOPMENT
& PUBLIC WORKS**

**FREEHOLDER SIMMONS
FREEHOLDER CHRISTY**

49828 RESOLUTION TO APPROVE SUBMISSION OF THE 2016 WORKFORCE DEVELOPMENT BOARD CERTIFICATION APPLICATION TO THE STATE EMPLOYMENT AND TRAINING COMMISSION AND APPOINTING AN INTERIM ONE STOP OPERATOR.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes			X		
Christy		X	X		
DiMarco			X		
Simmons	X		X		
Jefferson			X		
Damminger			X		

Comments: N/A

49829 RESOLUTION AUTHORIZING A CONTRACT WITH SOUTH STATE, INC. FROM MAY 5, 2016 TO MAY 4, 2017 IN AN AMOUNT NOT TO EXCEED \$1,000,000.00.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes		X	X		
Christy					X
DiMarco			X		
Simmons	X		X		
Jefferson			X		
Damminger			X		

Comments: N/A

49830 RESOLUTION AUTHORIZING A CONTRACT WITH SOUTH STATE, INC. FOR INTERSECTION IMPROVEMENTS TO COUNTY ROADS IN THE TOWNSHIP OF HARRISON FOR \$874,801.25

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes		X	X		
Christy					X
DiMarco			X		
Simmons	X		X		
Jefferson			X		
Damminger			X		

Comments: N/A

49831 RESOLUTION AUTHORIZING CONTRACT CHANGE ORDER DECREASE BY \$12,921.50 #04-FINAL WITH BUD CONCRETE, INC.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes		X	X		
Christy					X
DiMarco			X		
Simmons	X		X		
Jefferson			X		
Damminger			X		

Comments: N/A

49832 RESOLUTION AUTHORIZING THE AGREEMENT MODIFICATION #01 TO COST REIMBURSEMENT AGREEMENT 2015-DT-BLA-FEP-421 WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION TO INCREASE FUNDING BY \$19,195.50.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes			X		
Christy		X	X		
DiMarco			X		
Simmons	X		X		
Jefferson			X		
Damminger			X		

Comments: N/A

DEPARTMENT OF EDUCATION

FREEHOLDER BARNES
FREEHOLDER JEFFERSON

**DEPARTMENT OF PARKS &
LAND PRESERVATION**

**FREEHOLDER DIMARCO
FREEHOLDER CHILA**

49833 RESOLUTION AUTHORIZING THE PURCHASE OF A DEVELOPMENT RIGHTS EASEMENT FOR FARM PROPERTY IN THE TOWNSHIP OF FRANKLIN OWNED BY MARCO DISARIO FOR \$58,243.50.

	Motion	Second	Yes	No	Abstain
Chila		X	X		
Barnes			X		
Christy			X		
DiMarco	X		X		
Simmons			X		
Jefferson			X		
Damminger			X		

Comments: N/A

49834 RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENTS WITH THE IMPROVEMENT AUTHORITY AND PARTICIPATING MUNICIPALITIES TO PROVIDE ENTERTAINMENT AT VARIOUS LOCATIONS.

	Motion	Second	Yes	No	Abstain
Chila		X	X		
Barnes			X		
Christy			X		
DiMarco	X		X		
Simmons			X		
Jefferson			X		
Damminger			X		

Comments: N/A

**DEPARTMENT OF BUILDINGS &
GOVERNMENT SERVICES**

**FREEHOLDER CHRISTY
FREEHOLDER DIMARCO**

49835 RESOLUTION AUTHORIZING A CONTRACT WITH ALL-GREEN TURF MANAGEMENT, CORP., FOR \$54,600.00.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes			X		
Christy	X		X		
DiMarco		X	X		
Simmons			X		
Jefferson			X		
Damminger			X		

Comments: N/A

49836 RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) VEHICLE FOR USE BY THE COUNTY PROSECUTOR'S OFFICE THROUGH STATE CONTRACT #A88729 FOR \$22,415.00.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes			X		
Christy	X		X		
DiMarco		X	X		
Simmons			X		
Jefferson			X		
Damminger			X		

Comments: N/A

49837 RESOLUTION AUTHORIZING THE PURCHASE OF TWO (2) VEHICLES FOR USE BY THE COUNTY PROSECUTOR'S OFFICE THROUGH STATE CONTRACT #A86922 FOR \$36,848.00.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes			X		
Christy	X		X		
DiMarco		X	X		
Simmons			X		
Jefferson			X		
Damminger			X		

Comments: N/A

49838 RESOLUTION AUTHORIZING THE EXECUTION OF ALL DOCUMENTS RELATIVE TO THE APPLICATION FOR THE GLOUCESTER COUNTY CLICK IT OR TICKET PROGRAM GRANT THROUGH THE NJ DIVISION OF HIGHWAY TRAFFIC SAFETY IN THE AMOUNT OF \$40,000.00 FROM MAY 1, 2017 TO JUNE 30, 2017.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes			X		
Christy	X		X		
DiMarco		X	X		
Simmons			X		
Jefferson			X		
Damminger			X		

Comments: N/A

49839 RESOLUTION AUTHORIZING A REVISED GRANT PERIOD AND GRANT NUMBER FOR THE STATE OF NEW JERSEY, DEPARTMENT OF LAW AND PUBLIC SAFETY, DIVISION OF CRIMINAL JUSTICE, OFFICE OF VICTIM-WITNESS ADVOCACY FOR THE VICTIMS OF CRIME PROGRAM GRANT.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes			X		
Christy	X		X		
DiMarco		X	X		
Simmons			X		
Jefferson			X		
Damminger			X		

Comments: N/A

DEPARTMENT OF HEALTH & HUMAN SERVICES

**FREEHOLDER JEFFERSON
FREEHOLDER BARNES**

49840 RESOLUTION AUTHORIZING AN APPLICATION TO THE NEW JERSEY DEPARTMENT OF HEALTH FOR THE ANNUALLY AWARDED RIGHT TO KNOW GRANT FOR \$10,798.00 FROM JULY 1, 2016 TO JUNE 30, 2017.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes		X	X		
Christy			X		
DiMarco			X		
Simmons			X		
Jefferson	X		X		
Damminger			X		

Comments: N/A

49841 RESOLUTION AUTHORIZING APPLICATION TO THE NEW JERSEY DEPARTMENT OF HEALTH FOR THE RENEWAL OF THE SPECIAL CHILD HEALTH SERVICES CASE MANAGEMENT GRANT FROM JULY 1, 2016 TO JUNE 30, 2017, IN THE AMOUNT OF \$175,130.00.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes		X	X		
Christy			X		
DiMarco			X		
Simmons			X		
Jefferson	X		X		
Damminger			X		

Comments: N/A

Old Business

New Business

Public Portion (time limit of five (5) minutes per person)

OPEN

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

CLOSE

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

Adjournment

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Jefferson			X		
Damminger			X		

Comments: N/A

Time: 6:56 PM

**In Recognition Of
Samuel Hart
Achieving Rank of Eagle Scout**

WHEREAS, the Gloucester County Board of Chosen Freeholders would like to take this time to honor and recognize **Samuel Hart** on his achievements as a member of the Boy Scouts of America, Troop 225; and

WHEREAS, **Samuel** joined Boy Scouts Troop 225 on March 15, 2009, achieving the ranks of Scout, Tenderfoot, Second Class, First Class, Star and Life. On September 23, 2015, **Samuel** distinguished himself by earning the "*Rank of Eagle Scout*", the highest award offered by the Boy Scouts of America; and

WHEREAS, **Samuel** earned 24 Merit Badges, 21 of which are required for his Eagle Scout Ranking. He exhibited exceptional leadership throughout his time in the Boy Scouts, serving in the positions of Patrol Leader, Senior Patrol Leader, Assistant Senior Patrol and Quartermaster; and

WHEREAS, **Samuel** performed 84 hours of community service, camped 88 days and hiked many miles with his Troop; and

WHEREAS, **Samuel** exhibited his commitment to public service by selecting as his Eagle Scout project the construction of a "Purple Martin Bird House" at the Woodbury Heights Elementary School in Woodbury Heights, New Jersey. **Samuel** chose this project because he understands the importance of the Purple Martin. This bird helps control the insects and mosquito population. **Samuel** planned and designed the construction of this project with the help of his Family, Friends, Members of Troop 225 and School Children of Woodbury Heights Elementary School which, for many, was their first introduction to what a Boy Scout does. This project benefits everyone who lives in the surrounding areas; and

NOW THEREFORE, BE IT PROCLAIMED, that I, Robert M. Damminger, as Director, and on behalf of the 2016 Gloucester County Board of Chosen Freeholders, Giuseppe (Joe) Chila, Lyman Barnes, Daniel Christy, Frank J. DiMarco, James B. Jefferson and Heather Simmons **do hereby honor and recognize Samuel Hart for his leadership, personal achievements and dedicated service to his community as a member of the Boy Scouts of America, Troop 225.**

IN WITNESS WHEREOF, the Director and Clerk have caused these presents to be executed and the seal of the County of Gloucester to be affixed this 11th day of May, 2016.

Robert M. Damminger
Freeholder Director

Giuseppe (Joe) Chila
Freeholder Deputy Director

Lyman Barnes
Freeholder

Daniel Christy
Freeholder

Frank J. DiMarco
Freeholder

James B. Jefferson
Freeholder

Heather Simmons
Freeholder

Attest: _____
Chad M. Bruner
Administrator/Clerk of the Board

**In Recognition Of
Ryan Hudson
Achieving Rank of Eagle Scout**

WHEREAS, the Gloucester County Board of Chosen Freeholders would like to take this time to honor and recognize **Ryan Hudson** on his achievements as a member of the Boy Scouts of America, Troop 225; and

WHEREAS, **Ryan** joined Boy Scouts Troop 225 on March 15, 2010, achieving the ranks of Scout, Tenderfoot, Second Class, First Class, Star and Life. On December 7, 2015, **Ryan** distinguished himself by earning the *"Rank of Eagle Scout"*, the highest award offered by the Boy Scouts of America; and

WHEREAS, **Ryan** earned 21 Merit Badges, 21 of which are required for his Eagle Scout Ranking. He exhibited exceptional leadership throughout his time in the Boy Scouts, serving in the positions of Patrol Leader, Senior Patrol Leader, Assistant Senior Patrol and Troop Guide; and

WHEREAS, **Ryan** performed 82 hours of community service, camped 86 days and hiked many miles with his Troop; and

WHEREAS, **Ryan** exhibited his commitment to public service by selecting as his Eagle Scout project the construction of "Picnic Tables" at the Woodbury Heights Fire House in Woodbury Heights, New Jersey. **Ryan** planned and designed the construction of this project with the help of Family, Friends and Members of Troop 225; and

NOW THEREFORE, BE IT PROCLAIMED, that I, Robert M. Damminger, as Director, and on behalf of the 2016 Gloucester County Board of Chosen Freeholders, Giuseppe (Joe) Chila, Lyman Barnes, Daniel Christy, Frank J. DiMarco, James B. Jefferson and Heather Simmons do hereby honor and recognize **Ryan Hudson** for his leadership, personal achievements and dedicated service to his community as a member of the Boy Scouts of America, Troop 225.

IN WITNESS WHEREOF, the Director and Clerk have caused these presents to be executed and the seal of the County of Gloucester to be affixed this 11th day of May, 2016.

Robert M. Damminger
Freeholder Director

Giuseppe (Joe) Chila
Freeholder Deputy Director

Lyman Barnes
Freeholder

Daniel Christy
Freeholder

Frank J. DiMarco
Freeholder

James B. Jefferson
Freeholder

Heather Simmons
Freeholder

Attest: _____
Chad M. Bruner
Administrator/Clerk of the Board

**In Recognition Of
Kevin Trocolli
Achieving Rank of Eagle Scout**

WHEREAS, the Gloucester County Board of Chosen Freeholders would like to take this time to honor and recognize **Kevin Trocolli** on his achievements as a member of the Boy Scouts of America, Troop 225; and

WHEREAS, **Kevin** joined Boy Scouts Troop 225 on March 15, 2009, achieving the ranks of Scout, Tenderfoot, Second Class, First Class, Star and Life. On November 11, 2015, **Samuel** distinguished himself by earning the "*Rank of Eagle Scout*", the highest award offered by the Boy Scouts of America; and

WHEREAS, **Kevin** earned 29 Merit Badges, 21 of which are required for his Eagle Scout Ranking. He exhibited exceptional leadership throughout his time in the Boy Scouts, serving in the positions of Patrol Leader, Senior Patrol Leader, Assistant Senior Patrol and Scribe; and

WHEREAS, **Kevin** performed 89 hours of community service, camped 108 days and hiked many miles with his Troop; and

WHEREAS, **Kevin** exhibited his commitment to public service by selecting as his Eagle Scout project the construction of a "*Retaining Wall*" at the Woodbury Heights Lake in Woodbury Heights, New Jersey. **Kevin** planned, designed and erected a concrete brick retaining wall to control erosion developing next to a path. He was able to identify a safety concern that the path was eroding and took the necessary actions to correct this hazardous condition. **Kevin** completed his project with the help of Family, Friends and Members of Troop 225. This project beautified the Woodbury Heights Lake and enabled a safe passage for all to enjoy; and

NOW THEREFORE, BE IT PROCLAIMED, that I, Robert M. Damminger, as Director, and on behalf of the 2016 Gloucester County Board of Chosen Freeholders, Giuseppe (Joe) Chila, Lyman Barnes, Daniel Christy, Frank J. DiMarco, James B. Jefferson and Heather Simmons **do hereby honor and recognize Kevin Trocolli for his leadership, personal achievements and dedicated service to his community as a member of the Boy Scouts of America, Troop 225.**

IN WITNESS WHEREOF, the Director and Clerk have caused these presents to be executed and the seal of the County of Gloucester to be affixed this 11th day of May, 2016.

Robert M. Damminger
Freeholder Director

Giuseppe (Joe) Chila
Freeholder Deputy Director

Lyman Barnes
Freeholder

Daniel Christy
Freeholder

Frank J. DiMarco
Freeholder

James B. Jefferson
Freeholder

Heather Simmons
Freeholder

Attest: _____
Chad M. Bruner
Administrator/Clerk of the Board

A-1

RESOLUTION PROVIDING FOR THE INSERTION OF SPECIAL ITEMS OF REVENUE INTO THE 2016 BUDGET PURSUANT TO N.J.S.A. 40A:4-87

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any County or Municipality when such item shall have been made available by law, and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of an item of appropriation for equal amount.

NOW, THEREFORE, BE IT RESOLVED that the County of Gloucester hereby requests the Director of the Division of Local Government Services approve the insertion of special items of revenue into the Gloucester County budget for the year 2016 as follows:

- (1) The sum of **\$40,000.00**, which item is now available as a revenue from the New Jersey Division of Highway Traffic Safety Click It or Ticket Mobilization, to be appropriated under the caption of the New Jersey Division of Highway Traffic Safety Click It or Ticket Mobilization - Other Expenses;
- (2) The sum of **\$49,068.00**, which item is now available as a revenue from the New Jersey Department of Health Division of Family Health Services WIC FY 2016, to be appropriated under the caption of the New Jersey Department of Health Division of Family Health Services WIC FY 2016 - Other Expenses;
- (3) The sum of **\$40,000.00**, which item is now available as a revenue from the New Jersey Transit Corporation SFY15 NJ JARC 1, to be appropriated under the caption of the New Jersey Transit Corporation SFY 15 NJ JARC 1 - Other Expenses;
- (4) The sum of **\$110,000.00**, which item is now available as a revenue from the New Jersey Transit Corporation SFY15 NJ JARC 2, to be appropriated under the caption of the New Jersey Transit Corporation SFY 15 NJ JARC 2 - Other Expenses;
- (5) The sum of **\$30,000.00**, which item is now available as a revenue from the New Jersey Transit Corporation JARC SFY16 Round 2, to be appropriated under the caption of the New Jersey Transit Corporation JARC SFY16 Round 2 - Other Expenses.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, May 11, 2016 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

CHAD M. BRUNER,
ADMINISTRATOR/CLERK OF THE BOARD

COUNTY OF GLOUCESTER, NEW JERSEY

A-2

RESOLUTION _____

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF UP TO: (i) \$5,445,000.00 OF ITS GENERAL OBLIGATION BONDS, SERIES 2016; AND (ii) \$3,000,000.00 OF ITS COUNTY COLLEGE BONDS, SERIES 2016; MAKING CERTAIN COVENANTS TO MAINTAIN THE EXEMPTION OF THE INTEREST ON SAID BONDS FROM FEDERAL INCOME TAXATION; AND AUTHORIZING SUCH FURTHER ACTIONS AND MAKING SUCH DETERMINATIONS AS MAY BE NECESSARY OR APPROPRIATE TO EFFECTUATE THE ISSUANCE AND SALE OF THE BONDS

BACKGROUND

WHEREAS, pursuant to the Local Bond Law, Chapter 169 of the Laws of 1960 of the State of New Jersey, as amended and supplemented ("Local Bond Law"), the Board of Chosen Freeholders ("Board") of the County of Gloucester, New Jersey ("County"), has, pursuant to bond ordinance 49818, duly and finally adopted by the Board and published in accordance with the requirements of Local Bond Law ("Bond Ordinance"), authorized the issuance of general obligation bonds or bond anticipation notes of the County to finance the costs of the capital improvements and equipment set forth in and authorized by the Bond Ordinance, all as more particularly described in Exhibit "A", attached hereto and made a part hereof; and

WHEREAS, the County has not yet issued any of its bond or bond anticipation notes to finance the costs of the capital improvements and equipment authorized by the Bond Ordinance; and

WHEREAS, it is the desire of the County to issue its general obligation bonds in the aggregate principal amount of up to \$5,445,000, as further described in Exhibit "A", the proceeds of which will be used to: (i) permanently finance the costs of the capital improvements and equipment for which obligations have been authorized, but not issued; and (ii) pay certain costs and expenses related to the issuance and sale of such bonds (collectively, the "2016 County Project"); and

WHEREAS, it is the desire of the County to issue its county college bonds in the aggregate principal amount of up to \$3,000,000, as further described in Exhibit "A", the proceeds of which will be used to: (i) permanently finance the costs of certain capital improvements, on behalf of

Rowan College at Gloucester County, for which obligations have been authorized, but not issued; and (ii) pay certain costs and expenses related to the issuance and sale of such bonds (collectively, the "2016 Chapter 12 Project").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF CHOSEN FREEHOLDERS OF THE COUNTY OF GLOUCESTER, NEW JERSEY, PURSUANT TO THE LOCAL BOND LAW, AS FOLLOWS:

Section 1. Pursuant to the Local Bond Law and the Bond Ordinance, the issuance and sale of negotiable general obligation bonds of the County, to be designated substantially, "County of Gloucester, New Jersey, General Obligation Bonds, Series 2016", in an aggregate principal amount of up to \$5,445,000 for the 2016 County Project, is hereby authorized and approved ("2016 County Bonds").

Section 2. The 2016 County Bonds shall be dated their date of delivery and shall mature on March 1 in the following years and amounts.

<u>Year</u>	<u>Principal Amount</u>	<u>Year</u>	<u>Principal Amount</u>
2017	\$415,000	2023	\$505,000
2018	455,000	2024	515,000
2019	465,000	2025	530,000
2020	475,000	2026	545,000
2021	485,000	2027	565,000
2022	490,000		

Section 3. The term of the 2016 County Bonds is equal to or less than the average period of usefulness of the 2016 County Project being financed through the issuance of the 2016 County Bonds. Interest on the 2016 County Bonds shall be payable initially on March 1, 2017 and semi-annually thereafter on September 1 and March 1 in each year until maturity (each an "Interest Payment Date"). The 2016 County Bonds shall not be subject to redemption prior to their stated maturity dates.

Section 4. Pursuant to the Local Bond Law and the Bond Ordinance, the issuance and sale of negotiable general obligation bonds of the County, to be designated substantially, "County of Gloucester, New Jersey, County College Bonds (Chapter 12), Series 2016", in an aggregate principal amount of up to \$3,000,000 for the 2016 Chapter 12 Project, is hereby authorized and approved ("2016 Chapter 12 Bonds", and together with the 2016 County Bonds, the "Bonds").

Section 5. The 2016 Chapter 12 Bonds shall be dated their date of delivery and shall mature on March 1 in the following years and amounts.

<u>Year</u>	<u>Principal Amount</u>	<u>Year</u>	<u>Principal Amount</u>
2017	\$150,000	2025	\$200,000
2018	175,000	2026	210,000
2019	175,000	2027	215,000
2020	180,000	2028	220,000
2021	185,000	2029	230,000
2022	190,000	2030	235,000
2023	195,000	2031	240,000
2024	200,000		

Section 6. The term of the 2016 Chapter 12 Bonds is equal to or less than the average period of usefulness of the 2016 Chapter 12 Project being financed through the issuance of the 2016 Chapter 12 Bonds. Interest on the 2016 Chapter 12 Bonds shall be payable initially on March 1, 2017 and semi-annually thereafter on September 1 and March 1 in each year until maturity. The 2016 Chapter 12 Bonds shall not be subject to redemption prior to their stated maturity dates.

Section 7. The County Treasurer is hereby authorized to revise the maturity schedules set forth above with respect to each series of the Bonds if, in the opinion of the professional advisors to the County, market conditions so warrant, all in accordance with the Local Bond Law. If any of the maturity schedules set forth above are revised, the County Treasurer is hereby authorized to revise: (i) the maturity dates for the payment of the principal of that series of Bonds; and (ii) the dates upon which the payment of interest on that series of Bonds shall be made, all in accordance with the Local Bond Law.

Section 8. The Bonds will be issued in fully registered book-entry only form. One certificate shall be issued for the aggregate principal amount of each of the 2016 County Bonds and the 2016 Chapter 12 Bonds maturing in each year. Both the principal of and interest on the Bonds will be payable in lawful money of the United States of America. Each certificate will be registered in the name of Cede & Co., as nominee of The Depository Trust Company, New York, New York ("DTC"), which will act as securities depository ("Securities Depository"). The certificates will be on deposit with DTC. DTC will be responsible for maintaining a book-entry system for recording the interests of its participants or the transfers of the interests among its participants. The participants will be responsible for maintaining records recording the beneficial ownership interests in the Bonds on behalf of individual purchasers. Individual purchases may be made in the principal

amount of \$5,000 through book-entries made on the books and the records of DTC and its participants. The principal of and interest on the Bonds will be paid to DTC by the County on the respective maturity dates and due dates and will be credited on the respective maturity dates and due dates to the participants of DTC as listed on the records of DTC as of the fifteenth (15th) day of the calendar month next preceding an Interest Payment Date (each a "Record Date"). The Bonds will be executed on behalf of the County by the manual or facsimile signatures of the Director of the Board and County Treasurer, attested by the Clerk of the Board or the County Administrator (such execution shall constitute conclusive approval by the County of the form of the Bonds), and shall bear the affixed, imprinted or reproduced seal of the County thereon.

Section 9. The County is hereby authorized to make representations and warranties, to enter into agreements and to make all arrangements with DTC, as may be necessary in order to provide that the Bonds will be eligible for deposit with DTC and to satisfy any obligation undertaken in connection therewith.

Section 10. In the event that DTC may determine to discontinue providing its service with respect to the Bonds or is removed by the County and if no successor Securities Depository is appointed, the Bonds which were previously issued in book-entry form shall be converted to registered bonds in denominations of \$5,000, or any integral multiple thereof ("Registered Bonds"). The beneficial owner under the book-entry system, upon registration of the Bonds held in beneficial owner's name, will become the registered owner of the Registered Bonds. The County shall be obligated to provide for the execution and delivery of the Registered Bonds in certified form.

Section 11. The preparation of one or more preliminary official statements (each a "Preliminary Official Statement") relating to each series of the Bonds, and the distribution (by physical and/or electronic means) of said Preliminary Official Statement(s) to prospective purchasers of the Bonds and others having an interest therein, are hereby severally authorized and directed. The Director of the Board and the County Treasurer are each hereby authorized to deem such Preliminary Official Statement "final", as contemplated by paragraph (b)(1) of Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended ("Rule 15c2-12").

Section 12. The County Treasurer is hereby authorized to solicit proposals for and engage the services of one or more qualified firms to provide printing, electronic and/or physical dissemination of the Preliminary Official Statement(s) and final Official Statement(s) (as defined below) ("Printer"), pursuant to the Local Bond Law and the regulations promulgated thereunder. The County Treasurer is hereby authorized to enter into one or more agreements for the services to be provided.

Section 13. Pursuant to *N.J.S.A.* 40A:2-34, the County Treasurer is hereby authorized and directed to sell and award each series of the Bonds at one or more public sales. Each public sale of the Bonds shall be in accordance with the provisions of *N.J.S.A.* 40A:2-27, 30 and 32, and the advertised terms of such public sale. If necessary or desirable, the County Treasurer is hereby authorized to postpone, from time to time, the date and time established for receipt of bids for the sale of the Bonds in accordance with the Local Bond Law. If any date fixed for receipt of bids and the sale of the Bonds is postponed, the County Treasurer is hereby authorized to announce an alternative sale date at least forty-eight (48) hours prior to such alternative sale date. The County Treasurer is hereby authorized and directed to cause a summary notice of sale and a notice of sale for each series of the Bonds to be prepared and published in accordance with *N.J.S.A.* 40A:2-30 and 31. At the next meeting of the Board after the sale and award of the Bonds, the County Treasurer shall report, in writing, to the Board the principal amount, the rate or rates of interest, the maturity dates, the dates upon which interest on the Bonds shall be paid, the price and the purchaser or purchasers of the Bonds.

Section 14. The utilization of i-Deal LLC, New York, New York, to provide electronic bidding services to the County in connection with the competitive sale of the Bonds ("Bidding Agent") through the use of the Bidding Agent's BiDCOMP®/Parity® auction system, pursuant to the Local Bond Law and the regulations promulgated thereunder, is hereby authorized, approved, ratified and confirmed.

Section 15. The preparation of one or more final official statements (each an "Official Statement") with respect to each series of the Bonds is hereby authorized and directed. Within seven (7) business days of the sale of each series of the Bonds and in sufficient time to accompany any confirmation that requests payment from a customer, the County will deliver sufficient copies

of the Official Statement to the purchaser of each the Bonds in order for the same to comply with Paragraph (b)(4) of Rule 15c2-12. The Director of the Board and County Treasurer are each hereby authorized to execute the Official Statement(s), and the distribution thereof to purchasers and others is hereby authorized and directed. The execution of the final Official Statement(s) by the Director of the Board or County Treasurer shall constitute conclusive evidence of approval by the County of the changes therein from the Preliminary Official Statement(s). The Director of the Board and County Treasurer are each hereby severally authorized to approve any amendments or supplements to the Official Statement(s).

Section 16. The Bonds shall be general obligations of the County. The full faith and credit of the County are irrevocably pledged to the punctual payment of the principal of and interest on the Bonds and, to the extent payment is not otherwise provided, the County shall levy *ad valorem* taxes on all taxable real property without limitation as to rate or amount for the payment thereof. The 2016 Chapter 12 Bonds are also entitled to the benefits of the provisions of the County College Bond Act, P.L., 1971 c. 12, *N.J.S.A.* 18A:64A-22.1 *et seq.*

Section 17. In order to assist the underwriters of the Bonds in complying with the secondary market disclosure requirements of Rule 15c2-12, the Director of the Board and County Treasurer are each hereby severally authorized to execute on behalf of the County before the issuance of the Bonds one or more agreements providing for the preparation and filing of the necessary reports in accordance with Rule 15c2-12. The County Treasurer is hereby authorized to engage the services of a qualified firm to serve as dissemination agent under said agreements.

Section 18. The County hereby covenants that it will not make any use of the proceeds of the Bonds or do or suffer any other action that would cause: (i) the Bonds to be "arbitrage bonds" as such term is defined in Section 148(a) of the Internal Revenue Code of 1986, as amended ("Code") and the Income Tax Regulations promulgated thereunder; (ii) the interest on the Bonds to be included in the gross income of the owners thereof for federal income taxation purposes; or (iii) the interest on the Bonds to be treated as an item of tax preference under Section 57(a)(5) of the Code.

Section 19. The County hereby covenants as follows: (i) it shall timely file with the Internal Revenue Service, such information report or reports as may be required by Sections 148(f)

and 149(e) of the Code; and (ii) it shall take no action that would cause the Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Code.

Section 20. To the extent not otherwise exempt, the County hereby covenants that it shall make, or cause to be made, the rebate required by Section 148(f) of the Code in the manner described in Treasury Regulation Sections 1.148-1 through 1.148-11, 1.149(b)-1, 1.149(d)-1, 1.149(g)-1, 1.150-1 and 1.150-2, as such regulations and statutory provisions may be modified insofar as they apply to the Bonds.

Section 21. Application to Moody's Investors Service and/or Standard & Poor's Ratings Services, a Standard & Poor's Financial Services LLC business, for a rating and/or ratings on each series of the Bonds and the furnishing of certain information concerning the County and the Bonds for the purpose of qualifying the Bonds for municipal bond insurance, is hereby authorized, ratified, confirmed and approved.

Section 22. All actions heretofore taken and documents prepared or executed by or on behalf of the County by the Director of the Board, Deputy Director of the Board, County Treasurer, Clerk of the Board, County Administrator, other County officials or by the County's professional advisors, in connection with the issuance and sale of the Bonds are hereby ratified, confirmed, approved and adopted.

Section 23. The Director of the Board, Deputy Director of the Board, County Treasurer, Clerk of the Board, and County Administrator are each hereby authorized to determine all matters and execute all documents and instruments in connection with the Bonds not determined or otherwise directed to be executed by the Local Bond Law, the Bond Ordinance, or by this or any subsequent resolution, and the signature of the Director of the Board, Deputy Director of the Board, County Treasurer, Clerk of the Board or County Administrator on such documents or instruments shall be conclusive as to such determinations.

Section 24. All other resolutions, or parts thereof, inconsistent herewith are hereby rescinded and repealed to the extent of any such inconsistency.

Section 25. This resolution shall take effect immediately upon adoption this 11th day of May, 2016.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, May 11, 2016 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

CHAD M. BRUNER,
ADMINISTRATOR/CLERK OF THE BOARD

Exhibit "A"

2016 County Bonds

Ordinance No. and Section	Purpose/Improvement	Bonds to be Issued
49818-7B	Reconstruction and/or Renovation to various County Parks	\$104,500
49818-7C	Reconstruction and/or Renovation to various County Buildings	1,385,603
49818-7D	Construction, Reconstruction and/or Repair to various County Roadways	1,947,500
49818-7E	Construction, Reconstruction and/or Repair of various Intersections in the County	95,000
49818-7H	Acquisition of Computer and Phone Equipment	396,482
49818-7I	Acquisition of Communications Systems and Equipment	389,500
49818-7J	Acquisition of Emergency Medical Services Equipment	237,500
49818-7K	Acquisition of Heavy Equipment	888,915
	Total	\$5,445,000

2016 Chapter 12 Bonds

Ordinance No. and Section	Purpose/Improvement	Bonds to be Issued
49818-7A	Reconstruction and/or Renovation to various Gloucester County College Buildings	\$3,000,000

A3

**RESOLUTION AUTHORIZING THE USE OF GOVDEALS ONLINE AUCTIONS
TO SELL GOVERNMENT SURPLUS THROUGH STATE CONTRACT #A83453,
INDEX #T2581**

WHEREAS, N.J.S.A. 40A:11-36 permits the governing body to sell property no longer needed for public use; and

WHEREAS, the County of Gloucester has a need to sell surplus government property; that is no longer needed for public use; and

WHEREAS, The sale of surplus property is being conducted pursuant to Local Finance Notice 2008-9 through GovDeals Online Auctions pursuant to State Contract #A83453/T2581 in accordance with the terms and conditions of the State Contract, and the address of the auction site is govdeals.com; and

WHEREAS, A list of the surplus property to be sold is as follows:

Vehicles:

2002 Dodge Durango	VIN# 1B4HS48N92F204958
1992 Ford Truck	VIN# 1FDYK82A6NVA02116
2000 F250 P/U	VIN# 1FDNF20L5YEB94688
1996 Ford Taurus	VIN# 1FALP52U8TA263363
1997 Ford Van	VIN# 1FDLE40F7VHB65736
1992 Ford Van	VIN# 1FTEE14N6NHB15777
1994 Ford Trk	VIN# 1FDLF47M7REA49753
1997 Ford Crown Victoria	VIN# 2FALP71WXVX202167
1997 Ford Crown Victoria	VIN# 2FALP7W1VX202168
1999 Ford Taurus	VIN# 1FAFP52U7XG308907
2001 Ford Crown Victoria	VIN# 2FAFP71W31X187129
2001 Ford Windstar	VIN#2FMZA51401BB12568

Bus

2004 Freightliner Bus	VIN# 4UZAACBW84CN81476
2004 Freightliner Bus	VIN# 4UZAACBWX4CN81477
2008 Ford Bus	VIN# 1FD3E35P28DA42871

WHEREAS, the surplus property being indentified above is being sold in an "as-is" condition without express or implied warranties.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Gloucester that the County Purchasing Agent be authorized to sell the above government surplus property through GovDeals Online Auctions pursuant to State Contract Number #A83453.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, May 11, 2016 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

**CHAD M. BRUNER,
ADMINISTRATOR/CLERK OF THE BOARD**

A-5

**RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH
GLOUCESTER COUNTY IMPROVEMENT AUTHORITY**

WHEREAS, pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., counties and other local units may enter into Shared Services Agreements with other governmental units by adoption of resolutions by the respective parties authorizing the agreement and the formal execution of the agreement itself; and

WHEREAS, the Board of Chosen Freeholders of the County of Gloucester (the "County") and the Gloucester County Improvement Authority (the "GCIA") are local units as defined by N.J.S.A. 40A:65-3; and

WHEREAS, the County and the GCIA have concluded that the residents will benefit from a Shared Services Agreement (the "Agreement") wherein the GCIA accepts certain County waste at its Gloucester County Solid Waste Complex located in South Harrison Township, Gloucester County, New Jersey (the "Landfill"); and

WHEREAS, on April 21, 2016, the GCIA adopted Gloucester County Improvement Authority Resolution 112-16 which authorized the GCIA to enter into the Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Gloucester that the Director of the Board is authorized to execute and the Clerk of the Board to attest to the Shared Services Agreement attached hereto between the County and the GCIA wherein the GCIA will accept certain waste from the County at its Landfill under terms and conditions more specifically set forth and defined in the Agreement.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, held on Wednesday, May 11, 2016 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

**CHAD M. BRUNER,
ADMINISTRATOR/CLERK OF THE BOARD**

A-4

**SHARED SERVICES AGREEMENT
BETWEEN THE GLOUCESTER COUNTY IMPROVEMENT AUTHORITY
AND THE COUNTY OF GLOUCESTER**

THIS AGREEMENT dated April 21, 2016, 2016 is made between the **GLOUCESTER COUNTY IMPROVEMENT AUTHORITY**, with its principal place of business at 109 Budd Boulevard, Woodbury, New Jersey 08096 (hereinafter referred to as "Authority"), and the **COUNTY OF GLOUCESTER**, with its principal place of business at 2 South Broad Street, Woodbury, New Jersey 08096 (hereinafter referred to as the "County").

WITNESSETH

WHEREAS, pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., municipalities and other local units may enter into Shared Services Agreements with other governmental units by adoption of a Resolution therefore; and

WHEREAS, the Authority and the County are local units as defined by N.J.S.A. 40A:65-3; and

WHEREAS, the Authority and the County have concluded that the residents will benefit from the sharing of certain defined services, and

WHEREAS, the parties hereto recognize that certain services may be more efficiently provided by one of the parties to this Agreement; and

WHEREAS, the proper and respective officials of the local units were authorized to execute this Shared Services Agreement pursuant to the adoption of Resolutions of their respective entities.

WHEREAS, the Authority has agreed to accept certain Acceptable Waste, as defined herein, under certain terms and conditions, at its Landfill at the Gloucester County Solid Waste Complex located in South Harrison Township, Gloucester County, New Jersey (hereinafter referred to as the "Landfill"); and

WHEREAS, the County has agreed to deliver certain Acceptable Waste, as defined herein, to the Landfill in accordance with the terms and conditions as are set forth in this Agreement;

NOW, THEREFORE, in consideration of mutual promises, terms and conditions set forth below, the Authority and the County agree as follows:

1. Definitions.

A. "Acceptable Waste" shall mean non-processible permitted waste ID Type 27 (dry industrial non-hazardous waste) and is defined as street sweepings. Acceptable Waste must meet the requirements for acceptance at the Gloucester County Solid Waste Complex as described in the GCIA/Solid Waste Complex ID 27 Waste Acceptance Protocol (Exhibit IV). These

requirements include: (a) the generator must determine whether the waste is non-hazardous by testing the waste in accordance with standards set forth in N.J.A.C. 7:26 8-9 through 8-12; (b) all tests must be performed by a New Jersey Department of Environmental Protection ("NJDEP") certified laboratory; (c) the GCSWC Material Description Data Sheet must be completed and submitted with the analytical test results; (d) if applicable, Material Safety Data Sheets ("MSDS") must be submitted; (e) particle size distribution of the material shall conform to the daily cover requirements; a No 10 and No. 200 sieve must be completed and submitted for approved use as cover and (f.) particle size shall not exceed six inches in diameter. All information must be forwarded to the Authority for approval at least fifteen (15) days in advance of disposal.

B. "Unacceptable Waste" shall mean: (a) hazardous waste (as defined in 42 U.S.C. 6921-6925 and regulations thereunder adopted by the United States Environmental Protection Agency pursuant to the Resource Conservation and Recovery Act of 1976, 90 Stat. 2806, 42 U.S.C. 6901, and any equivalent state laws or regulations, such as cleaning fluids, crankcase oils, cutting oils, paints, acids, caustics, poisons, drugs, radioactive materials and fine powdery earth used to filter cleaning fluid; (b) liquid waste as determined by paint filter test SW-846 method 9095; (c) regulated asbestos-containing material as defined in 40 CFR 61.141; (d) PCB waste regulated in accordance with 40 CFR 761, that the Authority is prohibited from accepting under the conditions set forth in NJDEP operating permit; (e) formerly hazardous waste rendered non-hazardous; (f) any material which is not Acceptable Waste as defined herein; and (g) all other items of waste which the Authority reasonably believes at the time such waste is delivered would be likely to pose a threat to health or safety or the acceptance and disposal of which may cause damage to the Landfill or may be in violation of any judicial decision, order or action of any federal, state or local government or any agency thereof, or any other regulatory authority or applicable law or regulations. If any governmental agency or entity having jurisdiction shall in the future determine that any substance which is not, as of the date of this Agreement, considered harmful or of a toxic nature or dangerous, is at any such future time recognized as harmful, toxic, dangerous or otherwise subject to regulation in any manner as hazardous waste, such substance shall thereupon, as to future deliveries, cease to constitute Acceptable Waste.

2. Manner of Delivery.

(a) The County agrees to deliver Acceptable Waste in a clean, orderly and safe manner during scheduled delivery days and hours as set forth in Exhibit I and in such manner that the Acceptable Waste will not be spilled or blown on the Landfill. Should Acceptable Waste be so spilled or blown due to the negligence or willful acts or omissions of the County, the County will promptly, at its sole cost, collect and remove such spilled or blown Acceptable Waste and if the County fails to do so, the County shall be liable to the Authority for all costs of such clean-up by the Authority. The Authority may inspect the contents of any vehicle delivering waste to the Landfill and may require the County, if it delivers to the Landfill Unacceptable Waste, as defined herein, to separate all Unacceptable Waste from Acceptable Waste. If such separation is impractical, the Authority may refuse the entire load. The County agrees to adhere to Landfill safety rules and regulations at all times while on the Landfill premises as specified in the Gloucester County Solid Waste Complex O & M Manual and as specified in Exhibit II attached

and made a part hereto. The Authority will accept title to all Acceptable Waste upon acceptance of it for processing at the Landfill.

(b) The County agrees to pay the Authority \$0 per month as a Clean Up Reimbursement Fee for costs associates with the clean-up of Acceptable Waste which is spilled or blown onto the Landfill or adjacent property.

3. **Removal of Waste.** The County agrees to remove from the Landfill at its sole cost any waste rejected by the Authority in accordance with Section 8 or Unacceptable Waste as defined in Section 1. The County will, in the event the Authority is required to segregate such waste and remove it from the Landfill, be charged for any reasonable costs incurred by the Authority for such segregation and removal.

4. **Approved Sources; Testing of Waste; Acceptance.** Prior to acceptance of waste from any source at the Gloucester County Solid Waste Complex per this Agreement, the County shall submit a sampling in conformity with Exhibit IV (I.D. 27 Waste Acceptance Protocol). The requirements of said protocol shall be in effect for the term of the Agreement, unless subsequently modified by written agreement of the parties, with respect to any specific source of waste.

In the event the County desires to deliver Acceptable Waste from Other Sources per this Agreement, the County shall identify such Other Sources, the proposed quantities of Acceptable Waste to be delivered, and a proposed delivery schedule. The Authority shall approve or disapprove of such proposed Other Sources within 15 days.

In addition to the above, for any proposed Other Source, the County shall provide a minimum of 30 days written notice of its intent to commence shipment to the Landfill under this Agreement for scheduling purposes and to allow the Authority to prepare for acceptance at the Landfill.

5. **Landfill Access.** The Authority shall have the right to designate certain highway routes to be used by the County to deliver Acceptable Waste to the Landfill. The County agrees to utilize only those Gloucester County designated routes, which shall constitute reasonable direct access to the Landfill. In accordance with the preceding, the County will abide by these designated routes for access to or egress from the Landfill. (Exhibit V)

The Authority may take whatever action is necessary to ensure compliance with the above directives, including barring the offending truck from the Landfill, at the sole discretion of the Authority.

6. **Delivery Vehicles.** The County shall cause all vehicles used for deliveries of Acceptable Waste to the Landfill to be registered, insured, in safe and clean condition, and in good repair.

7. **Weighing Procedures.** The Authority shall utilize and maintain a motor truck scale to weigh all vehicles delivering Acceptable Waste to the Landfill. Waste vehicles delivering

Acceptable Waste to the Landfill shall have the truck number and all required documentation and registrations conspicuously displayed on the vehicle. Each incoming waste vehicle shall be weighed, indicating gross weight, time, point of origin and truck identification number on a weight record. Each vehicle will also be weighed after unloading.

8. **Refusal of Waste.** The Authority shall have the right without any liability to the County to refuse deliveries of:

- a. Any waste delivered other than during the established receiving hours as posted by the Authority;
- b. Any Acceptable Waste which the Authority is unable to accept due to causes beyond its reasonable control;
- c. Any Unacceptable Waste as defined herein;
- d. Any waste which is not Acceptable Waste as defined herein.

9. **Tipping Fee and Payment Terms.** There are no fees to be collected for this service.

10. **Quantities.** There is no limit on the amount of Acceptable Waste delivered by the County during this Agreement.

11. **Term and Termination.** The term of this Agreement shall be for ten (10) years, commencing on January 1, 2016, and shall expire on December 31, 2025 *nunc pro tunc* (the "Term").

The Authority may terminate this Agreement if the County fails to comply with the terms of this Agreement, as contained herein, upon twenty (20) days written notice from the Authority setting forth in adequate detail the nature of the failure to comply, provided such non-compliance is not cured within such notice period. Notwithstanding the foregoing, the Authority may terminate this Agreement immediately in the event the County's continued performance presents an imminent risk to the public health, safety or welfare.

The County may terminate this Agreement, with at least 20 days written notice of termination delivered from the County to the Authority, only if the County loses its ability to dispose of the Acceptable Waste contemplated in this Agreement.

Either Party may terminate this Agreement for any reason upon ninety (90) days written notice.

12. **Indemnification.**

A. The Authority hereby agrees to indemnify, hold harmless and defend the County, its employees, agents and officers (the "County Indemnified Parties"), from and against any and all damages, penalties, costs, claims, demands, suits, causes of action or expenses (including attorney's fees) which may be imposed upon or incurred by the County Indemnified Parties as a result of (a) personal injury (including death) or property damage, including to the

person or property of employees of the Authority or the County or any third party, to the extent arising out of the negligent or willful acts or omission of the Authority or its employees, agents or Contractors; (b) breach by the Authority of any of its obligations, covenants or undertakings herein; or (c) breach or violation by the Authority of any federal, state or local environmental laws or any act or omission of the Authority that may result in any liability under such environmental laws or regulations;

B. The County hereby agrees to indemnify, hold harmless and defend the Authority, its employees, agents and officers (the "Authority Indemnified Parties"), from and against any and all damages, penalties, costs, claims, demands, suits, causes of action or expenses (including attorney's fees) which may be imposed upon or incurred by the Authority Indemnified Parties as a result of (a) personal injury (including death) or property damage, including to the person or property of employees of the Authority or the County or any third party, to the extent arising out of the negligent or willful acts or omission of the County or its employees, agents or Contractors; (b) breach the County of any of its obligations, covenants or undertakings herein; or (c) breach or violation by the County of any federal, state or local environmental laws or any act or omission of the County that may result in any liability under such environmental laws or regulations.

13. Insurance. The County and the Authority shall each and at all times during this Agreement maintain in full force and effect at least the insurance coverages set forth in Exhibit III which is attached and made a part hereof, and all other insurances as may be required by New Jersey law. Certificates of Insurance must be furnished by each party to the other prior to commencement of disposal and, as long as this Agreement remains in effect, evidencing that such insurance has been procured and remains in force.

14. Limitation of Liability. Except for the provisions of Section 12 hereof, whether based upon contract, tort, warranty or otherwise arising out of the performance or non-performance by either the County or the Authority of their respective obligations hereunder, neither IRP nor the Authority shall be liable for or obligated in any manner to pay special, consequential or indirect damages, including, but not limited to, loss of profits.

15. Compliance with Laws. Each party shall comply with all federal, state and local laws and regulations and administrative positions. Each party has, and will renew, all permits, licenses or permissions of governmental authorities necessary in connection with the performance of its obligations hereunder.

16. Notices. All notices hereunder shall be in writing with notice deemed to be given upon receipt, addressed as follows:

If to the County:	Gloucester County Counsel Attn: Emmett Primas, Asst. County Counsel 2 South Broad Street Woodbury, NJ 08096 Phone: 856-384-6884 Facsimile: 856-384-6894
-------------------	--

If to the Authority: Gloucester County Improvement Authority
Attn: George Strachan
Acting Executive Director
109 Budd Boulevard
Woodbury, New Jersey 08096
Phone: 856-848-4002
Facsimile: 856-384-1262

Changes in the respective address to which such notices shall be sent may be made from time to time by either party by notice to the other party. Notice given otherwise than by mail shall be effective when received.

17. **Assignment.** This Agreement may be assigned by either party only with the prior written consent of the other party, which consent shall not be unreasonably withheld.

18. **Miscellaneous Provisions.**

A. **No Implied Waivers.** The failure of either Party at any time to require performance by the other Party of any provision hereof shall in no way affect the full right to require such performance at any time thereafter. Nor shall the waiver by a Party of a breach of any provision hereof be construed to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself.

B. **Severability.** This Agreement shall be deemed severable and if any portion shall be held to be invalid for any reason, the remainder shall not be deemed invalid but shall remain in full force and effect.

C. **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the Parties and their officers, directors, agents, employees, independent County agents, heirs, successors, and permitted assigns.

D. **Entire Agreement.** This Agreement constitutes the final, complete, entire and exclusive agreement between the Parties with respect to the subject matter hereof and it supersedes any previous or contemporaneous agreements, whether written or oral.

E. **Modifications.** No change, addition to or modification of any portion of this Agreement shall be valid or binding upon either party unless in writing and signed.

F. **Headings.** Headings in this Agreement are used for convenience only and shall not be used in construing this Agreement or the intent of the Parties.

G. **Venue and Governing Law.** This Agreement is governed by and shall be construed and enforced in accordance with the laws of the State of New Jersey without regard to principles of conflicts of law that would require the application of another jurisdiction's

laws. Any claim which may be brought under or to enforce this Agreement or with respect to any alleged breach hereof shall be brought in the Superior Court of New Jersey, Gloucester County. Each party hereby consents to the jurisdiction of such Court.

H. Execution of Counterparts. For the convenience of the Parties, the Parties may execute any number of counterparts of this Agreement. Each such counterpart shall be, and shall be deemed to be, an original instrument, but all such counterparts taken together shall constitute one and the same Agreement.

I. Facsimile and Electronic Copies. Execution of facsimile transmissions or electronic copies of this Agreement shall be treated and acknowledged by the parties as though they are originals and shall have the same force and effect as originals.

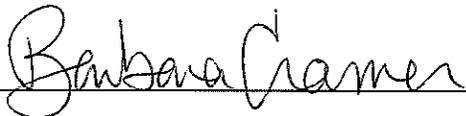
WITNESS the execution hereof as an instrument under seal as of the date first above written.

GLOUCESTER COUNTY IMPROVEMENT AUTHORITY

By: 
George Strachan, Acting Executive Director

Dated: 4/27/16

ATTEST:



Dated: 4/27/16

COUNTY OF GLOUCESTER

By: _____
Robert M, Damminger, Director

Dated: _____

ATTEST:

By: _____
Chad M. Bruner,
Administrator/Clerk of the Board

Dated: _____

EXHIBIT I

Gloucester County Solid Waste Complex

Location: 503 Monroeville Road (CR 694)
South Harrison Township

Telephone: (856) 478-6045

Hours of Operation: 7:30 a.m. – 3:30 p.m.
Monday through Friday

Days Closed: New Year's Day
Martin Luther King Day
Good Friday
Memorial Day
Independence Day
Labor Day
Election Day
Thanksgiving Day
Christmas Eve (1/2 day)
Christmas Day
New Year's Day

EXHIBIT II

SAFETY RULES AND REGULATIONS

1. 10 – 15 mph on Authority Property; follow all posted signs.
 2. Approach scale SLOWLY; No sudden stops or starts!
 3. Wait for scale to be clear before proceeding.
 4. Proceed to workface for tipping of load.
 5. Stay by your vehicle AT ALL TIMES.
 6. Clean debris from rear of your vehicle before leaving workface.
 7. DO NOT release or unscrew hold-downs or latches until arrival on the workface.
 8. No riding on the rear of vehicles while on Authority Property.
 9. No littering on Authority Property.
 10. Maintenance of vehicles will not be permitted on the workface.
 11. The use or possession of alcohol, narcotics or any controlled substance is STRICTLY FORBIDDEN!!
 12. No smoking except in designated areas.
-

EXHIBIT III

INSURANCE REQUIREMENTS

A. INSURANCE REQUIREMENTS

Notwithstanding the indemnification and defense obligations of the County, Contactor shall purchase and maintain such insurance described in the section below and as is appropriate for the work being performed and furnished and as will provide protection from any and all covered claims which may arise out of or caused or alleged to have been caused in any manner from County's performance and furnishing of the Work and County's other obligations under the Contract Documents (including this document), whether it is to be performed or furnished by County, or any Subcontractor, by anyone directly or indirectly employed by any of them to perform or furnish any of the Work, or by anyone for whose acts any of them may be liable.

County shall be required to name the Gloucester County Improvement Authority ("Authority") as an "Additional Insured" with respect to the liabilities arising out of the County services on the County's policy of commercial general liability insurance, and simultaneously with the delivery of the executed Contract Documents, County shall provide the Authority with a Certificate of Insurance indicating that the insurance coverage as described hereinafter, and as is appropriate for the work being performed and furnished, has been obtained and the Authority has been designated as an "Additional Insured" where required with respect to the liabilities arising out of the contract services. On or before the renewal date of said policy, County shall be required to provide the Authority with a Certificate of Insurance indicating the continuation of insurance coverage and designating the Authority as an "Additional Insured" with respect to the liabilities arising out of the contract services.

The schedule of insurance and the limits of liability for the insurance shall provide coverage for not less than the following amounts or greater where required by law:

SCHEDULE OF INSURANCE

The "County" shall provide, at its cost and expense, proof of the following insurance to the Gloucester County Improvement Authority, which shall remain in effect for the term of the contract:

1. Worker's Compensation

Statutory coverage and limits in compliance with the Workers' Compensation Law of the State of New Jersey.

2. General Liability Including Products & Completed Operations

With a minimum combined single limit of liability per occurrence for bodily injury and property damage of one million (\$1,000,000) dollars with a minimum annual aggregate of two million (\$2,000,000) dollars. The Gloucester County Improvement Authority shall be named as "Additional Insured" on the policy with respect to the liabilities arising out of the contract services

3. Automotive Liability Insurance

With a minimum combined single limit of liability per accident of one million (\$1,000,000) dollars for bodily injury and property damage. This insurance must include coverage for owned, hired, and non-owned automobiles.

B. CERTIFICATES OF THE REQUIRED INSURANCE

Certificates of Insurance for those policies required above shall be submitted with the contract. The insurance companies for the above coverages must be licensed by the State of New Jersey and acceptable to the Authority. The "County" shall endeavor to provide to the Authority a 30 days advance written notice in the event of a cancellation or material change of any of the insurance policies. The maintenance of insurance under this section shall not relieve the "County" of any liability greater than the limits or scope of the applicable insurance coverage.

EXHIBIT IV

GLOUCESTER COUNTY IMPROVEMENT AUTHORITY/SOLID WASTE COMPLEX

I.D. 27 WASTE ACCEPTANCE PROTOCOL

This protocol establishes procedures to be followed by waste generators petitioning the Gloucester County Solid Waste Complex to accept I.D. 27 waste for disposal.

1. The generator must determine whether the waste generated is non-hazardous by the following testing requirements which must be completed and approved prior to disposal:
 - A. Ignitability
 - B. Corrosivity
 - C. Reactivity (Sulfide/Cyanide)
 - D. Total Polychlorinated Biphenyls (PCBs)
 - E. Total Petroleum Hydrocarbons (Not to exceed 5,000 mg/kg)
 - F. Full TCLP (All parameters)
2. All tests must be performed by an NJDEP certified laboratory. The laboratory reports must include data summary tables showing the following: a) parameter; b) level detected; c) regulatory level; d) method detection limit; e) a legend defining all units.
3. A letter from the generator, on company letterhead, certifying that the material is ID 27 non-hazardous dry industrial waste.
4. The GCSWC Waste Material Description Data Sheet must be completed and submitted with the analytical test results.
5. Material Safety Data Sheets (MSDS), if applicable, must be submitted with the Waste Material Description Data Sheet.

All information is to be forwarded to the Gloucester County Solid Waste Complex Environmental Specialist for approval no less than 15 (fifteen) days in advance of disposal. Incomplete requests will not be processed until all requirements are met. After review of the Request for Disposal documents, the generator will be notified by letter of approval or rejection.

Any questions or comments may be directed to:

Kimberly K. Faustino
Environmental Specialist
503 Monroeville Road
Swedesboro, NJ 08085

(856) 478-6045 ext. 25

GLOUCESTER COUNTY SOLID WASTE COMPLEX

503 Monroeville Road
Swedesboro, New Jersey 08085
Tele: 856-478-6045 Fax: 856-478-4858

**REQUEST FOR DISPOSAL OF ID 27 WASTE
MATERIAL DESCRIPTION DATA SHEET**

GENERATOR INFORMATION:

NAME: _____ DATE COMPLETED: _____

ADDRESS: _____

ZIP CODE: _____ PHONE: _____ FAX: _____

MATERIAL INFORMATION:

WASTE MATERIAL NAME: _____

WASTE MATERIAL ORIGIN (muni/county): _____

PROCESS GENERATING WASTE MATERIAL: _____

QUANTITY (in tons): _____

FREQUENCY: YEAR _____ MONTH _____ OR ONE-TIME DISPOSAL

I CERTIFY THAT I HAVE EXAMINED AND AM FAMILIAR WITH THE INFORMATION SUBMITTED HEREIN AND, BASED UPON MY INQUIRY OF THOSE INDIVIDUALS DIRECTLY RESPONSIBLE FOR OBTAINING THE INFORMATION, I BELIEVE THE SUBMITTED INFORMATION TO BE TRUE, ACCURATE AND COMPLETE.

SIGNATURE: _____ DATE: _____

REGISTERED HAULER NAME & NJDEP # (Required for Approval)

RETURN THIS SHEET AND ATTACHMENTS (MAILED ORIGINALS ONLY, NO FAXES ACCEPTED) TO:

GLOUCESTER COUNTY SOLID WASTE COMPLEX
ATTN: KIMBERLY FAUSTINO, ENVIRONMENTAL SPECIALIST
503 MONROEVILLE ROAD
SWEDESBORO, NJ 08085

EXHIBIT V

APPROVED TRUCK ROUTES TO GLOUCESTER COUNTY SOLID WASTE COMPLEX

FROM I-295 (SOUTHBOUND)

- Take Exit 11 (Route 322 east);
- Follow 322 to traffic light – Mobil station on left, WaWa on right;
- Turn right at light onto Route 538;
- Follow to dead end at Kings Highway (1/2 mile; Vesuvio pizzeria in front of you);
- Turn right onto Kings Highway;
- Travel one block and turn left at light onto Route 694/Route 538 /Glen Echo Ave;
- Travel 3 miles to Landfill on right.

FROM NJ TURNPIKE

- Take exit 2 (Swedesboro/Route 322);
 - Turn left onto Route 322 west;
 - First traffic light, turn left onto Kings Highway (Kingsway H.S. on your right);
 - Travel approx. 1 mile and turn left at the first light onto Route 694/Route 538 /Glen Echo Ave (gas station on left);
 - Stay straight on Route 694 / Travel 3 miles to Landfill on right.
-

A5

RESOLUTION OF CONSENT TO MANTUA TOWNSHIP ORDINANCE NO. O-3-2016 PROHIBITING OVERNIGHT PARKING ALONG COUNTY ROUTE 678 (MT. ROYAL ROAD) WITHIN DESIGNATED ZONES

WHEREAS, the Township of Mantua desires to implement restrictions and prohibit overnight parking on County Route 678 a/k/a Mt. Royal Road, and has established specific zones for compliance as set forth in their Ordinance no. O-3-2016 passed on April 4, 2016 (attached hereto as Exhibit A); and

WHEREAS, the section of the roadway in question is a County Road and is contained wholly with the Township of Mantua; and

WHEREAS, N.J.S.A. 39:4-197.2 authorizes the Township to pass, without the approval of the New Jersey Commissioner of Transportation, an ordinance regulating the parking of vehicles within the municipality; and

WHEREAS, the County Engineer has reviewed the location pursuant to N.J.S.A. 39:4-8, where the overnight parking ban is proposed, particularly County Route 678 (Mt. Royal Road) the entire length from Bridgeton Pike (State Highway 45), from 2:00 a.m. to 6:00 a.m. Monday through Sunday; and

WHEREAS, the County Engineer recommends concurrence with the Township of Mantua's Ordinance No. O-3-2016 which amends Section 143-32 Schedule I of the Ordinances of the Township to accomplish this objective to prohibit overnight parking in the designated zones, as set forth in his certification attached hereto as Exhibit B.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester, that the County of Gloucester hereby formally consents to Ordinance No. O-3-2016 of the Township of Mantua prohibiting overnight parking along County Route 678 (Mt. Royal Road), the entire length from Bridgeton Pike (State Highway 45) from 2:00 a.m. to 6:00 a.m., Monday through Sunday as set forth therein.

ADOPTED at a regular meeting of the Board of Chosen Freeholders, County of Gloucester, held on Wednesday, May 11, 2016, at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

CHAD M. BRUNER,
ADMINISTRATOR/CLERK OF THE BOARD

Exhibit A

ORDINANCE O-3-2016

MANTUA TOWNSHIP
GLOUCESTER COUNTY

AN ORDINANCE OF THE TOWNSHIP COMMITTEE
OF THE TOWNSHIP OF MANTUA
ESTABLISHING NO OVERNIGHT PARKING ZONES ALONG
COUNTY ROUTE 678 (MT. ROYAL ROAD)

WHEREAS, the Township Committee of the Township of Mantua, County of Gloucester and State of New Jersey, desires to create no overnight parking zones along County Route 678 (Mt. Royal Road) and;

WHEREAS, in accordance therewith, the Township Committee desires to amend Section 143-32 Schedule I, of the Ordinances of the Township of Mantua, to accomplish this purpose; and

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Mantua, County of Gloucester and State of New Jersey that the codified ordinances of the Township of Mantua, shall be amended to state:

SECTION I. Parking of motor vehicles shall be prohibited from 2:00 a.m. to 6:00 a.m. Monday through Sunday on County Route 678 (Mt. Royal Road) the entire length from Bridgeton Pike (State Highway 45) and;

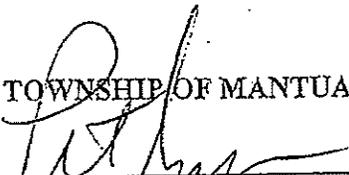
SECTION II. If any part or parts of this ordinance are for any reason, held to be invalid, such adjudication shall not affect the validity of the remaining portions of this ordinance.

SECTION III. All ordinances, or parts of ordinances, inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION IV. This ordinance shall become effective upon approval by the County of

Gloucester and County Engineer and final passage, posting and publication according to law.

BE IT FURTHER ORDAINED by the Mayor and Township Committee of the Township of Mantua, County of Gloucester and State of New Jersey, that this Ordinance shall become effective immediately upon final passage, and publication, as required by law.

TOWNSHIP OF MANTUA
By: 
PETER SCIRROTTO, MAYOR

ATTEST:


Jennica Bileci, Township Clerk

Introduced: March 21, 2016

	Scirrotto	Zimmerman	Lukens	Silvanio	Legge
YES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSTAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Public Hearing held: April 4, 2016

	Scirrotto	Zimmerman	Lukens	Silvanio	Legge
YES	<input checked="" type="checkbox"/>				
NO	<input type="checkbox"/>				
ABSTAIN	<input type="checkbox"/>				
ABSENT	<input type="checkbox"/>				

EXHIBIT B

IN THE MATTER OF ...

**COUNTY ROUTE 678/Mt. Royal Road
Parking Restrictions**

CERTIFICATION OF COUNTY ENGINEER

I, **VINCENT M. VOLTAGGIO, P.E.**, hereby certify as follows:

1. I am the Engineer of the County of Gloucester.
2. I have been employed with the County of Gloucester for 10 years and have held the position of County Engineer since 2006.
3. In my capacity as County Engineer, my office has knowledge of County-owned roads.
4. In the above referenced matter, the Office of the County Engineer has received a copy of Ordinance no. O-3-2016 passed by Mantua Township to prohibit overnight parking on County Route 678/Mt. Royal Road; and, pursuant to N.J.S.A. 39:4-8(b)(3) I have investigated the circumstances of this parking Ordinance and it appears to be in the interest of safety and the expedition of traffic on public roads and does not violate MUTCD.
5. The roadway is a County road and a non-State highway and therefore the County is not required to comply with the provisions of N.J.S.A. 39:4-197.2.

I HEREBY CERTIFY that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Date: April 26, 2016


VINCENT M. VOLTAGGIO, P.E.
COUNTY ENGINEER
County of Gloucester

A6

**RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT
WITH CLAYTON**

WHEREAS, the Board of Chosen Freeholders of the County of Gloucester recognizes the essential benefit of sharing services among other governmental entities and sharing services presents an opportunity to increase efficiencies and reduce costs and Gloucester County has personnel with expertise that could be effectively be shared with other governmental entities; and

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., specifically authorizes governmental entities to enter into Shared Services Agreements; and

WHEREAS, the County of Gloucester ("County") is going to undertake a road reconstruction project on Academy Street (County Route 610) in Clayton; and

WHEREAS, the Borough of Clayton ("Clayton") is going to undertake a water main replacement project on the same portion of Academy Street; and

WHEREAS, the County and Clayton wish to enter into such a Shared Services Agreement a copy of which is attached hereto as Exhibit "A" whereby the County will provide Clayton with plan and specification preparation for the project; and

WHEREAS, Clayton will be responsible for all costs associated with the water main installation and the County shall be responsible for all costs associated with the roadway construction.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester that the Director of the Board is hereby authorized to execute and the Deputy Clerk of the Board is hereby authorized to attest to a Shared Services Agreement with Clayton for the aforementioned purpose; and

BE IT FURTHER RESOLVED, that County Counsel or his designee and the Deputy County Administrator or his designee are hereby authorized to negotiate the final terms of the Agreements authorized by this Resolution, provided that the Agreements in final form are in substantially the same form as approved by this Resolution.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, May 11, 2016, at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

**CHAD M. BRUNER
ADMINISTRATOR/CLERK OF THE BOARD**

**SHARED SERVICES AGREEMENT BETWEEN THE COUNTY OF
GLOUCESTER AND THE BOROUGH OF CLAYTON**

This Uniform Shared Services Agreement ("Shared Services Agreement"), dated this _____ day of _____, 2016, by and between the **County of Gloucester**, a body politic and corporate of the State of New Jersey (hereinafter the "County"), and the Borough of Clayton, a municipal corporation of the State of New Jersey (hereinafter "Clayton").

RECITALS

WHEREAS, the County of Gloucester ("County") is a body politic and corporate of the State of New Jersey with main offices located at Two S. Broad Street, Woodbury, NJ 08096;

WHEREAS, the Borough of Clayton ("Clayton"), a municipal corporation of the State of New Jersey with main offices located at 125 N. Delsea Drive, Clayton, New Jersey 08312; and

WHEREAS, Clayton requires plan and specification preparation for the resurfacing of Academy Street, CR 610 in Clayton; and

WHEREAS, the County has the expertise and personnel to provide these services; and

WHEREAS, it is in the best interest of the County and Clayton to enter into a Shared Services Agreement whereby the County will provide plan and specification preparation for the resurfacing of Academy Street, CR 610 in Clayton; and

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq. (hereinafter the "Act"), specifically authorizes local government units, including counties and municipalities, to enter into agreements for the provision of shared services.

NOW, THEREFORE, in consideration of the mutual promises, agreements and other considerations made by and between the parties hereto, the County and Clayton do hereby agree as follows:

AGREEMENT

A. DESCRIPTION OF CERTAIN SERVICES.

1. The County will prepare plan and specification for the resurfacing of Academy Street, CR 610 in Clayton. Clayton also needs a water main along this section of roadway replaced. The County will bid the project for both the water main replacement and roadway work.

Clayton will be responsible for the inspection and testing of the water main and preparation and payment of its invoicing for the water main work.

The County would perform all inspection and testing required for the roadway work and preparation and payment of its invoicing with the roadway work.

B. PAYMENTS.

1. Clayton shall be responsible for all costs associated with the water main installation.
2. The County shall be responsible for all costs associated with the roadway construction.
3. No payments will be made from the County to Clayton nor from Clayton to the County for any services set forth herein.

C. DURATION OF AGREEMENT.

This Agreement shall be effective for a period of one year commencing May 11, 2016 and concluding May 10, 2017.

Either party may terminate this agreement for any reason by providing written notice to the other party as follows: As to Gloucester County: Office of the Gloucester County Counsel, Two S. Broad, Woodbury, New Jersey, 08096. As to Clayton: Borough of Clayton, 125 N. Delsea Drive, Clayton, NJ 08312. However, if Clayton shall terminate, they shall still be responsible for all costs associated with the installation of the water main.

D. LIMITATION OF DELEGATION; INDEMNIFICATION; INSURANCE; RENEWALS.

Neither County nor Clayton intends by this Shared Services Agreement to create any agency relationship other than that which may be specifically required by the Act for the limited purpose of road construction services described in this Shared Services Agreement.

Notwithstanding any such agency relationship which may be created by the Act, Clayton hereby specifically agrees to indemnify and hold County harmless with regard to any claim of any kind, and with regard to cost for the same (including, without limitation, counsel fees, experts' costs, court costs and the like), arising out of any act or omission by Clayton and/or any of its agents or employees in connection with the performance of the services which are the subject of this Shared Services Agreement.

Clayton represents that it maintains General Liability and all other necessary and appropriate insurances related to the work to be performed, and the use to be made of the completed project. Simultaneously with the execution of this Shared Services Agreement, Clayton shall provide the County with Certificates of Insurance for the relevant policies, and shall provide that the County is named as an additional insured on such policies. The said insurance policies and coverage shall be acceptable to the County in its sole discretion.

This Agreement will automatically renew by mutual consent of both Clayton and the County.

E. COMPLIANCE WITH LAWS AND REGULATIONS

Clayton agrees that it will at its own cost and expense promptly comply with, or cause to be complied with, all laws, rules, regulations and other governmental requirements which may be applicable to the performance of the services described in this Shared Services Agreement.

F. MISCELLANEOUS

1. **Amendment.** This Shared Services Agreement may not be amended or modified for any reason without the express prior written consent of the parties hereto.
 2. **Successors and Assigns.** This Shared Services Agreement shall inure to the benefit of and shall be binding upon the County, Clayton, and their respective successors and assigns.
 3. **Severability.** In the event that any provision of this Shared Services Agreement shall be held to be invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.
 4. **Counterparts.** This Shared Services Agreement may be simultaneously executed in several counterparts, each of which shall constitute an original document and all of which shall constitute but one and the same instrument.
 5. **Entire Agreement.** This Shared Services Agreement sets forth all the promises, covenants, agreements, conditions and undertakings between the parties hereto with respect to the subject matter hereof, and supersedes all prior or contemporaneous agreements and undertakings, inducements, or conditions, express or implied, oral or written between the parties hereto.
 6. **Further Assurances and Corrective Instruments.** Clayton and the County shall execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments, as may reasonably be required for correcting any inadequate or incorrect description of the Project, or to correct any inconsistent or ambiguous term hereof.
 7. **Headings.** The Article and Section headings in this Shared Services Agreement are included herein for convenience of reference only and are not intended to define or limit the scope of any provision of this Shared Services Agreement.
 8. **Non-Waiver.** It is understood and agreed that nothing which is contained in this Shared Services Agreement shall be construed as a waiver on the part of the parties, or any of them, of any right which is not explicitly waived in this Shared Services Agreement.
-

9. **Governing Law.** The terms of this Shared Services Agreement shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of New Jersey applicable to agreements made and to be performed entirely within such State, including all matters of enforcement, validity and performance.

G. **EFFECTIVE DATE.** This Shared Services Agreement shall be effective as of the _____ day of _____, 2016, which date shall be considered the commencement date of this Shared Services Agreement.

ATTEST:

COUNTY OF GLOUCESTER

CHAD M. BRUNER,
ADMINISTRATOR/CLERK OF THE BOARD

ROBERT M. DAMMINGER,
DIRECTOR

ATTEST:

BOROUGH OF CLAYTON

CHRISTINE NEWCOMB, CLERK

THOMAS BIANCO, MAYOR

A-7

**RESOLUTION SUPPORTING IMPLEMENTATION OF STATE FUNDING FOR
PRESERVATION AND STEWARDSHIP OF OPEN SPACE, PARKS,
FARMLAND AND HISTORIC SITES IN NEW JERSEY**

WHEREAS, in 2014, New Jersey voters approved using 4% of the Corporate Business Tax to support a long-term sustainable funding source for preservation and stewardship of open space, parks, farmland, and historic sites in New Jersey; and

WHEREAS, the Green Acres Program has helped to preserve over 650,000 acres of land and supported more than 1,100 park development projects over the past 50 years; the State Agricultural Development Committee has preserved 200,000 acres of farmland over the past 30 years; and the Historic Trust has preserved 477 historic sites over the past 45 years; and

WHEREAS, funds from the voter referendum are not being allocated to fund these programs in a long-term sustainable fashion; and

WHEREAS, Gloucester County has been a direct beneficiary of, and partner to, these critical state preservation programs; and

WHEREAS, substantial unmet needs remain for additional land and water protection, park development, and farmland and historic preservation, for the health and welfare of our communities and residents; and

WHEREAS, it is imperative that a long-term, dedicated source of funding be established in order to:

- sustain open space, farmland, and historic preservation programs
- improve and ensure proper stewardship of parks, preserved lands, and historic sites
- provide equitable access to quality parks and recreation in urban, suburban, and rural areas
- match and leverage county, local, and private funds for these purposes
- protect drinking water supplies, water quality, and alleviate costly flood damages
- preserve fish and wildlife habitat and provide public access for hunting and fishing
- revitalize cities and towns and the historic elements that provide character to a community
- protect our quality of life and economic prosperity.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester that:

1. Gloucester County supports establishment of a long-term, dedicated source of state funding for these purposes.
2. A certified copy of this resolution be served upon Governor Chris Christie, Senate President Stephen M. Sweeney, Senator Fred Madden, and Senator Nilsa Cruz-Perez, Deputy Majority Leader John J. Burzichelli, Assemblyman Adam Taliaferro, Assemblyman Paul D. Moriarty, Assemblywoman Gabriela M. Mosquera, Assemblywoman Patricia Egan Jones and Assemblyman Arthur Barclay, NJ Keep It Green, and the New Jersey State League of Municipalities.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, held on Wednesday, May 11, 2016, at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

CHAD M. BRUNER,
ADMINISTRATOR/CLERK OF THE BOARD

B-1

RESOLUTION AUTHORIZING A CONTRACT AMENDMENT WITH CAROUSEL INDUSTRIES OF NORTH AMERICA, INC. THROUGH STATE CONTRACT #A83925

WHEREAS, the County of Gloucester has a need to purchase Software Support and System Maintenance coverage for the Airbus 9-1-1 System; and

WHEREAS, N.J.S.A. 40A:11-12 permits the purchase of materials, supplies and equipment, through State Contract, without the need for public bidding; and

WHEREAS, on December 16, 2015, by way of resolution it was determined that the County can purchase the said contract from Carousel Industries of North America, Inc., 1160 Stilford Avenue, Plainfield, New Jersey 07060, in the amount of \$23,917.87 through State Contract #A83925, from December 1, 2015 to March 31, 2016; and

WHEREAS, due to the transition from Airbus (Cassidian) taking more time than anticipated, the contract is extended through July 31, 2016, increasing the contract by \$25,850.37, resulting in a total contract amount of \$49,768.24; and

WHEREAS, the Purchasing Agent for the County has certified the availability of funds for the emergency provisions in the amount of \$25,850.37, pursuant to C.A.F. #16-03014, which amount shall be charged against budget line item 6-01-25-250-001-20370.

NOW, THEREFORE BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Gloucester that the County Purchasing Agent be authorized to extend and increase the purchase Software Support and System Maintenance coverage for the Airbus 9-1-1 System from Carousel Industries of North America, Inc., through State Contract #A83925, from December 1, 2015 to July 31, 2016 for \$49,768.24.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, May 11, 2016 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ATTEST:

ROBERT M. DAMMINGER, DIRECTOR

**CHAD M. BRUNER,
ADMINISTRATOR/CLERK OF THE BOARD**

County of Gloucester Purchasing Department
 PO Box 337, Woodbury, NJ 08096
 (856) 853-3420 • Fax (856) 251-6777

31

**PURCHASE ORDER / CAF
 CERTIFICATE AVAILABILITY FUNDS**

THIS NUMBER MUST APPEAR ON ALL INVOICES

NO. 16-03014

ORDER DATE: 04/14/16
 REQUISITION NO: R6-03142
 DELIVERY DATE:
 STATE CONTRACT: 83925
 ACCOUNT NUM:

Pg 1

**S
H
I
P
T
O**

GLOUC. CO COMMUNICATION CENTER
 1200 N. DELSEA DR., BUILDING B
 CLAYTON, NJ 08312
 856-307-7100

**V
E
N
D
O
R**

VENDOR #: CAROU010

CAROUSEL IND OF NORTH AMER INC
 1160 STILFORD AVNEUE
 PLAINFIELD, NJ 07060

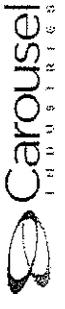
SALES TAX ID # 21-6000660

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	FOUR (4) MONTH EXTENSION FOR SUPPORT & SYSTEM MAINTENANCE COVERAGE FOR THE AIRBUS (CASSIDIAN) 911 SYSTEM FROM APRIL 1, 2016 - JULY 31, 2016. STATE CONTRACT #A83925 QUOTE #234736-001 DATED 4/27/16	6-01-25-250-001-20370 Equipment Svc Maintenance Agreements	25,850.3700	25,850.37
			TOTAL	25,850.37

CLAIMANT'S CERTIFICATION & DECLARATION		RECEIVER'S CERTIFICATION	APPROVAL TO PURCHASE
I do solemnly declare and certify under penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.		I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.	DO NOT ACCEPT THIS ORDER UNLESS IT IS SIGNED BELOW
X VENDOR SIGN HERE	DATE		<i>Joseph Mundero</i> TREASURER / CFO
TAX ID NO. OR SOCIAL SECURITY NO.	DATE	DEPARTMENT HEAD	PURCHASING DIRECTOR

MAIL VOUCHER WITH INVOICE TO THE "SHIP TO" ADDRESS

VOUCHER COPY-SIGN AT X AND RETURN FOR PAYMENT



QUOTE

Official State of NJ Price List - NJ 9-1-1 State Contract No. T-0109 Award # 83925

Quote # 234736-001

Revision #

Date 4/27/2016

Bill To:
COUNTY OF GLOUCESTER

Customer Ship To:
GLOUCESTER COUNTY COMMUNICATIONS
1200 NORTH DELSEA DR
CLAYTON, NJ 08312
Attn: Tom Butts

Quote Date
4/27/2016

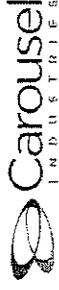
9-1-1 Account Executive
Don Pietruszki (401) 667-6904

4 Month Software Support & System Maintenance Coverage - Airbus (Cassidian) 9-1-1 System
State Contract T-0109 Award No. 83925 - CAROUSEL INDUSTRIES OF NORTH AMERICA, INC.
Coverage Term - 4/1/2016 - 7/31/2016

Part Number	Product Description	Qty	Airbus List Price	State of NJ Price (6% off list)	Extended
SIDE A: Clayton					
SYSTEM SOFTWARE SUPPORT					
SENTCMSPT4MTH	SENTINEL-CM SPT 4MO	8	\$ 720.21	\$ 677.00	\$ 5,416.00
SPTMTUFW4MTH	SPT THRU 4 MTH MTU FW	1	\$ 92.00	\$ 84.00	\$ 84.00
PATIRRSWSPT4MTH	PAT IRR SW SPT 4 MTH	8	\$ 92.00	\$ 84.00	\$ 672.00
04000-01543	WARR 24X7 DL380/G5 1YR	1	\$ 1,023.00	\$ 961.62	\$ 961.62
SIDE B: Clarksboro					
SYSTEM SOFTWARE SUPPORT					
SENTCMSPT4MTH	SENTINEL-CM SPT 4MO	8	\$ 720.21	\$ 677.00	\$ 5,416.00
SPTMTUFW4MTH	SPT THRU 4 MTH MTU FW	1	\$ 92.00	\$ 84.00	\$ 84.00
PATIRRSWSPT4MTH	PAT IRR SW SPT 4 MTH	8	\$ 92.00	\$ 84.00	\$ 672.00
04000-01543	WARR 24X7 DL380/G5 1YR	1	\$ 1,023.00	\$ 961.62	\$ 961.62
SYSTEM MAINTENANCE COVERAGE					
NA	4 MONTH MAINTENANCE PLAN				
	CUSTOM PLAN - SPLIT COVERAGE				
	24x7 AND 8x5 MON-FRI	1			\$ 11,583.13
	SITE A: 1200 NORTH DELSEA CLAYTON, NJ				
	SITE B: 212 COUNTY HOUSE RD CLARKSBORO, NJ				
TOTAL - SYSTEM PRICE					\$ 25,850.37

Quote No: 234736-001

Date: 4/27/2016



SYSTEM TOTALS

TOTAL - SYSTEM PRICE \$ 25,850.37

Issue Purchase Order to: CAROUSEL INDUSTRIES OF NORTH AMERICA, INC.
Please reference State Contract No. T-0109 Award No. 83925 and Quote No 234736-001 on your PO

Send PO to: Don Pietruszki
Account Executive
Carousel Industries
1160 Stillford Av
Plainfield, NJ 07060
(401) 667-6904
(401) 583-4609 eFax
dpietruszki@carouselindustries.com

**RESOLUTION AUTHORIZING A CONTRACT WITH ABC MAILERS, INC. FROM
MAY 6, 2016 TO MAY 5, 2017, IN AN AMOUNT NOT TO EXCEED \$38,000.00**

WHEREAS, the County of Gloucester has determined that there is a need for services in the mailing of sample ballots for the Primary, General, Special and all School Board elections; and

WHEREAS, the Superintendent of Elections of Gloucester County recommends that said services be provided by ABC Mailers, Inc., with offices at 500 Sharpetown Road, Swedesboro, New Jersey 08085; and

WHEREAS, the contract shall be for estimated units of service, in an amount not to exceed \$38,000.00; and

WHEREAS, a Certificate of Availability of Funds has not been issued at this time as this is an open-ended contract and prior to any services rendered pursuant to the within contract, a Certificate of Availability must be obtained from the Treasurer of the County of Gloucester certifying that sufficient monies are available at that time for that particular service, identifying the line item from the County Budget out of which said funds will be paid; and

WHEREAS, the contract has been awarded consistent with the fair and open provisions of the Gloucester County Administrative Code and with N.J.S.A. 19:44A-20.4 et seq., which exempt this contract from competition because vendor has certified that it has not previously made and will not make a disqualifying contribution during the term of the contract; and

WHEREAS, the service to be performed as to this Contract are relative to election expenses and therefore is an exception to the Local Public Contracts Law as described and provided by N.J.S.A. 40A:11-5(1).

NOW, THEREFORE BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Gloucester, that the Director of the Board, is hereby authorized and directed to execute and the Clerk of the Board is authorized to attest to the contract with ABC Mailers, Inc. for the provision of services in the mailing of sample ballots for the Primary, General, Special, and all School Board Elections, in an amount not to exceed \$38,000.00, from May 6, 2016 to May 5, 2017; and

BE IT FURTHER RESOLVED before any purchase be made and/or services rendered pursuant to the within award, a certification must be obtained from the Purchasing Agent of the County of Gloucester certifying that sufficient funds are available at that time for that particular purchase and identifying the line item of the County budget out of which said funds will be paid.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, held on Wednesday, May 11, 2016 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

**CHAD M. BRUNER,
ADMINISTRATOR/CLERK OF THE BOARD**

Bz

**CONTRACT BETWEEN
ABC MAILERS, INC.
AND
COUNTY OF GLOUCESTER**

THIS CONTRACT is made effective the 11th day of **May 2016**, by and between the **COUNTY OF GLOUCESTER**, a body politic and corporate, with offices in Woodbury, New Jersey, hereinafter referred to as "County", and **ABC MAILERS, INC.**, with offices at 500 Sharpetown Road, Swedesboro, New Jersey 08085, hereinafter referred to as "Vendor".

RECITALS

WHEREAS, there exists a need for the County to contract for services pertaining to the mailing of sample ballots for all Gloucester County Primary, General, Special and School Board Elections; and

WHEREAS, the contract has been awarded consistent with the fair and open provisions of the Gloucester County Administrative Code and with N.J.S.A. 19:44A-20.4 et seq., which exempt this contract from competition because Vendor has certified that it will not make a disqualifying contribution during the term of the contract; and

WHEREAS, the services to be performed as to this contract are relative to election expenses and therefore is an exception to the Local Public Contracts Law as described and provided by N.J.S.A. 40A:11-5(1); and

WHEREAS, Vendor represents that it is qualified to perform said services and desires to so perform pursuant to the terms and provisions of this contract.

NOW THEREFORE, in consideration of the mutual promises, agreements and other considerations made by and between the parties, the County and the Vendor do hereby agree as follows:

TERMS OF AGREEMENT

1. **TERM**. This contract shall be effective for the period commencing May 6, 2016 and concluding May 5, 2017.
2. **COMPENSATION**. Vendor shall be compensated pursuant to the unit prices set forth in, and subject to all terms and provisions of the Vendor's quote dated April 27, 2016, which is incorporated and made part of this contract as "Attachment A". Vendor shall be paid in an amount not to exceed \$38,000.00.

It is agreed and understood that this is an open-ended contract, thereby requiring the County to use Vendor's services only on an as-needed basis. There is no obligation on the part of the County to make any purchase whatsoever.

Vendor shall be paid in accordance with this contract document upon receipt of an invoice and a properly executed voucher. After approval by County, the payment voucher shall

be placed in line for prompt payment.

Each invoice shall contain an itemized, detailed description of all services. Failure to provide sufficient specificity shall be cause for rejection of the invoice until the necessary details are provided.

It is also agreed and understood that the acceptance of the final payment by Vendor shall be considered a release in full of all claims against the County arising out of, or by reason of, the work done and materials furnished under this contract.

3. DUTIES OF CONTRACTOR. The specific duties of the Vendor shall be as set forth in "Attachment B" which is incorporated and made part of this contract, together with any other specifications issued by the County in connection with this contract.

Vendor agrees that it has or will comply with, and where applicable shall continue throughout the period of this contract to comply with, all of the requirements of the bid documents and/or in the request for proposals, if any, as the case may be.

4. FURTHER OBLIGATIONS OF THE PARTIES. During the performance of this contract, the Vendor agrees as follows:

The Vendor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the Vendor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The Vendor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The Vendor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the vendor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Vendor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and

supplemented from time to time and the Americans with Disabilities Act.

The Vendor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

5. **LICENSING AND PERMITTING.** If the Vendor or any of its agents is required to maintain a license, or to maintain in force and effect any permits issued by any governmental or quasi-governmental entity in order to perform the services which are the subject of this contract, then prior to the effective date of this contract, and as a condition precedent to its taking effect, Vendor shall provide to County a copy of its current license and permits required to operate in the State of New Jersey, which license and permits shall be in good standing and shall not be subject to any current action to revoke or suspend, and shall remain so throughout the term of this contract.

Vendor shall notify County immediately in the event of suspension, revocation or any change in status (or in the event of the initiation of any action to accomplish such suspension, revocation and/or change in status) of license or certification held by Vendor or its agents.

6. **TERMINATION.** This contract may be terminated as follows:

A. Pursuant to the termination provisions set forth in the Bid Specifications or in the Request for Proposals, if any, as the case may be, which are specifically referred to and incorporated herein by reference.

B. If Vendor is required to be licensed in order to perform the services which are the subject of this contract, then this contract may be terminated by County in the event that the appropriate governmental entity with jurisdiction has instituted an action to have the Vendor's license suspended, or in the event that such entity has revoked or suspended said license. Notice of termination pursuant to this subparagraph shall be effective immediately upon the giving of said notice.

C. If, through any cause, the Vendor or subcontractor, where applicable, shall fail to fulfill in timely and proper manner his obligations under this contract, or if the Vendor shall violate any of the covenants, agreements, or stipulations of this contract, the County shall thereupon have the right to terminate this contract by giving written notice to the Vendor of such termination and specifying the effective date thereof. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Vendor under this contract, shall be forthwith delivered to the County.

D. The County may terminate this contract for public convenience at any time by a notice in writing from the County to the Vendor. If the contract is terminated by the County as provided herein, the Vendor will be paid for the services rendered to the time of termination.

E. Notwithstanding the above, the Vendor or subcontractor, where applicable, shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the contract by the Vendor, and the County may withhold any payments to the Vendor for the purpose of set off until such time as the exact amount of damages due the County from the Vendor is determined.

F. Termination shall not operate to affect the validity of the indemnification provisions of this contract, nor to prevent the County from pursuing any other relief or damages to which it may be entitled, either at law or in equity.

7. **PROPERTY OF THE COUNTY.** All materials developed, prepared, completed, or acquired by Vendor during the performance of the services specified by this contract, including, but not limited to, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports, shall become the property of the County, except as may otherwise be stipulated in a written statement by the County.

8. **NO ASSIGNMENT OR SUBCONTRACT.** This contract may not be assigned nor subcontracted by the Vendor, except as otherwise agreed in writing by both parties. Any attempted assignment or subcontract without such written consent shall be void with respect to the County and no obligation on the County's part to the assignee shall arise, unless the County shall elect to accept and to consent to such assignment or subcontract.

9. **INDEMNIFICATION.** The Vendor or subcontractor, where applicable, shall be responsible for, shall keep, save and hold the County of Gloucester harmless from, shall indemnify and shall defend the County of Gloucester against any claim, loss, liability, expense (specifically including but not limited to costs, counsel fees and/or experts' fees), or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of the Vendor's services or to any other persons, or from any damage to any property sustained in connection with this contract which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from the Vendor's failure to provide for the safety and protection of its employees, or from Vendor's performance or failure to perform pursuant to the terms and provisions of this Contract. The Vendor's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

10. **POLITICAL CONTRIBUTION DISCLOSURE AND PROHIBITION.** This contract has been awarded to Vendor based on the merits and abilities of Vendor to provide the goods or services described in this Contract. This contract was awarded through a non-competitive process pursuant to N.J.S.A. 19:44A-20.4 et seq. The signer of this Contract does hereby certify that Vendor, its subsidiaries, assigns or principals controlling in excess of 10% of the Vendor will not make a reportable contribution during the term of the contract to any political party committee in Gloucester County if a member of that political party is serving in an elective public office of Gloucester County when the contract is awarded, or to any candidate committee of any person serving in an elective public office of Gloucester County when the contract is awarded.

11. **INSURANCE.** Vendor shall, if applicable to the services to be provided, maintain general liability, automobile liability, business operations, builder's insurance, and Workers' Compensation insurance in amounts, for the coverages, and with companies deemed satisfactory by County, and which shall be in compliance with any applicable requirements of the State of New Jersey. Vendor shall, simultaneously with the execution of this contract, deliver certifications of said insurance to County, naming County as an additional insured.

If Vendor is a member of a profession that is subject to suit for professional malpractice, then Vendor shall maintain and continue in full force and effect an insurance policy for professional liability/malpractice with limits of liability acceptable to the County. Vendor shall, simultaneously with the execution of this contract, and as a condition precedent to its taking effect, provide to County a copy of a certificate of insurance, verifying that said insurance is and will be in effect during the term of this contract. The County shall review the certificate for sufficiency and compliance with this paragraph, and approval of said certificate and policy shall be necessary prior to this contract taking effect. Vendor also hereby agrees to continue said policy in force and effect for the period of the applicable statute of limitations following the termination of this contract and shall provide the County with copies of certificates of insurance as the certificates may be renewed during that period of time.

12. **SET-OFF.** Should Vendor either refuse or neglect to perform the service that Vendor is required to perform in accordance with the terms of this contract, and if expense is incurred by County by reason of Vendor's failure to perform, then and in that event, such expense shall be deducted from any payment due to Vendor. Exercise of such set-off shall not operate to prevent County from pursuing any other remedy to which it may be entitled.

13. **PREVENTION OF PERFORMANCE BY COUNTY.** In the event that the County is prevented from performing this contract by circumstances beyond its control, then any obligations owing by the County to the Vendor shall be suspended without liability for the period during which the County is so prevented.

14. **METHODS OF WORK.** Vendor agrees that in performing its work, it shall employ such methods or means as will not cause any interruption or interference with the operations of County or infringe on the rights of the public.

15. **NON-WAIVER.** The failure by the County to enforce any particular provision of this contract, or to act upon a breach of this contract by Vendor, shall not operate as or be construed as a waiver of any subsequent breach, nor a bar to any subsequent enforcement.

16. **PARTIAL INVALIDITY.** In the event that any provision of this contract shall be or become invalid under any law or applicable regulation, such invalidity shall not affect the validity or enforceability of any other provision of this contract.

17. **CHANGES.** This contract may be modified by approved change orders, consistent with applicable laws, rules and regulations. The County, without invalidating this contract, may order changes consisting of additions, deletions, and/or modifications, and the contract sum shall be adjusted accordingly. This contract and the contract terms may be changed only by change order. The cost or credit to the County from change in this contract shall be determined by mutual agreement before executing the change involved.

18. **NOTICES.** Notices required by this contract shall be effective upon mailing of notice by regular and certified mail to the addresses set forth above, or by personal service, or if such notice cannot be delivered or personally served, then by any procedure for notice pursuant to the Rules of Court of the State of New Jersey.

19. **APPLICABLE LAW.** The terms and provisions of this contract shall be construed pursuant to the laws of the State of New Jersey and, where applicable, the laws of the United

States of America.

20. **INDEPENDENT VENDOR STATUS.** The parties acknowledge that Vendor is an independent Vendor and is not an agent of the County.

21. **CONFLICT OF INTEREST.** Vendor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services pursuant to this contract. The Company further covenants that in the performance of this contract, no person having any such interest shall be employed.

22. **CONFIDENTIALITY.** Vendor agrees not to divulge or release any information, reports, or recommendations developed or obtained in connection with the performance of this contract, during the term of this contract, except to authorize County personnel or upon prior approval of the County.

23. **BINDING EFFECT.** This contract shall be binding on the undersigned and their successors and assigns.

24. **CONTRACT PARTS.** Attached hereto and incorporated herein are various appendices, schedules and attachments (collectively, "the attachments") which provide details of the Vendor's obligations concerning reporting requirements, record keeping and the like. Also incorporated herein are any other specifications issued by the County in connection with this contract. If there is a conflict between any of the attachments and the specifications the specifications will control. If there is a conflict between any of the attachments or the specifications and the contract, then this Contract will control.

THIS CONTRACT is made effective the 11th day of **May, 2016.**

IN WITNESS WHEREOF, the County has caused this instrument to be signed by its Director, attested by its Clerk, and its corporate seal affixed hereunto, pursuant to a Resolution of the said party of the first part passed for that purpose, and Vendor has caused this instrument to be signed by its properly authorized representative and its corporate seal affixed the day and year first above written.

ATTEST:

COUNTY OF GLOUCESTER

**CHAD M. BRUNER,
ADMINISTRATOR/CLERK OF THE BOARD**

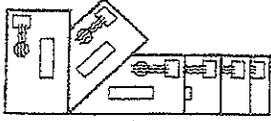
ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ABC MAILERS, INC.

**By:
Title:**

ATTACHMENT A



ABC Mailers Inc.

500 Sharptown Road
Swedesboro, NJ 08085-3161
(856) 241-2100 • Fax (856) 241-1010

Date: 04/27/16

TO: Mark Harris / Gloucester County Board / Election

FR: ABC Mailers, Inc.

RE: Quote - Ballot Mailings

PERSONALIZATION

	<u>5M - 10M</u>	<u>10M - 25M</u>	<u>25M - 75M</u>	<u>75M - 200M</u>
Postal Sortation	\$ 65.00	5.25M	4.00M	3.00M
NCOA Move Update	\$ 30.00	2.25M	1.25M	.70M
Reformat / Convert Data	\$ 35.00	3.00M	1.50M	1.00M
Sign-Offs (per version)	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00
Samples (per version)	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
Letter Shop Services - HP Ink Jet address and vote book, then sort, tray and mail.	\$ 250.00	26.50M	24.00M	22.50M
Wafer Seal (2) 1 Pass	\$ 75.00	15.00M	14.00M	12.85M
Total CPM	<u>\$ 510.00</u> (Flat Rates)	<u>52.00M</u>	<u>44.75M</u>	<u>40.05M</u>
Freight - Delivery to Bellmawr Post Office (per drop)	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00

ATTACHMENT B

Program Specifications

SERVICE DESCRIPTION AND UNITS OF SERVICE:

- A. Vendor will provide mailing services for the period May 6, 2016 through May 5, 2017 in the mailing of sample ballots for all Gloucester County Primary, General, Special and School Board Elections.

PARTIAL SCHEDULE OF RELEVANT STATUTES

N.J.S.A. 19:44A-20.26 Not later than 10 days prior to entering into any contract having an anticipated value in excess of \$17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefor, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L. 1973, c.83 (C.19:44A-1 et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, an elective office of that public entity, of that county in which that public entity is located, of another public entity within that county, or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

PARTIAL SCHEDULE OF RELEVANT STATUTES (continued)

c. As used in this section:

“business entity” means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate; and

“State agency” means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission, or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

By signing below, you are certifying that the information you have provided is accurate, and that you are aware that if you have made any misrepresentation in this certification, then you and/or your business entity will be liable for any penalty permitted under the law.

Name of Business Entity: ABC Movers INC.
Signed: Anthony L. Bocca Title: President
Print Name: Anthony L. Bocca Date: 4/22/16

Note: Copies of certain portions of the applicable law are attached to this certification as an accommodation to the vendor. However, the vendor is responsible for determining and certifying its compliance with the applicable law.

BUSINESS ENTITY DISCLOSURE CERTIFICATION
Contracting Agency: County of Gloucester

N.J.S.A. 19:44A-20-4 et seq., commonly known as the New Jersey Local Unit Pay-to-Play Law, provides that Gloucester County may not award a contract for more than \$17,500.00 to any business entity which has made certain reportable campaign contributions unless the contract is awarded pursuant to a fair and open process.

Reportable campaign contributions (as defined by N.J.S.A. 19:44A-1 et seq.) may not have been made to any County committee of a political party in Gloucester County if a member of that political party is serving in an elective public office of Gloucester County at the time that the contract is awarded, or to any candidate committee of any person serving in an elective public office of Gloucester County when the contract is awarded.

The law further prohibits the business entity receiving the contract from making such contributions during the term of the contract, unless the contract is awarded pursuant to a fair and open process.

Having considered the limitations set forth above, the undersigned business entity hereby certifies that neither it nor anyone with an interest in it has, during the one year period preceding the award of the contract, made such a reportable contribution that would bar the award of a contract to it. The undersigned further certifies that neither it, nor anyone within an interest in it, will make any such contribution during the term of the contract awarded.

The undersigned is fully aware that if he/she has made any misrepresentation in this certification, he/she and/or the business entity will be liable for any penalty permitted under the law.

Name of Business Entity: ABC Materials Inc.
Signed: Anthony L. Buccolo Title: President
Print Name: Anthony L. Buccolo Date: 4/16/17

Note: Copies of certain portions of the applicable law are attached to this certification as an accommodation to the vendor. However, the vendor is responsible for determining and certifying its compliance with the applicable law.

PARTIAL SCHEDULE OF RELEVANT STATUTES

19:44A-20.6. Person as business entity; contributions by spouse or child of person; contributions by persons having interest in business

When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7. Definitions

As used in sections 2 through 12 of this act: [FNI]

"business entity" means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

"fair and open process" means, at a minimum, that the contract shall be: publicly advertised in newspapers or on the Internet website maintained by the public entity in sufficient time to give notice in advance of the contract; awarded under a process that provides for public solicitation of proposals or qualifications and awarded and disclosed under criteria established in writing by the public entity prior to the solicitation of proposals or qualifications; and publicly opened and announced when awarded. The decision of a public entity as to what constitutes a fair and open process shall be final.

"State agency in the Legislative Branch" means the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch.

19:44A-20.8. Duty to report contributions

a. Prior to awarding any contract, except a contract that is awarded pursuant to a fair and open process, a State agency in the Legislative Branch, a county, or a municipality shall require the business entity to which the contract is to be awarded to provide a written certification that it has not made a contribution that would bar the award of a contract pursuant to this act.

PARTIAL SCHEDULE OF RELEVANT STATUTES

b. A business entity shall have a continuing duty to report to the Election Law Enforcement Commission any contributions that constitute a violation of this act that are made during the duration of a contract.

19:44A-20.9. Repayment of contribution

If a business entity makes a contribution that would cause it to be ineligible to receive a public contract or, in the case of a contribution made during the term of a public contract, that would constitute a violation of this act, the business entity may request, in writing, within 60 days of the date on which the contribution was made, that the recipient thereof repay the contribution and, if repayment is received within those 60 days, the business entity would again be eligible to receive a contract or would no longer be in violation, as appropriate.

19:44A-20.10. Violation of act by business entity; penalty

A business entity which is determined by the Election Law Enforcement Commission to have willfully and intentionally made a contribution or failed to reveal a contribution in violation of this act may be liable to a penalty of up to the value of its contract with the public entity and may be debarred by the State Treasurer from contracting with any public entity for up to five years.

C-1

**RESOLUTION AUTHORIZING A CONTRACT WITH THE NEW JERSEY
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT FOR
EMPLOYMENT AND TRAINING SERVICES FROM JULY 1, 2015 TO JUNE 30, 2016
FOR \$4,028,843.00**

WHEREAS, the County of Gloucester, a designated workforce area and grant recipient pursuant to the Workforce Innovation and Opportunity Act of 2014, assigns the Department of Economic Development, Division of Workforce Development as the One-Stop Operator to deliver employment and training services to qualified residents; and

WHEREAS, the following applicable funds have been appropriated for the grant period from July 1, 2015 to June 30, 2016:

WIA Adult	\$ 607,412.00
WIA Youth	\$ 665,466.00
WIA Dislocated Worker	\$ 727,328.00
Work First NJ	\$ 1,848,705.00
Workforce Learning Link	\$ 35,000.00
Workforce Development Partnership	\$ 144,932.00
Total	\$ 4,028,843.00; and

WHEREAS, the grant amount totaling **\$4,028,843.00** represents state and federal funds for PY' 2015 to be utilized by Gloucester County to enhance services to County residents in accordance with the previously approved Workforce Investment Area Five-Year Plan; and

WHEREAS, the County's Department of Economic Development will monitor all program conditions required for federal financial assistance and compliance pursuant to the Workforce Innovation and Opportunity Act.

NOW THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester that the Freeholder Director is hereby authorized to execute and Clerk of the Board to attest to the Contract and any other required documents between the County of Gloucester and the New Jersey Department of Labor and Workforce Development regarding funding for employment and training services from July 1, 2015 to June 30, 2016.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, May 11, 2016 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

CHAD M. BRUNER
ADMINISTRATOR/CLERK OF THE BOARD

**New Jersey Department of Labor and Workforce Development
Workforce Development Area Contract**

C-1
ET-08-PY15

WIB: Gloucester
DUNS No.: 957362247

PY 2015 Funds

Plan No.:
Mod No.:

A. Grant Recipient: (Name and Address)
County of Gloucester
2 South Broad Street, PO Box 337
Woodbury, NJ 08096
Chief Executive Officer: Robert M. Damming
Legal Entity Status: Public
Federal Employer ID No.: 21-6000-660

B. State Grantor/Department
Harold J. Wirths, Commissioner
New Jersey Department of Labor and Workforce Development
P.O. Box 055, Trenton, New Jersey 08625-0055
Contact Person & Telephone No.:
Patricia Moran Ph.D., Executive Director 609-984-9414
Workforce Development and Economic Opportunity

C. Local Area Operating Entity:
Gloucester Co. Economic Development
115 Budd Boulevard
West Deptford, NJ 08096
Contact: Michelle Shirey, Director
Tel. No.: 856-384-6963

WorkFirst NJ Operating Entity:

Contact: Michelle Shirey, Director
Tel. No.: 856-384-6963

D. Funding Levels by Source:

<u>WIOA / FEDERAL FUNDS:</u>	
Adult:	607,412
Youth:	665,466
Dislocated Worker:	727,328
Add'l Federal Funds:	0
Federal TOTAL:	\$2,000,206
State TOTAL:	\$2,028,637
Contract TOTAL:	\$4,028,843

<u>STATE FUNDS:</u>	
WorkFirst NJ:	1,848,705
WLL:	35,000
SmartSTEPS:	0
WDP-DW-EF:	144,932
Add'l State Funds:	0
Add'l State Funds:	0
Add'l State Funds:	0

The contract period for these funds is July 1, 2015 through June 30, 2016.

Grantor/Department and Grant Recipient's Agreement Signatures

The Grant Recipient and Workforce Investment Board agree to provide employment and training services in accordance with all the provisions of their approved Plan and the attached Assurances, Certifications and General Provisions. If this Contract, including the Assurances, Certifications and General Provisions, annexed hereto, correctly sets forth your understanding of your approved Plan, please indicate your organization's approval by having this signed by the Chief Executive Officer of the organization and returned to the Grantor.

Accepted & Agreed by the Grant Recipient	Accepted & Agreed by the WIB Chairperson	Accepted & Agreed by Grantor/Department
Name: Robert M. Damming	Name: <u>Aes Vail</u>	Name: Harold J. Wirths
Signature:	Signature: <u>[Signature]</u>	Signature:
Title: Freeholder Director	Title: WIB Chairperson	Title: Commissioner
Date:	Date:	Date:

PY 2015 Workforce Development Area Contract Narrative

This contract, as well as the Standard Assurances and Certifications and General Provisions, is prepared as a formal agreement between the Workforce Development Area of **(Name)** and the New Jersey Department of Labor and Workforce Development. The contract also details terms and conditions for usage, expenditures and reporting of the funds. The contract specifies the following amounts of:

<u>Program</u>	<u>Date of NOO(s)</u>	<u>Allocation</u>	<u>(+) Additional Funds</u>	<u>(-) Reduction of Funds</u>
WIOA Adult	5/26/2015	607,412	0	0
WIOA Dislocated Worker	5/26/2015	727,328	0	0
WIOA Youth	5/26/2015	665,466	0	0
TANF Case Management	6/12/2015	181,169	0	0
TANF Work Activities	6/12/2015	973,162	0	0
TANF Work Verification	6/12/2015	31,590	0	0
CAVP	6/12/2015	30,000	0	0
TANF Needs Based Work Support	6/12/2015	3,000	0	0
GA/SNAP Case Management	6/12/2015	93,537	0	0
GA/SNAP Work Activities	6/12/2016	534,247	0	0
GA/SNAP Needs Based Work Support	6/12/2015	2,000	0	0
Workforce Learning Link	7/6/2015	35,000	0	0
SmartSTEPS		0	0	0
WDP - DW - Employer Focus	8/17/2015	144,932	0	0
Additional Funds		0	0	0
Additional Funds		0	0	0
Additional Funds		0	0	0
Totals		\$4,028,843	\$0	\$0
Contract Total:		\$4,028,843		
Modification Total:		\$0		

Workforce Innovation and Opportunity Act Funds (WIOA)

Grant Period for these Funds

(July 1, 2015 through June 30, 2017)

DUNS# 957362247

Gloucester

Adult Training		Funds
Administration (10% Max)		<u>60,741</u>
Program		<u>546,671</u>
Total		<u>\$607,412</u>

Dislocated Worker		
Administration (10% Max)		<u>72,733</u>
Program		<u>654,595</u>
Total		<u>\$727,328</u>

Workforce Innovation and Opportunity Act Funds (WIOA)

Grant Period for these Funds

(April 1, 2015 through June 30, 2017)

Youth Training		
Administration (10% Max)		<u>66,547</u>
Program		
In-school		<u>91,625</u>
Out-of-school (75% Min)		<u>507,294</u>
<small>(75% min of Program Funds)</small>		
Total		<u>\$665,466</u>

Total WIOA: **\$2,000,206**

Youth Work Experience		
(20% Min of Youth Program Funds)		<u>246,510</u>

Miscellaneous Federal Funds

Add'l Federal Funds:		
Administration		<u>0</u>
Program		<u>0</u>
Total		<u>\$0</u>

Add'l Federal Funds:		
Administration		<u>0</u>
Program		<u>0</u>
Total		<u>\$0</u>

Add'l Federal Funds:		
Administration		<u>0</u>
Program		<u>0</u>
Total		<u>\$0</u>

Add'l Federal Funds:		
Administration		<u>0</u>
Program		<u>0</u>
Total		<u>\$0</u>

WorkFirst New Jersey (WFNJ) Funds
Grant Period for these Funds
(July 1, 2015 through June 30, 2016)

Gloucester

Temporary Assistance to Needy Families (TANF)	Funds
Administration (12% Max)	<u>138,519</u>
Case Management	<u>159,429</u>
Work Activities	<u>856,383</u>
Total	<u>\$1,154,331</u>
TANF Work Verification	<u>\$31,590</u>
Career Advancement Voucher Program (CAVP)	
Administration (12% Max)	<u>3,600</u>
CAVP Program	<u>26,400</u>
Total	<u>\$30,000</u>
TANF Needs Based Work Support	<u>\$3,000</u>
General Assistance (GA)/Supplemental Nutrition Assistance Program (SNAP)	
Administration (12% Max)	<u>62,978</u>
Case Management	<u>93,537</u>
Work Activities	<u>471,269</u>
Total	<u>\$627,784</u>
GA/SNAP Needs Based Work Support	<u>\$2,000</u>
Total WFNJ:	<u>\$1,848,705</u>

**Workforce Investment Board State Funds
Grant Period for these Funds
(July 1, 2015 through June 30, 2016)**

Gloucester

	Funds
Workforce Learning Link:	
Administration (7% Max)	<u>0</u>
Program	<u>35,000</u>
Total	<u>\$35,000</u>
SmartSTEPS:	
Administration	<u>0</u>
Program	<u>0</u>
Total	<u>\$0</u>
Workforce Development Partnership Program - Dislocated Worker - Employer Focus	
Administration (10% Max)	<u>14,493</u>
Program	<u>130,439</u>
Total	<u>\$144,932</u>
Add'l State Funds:	
Administration	<u>0</u>
Program	<u>0</u>
Total	<u>\$0</u>
Add'l State Funds:	
Administration	<u>0</u>
Program	<u>0</u>
Total	<u>\$0</u>
Add'l State Funds:	
Administration	<u>0</u>
Program	<u>0</u>
Total	<u>\$0</u>

Program Year 2015 Workforce Innovation and Opportunity Act (WIOA)

Gloucester

Participant/Expenditures Planning Summary

Program/Subset	Participant/Exit Summary						Fiscal/Expenditures Summary			
	A		B		C	D	E	F	G	H
	Carry-In Clients		PY Exits		New Enrollments		Total PY Exits (B + D)	PY 2014 Carry-In Funds	PY 2015 Allocation	Total Available Funds (F + G)
Number		PY Exits		Number	PY Exits					
A. Adult	34		34		87	87	121	121,800	607,412	729,212
B. Dislocated Worker	31		31		115	115	146	116,095	727,328	843,423
C. Youth	111		111		100	100	211	38,025	665,466	703,491
1) In-School Youth (14 to 21 yr olds)	41		41		40	40	81			
2) Out-of-School Youth* (16 to 24 yr olds)	70		70		60	60	130			

* Includes school dropouts and youth who have received a high school diploma or equivalent, but are basic skills deficient, unemployed or underemployed.

**Program Year 2015 Work First New Jersey/Workforce Learning Link
Gloucester**

Participant/Expenditures Planning Summary

Program/Subset	Participant/Exit Summary						Fiscal/Expenditures Summary		
	A	B	C	D	E	F	G	H	
	Carry-In Clients		New Enrollments		Total PY Exits (B + D)	PY 2014 Carry-In Funds	PY 2015 Allocation	Total Available Funds (F+ G)	
	Number	PY Exits	Number	PY Exits					
A. WorkFirst New Jersey	290	290	1,046	891	1,181	0	1,848,705	1,848,705	
1) TANF (incl. Work Verif.)	166	166	741	626	792	0	1,185,921	1,185,921	
2) CAVP	1	1	0	0	1	0	30,000	30,000	
3) TANF Needs Based Work Support	0	0	0	0	0	0	3,000	3,000	
4) GA/SNAP	123	123	305	265	388	0	627,784	627,784	
5) GA/SNAP Needs Based Work Support	0	0	0	0	0	0	2,000	2,000	
B. Workforce Learning Link	12	12	42	36	48	0	35,000	35,000	

**PY 2015 Participant/Expenditures Planning Summary
Gloucester**

Average Cost Per Person Served

Adult	<u>\$8,382</u>
D/W	<u>\$7,334</u>
Youth	<u>\$7,035</u>

Average Cost Per Person Exited

Adult	<u>\$6,027</u>
D/W	<u>\$5,777</u>
Youth	<u>\$3,334</u>

Instructions:

- 1) This sheet will calculate average costs after you have entered WIOA data on the WIOA Participant/Expenditures Planning Summary (Page 5).
- 2) This page only needs to be printed out and returned with your contract.

C-2

**RESOLUTION EXTENDING THE CONTRACT WITH ASPHALT PAVING SYSTEMS,
INC. FOR TWO YEARS THROUGH MAY 17, 2018 IN AN AMOUNT NOT TO
EXCEED \$40,000.00 PER YEAR**

WHEREAS, the County of Gloucester (hereinafter the "County") originally entered into a contract on May 18, 2014 with Asphalt Paving Systems, Inc., for the supply of Cationic Emulsified Asphalt (CRS-2) material, as per Bid PD# 014-007. The contract provided the County with the option to extend for one (1) two year period or two (2) one year periods; and

WHEREAS, the County's Public Works Department has recommended exercising the final option to extend the contract for two years through May 17, 2018 in an amount not to exceed \$40,000.00 per year; and

WHEREAS, all other terms and provisions of the previously executed contract, with the exception of the extension of the term, will continue in full force and effect; and

WHEREAS, the contract is open ended, which does not obligate the County to make any purchase, therefore no Certificate of Availability of Funds is required regarding the extension at this time; and

WHEREAS, continuation of the said contract beyond December 31, 2016 is conditioned upon the approval of the 2017 and 2018 County Budget.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Gloucester that the County does hereby exercise its option to extend its aforesaid contract with Asphalt Paving Systems, Inc., for the supply of Cationic Emulsified Asphalt (CRS-2) material in accordance with Bid PD# 014-007 for an additional two (2) year period from May 18, 2016 to May 17, 2018 in an amount not to exceed \$40,000.00 for each year and that the County's Purchasing Agent is hereby directed to inform Asphalt Paving Systems, Inc. of the extension; and

BE IT FURTHER RESOLVED that before any purchase be made pursuant to the said contract, that a certification shall be obtained from the Treasurer of the County certifying that sufficient funds are available at that time for that particular purchase, and identifying the line item of the County budget out of which said funds will be paid.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester and State of New Jersey held on Wednesday, May 11, 2016 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

CHAD M. BRUNER,
ADMINISTRATOR/CLERK OF THE BOARD

F-1

**RESOLUTION AUTHORIZING THE PURCHASE OF LABOR, MATERIALS AND
INSTALLATION OF CARPETING FROM COMMERCIAL INTERIORS DIRECT,
INC., THROUGH STATE CONTRACT #A81755 FROM MAY 11, 2016 TO
MAY 10, 2017 IN AN AMOUNT NOT TO EXCEED \$125,000.00**

WHEREAS, N.J.S.A. 40A:11-12 permits the purchase of materials, supplies and equipment through State Contract, without the need for public bidding; and

WHEREAS, the County has a need to purchase carpeting and installation services for use in various County buildings; and

WHEREAS, it has been determined that the County may purchase labor and materials through State Contract #A81755, for the installation of carpet from Commercial Interiors Direct, Inc., 1 South Corporate Drive, Riverdale, NJ 07457, for the period May 11, 2016 to May 10, 2017; and

WHEREAS, the Contract shall be for estimated units of service, in an amount not to exceed \$125,000.00. As such, the contract is open-ended and does not obligate the County of Gloucester to make any purchase; therefore, no Certificate of Availability of Funds is required at this time. Continuation of this Contract beyond December 31, 2016 is contingent upon adoption of the 2017 Gloucester County budget.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Gloucester that the County Purchasing Agent be authorized to purchase labor and materials for the installation of carpeting from Commercial Interiors Direct, Inc., in an amount not to exceed \$125,000.00, from May 11, 2016 to May 10, 2017; and

BE IT FURTHER RESOLVED, before any purchase can be made pursuant to the within award, a certification must be obtained from the Treasurer of the County of Gloucester certifying that sufficient funds are available at that time for that particular purchase and identifying the line item of the County Budget out of which said funds will be paid.

ADOPTED at a meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, May 11, 2016 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

CHAD M. BRUNER,
ADMINISTRATOR/CLERK OF THE BOARD

RESOLUTION AUTHORIZING AN APPLICATION TO THE NEW JERSEY DEPARTMENT OF HEALTH AND SENIOR SERVICES FOR A LOCAL CORE CAPACITY FOR PUBLIC HEALTH EMERGENCY PREPAREDNESS GRANT IN THE AMOUNT OF \$267,522.00 FROM JULY 1, 2016 TO JUNE 30, 2017

WHEREAS, the County, through the County Health Department, desires to apply to New Jersey, Department of Health and Senior Services for a Local Core Capacity for Public Health Emergency Preparedness Grant in the amount of \$267,522.00 from July 1, 2016, to June 30, 2017; and

WHEREAS, the funding will enhance the capabilities of an emergency-ready Health Department to evaluate, upgrade, and integrate its emergency preparedness and responses; and

WHEREAS, the County's Department of Health and Human Services has reviewed all data supplied or to be supplied in the application renewal and in its attachments, and certifies to the Board of Chosen Freeholders of the County that all data contained in the application and in its attachments is true and correct; and

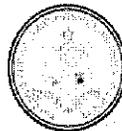
WHEREAS, the County's Department of Health and Human Services has submitted the grant application to the County Treasurer for review, and said agency has approved said application, and the Board of Chosen Freeholders understands and agrees that any grant received as a result of the application renewal will be subject to the grant conditions and other policies, regulations and rules issued for the administration of grant projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester that the Freeholder Director is hereby authorized to execute, and the Clerk of the Board is hereby authorized to attest to, any documents necessary to apply to the New Jersey Department of Health, Senior, and Disability Services for the Local Core Capacity for Public Health Emergency Preparedness Grant in the amount of \$267,522.00 from July 1, 2016 to June 30, 2017; and

BE IT FURTHER RESOLVED that the Board of Chosen Freeholders hereby confirms that that the funds will be used pursuant to the terms of the agreement between the County and the granting authority, will comply with all applicable regulations of the granting authority, and shall provide any necessary additional assurances as may be required; and

BE IT FUTHER RESOLVED that the Gloucester County Department of Health and Human Services shall be responsible for grant implementation.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, held on Wednesday, May 11, 2016 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

**CHAD M. BRUNER,
ADMINISTRATOR/ CLERK OF THE BOARD**

BUDGET AMENDMENT FORM

6-1

INCLUDE GRANT AGREEMENT AND/OR COMMITMENT LETTER, ATTACH (AMENDED) BUDGET PAGE WITH COUNTY BUDGET EXPENEDITURE EXPLANATIONS (C-2 FORM) AND CODE NUMBER (PER BUDGET MANUAL).

DATE April 12, 2016

- 1. GRANT TITLE: Local Core Capacity for Public Health Emergency Preparedness Grant
- 2. DEPARTMENT: Health Department
- 3. GRANT ID NUMBER: STATE: _____
 FEDERAL: _____
- 4. FUNDING AGENCY CONTACT PERSON: Carl Michaels
- 5. FUNDING AGENCY PHONE NUMBER: (609) 292-0290
- 6. GRANT AMOUNT: \$267,522.00
- 7. A. CASH MATCH AMOUNT: _____
 (Attach mandated documentation)
- B. IN-KIND MATCH: _____
- C. MODIFICATION AMOUNT: _____
- D. NEW TOTAL: \$ 267,522.00
- 8. CONTRACT PERIOD: FROM: 07-01-2016 TO: 06/30/2017
- 9. HOW DOES COUNTY RECEIVE PAYMENT: ADVANCE: _____
 REIMBURSEMENT: MONTHLY: _____
 QUARTERLY: x _____
 END OF CONTRACT: _____
 OTHER (EXPLAIN) _____
- 10. ARE EXPENDITURE REPORTS DUE TO GRANTOR? YES x NO _____
 ARE THEY MONTHLY _____ QUARTERLY x END OF CONTRACT _____
 LIST DATES REPORTS ARE DUE: _____

11. WILL THIS GRANT HAVE ANY SUB-GRANTEES? YES _____ NO x
(IF SO PLEASE INCLUDE A COPY OF THE PROPOSAL THAT IS BEING SENT OUT FOR RFP'S)

12. IS THIS GRANT EXPECTED IN FUTURE YEARS? YES x NO _____
EXPLAIN: _____

13. PLEASE PROVIDE A BRIEF DESCRIPTION WHICH WILL BE USED FOR THE BUDGET RESOLUTION: NJ Department of Health will provide funding to enhance the county's capabilities of emergency-ready public health department by upgrading, integrating and evaluating local public health jurisdictions' preparedness and responses.

14. ARE BUDGET TRANSFERS PERMITTED WITHOUT GRANTOR APPROVAL?
YES x NO _____

DEPARTMENT HEAD: *[Signature]*
Signature
DATE: 4/12/16

.....
Departmental Use Only

DATE RECEIVED BY GRANTS DIVISION: _____

DATE RECEIVED BY BUDGET OFFICE: _____

REVIEWED:

DEPARTMENT OF TREASURY, GRANTS DIVISION:

1. _____
Signature

2. _____
Signature

GRANT REQUEST FORM

INCLUDE THE GRANT APPLICATION AND COMPLETED PROPOSAL. IF THE GRANT PROVIDES FOR OUTSIDE CONTRACTING, INCLUDE AN EXPLANATION OF YOUR SELECTION PROCEDURES FOR SUB-GRANTEES. ALSO INCLUDE BUDGET WITH COUNTY ACCOUNT NUMBERS.

DATE: April 12, 2016

1. TYPE OF GRANT
 NEW GRANT
 x RENEWAL/CONTINUATION-PREVIOUS YR. BUDGET NUMBER 326

 2. GRANT TITLE: Local Core Capacity for Public Health Emergency Preparedness Grant

 3. GRANT TERM: FROM: 07/01/2016 TO: 06/30/2017

 4. COUNTY DEPARTMENT: Health Department

 5. DEPT. CONTACT PERSON & PHONE NUMBER: Carl Michaels (609) 292-0290

 6. NAME OF FUNDING AGENCY: NJ Department of Health

 10. BRIEF DESCRIPTION OF GRANT PROGRAM (TO BE USED FOR CLERK OF BOARD): NJ Department of Health will be providing funding to enhance the county's capabilities of emergency-ready public health department by upgrading, integrating and evaluating local public health jurisdictions' preparedness and responses.

 - 7.
 8. PERSONNEL-EMPLOYEE NAME & AMOUNT OF SALARY FUNDED THROUGH PROPOSED GRANT PROGRAM (INDICATE A NEW HIRE WITH AN ASTERISK " * "):

NAME	AMOUNT	NAME	AMOUNT
<u>Robert Bamford</u>	<u>84,067</u>	<u>Carla Kephart</u>	<u>89,748</u>
<u>Ditty Mae Jankauskas</u>	<u>27,394</u>		

 9. TOTAL SALARY CHARGED TO GRANT: \$ 201,209

 10. INDIRECT COST (IC) RATE: N/A %

 11. IC CHARGED TO GRANT \$ N/A

 12. FRINGE BENEFIT RATE CHARGED TO GRANT: 27.7 %

 13. DATE APPLICATION DUE TO GRANTOR April 25, 2016
-



State of New Jersey
DEPARTMENT OF HEALTH

PO BOX 360
TRENTON, N.J. 08625-0360

www.nj.gov/health

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CATHLEEN D. BENNETT
Acting Commissioner

April 5, 2016

Annamarie Ruiz
Gloucester County Health Department
204 East Holly Avenue
Sewell, NJ 08080

Dear Health Officer,

SUBJECT: LETTER OF INTENT

The New Jersey Department of Health, Division of Public Health Infrastructure, Laboratories, and Emergency Preparedness intends to process your Grant application for PHLP17LNC in the amount of \$267,522. The award is contingent upon the fully executed award signed by the Department's Approval Officer and the availability of funds. This award will be effective for the grant period 07/01/2016 through 06/30/2017.

Please consider this letter as notice of the Department's intent to fund in accordance with the legal provisions of such grant, and that the Notice of Grant Award document will be processed as soon as possible.

The Department will not be able to provide cash payments for any costs incurred by carrying out the items of this grant application until a fully executed Notice of Grant Award has been processed. Upon completion of this process, payment will be made in accordance with the grant provisions.

The Grantee recognizes and agrees that funding under a grant agreement is expressly dependent upon the availability of funds to the Department, appropriated by the State Legislature from State or federal revenue, or such other funding sources as may be applicable. The Department shall not be held liable for any breach of this agreement, resulting from the absence of available funding appropriations.

Project Category	Funding Amount	Budget Period
CDC Base	\$172,441	07/01/2016 - 06/30/2017
CDC CRI	\$95,081	07/01/2016 - 06/30/2017

The grant award will further be contingent upon the fiscal and programmatic completeness of your application, as well as the fulfillment of any current grant objectives, if applicable. Grant applications are to be completed on-line via the System for Administering Grants Electronically (SAGE). "Terms and Conditions" as well as Cost Controlling Initiatives will apply and may be found under "Management Activities" within each application. SAGE can be accessed at nsage.intelligrants.com. Paper applications will not be accepted. SAGE will be open for PHLP17LNC applications on April 4, 2016 and close on April 25, 2016.

If you have any questions or are in need of assistance, contact Jennifer Martinez, Program Management Officer at 609-306-8417 or Rina Warehall, Grant Management Officer at 609-826-4909.

Sincerely,

Dana B. Johnson
Program Management Office

cc: SAGE Application
Mauro Focarelli, Fiscal Management
Carl Michaels, Service Director

FS-L3
FEB 16

Jennifer Martinez, Program Management Officer
Rina Warehall, Grant Management Officer

G-2

RESOLUTION AUTHORIZING APPLICATION AND ACCEPTANCE OF JOB ACCESS AND REVERSE COMMUTE (JARC) SFY17 ROUND 3 AND SFY18 ROUND 4 GRANT FROM NJ TRANSIT, IN THE TOTAL AMOUNT OF \$160,000.00 WITH A CASH MATCH OF \$160,000.00, FROM JULY 1, 2016 TO JUNE 30, 2018

WHEREAS, the Gloucester County Division of Transportation Services, under the Department of Human Services is submitting a project proposal to NJ Transit, Office of the Services Contracts, Local Program Support Unit, an operating administration of the United States Department of Transportation Equity Act for the 21st Century (TEA-21), to receive New Jersey Job Access and Reverse Commute (JARC) SFY17 Round 3 and SFY18 Round 4 grant funds; and

WHEREAS, this funding is specifically for the purpose of transport services to Gloucester County residents relative to employment, literacy, and other activities; and

WHEREAS, said transportation services shall be provided by the Division of Transportation Services (DTS), and include bus transportation and demand-responsive transportation to County residents utilizing the grant funds; and

WHEREAS, the New Jersey JARC SFY'17 Round 3 includes state grant funding in the amount of \$80,000.00 and a county cash match of \$80,000.00, from July 1, 2016 to June 30, 2018 and the New Jersey JARC SFY'18 Round 4 includes state grant funding in the amount of \$80,000.00 and a county cash match of \$80,000.00, from July 1, 2016 to June 30, 2018; and

WHEREAS, the Gloucester County Board of Chosen Freeholders acknowledges that the amount of grant funds to be requested is \$160,000.00, with a cash match by the County of Gloucester of \$160,000.00, for a total amount of \$320,000.00.

NOW, THEREFORE BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Gloucester, that the Director of the Board, is hereby authorized to execute and the Clerk of the Board is authorized to attest to the execution of any and all documents necessary for the filing of the grant application and acceptance of the grant from NJ Transit for the New Jersey Job Access and Reverse Commute (JARC) SFY17 Round 3 & SFY18 Round 4 grant funds for program operations in the amount of \$160,000.00, with a cash match of \$160,000.00, for a total amount of \$320,000.00, from July 1, 2016 to June 30, 2018.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, May 11, 2016 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

**CHAD M. BRUNER,
ADMINISTRATOR/CLERK OF THE BOARD**

62

GRANT REQUEST FORM

DATE: 3/1/16

1. TYPE OF GRANT
 NEW GRANT X RENEWAL

2. GRANT TITLE: JARC Transportation SFY'17, Round 3

3. GRANT TERM: FROM: 7/1/2016 TO: 6/30/17

4. DATE APPLICATION DUE TO GRANTOR: March 28, 2016

5. CFDA NUMBER: _____

6. STATE GRANT NUMBER: _____

7. COUNTY DEPARTMENT: Department of Human & Disability Services

8. DEPT. CONTRACT PERSON & PHONE NO. Lisa Cerny, 856-384-6874

9. NAME OF FUNDING AGENCY: NJ Transit

10. BRIEF DESCRIPTION OF GRANT PROGRAM (TO BE USED FOR CLERK OF BOARD): To provide modified fixed route bus service, subscription type and demand responsive transportation services to job training, sheltered workshops and gainful employment sites for eligible Gloucester County residents.

11. DID YOU READ THE GRANT AND UNDERSTAND ITS TERMS? Yes

12. INDIRECT COST (IC) RATE 31.70%

13. IC CHARGED TO GRANT : \$0

14. FINANCIAL:	<u>REQUESTED</u>	<u>MANDATED</u>
GRANT FUNDS	\$ <u>80,000.00</u>	
CASH MATCH	\$ _____	
IN-KIND MATCH	\$ <u>80,000.00</u>	
(Attached Documentation)		(Attach Documentation)
TOTAL PROGRAM BUDGET	<u>\$160,000.00</u>	

15. TOTAL PROGRAM COST (GRANT REVIEW SHEET)

TOTAL SALARY & WAGES (a): \$ 70,000

TOTAL OTHER EXPENSES (b): \$ 10,000

TOTAL FRINGE (c): \$ 41,447

TOTAL PROGRAM COST (d): \$ 121,447

TOTAL GRANT FUNDING (e): \$ 80,000

TOTAL COUNTY FUNDING (f): \$ 41,447

DEPT. HEAD: Lisa Long (Com 2)
Signature

DATE: MAR 22 2016

***PLEASE FORWARD ONE HARD COPIES AND ONE ELECTRONIC COPY OF THE FOLLOWING ITEMS TO YOUR ACCOUNTANT AT THE TREASURER'S OFFICE:

- GRANT REQUEST FORM
- GRANT REVIEW SHEET
- C-2 FORM
- GRANT APPLICATION
- RESOLUTION AND BLURB

***IF SIGNATURES ARE REQUIRED PLEASE HAVE THE NAME TYPED OUT AND FLAGGED.

***IF THE GRANT PROVIDES FOR OUTSIDE CONTRACTING, INCLUDE AN EXPLANATION OF YOUR SELECTION PROCEDURES FOR SUB-GRANTEES.



February 11, 2016

Dear NJ-JARC Subrecipient:

This is to inform you that the SFY16 and SFY17 (Round 3 and 4) New Jersey Job Access & Reverse Commute (NJ-JARC) program application is now available.

Eligible applicants for NJ-JARC include private non-profit organizations, state and local government agencies, and operators of public transportation services, including private operators of public transportation services. The goal of the NJ-Job Access and Reverse Commute program (NJ-JARC) is to improve access to transportation services to employment and employment-related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. Local matching funds are required for NJ-JARC as well as participation in the locally developed coordinated public transit human services transportation plan. *NJ-JARC is only for operating funds for transportation services and requires a 50% local match.*

The NJ-JARC application and program guidelines are available on-line at the New Jersey Community Transportation Training Program (NJCTTP) website at <http://njcttpwp.rutgers.edu>. Click on the Community Transportation Grants tab at the top right; on the left you will see "NJ TRANSIT's NJ JARC Grant Program". If interested in applying download the application. **DO NOT TRY TO COMPLETE ONLINE.** If you do not have internet access you can request an application by calling 973-491-7381 or 973-491-7382.

Completed applications are to be emailed to James Flynn at NJ TRANSIT - jpflynn@njtransit.com no later than **March 28, 2016**. A hard copy of the application with required attachments should be mailed to:

James P. Flynn, Community Transportation Administrator
Community Transportation Department, 4th Floor
NJ TRANSIT
One Penn Plaza East
Newark, NJ 07105

General questions about NJ-JARC should be directed via email to James Flynn at the email above or me at amagri@njtransit.com.

Sincerely,

Anna Magri

Anna R. Magri
Director, Local Programs/Minibus Support and Community Transportation
NJ TRANSIT

Department: Human Services
Grant Title: JARC SFY 17 Round 3

Salary and Wages Detail

List all Employees within the program
 Insert more lines if necessary
 Highlighted cells are formulas and should not be changed

Fringe

Update the fringe rate if necessary
 2015 Fringe is 59.21% for PERS and 69.18% for Police and Fire

Name	Title	Salary	Fringe	Grant Funds	County Funds	Total Funds
Donna Cucetta	Accountant	\$ 2,000	\$ 1,184.20	\$ 2,000.00	\$ 1,184.20	\$ 3,184.20
Anthony Wilcox	Coordinator	\$ 2,000	\$ 1,184.20	\$ 2,000.00	\$ 1,184.20	\$ 3,184.20
Debra Caltagirone	Omnibus Operator	\$ 5,000	\$ 2,960.50	\$ 5,000.00	\$ 2,960.50	\$ 7,960.50
Tracey cudd	Omnibus Operator	\$ 4,000	\$ 2,368.40	\$ 4,000.00	\$ 2,368.40	\$ 6,368.40
Deborah Davis	Omnibus Operator	\$ 4,000	\$ 2,368.40	\$ 4,000.00	\$ 2,368.40	\$ 6,368.40
Karen Allen	Omnibus Operator	\$ 4,000	\$ 2,368.40	\$ 4,000.00	\$ 2,368.40	\$ 6,368.40
Patricia Wheeler	Omnibus Operator	\$ 4,000	\$ 2,368.40	\$ 4,000.00	\$ 2,368.40	\$ 6,368.40
Elizabeth Bauer	Omnibus Operator	\$ 5,000	\$ 2,960.50	\$ 5,000.00	\$ 2,960.50	\$ 7,960.50
Monica Bilbow	Omnibus Operator	\$ 5,000	\$ 2,960.50	\$ 5,000.00	\$ 2,960.50	\$ 7,960.50
Susan Blair	Omnibus Operator	\$ 5,000	\$ 2,960.50	\$ 5,000.00	\$ 2,960.50	\$ 7,960.50
Chris Bradley	Omnibus Operator	\$ 5,000	\$ 2,960.50	\$ 5,000.00	\$ 2,960.50	\$ 7,960.50
Vince Catrambone	Omnibus Operator	\$ 5,000	\$ 2,960.50	\$ 5,000.00	\$ 2,960.50	\$ 7,960.50
Steve Carlin	Omnibus Operator	\$ 5,000	\$ 2,960.50	\$ 5,000.00	\$ 2,960.50	\$ 7,960.50
Dana Convery	Omnibus Operator	\$ 5,000	\$ 2,960.50	\$ 5,000.00	\$ 2,960.50	\$ 7,960.50
Franco Melendez	Omnibus Operator	\$ 5,000	\$ 2,960.50	\$ 5,000.00	\$ 2,960.50	\$ 7,960.50
Patricia Sweet	Omnibus Operator	\$ 5,000	\$ 2,960.50	\$ 5,000.00	\$ 2,960.50	\$ 7,960.50
			(a)			
		\$ 70,000	\$ 41,447	\$ 70,000	\$ 41,447	\$ 111,447
			(c)			

Other Expenses	Grant Funds	County Funds	Total OE
repairs	\$ 5,000.00	\$ -	\$ 5,000.00
fuel	\$ 5,000.00	\$ -	\$ 5,000.00
	\$ 10,000.00	\$ -	\$ 10,000.00

Total Program Cost	Grant	County	Total
\$ 80,000.00	\$ 41,447	\$ 121,447.00	
	(e)	(f)	(d)

Grant Funding History

	New	16-XXX	15-XXX	14-XXX	13-XXX
S&W, Fringe	\$ 70,000.00	\$ 70,000.00	\$ 132,000.00	\$ 205,600.00	\$ 143,255.00
OE	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00	\$ 19,400.00	\$ 36,620.00
	\$ 80,000.00	\$ 80,000.00	\$ 144,000.00	\$ 225,000.00	\$ 179,875.00

**JOB ACCESS AND REVERSE COMMUTE (JARC) - Rounds SFY'2017 Round 3
TRANSPORTATION GRANT - BUDGET PAGE
JULY 1, 2016 TO JUNE 30, 2017**

101	SALARIES - Salary to pay for services rendered by the Division of Transportation Services.	\$70,000
305	Repairs and Maintenance - Reimbursement to County Fleet Management for repair and maintenance performed on the vehicles.	\$5,000
470	FUEL + OIL - Reimbursement to County Fleet Management for fuel and oil used by DTS Program.	\$5,000
TOTAL		\$80,000

Form C-2

Department Code 333-002

Submission Date 3/8/16

Department - Human Services (DTS)

Revision Date



NJ – JARC Round 3 and Round 4
(SFY17 & SFY18)
Jobs Access Reverse Commute (JARC)

Applications are due by March 28, 2016.

NJ-JARC Application for SFY 2017 and 2018

Part I: NJ-JARC Overview

1. Introduction
2. Coordinated Human Service Plan
3. Eligibility
4. Eligible Activities

Application: Fill Out and Return

- I. Applicant Information
- II. Project Summary
- III. Service Area and Destinations
- IV. Service Operations
- V. Coordinated Public Transit-Human Services Transportation Plan
- VI. Technical and Organizational Capacity
- VII. Funding and Financial
- VIII. Passenger Detail
- IX. Required Attachments
 1. Application Cover Letter
 2. Service Area Map
 3. Letter from County Lead for coordination - **only** if project proposed not mentioned in current coordination plan.
 4. Letter to County Lead for coordination – **only** required if not current stakeholder
 5. Marketing Materials
 6. Vehicle Fleet
 7. Project Contacts
 8. Project Personnel and Organizational Chart
 9. Application Resolution
 10. Title VI questions
 11. Complaint Process
 12. ADA Reasonable Accommodation

Appendix:

1. FTA JARC History of Program
 2. Route Deviation Requirements
-

PART I. Overview and Information

1. Introduction

Human service transportation includes a broad range of transportation service options designed to meet the needs of transportation-disadvantaged populations including older adults, disabled persons and/or those with lower income. Individuals with different needs require different services depending on their abilities, their environment, and the options available in their community.

The goal of the NJ-Job Access and Reverse Commute program (NJ-JARC) is to improve access to transportation services to employment and employment-related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. **Local matching funds are required for NJ-JARC** as well as participation in the locally developed coordinated public transit human services transportation plan. **NJ-JARC is only for operating funds for transportation services and requires a 50% local match.** Funding from NJ TRANSIT for NJ-JARC 3 would cover July 1, 2016 - June 30, 2017 and for NJ-JARC 4 cover July 1, 2017- June 30, 2018.

Completed applications are due no later **than March 28, 2016**. All responses must be submitted by **email to James Flynn at NJ TRANSIT - jpflynn@njtransit.com** and hard copy of application with required attachments mailed to:

James P. Flynn, Community Transportation Administrator
Community Transportation Department, 4th Floor
NJ TRANSIT
One Penn Plaza East
Newark, NJ 07105

2. Coordinated Public Transit-Human Services Transportation Plan

Federal transit law, as amended under SAFETEA-LU, required that projects funded from the Elderly Individuals and Individuals with Disabilities (Section 5310), JARC (Section 5316), and New Freedom (Section 5317) programs be derived from a locally developed, coordinated public transit human services transportation plan (CHSTP). A coordinated plan maximizes the programs' collective coverage by minimizing duplication of services. **Participation in a CHSTP is also a requirement for the NJ-JARC grant program.**

All New Jersey applicants **must** reference their county coordinated plans and indicate how their application is meeting service gaps/needs or service recommendations stated in those plans. All applicants **must include the page number from the most recent county coordinated plan.**

If the proposed project is not listed in the county plan you should meet with the coordinated plan lead in your county to discuss incorporation and become part of the local stakeholder group that participates in development of the plans.

County	Coordinated Plan Leads	Metropolitan Planning Organization
Atlantic	Carl Lindow Atlantic County Transportation PO Box 13 New Road & Dolphin Avenue Northfield, NJ 08225 609-645-7000 x4058	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Road, B6 Vineland, NJ 08361 856-794-1941
Bergen	Tom Murphy, Director Bergen County Community Transportation 178 Essex Street Lodi, NJ 07644 201-336-3380	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Burlington	Jerome Kilkenny Burlington County 795 Woodlane Road Mount Holly, NJ 08060 609-265-5020	Meghan J. Weir Delaware Valley Regional Planning Commission (DVRPC) 190 N. Independence Mall West, 8 th Floor Philadelphia, PA 19106 215-238-2832

Camden	Carole Miller (on behalf of) South Jersey Transportation Authority (SJTA) 800 Cooper Street, Suite 500 Camden, NJ 08102 856-427-0988	Meghan J. Weir Delaware Valley Regional Planning Commission (DVRPC) 190 N. Independence Mall West, 8 th Floor Philadelphia, PA 19106 215-238-2832
Cape May	Daniel Muiraney Cape May Community Transportation Services Cape May Courthouse 4 Moore Road Cape May, NJ 08210 609-889-3700 or 7812	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Road, B6 Vineland, NJ 08361 856-794-1941
Cumberland	Barbara Nedohon, Director County of Cumberland Office on Aging and Disabled 800 E. Commerce Street Bridgeton, NJ 08302 856-453-2220	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Road, B6 Vineland, NJ 08361 856-794-1941
Essex	Jaklyn Devore, Director Essex County Department of Senior Citizen Services 50 South Clinton Street East Orange, NJ 07018 973-395-8400 or 8404	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Gloucester	Lisa Cerny Gloucester Department of HS Division of Transportation Services 115 Budd Boulevard West Deptford, NJ 08096 856-686-8362	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Road, B6 Vineland, NJ 08361 856-794-1941
Hudson	Darice Toon, Director Health and Human Services 830 Bergen Avenue Jersey City, NJ 07306 201-369-5280 x4231	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Hunterdon	Tara Shephard, Executive Director HART TMA 146 Route 31 North Flemington, NJ 08822 908-788-5553	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Mercer	Martin DeNero Mercer County Trade Transportation Public Works Facility 300 Scotch Road, Building 1 Trenton, NJ 08901 609-530-1970 x17	Meghan J. Weir Delaware Valley Regional Planning Commission (DVRPC) 190 N. Independence Mall West, 8 th Floor Philadelphia, PA 19106 215-238-2832
Middlesex	Laila Caune, Director Middlesex County Office on Aging & Disabled Services 75 Bayard Street New Brunswick, NJ 08901 732-745-4433	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Monmouth	Kathleen Lodato, Director Monmouth County Division of Transportation 250 Center Street Freehold, NJ 07728 732-431-6480 or 732-577-6731	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Morris	Ophelia Cruse, Special Transportation Coordinator County of Morris Human Services PO Box 900 Morristown, NJ 07963-0900 973-285-6868	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Ocean	Dave Fitzgerald, Director Ocean Ride 1959 Route 9 / PO Box 2191 Toms River, NJ 08754-2191 732-736-8989	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Passaic	John McGill, Coordinator Passaic Division of Family Services 52 Church Street Paterson, NJ 07505 973-247-2487	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Salem	Ray Bolden Inter-Agency Council of Salem County 98 Market Street Salem, NJ 08079 856-935-7510 x8203	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Road, B6 Vineland, NJ 08361 856-794-1941
Somerset	Yvonne Manfra, Director Somerset County Transportation 750 East Main Street	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor

	Bridgewater, NJ 08807 908-231-7116	Newark, NJ 07102 973-639-8450
Sussex	Carol Novrit, Director Sussex County Department of Social Services 83 Spring Street Suite 203 Newton, NJ 07860 973-383-3600 x5140	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Union	Karen Dinsmore, Asst Director Union County Department of Human Services Union County Administration Building 10 Elizabethtown Plaza Elizabeth, NJ 07207 908-527-4809	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Warren	JanMarie McDyer, Coordinator Warren County Department of Human Services Division of Contract Administration Cummins Building 202 Mansfield Street Belvidere, NJ 07823 908-475-6332 or 6080	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450

3. Eligible Organizations and Agencies

The following organizations and entities are eligible to apply for funding:

- Private non-profit organizations;
- State or local governmental authorities; and
- Operators of public transportation services, including private operators of public transportation service

4. Eligible Activities

Funds from the NJ-JARC program are available for operating expenses that support the transportation services designed to transport low-income individuals to and from jobs and activities related to their employment and to support reverse commute projects. Examples are as follows:

- a. Late-night and weekend service;
- b. Route Deviation Shuttle service;
- c. Expanding fixed-route public (i.e. NJT) transit routes;
- d. Demand-responsive service;
- e. Other services not listed that support NJ-JARC purpose as noted above;

NJ- JARC (Round 3 and Round 4) SFY 2017 and 2018 APPLICATION

I. Applicant Information

1. Project Name: *JARC Gainful Employment and Educational Training Transportation*
2. Please provide the following about your organization:
 - a. Organization Legal Name: Department of Human & Disability Services, Division of Transportation Services
 - b. Address: 115 Budd Blvd., P.O. Box 337, West Deptford, NJ 08096
 - c. County: Gloucester
 - d. Congressional District(s): 1st and 2nd Congressional Districts
 - e. Tax Identification Number and **501(c)3 Certificate** (if applicable please attach): 21-6000660
 - f. Contact Name and Title (and address if different than above): Lisa Cerny, Director
 - g. Contact Telephone Number: 856-384-6874
 - h. Contact Fax Number: 856-384-0207
 - i. Contact E-mail: *lcerny@co.gloucester.nj.us*

3. Type of Organization or Agency

The following organizations and entities are eligible to apply for funding (**please check one**):

- a. Private non-profit organizations _____
- b. State or local governmental X
- c. Operators of public transportation services, including private operators of public transportation service _____

II. Project Summary:

This project is a (please check all that apply):

- Continuation of existing JARC funded project: X
Continuation of existing non-JARC funded project: _____
Expansion of an existing JARC project: _____
Expansion of an existing (non JARC) project: _____
New project (program): _____

If this is a continuation and/or expansion of a non JARC project please indicate current source of non- JARC funding. _____

1. **Detailed** description of project including service hours, days, area served (indicate states, counties and municipalities served). Indicate if service is demand response or route deviation, and if service is contracted out or done in house. If contracted out, will contractor be responsible for entire operational cost or will you provide the vehicles/maintenance/fuel/other :

Gloucester County provides a demand response transportation service that is scheduled with a minimum of three business days' notice up to months in advance of appointment request. Route deviation is not considered on a daily basis; route changes are made when new clients are added to the subscription-type list for work-related or training-related service. Service from the Division of Transportation is provided Monday through Friday from 7:00am to 5:00pm according to client needs. An application process has been established with all trip reservations placed through the Gloucester County Division of Transportation scheduling line at 856-686-8350. Transportation, funded through the JARC grant, is provided to persons with disabilities to their training or work-related location; paying a portion of the expense for transportation to ACT Program (Adult Center for Transition), Vocational II route and various Educational, Job-related sites.

Goals and objectives of the project:

Continue the subscription type service, providing responsive, efficient and equitable transportation, to persons with disabilities seeking vocational training and gainful employment.

- If new project, expansion or a continuation of a non-JARC project, when is the project anticipated to begin to need NJ-JARC funds? N/A.
- Describe how the project addresses the transportation needs of **low income individuals** to employment sites or training locations? Identify the current transportation gaps to be filled and types of jobs that are projected to be served?

Low-income residents and people with disabilities are currently limited in their ability to access employment sites and employment-related activities, particularly in suburban and rural areas. Gloucester County will use JARC funds to reach out to agencies/advocates for people with disabilities who are either unemployed or underemployed due to their inability to own or operate an automobile. The current public transit system is limited and designed to operate north to south through Gloucester County to urban centers such as Camden City and Philadelphia. Gloucester County and other interested agencies' effort regarding the inception of the new East to West Pureland shuttle is a major step in addressing transportation needs for low income residents.

III. Service Area and Destinations

1. Please indicate the potential origins and destinations that the proposed project, program or service will serve:

Project will fund expanded transportation opportunities for people with disabilities who live outside ADA eligible areas for Training and Work. Transportation is offered to people with disabilities by the Gloucester County Division of Transportation Services (DTS) with a combination of lift-equipped mini buses and vans.

Gloucester County is situated southwest of the major urban areas of Camden, New Jersey and Philadelphia, Pennsylvania. The northern part of Gloucester County contains clusters of smaller municipalities consisting of older housing units with little room for additional development. Contiguous municipalities to the east along Route 295 are similar until the municipality of East Greenwich to the southwest. East Greenwich to the south and west represent the larger, more rural and suburban areas of Gloucester County. To the south and east there is a more suburban setting with occasional farmland; some of this land is being developed with new housing, creating additional need for DTS' transportation service. After speaking with people considering a move to Gloucester County, transportation is a main concern when looking for housing.

2. Please describe and estimate the number of jobs and/or the number of job sites/employment centers that can be accessed as a result of the proposed project, program, or service:

The JARC grant will continue to address transportation needs of Gloucester County's disabled and low-income residents. Advances concerning the foundation grant, detailed in the SFY15+16 application, was accomplished in 2015 through a Pascale Sykes grant developing the East-to-West Pureland Industrial Park shuttle. A group effort led by Gloucester County Government established the East-West Pureland Industrial Park shuttle that offers transportation to Pureland and other work locations along the route ('Attachment A'). The Pureland Industrial Park is home to more than 180 businesses with more than 8,500 workers. This innovative route has been established with trips costing one dollar each way and a bus that travels around the 3,000-acre Pureland complex.

3. How many stops are within ¼ mile of employment centers that would not otherwise be reasonably accessible by transit (from the destinations served): N/A

See above for information regarding new East to West Pureland shuttle, accomplished through Pascale Sykes grant. Collaborating on this project were Gloucester County government, the Pascale Sykes Foundation, the South Jersey Transportation Authority, NJ Transit, United Way of Gloucester County, Heart of Gloucester County and Cross County Connection Transportation Management Association.

4. Performance Measure: Estimated number of **unduplicated** customers and passenger one way trips this project, program, or service will serve **ANNUALLY**. For example, if 50 different people use the service five days a week for work (10 trips per week), over approximately 50 work weeks per year, you would have a total of 25,000 annual one-way employment-related passenger trips and 50 unduplicated passengers.

Overall Clients 22 Overall Passenger One Way Trips 4244
Different Clients to Employment Sites 7 Passenger One Way Trips to Employment Sites 1078

5. Estimated cost/passenger trip \$37.00

IV. Coordinated Public Transit-Human Services Transportation Plan

1. Please identify the gap or need or project your JARC project addresses in your county's locally developed, coordinated public transit-human services transportation plan ("coordinated plan"). See website <http://njcttpwp.rutgers.edu/> for your current county's coordination plan.

County Coordinated Plan P-17 to P-22 3.1 to 4.0 (Indicate page number and paragraph number).

2. If the project is not currently identified in the coordinated plan please provide a letter from the county lead indicating the status of any amendment to the plan to include this project. N/A

3. If you are not part of the current county stakeholders, has designated county lead for the coordination plan been notified of your intent to apply? If not previously notified, please provide a letter directed to the County Lead that demonstrates that intent. N/A

4. Does the project feed/connect with NJ TRANSIT and/or other private bus services: (i.e. Lakeland, Suburban, Coach USA, TransBridge, etc.) and/or and any rail service (i.e. NJ TRANSIT, PATH, PATCO, SEPTA, etc.). If YES, please describe how the project connects with, compliments or supports existing transportation services. Please identify the bus or rail services (s) and the key stop (s) and/or stations (s) connections with the proposed project service. No

5. Please provide the names of other service providers or agencies in your area that you have coordinated with on this project or other projects relating to transportation.

Dollars provided under the JARC grant allow Gloucester County DTS to transport clients to Jobs and Training within the County. For other projects relating to transportation, the County of Gloucester provides shuttle service to Philadelphia area hospitals in conjunction with Sen-Han in Camden, NJ. Gloucester County operates the shuttle service Monday and Thursday with Sen-Han providing transport on Tuesday and Wednesday. Rural area Demand Response shopping is now done through application and request to schedule date of ride through the CSR's scheduling telephone line @ 856-686-8350.

V. Service Operations

1. **Reservation/trip request process (for Demand Response Services)** - Please provide a copy of your "passenger registration" or "passenger reservation intake" form, phone number for trip reservations, and also provide the hours and days reservations are accepted. If there is more than one provider, please provide their names and reservation telephone number and hours/days that they accept reservations.

The attached DTS referral application is the first step to becoming client and can be requested by telephone or by going to the gloucestercountynj.gov website. The Customer Service Representatives (CSR) will enter each application received through mail, or submitted directly on website, in the Ecolane database. Passenger reservations are taken at telephone line of the CSR @ 856-686-8350, Monday through Friday, 8:30am to 4:00pm. Upon phone call from resident, a computerized General In-take form ('Attachment B') is completed by each CSR for the designated trip. Client Information for residents appear when beginning the process of scheduling trip with funding choices included.

ii. What is the minimum and maximum amount of time needed to reserve a trip (advertised in your policy)?
DTS is able to schedule with as little as three working days' notice and up to as far in advance client is aware of appointment. DTS' capability to schedule appointment has increased with implementation of Ecolane scheduling software. To ensure their ride, clients are instructed to schedule as soon as they are aware of appointment.

iii. Do you attempt to provide service (analyze the schedule) if the request is not in the minimum time required?
On a limited basis, a trip that is deemed essential can be scheduled quickly.

iv. Do you attempt to provide same day (on demand) service if requested?
Same day service is available through the Supervising Omnibus Operator who is aware of DTS client history of scheduling. Supervisor will allow trip if schedule is open and appointment seems necessary. She also reminds client of a one-time exception and that in the future they should observe the minimum of three working days' notice.

v. Do you maintain a passenger profile? If yes, what information is contained in this profile?
Information obtained from clients is detailed in 'Attachment B', General In-Take Form.

vi. What special provisions, if any, have been made to accommodate competitive employment trips, especially if beyond normal operating hours?
Gloucester County DTS does not provide trips beyond normal working hours.

vii. Please name the computer routing and scheduling software product currently used for operations.
Ecolane USA, Inc., web based Routing & Scheduling package

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

- | | |
|---|----------|
| - database, customer file | <u>X</u> |
| - computer assisted routing and scheduling | <u>X</u> |
| - fully automated routing and scheduling | <u>X</u> |
| - to automatically generate ridership reports | <u>X</u> |

ix. Describe any other computer technology used for operations. Example: mobile data terminal, global positions systems, AVL, cell phones, on board cameras, etc.

GPS 42" Screen within Dispatch Office to monitor area, i.e., drivers' location, speed, and roadways to avoid. Drivers are able to view messages from Dispatch through radio contact and can be viewed on GPS Vehicle Tablets within each vehicle.

x. Do you have any trip type restrictions or priorities?
Trips are restricted to in-county transportation with limited Out of County service. Out of County transportation is provided to nearby locations for medical appointments and are scheduled for 11:00am IN with 1:00pm RETURN.

xi. Do you have any geographical boundaries (ex. Only intra-county trips provided)?
See above answer. Limited out-of-county trips are provided to contiguous counties.

VI. Technical and Organizational Capacity

Please describe your organization, including number of full time employees, part time employees, and volunteers. See ('Attachment C'), 2/26/16 DTS Organizational Chart: 12 Full-time employees (7 office staff + 5 drivers), 14 Part-time (30 hour) drivers; four substitute drivers for a total of 30 DTS employees.

1. Please describe how this project will be implemented and administered within your organization. Who will do the work?

Gloucester County DTS operates within a well-coordinated system that utilizes various resources to deliver service efficiently. Two private operators have been contracted to help in the provision of service under funding from Casino, County, JARC, and New Freedom; one private operator for two of the five vocational routes and one private operator for those trips that DTS is unable to handle. The outside vendors have been utilized to augment transportation by providing service. Casino tax revenue funding has supported other areas of our service such as medical and shopping-related transportation for seniors with an additional medical route, in conjunction with Sen Han Transportation, for the Monday through Thursday Philadelphia Hospital shuttle.

2. Performance: How will your organization monitor the project performance? What measures will be used (for example, passenger trips, vehicle hours, miles, denied trip requests, employer sites reached, etc.).

Gloucester County's Supervising Omnibus Operator deals with drivers daily through messages received by Ecolane software and by radio. The current Acting Coordinator, along with input from Supervising Omnibus Operator, are in charge of Annual Driver Evaluations. DTS monitors project performance in a variety of ways. Service and cost data are maintained that provide information on the trips that are provided, the cost per trip, no-shows, vehicle miles, driver hours, canceled trips and the employers that are reached. DTS staff distributes passenger surveys to monitor the perception of service performance by riders.

3. Contractor Oversight: Are there site visits / ride checks made to the contractor facility/operations? How frequently?

In 2016 DTS administration monitored our two current Transportation providers, Holcomb Bus Services, Inc., and Collins Transportation, LLC. Monitoring occurs every two years unless an issue presents itself that would need attention.

VII. Funding and Budget

1. Fares: Are (will) fares be charged? Please attach a fare policy which describes the different fares charged.
2. Donations: Describe how donations are collected and if there is a suggested donation amount.

Existing or New Project: Total **Annual** project budget local, county, agency matching funds, and other sources of match (please identify specific source of match and provide document from funding source to verify the match):

	NJ-JARC Request	Local Match County/Agency/FTA Other	Total Budget (NJ-JARC + Required Match)	Overmatch, any ex. extra funds, fares	Total Budget (including overmatch)
SAMPLE:	\$80,000	\$80,000	\$160,000	\$40,000	\$200,000
NJ-JARC Round 3	\$80,000	\$80,000	\$160,000		
NJ-JARC Round 4	\$80,000	\$80,000	\$160,000		

INDICATE SOURCE OF MATCHING FUNDS

Name of Funding Source	SFY 2017 - Round 3	SFY 2018 - Round 4
	Indicate amount of funding from each source	Indicate amount of funding from each source
1. TANF Block		
2. TANFPlus, Special		
3. County	\$80,000	\$80,000
4. Other Agency		
5. Employers Contribution		
6. SCDRTAP		
7. State		
8. Federal		
8. DOL/DHS		
9. Other (Identify each)		
TOTAL		

Expansion of An Existing NJ JARC Project:

	NJ-JARC Request	Local Match County/Agency/FTA Other	Total Budget (NJ-JARC + Required Match)	Overmatch, any ex. extra funds, fares	Total Budget (including overmatch)
SAMPLE:	\$80,000	\$80,000	\$160,000	\$40,000	\$200,000
NJ-JARC Round 3					
NJ-JARC Round 4					

INDICATE SOURCE OF MATCHING FUNDS FOR EXPANSION

Name of Funding Source	SFY 2017 - Round 3	SFY 2018 - Round 4
	Indicate amount of funding from each source	Indicate amount of funding from each source
1. TANF Block		
2. TANF Plus, Special		
3. County	\$80,000	\$80,000
4. Other Agency		
5. Employers Contribution		
6. SCDRTAP		
7. State		
8. Federal		
8. DOL/DHS		
9. Other (Identify each)		
TOTAL		

NJ TRANSIT is providing NJ-JARC funds from their operating budget. The funding is limited to purchase of or for direct operating of transportation services. Therefore only operating expenses are permitted under this grant. The following line items are allowable operating expenses under this grant. Only 10% of administrative salaries will be acceptable charges to the grant, no additional administrative expenses will be permitted (example: Indirect costs, office supplies) and no other in kind administrative matches.

EXISTING or NEW NJ JARC Project

**REQUESTED FUNDING FOR PROJECT – SFY 2017 (Round 3)
(Based on yearly operating expenses)**

OPERATING BUDGET LINE ITEMS	PROJECT BUDGET
Salaries/Fringe Benefits (Operations manager, drivers, mechanics, and dispatchers, etc.)	124,000
Administrative Salaries (up to 10% of total project is allowed)	16,000
Licenses and Registration	
Third Party Contract Services	
Maintenance & Repairs	5,000
Materials Consumed (oil, fuel, etc.)	15,000
Other Miscellaneous Operating Expenses (including uniforms, vehicle insurance,)	
Total Operating Expenses (- Fares, Donations)	160,000
Net Operating Expenses	
(-) 50% Local Match	80,000
Total Budget Request	80,000

REQUESTED FUNDING FOR PROJECT – SFY 2018 (Round 4)
(Based on yearly operating expenses)

OPERATING BUDGET LINE ITEMS	PROJECT BUDGET
Salaries/Fringe Benefits (Operations manager, drivers, mechanics, and dispatchers, etc.)	124,000
Administrative Salaries (up to 10% of total project is allowed)	16,000
Licenses and Registration	
Third Party Contract Services	
Maintenance & Repairs	5,000
Materials Consumed (oil, fuel, etc.)	15,000
Other Miscellaneous Operating Expenses (including uniforms, vehicle insurance)	
Total Operating Expenses	160,000
(- Fares, Donations)	
Net Operating Expenses	
(-) 50% Local Match	80,000
Total Budget Request	80,000

EXPANSION TO EXISTING NJ JARC Project

REQUESTED FUNDING FOR PROJECT – SFY 2017 (Round 3)
(Based on yearly operating expenses)

OPERATING BUDGET LINE ITEMS	PROJECT BUDGET
Salaries/Fringe Benefits (Operations manager, drivers, mechanics, and dispatchers, etc.)	124,000
Administrative Salaries (up to 10% of total project is allowed)	16,000
Licenses and Registration	
Third Party Contract Services	
Maintenance & Repairs	5,000
Materials Consumed (oil, fuel, etc.)	15,000
Other Miscellaneous Operating Expenses (including uniforms, vehicle insurance,)	
Total Operating Expenses	160,000
(- Fares, Donations)	
Net Operating Expenses	
(-) 50% Local Match	80,000
Total Budget Request	80,000

REQUESTED FUNDING FOR PROJECT – SFY 2018 (Round 4)
(Based on yearly operating expenses)

OPERATING BUDGET LINE ITEMS	PROJECT BUDGET
Salaries/Fringe Benefits (Operations manager, drivers, mechanics, and dispatchers, etc.)	124,000
Administrative Salaries (up to 10% of total project is allowed)	16,000
Licenses and Registration	
Third Party Contract Services	
Maintenance & Repairs	5,000
Materials Consumed (oil, fuel, etc.)	15,000
Other Miscellaneous Operating Expenses (including uniforms, vehicle insurance)	
Total Operating Expenses	160,000
(- Fares, Donations)	
Net Operating Expenses	
(-) 50% Local Match	80,000
Total Budget Request	80,000

VIII. Passenger Details

Please refer to the most up-to-date American Community Survey [ACS] data at the Census Tract level from census.gov; for assistance, contact your local county planning department. Select information may also be available from your MPO's web site.

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

- 0 – 20% X
- 21 – 40 %
- 41 – 60%
- 61 – 80%
- 81 – 100%

Describe how this project assists LOW INCOME individuals.

b. Percentage of **zero-car households** in project service area:

- 0 – 10% X
- 11 – 20 %
- 21 – 40%
- 41 – 60%
- 61 – 100%

c. Estimate the percentage of your projected passenger trips which will be employment or training-related:

- 0 – 20%
- 21 – 40 %
- 41 – 60%
- 61 – 80%
- 81 – 100% X

d. Percentage of low-income individuals (150% of poverty level) in the project's broader area of impact (Metropolitan Statistical Area or county):

- 0 – 20% X
- 21 – 40 %
- 41 – 60%
- 61 – 80%
- 81 – 100%

(INDICATE SOURCE OF DATA and METHOD OF CALCULATING ABOVE PERCENTAGES.)

- a) ACS 2012, 1 year estimate Poverty Status in last 12 months;**
- b) ACS 2010-2012, 3 year estimate (Selected Housing Characteristics);**
- c) DTS estimate – client records; and**
- d) ACS 2012, 1 year estimate - Poverty Status in last 12 months.**

IX: Attachments

Required Attachments

1. Application Cover Letter – complete and sign
 2. Service Area Map – provide map showing service route and/or area
 3. Letter from County Lead for coordination - **only** if project proposed not mentioned in current coordination plan.
 4. Letter to County Lead for coordination – **only** required if not current stakeholder
 5. Marketing Materials – provide marketing brochure and timetable
 6. Vehicle Fleet – provide spreadsheet
 7. Project Contacts – complete attached
 8. Project Personnel and Organizational Chart – complete and provide org. chart
 9. Application Resolution - provide from governing body or board (Indicate Match and Source)
 10. Title VI questions - complete attached
 11. Complaint Process – complete attached
 12. ADA Reasonable Accommodation
- Appendix: History and Route Deviation Requirements

ATTACHMENT 1 – Cover Letter

Date

Director
NJ TRANSIT
Community Transportation Department
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246

Dear Ms. :

The County of Gloucester Division of Transportation Services is hereby applying for a grant under NJ-JARC funded and administered by NJ TRANSIT. The approval of this grant will enable public transportation services to be available to low income and others for employment transportation.

County of Gloucester Division of Transportation Services is requesting OPERATING ASSISTANCE for the period of two years of funding. The total amount of state funds requested is as follows:

NJ-JARC – Round 3 SFY 2017

	OPERATING
NJ-JARC Funds:	<u>\$80,000</u>
Local match funds:	<u>\$80,000</u>
Total:	<u>\$160,000</u>

NJ-JARC – Round 4 SFY 2018

	OPERATING
NJ-JARC Funds:	<u>\$80,000</u>
Local match funds:	<u>\$80,000</u>
Total:	<u>\$160,000</u>

To my knowledge, all information provided in support of this application is true and correct. If you have questions or require additional information, contact Ms. Lisa Cerny, Director of Human & Disability Services at 856-384-6874.

Sincerely,
Signature of Authorized Representative _____
Robert M. Damminger

Title Freeholder Director

ATTACHMENT 2 – Service Area Map

SEE ATTACHED

Please ensure that map includes.

- Concentrations of Households in Poverty, Low Income Housing, Housing for People with Disabilities and Senior Housing
- Employment Centers
- Regional Transit: NJ Transit Bus lines/Rail Line/Other Transit Services

ATTACHMENT 3 – Coordination

N/A

Letter from County Lead for Coordination (only if not project is not mentioned in the current coordination plan; see Part 1.2)

ATTACHMENT 4 – Coordination

N/A

Letter to County Lead for Coordination (only required if you are not a current stakeholder; see Part 1.2)

ATTACHMENT 5 – Marketing Materials

Please provide a brief description of any marketing efforts (advertising, radio, website) as well as **copies of agency/project brochures, “bus” schedules, timetables, routes etc.**

NJ TRANSIT must review all marketing items before they are final to make sure they meet the following:

- Language indicating that service animals and portable oxygen tanks are permitted on vehicles.
- Brochure and/or timetable should indicate if service is Route Deviation or Demand Response service. If route deviation timetable, should clearly indicate the service will deviate and a phone number must be listed for requesting deviations in advance. Deviations are open to all passengers, not just passengers with disabilities. You can limit the “distance of the deviations” and note it in the timetable.
- List phone number for calling in complaints or compliments. See Title VI form you are to use for Title VI complaints.
- Indicate service is accessible by having the international symbol of accessibility on the timetable. If not using accessible buses then you must have a number for calling for an accessible vehicle.
- Indicate funding source(s) for the service on the timetable (NJ TRANSIT, FTA funded, County funded etc...).
- A phone number to call to request reasonable modifications of policies and practices for the transportation of individuals with disabilities.
- All marketing materials must have the following Title VI Notice so that passengers know how to file a Title VI complaint.

Sample Non-Discrimination Policy

(NAME OF AGENCY) operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964, as amended. Any person who believes that she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint in writing to (NAME OF AGENCY). To file a complaint, or for more information on (NAME OF AGENCY'S) obligations under Title VI write to: (ADDRESS OF AGENCY) or visit (website link if available). Transportation services provided by this agency are in whole or part funded through federal funds received through NJ TRANSIT and as an individual you also have the right to file your complaint to both (NAME OF AGENCY) as well as the Federal Transit Administration. Complaints may also be filed with the Federal Transit Administration in writing and may be addressed to: Title VI Program Coordinator, East Building, 5th Floor – TCR, U.S. Department of Transportation, Federal Transit Administration, Office of Civil Rights, 1200 New Jersey Avenue, SE, Washington, DC 20590. If information is needed in another language, contact (PHONE NUMBER).

ATTACHMENT 6 – Vehicle Fleet

SEE ATTACHMENTS

Provide following information on your or your service provider's current vehicle fleet.

Agency Vehicle #	Chassis Make/ Model	Model Year	Mileage	VIN #	Funding Source	Vehicle Cost	Seating capacity	Lift equipped Yes or No	Projected Retirement Date
				<p><i>SEE ATTACHMENT 6 – VEHICLE FLEET INVENTORY page 1 AND FEBRUARY 2016 VEHICLE LISTING page 2</i></p>					

ATTACHMENT 7 – Project Contacts

Provide the name, title, address, phone/fax number, and e-mail of the key contact people :

1. Freeholder Director/County Executive or, if agency, Executive Director/Chairman of the Board
*Freeholder Director Robert M. Damminger, County of Gloucester, 2 S. Broad Street, Woodbury, NJ 08096.
Phone #: 856-853-3395; Fax #: 856-853-3495 rdamminger@co.gloucester.nj.us*
 2. Administrative Contacts (person responsible for the administration of the grant)
*Ms. Donna Cucetta, Accountant, 115 Budd Blvd., West Deptford, NJ 08096
Phone #: 856-686-8360; Fax #: 856-686-8361 dcucetta@co.gloucester.nj.us*
 3. Operations Contact (person responsible for operational issues regarding grant)
*Ms. Karen Allen, Supervising Omnibus Operator, 115 Budd Blvd., West Deptford, NJ 08096
Phone #: 856-686-8359; Fax #: 856-686-8361 kdavis@co.gloucester.nj.us*
 4. Procurement Contact (Individual who will be responsible for procuring capital and preparing bid packages for service providers.)
*Mr. Peter Mercanti, Director of Purchasing, 2 S. Broad Street, Woodbury, NJ 08096
Phone #: 856-853-3414; Fax #: 856-251-6777 pmercanti@co.gloucester.nj.us*
 5. Financial Contact (person responsible for billing, accounting, closeouts, reimbursement requests)
Ms. Donna Cucetta, Accountant, (listed above)
 6. Audits Contact (responsible for annual audits)
*Ms. Tracey Giordano, Treasurer's Office, 2 S. Broad Street, Woodbury, NJ 08096
Phone #: 856-853-3353; Fax #: 856-251-6778 tgiordano@co.gloucester.nj.us*
 7. County or Agency Counsel
*Mr. Thomas G. Campo, 2 S. Broad Street, Woodbury, NJ 08096
Phone #: 856-384-6898; Fax #: 856-384-6894 tcampo@co.gloucester.nj.us*
 8. EEO Representatives – A Subrecipient's Chief Executive Officer (CEO) should designate an EEO Officer and adequate staff to administer the EEO program. The EEO Officer should be an executive and should report directly to the CEO. Care should be taken to avoid conflicts when assigning responsibility for administering the EEO program as a collateral duty assignment, e.g., a personnel officer may have a conflict of interest. *Milton W. Hinton, Jr., Director Equal Employment Opportunity, 2 S. Broad St., Woodbury, NJ 08096 Phone#: 856-384-6903; Fax #: 856-853-3266 mhinton@co.gloucester.nj.us*
 9. DBE Representative *Mr. Peter Mercanti, Director, Purchasing, 2 S. Broad St., Woodbury, NJ 08096 Phone #: 856-853-3414 pmercanti@co.gloucester.nj.us*
 10. ADA Representative *Ms. Lisa Cerny, Director Division of Human & Disability Services, 115 Budd Blvd., West Deptford, NJ 08096 Phone #: 856-384-6842; Fax #: 856-384-6849 lmather@co.gloucester.nj.us*
 11. Title VI Contact *Mr. Anthony Wilcox, Acting Coordinator, Division of Transportation, 115 Budd Blvd., West Deptford, NJ 08096 Phone #: 856-686-8362; Fax #856-686-8361 awilcox@co.gloucester.nj.us*
-

ATTACHMENT 8 – Project Personnel

1. List number of drivers to be paid for under this grant. There is no need to provide drivers names. If non-drivers charged to this grant indicate their names and titles. Next to each position indicate the percentage of the position/individual salary that will be charged to the grant

Personnel Listing with percentages attached.

2. For positions that will only be PARTIALLY charged to this grant, describe how the estimated percentage of the salary to be charged to the grant was derived. If percentage of time to be charged to grant is estimated, describe what auditable mechanism(s) will be used to verify the actual time that an individual spends on grant related activities.

Percentages are based on the time employees spend on JARC portion of transportation according to Ecolane Software and manual timesheets that employees use to track hours spent on grants.

3. Are all individuals listed in item 1 above working in their job titles? If not, explain what the differences are and why they are not working in their job titles.

A CDL License is required for those employees working in the Dispatch Office, and there is a need for editing within the Ecolane routing & scheduling system, certain Omnibus Operators (listed below) have agreed to help out in office when the schedule allows.

Omnibus Operator Chris Bradley has been editing schedules in the office on a daily basis, helping in the Dispatch Office when needed.

Omnibus Operator Jane Lyons helps in the Dispatch Office and on the scheduling line when needed.

Omnibus Operator Marge McGee helps in the Dispatch office and on the scheduling line when needed.

4. Provide copy of **organization chart** showing both operations and administrative employees.
See Attachment C, previously referenced.

Contracted Service: Do you plan to bid or RFP for service? Estimate personnel needed to provide service and cost. Vendors working for Gloucester County have a 2 year contract that is up for bid in 2017.

Donna Cucetta	Accountant	\$	2,000	2.86%
Anthony Wilcox	Coordinator	\$	2,000	2.86%
Debra Caltagirone	Omnibus Operator	\$	5,000	7.14%
Tracey cudd	Omnibus Operator	\$	4,000	5.71%
Deborah Davis	Omnibus Operator	\$	4,000	5.71%
Karen Allen	Omnibus Operator	\$	4,000	5.71%
Patricia Wheeler	Omnibus Operator	\$	4,000	5.71%
Elizabeth Bauer	Omnibus Operator	\$	5,000	7.14%
Monica Bilbow	Omnibus Operator	\$	5,000	7.14%
Susan Blair	Omnibus Operator	\$	5,000	7.14%
Chris Bradley	Omnibus Operator	\$	5,000	7.14%
Vince Catrambone	Omnibus Operator	\$	5,000	7.14%
Steve Carlin	Omnibus Operator	\$	5,000	7.14%
Dana Convery	Omnibus Operator	\$	5,000	7.14%
Franco Melendez	Omnibus Operator	\$	5,000	7.14%
Patricia Sweet	Omnibus Operator	\$	5,000	7.14%
			<u>70,000</u>	

The percentages are based on the time employees spend on JARC portion of transportation according to Ecolane software and manual timesheets that employees use to track hours spent on grants.

ATTACHMENT 9
Unexecuted Resolution

**RESOLUTION AUTHORIZING APPLICATION BY AND ACCEPTANCE
OF SFY'17 + SFY'18 JOB ACCESS and REVERSE COMMUTE (JARC) GRANT FROM
NJ TRANSIT. SFY'17 Round 3 for \$80,000 GRANT and \$80,000 COUNTY IN-KIND
MATCH AND SFY'18 ROUND 4; \$80,000 GRANT and \$80,000 COUNTY IN-KIND
MATCH, FOR THE TOTAL AMOUNT FOR SFY'17+SFY'18 ROUNDS 3+4 OF
\$160,000.00 WITH A CASH MATCH OF \$160,000.00,
FROM JULY 1, 2016 TO JUNE 30, 2018**

WHEREAS, the Gloucester County Division of Transportation Services, under the Department of Human & Disability Services is submitting a project proposal to NJ Transit, Office of the Services Contracts, Local Program Support Unit, an operating administration of the United States Department of Transportation Equity Act for the 21st Century (TEA-21), to receive New Jersey Job Access and Reverse Commute (JARC) SFY17 and SFY18 Rounds 3&4 grant funds; and

WHEREAS, this funding is specifically for the purpose of transport services to Gloucester County residents relative to vocational training, employment and other activities; and

WHEREAS, said transportation services shall be provided by the Division of Transportation Services (DTS), and include bus transportation and demand-responsive transportation to County residents utilizing the grant funds; and

WHEREAS, the New Jersey JARC SFY'17 Round 3 for \$80,000 grant and \$80,000 County in-kind match + SFY'18 Round 4 for \$80,000 grant and \$80,000 County in-kind match for total state funding in the amount of \$160,000.00 with a county match of \$160,000.00, from July 1, 2016 through June 30, 2018, from July 1, 2016 to June 30, 2018; and

WHEREAS, the Gloucester County Board of Chosen Freeholders acknowledges that the amount of grant funds to be requested for SFY'17 and SFY'18 Rounds 3 & 4 is \$160,000.00, with a cash match by the County of Gloucester of \$160,000.00 for a total amount of \$320,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester, that the Director of the Board, is hereby authorized to execute and the Clerk of the Board is authorized to attest to the execution of any and all documents necessary for the filing of the grant application and acceptance of the grant from NJ Transit for the New Jersey Job Access and Reverse Commute (JARC) SFY'17 & SFY'18 Rounds 3 & 4 grant funds for program operations in the amount of \$160,000.00, with a cash match of \$160,000.00, for a total amount of \$320,000.00, from July 1, 2016 to June 30, 2018.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on _____ at Woodbury, New Jersey.

COUNTY OF GLOUCESTER

BY: _____
ROBERT M. DAMMINGER

ATTEST:

BY: _____
**CHAD BRUNER, COUNTY ADMINISTRATOR /
COUNTY CLERK**

ATTACHMENT 10 – Title VI Section

1. Provide the estimated # of socially disadvantaged people that your agency does and/or will serve from each of the following groups:
 - Blacks (Not Hispanic):
 - Hispanics (person with origins of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture of origin):
 - Asian or Pacific Islanders:
 - American Indians or Alaskan Natives:
 - Non- socially disadvantaged (all persons not listed above):
 - Total:

2. Are you a registered DBE/SBE/MBE/WBE agency? *Yes*

3. Do you serve a socially disadvantaged community? *Yes*

4. Does your agency serve low income populations? *Yes*

5. Has the agency received assistance from the FTA in prior years? *Yes*

6. Does your agency have a current approved Title VI program submitted to NJ TRANSIT? *Yes*

If yes, has your agency received any complaints, investigations or lawsuits alleging discrimination in the delivery of transportation service since your last JARC application?

There were no complaints filed for the Division of Transportation Services.

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

7. Has any federal entity conducted a Title VI compliance review of your agency within the last three years? *We were reviewed in the latter part of 2015.*

If yes, provide the purpose/reason for the review, the name of the agency that performed the review, a summary of Findings/Recommendations, and the status and/or disposition.

8. Do you have any pending applications to other federal agencies? *No*

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

9. Has your agency had a finding of noncompliance by any other federal agency? *No*

ATTACHMENT 11 – Complaint Process

1. Who is responsible for handling service complaints? Provide Name and job title.

Carol Wilson, Principal Data Entry Operator or Karen Davis Allen, Supervising Omnibus Operator, receive the initial complaint and would immediately refer to either the Acting Coordinator of Director of Division of Human & Disability Services, by phone, e-mail or in writing for resolution of the complaint.

2. Describe how transportation service related complaints are documented and answered.

Depending upon the severity of complaint, the following options are available: 1) If there is no confidentiality concern, a telephone response from Acting Coordinator to advise of action taken, or 2) A formal letter addresses the complaint with possible solutions.

3. How are they resolved: via email, phone or in writing? *Both by phone and in writing.*

4. Are service complaints kept on file? For how long?

A file within the office of the Principal Data Entry Operator's is kept for issues related to clients. A computer file of 'Courtesy Letters' is also kept in response to complaints and request of information. The files are kept indefinitely, deleted when no longer relevant.

5. Are service complaints reviewed to ensure that they are not **Title VI discrimination** complaints?

If a Title VI discrimination complaint is received from a resident, the Human Resources Department would be notified immediately for resolution. The Title VI complaint form is attached and is available on the Gloucester County website.

6. Is there a process to classify complaints by type? (Service must be provided to all in an equitable manner regardless of race, color or national origin.)

Referral would be made to the appropriate selected individual noted under Project Contacts, listed previously.

7. How are ADA related transportation service related complaints resolved?

Referral would be made to Director of Human & Disability Services for resolution.

8. Were any EEO complaints received between the period January 1, 2013 and the Present?

If yes, summarize complaints, any informal or formal complaints received, and describe how these complaints were addressed or resolved. EEO Representative stated that - Yes, 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 Resource Department to be reviewed for any policy violations and potential disciplinary action.

ATTACHMENT 12 – ADA Reasonable Modifications

Appendix E to Part 37—Reasonable Modification Requests

A. This appendix explains the Department's interpretation of §§ 37.5(g) and 37.169. It is intended to be used as the official position of the Department concerning the meaning and implementation of these provisions. The Department also issues guidance by other means, as provided in § 37.15. The Department also may update this appendix periodically, provided in response to inquiries about specific situations that are of general relevance or interest.

B. The Department's ADA regulations contain numerous requirements concerning fixed route, complementary paratransit, and other types of transportation service. Transportation entities necessarily formulate policies and practices to meet these requirements (e.g., providing fixed route bus service that people with disabilities can use to move among stops on the system, providing complementary paratransit service that gets eligible riders from their point of origin to their point of destination). There may be certain situations, however, in which the otherwise reasonable policies and practices of entities do not suffice to achieve the regulation's objectives. Implementing a fixed route bus policy in the normal way may not allow a passenger with a disability to access and use the system at a particular location. Implementing a paratransit policy in the usual way may not allow a rider to get from his or her origin to his or her destination. In these situations, subject to the limitations discussed below, the transportation provider must make reasonable modifications of its service in order to comply with the underlying requirements of the rule. These underlying provisions tell entities the end they must achieve; the reasonable modification provision tells entities how to achieve that end in situations in which normal policies and practices do not succeed in doing so.

C. As noted above, the responsibility of entities to make requested reasonable modifications is not without some limitations. There are four classes of situations in which a request may legitimately be denied. The first is where granting the request would fundamentally alter the entity's services, programs, or activities. The second is where granting the request would create a direct threat to the health or safety of others. The third is where without the requested modification, the individual with a disability is able to fully use the entity's services, programs, or activities for their intended purpose. The fourth, which applies only to recipients of Federal financial assistance, is where granting the request would cause an undue financial and administrative burden. In the examples that follow, these limitations are taken into account.

D. The examples included in this appendix are neither exhaustive nor exclusive. Transportation entities may need to make determinations about requests for reasonable modification that are not described in this appendix. Importantly, reasonable modification applies to an entities' own policies and practices, and not regulatory requirements contained in 49 CFR parts 27, 37, 38, and 39, such as complementary paratransit service going beyond 3/4 mile of the fixed route, providing same day complementary paratransit service, etc.

Examples

1. **Snow and Ice.** Except in extreme conditions that rise to the level of a direct threat to the driver or others, a passenger's request for a paratransit driver to walk over a pathway that has not been fully cleared of snow and ice should be granted so that the driver can help the passenger with a disability navigate the pathway. For example, ambulatory blind passengers often have difficulty in icy conditions, and allowing the passenger to take the driver's arm will increase both the speed and safety of the passenger's walk from the door to the vehicle. Likewise, if snow or icy conditions at a bus stop make it difficult or impossible for a fixed route passenger with a disability to get to a lift, or for the lift to deploy, the driver should move the bus to a cleared area for boarding, if such is available within reasonable proximity to the stop (see Example 4 below).

2. Pick Up and Drop Off Locations with Multiple Entrances. A paratransit rider's request to be picked up at home, but not at the front door of his or her home, should be granted, as long as the requested pick-up location does not pose a direct threat. Similarly, in the case of frequently visited public places with multiple entrances (e.g., shopping malls, employment centers, schools, hospitals, airports), the paratransit operator should pick up and drop off the passenger at the entrance requested by the passenger, rather than meet them in a location that has been predetermined by the transportation agency, again assuming that doing so does not involve a direct threat.

3. Private Property. Paratransit passengers may sometimes seek to be picked up on private property (e.g., in a gated community or parking lot, mobile home community, business or government facility where vehicle access requires authorized passage through a security barrier). Even if the paratransit operator does not generally have a policy of picking up passengers on such private property, the paratransit operator should make every reasonable effort to gain access to such an area (e.g., work with the passenger to get the permission of the property owner to permit access for the paratransit vehicle). The paratransit operator is not required to violate the law or lawful access restrictions to meet the passenger's requests. A public or private entity that unreasonably denies access to a paratransit vehicle may be subject to a complaint to the U.S. Department of Justice or U.S. Department of Housing and Urban Development for discriminating against services for persons with disabilities.

4. Obstructions. For fixed route services, a passenger's request for a driver to position the vehicle to avoid obstructions to the passenger's ability to enter or leave the vehicle at a designated stop location, such as parked cars, snow banks, and construction, should be granted so long as positioning the vehicle to avoid the obstruction does not pose a direct threat. To be granted, such a request should result in the vehicle stopping in reasonably close proximity to the designated stop location. Transportation entities are not required to pick-up passengers with disabilities at non-designated locations. Fixed route operators would not have to establish flag stop or route-deviation policies, as these would be fundamental alterations to a fixed route system rather than reasonable modifications of a system. Likewise, subject to the limitations discussed in the introduction to this appendix, paratransit operators should be flexible in establishing pick up and drop off points to avoid obstructions.

5. Fare Handling. A passenger's request for transit personnel (e.g., the driver, station attendant) to handle the fare media when the passenger with a disability cannot pay the fare by the generally established means should be granted on fixed route or paratransit service (e.g., in a situation where a bus passenger cannot reach or insert a fare into the farebox). Transit personnel are not required to reach into pockets or backpacks in order to extract the fare media.

6. Eating and Drinking. If a passenger with diabetes or another medical condition requests to eat or drink aboard a vehicle or in a transit facility in order to avoid adverse health consequences, the request should be granted, even if the transportation provider has a policy that prohibits eating or drinking. For example, a person with diabetes may need to consume a small amount of orange juice in a closed container or a candy bar in order to maintain blood sugar levels.

7. Medicine. A passenger's request to take medication while aboard a fixed route or paratransit vehicle or in a transit facility should be granted. For example, transit agencies should modify their policies to allow individuals to administer insulin injections and conduct finger stick blood glucose testing. Transit staff need not provide medical assistance, however, as this would be a fundamental alteration of their function.

8. Boarding Separately From Wheelchair. A wheelchair user's request to board a fixed route or paratransit vehicle separately from his or her device when the occupied weight of the device exceeds the design load of the vehicle lift should generally be granted. (Note, however, that under § 37.165(b), entities are required to accommodate device/ user loads and dimensions that exceed the former "common wheelchair" standard, as long as the vehicle and lift will accommodate them.)

9. Dedicated vehicles or special equipment in a vehicle. A paratransit passenger's request for special equipment (e.g., the installation of specific hand rails or a front seat in a vehicle for the passenger to avoid nausea or back pain) can be denied so long as the requested equipment is not required by the Americans with Disabilities Act or the Department's rules. Likewise, a request for a dedicated vehicle (e.g., to avoid residual chemical odors) or a specific type or appearance of vehicle (e.g., a sedan rather than a van, in

order to provide more comfortable service) can be denied. In all of these cases, the Department views meeting the request as involving a fundamental alteration of the provider's service.

10. Exclusive or Reduced Capacity Paratransit Trips. A passenger's request for an exclusive paratransit trip may be denied as a fundamental alteration of the entity's services. Paratransit is by nature a shared-ride service.

11. Outside of the Service Area or Operating Hours. A person's request for fixed route or paratransit service may be denied when honoring the request would require the transportation provider to travel outside of its service area or to operate outside of its operating hours. This request would not be a reasonable modification because it would constitute a fundamental alteration of the entity's service.

12. Personal Care Attendant (PCA). While PCAs may travel with a passenger with a disability, transportation agencies are not required to provide a personal care attendant or personal care attendant services to meet the needs of passengers with disabilities on paratransit or fixed route trips. For example, a passenger's request for a transportation entity's driver to remain with the passenger who, due to his or her disability, cannot be left alone without an attendant upon reaching his or her destination may be denied. It would be a fundamental alteration of the driver's function to provide PCA services of this kind.

13. Intermediate Stops. The Department views granting a paratransit passenger's request for a driver to make an intermediate stop, where the driver would be required to wait, as optional. For example, a passenger with a disability arranges to be picked up at a medical facility and dropped off at home. On the way, the passenger with a disability wishes to stop by a pharmacy and requests that the driver park outside of the pharmacy, wait for the passenger to return, and then continue the ride home. While this can be a very useful service to the rider, and in some cases can save the provider's time and money (by scheduling and providing a separate trip to and from the drug store), such a stop in the context of a shared ride system is not required. Since paratransit is, by its nature, a shared ride system, requests that could disrupt schedules and inconvenience other passengers could rise to the level of a fundamental alteration.

14. Payment. A passenger's request for a fixed route or paratransit driver to provide the transit service when the passenger with a disability cannot or refuses to pay the fare may be denied. If the transportation agency requires payment to ride, then to provide a free service would constitute a fundamental alteration of the entity's service.

15. Caring for Service Animals. A paratransit or fixed route passenger's request that the driver take charge of a service animal may be denied. Caring for a service animal is the responsibility of the passenger or a PCA.

16. Opening Building Doors. For paratransit services, a passenger's request for the driver to open an exterior entry door to a building to provide boarding and/or alighting assistance to a passenger with a disability should generally be granted as long as providing this assistance would not pose a direct threat, or leave the vehicle unattended or out of visual observation for a lengthy period of time. Note that a request for "door-through-door" service (i.e., assisting the passenger past the door to the building) generally would not need to be granted because it could rise to the level of a fundamental alteration.

17. Exposing Vehicle to Hazards. If the passenger requests that a vehicle follow a path to a pick up or drop off point that would expose the vehicle and its occupants to hazards, such as running off the road, getting stuck, striking overhead objects, or reversing the vehicle down a narrow alley, the request can be denied as creating a direct threat.

18. Hard-to-Maneuver Stops. A passenger may request that a paratransit vehicle navigate to a pick-up point to which it is difficult to maneuver a vehicle. A passenger's request to be picked up in a location that is difficult, but not impossible or impracticable, 1 Please see guidance issued on this topic. U.S. Department of Transportation, Origin-to-Destination Service, September 1, 2005, available at http://www.fta.dot.gov/12325_3891.html (explaining that, "the Department does not view transit providers' obligations as extending to the provision of personal services. . . . Nor would drivers, for lengthy periods of time, have to leave their vehicles unattended or lose the ability to keep their vehicles under visual observation, or take actions that would be clearly unsafe . . ."). to access should generally be granted as long as picking up the passenger does not expose the vehicle to hazards that pose a direct threat (e.g., it

is unsafe for the vehicle and its occupants to get to the pick-up point without getting stuck or running off the road).

19. Specific Drivers. A passenger's request for a specific driver may be denied. Having a specific driver is not necessary to afford the passenger the service provided by the transit operator.

20. Luggage and Packages. A passenger's request for a fixed route or paratransit driver to assist with luggage or packages may be denied in those instances where it is not the normal policy or practice of the transportation agency to assist with luggage or packages. Such assistance is a matter for the passenger or PCA, and providing this assistance would be a fundamental alteration of the driver's function.

21. Request to Avoid Specific Passengers. A paratransit passenger's request not to ride with certain passengers may be denied. Paratransit is a shared-ride service. As a result, one passenger may need to share the vehicle with people that he or she would rather not.

22. Navigating an Incline, or Around Obstacles. A paratransit passenger's request for a driver to help him or her navigate an incline (e.g., a driveway or sidewalk) with the passenger's wheeled device should generally be granted. Likewise, assistance in traversing a difficult sidewalk (e.g., one where tree roots have made the sidewalk impassible for a wheelchair) should generally be granted, as should assistance around obstacles (e.g., snowdrifts, construction areas) between the vehicle and a door to a passenger's house or destination should generally be granted. These modifications would be granted subject, of course, to the proviso that such assistance would not cause a direct threat, or leave the vehicle unattended or out of visual observation for a lengthy period of time.

23. Extreme Weather Assistance. A passenger's request to be assisted from his or her door to a vehicle during extreme weather conditions should generally be granted so long as the driver leaving the vehicle to assist would not pose a direct threat, or leave the vehicle unattended or out of visual observation for a lengthy period of time. For example, in extreme weather (e.g., very windy or stormy conditions), a person who is blind or vision-impaired or a frail elderly person may have difficulty safely moving to and from a building.

24. Unattended Passengers. Where a passenger's request for assistance means that the driver will need to leave passengers aboard a vehicle unattended, transportation agencies should generally grant the request as long as accommodating the request would not leave the vehicle unattended or out of visual observation for a lengthy period of time, both of which could involve direct threats to the health or safety of the unattended passengers. It is important to keep in mind that, just as a driver is not required to act as a PCA for a passenger making a request for assistance, so a driver is not intended to act as a PCA for other passengers in the vehicle, such that he or she must remain in their physical presence at all times.

25. Need for Return Trip Assistance. A passenger with a disability may need assistance for a return trip when he or she did not need that assistance on the initial trip. For example, a dialysis patient may have no problem waiting at the curb for a ride to go to the dialysis center, but may well require assistance to the door on his or her return trip because of physical weakness or fatigue. To the extent that this need is predictable, it should be handled in advance, either as part of the eligibility process or the provider's reservations process. If the need arises unexpectedly, then it would need to be handled on an ad hoc basis. The paratransit operator should generally provide such assistance, unless doing so would create a direct threat, or leave the vehicle unattended or out of visual observation for a lengthy period of time.

26. Five-Minute Warning or Notification of Arrival Calls. A passenger's request for a telephone call 5 minutes (or another reasonable interval) in advance or at time of vehicle arrival generally should be granted. As a matter of courtesy, such calls are encouraged as a good customer service model and can prevent "no shows." Oftentimes, these calls can be generated through an automated system. In those situations where automated systems are not available and paratransit drivers continue to rely on hand-held communication devices (e.g., cellular telephones) drivers should comply with any State or Federal laws related to distracted driving.

27. Hand-Carrying. Except in emergency situations, a passenger's request for a driver to lift the passenger out of his or her mobility device should generally be denied because of the safety, dignity, and privacy issues implicated by hand-carrying a passenger. Hand-carrying a passenger is also a PCA-type service which is outside the scope of driver duties, and hence a fundamental alteration.

APPENDIX 1

FTA JARC History

The Federal Transit Administration (FTA) Job Access Reverse Commute (JARC) program aimed to break down barriers to employment opportunities for low income persons through increasing access to transportation programs. With the enactment of the Moving Ahead for Progress in the 21st Century (MAP-21), the federal JARC program no longer exists as a separate funding source. NJ TRANSIT has chosen to continue the program in New Jersey as a state funded program called NJ-JARC.

The goal of the Job Access and Reverse Commute program (JARC) was to improve access to transportation services to employment and employment-related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. Toward this goal, the Federal Transit Administration provided financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of eligible low-income individuals, and of reverse commuters regardless of income.

JARC was established in 1999 as part of the Transportation Enhancement Act (TEA-21) with funds allocated as "earmarks" to address the unique transportation challenges faced by welfare recipients and low-income persons seeking to get and keep jobs. With many new entry-level jobs located in suburban areas, low-income and/or welfare recipients have found it difficult to access these jobs from their inner city, urban and rural neighborhoods on a daily basis. Many entry-level jobs require working late at night or on weekends when conventional transit services in many communities are either reduced or non-existent. Also, many employment-related trips are complex for low-income persons, often involving multiple destinations, including reaching childcare facilities and other services as part of the work trip.

In FFY 2006 the JARC program was reauthorized under the provisions set forth in the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users, (SAFETEA-LU), enacted on August 10, 2005. JARC funding under SAFETEA-LU was allocated nationwide by "formula" and in NJ the amount was approximately 50% less than funding received under the TEA-21 earmarks. As a consequence of reduced funding statewide since FFY2006, continuation of successful JARC funded services through operating funding became a priority for the New Jersey program.

A new federal transportation authorization, Moving Ahead for Progress in the 21st Century (MAP-21), became law on July 6, 2012. NJ TRANSIT has decided to continue the program purposes of the JARC program through the new state funded NJ-JARC program. Due to limited funding availability, the 50% match will continue to be required and priority will be given to continuation of existing successful projects.

APPENDIX 2

ROUTE DEVIATION REQUIREMENTS

FTA no longer accepts the term "modified fixed" service is incorrect for the purposes of federally funded projects. The term that should be employed to describe a flexed route is "**route deviation**" service. This is the term used under the ADA and recognized by the federal government. Route Deviation is defined as follows by the National Transit Database (NTD):

"Route-Deviated Service -Route-deviated service has operating characteristics of both fixed and demand response modes. Route-deviated service operates as a conventional bus route, but permits the bus to deviate from the route and serve destinations within a prescribed distance (e.g., 3/4 mile)."

To be considered a route deviation service you must meet the following five criteria:

1. The service must allow customers to request a route deviation in some way, typically by making a phone call in advance
2. The service must deviate for the general public, not just people with disabilities.
3. The service must provide information to the public on how to request a deviation.
4. The service cannot limit the number of route deviations on the route or per run.
5. Following an off route deviation, the bus must return to the point on the route it left.

As per Federal requirements to be considered a true "route deviation service" the transportation provider **MUST** comply as follows:

- Clearly indicate on the bus timetable, marketing materials and websites service is "route deviation" and provide the telephone number and process to be followed to request a route deviation.
- Indicate the distance bus will deviate for passenger pick up and drop off, there is no set requirement.
- There can be no language limiting the number of deviations per run or route.
- Deviations must be open to all passengers' not just people with disabilities. All marketing materials must indicate deviations are open to the general public.
- All route deviations completed by transportation provider should be documented (example driver manifest) and kept on file.

All marketing materials (system brochures, web pages and bus schedules) should have the correct route descriptions, removing any reference to **modified** fixed service.

QUESTIONS REGARDING ROUTE DEVIATION SERVICES

QUESTION ONE: If I run a route deviation service is there a prescribed distance that I must by law deviate?

No. Although many route deviation services will go three-quarters of a mile off route because that is the distance that a complementary paratransit service would serve there is no prescribed distance in the law.

QUESTION TWO: If I go off the route too many times I will fall behind in my schedule. Can I limit the number of deviations I make on any one run?

No, the issue of how to keep on schedule if one is going to deviate can be a complex one. Most operators need to re-examine their schedule and build extra time into the route. If it is found there are many deviations requests for one time-point or stop the operator may want to consider "revising" their route to meet this need.

QUESTION THREE: I offer route deviation but I only advertise the route deviation as a service available to persons with disabilities. Is that alright to do or does route deviations have to be open to the general public?

No. If you run a route deviation service then you must deviate for any member of the general public who requests service. If you restrict route deviation to just persons with disabilities it is viewed by the FTA as an effort to satisfy the complementary paratransit service requirements and you must then all the requirements of an ADA complementary service.

QUESTION FOUR: Are there exceptions to these rules?

Yes. Several types of service do not have to comply with the ADA complementary paratransit service requirements. In general the types of services that do not have to address the issues discussed in this letter are; 1) shuttle bus services operated by public airports, 2) fixed routes operated by public universities, 3) dedicated bus service to commuter rail systems which are available only to users of the rail system and which have through ticketing arrangements, and 4) commuter bus service.

GRANT REQUEST FORM

DATE: 3/1/16

1. TYPE OF GRANT
 NEW GRANT X RENEWAL

2. GRANT TITLE: JARC Transportation SFY'18, Round 4

3. GRANT TERM: FROM: 7/1/2017 TO: 6/30/18

4. DATE APPLICATION DUE TO GRANTOR: March 28, 2016

5. CFDA NUMBER: _____

6. STATE GRANT NUMBER: _____

7. COUNTY DEPARTMENT: Department of Human & Disability Services

8. DEPT. CONTRACT PERSON & PHONE NO. Lisa Cerny, 856-384-6874

9. NAME OF FUNDING AGENCY: NJ Transit

10. BRIEF DESCRIPTION OF GRANT PROGRAM (TO BE USED FOR CLERK OF BOARD): To provide modified fixed route bus service, subscription type and demand responsive transportation services to job training, sheltered workshops and gainful employment sites for eligible Gloucester County residents.

11. DID YOU READ THE GRANT AND UNDERSTAND ITS TERMS? Yes

12. INDIRECT COST (IC) RATE 31.70%

13. IC CHARGED TO GRANT : \$ 0

14. FINANCIAL:	<u>REQUESTED</u>	<u>MANDATED</u>
GRANT FUNDS	\$ <u>80,000.00</u>	
CASH MATCH	\$ _____	_____
IN-KIND MATCH	\$ <u>80,000.00</u>	(Attach Documentation)
(Attached Documentation)		
TOTAL PROGRAM BUDGET	<u>\$160,000.00</u>	

15. TOTAL PROGRAM COST (GRANT REVIEW SHEET)

TOTAL SALARY & WAGES (a): \$ 70,000

TOTAL OTHER EXPENSES (b): \$ 10,000

TOTAL FRINGE (c): \$ 41,447

TOTAL PROGRAM COST (d): \$ 121,447

TOTAL GRANT FUNDING (e): \$ 80,000

TOTAL COUNTY FUNDING (f): \$ 41,447

DEPT. HEAD: Lisa Cory (Cory)
Signature

DATE: MAR 22, 2016

***PLEASE FORWARD ONE HARD COPIES AND ONE ELECTRONIC COPY OF THE FOLLOWING ITEMS TO YOUR ACCOUNTANT AT THE TREASURER'S OFFICE:

- GRANT REQUEST FORM
- GRANT REVIEW SHEET
- C-2 FORM
- GRANT APPLICATION
- RESOLUTION AND BLURB

***IF SIGNATURES ARE REQUIRED PLEASE HAVE THE NAME TYPED OUT AND FLAGGED.

***IF THE GRANT PROVIDES FOR OUTSIDE CONTRACTING, INCLUDE AN EXPLANATION OF YOUR SELECTION PROCEDURES FOR SUB-GRANTEES.



February 11, 2016

Dear NJ-JARC Subrecipient:

This is to inform you that the SFY16 and SFY17 (Round 3 and 4) New Jersey Job Access & Reverse Commute (NJ-JARC) program application is now available.

Eligible applicants for NJ-JARC include private non-profit organizations, state and local government agencies, and operators of public transportation services, including private operators of public transportation services. The goal of the NJ-Job Access and Reverse Commute program (NJ-JARC) is to improve access to transportation services to employment and employment-related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. Local matching funds are required for NJ-JARC as well as participation in the locally developed coordinated public transit human services transportation plan. *NJ-JARC is only for operating funds for transportation services and requires a 50% local match.*

The NJ-JARC application and program guidelines are available on-line at the New Jersey Community Transportation Training Program (NJCTTP) website at <http://njcttpwp.rutgers.edu>. Click on the Community Transportation Grants tab at the top right; on the left you will see "NJ TRANSIT's NJ JARC Grant Program". If interested in applying download the application. **DO NOT TRY TO COMPLETE ONLINE.** If you do not have internet access you can request an application by calling 973-491-7381 or 973-491-7382.

Completed applications are to be emailed to James Flynn at NJ TRANSIT - jpflynn@njtransit.com no later than **March 28, 2016**. A hard copy of the application with required attachments should be mailed to:

James P. Flynn, Community Transportation Administrator
Community Transportation Department, 4th Floor
NJ TRANSIT
One Penn Plaza East
Newark, NJ 07105

General questions about NJ-JARC should be directed via email to James Flynn at the email above or me at amagri@njtransit.com.

Sincerely,

Anna Magri

Anna R. Magri
Director, Local Programs/Minibus Support and Community Transportation
NJ TRANSIT

Department: Human Services
Grant Title: JARC SFY 18 Round 4

Salary and Wages Detail

List all Employees within the program
 insert more lines if necessary
 Highlighted cells are formulas and should not be changed

Fringe

Update the fringe rate if necessary
 2015 Fringe is 59.21% for PERS and 69.18% for Police and Fire

Name	Title	Salary	Fringe	Grant Funds	County Funds	Total Funds
Donna Cucetta	Accountant	\$ 4,000	59.21%	\$ 4,000.00	\$ 2,368.40	\$ 6,368.40
Anthony Wilcox	Coordinator	\$ 4,000	59.21%	\$ 4,000.00	\$ 2,368.40	\$ 6,368.40
Debra Caltagirone	Omnibus Operator	\$ 15,000	59.21%	\$ 15,000.00	\$ 8,881.50	\$ 23,881.50
Tracey cudd	Omnibus Operator	\$ 15,000	59.21%	\$ 15,000.00	\$ 8,881.50	\$ 23,881.50
Deborah Davis	Omnibus Operator	\$ 15,000	59.21%	\$ 15,000.00	\$ 8,881.50	\$ 23,881.50
Karen Allen	Omnibus Operator	\$ 15,000	59.21%	\$ 15,000.00	\$ 8,881.50	\$ 23,881.50
Patricia Wheeler	Omnibus Operator	\$ 15,000	59.21%	\$ 15,000.00	\$ 8,881.50	\$ 23,881.50
Elizabeth Bauer	Omnibus Operator	\$ 15,000	59.21%	\$ 15,000.00	\$ 8,881.50	\$ 23,881.50
Monica Bilbow	Omnibus Operator	\$ 15,000	59.21%	\$ 15,000.00	\$ 8,881.50	\$ 23,881.50
Susan Blair	Omnibus Operator	\$ 15,000	59.21%	\$ 15,000.00	\$ 8,881.50	\$ 23,881.50
Chris Bradley	Omnibus Operator	\$ 12,000	59.21%	\$ 12,000.00	\$ 7,105.20	\$ 19,105.20
Vince Catrambone	Omnibus Operator	\$ 12,000	59.21%	\$ 12,000.00	\$ 7,105.20	\$ 19,105.20
Steve Carlin	Omnibus Operator	\$ 12,000	59.21%	\$ 12,000.00	\$ 7,105.20	\$ 19,105.20
Dana Convery	Omnibus Operator	\$ 12,000	59.21%	\$ 12,000.00	\$ 7,105.20	\$ 19,105.20
Franco Melendez	Omnibus Operator	\$ 12,000	59.21%	\$ 12,000.00	\$ 7,105.20	\$ 19,105.20
Patricia Sweet	Omnibus Operator	\$ 12,000	59.21%	\$ 12,000.00	\$ 7,105.20	\$ 19,105.20
		\$ 200,000		\$ 200,000	\$ 118,420	\$ 318,420

(a)

(c)

Other Expenses	Grant Funds	County Funds	Total OE
repairs	\$ 10,000.00		\$ 10,000.00
Fuel	\$ 10,000.00	-	\$ 10,000.00
	\$ 20,000.00	-	\$ 20,000.00

(b)

Total Program Cost	Grant	County	Total
\$ 220,000.00	\$ 118,420	\$ 338,420.00	
(e)	(f)	(d)	

Grant Funding History

	New	17-XXX	16-XXX	15-XXX	14-XXX
S&W, Fringe	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 132,000.00	\$ 205,600.00
OE	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00	\$ 19,400.00
	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 144,000.00	\$ 225,000.00

**JOB ACCESS AND REVERSE COMMUTE (JARC) - Round SFY'2018 Round 4
TRANSPORTATION GRANT - BUDGET PAGE
JULY 1, 2017 TO JUNE 30, 2018**

101	SALARIES - Salary to pay for services rendered by the Division of Transportation Services.	\$70,000
305	Repairs and Maintenance - Reimbursement to County Fleet Management for repair and maintenance performed on the vehicles.	\$5,000
470	FUEL + OIL - Reimbursement to County Fleet Management for fuel and oil used by DTS Program.	\$5,000

TOTAL \$80,000

Form C-2
Department Code 333-002
Submission Date 3/8/16

Department - Human Services (DTS) Revision Date



***NJ – JARC Round 3 and Round 4
(SFY17 & SFY18)***

Jobs Access Reverse Commute (JARC)

Applications are due by March 28, 2016.

NJ-JARC Application for SFY 2017 and 2018

Part I: NJ-JARC Overview

1. Introduction
2. Coordinated Human Service Plan
3. Eligibility
4. Eligible Activities

Application: Fill Out and Return

- I. Applicant Information
- II. Project Summary
- III. Service Area and Destinations
- IV. Service Operations
- V. Coordinated Public Transit-Human Services Transportation Plan
- VI. Technical and Organizational Capacity
- VII. Funding and Financial
- VIII. Passenger Detail
- IX. Required Attachments
 1. Application Cover Letter
 2. Service Area Map
 3. Letter from County Lead for coordination - **only** if project proposed not mentioned in current coordination plan.
 4. Letter to County Lead for coordination – **only** required if not current stakeholder
 5. Marketing Materials
 6. Vehicle Fleet
 7. Project Contacts
 8. Project Personnel and Organizational Chart
 9. Application Resolution
 10. Title VI questions
 11. Complaint Process
 12. ADA Reasonable Accommodation

Appendix:

1. FTA JARC History of Program
2. Route Deviation Requirements

PART I. Overview and Information

1. Introduction

Human service transportation includes a broad range of transportation service options designed to meet the needs of transportation-disadvantaged populations including older adults, disabled persons and/or those with lower income. Individuals with different needs require different services depending on their abilities, their environment, and the options available in their community.

The goal of the NJ-Job Access and Reverse Commute program (NJ-JARC) is to improve access to transportation services to employment and employment-related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. **Local matching funds are required for NJ-JARC** as well as participation in the locally developed coordinated public transit human services transportation plan. **NJ-JARC is only for operating funds for transportation services and requires a 50% local match.** Funding from NJ TRANSIT for NJ-JARC 3 would cover July 1, 2016 - June 30, 2017 and for NJ-JARC 4 cover July 1, 2017- June 30, 2018.

Completed applications are due no later **than March 28, 2016**. All responses must be submitted by **email to James Flynn at NJ TRANSIT - jpflynn@njtransit.com** and hard copy of application with required attachments mailed to:

James P. Flynn, Community Transportation Administrator
Community Transportation Department, 4th Floor
NJ TRANSIT
One Penn Plaza East
Newark, NJ 07105

2. Coordinated Public Transit-Human Services Transportation Plan

Federal transit law, as amended under SAFETEA-LU, required that projects funded from the Elderly Individuals and Individuals with Disabilities (Section 5310), JARC (Section 5316), and New Freedom (Section 5317) programs be derived from a locally developed, coordinated public transit human services transportation plan (CHSTP). A coordinated plan maximizes the programs' collective coverage by minimizing duplication of services. **Participation in a CHSTP is also a requirement for the NJ-JARC grant program.**

All New Jersey applicants **must** reference their county coordinated plans and indicate how their application is meeting service gaps/needs or service recommendations stated in those plans. All applicants **must include the page number from the most recent county coordinated plan.**

If the proposed project is not listed in the county plan you should meet with the coordinated plan lead in your county to discuss incorporation and become part of the local stakeholder group that participates in development of the plans.

County	Coordinated Plan Leads	Metropolitan Planning Organization
Atlantic	Carl Lindow Atlantic County Transportation PO Box 13 New Road & Dolphin Avenue Northfield, NJ 08225 609-645-7000 x4058	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Road, B6 Vineland, NJ 08361 856-794-1941
Bergen	Tom Murphy, Director Bergen County Community Transportation 178 Essex Street Lodi, NJ 07644 201-336-3380	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Burlington	Jerome Kilkenny Burlington County 795 Woodlane Road Mount Holly, NJ 08060 609-265-5020	Meghan J. Weir Delaware Valley Regional Planning Commission (DVRPC) 190 N. Independence Mall West, 8 th Floor Philadelphia, PA 19106 215-238-2832

Camden	Carole Miller (on behalf of) South Jersey Transportation Authority (SJTA) 800 Cooper Street, Suite 500 Camden, NJ 08102 856-427-0988	Meghan J. Weir Delaware Valley Regional Planning Commission (DVRPC) 190 N. Independence Mall West, 8 th Floor Philadelphia, PA 19106 215-238-2832
Cape May	Daniel Mulraney Cape May Community Transportation Services Cape May Courthouse 4 Moore Road Cape May, NJ 08210 609-889-3700 or 7812	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Road, B6 Vineland, NJ 08361 856-794-1941
Cumberland	Barbara Nedohon, Director County of Cumberland Office on Aging and Disabled 800 E. Commerce Street Bridgeton, NJ 08302 856-453-2220	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Road, B6 Vineland, NJ 08361 856-794-1941
Essex	Jaklyn Devore, Director Essex County Department of Senior Citizen Services 50 South Clinton Street East Orange, NJ 07018 973-395-8400 or 8404	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Gloucester	Lisa Cerny Gloucester Department of HS Division of Transportation Services 115 Budd Boulevard West Deptford, NJ 08096 856-686-8362	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Road, B6 Vineland, NJ 08361 856-794-1941
Hudson	Darice Toon, Director Health and Human Services 830 Bergen Avenue Jersey City, NJ 07306 201-369-5280 x4231	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Hunterdon	Tara Shephard, Executive Director HART TMA 146 Route 31 North Flemington, NJ 08822 908-788-5553	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Mercer	Martin DeNero Mercer County Trade Transportation Public Works Facility 300 Scotch Road, Building 1 Trenton, NJ 08901 609-530-1970 x17	Meghan J. Weir Delaware Valley Regional Planning Commission (DVRPC) 190 N. Independence Mall West, 8 th Floor Philadelphia, PA 19106 215-238-2832
Middlesex	Laila Caune, Director Middlesex County Office on Aging & Disabled Services 75 Bayard Street New Brunswick, NJ 08901 732-745-4433	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Monmouth	Kathleen Lodato, Director Monmouth County Division of Transportation 250 Center Street Freehold, NJ 07728 732-431-6480 or 732-577-6731	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Morris	Ophelia Cruse, Special Transportation Coordinator County of Morris Human Services PO Box 900 Morristown, NJ 07963-0900 973-285-6868	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Ocean	Dave Fitzgerald, Director Ocean Ride 1959 Route 9 / PO Box 2191 Toms River, NJ 08754-2191 732-736-8989	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Passaic	John McGill, Coordinator Passaic Division of Family Services 52 Church Street Paterson, NJ 07505 973-247-2487	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Salem	Ray Bolden Inter-Agency Council of Salem County 98 Market Street Salem, NJ 08079 856-935-7510 x8203	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Road, B6 Vineland, NJ 08361 856-794-1941
Somerset	Yvonne Manfra, Director Somerset County Transportation 750 East Main Street	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor

	Bridgewater, NJ 08807 908-231-7116	Newark, NJ 07102 973-639-8450
Sussex	Carol Novrit, Director Sussex County Department of Social Services 83 Spring Street Suite 203 Newton, NJ 07860 973-383-3600 x5140	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Union	Karen Dinsmore, Asst Director Union County Department of Human Services Union County Administration Building 10 Elizabethtown Plaza Elizabeth, NJ 07207 908-527-4809	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Warren	JanMarie McDyer, Coordinator Warren County Department of Human Services Division of Contract Administration Cummins Building 202 Mansfield Street Belvidere, NJ 07823 908-475-6332 or 6080	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450

3. Eligible Organizations and Agencies

The following organizations and entities are eligible to apply for funding:

- Private non-profit organizations;
- State or local governmental authorities; and
- Operators of public transportation services, including private operators of public transportation service

4. Eligible Activities

Funds from the NJ-JARC program are available for operating expenses that support the transportation services designed to transport low-income individuals to and from jobs and activities related to their employment and to support reverse commute projects. Examples are as follows:

- a. Late-night and weekend service;
- b. Route Deviation Shuttle service;
- c. Expanding fixed-route public (i.e. NJT) transit routes;
- d. Demand-responsive service;
- e. Other services not listed that support NJ-JARC purpose as noted above;

NJ- JARC (Round 3 and Round 4) SFY 2017 and 2018 APPLICATION

I. Applicant Information

1. Project Name: *JARC Gainful Employment and Educational Training Transportation*
2. Please provide the following about your organization:
 - a. Organization Legal Name: Department of Human & Disability Services, Division of Transportation Services
 - b. Address: 115 Budd Blvd., P.O. Box 337, West Deptford, NJ 08096
 - c. County: Gloucester
 - d. Congressional District(s): 1st and 2nd Congressional Districts
 - e. Tax Identification Number and **501(c)3 Certificate** (if applicable please attach): 21-6000660
 - f. Contact Name and Title (and address if different than above): Lisa Cerny, Director
 - g. Contact Telephone Number: 856-384-6874
 - h. Contact Fax Number: 856-384-0207
 - i. Contact E-mail: *lcerny@co.gloucester.nj.us*

3. Type of Organization or Agency

The following organizations and entities are eligible to apply for funding **(please check one)**:

- a. Private non-profit organizations _____
- b. State or local governmental X
- c. Operators of public transportation services, including private operators of public transportation service _____

II. Project Summary:

This project is a (please check all that apply):

- Continuation of existing JARC funded project: X
Continuation of existing non-JARC funded project: _____
Expansion of an existing JARC project: _____
Expansion of an existing (non JARC) project: _____
New project (program): _____

If this is a continuation and/or expansion of a non JARC project please indicate current source of non- JARC funding. _____

1. **Detailed** description of project including service hours, days, area served (indicate states, counties and municipalities served). Indicate if service is demand response or route deviation, and if service is contracted out or done in house. If contracted out, will contractor be responsible for entire operational cost or will you provide the vehicles/maintenance/fuel/other :

Gloucester County provides a demand response transportation service that is scheduled with a minimum of three business days' notice up to months in advance of appointment request. Route deviation is not considered on a daily basis; route changes are made when new clients are added to the subscription-type list for work-related or training-related service. Service from the Division of Transportation is provided Monday through Friday from 7:00am to 5:00pm according to client needs. An application process has been established with all trip reservations placed through the Gloucester County Division of Transportation scheduling line at 856-686-8350. Transportation, funded through the JARC grant, is provided to persons with disabilities to their training or work-related location; paying a portion of the expense for transportation to ACT Program (Adult Center for Transition), Vocational II route and various Educational, Job-related sites.

Goals and objectives of the project:

Continue the subscription type service, providing responsive, efficient and equitable transportation, to persons with disabilities seeking vocational training and gainful employment.

- If new project, expansion or a continuation of a non-JARC project, when is the project anticipated to begin to need NJ-JARC funds? N/A.
- Describe how the project addresses the transportation needs of **low income individuals** to employment sites or training locations? Identify the current transportation gaps to be filled and types of jobs that are projected to be served?

Low-income residents and people with disabilities are currently limited in their ability to access employment sites and employment-related activities, particularly in suburban and rural areas. Gloucester County will use JARC funds to reach out to agencies/advocates for people with disabilities who are either unemployed or underemployed due to their inability to own or operate an automobile. The current public transit system is limited and designed to operate north to south through Gloucester County to urban centers such as Camden City and Philadelphia. Gloucester County and other interested agencies' effort regarding the inception of the new East to West Pureland shuttle is a major step in addressing transportation needs for low income residents.

III. Service Area and Destinations

1. Please indicate the potential origins and destinations that the proposed project, program or service will serve:

Project will fund expanded transportation opportunities for people with disabilities who live outside ADA eligible areas for Training and Work. Transportation is offered to people with disabilities by the Gloucester County Division of Transportation Services (DTS) with a combination of lift-equipped mini buses and vans.

Gloucester County is situated southwest of the major urban areas of Camden, New Jersey and Philadelphia, Pennsylvania. The northern part of Gloucester County contains clusters of smaller municipalities consisting of older housing units with little room for additional development. Contiguous municipalities to the east along Route 295 are similar until the municipality of East Greenwich to the southwest. East Greenwich to the south and west represent the larger, more rural and suburban areas of Gloucester County. To the south and east there is a more suburban setting with occasional farmland; some of this land is being developed with new housing, creating additional need for DTS' transportation service. After speaking with people considering a move to Gloucester County, transportation is a main concern when looking for housing.

2. Please describe and estimate the number of jobs and/or the number of job sites/employment centers that can be accessed as a result of the proposed project, program, or service:

The JARC grant will continue to address transportation needs of Gloucester County's disabled and low-income residents. Advances concerning the foundation grant, detailed in the SFY15+16 application, was accomplished in 2015 through a Pascale Sykes grant developing the East-to-West Pureland Industrial Park shuttle. A group effort led by Gloucester County Government established the East-West Pureland Industrial Park shuttle that offers transportation to Pureland and other work locations along the route ('Attachment A'). The Pureland Industrial Park is home to more than 180 businesses with more than 8,500 workers. This innovative route has been established with trips costing one dollar each way and a bus that travels around the 3,000-acre Pureland complex.

3. How many stops are within ¼ mile of employment centers that would not otherwise be reasonably accessible by transit (from the destinations served): N/A

See above for information regarding new East to West Pureland shuttle, accomplished through Pascale Sykes grant. Collaborating on this project were Gloucester County government, the Pascale Sykes Foundation, the South Jersey Transportation Authority, NJ Transit, United Way of Gloucester County, Heart of Gloucester County and Cross County Connection Transportation Management Association.

4. Performance Measure: Estimated number of **unduplicated** customers and passenger one way trips this project, program, or service will serve **ANNUALLY**. For example, if 50 different people use the service five days a week for work (10 trips per week), over approximately 50 work weeks per year, you would have a total of 25,000 annual one-way employment-related passenger trips and 50 unduplicated passengers.

Overall Clients 22 Overall Passenger One Way Trips 4244
Different Clients to Employment Sites 7 Passenger One Way Trips to Employment Sites 1078

5. Estimated cost/passenger trip \$37.00

IV. Coordinated Public Transit-Human Services Transportation Plan

1. Please identify the gap or need or project your JARC project addresses in your county's locally developed, coordinated public transit-human services transportation plan ("coordinated plan"). See website <http://njcttpwp.rutgers.edu/> for your current county's coordination plan.

County Coordinated Plan P-17 to P-22 3.1 to 4.0 (Indicate page number and paragraph number).

2. If the project is not currently identified in the coordinated plan please provide a letter from the county lead indicating the status of any amendment to the plan to include this project. N/A

3. If you are not part of the current county stakeholders, has designated county lead for the coordination plan been notified of your intent to apply? If not previously notified, please provide a letter directed to the County Lead that demonstrates that intent. N/A

4. Does the project feed/connect with NJ TRANSIT and/or other private bus services: (i.e. Lakeland, Suburban, Coach USA, TransBridge, etc.) and/or and any rail service (i.e. NJ TRANSIT, PATH, PATCO, SEPTA, etc.). If YES, please describe how the project connects with, compliments or supports existing transportation services. Please identify the bus or rail services (s) and the key stop (s) and/or stations (s) connections with the proposed project service. No

5. Please provide the names of other service providers or agencies in your area that you have coordinated with on this project or other projects relating to transportation.

Dollars provided under the JARC grant allow Gloucester County DTS to transport clients to Jobs and Training within the County. For other projects relating to transportation, the County of Gloucester provides shuttle service to Philadelphia area hospitals in conjunction with Sen-Han in Camden, NJ. Gloucester County operates the shuttle service Monday and Thursday with Sen-Han providing transport on Tuesday and Wednesday. Rural area Demand Response shopping is now done through application and request to schedule date of ride through the CSR's scheduling telephone line @ 856-686-8350.

V. Service Operations

1. **Reservation/trip request process (for Demand Response Services)** - Please provide a copy of your "passenger registration" or "passenger reservation intake" form, phone number for trip reservations, and also provide the hours and days reservations are accepted. If there is more than one provider, please provide their names and reservation telephone number and hours/days that they accept reservations.

The attached DTS referral application is the first step to becoming client and can be requested by telephone or by going to the gloucestercountynj.gov website. The Customer Service Representatives (CSR) will enter each application received through mail, or submitted directly on website, in the Ecolane database. Passenger reservations are taken at telephone line of the CSR @ 856-686-8350, Monday through Friday, 8:30am to 4:00pm. Upon phone call from resident, a computerized General In-take form ('Attachment B') is completed by each CSR for the designated trip. Client Information for residents appear when beginning the process of scheduling trip with funding choices included.

- ii. What is the minimum and maximum amount of time needed to reserve a trip (advertised in your policy)?

DTS is able to schedule with as little as three working days' notice and up to as far in advance client is aware of appointment. DTS' capability to schedule appointment has increased with implementation of Ecolane scheduling software. To ensure their ride, clients are instructed to schedule as soon as they are aware of appointment.

- iii. Do you attempt to provide service (analyze the schedule) if the request is not in the minimum time required?

On a limited basis, a trip that is deemed essential can be scheduled quickly.

- iv. Do you attempt to provide same day (on demand) service if requested?

Same day service is available through the Supervising Omnibus Operator who is aware of DTS client history of scheduling. Supervisor will allow trip if schedule is open and appointment seems necessary. She also reminds client of a one-time exception and that in the future they should observe the minimum of three working days' notice.

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

Information obtained from clients is detailed in 'Attachment B', General In-Take Form.

- vi. What special provisions, if any, have been made to accommodate competitive employment trips, especially if beyond normal operating hours? Gloucester County DTS does not provide trips beyond normal working hours.

- vii. Please name the computer routing and scheduling software product currently used for operations.

Ecolane USA, Inc., web based Routing & Scheduling package

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

- | | |
|---|----------|
| - database, customer file | <u>X</u> |
| - computer assisted routing and scheduling | <u>X</u> |
| - fully automated routing and scheduling | <u>X</u> |
| - to automatically generate ridership reports | <u>X</u> |

- ix. Describe any other computer technology used for operations. Example: mobile data terminal, global positions systems, AVL, cell phones, on board cameras, etc.

GPS 42" Screen within Dispatch Office to monitor area, i.e., drivers' location, speed, and roadways to avoid. Drivers are able to view messages from Dispatch through radio contact and can be viewed on GPS Vehicle Tablets within each vehicle.

- x. Do you have any trip type restrictions or priorities? Trips are restricted to in-county transportation with limited Out of County service. Out of County transportation is provided to nearby locations for medical appointments and are scheduled for 11:00am IN with 1:00pm RETURN.

- xi. Do you have any geographical boundaries (ex. Only intra-county trips provided)? See above answer.

Limited out-of-county trips are provided to contiguous counties.

VI. Technical and Organizational Capacity

Please describe your organization, including number of full time employees, part time employees, and volunteers. See ('Attachment C'), 2/26/16 DTS Organizational Chart: 12 Full-time employees (7 office staff + 5 drivers), 14 Part-time (30 hour) drivers; four substitute drivers for a total of 30 DTS employees.

1. Please describe how this project will be implemented and administered within your organization. Who will do the work?

Gloucester County DTS operates within a well-coordinated system that utilizes various resources to deliver service efficiently. Two private operators have been contracted to help in the provision of service under funding from Casino, County, JARC, and New Freedom; one private operator for two of the five vocational routes and one private operator for those trips that DTS is unable to handle. The outside vendors have been utilized to augment transportation by providing service. Casino tax revenue funding has supported other areas of our service such as medical and shopping-related transportation for seniors with an additional medical route, in conjunction with Sen Han Transportation, for the Monday through Thursday Philadelphia Hospital shuttle.

2. Performance: How will your organization monitor the project performance? What measures will be used (for example, passenger trips, vehicle hours, miles, denied trip requests, employer sites reached, etc.).

Gloucester County's Supervising Omnibus Operator deals with drivers daily through messages received by Ecolane software and by radio. The current Acting Coordinator, along with input from Supervising Omnibus Operator, are in charge of Annual Driver Evaluations. DTS monitors project performance in a variety of ways. Service and cost data are maintained that provide information on the trips that are provided, the cost per trip, no-shows, vehicle miles, driver hours, canceled trips and the employers that are reached. DTS staff distributes passenger surveys to monitor the perception of service performance by riders.

3. Contractor Oversight: Are there site visits / ride checks made to the contractor facility/operations? How frequently?

In 2016 DTS administration monitored our two current Transportation providers, Holcomb Bus Services, Inc., and Collins Transportation, LLC. Monitoring occurs every two years unless an issue presents itself that would need attention.

VII. Funding and Budget

1. Fares: Are (will) fares be charged? Please attach a fare policy which describes the different fares charged.
2. Donations: Describe how donations are collected and if there is a suggested donation amount.

Existing or New Project: Total **Annual** project budget local, county, agency matching funds, and other sources of match (please identify specific source of match and provide document from funding source to verify the match):

	NJ-JARC Request	Local Match County/Agency/FTA Other	Total Budget (NJ-JARC + Required Match)	Overmatch, any ex. extra funds, fares	Total Budget (including overmatch)
SAMPLE:	\$80,000	\$80,000	\$160,000	\$40,000	\$200,000
NJ-JARC Round 3	\$80,000	\$80,000	\$160,000		
NJ-JARC Round 4	\$80,000	\$80,000	\$160,000		

INDICATE SOURCE OF MATCHING FUNDS

Name of Funding Source	SFY 2017 - Round 3	SFY 2018 - Round 4
	Indicate amount of funding from each source	Indicate amount of funding from each source
1. TANF Block		
2. TANFPlus, Special		
3. County	\$80,000	\$80,000
4. Other Agency		
5. Employers Contribution		
6. SCDRTAP		
7. State		
8. Federal		
8. DOL/DHS		
9. Other (Identify each)		
TOTAL		

Expansion of An Existing NJ JARC Project:

	NJ-JARC Request	Local Match County/Agency/FTA Other	Total Budget (NJ-JARC + Required Match)	Overmatch, any ex. extra funds, fares	Total Budget (including overmatch)
SAMPLE:	\$80,000	\$80,000	\$160,000	\$40,000	\$200,000
NJ-JARC Round 3					
NJ-JARC Round 4					

INDICATE SOURCE OF MATCHING FUNDS FOR EXPANSION

Name of Funding Source	SFY 2017 - Round 3 Indicate amount of funding from each source	SFY 2018 - Round 4 Indicate amount of funding from each source
1. TANF Block		
2. TANF Plus, Special		
3. County	\$80,000	\$80,000
4. Other Agency		
5. Employers Contribution		
6. SCDRTAP		
7. State		
8. Federal		
8. DOL/DHS		
9. Other (Identify each)		
TOTAL		

NJ TRANSIT is providing NJ-JARC funds from their operating budget. The funding is limited to purchase of or for direct operating of transportation services. Therefore only operating expenses are permitted under this grant. The following line items are allowable operating expenses under this grant. Only 10% of administrative salaries will be acceptable charges to the grant, no additional administrative expenses will be permitted (example: Indirect costs, office supplies) and no other in kind administrative matches.

EXISTING or NEW NJ JARC Project

**REQUESTED FUNDING FOR PROJECT – SFY 2017 (Round 3)
(Based on yearly operating expenses)**

OPERATING BUDGET LINE ITEMS	PROJECT BUDGET
Salaries/Fringe Benefits (Operations manager, drivers, mechanics, and dispatchers, etc.)	124,000
Administrative Salaries (up to 10% of total project is allowed)	16,000
Licenses and Registration	
Third Party Contract Services	
Maintenance & Repairs	5,000
Materials Consumed (oil, fuel, etc.)	15,000
Other Miscellaneous Operating Expenses (including uniforms, vehicle insurance,)	
Total Operating Expenses (- Fares, Donations)	160,000
Net Operating Expenses	
(-) 50% Local Match	80,000
Total Budget Request	80,000

REQUESTED FUNDING FOR PROJECT – SFY 2018 (Round 4)
(Based on yearly operating expenses)

OPERATING BUDGET LINE ITEMS	PROJECT BUDGET
Salaries/Fringe Benefits (Operations manager, drivers, mechanics, and dispatchers, etc.)	124,000
Administrative Salaries (up to 10% of total project is allowed)	16,000
Licenses and Registration	
Third Party Contract Services	
Maintenance & Repairs	5,000
Materials Consumed (oil, fuel, etc.)	15,000
Other Miscellaneous Operating Expenses (including uniforms, vehicle insurance)	
Total Operating Expenses	160,000
(- Fares, Donations)	
Net Operating Expenses	
(-) 50% Local Match	80,000
Total Budget Request	80,000

EXPANSION TO EXISTING NJ JARC Project

REQUESTED FUNDING FOR PROJECT – SFY 2017 (Round 3)
(Based on yearly operating expenses)

OPERATING BUDGET LINE ITEMS	PROJECT BUDGET
Salaries/Fringe Benefits (Operations manager, drivers, mechanics, and dispatchers, etc.)	124,000
Administrative Salaries (up to 10% of total project is allowed)	16,000
Licenses and Registration	
Third Party Contract Services	
Maintenance & Repairs	5,000
Materials Consumed (oil, fuel, etc.)	15,000
Other Miscellaneous Operating Expenses (including uniforms, vehicle insurance,)	
Total Operating Expenses	160,000
(- Fares, Donations)	
Net Operating Expenses	
(-) 50% Local Match	80,000
Total Budget Request	80,000

REQUESTED FUNDING FOR PROJECT – SFY 2018 (Round 4)
(Based on yearly operating expenses)

OPERATING BUDGET LINE ITEMS	PROJECT BUDGET
Salaries/Fringe Benefits (Operations manager, drivers, mechanics, and dispatchers, etc.)	124,000
Administrative Salaries (up to 10% of total project is allowed)	16,000
Licenses and Registration	
Third Party Contract Services	
Maintenance & Repairs	5,000
Materials Consumed (oil, fuel, etc.)	15,000
Other Miscellaneous Operating Expenses (including uniforms, vehicle insurance)	
Total Operating Expenses (- Fares, Donations)	160,000
Net Operating Expenses	
(-) 50% Local Match	80,000
Total Budget Request	80,000

IX: Attachments

Required Attachments

1. Application Cover Letter – complete and sign
 2. Service Area Map – provide map showing service route and/or area
 3. Letter from County Lead for coordination - **only** if project proposed not mentioned in current coordination plan.
 4. Letter to County Lead for coordination – **only** required if not current stakeholder
 5. Marketing Materials – provide marketing brochure and timetable
 6. Vehicle Fleet – provide spreadsheet
 7. Project Contacts – complete attached
 8. Project Personnel and Organizational Chart – complete and provide org. chart
 9. Application Resolution - provide from governing body or board (Indicate Match and Source)
 10. Title VI questions - complete attached
 11. Complaint Process – complete attached
 12. ADA Reasonable Accommodation
- Appendix: History and Route Deviation Requirements

ATTACHMENT 1 – Cover Letter

Date

Director
NJ TRANSIT
Community Transportation Department
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246

Dear Ms. :

The County of Gloucester Division of Transportation Services is hereby applying for a grant under NJ-JARC funded and administered by NJ TRANSIT. The approval of this grant will enable public transportation services to be available to low income and others for employment transportation.

County of Gloucester Division of Transportation Services is requesting OPERATING ASSISTANCE for the period of two years of funding. The total amount of state funds requested is as follows:

NJ-JARC – Round 3 SFY 2017

	OPERATING
NJ-JARC Funds:	<u>\$80,000</u>
Local match funds:	<u>\$80,000</u>
Total:	<u>\$160,000</u>

NJ-JARC – Round 4 SFY 2018

	OPERATING
NJ-JARC Funds:	<u>\$80,000</u>
Local match funds:	<u>\$80,000</u>
Total:	<u>\$160,000</u>

To my knowledge, all information provided in support of this application is true and correct. If you have questions or require additional information, contact Ms. Lisa Cerny, Director of Human & Disability Services at 856-384-6874.

Sincerely,

Signature of Authorized Representative _____
Robert M. Damminger

Title Freeholder Director

ATTACHMENT 2 – Service Area Map

SEE ATTACHED

Please ensure that map includes.

- Concentrations of Households in Poverty, Low Income Housing, Housing for People with Disabilities and Senior Housing
- Employment Centers
- Regional Transit: NJ Transit Bus lines/Rail Line/Other Transit Services

ATTACHMENT 3 – Coordination

N/A

Letter from County Lead for Coordination (only if not project is not mentioned in the current coordination plan; see Part 1.2)

ATTACHMENT 4 – Coordination

N/A

Letter to County Lead for Coordination (only required if you are not a current stakeholder; see Part 1.2)

ATTACHMENT 5 – Marketing Materials

Please provide a brief description of any marketing efforts (advertising, radio, website) as well as **copies of agency/project brochures, “bus” schedules, timetables, routes etc.**

NJ TRANSIT must review all marketing items before they are final to make sure they meet the following:

- Language indicating that service animals and portable oxygen tanks are permitted on vehicles.
- Brochure and/or timetable should indicate if service is Route Deviation or Demand Response service. If route deviation timetable, should clearly indicate the service will deviate and a phone number must be listed for requesting deviations in advance. Deviations are open to all passengers, not just passengers with disabilities. You can limit the “distance of the deviations” and note it in the timetable.
- List phone number for calling in complaints or compliments. See Title VI form you are to use for Title VI complaints.
- Indicate service is accessible by having the international symbol of accessibility on the timetable. If not using accessible buses then you must have a number for calling for an accessible vehicle.
- Indicate funding source(s) for the service on the timetable (NJ TRANSIT, FTA funded, County funded etc...).
- A phone number to call to request reasonable modifications of policies and practices for the transportation of individuals with disabilities.
- All marketing materials must have the following Title VI Notice so that passengers know how to file a Title VI complaint.

Sample Non-Discrimination Policy

(NAME OF AGENCY) operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964, as amended. Any person who believes that she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint in writing to (NAME OF AGENCY). To file a complaint, or for more information on (NAME OF AGENCY'S) obligations under Title VI write to: (ADDRESS OF AGENCY) or visit (website link if available). Transportation services provided by this agency are in whole or part funded through federal funds received through NJ TRANSIT and as an individual you also have the right to file your complaint to both (NAME OF AGENCY) as well as the Federal Transit Administration. Complaints may also be filed with the Federal Transit Administration in writing and may be addressed to: Title VI Program Coordinator, East Building, 5th Floor – TCR, U.S. Department of Transportation, Federal Transit Administration, Office of Civil Rights, 1200 New Jersey Avenue, SE, Washington, DC 20590. If information is needed in another language, contact (PHONE NUMBER).

ATTACHMENT 6 – Vehicle Fleet

SEE ATTACHMENTS

Provide following information on your or your service provider's current vehicle fleet.

Agency Vehicle #	Chassis Make/ Model	Model Year	Mileage	VIN #	Funding Source	Vehicle Cost	Seating capacity	Lift equipped Yes or No	Projected Retirement Date
				<p><i>SEE ATTACHMENT 6 – VEHICLE FLEET INVENTORY page 1 AND FEBRUARY 2016 VEHICLE LISTING page 2</i></p>					

ATTACHMENT 7 – Project Contacts

Provide the name, title, address, phone/fax number, and e-mail of the key contact people :

1. Freeholder Director/County Executive or, if agency, Executive Director/Chairman of the Board
Freeholder Director Robert M. Damminger, County of Gloucester, 2 S. Broad Street, Woodbury, NJ 08096.
Phone #: 856-853-3395; Fax #: 856-853-3495 rdamminger@co.gloucester.nj.us
2. Administrative Contacts (person responsible for the administration of the grant)
Ms. Donna Cucetta, Accountant, 115 Budd Blvd., West Deptford, NJ 08096
Phone #: 856-686-8360; Fax #: 856-686-8361 dcucetta@co.gloucester.nj.us
3. Operations Contact (person responsible for operational issues regarding grant)
Ms. Karen Allen, Supervising Omnibus Operator, 115 Budd Blvd., West Deptford, NJ 08096
Phone #: 856-686-8359; Fax #: 856-686-8361 kdavis@co.gloucester.nj.us
4. Procurement Contact (Individual who will be responsible for procuring capital and preparing bid packages for service providers.)
Mr. Peter Mercanti, Director of Purchasing, 2 S. Broad Street, Woodbury, NJ 08096
Phone #: 856-853-3414; Fax #: 856-251-6777 pmercanti@co.gloucester.nj.us
5. Financial Contact (person responsible for billing, accounting, closeouts, reimbursement requests)
Ms. Donna Cucetta, Accountant, (listed above)
6. Audits Contact (responsible for annual audits)
Ms. Tracey Giordano, Treasurer's Office, 2 S. Broad Street, Woodbury, NJ 08096
Phone #: 856-853-3353; Fax #: 856-251-6778 tgiordano@co.gloucester.nj.us
7. County or Agency Counsel
Mr. Thomas G. Campo, 2 S. Broad Street, Woodbury, NJ 08096
Phone #: 856-384-6898; Fax #: 856-384-6894 tcampo@co.gloucester.nj.us
8. EEO Representatives – A Subrecipient's Chief Executive Officer (CEO) should designate an EEO Officer and adequate staff to administer the EEO program. The EEO Officer should be an executive and should report directly to the CEO. Care should be taken to avoid conflicts when assigning responsibility for administering the EEO program as a collateral duty assignment, e.g., a personnel officer may have a conflict of interest. *Milton W. Hinton, Jr., Director Equal Employment Opportunity, 2 S. Broad St., Woodbury, NJ 08096* Phone#: 856-384-6903; Fax #: 856-853-3266 mhinton@co.gloucester.nj.us
9. DBE Representative *Mr. Peter Mercanti, Director, Purchasing, 2 S. Broad St., Woodbury, NJ 08096* Phone #: 856-853-3414 pmercanti@co.gloucester.nj.us
10. ADA Representative *Ms. Lisa Cerny, Director Division of Human & Disability Services, 115 Budd Blvd., West Deptford, NJ 08096* Phone #: 856-384-6842; Fax #: 856-384-6849 lmather@co.gloucester.nj.us
11. Title VI Contact *Mr. Anthony Wilcox, Acting Coordinator, Division of Transportation, 115 Budd Blvd., West Deptford, NJ 08096* Phone #: 856-686-8362; Fax #856-686-8361 awilcox@co.gloucester.nj.us

ATTACHMENT 8 – Project Personnel

1. List number of drivers to be paid for under this grant. There is no need to provide drivers names. If non-drivers charged to this grant indicate their names and titles. Next to each position indicate the percentage of the position/individual salary that will be charged to the grant

Personnel Listing with percentages attached.

2. For positions that will only be PARTIALLY charged to this grant, describe how the estimated percentage of the salary to be charged to the grant was derived. If percentage of time to be charged to grant is estimated, describe what auditable mechanism(s) will be used to verify the actual time that an individual spends on grant related activities.

Percentages are based on the time employees spend on JARC portion of transportation according to Ecolane Software and manual timesheets that employees use to track hours spent on grants.

3. Are all individuals listed in item 1 above working in their job titles? If not, explain what the differences are and why they are not working in their job titles.

A CDL License is required for those employees working in the Dispatch Office, and there is a need for editing within the Ecolane routing & scheduling system, certain Omnibus Operators (listed below) have agreed to help out in office when the schedule allows.

Omnibus Operator Chris Bradley has been editing schedules in the office on a daily basis, helping in the Dispatch Office when needed.

Omnibus Operator Jane Lyons helps in the Dispatch Office and on the scheduling line when needed.

Omnibus Operator Marge McGee helps in the Dispatch office and on the scheduling line when needed.

4. Provide copy of **organization chart** showing both operations and administrative employees.

See Attachment C, previously referenced.

Contracted Service: Do you plan to bid or RFP for service? Estimate personnel needed to provide service and cost. *Vendors working for Gloucester County have a 2 year contract that is up for bid in 2017.*

Donna Cucetta	Accountant	\$	2,000	2.86%
Anthony Wilcox	Coordinator	\$	2,000	2.86%
Debra Caltagirone	Omnibus Operator	\$	5,000	7.14%
Tracey cudd	Omnibus Operator	\$	4,000	5.71%
Deborah Davis	Omnibus Operator	\$	4,000	5.71%
Karen Allen	Omnibus Operator	\$	4,000	5.71%
Patricia Wheeler	Omnibus Operator	\$	4,000	5.71%
Elizabeth Bauer	Omnibus Operator	\$	5,000	7.14%
Monica Bilbow	Omnibus Operator	\$	5,000	7.14%
Susan Blair	Omnibus Operator	\$	5,000	7.14%
Chris Bradley	Omnibus Operator	\$	5,000	7.14%
Vince Catrambone	Omnibus Operator	\$	5,000	7.14%
Steve Carlin	Omnibus Operator	\$	5,000	7.14%
Dana Convery	Omnibus Operator	\$	5,000	7.14%
Franco Melendez	Omnibus Operator	\$	5,000	7.14%
Patricia Sweet	Omnibus Operator	\$	5,000	7.14%
			<u>\$</u>	<u>70,000</u>

The percentages are based on the time employees spend on JARC portion of transportation according to Ecolane software and manual timesheets that employees use to track hours spent on grants.

ATTACHMENT 9
Unexecuted Resolution

**RESOLUTION AUTHORIZING APPLICATION BY AND ACCEPTANCE
OF SFY'17 + SFY'18 JOB ACCESS and REVERSE COMMUTE (JARC) GRANT FROM
NJ TRANSIT. SFY'17 Round 3 for \$80,000 GRANT and \$80,000 COUNTY IN-KIND
MATCH AND SFY'18 ROUND 4; \$80,000 GRANT and \$80,000 COUNTY IN-KIND
MATCH, FOR THE TOTAL AMOUNT FOR SFY'17+SFY'18 ROUNDS 3+4 OF
\$160,000.00 WITH A CASH MATCH OF \$160,000.00,
FROM JULY 1, 2016 TO JUNE 30, 2018**

WHEREAS, the Gloucester County Division of Transportation Services, under the Department of Human & Disability Services is submitting a project proposal to NJ Transit, Office of the Services Contracts, Local Program Support Unit, an operating administration of the United States Department of Transportation Equity Act for the 21st Century (TEA-21), to receive New Jersey Job Access and Reverse Commute (JARC) SFY17 and SFY18 Rounds 3&4 grant funds; and

WHEREAS, this funding is specifically for the purpose of transport services to Gloucester County residents relative to vocational training, employment and other activities; and

WHEREAS, said transportation services shall be provided by the Division of Transportation Services (DTS), and include bus transportation and demand-responsive transportation to County residents utilizing the grant funds; and

WHEREAS, the New Jersey JARC SFY'17 Round 3 for \$80,000 grant and \$80,000 County in-kind match + SFY'18 Round 4 for \$80,000 grant and \$80,000 County in-kind match for total state funding in the amount of \$160,000.00 with a county match of \$160,000.00, from July 1, 2016 through June 30, 2018, from July 1, 2016 to June 30, 2018; and

WHEREAS, the Gloucester County Board of Chosen Freeholders acknowledges that the amount of grant funds to be requested for SFY'17 and SFY'18 Rounds 3 & 4 is \$160,000.00, with a cash match by the County of Gloucester of \$160,000.00 for a total amount of \$320,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester, that the Director of the Board, is hereby authorized to execute and the Clerk of the Board is authorized to attest to the execution of any and all documents necessary for the filing of the grant application and acceptance of the grant from NJ Transit for the New Jersey Job Access and Reverse Commute (JARC) SFY'17 & SFY'18 Rounds 3 & 4 grant funds for program operations in the amount of \$160,000.00, with a cash match of \$160,000.00, for a total amount of \$320,000.00, from July 1, 2016 to June 30, 2018.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on _____ at Woodbury, New Jersey.

COUNTY OF GLOUCESTER

BY: _____
ROBERT M. DAMMINGER

ATTEST:

BY: _____
**CHAD BRUNER, COUNTY ADMINISTRATOR /
COUNTY CLERK**

ATTACHMENT 10 – Title VI Section

1. Provide the estimated # of socially disadvantaged people that your agency does and/or will serve from each of the following groups:
 - Blacks (Not Hispanic):
 - Hispanics (person with origins of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture of origin):
 - Asian or Pacific Islanders:
 - American Indians or Alaskan Natives:
 - Non- socially disadvantaged (all persons not listed above):
 - Total:

2. Are you a registered DBE/SBE/MBE/WBE agency? Yes

3. Do you serve a socially disadvantaged community? Yes

4. Does your agency serve low income populations? Yes

5. Has the agency received assistance from the FTA in prior years? Yes

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

If yes, has your agency received any complaints, investigations or lawsuits alleging discrimination in the delivery of transportation service since your last JARC application?

There were no complaints filed for the Division of Transportation Services.

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

7. Has any federal entity conducted a Title VI compliance review of your agency within the last three years? *We were reviewed in the latter part of 2015.*

If yes, provide the purpose/reason for the review, the name of the agency that performed the review, a summary of Findings/Recommendations, and the status and/or disposition.

8. Do you have any pending applications to other federal agencies? No

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

9. Has your agency had a finding of noncompliance by any other federal agency? No

ATTACHMENT 11 – Complaint Process

1. Who is responsible for handling service complaints? Provide Name and job title.

Carol Wilson, Principal Data Entry Operator or Karen Davis Allen, Supervising Omnibus Operator, receive the initial complaint and would immediately refer to either the Acting Coordinator of Director of Division of Human & Disability Services, by phone, e-mail or in writing for resolution of the complaint.

2. Describe how transportation service related complaints are documented and answered.

Depending upon the severity of complaint, the following options are available: 1) If there is no confidentiality concern, a telephone response from Acting Coordinator to advise of action taken, or 2) A formal letter addresses the complaint with possible solutions.

3. How are they resolved: via email, phone or in writing? *Both by phone and in writing.*

4. Are service complaints kept on file? For how long?

A file within the office of the Principal Data Entry Operator's is kept for issues related to clients. A computer file of 'Courtesy Letters' is also kept in response to complaints and request of information. The files are kept indefinitely, deleted when no longer relevant.

5. Are service complaints reviewed to ensure that they are not **Title VI discrimination** complaints?

If a Title VI discrimination complaint is received from a resident, the Human Resources Department would be notified immediately for resolution. The Title VI complaint form is attached and is available on the Gloucester County website.

6. Is there a process to classify complaints by type? (Service must be provided to all in an equitable manner regardless of race, color or national origin.)

Referral would be made to the appropriate selected individual noted under Project Contacts, listed previously.

7. How are ADA related transportation service related complaints resolved?

Referral would be made to Director of Human & Disability Services for resolution.

8. Were any EEO complaints received between the period January 1, 2013 and the Present?

If yes, summarize complaints, any informal or formal complaints received, and describe how these complaints were addressed or resolved. EEO Representative stated that - Yes, 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 Resource Department to be reviewed for any policy violations and potential disciplinary action.

ATTACHMENT 12 – ADA Reasonable Modifications

Appendix E to Part 37—Reasonable Modification Requests

A. This appendix explains the Department's interpretation of §§ 37.5(g) and 37.169. It is intended to be used as the official position of the Department concerning the meaning and implementation of these provisions. The Department also issues guidance by other means, as provided in § 37.15. The Department also may update this appendix periodically, provided in response to inquiries about specific situations that are of general relevance or interest.

B. The Department's ADA regulations contain numerous requirements concerning fixed route, complementary paratransit, and other types of transportation service. Transportation entities necessarily formulate policies and practices to meet these requirements (e.g., providing fixed route bus service that people with disabilities can use to move among stops on the system, providing complementary paratransit service that gets eligible riders from their point of origin to their point of destination). There may be certain situations, however, in which the otherwise reasonable policies and practices of entities do not suffice to achieve the regulation's objectives. Implementing a fixed route bus policy in the normal way may not allow a passenger with a disability to access and use the system at a particular location. Implementing a paratransit policy in the usual way may not allow a rider to get from his or her origin to his or her destination. In these situations, subject to the limitations discussed below, the transportation provider must make reasonable modifications of its service in order to comply with the underlying requirements of the rule. These underlying provisions tell entities the end they must achieve; the reasonable modification provision tells entities how to achieve that end in situations in which normal policies and practices do not succeed in doing so.

C. As noted above, the responsibility of entities to make requested reasonable modifications is not without some limitations. There are four classes of situations in which a request may legitimately be denied. The first is where granting the request would fundamentally alter the entity's services, programs, or activities. The second is where granting the request would create a direct threat to the health or safety of others. The third is where without the requested modification, the individual with a disability is able to fully use the entity's services, programs, or activities for their intended purpose. The fourth, which applies only to recipients of Federal financial assistance, is where granting the request would cause an undue financial and administrative burden. In the examples that follow, these limitations are taken into account.

D. The examples included in this appendix are neither exhaustive nor exclusive. Transportation entities may need to make determinations about requests for reasonable modification that are not described in this appendix. Importantly, reasonable modification applies to an entities' own policies and practices, and not regulatory requirements contained in 49 CFR parts 27, 37, 38, and 39, such as complementary paratransit service going beyond 3/4 mile of the fixed route, providing same day complementary paratransit service, etc.

Examples

1. **Snow and Ice.** Except in extreme conditions that rise to the level of a direct threat to the driver or others, a passenger's request for a paratransit driver to walk over a pathway that has not been fully cleared of snow and ice should be granted so that the driver can help the passenger with a disability navigate the pathway. For example, ambulatory blind passengers often have difficulty in icy conditions, and allowing the passenger to take the driver's arm will increase both the speed and safety of the passenger's walk from the door to the vehicle. Likewise, if snow or icy conditions at a bus stop make it difficult or impossible for a fixed route passenger with a disability to get to a lift, or for the lift to deploy, the driver should move the bus to a cleared area for boarding, if such is available within reasonable proximity to the stop (see Example 4 below).

2. Pick Up and Drop Off Locations with Multiple Entrances. A paratransit rider's request to be picked up at home, but not at the front door of his or her home, should be granted, as long as the requested pick-up location does not pose a direct threat. Similarly, in the case of frequently visited public places with multiple entrances (e.g., shopping malls, employment centers, schools, hospitals, airports), the paratransit operator should pick up and drop off the passenger at the entrance requested by the passenger, rather than meet them in a location that has been predetermined by the transportation agency, again assuming that doing so does not involve a direct threat.

3. Private Property. Paratransit passengers may sometimes seek to be picked up on private property (e.g., in a gated community or parking lot, mobile home community, business or government facility where vehicle access requires authorized passage through a security barrier). Even if the paratransit operator does not generally have a policy of picking up passengers on such private property, the paratransit operator should make every reasonable effort to gain access to such an area (e.g., work with the passenger to get the permission of the property owner to permit access for the paratransit vehicle). The paratransit operator is not required to violate the law or lawful access restrictions to meet the passenger's requests. A public or private entity that unreasonably denies access to a paratransit vehicle may be subject to a complaint to the U.S. Department of Justice or U.S. Department of Housing and Urban Development for discriminating against services for persons with disabilities.

4. Obstructions. For fixed route services, a passenger's request for a driver to position the vehicle to avoid obstructions to the passenger's ability to enter or leave the vehicle at a designated stop location, such as parked cars, snow banks, and construction, should be granted so long as positioning the vehicle to avoid the obstruction does not pose a direct threat. To be granted, such a request should result in the vehicle stopping in reasonably close proximity to the designated stop location. Transportation entities are not required to pick-up passengers with disabilities at non-designated locations. Fixed route operators would not have to establish flag stop or route-deviation policies, as these would be fundamental alterations to a fixed route system rather than reasonable modifications of a system. Likewise, subject to the limitations discussed in the introduction to this appendix, paratransit operators should be flexible in establishing pick up and drop off points to avoid obstructions.

5. Fare Handling. A passenger's request for transit personnel (e.g., the driver, station attendant) to handle the fare media when the passenger with a disability cannot pay the fare by the generally established means should be granted on fixed route or paratransit service (e.g., in a situation where a bus passenger cannot reach or insert a fare into the farebox). Transit personnel are not required to reach into pockets or backpacks in order to extract the fare media.

6. Eating and Drinking. If a passenger with diabetes or another medical condition requests to eat or drink aboard a vehicle or in a transit facility in order to avoid adverse health consequences, the request should be granted, even if the transportation provider has a policy that prohibits eating or drinking. For example, a person with diabetes may need to consume a small amount of orange juice in a closed container or a candy bar in order to maintain blood sugar levels.

7. Medicine. A passenger's request to take medication while aboard a fixed route or paratransit vehicle or in a transit facility should be granted. For example, transit agencies should modify their policies to allow individuals to administer insulin injections and conduct finger stick blood glucose testing. Transit staff need not provide medical assistance, however, as this would be a fundamental alteration of their function.

8. Boarding Separately From Wheelchair. A wheelchair user's request to board a fixed route or paratransit vehicle separately from his or her device when the occupied weight of the device exceeds the design load of the vehicle lift should generally be granted. (Note, however, that under § 37.165(b), entities are required to accommodate device/ user loads and dimensions that exceed the former "common wheelchair" standard, as long as the vehicle and lift will accommodate them.)

9. Dedicated vehicles or special equipment in a vehicle. A paratransit passenger's request for special equipment (e.g., the installation of specific hand rails or a front seat in a vehicle for the passenger to avoid nausea or back pain) can be denied so long as the requested equipment is not required by the Americans with Disabilities Act or the Department's rules. Likewise, a request for a dedicated vehicle (e.g., to avoid residual chemical odors) or a specific type or appearance of vehicle (e.g., a sedan rather than a van, in

order to provide more comfortable service) can be denied. In all of these cases, the Department views meeting the request as involving a fundamental alteration of the provider's service.

10. Exclusive or Reduced Capacity Paratransit Trips. A passenger's request for an exclusive paratransit trip may be denied as a fundamental alteration of the entity's services. Paratransit is by nature a shared-ride service.

11. Outside of the Service Area or Operating Hours. A person's request for fixed route or paratransit service may be denied when honoring the request would require the transportation provider to travel outside of its service area or to operate outside of its operating hours. This request would not be a reasonable modification because it would constitute a fundamental alteration of the entity's service.

12. Personal Care Attendant (PCA). While PCAs may travel with a passenger with a disability, transportation agencies are not required to provide a personal care attendant or personal care attendant services to meet the needs of passengers with disabilities on paratransit or fixed route trips. For example, a passenger's request for a transportation entity's driver to remain with the passenger who, due to his or her disability, cannot be left alone without an attendant upon reaching his or her destination may be denied. It would be a fundamental alteration of the driver's function to provide PCA services of this kind.

13. Intermediate Stops. The Department views granting a paratransit passenger's request for a driver to make an intermediate stop, where the driver would be required to wait, as optional. For example, a passenger with a disability arranges to be picked up at a medical facility and dropped off at home. On the way, the passenger with a disability wishes to stop by a pharmacy and requests that the driver park outside of the pharmacy, wait for the passenger to return, and then continue the ride home. While this can be a very useful service to the rider, and in some cases can save the provider's time and money (by scheduling and providing a separate trip to and from the drug store), such a stop in the context of a shared ride system is not required. Since paratransit is, by its nature, a shared ride system, requests that could disrupt schedules and inconvenience other passengers could rise to the level of a fundamental alteration.

14. Payment. A passenger's request for a fixed route or paratransit driver to provide the transit service when the passenger with a disability cannot or refuses to pay the fare may be denied. If the transportation agency requires payment to ride, then to provide a free service would constitute a fundamental alteration of the entity's service.

15. Caring for Service Animals. A paratransit or fixed route passenger's request that the driver take charge of a service animal may be denied. Caring for a service animal is the responsibility of the passenger or a PCA.

16. Opening Building Doors. For paratransit services, a passenger's request for the driver to open an exterior entry door to a building to provide boarding and/or alighting assistance to a passenger with a disability should generally be granted as long as providing this assistance would not pose a direct threat, or leave the vehicle unattended or out of visual observation for a lengthy period of time. Note that a request for "door-through-door" service (i.e., assisting the passenger past the door to the building) generally would not need to be granted because it could rise to the level of a fundamental alteration.

17. Exposing Vehicle to Hazards. If the passenger requests that a vehicle follow a path to a pick up or drop off point that would expose the vehicle and its occupants to hazards, such as running off the road, getting stuck, striking overhead objects, or reversing the vehicle down a narrow alley, the request can be denied as creating a direct threat.

18. Hard-to-Maneuver Stops. A passenger may request that a paratransit vehicle navigate to a pick-up point to which it is difficult to maneuver a vehicle. A passenger's request to be picked up in a location that is difficult, but not impossible or impracticable, ¹ Please see guidance issued on this topic. U.S. Department of Transportation, Origin-to-Destination Service, September 1, 2005, available at http://www.fta.dot.gov/12325_3891.html (explaining that, "the Department does not view transit providers' obligations as extending to the provision of personal services. . . . Nor would drivers, for lengthy periods of time, have to leave their vehicles unattended or lose the ability to keep their vehicles under visual observation, or take actions that would be clearly unsafe . . ."). to access should generally be granted as long as picking up the passenger does not expose the vehicle to hazards that pose a direct threat (e.g., it

is unsafe for the vehicle and its occupants to get to the pick-up point without getting stuck or running off the road).

19. Specific Drivers. A passenger's request for a specific driver may be denied. Having a specific driver is not necessary to afford the passenger the service provided by the transit operator.

20. Luggage and Packages. A passenger's request for a fixed route or paratransit driver to assist with luggage or packages may be denied in those instances where it is not the normal policy or practice of the transportation agency to assist with luggage or packages. Such assistance is a matter for the passenger or PCA, and providing this assistance would be a fundamental alteration of the driver's function.

21. Request to Avoid Specific Passengers. A paratransit passenger's request not to ride with certain passengers may be denied. Paratransit is a shared-ride service. As a result, one passenger may need to share the vehicle with people that he or she would rather not.

22. Navigating an Incline, or Around Obstacles. A paratransit passenger's request for a driver to help him or her navigate an incline (e.g., a driveway or sidewalk) with the passenger's wheeled device should generally be granted. Likewise, assistance in traversing a difficult sidewalk (e.g., one where tree roots have made the sidewalk impassible for a wheelchair) should generally be granted, as should assistance around obstacles (e.g., snowdrifts, construction areas) between the vehicle and a door to a passenger's house or destination should generally be granted. These modifications would be granted subject, of course, to the proviso that such assistance would not cause a direct threat, or leave the vehicle unattended or out of visual observation for a lengthy period of time.

23. Extreme Weather Assistance. A passenger's request to be assisted from his or her door to a vehicle during extreme weather conditions should generally be granted so long as the driver leaving the vehicle to assist would not pose a direct threat, or leave the vehicle unattended or out of visual observation for a lengthy period of time. For example, in extreme weather (e.g., very windy or stormy conditions), a person who is blind or vision-impaired or a frail elderly person may have difficulty safely moving to and from a building.

24. Unattended Passengers. Where a passenger's request for assistance means that the driver will need to leave passengers aboard a vehicle unattended, transportation agencies should generally grant the request as long as accommodating the request would not leave the vehicle unattended or out of visual observation for a lengthy period of time, both of which could involve direct threats to the health or safety of the unattended passengers. It is important to keep in mind that, just as a driver is not required to act as a PCA for a passenger making a request for assistance, so a driver is not intended to act as a PCA for other passengers in the vehicle, such that he or she must remain in their physical presence at all times.

25. Need for Return Trip Assistance. A passenger with a disability may need assistance for a return trip when he or she did not need that assistance on the initial trip. For example, a dialysis patient may have no problem waiting at the curb for a ride to go to the dialysis center, but may well require assistance to the door on his or her return trip because of physical weakness or fatigue. To the extent that this need is predictable, it should be handled in advance, either as part of the eligibility process or the provider's reservations process. If the need arises unexpectedly, then it would need to be handled on an ad hoc basis. The paratransit operator should generally provide such assistance, unless doing so would create a direct threat, or leave the vehicle unattended or out of visual observation for a lengthy period of time.

26. Five-Minute Warning or Notification of Arrival Calls. A passenger's request for a telephone call 5 minutes (or another reasonable interval) in advance or at time of vehicle arrival generally should be granted. As a matter of courtesy, such calls are encouraged as a good customer service model and can prevent "no shows." Oftentimes, these calls can be generated through an automated system. In those situations where automated systems are not available and paratransit drivers continue to rely on hand-held communication devices (e.g., cellular telephones) drivers should comply with any State or Federal laws related to distracted driving.

27. Hand-Carrying Except in emergency situations, a passenger's request for a driver to lift the passenger out of his or her mobility device should generally be denied because of the safety, dignity, and privacy issues implicated by hand-carrying a passenger. Hand-carrying a passenger is also a PCA-type service which is outside the scope of driver duties, and hence a fundamental alteration.

APPENDIX 1

FTA JARC History

The Federal Transit Administration (FTA) Job Access Reverse Commute (JARC) program aimed to break down barriers to employment opportunities for low income persons through increasing access to transportation programs. With the enactment of the Moving Ahead for Progress in the 21st Century (MAP-21), the federal JARC program no longer exists as a separate funding source. NJ TRANSIT has chosen to continue the program in New Jersey as a state funded program called NJ-JARC.

The goal of the Job Access and Reverse Commute program (JARC) was to improve access to transportation services to employment and employment-related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. Toward this goal, the Federal Transit Administration provided financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of eligible low-income individuals, and of reverse commuters regardless of income.

JARC was established in 1999 as part of the Transportation Enhancement Act (TEA-21) with funds allocated as "earmarks" to address the unique transportation challenges faced by welfare recipients and low-income persons seeking to get and keep jobs. With many new entry-level jobs located in suburban areas, low-income and/or welfare recipients have found it difficult to access these jobs from their inner city, urban and rural neighborhoods on a daily basis. Many entry-level jobs require working late at night or on weekends when conventional transit services in many communities are either reduced or non-existent. Also, many employment-related trips are complex for low-income persons, often involving multiple destinations, including reaching childcare facilities and other services as part of the work trip.

In FFY 2006 the JARC program was reauthorized under the provisions set forth in the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users, (SAFETEA-LU), enacted on August 10, 2005. JARC funding under SAFETEA-LU was allocated nationwide by "formula" and in NJ the amount was approximately 50% less than funding received under the TEA-21 earmarks. As a consequence of reduced funding statewide since FFY2006, continuation of successful JARC funded services through operating funding became a priority for the New Jersey program.

A new federal transportation authorization, Moving Ahead for Progress in the 21st Century (MAP-21), became law on July 6, 2012. NJ TRANSIT has decided to continue the program purposes of the JARC program through the new state funded NJ-JARC program. Due to limited funding availability, the 50% match will continue to be required and priority will be given to continuation of existing successful projects.

APPENDIX 2

ROUTE DEVIATION REQUIREMENTS

FTA no longer accepts the term "modified fixed" service is incorrect for the purposes of federally funded projects. The term that should be employed to describe a flexed route is "**route deviation**" service. This is the term used under the ADA and recognized by the federal government. Route Deviation is defined as follows by the National Transit Database (NTD):

"Route-Deviated Service -Route-deviated service has operating characteristics of both fixed and demand response modes. Route-deviated service operates as a conventional bus route, but permits the bus to deviate from the route and serve destinations within a prescribed distance (e.g., 3/4 mile)."

To be considered a route deviation service you must meet the following five criteria:

1. The service must allow customers to request a route deviation in some way, typically by making a phone call in advance
2. The service must deviate for the general public, not just people with disabilities.
3. The service must provide information to the public on how to request a deviation.
4. The service cannot limit the number of route deviations on the route or per run.
5. Following an off route deviation, the bus must return to the point on the route it left.

As per Federal requirements to be considered a true "route deviation service" the transportation provider **MUST** comply as follows:

- Clearly indicate on the bus timetable, marketing materials and websites service is "route deviation" and provide the telephone number and process to be followed to request a route deviation.
- Indicate the distance bus will deviate for passenger pick up and drop off, there is no set requirement.
- There can be no language limiting the number of deviations per run or route.
- Deviations must be open to all passengers' not just people with disabilities. All marketing materials must indicate deviations are open to the general public.
- All route deviations completed by transportation provider should be documented (example driver manifest) and kept on file.

All marketing materials (system brochures, web pages and bus schedules) should have the correct route descriptions, removing any reference to **modified** fixed service.

QUESTIONS REGARDING ROUTE DEVIATION SERVICES

QUESTION ONE: If I run a route deviation service is there a prescribed distance that I must by law deviate?

No. Although many route deviation services will go three-quarters of a mile off route because that is the distance that a complementary paratransit service would serve there is no prescribed distance in the law.

QUESTION TWO: If I go off the route too many times I will fall behind in my schedule. Can I limit the number of deviations I make on any one run?

No, the issue of how to keep on schedule if one is going to deviate can be a complex one. Most operators need to re-examine their schedule and build extra time into the route. If it is found there are many deviations requests for one time-point or stop the operator may want to consider "revising" their route to meet this need.

QUESTION THREE: I offer route deviation but I only advertise the route deviation as a service available to persons with disabilities. Is that alright to do or does route deviations have to be open to the general public?

No. If you run a route deviation service then you must deviate for any member of the general public who requests service. If you restrict route deviation to just persons with disabilities it is viewed by the FTA as an effort to satisfy the complementary paratransit service requirements and you must then all the requirements of an ADA complementary service.

QUESTION FOUR: Are there exceptions to these rules?

Yes. Several types of service do not have to comply with the ADA complementary paratransit service requirements. In general the types of services that do not have to address the issues discussed in this letter are; 1) shuttle bus services operated by public airports, 2) fixed routes operated by public universities, 3) dedicated bus service to commuter rail systems which are available only to users of the rail system and which have through ticketing arrangements, and 4) commuter bus service.



BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damminger

FREEHOLDER LIAISON
Jim Jefferson



DEPARTMENT OF HEALTH
& HUMAN SERVICES

DIRECTOR
Tamarisk L. Jones

DIVISION OF HUMAN AND
DISABILITY SERVICES

DIRECTOR
Lisa A. Cerny

115 Budd Boulevard
West Deptford, NJ 08096

Phone: 856.384.6900
Fax: 856.686.8343

www.gloucestercountynj.gov

The County of Gloucester complies with all state and federal rules and regulations and does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex in admission to, access to, or operations of its programs, services, activities or in its employment practices. In addition, Gloucester County encourages the participation of people with disabilities in its programs and activities and offers special services to all County residents 60 years of age and older. Inquiries regarding compliance may be directed to the EEO office at (856)384-6903 or through the County's ADA Coordinator at (856) 384-6842/New Jersey Relay Service 711

ATTACHMENT 1 – Cover Letter

March 1, 2016

Director
NJ Transit
Community Transportation Department
One Penn Plaza East, 4th Floor
Newark, New Jersey 07105-2246

Director of NJ Transit:

The Gloucester County Division of Transportation Services (DTS) is hereby applying for a grant under NJ-JARC funded and administered by NJ Transit. The approval of this grant will enable public transportation services to be available to low income and others for employment transportation.

County of Gloucester Division of Transportation Services is requesting OPERATING ASSISTANCE for the period of two years of funding. The total amount of federal and state funds requested is as follows:

NJ-JARC – Round 3 SFY 2017

	<u>OPERATING</u>
NJ-JARC Funds:	<u>\$80,000</u>
Local match funds:	<u>\$80,000</u>
Total:	<u>\$160,000</u>

NJ-JARC – Round 4 SFY 2018

	<u>OPERATING</u>
NJ-JARC Funds:	<u>\$80,000</u>
Local match funds:	<u>\$80,000</u>
Total:	<u>\$160,000</u>

To my knowledge, all information provided in support of this application is true and correct. If you have any questions or require additional information, contact Ms. Lisa Cerny, Director of Division of Human & Disability Services at 856-686-8362.

Sincerely,

Robert M. Damminger, Freeholder Director
County of Gloucester



February 11, 2016

Dear NJ-JARC Subrecipient:

This is to inform you that the SFY16 and SFY17 (Round 3 and 4) New Jersey Job Access & Reverse Commute (NJ-JARC) program application is now available.

Eligible applicants for NJ-JARC include private non-profit organizations, state and local government agencies, and operators of public transportation services, including private operators of public transportation services. The goal of the NJ-Job Access and Reverse Commute program (NJ-JARC) is to improve access to transportation services to employment and employment-related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. Local matching funds are required for NJ-JARC as well as participation in the locally developed coordinated public transit human services transportation plan. *NJ-JARC is only for operating funds for transportation services and requires a 50% local match.*

The NJ-JARC application and program guidelines are available on-line at the New Jersey Community Transportation Training Program (NJCTTP) website at <http://njcttpwp.rutgers.edu>. Click on the Community Transportation Grants tab at the top right; on the left you will see "NJ TRANSIT's NJ JARC Grant Program". If interested in applying download the application. **DO NOT TRY TO COMPLETE ONLINE.** If you do not have internet access you can request an application by calling 973-491-7381 or 973-491-7382.

Completed applications are to be emailed to James Flynn at NJ TRANSIT - jpflynn@njtransit.com no later than **March 28, 2016**. A hard copy of the application with required attachments should be mailed to:

James P. Flynn, Community Transportation Administrator
Community Transportation Department, 4th Floor
NJ TRANSIT
One Penn Plaza East
Newark, NJ 07105

General questions about NJ-JARC should be directed via email to James Flynn at the email above or me at amagri@njtransit.com.

Sincerely,

Anna Magri

Anna R. Magri
Director, Local Programs/Minibus Support and Community Transportation
NJ TRANSIT



NJ – JARC Round 3 and Round 4
(SFY17 & SFY18)
Jobs Access Reverse Commute (JARC)

Applications are due by March 28, 2016.

NJ-JARC Application for SFY 2017 and 2018

Part I: NJ-JARC Overview

1. Introduction
2. Coordinated Human Service Plan
3. Eligibility
4. Eligible Activities

Application: Fill Out and Return

- I. Applicant Information
- II. Project Summary
- III. Service Area and Destinations
- IV. Service Operations
- V. Coordinated Public Transit-Human Services Transportation Plan
- VI. Technical and Organizational Capacity
- VII. Funding and Financial
- VIII. Passenger Detail
- IX. Required Attachments
 1. Application Cover Letter
 2. Service Area Map
 3. Letter from County Lead for coordination - **only** if project proposed not mentioned in current coordination plan.
 4. Letter to County Lead for coordination – **only** required if not current stakeholder
 5. Marketing Materials
 6. Vehicle Fleet
 7. Project Contacts
 8. Project Personnel and Organizational Chart
 9. Application Resolution
 10. Title VI questions
 11. Complaint Process
 12. ADA Reasonable Accommodation

Appendix:

1. FTA JARC History of Program
 2. Route Deviation Requirements
-

PART I. Overview and Information

1. Introduction

Human service transportation includes a broad range of transportation service options designed to meet the needs of transportation-disadvantaged populations including older adults, disabled persons and/or those with lower income. Individuals with different needs require different services depending on their abilities, their environment, and the options available in their community.

The goal of the NJ-Job Access and Reverse Commute program (NJ-JARC) is to improve access to transportation services to employment and employment-related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. **Local matching funds are required for NJ-JARC** as well as participation in the locally developed coordinated public transit human services transportation plan. **NJ-JARC is only for operating funds for transportation services and requires a 50% local match.** Funding from NJ TRANSIT for NJ-JARC 3 would cover July 1, 2016 - June 30, 2017 and for NJ-JARC 4 cover July 1, 2017- June 30, 2018.

Completed applications are due no later **than March 28, 2016**. All responses must be submitted by **email to James Flynn at NJ TRANSIT - jpflynn@njtransit.com** and hard copy of application with required attachments mailed to:

James P. Flynn, Community Transportation Administrator
Community Transportation Department, 4th Floor
NJ TRANSIT
One Penn Plaza East
Newark, NJ 07105

2. Coordinated Public Transit-Human Services Transportation Plan

Federal transit law, as amended under SAFETEA-LU, required that projects funded from the Elderly Individuals and Individuals with Disabilities (Section 5310), JARC (Section 5316), and New Freedom (Section 5317) programs be derived from a locally developed, coordinated public transit human services transportation plan (CHSTP). A coordinated plan maximizes the programs' collective coverage by minimizing duplication of services. **Participation in a CHSTP is also a requirement for the NJ-JARC grant program.**

All New Jersey applicants **must** reference their county coordinated plans and indicate how their application is meeting service gaps/needs or service recommendations stated in those plans. All applicants **must include the page number from the most recent county coordinated plan.**

If the proposed project is not listed in the county plan you should meet with the coordinated plan lead in your county to discuss incorporation and become part of the local stakeholder group that participates in development of the plans.

County	Coordinated Plan Leads	Metropolitan Planning Organization
Atlantic	Carl Lindow Atlantic County Transportation PO Box 13 New Road & Dolphin Avenue Northfield, NJ 08225 609-645-7000 x4058	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Road, B6 Vineland, NJ 08361 856-794-1941
Bergen	Tom Murphy, Director Bergen County Community Transportation 178 Essex Street Lodi, NJ 07644 201-336-3380	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Burlington	Jerome Kilkenny Burlington County 795 Woodlane Road Mount Holly, NJ 08060 609-265-5020	Meghan J. Weir Delaware Valley Regional Planning Commission (DVRPC) 190 N. Independence Mall West, 8 th Floor Philadelphia, PA 19106 215-238-2832

Camden	Carole Miller (on behalf of) South Jersey Transportation Authority (SJTA) 800 Cooper Street, Suite 500 Camden, NJ 08102 856-427-0988	Meghan J. Weir Delaware Valley Regional Planning Commission (DVRPC) 190 N. Independence Mall West, 8 th Floor Philadelphia, PA 19106 215-238-2832
Cape May	Daniel Mulraney Cape May Community Transportation Services Cape May Courthouse 4 Moore Road Cape May, NJ 08210 609-889-3700 or 7812	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Road, B6 Vineland, NJ 08361 856-794-1941
Cumberland	Barbara Nedohon, Director County of Cumberland Office on Aging and Disabled 800 E. Commerce Street Bridgeton, NJ 08302 856-453-2220	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Road, B6 Vineland, NJ 08361 856-794-1941
Essex	Jaklyn Devore, Director Essex County Department of Senior Citizen Services 50 South Clinton Street East Orange, NJ 07018 973-395-8400 or 8404	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Gloucester	Lisa Cerny Gloucester Department of HS Division of Transportation Services 115 Budd Boulevard West Deptford, NJ 08096 856-686-8362	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Road, B6 Vineland, NJ 08361 856-794-1941
Hudson	Darice Toon, Director Health and Human Services 830 Bergen Avenue Jersey City, NJ 07306 201-369-5280 x4231	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Hunterdon	Tara Shephard , Executive Director HART TMA 146 Route 31 North Flemington, NJ 08822 908-788-5553	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Mercer	Martin DeNero Mercer County Trade Transportation Public Works Facility 300 Scotch Road, Building 1 Trenton, NJ 08901 609-530-1970 x17	Meghan J. Weir Delaware Valley Regional Planning Commission (DVRPC) 190 N. Independence Mall West, 8 th Floor Philadelphia, PA 19106 215-238-2832
Middlesex	Laila Caune, Director Middlesex County Office on Aging & Disabled Services 75 Bayard Street New Brunswick, NJ 08901 732-745-4433	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Monmouth	Kathleen Lodato, Director Monmouth County Division of Transportation 250 Center Street Freehold, NJ 07728 732-431-6480 or 732-577-6731	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Morris	Ophelia Cruse, Special Transportation Coordinator County of Morris Human Services PO Box 900 Morristown, NJ 07963-0900 973-285-6868	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Ocean	Dave Fitzgerald, Director Ocean Ride 1959 Route 9 / PO Box 2191 Toms River, NJ 08754-2191 732-736-8989	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Passaic	John McGill, Coordinator Passaic Division of Family Services 52 Church Street Paterson, NJ 07505 973-247-2487	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Salem	Ray Bolden Inter-Agency Council of Salem County 98 Market Street Salem, NJ 08079 856-935-7510 x8203	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Road, B6 Vineland, NJ 08361 856-794-1941
Somerset	Yvonne Manfra, Director Somerset County Transportation 750 East Main Street	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor

	Bridgewater, NJ 08807 908-231-7116	Newark, NJ 07102 973-639-8450
Sussex	Carol Novrit, Director Sussex County Department of Social Services 83 Spring Street Suite 203 Newton, NJ 07860 973-383-3600 x5140	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Union	Karen Dinsmore, Asst Director Union County Department of Human Services Union County Administration Building 10 Elizabethtown Plaza Elizabeth, NJ 07207 908-527-4809	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450
Warren	JanMarie McDyer, Coordinator Warren County Department of Human Services Division of Contract Administration Cummins Building 202 Mansfield Street Belvidere, NJ 07823 908-475-6332 or 6080	David Schmetterer North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8450

3. Eligible Organizations and Agencies

The following organizations and entities are eligible to apply for funding:

- Private non-profit organizations;
- State or local governmental authorities; and
- Operators of public transportation services, including private operators of public transportation service

4. Eligible Activities

Funds from the NJ-JARC program are available for operating expenses that support the transportation services designed to transport low-income individuals to and from jobs and activities related to their employment and to support reverse commute projects. Examples are as follows:

- a. Late-night and weekend service;
- b. Route Deviation Shuttle service;
- c. Expanding fixed-route public (i.e. NJT) transit routes;
- d. Demand-responsive service;
- e. Other services not listed that support NJ-JARC purpose as noted above;

NJ- JARC (Round 3 and Round 4) SFY 2017 and 2018 APPLICATION

I. Applicant Information

1. Project Name: *JARC Gainful Employment and Educational Training Transportation*
2. Please provide the following about your organization:
 - a. Organization Legal Name: Department of Human & Disability Services, Division of Transportation Services
 - b. Address: 115 Budd Blvd., P.O. Box 337, West Deptford, NJ 08096
 - c. County: Gloucester
 - d. Congressional District(s): 1st and 2nd Congressional Districts
 - e. Tax Identification Number and **501(c)3 Certificate** (if applicable please attach): 21-6000660
 - f. Contact Name and Title (and address if different than above): Lisa Cerny, Director
 - g. Contact Telephone Number: 856-384-6874
 - h. Contact Fax Number: 856-384-0207
 - i. Contact E-mail: lcerny@co.gloucester.nj.us

3. Type of Organization or Agency

The following organizations and entities are eligible to apply for funding (**please check one**):

- a. Private non-profit organizations _____
- b. State or local governmental X
- c. Operators of public transportation services, including private operators of public transportation service _____

II. Project Summary:

This project is a (please check all that apply):

- Continuation of existing JARC funded project: X
Continuation of existing non-JARC funded project: _____
Expansion of an existing JARC project: _____
Expansion of an existing (non JARC) project: _____
New project (program): _____

If this is a continuation and/or expansion of a non JARC project please indicate current source of non- JARC funding. _____

1. **Detailed** description of project including service hours, days, area served (indicate states, counties and municipalities served). Indicate if service is demand response or route deviation, and if service is contracted out or done in house. If contracted out, will contractor be responsible for entire operational cost or will you provide the vehicles/maintenance/fuel/other :

Gloucester County provides a demand response transportation service that is scheduled with a minimum of three business days' notice up to months in advance of appointment request. Route deviation is not considered on a daily basis; route changes are made when new clients are added to the subscription-type list for work-related or training-related service. Service from the Division of Transportation is provided Monday through Friday from 7:00am to 5:00pm according to client needs. An application process has been established with all trip reservations placed through the Gloucester County Division of Transportation scheduling line at 856-686-8350. Transportation, funded through the JARC grant, is provided to persons with disabilities to their training or work-related location; paying a portion of the expense for transportation to ACT Program (Adult Center for Transition), Vocational II route and various Educational, Job-related sites.

Goals and objectives of the project:

Continue the subscription type service, providing responsive, efficient and equitable transportation, to persons with disabilities seeking vocational training and gainful employment.

- If new project, expansion or a continuation of a non-JARC project, when is the project anticipated to begin to need NJ-JARC funds? N/A
- Describe how the project addresses the transportation needs of **low income individuals** to employment sites or training locations? Identify the current transportation gaps to be filled and types of jobs that are projected to be served?

Low-income residents and people with disabilities are currently limited in their ability to access employment sites and employment-related activities, particularly in suburban and rural areas. Gloucester County will use JARC funds to reach out to agencies/advocates for people with disabilities who are either unemployed or underemployed due to their inability to own or operate an automobile. The current public transit system is limited and designed to operate north to south through Gloucester County to urban centers such as Camden City and Philadelphia. Gloucester County and other interested agencies' effort regarding the inception of the new East to West Pureland shuttle is a major step in addressing transportation needs for low income residents.

III. Service Area and Destinations

1. Please indicate the potential origins and destinations that the proposed project, program or service will serve:

Project will fund expanded transportation opportunities for people with disabilities who live outside ADA eligible areas for Training and Work. Transportation is offered to people with disabilities by the Gloucester County Division of Transportation Services (DTS) with a combination of lift-equipped mini buses and vans.

Gloucester County is situated southwest of the major urban areas of Camden, New Jersey and Philadelphia, Pennsylvania. The northern part of Gloucester County contains clusters of smaller municipalities consisting of older housing units with little room for additional development. Contiguous municipalities to the east along Route 295 are similar until the municipality of East Greenwich to the southwest. East Greenwich to the south and west represent the larger, more rural and suburban areas of Gloucester County. To the south and east there is a more suburban setting with occasional farmland; some of this land is being developed with new housing, creating additional need for DTS' transportation service. After speaking with people considering a move to Gloucester County, transportation is a main concern when looking for housing.

2. Please describe and estimate the number of jobs and/or the number of job sites/employment centers that can be accessed as a result of the proposed project, program, or service:

The JARC grant will continue to address transportation needs of Gloucester County's disabled and low-income residents. Advances concerning the foundation grant, detailed in the SFY15+16 application, was accomplished in 2015 through a Pascale Sykes grant developing the East-to-West Pureland Industrial Park shuttle. A group effort led by Gloucester County Government established the East-West Pureland Industrial Park shuttle that offers transportation to Pureland and other work locations along the route ('Attachment A'). The Pureland Industrial Park is home to more than 180 businesses with more than 8,500 workers. This innovative route has been established with trips costing one dollar each way and a bus that travels around the 3,000-acre Pureland complex.

3. How many stops are within ¼ mile of employment centers that would not otherwise be reasonably accessible by transit (from the destinations served): N/A

See above for information regarding new East to West Pureland shuttle, accomplished through Pascale Sykes grant. Collaborating on this project were Gloucester County government, the Pascale Sykes Foundation, the South Jersey Transportation Authority, NJ Transit, United Way of Gloucester County, Heart of Gloucester County and Cross County Connection Transportation Management Association.

4. Performance Measure: Estimated number of **unduplicated** customers and passenger one way trips this project, program, or service will serve **ANNUALLY**. For example, if 50 different people use the service five days a week for work (10 trips per week), over approximately 50 work weeks per year, you would have a total of 25,000 annual one-way employment-related passenger trips and 50 unduplicated passengers.

Overall Clients 22

Overall Passenger One Way Trips 4244

Different Clients to Employment Sites 7 Passenger One Way Trips to Employment Sites 1078

5. Estimated cost/passenger trip \$37.00

IV. Coordinated Public Transit-Human Services Transportation Plan

1. Please identify the gap or need or project your JARC project addresses in your county's locally developed, coordinated public transit-human services transportation plan ("coordinated plan"). See website <http://njcttpwp.rutgers.edu/> for your current county's coordination plan.

County Coordinated Plan P-17 to P-22 3.1 to 4.0 (Indicate page number and paragraph number).

2. If the project is not currently identified in the coordinated plan please provide a letter from the county lead indicating the status of any amendment to the plan to include this project. *N/A*

3. If you are not part of the current county stakeholders, has designated county lead for the coordination plan been notified of your intent to apply? If not previously notified, please provide a letter directed to the County Lead that demonstrates that intent. *N/A*

4. Does the project feed/connect with NJ TRANSIT and/or other private bus services: (i.e. Lakeland, Suburban, Coach USA, TransBridge, etc.) and/or and any rail service (i.e. NJ TRANSIT, PATH, PATCO, SEPTA, etc.). If YES, please describe how the project connects with, compliments or supports existing transportation services. Please identify the bus or rail services (s) and the key stop (s) and/or stations (s) connections with the proposed project service. *No*

5. Please provide the names of other service providers or agencies in your area that you have coordinated with on this project or other projects relating to transportation.

Dollars provided under the JARC grant allow Gloucester County DTS to transport clients to Jobs and Training within the County. For other projects relating to transportation, the County of Gloucester provides shuttle service to Philadelphia area hospitals in conjunction with Sen-Han in Camden, NJ. Gloucester County operates the shuttle service Monday and Thursday with Sen-Han providing transport on Tuesday and Wednesday. Rural area Demand Response shopping is now done through application and request to schedule date of ride through the CSR's scheduling telephone line @ 856-686-8350.

V. Service Operations

1. **Reservation/trip request process (for Demand Response Services)** - Please provide a copy of your "passenger registration" or "passenger reservation intake" form, phone number for trip reservations, and also provide the hours and days reservations are accepted. If there is more than one provider, please provide their names and reservation telephone number and hours/days that they accept reservations.

The attached DTS referral application is the first step to becoming client and can be requested by telephone or by going to the gloucestercountynj.gov website. The Customer Service Representatives (CSR) will enter each application received through mail, or submitted directly on website, in the Ecolane database. Passenger reservations are taken at telephone line of the CSR @ 856-686-8350, Monday through Friday, 8:30am to 4:00pm. Upon phone call from resident, a computerized General In-take form ('Attachment B') is completed by each CSR for the designated trip. Client Information for residents appear when beginning the process of scheduling trip with funding choices included.

ii. What is the minimum and maximum amount of time needed to reserve a trip (advertised in your policy)? DTS is able to schedule with as little as three working days' notice and up to as far in advance client is aware of appointment. DTS' capability to schedule appointment has increased with implementation of Ecolane scheduling software. To ensure their ride, clients are instructed to schedule as soon as they are aware of appointment.

iii. Do you attempt to provide service (analyze the schedule) if the request is not in the minimum time required? On a limited basis, a trip that is deemed essential can be scheduled quickly.

iv. Do you attempt to provide same day (on demand) service if requested? Same day service is available through the Supervising Omnibus Operator who is aware of DTS client history of scheduling. Supervisor will allow trip if schedule is open and appointment seems necessary. She also reminds client of a one-time exception and that in the future they should observe the minimum of three working days' notice.

v. Do you maintain a passenger profile? If yes, what information is contained in this profile? Information obtained from clients is detailed in 'Attachment B', General In-Take Form.

vi. What special provisions, if any, have been made to accommodate competitive employment trips, especially if beyond normal operating hours? Gloucester County DTS does not provide trips beyond normal working hours.

vii. Please name the computer routing and scheduling software product currently used for operations. Ecolane USA, Inc., web based Routing & Scheduling package

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

- | | |
|---|----------|
| - database, customer file | <u>X</u> |
| - computer assisted routing and scheduling | <u>X</u> |
| - fully automated routing and scheduling | <u>X</u> |
| - to automatically generate ridership reports | <u>X</u> |

ix. Describe any other computer technology used for operations. Example: mobile data terminal, global positions systems, AVL, cell phones, on board cameras, etc.

GPS 42" Screen within Dispatch Office to monitor area, i.e., drivers' location, speed, and roadways to avoid. Drivers are able to view messages from Dispatch through radio contact and can be viewed on GPS Vehicle Tablets within each vehicle.

x. Do you have any trip type restrictions or priorities? Trips are restricted to in-county transportation with limited Out of County service. Out of County transportation is provided to nearby locations for medical appointments and are scheduled for 11:00am IN with 1:00pm RETURN.

xi. Do you have any geographical boundaries (ex. Only intra-county trips provided)? See above answer. Limited out-of-county trips are provided to contiguous counties.

VI. Technical and Organizational Capacity

Please describe your organization, including number of full time employees, part time employees, and volunteers. See ('Attachment C'), 2/26/16 DTS Organizational Chart: 12 Full-time employees (7 office staff + 5 drivers), 14 Part-time (30 hour) drivers; four substitute drivers for a total of 30 DTS employees.

1. Please describe how this project will be implemented and administered within your organization. Who will do the work?

Gloucester County DTS operates within a well-coordinated system that utilizes various resources to deliver service efficiently. Two private operators have been contracted to help in the provision of service under funding from Casino, County, JARC, and New Freedom; one private operator for two of the five vocational routes and one private operator for those trips that DTS is unable to handle. The outside vendors have been utilized to augment transportation by providing service. Casino tax revenue funding has supported other areas of our service such as medical and shopping-related transportation for seniors with an additional medical route, in conjunction with Sen Han Transportation, for the Monday through Thursday Philadelphia Hospital shuttle.

2. Performance: How will your organization monitor the project performance? What measures will be used (for example, passenger trips, vehicle hours, miles, denied trip requests, employer sites reached, etc.).

Gloucester County's Supervising Omnibus Operator deals with drivers daily through messages received by Ecolane software and by radio. The current Acting Coordinator, along with input from Supervising Omnibus Operator, are in charge of Annual Driver Evaluations. DTS monitors project performance in a variety of ways. Service and cost data are maintained that provide information on the trips that are provided, the cost per trip, no-shows, vehicle miles, driver hours, canceled trips and the employers that are reached. DTS staff distributes passenger surveys to monitor the perception of service performance by riders.

3. Contractor Oversight: Are there site visits / ride checks made to the contractor facility/operations? How frequently?

In 2016 DTS administration monitored our two current Transportation providers, Holcomb Bus Services, Inc., and Collins Transportation, LLC. Monitoring occurs every two years unless an issue presents itself that would need attention.

VII. Funding and Budget

1. Fares: Are (will) fares be charged? Please attach a fare policy which describes the different fares charged.
2. Donations: Describe how donations are collected and if there is a suggested donation amount.

Existing or New Project: Total **Annual** project budget local, county, agency matching funds, and other sources of match (please identify specific source of match and provide document from funding source to verify the match):

	NJ-JARC Request	Local Match County/Agency/FTA Other	Total Budget (NJ-JARC + Required Match)	Overmatch, any ex. extra funds, fares	Total Budget (including overmatch)
SAMPLE:	\$80,000	\$80,000	\$160,000	\$40,000	\$200,000
NJ-JARC Round 3	\$80,000	\$80,000	\$160,000		
NJ-JARC Round 4	\$80,000	\$80,000	\$160,000		

INDICATE SOURCE OF MATCHING FUNDS

Name of Funding Source	SFY 2017 - Round 3	SFY 2018 - Round 4
	Indicate amount of funding from each source	Indicate amount of funding from each source
1. TANF Block		
2. TANF Plus, Special		
3. County	\$80,000	\$80,000
4. Other Agency		
5. Employers Contribution		
6. SCDRTAP		
7. State		
8. Federal		
8. DOL/DHS		
9. Other (Identify each)		
TOTAL		

Expansion of An Existing NJ JARC Project:

	NJ-JARC Request	Local Match County/Agency/FTA Other	Total Budget (NJ-JARC + Required Match)	Overmatch, any ex. extra funds, fares	Total Budget (including overmatch)
SAMPLE:	\$80,000	\$80,000	\$160,000	\$40,000	\$200,000
NJ-JARC Round 3					
NJ-JARC Round 4					

INDICATE SOURCE OF MATCHING FUNDS FOR EXPANSION

Name of Funding Source	SFY 2017 - Round 3	SFY 2018 - Round 4
	Indicate amount of funding from each source	Indicate amount of funding from each source
1. TANF Block		
2. TANF Plus, Special		
3. County	\$80,000	\$80,000
4. Other Agency		
5. Employers Contribution		
6. SCDRTAP		
7. State		
8. Federal		
8. DOL/DHS		
9. Other (Identify each)		
TOTAL		

NJ TRANSIT is providing NJ-JARC funds from their operating budget. The funding is limited to purchase of or for direct operating of transportation services. Therefore only operating expenses are permitted under this grant. The following line items are allowable operating expenses under this grant. Only 10% of administrative salaries will be acceptable charges to the grant, no additional administrative expenses will be permitted (example: Indirect costs, office supplies) and no other in kind administrative matches.

EXISTING or NEW NJ JARC Project

**REQUESTED FUNDING FOR PROJECT – SFY 2017 (Round 3)
(Based on yearly operating expenses)**

OPERATING BUDGET LINE ITEMS	PROJECT BUDGET
Salaries/Fringe Benefits (Operations manager, drivers, mechanics, and dispatchers, etc.)	124,000
Administrative Salaries (up to 10% of total project is allowed)	16,000
Licenses and Registration	
Third Party Contract Services	
Maintenance & Repairs	5,000
Materials Consumed (oil, fuel, etc.)	15,000
Other Miscellaneous Operating Expenses (including uniforms, vehicle insurance,)	
Total Operating Expenses (- Fares, Donations)	160,000
Net Operating Expenses	
(-) 50% Local Match	80,000
Total Budget Request	80,000

REQUESTED FUNDING FOR PROJECT – SFY 2018 (Round 4)
(Based on yearly operating expenses)

OPERATING BUDGET LINE ITEMS	PROJECT BUDGET
Salaries/Fringe Benefits (Operations manager, drivers, mechanics, and dispatchers, etc.)	124,000
Administrative Salaries (up to 10% of total project is allowed)	16,000
Licenses and Registration	
Third Party Contract Services	
Maintenance & Repairs	5,000
Materials Consumed (oil, fuel, etc.)	15,000
Other Miscellaneous Operating Expenses (including uniforms, vehicle insurance)	
Total Operating Expenses	160,000
(- Fares, Donations)	
Net Operating Expenses	
(-) 50% Local Match	80,000
Total Budget Request	80,000

EXPANSION TO EXISTING NJ JARC Project

REQUESTED FUNDING FOR PROJECT – SFY 2017 (Round 3)
(Based on yearly operating expenses)

OPERATING BUDGET LINE ITEMS	PROJECT BUDGET
Salaries/Fringe Benefits (Operations manager, drivers, mechanics, and dispatchers, etc.)	124,000
Administrative Salaries (up to 10% of total project is allowed)	16,000
Licenses and Registration	
Third Party Contract Services	
Maintenance & Repairs	5,000
Materials Consumed (oil, fuel, etc.)	15,000
Other Miscellaneous Operating Expenses (including uniforms, vehicle insurance,)	
Total Operating Expenses	160,000
(- Fares, Donations)	
Net Operating Expenses	
(-) 50% Local Match	80,000
Total Budget Request	80,000

REQUESTED FUNDING FOR PROJECT – SFY 2018 (Round 4)
(Based on yearly operating expenses)

OPERATING BUDGET LINE ITEMS	PROJECT BUDGET
Salaries/Fringe Benefits (Operations manager, drivers, mechanics, and dispatchers, etc.)	124,000
Administrative Salaries (up to 10% of total project is allowed)	16,000
Licenses and Registration	
Third Party Contract Services	
Maintenance & Repairs	5,000
Materials Consumed (oil, fuel, etc.)	15,000
Other Miscellaneous Operating Expenses (including uniforms, vehicle insurance)	
Total Operating Expenses	160,000
(- Fares, Donations)	
Net Operating Expenses	
(-) 50% Local Match	80,000
Total Budget Request	80,000

IX: Attachments

Required Attachments

1. Application Cover Letter – complete and sign
 2. Service Area Map – provide map showing service route and/or area
 3. Letter from County Lead for coordination - **only** if project proposed not mentioned in current coordination plan.
 4. Letter to County Lead for coordination – **only** required if not current stakeholder
 5. Marketing Materials – provide marketing brochure and timetable
 6. Vehicle Fleet – provide spreadsheet
 7. Project Contacts – complete attached
 8. Project Personnel and Organizational Chart – complete and provide org. chart
 9. Application Resolution - provide from governing body or board (Indicate Match and Source)
 10. Title VI questions - complete attached
 11. Complaint Process – complete attached
 12. ADA Reasonable Accommodation
- Appendix: History and Route Deviation Requirements
-



**BOARD OF
CHOSEN FREEHOLDERS**

**COUNTY OF GLOUCESTER
STATE OF NEW JERSEY**

**FREEHOLDER DIRECTOR
Robert M. Damminger**

**FREEHOLDER LIAISON
Jim Jefferson**



**DEPARTMENT OF HEALTH
& HUMAN SERVICES**

**DIRECTOR
Tamarisk L. Jones**

**DIVISION OF HUMAN AND
DISABILITY SERVICES**

**DIRECTOR
Lisa A. Cerny**

115 Budd Boulevard
West Deptford, NJ 08096

Phone: 856.384.6900
Fax: 856.686.8343

www.gloucestercountynj.gov

The County of Gloucester complies with all state and federal rules and regulations and does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex in admission to, access to, or operations of its programs, services, activities or in its employment practices. In addition, Gloucester County encourages the participation of people with disabilities in its programs and activities and offers special services to all County residents 60 years of age and older. Inquiries regarding compliance may be directed to the EEO office at (856)384-6903 or through the County's ADA Coordinator at (856) 384-6842/New Jersey Relay Service 711

ATTACHMENT 1 – Cover Letter

March 1, 2016

Director
NJ Transit
Community Transportation Department
One Penn Plaza East, 4th Floor
Newark, New Jersey 07105-2246

Director of NJ Transit:

The Gloucester County Division of Transportation Services (DTS) is hereby applying for a grant under NJ-JARC funded and administered by NJ Transit. The approval of this grant will enable public transportation services to be available to low income and others for employment transportation.

County of Gloucester Division of Transportation Services is requesting **OPERATING ASSISTANCE** for the period of two years of funding. The total amount of federal and state funds requested is as follows:

NJ-JARC – Round 3 SFY 2017

	<u>OPERATING</u>
NJ-JARC Funds:	<u>\$80,000</u>
Local match funds:	<u>\$80,000</u>
Total:	<u>\$160,000</u>

NJ-JARC – Round 4 SFY 2018

	<u>OPERATING</u>
NJ-JARC Funds:	<u>\$80,000</u>
Local match funds:	<u>\$80,000</u>
Total:	<u>\$160,000</u>

To my knowledge, all information provided in support of this application is true and correct. If you have any questions or require additional information, contact Ms. Lisa Cerny, Director of Division of Human & Disability Services at 856-686-8362.

Sincerely,

Robert M. Damminger, Freeholder Director
County of Gloucester

ATTACHMENT 2 – Service Area Map

SEE ATTACHED

Please ensure that map includes.

- Concentrations of Households in Poverty, Low Income Housing, Housing for People with Disabilities and Senior Housing
- Employment Centers
- Regional Transit: NJ Transit Bus lines/Rail Line/Other Transit Services

ATTACHMENT 3 – Coordination

N/A

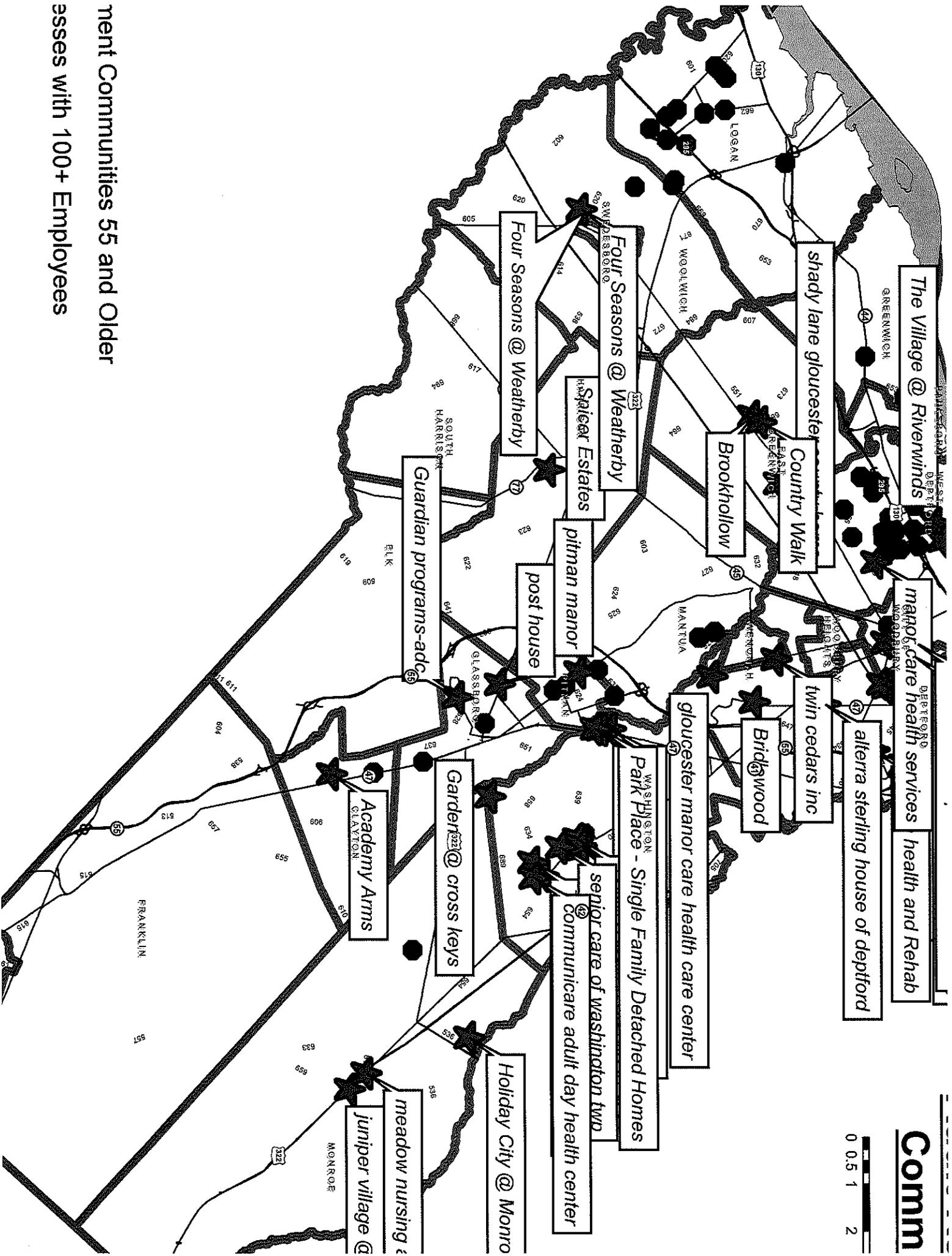
Letter from County Lead for Coordination (only if not project is not mentioned in the current coordination plan; see Part 1.2)

ATTACHMENT 4 – Coordination

N/A

Letter to County Lead for Coordination (only required if you are not a current stakeholder; see Part 1.2)

Comm



ment Communities 55 and Older
asses with 100+ Employees



B08101

MEANS OF TRANSPORTATION TO WORK BY AGE

Universe: Workers 16 years and over
2010-2014 American Community Survey 5-Year Estimates

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

	Gloucester County, New Jersey	
	Estimate	Margin of Error
Total:	137,963	+/-1,602
16 to 19 years	4,129	+/-391
20 to 24 years	11,998	+/-577
25 to 44 years	55,982	+/-840
45 to 54 years	35,914	+/-608
55 to 59 years	14,199	+/-586
60 to 64 years	9,083	+/-502
65 years and over	6,658	+/-464
Car, truck, or van - drove alone:	118,449	+/-1,539
16 to 19 years	3,115	+/-337
20 to 24 years	10,054	+/-555
25 to 44 years	48,786	+/-787
45 to 54 years	30,837	+/-674
55 to 59 years	12,241	+/-587
60 to 64 years	7,975	+/-497
65 years and over	5,441	+/-391
Car, truck, or van - carpooled:	9,513	+/-709
16 to 19 years	580	+/-167
20 to 24 years	769	+/-179
25 to 44 years	4,069	+/-431
45 to 54 years	2,302	+/-331
55 to 59 years	911	+/-191
60 to 64 years	471	+/-123
65 years and over	411	+/-102
Public transportation (excluding taxicab):	2,669	+/-396
16 to 19 years	12	+/-15
20 to 24 years	346	+/-153
25 to 44 years	998	+/-216
45 to 54 years	770	+/-181
55 to 59 years	274	+/-98
60 to 64 years	148	+/-59
65 years and over	121	+/-62
Walked:	1,866	+/-345
16 to 19 years	189	+/-71
20 to 24 years	274	+/-94
25 to 44 years	533	+/-196

	Gloucester County, New Jersey	
	Estimate	Margin of Error
45 to 54 years	489	+/-144
55 to 59 years	194	+/-111
60 to 64 years	44	+/-29
65 years and over	143	+/-76
Taxicab, motorcycle, bicycle, or other means:	1,533	+/-338
16 to 19 years	148	+/-84
20 to 24 years	328	+/-128
25 to 44 years	503	+/-178
45 to 54 years	318	+/-127
55 to 59 years	126	+/-77
60 to 64 years	44	+/-30
65 years and over	66	+/-59
Worked at home:	3,933	+/-395
16 to 19 years	85	+/-48
20 to 24 years	227	+/-108
25 to 44 years	1,093	+/-242
45 to 54 years	1,198	+/-195
55 to 59 years	453	+/-126
60 to 64 years	401	+/-117
65 years and over	476	+/-142

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

Workers include members of the Armed Forces and civilians who were at work last week.

While the 2010-2014 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates

Explanation of Symbols:

1. An '***' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An '-' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An '+' following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An '***' entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An '*****' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An '(X)' means that the estimate is not applicable or not available.



DP03

Selected Economic Characteristics: 2007-2009

2007-2009 American Community Survey 3-Year Estimates

NOTE. Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

For more information on confidentiality protection, sampling error, nonsampling error, and definitions, see Survey Methodology.

Geography: Gloucester County, New Jersey

Selected Economic Characteristics	Number		Percent	
	Estimate	Margin of Error	Estimate	Margin of Error
EMPLOYMENT STATUS				
Population 16 years and over	227,394	+/-472	227,394	(X)
In labor force	158,960	+/-1,864	69.9%	+/-0.8
Civilian labor force	158,477	+/-1,937	69.7%	+/-0.8
Employed	145,358	+/-2,066	63.9%	+/-0.9
Unemployed	13,119	+/-1,139	5.8%	+/-0.5
Armed Forces	483	+/-277	0.2%	+/-0.1
Not in labor force	68,434	+/-1,854	30.1%	+/-0.8
Civilian labor force	158,477	+/-1,937	158,477	(X)
Percent Unemployed	8.3%	+/-0.7	0	(X)
Females 16 years and over	118,007	+/-395	118,007	(X)
In labor force	75,828	+/-1,411	64.3%	+/-1.2
Civilian labor force	75,725	+/-1,433	64.2%	+/-1.2
Employed	70,016	+/-1,430	59.3%	+/-1.2
Own children under 6 years	20,744	+/-501	20,744	(X)
All parents in family in labor force	13,534	+/-822	65.2%	+/-3.7
Own children 6 to 17 years	46,158	+/-598	46,158	(X)
All parents in family in labor force	33,700	+/-1,447	73.0%	+/-2.9
COMMUTING TO WORK				
Workers 16 years and over	141,410	+/-2,025	141,410	(X)
Car, truck, or van -- drove alone	116,883	+/-2,175	82.7%	+/-1.0
Car, truck, or van -- carpooled	12,250	+/-1,185	8.7%	+/-0.8
Public transportation (excluding taxicab)	3,888	+/-594	2.7%	+/-0.4
Walked	2,394	+/-548	1.7%	+/-0.4
Other means	1,293	+/-292	0.9%	+/-0.2
Worked at home	4,702	+/-790	3.3%	+/-0.6
Mean travel time to work (minutes)	28.2	+/-0.6	0	(X)
OCCUPATION				
Civilian employed population 16 years and over	145,358	+/-2,066	145,358	(X)
Management, professional, and related occupations	55,640	+/-1,957	38.3%	+/-1.2
Service occupations	20,617	+/-1,346	14.2%	+/-0.9
Sales and office occupations	41,364	+/-1,902	28.5%	+/-1.3
Farming, fishing, and forestry occupations	720	+/-559	0.5%	+/-0.4
Construction, extraction, maintenance, and repair occupations	12,208	+/-1,051	8.4%	+/-0.7
Production, transportation, and material moving occupations	14,809	+/-1,107	10.2%	+/-0.7
INDUSTRY				
Civilian employed population 16 years and over	145,358	+/-2,066	145,358	(X)
Agriculture, forestry, fishing and hunting, and mining	1,001	+/-601	0.7%	+/-0.4
Construction	9,617	+/-976	6.6%	+/-0.7
Manufacturing	13,246	+/-857	9.1%	+/-0.6

Selected Economic Characteristics	Number		Percent	
	Estimate	Margin of Error	Estimate	Margin of Error
Wholesale trade	6,178	+/-763	4.3%	+/-0.5
Retail trade	18,976	+/-1,415	13.1%	+/-0.9
Transportation and warehousing, and utilities	9,456	+/-865	6.5%	+/-0.6
Information	3,440	+/-609	2.4%	+/-0.4
Finance and insurance, and real estate and rental and leasing	11,403	+/-868	7.8%	+/-0.6
Professional, scientific, and management, and administrative and waste management services	14,675	+/-1,028	10.1%	+/-0.7
Educational services, and health care and social assistance	35,069	+/-1,680	24.1%	+/-1.1
Arts, entertainment, and recreation, and accommodation and food services	10,611	+/-943	7.3%	+/-0.6
Other services, except public administration	4,965	+/-566	3.4%	+/-0.4
Public administration	6,721	+/-727	4.6%	+/-0.5
CLASS OF WORKER				
Civilian employed population 16 years and over	145,358	+/-2,066	145,358	(X)
Private wage and salary workers	115,070	+/-2,235	79.2%	+/-0.9
Government workers	23,254	+/-1,219	16.0%	+/-0.8
Self-employed in own not incorporated business workers	6,823	+/-722	4.7%	+/-0.5
Unpaid family workers	211	+/-132	0.1%	+/-0.1
INCOME AND BENEFITS (IN 2009 INFLATION-ADJUSTED DOLLARS)				
Total households	101,345	+/-973	101,345	(X)
Less than \$10,000	4,415	+/-544	4.4%	+/-0.5
\$10,000 to \$14,999	3,800	+/-392	3.7%	+/-0.4
\$15,000 to \$24,999	6,948	+/-700	6.9%	+/-0.7
\$25,000 to \$34,999	7,328	+/-666	7.2%	+/-0.7
\$35,000 to \$49,999	10,597	+/-914	10.5%	+/-0.9
\$50,000 to \$74,999	19,140	+/-961	18.9%	+/-0.9
\$75,000 to \$99,999	16,481	+/-966	16.3%	+/-1.0
\$100,000 to \$149,999	20,860	+/-1,099	20.6%	+/-1.1
\$150,000 to \$199,999	6,983	+/-590	6.9%	+/-0.6
\$200,000 or more	4,793	+/-590	4.7%	+/-0.6
Median household income (dollars)	72,764	+/-1,754	0	(X)
Mean household income (dollars)	84,455	+/-1,657	0	(X)
With earnings	84,259	+/-975	83.1%	+/-0.8
Mean earnings (dollars)	86,417	+/-1,693	0	(X)
With Social Security	26,862	+/-710	26.5%	+/-0.6
Mean Social Security income (dollars)	15,973	+/-379	0	(X)
With retirement income	18,696	+/-755	18.4%	+/-0.8
Mean retirement income (dollars)	20,646	+/-1,563	0	(X)
With Supplemental Security Income	2,857	+/-536	2.8%	+/-0.5
Mean Supplemental Security Income (dollars)	9,170	+/-763	0	(X)
With cash public assistance income	2,282	+/-448	2.3%	+/-0.4
Mean cash public assistance income (dollars)	4,111	+/-1,191	0	(X)
With Food Stamp/SNAP benefits in the past 12 months	4,507	+/-598	4.4%	+/-0.6
Families				
Less than \$10,000	1,912	+/-399	2.6%	+/-0.5
\$10,000 to \$14,999	1,200	+/-295	1.6%	+/-0.4
\$15,000 to \$24,999	3,250	+/-501	4.4%	+/-0.7
\$25,000 to \$34,999	4,300	+/-547	5.8%	+/-0.7
\$35,000 to \$49,999	6,195	+/-652	8.4%	+/-0.9
\$50,000 to \$74,999	14,176	+/-874	19.2%	+/-1.2
\$75,000 to \$99,999	13,387	+/-900	18.1%	+/-1.2
\$100,000 to \$149,999	18,809	+/-1,065	25.4%	+/-1.3
\$150,000 to \$199,999	6,288	+/-528	8.5%	+/-0.7
\$200,000 or more	4,447	+/-568	6.0%	+/-0.8
Median family income (dollars)	85,860	+/-1,656	0	(X)
Mean family income (dollars)	96,099	+/-1,793	0	(X)
Per capita income (dollars)	30,890	+/-549	0	(X)
Nonfamily households	27,381	+/-1,247	27,381	(X)

Selected Economic Characteristics	Number		Percent	
	Estimate	Margin of Error	Estimate	Margin of Error
Median nonfamily income (dollars)	38,404	+/-3,000	0	(X)
Mean nonfamily income (dollars)	49,426	+/-2,629	0	(X)
Median earnings for workers (dollars)	38,539	+/-973	0	(X)
Median earnings for male full-time, year-round workers (dollars)	57,620	+/-2,075	0	(X)
Median earnings for female full-time, year-round workers (dollars)	43,290	+/-1,498	0	(X)
HEALTH INSURANCE COVERAGE				
Civilian Noninstitutionalized Population	0	(X)	0	(X)
With health insurance coverage	0	(X)	0	(X)
With private health insurance coverage	0	(X)	0	(X)
With public health coverage	0	(X)	0	(X)
No health insurance coverage	0	(X)	0	(X)
Civilian Noninstitutionalized Population Under 18 years	0	(X)	0	(X)
No health insurance coverage	0	(X)	0	(X)
PERCENTAGE OF FAMILIES AND PEOPLE WHOSE INCOME IN THE PAST 12 MONTHS IS BELOW THE POVERTY LEVEL				
All families	5.4%	+/-0.7	0	(X)
With related children under 18 years	8.5%	+/-1.4	0	(X)
With related children under 5 years only	10.3%	+/-3.2	0	(X)
Married couple families	1.8%	+/-0.6	0	(X)
With related children under 18 years	2.0%	+/-0.8	0	(X)
With related children under 5 years only	1.4%	+/-1.5	0	(X)
Families with female householder, no husband present	21.2%	+/-3.4	0	(X)
With related children under 18 years	30.5%	+/-5.1	0	(X)
With related children under 5 years only	48.0%	+/-12.4	0	(X)
All people	7.7%	+/-0.7	0	(X)
Under 18 years	10.5%	+/-1.8	0	(X)
Related children under 18 years	9.9%	+/-1.8	0	(X)
Related children under 5 years	12.4%	+/-3.1	0	(X)
Related children 5 to 17 years	9.0%	+/-1.9	0	(X)
18 years and over	6.8%	+/-0.6	0	(X)
18 to 64 years	6.6%	+/-0.7	0	(X)
65 years and over	7.9%	+/-1.7	0	(X)
People in families	5.4%	+/-0.8	0	(X)
Unrelated individuals 15 years and over	21.1%	+/-2.1	0	(X)

Source: U.S. Census Bureau, 2007-2009 American Community Survey

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

Notes:

• Employment and unemployment estimates may vary from the official labor force data released by the Bureau of Labor Statistics because of differences in survey design and data collection. For guidance on differences in employment and unemployment estimates from different sources go to Labor Force Guidance.

• Workers include members of the Armed Forces and civilians who were at work last week.

• Occupation codes are 4-digit codes and are based on Standard Occupational Classification 2000.

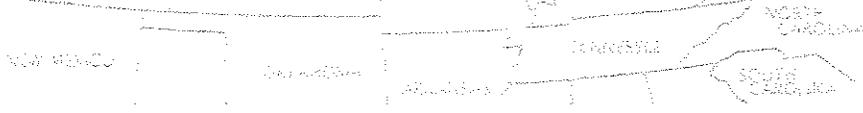
• Industry codes are 4-digit codes and are based on the North American Industry Classification System 2002 and 2007. The 2007 ACS data are coded using NAICS 2002 while the 2008 and 2009 ACS data use NAICS 2007 codes. Categories that differ between 2002 and 2007 NAICS are aggregated so that the 3 years of data are consistent in display and reflect the NAICS 2007 codes. The industry categories adhere to the guidelines issued in Clarification Memorandum No. 2, "NAICS Alternate Aggregation Structure for Use By U.S. Statistical Agencies," issued by the Office of Management and Budget.

• While the 2007-2009 American Community Survey (ACS) data generally reflect the November 2008 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

• Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2000 data. Boundaries for urban areas have not been updated since Census 2000. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Explanation of Symbols:

1. An '***' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An 'L' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An 'L' following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An '+' following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An '****' entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An '*****' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An '(X)' means that the estimate is not applicable or not available.



DP04

Selected Housing Characteristics: 2007-2009

2007-2009 American Community Survey 3-Year Estimates

NOTE: Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

For more information on confidentiality protection, sampling error, nonsampling error, and definitions, see Survey Methodology.

Geography: Gloucester County, New Jersey

Selected Housing Characteristics	Number		Percent	
	Estimate	Margin of Error	Estimate	Margin of Error
HOUSING OCCUPANCY				
Total housing units	107,288	+/-371	107,288	(X)
Occupied housing units	101,345	+/-973	94.5%	+/-0.8
Vacant housing units	5,943	+/-888	5.5%	+/-0.8
Homeowner vacancy rate	1.3	+/-0.4	0	(X)
Rental vacancy rate	7.2	+/-1.9	0	(X)
UNITS IN STRUCTURE				
Total housing units	107,288	+/-371	107,288	(X)
1-unit, detached	78,332	+/-1,098	73.0%	+/-1.0
1-unit, attached	7,512	+/-775	7.0%	+/-0.7
2 units	3,456	+/-598	3.2%	+/-0.6
3 or 4 units	3,259	+/-581	3.0%	+/-0.5
5 to 9 units	4,131	+/-509	3.9%	+/-0.5
10 to 19 units	3,569	+/-518	3.3%	+/-0.5
20 or more units	4,316	+/-646	4.0%	+/-0.6
Mobile home	2,713	+/-426	2.5%	+/-0.4
Boat, RV, van, etc.	0	+/-161	0.0%	+/-0.1
YEAR STRUCTURE BUILT				
Total housing units	107,288	+/-371	107,288	(X)
Built 2005 or later	5,093	+/-512	4.7%	+/-0.5
Built 2000 to 2004	10,295	+/-803	9.6%	+/-0.8
Built 1990 to 1999	14,922	+/-906	13.9%	+/-0.8
Built 1980 to 1989	16,567	+/-878	15.4%	+/-0.8
Built 1970 to 1979	16,874	+/-904	15.7%	+/-0.8
Built 1960 to 1969	11,781	+/-819	11.0%	+/-0.8
Built 1950 to 1959	13,709	+/-820	12.8%	+/-0.8
Built 1940 to 1949	5,490	+/-693	5.1%	+/-0.6
Built 1939 or earlier	12,557	+/-858	11.7%	+/-0.8
ROOMS				
Total housing units	107,288	+/-371	107,288	(X)
1 room	601	+/-287	0.6%	+/-0.3
2 rooms	1,045	+/-310	1.0%	+/-0.3
3 rooms	4,939	+/-684	4.6%	+/-0.6
4 rooms	12,154	+/-980	11.3%	+/-0.9
5 rooms	16,790	+/-972	15.6%	+/-0.9
6 rooms	18,900	+/-995	17.6%	+/-0.9
7 rooms	17,420	+/-1,153	16.2%	+/-1.1
8 rooms	15,833	+/-870	14.8%	+/-0.8
9 rooms or more	19,606	+/-949	18.3%	+/-0.9
Median rooms	6.5	+/-0.2	0	(X)
BEDROOMS				
Total housing units	107,288	+/-371	107,288	(X)

Selected Housing Characteristics	Number		Percent	
	Estimate	Margin of Error	Estimate	Margin of Error
No bedroom	644	+/-292	0.6%	+/-0.3
1 bedroom	8,011	+/-704	7.5%	+/-0.7
2 bedrooms	23,794	+/-1,045	22.2%	+/-1.0
3 bedrooms	42,380	+/-1,322	39.5%	+/-1.2
4 bedrooms	28,942	+/-1,089	27.0%	+/-1.0
5 or more bedrooms	3,517	+/-514	3.3%	+/-0.5
HOUSING TENURE				
Occupied housing units	101,345	+/-973	101,345	(X)
Owner-occupied	81,904	+/-1,152	80.8%	+/-1.1
Renter-occupied	19,441	+/-1,138	19.2%	+/-1.1
Average household size of owner-occupied unit	2.90	+/-0.03	0	(X)
Average household size of renter-occupied unit	2.26	+/-0.10	0	(X)
YEAR HOUSEHOLDER MOVED INTO UNIT				
Occupied housing units	101,345	+/-973	101,345	(X)
Moved in 2005 or later	27,012	+/-1,292	26.7%	+/-1.2
Moved in 2000 to 2004	24,553	+/-1,328	24.2%	+/-1.3
Moved in 1990 to 1999	23,421	+/-1,194	23.1%	+/-1.2
Moved in 1980 to 1989	12,120	+/-716	12.0%	+/-0.7
Moved in 1970 to 1979	7,530	+/-570	7.4%	+/-0.6
Moved in 1969 or earlier	6,709	+/-547	6.6%	+/-0.5
VEHICLES AVAILABLE				
Occupied housing units	101,345	+/-973	101,345	(X)
No vehicles available	5,819	+/-678	5.7%	+/-0.7
1 vehicle available	29,183	+/-1,141	28.8%	+/-1.1
2 vehicles available	43,301	+/-1,505	42.7%	+/-1.5
3 or more vehicles available	23,042	+/-1,183	22.7%	+/-1.1
HOUSE HEATING FUEL				
Occupied housing units	101,345	+/-973	101,345	(X)
Utility gas	72,052	+/-1,187	71.1%	+/-1.0
Bottled, tank, or LP gas	2,293	+/-369	2.3%	+/-0.4
Electricity	8,578	+/-795	8.5%	+/-0.8
Fuel oil, kerosene, etc.	17,167	+/-908	16.9%	+/-0.9
Coal or coke	97	+/-110	0.1%	+/-0.1
Wood	525	+/-162	0.5%	+/-0.2
Solar energy	0	+/-161	0.0%	+/-0.1
Other fuel	495	+/-200	0.5%	+/-0.2
No fuel used	138	+/-95	0.1%	+/-0.1
SELECTED CHARACTERISTICS				
Occupied housing units	101,345	+/-973	101,345	(X)
Lacking complete plumbing facilities	272	+/-177	0.3%	+/-0.2
Lacking complete kitchen facilities	354	+/-178	0.3%	+/-0.2
No telephone service available	2,139	+/-481	2.1%	+/-0.5
OCCUPANTS PER ROOM				
Occupied housing units	101,345	+/-973	101,345	(X)
1.00 or less	100,148	+/-994	98.8%	+/-0.3
1.01 to 1.50	938	+/-261	0.9%	+/-0.3
1.51 or more	259	+/-168	0.3%	+/-0.2
VALUE				
Owner-occupied units	81,904	+/-1,152	81,904	(X)
Less than \$50,000	1,810	+/-287	2.2%	+/-0.4
\$50,000 to \$99,999	2,571	+/-363	3.1%	+/-0.4
\$100,000 to \$149,999	6,413	+/-555	7.8%	+/-0.7
\$150,000 to \$199,999	15,404	+/-916	18.8%	+/-1.0
\$200,000 to \$299,999	29,979	+/-1,182	36.6%	+/-1.3
\$300,000 to \$499,999	22,125	+/-914	27.0%	+/-1.2
\$500,000 to \$999,999	3,092	+/-446	3.8%	+/-0.5
\$1,000,000 or more	510	+/-167	0.6%	+/-0.2
Median (dollars)	243,000	+/-2,599	0	(X)
MORTGAGE STATUS				

Selected Housing Characteristics	Number		Percent	
	Estimate	Margin of Error	Estimate	Margin of Error
Owner-occupied units	81,904	+/-1,152	81,904	(X)
Housing units with a mortgage	61,670	+/-1,118	75.3%	+/-1.0
Housing units without a mortgage	20,234	+/-877	24.7%	+/-1.0
SELECTED MONTHLY OWNER COSTS (SMOC)				
Housing units with a mortgage	61,670	+/-1,118	61,670	(X)
Less than \$300	39	+/-64	0.1%	+/-0.1
\$300 to \$499	217	+/-83	0.4%	+/-0.1
\$500 to \$699	919	+/-248	1.5%	+/-0.4
\$700 to \$999	2,215	+/-440	3.6%	+/-0.7
\$1,000 to \$1,499	12,525	+/-866	20.3%	+/-1.3
\$1,500 to \$1,999	17,577	+/-1,088	28.5%	+/-1.7
\$2,000 or more	28,178	+/-1,031	45.7%	+/-1.5
Median (dollars)	1,926	+/-25	0	(X)
Housing units without a mortgage	20,234	+/-877	20,234	(X)
Less than \$100	143	+/-101	0.7%	+/-0.5
\$100 to \$199	192	+/-130	0.9%	+/-0.6
\$200 to \$299	339	+/-183	1.7%	+/-0.9
\$300 to \$399	459	+/-144	2.3%	+/-0.7
\$400 or more	19,101	+/-852	94.4%	+/-1.3
Median (dollars)	756	+/-15	0	(X)
SELECTED MONTHLY OWNER COSTS AS A PERCENTAGE OF HOUSEHOLD INCOME (SMOCAP)				
Housing units with a mortgage (excluding units where SMOCAP cannot be computed)	61,553	+/-1,103	61,553	(X)
Less than 20.0 percent	17,203	+/-996	27.9%	+/-1.5
20.0 to 24.9 percent	10,667	+/-1,042	17.3%	+/-1.7
25.0 to 29.9 percent	8,548	+/-697	13.9%	+/-1.1
30.0 to 34.9 percent	7,806	+/-730	12.7%	+/-1.1
35.0 percent or more	17,329	+/-972	28.2%	+/-1.5
Not computed	117	+/-95	0	(X)
Housing unit without a mortgage (excluding units where SMOCAP cannot be computed)	20,028	+/-882	20,028	(X)
Less than 10.0 percent	4,168	+/-494	20.8%	+/-2.1
10.0 to 14.9 percent	3,938	+/-441	19.7%	+/-2.1
15.0 to 19.9 percent	3,080	+/-361	15.4%	+/-1.7
20.0 to 24.9 percent	2,108	+/-369	10.5%	+/-1.7
25.0 to 29.9 percent	1,377	+/-264	6.9%	+/-1.3
30.0 to 34.9 percent	1,259	+/-225	6.3%	+/-1.1
35.0 percent or more	4,098	+/-470	20.5%	+/-2.3
Not computed	206	+/-153	0	(X)
GROSS RENT				
Occupied units paying rent	18,129	+/-1,138	18,129	(X)
Less than \$200	467	+/-200	2.6%	+/-1.1
\$200 to \$299	623	+/-216	3.4%	+/-1.2
\$300 to \$499	957	+/-327	5.3%	+/-1.8
\$500 to \$749	2,186	+/-491	12.1%	+/-2.7
\$750 to \$999	6,024	+/-782	33.2%	+/-3.5
\$1,000 to \$1,499	5,672	+/-720	31.3%	+/-3.7
\$1,500 or more	2,200	+/-456	12.1%	+/-2.4
Median (dollars)	955	+/-25	0	(X)
No rent paid	1,312	+/-384	0	(X)
GROSS RENT AS A PERCENTAGE OF HOUSEHOLD INCOME (GRAP)				
Occupied units paying rent (excluding units where GRAP cannot be computed)	17,745	+/-1,142	17,745	(X)
Less than 15.0 percent	1,607	+/-401	9.1%	+/-2.1
15.0 to 19.9 percent	2,233	+/-493	12.6%	+/-2.7
20.0 to 24.9 percent	2,324	+/-489	13.1%	+/-2.6
25.0 to 29.9 percent	1,741	+/-366	9.8%	+/-2.1
30.0 to 34.9 percent	1,875	+/-460	10.6%	+/-2.4
35.0 percent or more	7,965	+/-786	44.9%	+/-3.6
Not computed	1,696	+/-434	0	(X)

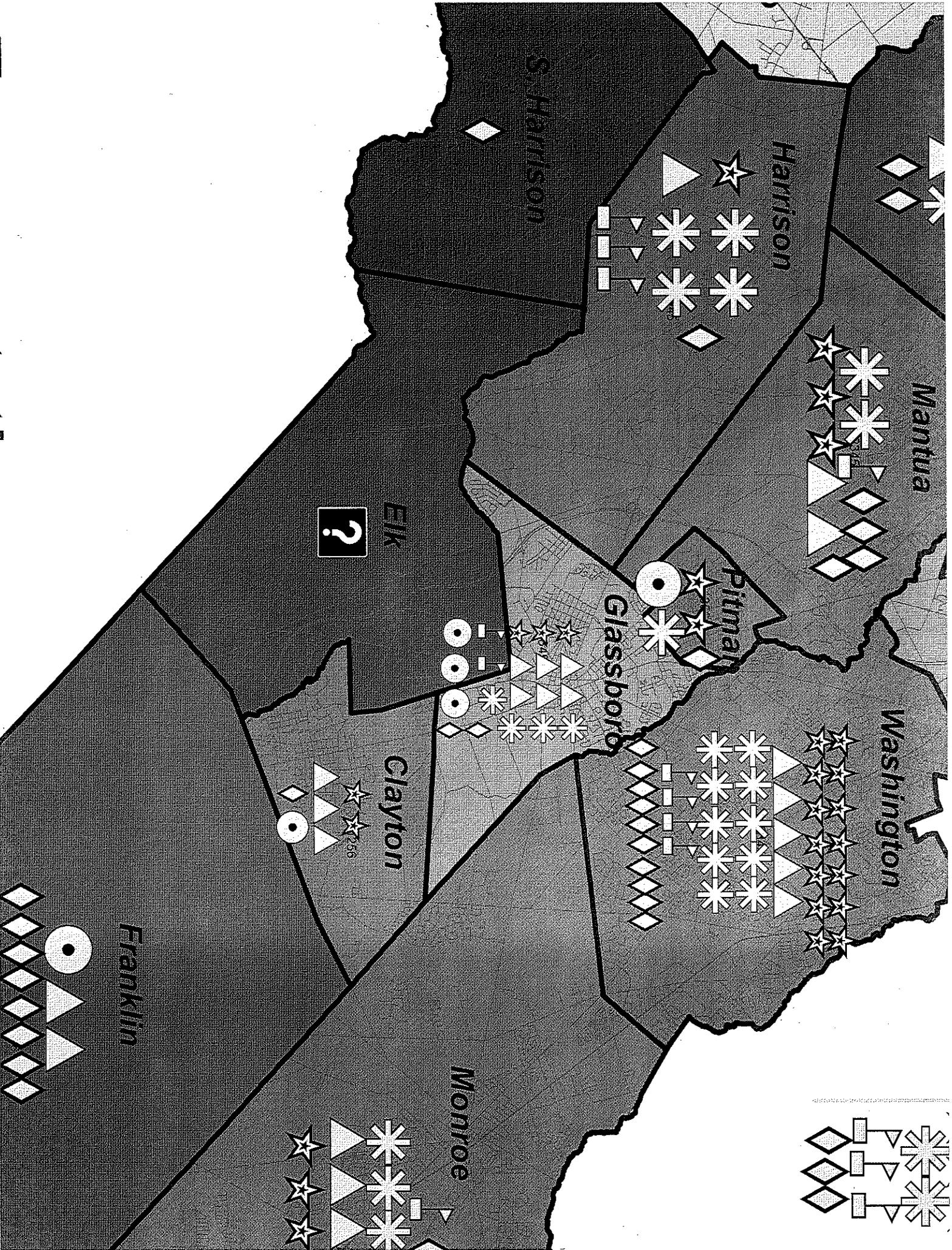
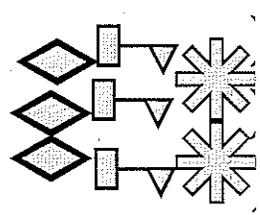
Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

Notes:

- Â A data collection error was identified for 2008 impacting the "1 room" category. For more information please see Errata Note #54.
- Â A data collection error was identified for 2008 impacting the "0 bedrooms" category. For more information please see Errata Note #54.
- Â The 2007-2009 plumbing data for Puerto Rico will not be shown. Research indicates that the questions on plumbing facilities that were introduced in 2008 in the stateside American Community Survey and the 2008 Puerto Rico Community Survey may not have been appropriate for Puerto Rico.
- Â A data collection error was identified for 2008 impacting the "no" category and underreporting those who did not have telephone service available. For more information please see Errata Note #53.
- Â A data collection error was identified for 2008 impacting the "1 room" category. For more information please see Errata Note #54.
- Â In prior years, the universe included all owner-occupied units with a mortgage. It is now restricted to include only those units where SMOCAPI is computed, that is, SMOC and household income are valid values.
- Â In prior years, the universe included all owner-occupied units without a mortgage. It is now restricted to include only those units where SMOCAPI is computed, that is, SMOC and household income are valid values.
- Â In prior years, the universe included all renter-occupied units. It is now restricted to include only those units where GRAPI is computed, that is, gross rent and household income are valid values.
- Â Due to the use of value categories rather than specific amounts collected for each individual housing unit in 2006 and 2007, property value on the 3-year file cannot be inflation adjusted. Any table providing data on property values is reported in current dollars. This is in contrast to the other monetary data on the 3-year file, which are inflated to 2008 dollars.
- Â The estimate for mortgage status and selected monthly owner costs, median mortgage status and selected monthly owner costs, gross rent, and median gross rent for previous years is adjusted for inflation to the current year.
- Â The median gross rent excludes no cash renters.
- Â While the 2007-2009 American Community Survey (ACS) data generally reflect the November 2008 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.
- Â Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2000 data. Boundaries for urban areas have not been updated since Census 2000. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Explanation of Symbols:

1. An "***" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An "-" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An "l" following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An "+" following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An "****" entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An "*****" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An "(X)" means that the estimate is not applicable or not available.



Harrison

S. Harrison

Mantua

Washington

Pitman

Glassboro

Eik

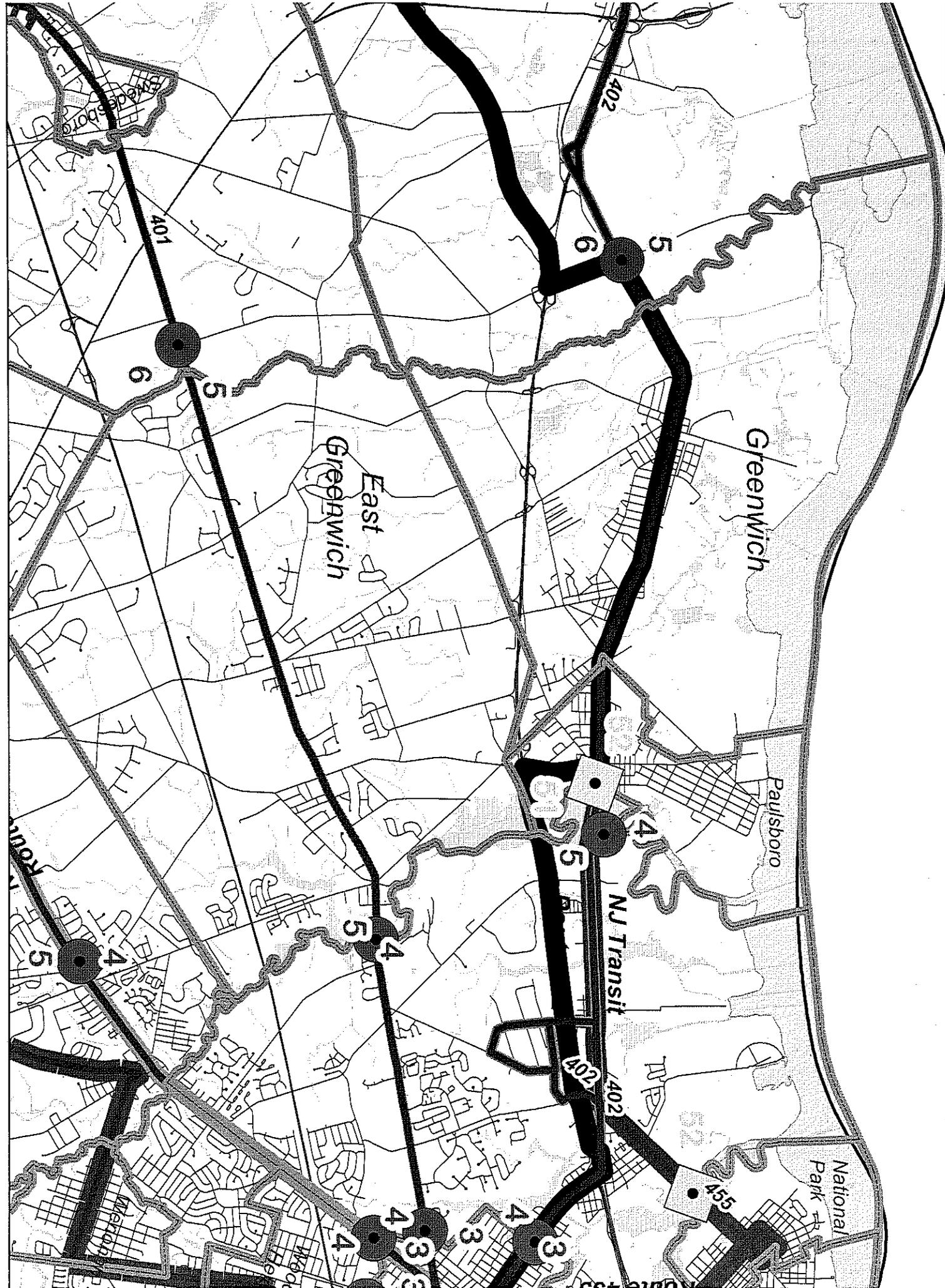
Clayton

Franklin

Monroe



1958

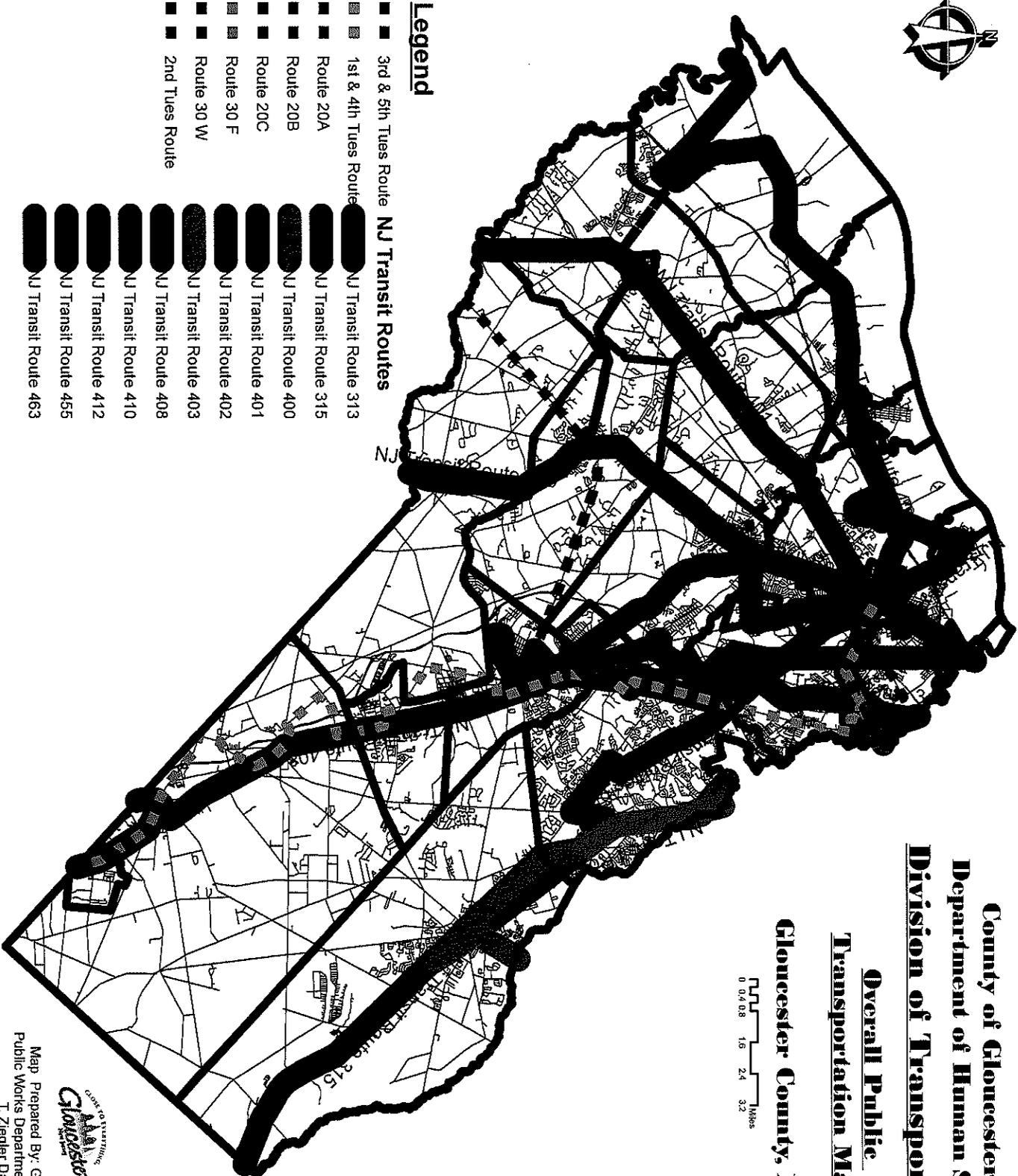




County of Gloucester, NJ
Department of Human Services
Division of Transportation

Overall Public
Transportation Map

Gloucester County, NJ



Legend

- 3rd & 5th Tues Route
- 1st & 4th Tues Route
- Route 20A
- Route 20B
- Route 20C
- Route 30 F
- Route 30 W
- 2nd Tues Route

- NJ Transit Routes**
- NJ Transit Route 313
 - NJ Transit Route 315
 - NJ Transit Route 400
 - NJ Transit Route 401
 - NJ Transit Route 402
 - NJ Transit Route 403
 - NJ Transit Route 408
 - NJ Transit Route 410
 - NJ Transit Route 412
 - NJ Transit Route 455
 - NJ Transit Route 463

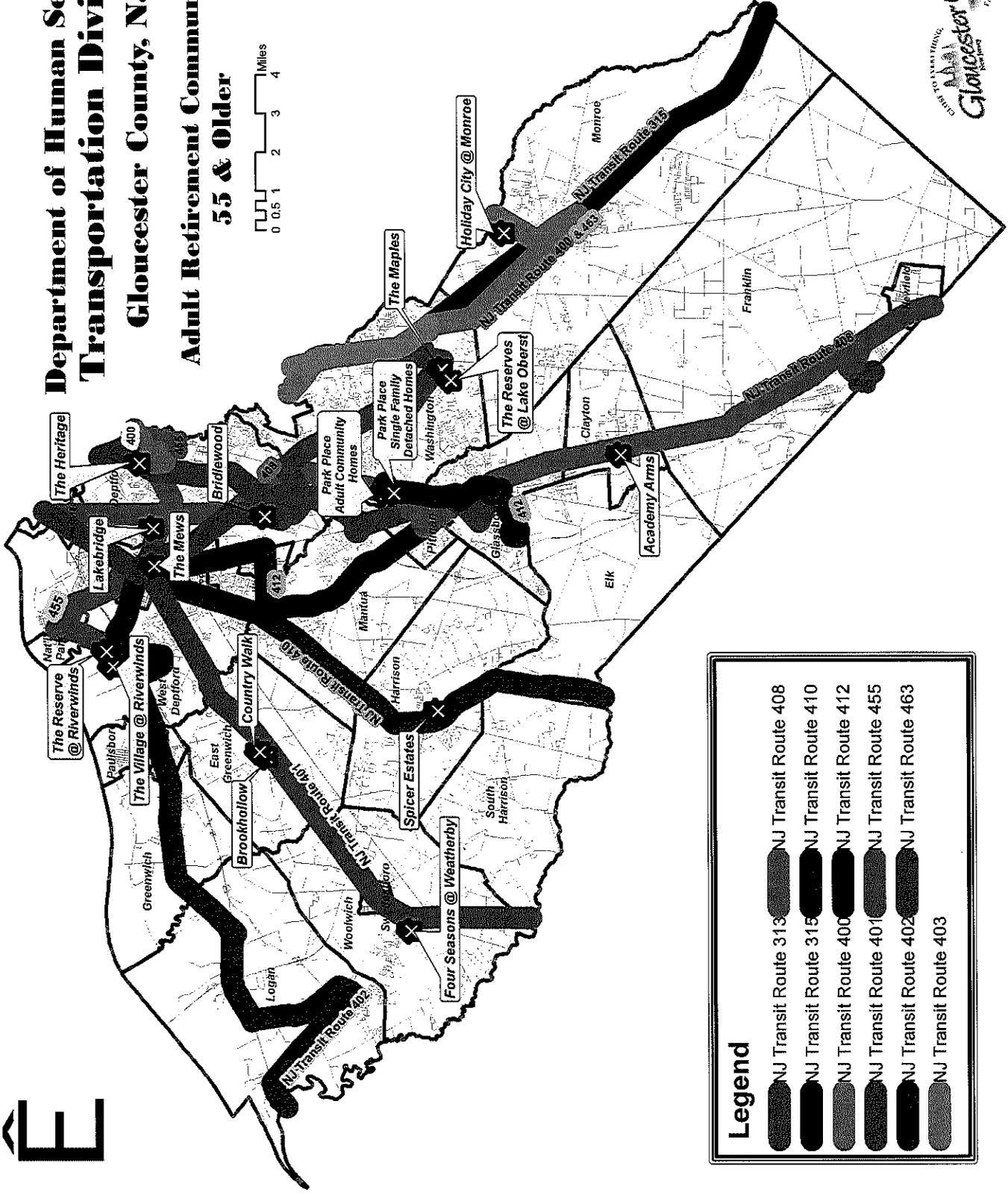
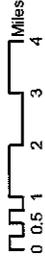


Map Prepared By: Gloucester County
 Public Works Department/Planning Division
 T. Ziegler Date: 2008

E

Department of Human Services Transportation Division Gloucester County, NJ

Adult Retirement Communities 55 & Older



Legend

- NJ Transit Route 313
- NJ Transit Route 315
- NJ Transit Route 400
- NJ Transit Route 401
- NJ Transit Route 402
- NJ Transit Route 403



ATTACHMENT 5
Marketing Materials

ATTACHMENT 5 – Marketing Materials

Please provide a brief description of any marketing efforts (advertising, radio, website) as well as **copies of agency/project brochures, “bus” schedules, timetables, routes etc.**

NJ TRANSIT must review all marketing items before they are final to make sure they meet the following:

- Language indicating that service animals and portable oxygen tanks are permitted on vehicles.
- Brochure and/or timetable should indicate if service is Route Deviation or Demand Response service. If route deviation timetable, should clearly indicate the service will deviate and a phone number must be listed for requesting deviations in advance. Deviations are open to all passengers, not just passengers with disabilities. You can limit the “distance of the deviations” and note it in the timetable.
- List phone number for calling in complaints or compliments. See Title VI form you are to use for Title VI complaints.
- Indicate service is accessible by having the international symbol of accessibility on the timetable. If not using accessible buses then you must have a number for calling for an accessible vehicle.
- Indicate funding source(s) for the service on the timetable (NJ TRANSIT, FTA funded, County funded etc...).
- A phone number to call to request reasonable modifications of policies and practices for the transportation of individuals with disabilities.
- All marketing materials must have the following Title VI Notice so that passengers know how to file a Title VI complaint.

Sample Non-Discrimination Policy

(NAME OF AGENCY) operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964, as amended. Any person who believes that she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint in writing to (NAME OF AGENCY). To file a complaint, or for more information on (NAME OF AGENCY'S) obligations under Title VI write to: (ADDRESS OF AGENCY) or visit (website link if available). Transportation services provided by this agency are in whole or part funded through federal funds received through NJ TRANSIT and as an individual you also have the right to file your complaint to both (NAME OF AGENCY) as well as the Federal Transit Administration. Complaints may also be filed with the Federal Transit Administration in writing and may be addressed to: Title VI Program Coordinator, East Building, 5th Floor – TCR, U.S. Department of Transportation, Federal Transit Administration, Office of Civil Rights, 1200 New Jersey Avenue, SE, Washington, DC 20590. If information is needed in another language, contact (PHONE NUMBER).

Offering non-emergency
medical transportation
to Senior Citizens
& Disabled Persons
of Gloucester County

115 Budd Blvd.
West Deptford, NJ 08096

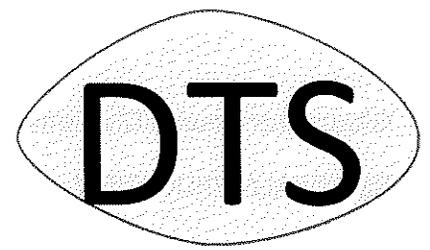


Department of Human Services
Division of Transportation Services (DTS)



Call 856.686.8350 when making appointment
Call 856.686.8359 when finished appointment
New Jersey Relay Service - 711
www.gloucestercountynj.gov

Gloucester County Division of Transportation Services



REFERRAL/APPLICATION

DATE: _____

Full Name: _____
Last First

Address: _____
Street Address
City State Zip Code

Mailing Address if different from Above: _____

Home Phone: _____ Mobile Phone: _____

Emergency Contact: _____ Emergency Contact Phone: _____

Date of Birth: _____ Last 4 of Social/Veteran ID: _____ Veteran Yes No

Gender

Female Male

Insurance

Medicare Medicaid Other

Racial or Ethnic Group

American Indian/Alaskan Asian/Pacific Islander Black/African American Hispanic/Latino White/Caucasian
 Other

Mobility Aids

Manual Wheelchair Electric Wheelchair Motorized Scooter Crutches Cane Walker

Disability

Mobility Disability Vision Disability Hearing Disability Cognitive Disability Mental Disability
 Oxygen Tank Service Animal None Other _____

Please check off your household income level and number of people in your household.

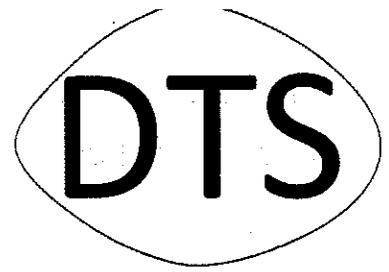
Income

Household

- | | |
|---|----------------------------|
| <input type="checkbox"/> Under \$11,670 | <input type="checkbox"/> 1 |
| <input type="checkbox"/> \$11,670 to \$15,730 | <input type="checkbox"/> 2 |
| <input type="checkbox"/> \$15,730 to \$19,790 | <input type="checkbox"/> 3 |
| <input type="checkbox"/> \$19,790 to \$23,850 | <input type="checkbox"/> 4 |
| <input type="checkbox"/> \$23,850 to \$27,910 | <input type="checkbox"/> 5 |
| <input type="checkbox"/> \$27,910 to \$31,970 | <input type="checkbox"/> 6 |
| <input type="checkbox"/> \$31,970 to \$36,030 | <input type="checkbox"/> 7 |
| <input type="checkbox"/> \$36,030 to \$40,090 | <input type="checkbox"/> 8 |
| <input type="checkbox"/> Above \$40,090 | |

← PLEASE COMPLETE BACK SIDE →

Mail Application To:
Gloucester County Division of Transportation Services
115 Budd Blvd., West Deptford, NJ 08096
Or Fax # 856-686-8361



Referring Agency/Person: _____

How did you hear about us? _____

Do you currently use NJ Access Link Services? Yes No

If you answered No to previous question, have you ever applied for NJ Transit Access Link? Yes No

Have you ever been denied NJ Transit Access link? Yes No

If Yes, Please list reason why you were denied. _____

Are you willing and able to utilize public transportation? Yes No

Have you ever used public transportation? Yes No

If you answered No, please indicate why. _____

Is medical appointment due to a:

Work Accident? Yes No

Car Accident? Yes No

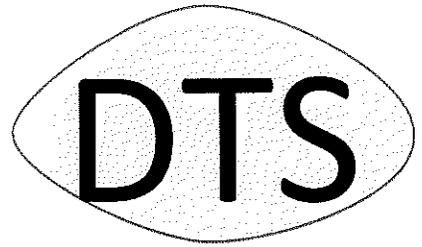
FILL OUT FOR ON-GOING TRANSPORTATION REQUEST:

Type of Service Requesting (i.e., work, education, medical):

Mail Application To:
 Gloucester County Division of Transportation Services
 115 Budd Blvd., West Deptford, NJ 08096
 Or Fax # 856-686-8361

Name: _____

Phone #: _____



Are you currently on Medicaid? Yes No

Have you recently applied? Yes No

If yes, date of application: _____

Do you intend to apply in the future? Yes No

Mail Application To:
Gloucester County Division of Transportation Services
115 Budd Blvd., West Deptford, NJ 08096
Or Fax # 856-686-8361

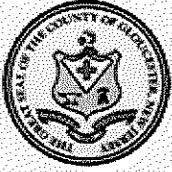


BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damminger

FREEHOLDER LIAISON
Jim Jefferson



DEPARTMENT OF HEALTH
& HUMAN SERVICES

DIRECTOR
Tamarisk L. Jones

DIVISION OF HUMAN AND
DISABILITY SERVICES

DIRECTOR
Lisa A. Cerny

115 Budd Boulevard
West Deptford, NJ 08096

Phone: 856.384.6900
Fax: 856.686.8343

www.gloucestercountynj.gov

New Jersey Relay Service - 711

COUNTY HOLIDAYS

The following is the schedule of approved holidays that will be observed by the Division of Transportation Services for the year 2016:

New Year's Day	Friday	January 1
Martin Luther King Jr. Day	Monday	January 18
Washington/President's Day	Monday	February 15
Good Friday	Friday	March 25
Memorial Day	Monday	May 30
Independence Day	Monday	July 4
Labor Day	Monday	September 5
Columbus Day	Monday	October 10
Election Day	Tuesday	November 8
Veterans Day	Friday	November 11
Thanksgiving	Thursday	November 24
	Friday	November 25
Christmas	Monday	December 26

GLOUCESTER COUNTY DEPARTMENT OF HUMAN SERVICES
DIVISION OF TRANSPORTATION SERVICES

GENERAL STATEMENT

The Division of Transportation Services under the Gloucester County Department of Human Services provides service in a manner consistent with all applicable rules and standards established by Federal and State laws. Furthermore, the service is provided in accordance with the standards and procedures established by Federal and State funding sources.

ELIGIBILITY

The Division of Transportation Services provides service to Gloucester County residents who meet the criteria of our available funding sources. Services are available to Senior Citizens (60 years and older), Persons with Disabilities, eligible Veterans, Section 5311 eligible residents, Title XX eligible residents and residents eligible under WORKFIRST – NJ Legislation. Service is provided based upon an honor system (verbal verification from residents) unless written documentation is required by the funding agency. The Division of Transportation Services reserves the right to request verification of eligibility from residents for the purpose of meeting requirements of certain funding sources and/or to perform random sampling of residents to protect the integrity of the transportation services.

SERVICE DENIAL, SUSPENSION AND TERMINATION INFORMATION

The Division of Transportation Services reserves the right to deny service to Gloucester County residents who fail to use transportation in a responsible and courteous manner. The following list includes, but is not limited to, reasons for passenger denial, suspension and/or termination of transportation services.

REASONS FOR INITIAL SERVICE SUSPENSION

- Two (2) or more occasions of not being available for scheduled appointment (no-show) within a 60-day period.
- Frequent cancellations of scheduled rides not due to medical condition (3 or more during a sixty day period).
- Demonstrated inability and unwillingness to follow routine instructions from drivers (i.e., no smoking in vehicles).

PROCESS FOR SERVICE SUSPENSION

- Passenger will be provided a written warning from the Division of Transportation prior to the implementation of a service suspension.

(CONTINUED: PLEASE READ REVERSE SIDE)

GLOUCESTER COUNTY DEPARTMENT OF HUMAN SERVICES
DIVISION OF TRANSPORTATION SERVICES

- If service misuse continues, a second letter will be sent to the passenger for an initial service suspension to be a minimum period of one week but no longer than 30 days.
- Subsequent misuse of service will result in longer suspension periods and possible service termination. The Division of Transportation Services will consult with Case Managers and other professional staff, when applicable, to avoid service suspension and terminations.

IMMEDIATE SERVICE DENIALS/TERMINATIONS

- Foul language and/or threatening remarks directed at employees or other passengers.
- Behavior exhibited by passenger that is determined to pose imminent harm or danger to the passenger or other persons. Determination to be made by two (2) or more Division of Transportation staff members.

GRIEVANCE PROCEDURE/FAIR HEARING

The Division of Transportation Services is unable to provide each and every transportation request. The policies developed are intended to service as many people as possible in a fair and equal manner. Residents who believe that transportation services has been unfairly denied, reduced, or terminated may request a fair hearing by forwarding a written request to: Gloucester County Local Citizen's Transportation Advisory Committee, Attn: Chairperson, 115 Budd Blvd., West Deptford, NJ 08096.

- Fair hearing decisions must be implemented within 90 days for the date a hearing is requested.
- If a fair hearing is scheduled, a person(s) requesting the hearing will receive more information about how the hearing will be conducted within 20 days of receipt of the request.

WHAT OTHER ACTIONS CAN YOU TAKE BESIDES ASKING FOR A HEARING

There are other ways in which complaints may be resolved besides asking for a fair hearing. Residents may ask to; meet with an agency representative or his/her supervisor. Complaints and/or concerns will be given prompt and courteous attention and, if the matter is not settled, a fair hearing may still be scheduled. If residents wish services to be continued until hearing, a request for a hearing must be made within 10 days of the mailing date of the notice to suspend/reduce services. Also, after 90 days have passed from the date of action or inaction, residents may not have the right to a fair hearing.

**GLOUCESTER COUNTY
DIVISION OF TRANSPORTATION
SERVICES**

**SCHEDULING LINE: 686-8350
OPEN FROM 8:30am to 4:00pm
Monday through Friday**

**DISPATCH LINE: 686-8359
OPEN FROM 6:30am to 4:30pm
Monday through Friday**

**COMPLAINTS or COMPLIMENTS: 686-8355
OPEN FROM 8:30am to 4:00pm
Monday through Friday**

DTS Features

- Non-Emergency Medical Transportation
- Curb-to-Curb transportation
- Access to Health care providers
- Feeder Service to NJ Transit bus service
- Route Deviated Transportation
- Access to essential personal business appointments (i.e., Social security Office, Division of Social Services, Housing Authority) on a space available basis
- Rural Shopping
- Employment
- **LIFT EQUIPPED BUSES**

Personal Care Assistant/companions welcomed, advise when scheduling

Service animals, respirators, and portable oxygen tanks permissible

Other Transit Service:

New Jersey Transit Bus Service
(973) 275-5555
www.njtransit.com

Access Link Bus service
1-800-955-2321
or TT 1-800-955-6765
www.njtransit.com and click
on accessible service

Medicaid clients should call:
LogistiCare 1-866-527-9933

MUNICIPAL SHUTTLE BUS CONTACTS

Clayton	881-2882 Ext.122
Deptford	228-4719
Franklin.....	694-1952
Glassboro.....	881-1515
Mantua	468-1500 Ext. 700
Monroe	728-9840
Paulsboro.....	423-1500
Pitman	582-4766
Washington Township .	589-3227
West Deptford	845-4004 "0"
Westville	456-7785
Woodbury	853-0892
Harrison	478-0824
(for 55+ Active Adult Program)	

The Municipal shuttle Buses are available to the general public at no cost. The service provides Gloucester County residents access to nearby shopping facilities, senior lunch programs and area malls.

Lift equipped buses are available. Consult your municipality for schedule information

Visit us online:
www.gloucestercountynj.gov

GLoucester County Division Of TRANSPORTATION SERVICES

Serving Senior Citizens
With Disabilities Since 1985
Service Also Available To The General
Public Residing In Rural Areas



Service Sponsored by the Gloucester County
Board of Chosen Freeholders

ROBERT M. DAMMINGER
FREEHOLDER DIRECTOR

GIUSEPPE (JOE) CHILLA
FREEHOLDER
DEPUTY DIRECTOR

JIM JEFFERSON
FREEHOLDER LIAISON

*Gloucester County
Division of Transportation
Services (DTS) Program Funded By:*

Senior Citizen & Disabled residents Transportation Assistance Program (SCDTRAP—Casino funding)
 Title 3 Older Americans Act Funds
 Veterans Transportation Funds
 Federal Transit Administration
 Title XX Funds / Section 5311 Funds
 JARC Funds
 New Freedom Funds

Who Is Eligible?

Gloucester County Residents

Who Are:

- Senior Citizens (60 years and Older)
- Persons with Permanent Disabilities
- Persons with Temporary Disabilities
- Veterans
- Dialysis patients
- Radiation and/or Chemotherapy Patients
- Therapy (Physical/Occupational)
- Children (under the age of 16 must be accompanied by responsible adult)
- General Public in approved rural areas



OPERATING HOURS

General Information: **856-686-8355**
 Hours: 8:30am-4:00pm

Schedule a Ride: **856-686-8350**

Hours: 8:30am - 4:00pm

Schedule a ride at least three (3) working days and no more than one (1) month in advance.

Confirm/Cancel Rides: **856-686-8359**

Hours: 6:30am - 4:30pm

Confirm your reservation with DTS one (1) business day prior to your scheduled appointment

Hearing Impaired TTY - TTD—

Call NJ State Relay - 711

Road Policies

ALL passengers are required to: Wear Seatbelts/No Smoking/No Drinking or Eating in vehicles.

For more information about DTS, compliments and/or complaints, please call 856-686-8355.

Drivers are not permitted to accept tips.

Please ask your driver for a donation envelope.

Passenger Courtesies

Be ready one (1) hour prior to scheduled appointment

Promptly notify dispatcher of any and all cancellations

Be cooperative and courteous.



Information on our Transportation program is available in alternative formats upon request

County of Gloucester Division of Transportation is committed to ensuring that no person is excluded from, or denied the benefits of our services on a basis of race, color, or national origin as protected by Title VI of the Civil Rights Act of 1964, as amended. Any person who believes that they have, individually, or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, or national origin, may file a complaint in writing to the Division of Transportation Services. To file a complaint, or for more information on County of Gloucester's obligation under Title VI write to: 115 Budd Blvd., West Deptford, NJ 08096 or visit gloucestercountynj.gov. Transportation services provided by this agency are in whole or part funded through federal funds received through NJ TRANSIT and as an individual you also have the right to file your complaint under Title VI to NJ TRANSIT by writing to: NJ TRANSIT-Customer Service - Title VI Division, One Penn Plaza East, Newark, NJ 07105 or visit njtransit.com/diversity. A complaint must be filed within 180 days of the alleged discrimination. Inquiries regarding compliance may be directed to the Division of Disability Service at 856-384-6842 /New Jersey Relay Service 711 or the EBO office at 856-384-6903. For more information about DTS, comments and / or concerns, please call **856-686-8355**.

SCHEDULE

TO PURELAND INDUSTRIAL COMPLEX

MONDAY-FRIDAY

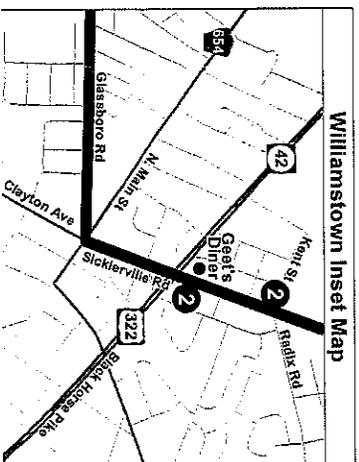
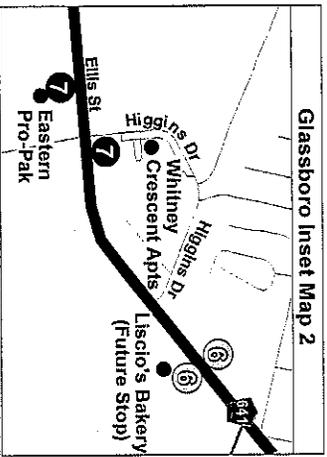
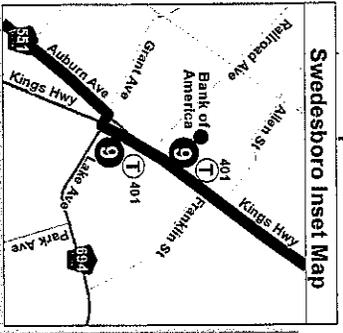
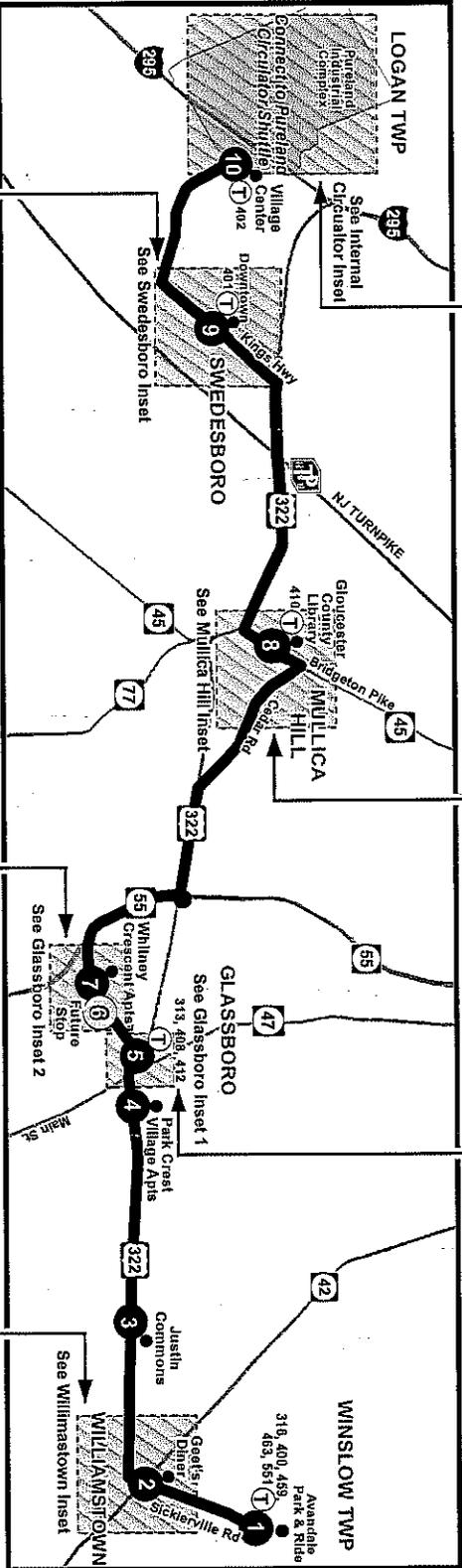
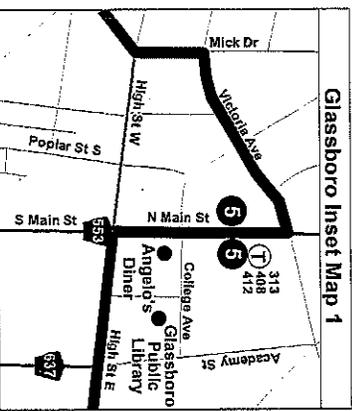
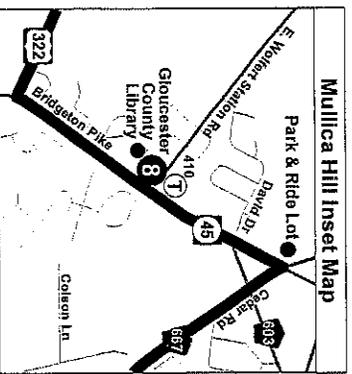
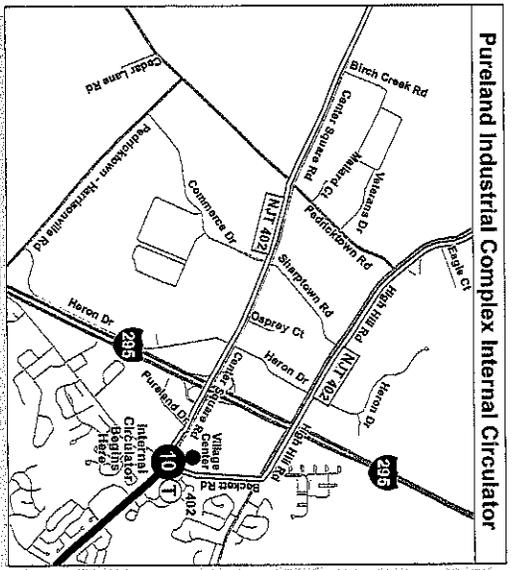
STOP#	LOCATION	AM								PM							
1	Sicklerville Avandale Park & Ride																
2	Williamstown Sicklerville Rd. @ Kent Rd.																
3	Williamstown Glassboro Rd./Rt. 322 @ Justin Way (Justin Commons)																
4	Glassboro E. High St./Rt. 322 @ Park Crest Village Apts.																
5	Glassboro Main St. between Rowan Blvd. & Victoria Ave																
6	Glassboro Ellis St. @ Higgins Dr. (Across from Liscio's Bakery)																
7	Glassboro Ellis St. @ Higgins Dr. (Boys and Girls Club/Whitney Crescent Apts.)																
8	Mullica Hill N. Main St./Rt. 45 @ Wolfert Station Rd. (Behind Gloucester County Library)																
9	Swedesboro Kings Hwy. @ Railroad Ave (Bank of America)																
10	Pureland Industrial Complex Beckett Rd. @ Village Center Dr. (Fulton Bank)																

TO AVANDALE PARK AND RIDE

MONDAY-FRIDAY

STOP#	LOCATION	AM								PM							
10	Pureland Industrial Complex Beckett Rd. @ Village Center Dr. (Sun Bank)																
9	Swedesboro Kings Hwy. @ Lake Ave																
8	Mullica Hill N. Main St./Rt. 45 @ Wolfert Station Rd. (Behind Gloucester County Library)																
7	Glassboro Ellis St. @ Higgins Dr. (Eastern Pro-Pak)																
6	Glassboro Ellis St. @ Higgins Dr. (Liscio's Bakery)																
5	Glassboro Main St. between Rowan Blvd. & Victoria Ave																
4	Glassboro E. High St./Rt. 322 @ Park Crest Village Apts.																
3	Williamstown Glassboro Rd./Rt. 322 @ Justin Way (Across from Justin Commons)																
2	Williamstown Sicklerville Rd. @ Black Horse Pike (Across from Geet's Diner)																
1	Sicklerville Avandale Park & Ride																

Shuttle will stop at locations between timepoints, upon request, if driver feels it is safe to do so.



Legend

- Timepoint Stops* ● Landmark Near Stop
- Ⓣ Transfer to NJ TRANSIT Bus Route
- Pureland East-West Community Shuttle

* Shuttle will stop at locations between timepoints, upon request.

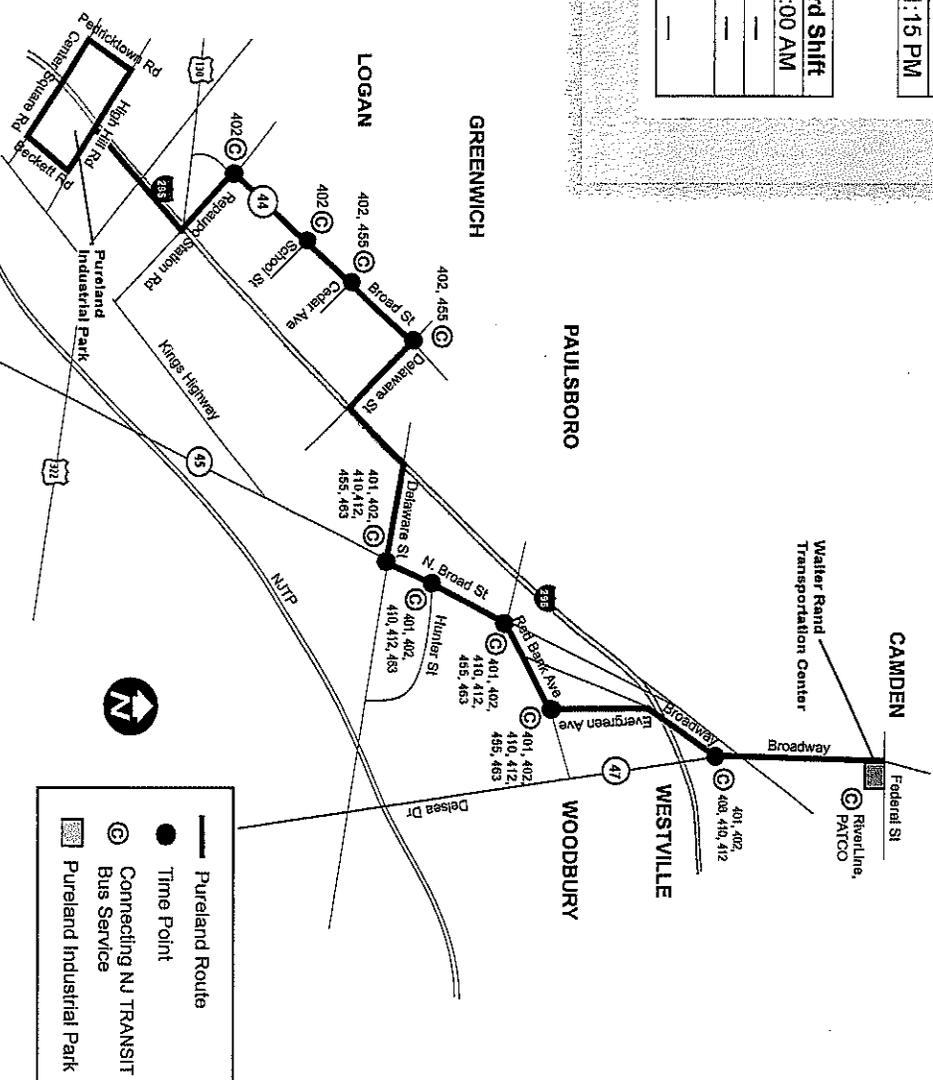
Pureland Shuttle

To Pureland				
Stop Location	Town	1st Shift	2nd Shift	3rd Shift
Leaves Walter Rand Transportation Center	Camden	6:35 AM	—	—
Broadway at Delsea Drive (Rt. 47)	Westville	6:52 AM	2:30 PM	10:40 PM
Evergreen Ave. at Red Bank Ave.	Woodbury	—	2:33 PM	10:43 PM
Broad St. at Red Bank Ave.	Woodbury	—	2:34 PM	10:44 PM
N. Broad St. at Hunter St.	Woodbury	7:00 AM	2:38 PM	10:48 PM
Broad St. at Delaware St.	Paulsboro	—	2:48 PM	10:56 PM
Broad St. at Cedar Ave.	Paulsboro	—	2:50 PM	10:58 PM
Broad St. at School St.	Greenwich	—	2:52 PM	11:00 PM
Broad St. at Reapaupo Station Rd.	Logan	—	2:55 PM	11:03 PM
Arrives at Pureland Industrial Park	Logan	7:25 AM	3:15 PM	11:15 PM

From Pureland				
Stop Location	Town	1st Shift	2nd Shift	3rd Shift
Leaves Pureland Industrial Park	Logan	4:15 PM	Midnight	8:00 AM
N. Broad St. at Hunter St.	Woodbury	4:40 PM	—	—
Broadway at Delsea Drive (Rt. 47)	Westville	4:48 PM	—	—
Arrives at Walter Rand Transportation Center	Camden	5:05 PM	—	—

Pureland Shuttle

The Pureland Shuttle circulates throughout the Pureland Industrial Park. Please signal the driver when you want to get off or on the shuttle in the Pureland Industrial Park. **Passengers must call 856-614-1072 in advance to make reservations.** The bus may deviate from the route if a reservation is not made for a specific stop.



The Pureland Shuttle Connects With:

- NJ TRANSIT bus routes:
 - 401: Philadelphia—Woodbury—Salern
 - 402: Pennsville—Woodbury—Philadelphia
 - 408: Millville—Westville—Philadelphia
 - 410: Bridgeton—Woodbury—Philadelphia
 - 412: Glassboro—Woodbury—Philadelphia
 - 455: Cherry Hill Mall—Woodbury—Pausboro
 - 463: Woodbury—Avandale Park & Ride, All buses at Rand Transportation Center
- PATCO
- River LINE

For NJ TRANSIT and PATCO schedules contact Cross County Connection at 856.596.8228 or visit www.driveless.com.

Policies:

The shuttle route is subject to change due to weather conditions, roadway construction, or other unforeseen circumstances. In the event of inclement weather, please call 856.686.8359

- Reservations are required.
- All service is curb to curb, drivers are not permitted to exit the bus at any time.
- No animals are permitted except service animals accompanying persons with disabilities.
- Use earphones if you are using listening devices.
- Footwear and shirts are required.
- No eating, drinking, littering or smoking.

Hours of Operation:

Monday through Friday –856.614.1072

6:35 AM - 7:25 AM
2:30 PM - 3:15 PM
4:15 PM - 5:05 PM and
10:40 PM - 11:15 PM

The shuttle operates year round.

The Pureland Shuttle is wheelchair accessible.



The Pureland Shuttle is a free service operated by the South Jersey Transportation Authority and partially funded by the Gloucester County Board of Chosen Freeholders.



For more information on the Pureland Shuttle or transportation services in southern New Jersey, call Cross County Connection at 856.596.8228, or visit www.driveless.com.



This Cross County Connection Transportation Management Association publication is funded by the New Jersey Department of Transportation and the U.S. Department of Transportation Federal Highway Administration. The Federal Government and the State of New Jersey assume no liability for the contents.

pureland Shuttle

Free shuttle bus service between

Colmden
Westville
Woodbury
Pausboro
Glbostown
Greenwich
Pureland
Industrial Park

Reservation Only

For Customer Service Contact:

Gloucester County Division of Transportation Services
856.686.8359
Monday to Friday
8:30 AM to 4:00 PM

For Reservations Contact:

South Jersey Transportation Authority
856.614.1072
Monday to Friday
8:30 AM to 5:00 PM
After hours call 609.820.4926

Revised January 2009

ATTACHMENT 6

Vehicle Fleet

ATTACHMENT 6 – Vehicle Fleet

SEE ATTACHMENTS

Provide following information on your or your service provider's current vehicle fleet.

Agency Vehicle #	Chassis Make/ Model	Model Year	Mileage	VIN #	Funding Source	Vehicle Cost	Seating capacity	Lift equipped Yes or No	Projected Retirement Date
				<i>SEE ATTACHMENT 6 – VEHICLE FLEET INVENTORY page 1 AND FEBRUARY 2016 VEHICLE LISTING page 2</i>					

Attachment 6 - Vehicle Inventory

A. License Plate #	B. VIN	C. Mileage	D. Year of Purchase	E. Funding Source	F. Vehicle Manufacturer	G. Vehicle Body	H. Vehicle Model	I. Vehicle Type	J. Vehicle Cost	K. Grant Year	L. Location	M. Condition	N. In Service Date	O. Projected Retirement Date	P. Fuel Used	Q. Floor Plan	R. Accessible	S. Other
OP6873	2FMZAS16689A22849	113,417	2005	Casino	Ford	MV	Freestar	MV	\$20,105	2005	Clayton yard	Good	Sept. 07	2014	Gas	6 Seats	No	DTS #28
OP6872	1D4GP24E78203397	405,032	2007	Casino	Dodge	SW		SW	\$18,780	2007	Budd Blvd.	Poor	Feb. 07	2014	Gas	3 Seats	No	DTS #3
OP6871	1D4GP24E78203398	84,490	2007	Dodge	Dodge	SW		SW	\$18,780	2007	Clayton yard	Good	May-07	2014	Gas	3 Seats	No	DTS #2
OP6880	1G8G31648174085	115,187	2007	5310	Chevrolet	Bus	Eldorado	Bus	\$52,500	2007	Clayton yard	Good	Sept. 07	2016	Diesel	12+1FWC	Yes	DTS #46/#16-3263
OP6885	1FD9E35P28D42871	130,082	2008	Casino	Ford	Bus		Bus	\$52,977	2007	Mantua yard	Fair	Feb. 08	2014	Diesel	12+2RWC	Yes	DTS #78
OP6878	1G8G31698118849	103,134	2008	5310	Chevrolet	Bus	Chevrolet	Bus	\$56,000	2009	Mantua yard	Good	Nov. 08	2015	Diesel	12+1FWC	Yes	DTS #42/#16-3267
OP6879	1G8G316281187675	155,841	2008	5310	Chevrolet	Bus	Eldorado	Bus	\$52,500	2006	Mantua yard	Fair	Nov. 08	2015	Diesel	12+1FWC	Yes	DTS #43/#16-3280
OP6874	1G8G316X91161617	97,659	2009	Flex	Ford	Bus	Eldorado	Bus	\$56,000	2006	Mantua yard	Good	Oct. 09	2015	Diesel	12+1FWC	Yes	DTS #30
CG12331	1G8G316X91162437	95,888	2009	CMAQ	Ford	Bus	Eldorado	Bus	\$56,000	2006	Mantua yard	Good	Oct. 09	2015	Diesel	12+1FWC	Yes	DTS #31/#16-3343
OP6876	1G8G316491162228	110,449	2009	CMAQ	Ford	Bus	Eldorado	Bus	\$56,000	2006	Mantua yard	Good	Oct. 09	2016	Diesel	12+1FWC	Yes	DTS #32/#16-3345
OP6877	1G8G316491161379	78,345	2009	CMAQ	Ford	Bus	Eldorado	Bus	\$56,000	2006	Mantua yard	Good	Oct. 09	2016	Diesel	12+1FWC	Yes	DTS #33/#16-3342
OP6881	5WEASAM8RH54310	47,254	2011	ARRA 5311	Goshen	Bus	Goshen	Bus	\$70,000	2009	Mantua yard	Very Good	Dec. 11	2017	Diesel	28+2FWC	Yes	DTS #47/#18-305
OP6882	1FD9E4F5X8D465552	62,401	2011	ARRA 5311	Ford E-350	Bus	Supreme Mini E-450	Bus	\$45,700	2009	Clayton yard	Very Good	Dec. 11	2017	Diesel	12+2FWC	Yes	DTS #48/#18-112
OP6883	1FD9E4F5X8D465593	62,122	2011	5310	Ford	Bus	Supreme Mini E-450	Ext. MB	\$50,400	2008	Mantua yard	Very Good	Dec. 11	2017	Diesel	12+2FWC	Yes	DTS #49/#16-1419
OP6884	1FD9E4F5X8D465592	72,461	2011	5310	Ford	Bus	Senator E-450	Bus	\$50,400	2007	Clayton yard	Very Good	Jan. 12	2017	Diesel	16+2RWC	Yes	DTS #50/#16-1418
P283CG	1B4BDCX06F227743	On loan	2006	5309	Bluebird	Bus		Bus	\$36,300	2005	Budd Blvd.	Fair	Jun. 06	2016	Diesel	22+2	Yes	DTS #71/#5-922
OP6886	1FD9E4F53DDA51058	43,561	2013	5310	Supreme Startrans	Bus	Senator II	Bus	\$53,800	2010	Mantua yard	Excellent	Sept. 13	2017	Gas	16+2WC	Yes	DTS #80/#16-1474
OP6887	1FD9E4F53DDA51045	47,050	2013	5310	Supreme Startrans	Bus	Senator II	Bus	\$53,800	2010	Mantua yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #81/#16-1475
OP6888	1FD9E4F55DDA51046	37,202	2013	5310	Supreme Startrans	Bus	Senator II	Bus	\$53,800	2010	Mantua yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #82/#16-1476
OP6889	1FD9E4F57DDA51047	43,034	2013	5310	Supreme Startrans	Bus	Senator II	Bus	\$53,800	2010	Clayton yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #83/#16-1477
OP6890	1FD9E4F59DDA51048	47,050	2013	5310	Supreme Startrans	Bus	Senator II	Bus	\$53,800	2011	Clayton yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #84/#16-1478
OP6891	1FD9E4F53DDA51059	26,883	2013	5310	Supreme Startrans	Bus	Senator II	Bus	\$53,800	2008	Mantua yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #85/#16-1479
OP6892	1FD9E4F5XDDA51060	47,093	2013	5310	Supreme Startrans	Bus	Senator II	Bus	\$53,800	2009	Clayton yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #86/#16-1480
OP6893	1FD9E4F51DDA51061	46,860	2013	5310	Supreme Startrans	Bus	Senator II	Bus	\$53,800	2009	Clayton yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #87/#16-1481
OP6894	1FD9E4F57DDA62873	25,634	2013	5310	Supreme Startrans	Bus	Senator II	Bus	\$53,800	2009	Clayton yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #88/#16-1482
OP6895	1FD9E4F5DDA62872	37,352	2013	5310	Supreme Startrans	Bus	Senator II	Bus	\$53,800	2010	Clayton yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #89/#16-1483
OP6896	1FD9E4F5DDA62874	39,636	2013	5310	Supreme Startrans	Bus	Senator II	Bus	\$53,800	2010	Mantua yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #90/#16-1484
OP6897	1FD9E4F5SD816942	32,194	2013	5310	Ford	Bus	Champion Challenger	Bus	\$53,800	2010	Clayton yard	Excellent	Dec. 13	2019	Gas	16+2WC	Yes	DTS #91/#16-1395
OP6898	1FD9E4F5DD827238	40,317	2013	5310	Ford	Bus	Champion Challenger	Bus	\$53,800	2012	Clayton yard	Excellent	Dec. 13	2019	Gas	16+2WC	Yes	DTS #92/#16-1629
OP6899	1FD9E4F58DA13540	22,789	2013	5310	Ford	Bus	Supreme Mini	Bus	\$53,950	2009	Clayton yard	Excellent	Jun. 14	2019	Gas	18+2WC	Yes	DTS #93/#16-1690
OP2250	1FD9E4F5XDA13541	26,554	2013	5310	Ford	Bus	Supreme Mini	Bus	\$53,950	2010	Mantua yard	Excellent	Jun. 14	2019	Gas	18+2WC	Yes	DTS #94/#16-1691

**DIVISION OF TRANSPORTATION SERVICES
VEHICLE LISTING – FEBRUARY 2016**

MANTUA YARD

<u>VEHICLE #</u>	<u>DESCRIPTION</u>		<u>SEATS</u>	<u>LICENSE #</u>	<u>SERIAL #</u>	Dec. 2015 <u>MILEAGE</u>
#33	2009 ELDORADO BUS	16-1345	12+1FWC	OP 6876	1GBJG316491162228	114,056
#34	2009 ELDORADO BUS	16-1342	12+1FWC	OP 6877	1GBJG316491161329	78,949
#42	2009 CHEVROLET BUS	16-1267	12+1FWC	OP 6878	1GBJG31698118849	121,551
#43	2009 CHEVROLET BUS	16-1280	12+1FWC	OP 6879	1GBJG316281187675	157,923
#47	2011 GOSHEN BUS	18-105	28+2FWC	OP 6881	5WEASAAM8BH354310	47,254
#49	2011 FORD E-450	16-1419	16+2 RWC	OP 6883	1FD4FE4FSXBDA63593	65,529
#82	2013 STARTRANS SEN II	16-1476	16+2WC	OP 6888	1FD4FE4FS5DDA51046	40,098
#83	2013 STARTRANS SEN II	16-1477	16+2WC	OP 6889	1FD4FE4FS7DDA51047	46,448
#85	2013 STARTRANS SEN II	16-1479	16+2WC	OP 6891	1FD4FE4FS3DDA51059	29,905
#94	2014 FORD SUPREME MINI DAV Van (Van #2)	16-1691	18+2WC	OP 2250 VA18436	1FD4FE4ESXEDA13541 2FMZA514X3BB24567	29,587

CLAYTON YARD

<u>VEHICLE #</u>			<u>SEATS</u>	<u>LICENSE #</u>	<u>SERIAL #</u>	
# 2	2007 DODGE WAGON		3	OP 6871	1D4GP24E97B203398	84,490
# 3	2007 Dodge Wagon		3	OP 6872	1D4GP24E77B203397	105,032
#30	2009 ELDORADO BUS	16-1341	12+1FWC	OP 6874	1GBJG316X91161617	97,992
#46	2008 CHEVROLET BUS	16-1263	12+1FWC	OP 6880	1GBJG316481174085	115,187
#48	2011 FORD SENATOR E-350	18-112	12+2FWC	OP 6882	1FD4EE3FSXBDA63552	63,919
#50	2011 SENATOR E-450	16-1418	16+2 RWC	OP 6884	1FD4FE4FS8BDA63592	73,843
#80	2013 STARTRANS SEN II	16-1474	16+2WC	OP 6886	1FD4FE4FS1DDA51058	47,083
#81	2013 STARTRANS	16-1475	16+2WC	OP 6887	1FD4FE4FS3DDA51045	22,375
#84	2013 STARTRANS SEN II	16-1478	16+2WC	OP 6890	1FD4FE4FS9DDA51048	51,195
#86	2013 STARTRANS SEN II	16-1480	16+2WC	OP 6892	1FD4FE4FSXDDA51060	50,856
#87	2013 STARTRANS SEN II	16-1481	16+2WC	OP 6893	1FD4FE4FS1DDA51061	43,430
#88	2013 STARTRANS SEN II	16-1482	16+2WC	OP 6894	1FD4FE4FS5DDA62872	27,147
#89	2013 STARTRANS SEN II	16-1483	16+2WC	OP 6895	1FD4FE4FS7DDA62873	41,342
#90	2013 STARTRANS SEN II	16-1484	16+2WC	OP 6896	1FD4FE4FS9DDA62874	40,590
#91	2013 FORD CHALLENGER	16-1595	12+2WC	OP 6897	1FD4FE4FS5DDB16042	34,761
#92	2013 FORD CHALLENGER	16-1629	12+2WC	OP 6898	1FD4FE4FS0DDB27238	43,978
#93	2014 FORD SUPREME MINI	16-1690	18+2WC	OP 6899	1FD4FE4FS8EDA13540	26,236

ENTIRE FLEET IS ELIGIBLE FOR EZ PASS – MAKE SURE YOU HAVE TRANSPONDER BEFORE TRIP

BUDD BLVD.

<u>VEHICLE #</u>			<u>SEATS</u>	<u>LICENSE #</u>	<u>SERIAL #</u>	
# 28	2006 FORD WAGON		3	OP 6873	2FMZA51666BA22849	113,417
	DAV Van (Van #1)			VA18184	2FMZA51402BA96809	*24,436

ON LOAN

#71	2006 BLUEBIRD BUS <i>Harrison</i>		22+2	P283CG	1BABDCKA06F227743	*75,955
-----	-----------------------------------	--	------	--------	-------------------	---------

ATTACHMENT 7 – Project Contacts

Provide the name, title, address, phone/fax number, and e-mail of the key contact people :

1. Freeholder Director/County Executive or, if agency, Executive Director/Chairman of the Board
Freeholder Director Robert M. Damming, County of Gloucester, 2 S. Broad Street, Woodbury, NJ 08096.
Phone #: 856-853-3395; Fax #: 856-853-3495 rdamming@co.gloucester.nj.us
 2. Administrative Contacts (person responsible for the administration of the grant)
Ms. Donna Cucetta, Accountant, 115 Budd Blvd., West Deptford, NJ 08096
Phone #: 856-686-8360; Fax #: 856-686-8361 dcucetta@co.gloucester.nj.us
 3. Operations Contact (person responsible for operational issues regarding grant)
Ms. Karen Allen, Supervising Omnibus Operator, 115 Budd Blvd., West Deptford, NJ 08096
Phone #: 856-686-8359; Fax #: 856-686-8361 kdavis@co.gloucester.nj.us
 4. Procurement Contact (Individual who will be responsible for procuring capital and preparing bid packages for service providers.)
Mr. Peter Mercanti, Director of Purchasing, 2 S. Broad Street, Woodbury, NJ 08096
Phone #: 856-853-3414; Fax #: 856-251-6777 pmercanti@co.gloucester.nj.us
 5. Financial Contact (person responsible for billing, accounting, closeouts, reimbursement requests)
Ms. Donna Cucetta, Accountant, (listed above)
 6. Audits Contact (responsible for annual audits)
Ms. Tracey Giordano, Treasurer's Office, 2 S. Broad Street, Woodbury, NJ 08096
Phone #: 856-853-3353; Fax #: 856-251-6778 tgiordano@co.gloucester.nj.us
 7. County or Agency Counsel
Mr. Thomas G. Campo, 2 S. Broad Street, Woodbury, NJ 08096
Phone #: 856-384-6898; Fax #: 856-384-6894 tcampo@co.gloucester.nj.us
 8. EEO Representatives – A Subrecipient's Chief Executive Officer (CEO) should designate an EEO Officer and adequate staff to administer the EEO program. The EEO Officer should be an executive and should report directly to the CEO. Care should be taken to avoid conflicts when assigning responsibility for administering the EEO program as a collateral duty assignment, e.g., a personnel officer may have a conflict of interest. *Milton W. Hinton, Jr., Director Equal Employment Opportunity, 2 S. Broad St., Woodbury, NJ 08096 Phone#: 856-384-6903; Fax #: 856-853-3266 mhinton@co.gloucester.nj.us*
 9. DBE Representative *Mr. Peter Mercanti, Director, Purchasing, 2 S. Broad St., Woodbury, NJ 08096 Phone #: 856-853-3414 pmercanti@co.gloucester.nj.us*
 10. ADA Representative *Ms. Lisa Cerny, Director Division of Human & Disability Services, 115 Budd Blvd., West Deptford, NJ 08096 Phone #: 856-384-6842; Fax #: 856-384-6849 lmather@co.gloucester.nj.us*
 11. Title VI Contact *Mr. Anthony Wilcox, Acting Coordinator, Division of Transportation, 115 Budd Blvd., West Deptford, NJ 08096 Phone #: 856-686-8362; Fax #856-686-8361 awilcox@co.gloucester.nj.us*
-

ATTACHMENT 8 – Project Personnel

1. List number of drivers to be paid for under this grant. There is no need to provide drivers names. If non-drivers charged to this grant indicate their names and titles. Next to each position indicate the percentage of the position/individual salary that will be charged to the grant

Personnel Listing with percentages attached.

2. For positions that will only be PARTIALLY charged to this grant, describe how the estimated percentage of the salary to be charged to the grant was derived. If percentage of time to be charged to grant is estimated, describe what auditable mechanism(s) will be used to verify the actual time that an individual spends on grant related activities.

Percentages are based on the time employees spend on JARC portion of transportation according to Ecolane Software and manual timesheets that employees use to track hours spent on grants.

3. Are all individuals listed in item 1 above working in their job titles? If not, explain what the differences are and why they are not working in their job titles.

A CDL License is required for those employees working in the Dispatch Office, and there is a need for editing within the Ecolane routing & scheduling system, certain Omnibus Operators (listed below) have agreed to help out in office when the schedule allows.

Omnibus Operator Chris Bradley has been editing schedules in the office on a daily basis, helping in the Dispatch Office when needed.

Omnibus Operator Jane Lyons helps in the Dispatch Office and on the scheduling line when needed.

Omnibus Operator Marge McGee helps in the Dispatch office and on the scheduling line when needed.

4. Provide copy of **organization chart** showing both operations and administrative employees.
See Attachment C, previously referenced.

Contracted Service: Do you plan to bid or RFP for service? Estimate personnel needed to provide service and cost. *Vendors working for Gloucester County have a 2 year contract that is up for bid in 2017.*

Donna Cucetta	Accountant	\$	2,000	2.86%
Anthony Wilcox	Coordinator	\$	2,000	2.86%
Debra Caltagirone	Omnibus Operator	\$	5,000	7.14%
Tracey cudd	Omnibus Operator	\$	4,000	5.71%
Deborah Davis	Omnibus Operator	\$	4,000	5.71%
Karen Allen	Omnibus Operator	\$	4,000	5.71%
Patricia Wheeler	Omnibus Operator	\$	4,000	5.71%
Elizabeth Bauer	Omnibus Operator	\$	5,000	7.14%
Monica Bilbow	Omnibus Operator	\$	5,000	7.14%
Susan Blair	Omnibus Operator	\$	5,000	7.14%
Chris Bradley	Omnibus Operator	\$	5,000	7.14%
Vince Catrambone	Omnibus Operator	\$	5,000	7.14%
Steve Carlin	Omnibus Operator	\$	5,000	7.14%
Dana Convery	Omnibus Operator	\$	5,000	7.14%
Franco Melendez	Omnibus Operator	\$	5,000	7.14%
Patricia Sweet	Omnibus Operator	\$	5,000	7.14%
			<u>70,000</u>	

The percentages are based on the time employees spend on JARC portion of transportation according to Ecolane software and manual timesheets that employees use to track hours spent on grants.

ATTACHMENT 9
Unexecuted Resolution

**RESOLUTION AUTHORIZING APPLICATION BY AND ACCEPTANCE
OF SFY'17 + SFY'18 JOB ACCESS and REVERSE COMMUTE (JARC) GRANT FROM
NJ TRANSIT. SFY'17 Round 3 for \$80,000 GRANT and \$80,000 COUNTY IN-KIND
MATCH AND SFY'18 ROUND 4; \$80,000 GRANT and \$80,000 COUNTY IN-KIND
MATCH, FOR THE TOTAL AMOUNT FOR SFY'17+SFY'18 ROUNDS 3+4 OF
\$160,000.00 WITH A CASH MATCH OF \$160,000.00,
FROM JULY 1, 2016 TO JUNE 30, 2018**

WHEREAS, the Gloucester County Division of Transportation Services, under the Department of Human & Disability Services is submitting a project proposal to NJ Transit, Office of the Services Contracts, Local Program Support Unit, an operating administration of the United States Department of Transportation Equity Act for the 21st Century (TEA-21), to receive New Jersey Job Access and Reverse Commute (JARC) SFY17 and SFY18 Rounds 3&4 grant funds; and

WHEREAS, this funding is specifically for the purpose of transport services to Gloucester County residents relative to vocational training, employment and other activities; and

WHEREAS, said transportation services shall be provided by the Division of Transportation Services (DTS), and include bus transportation and demand-responsive transportation to County residents utilizing the grant funds; and

WHEREAS, the New Jersey JARC SFY'17 Round 3 for \$80,000 grant and \$80,000 County in-kind match + SFY'18 Round 4 for \$80,000 grant and \$80,000 County in-kind match for total state funding in the amount of \$160,000.00 with a county match of \$160,000.00, from July 1, 2016 through June 30, 2018, from July 1, 2016 to June 30, 2018; and

WHEREAS, the Gloucester County Board of Chosen Freeholders acknowledges that the amount of grant funds to be requested for SFY'17 and SFY'18 Rounds 3 & 4 is \$160,000.00, with a cash match by the County of Gloucester of \$160,000.00 for a total amount of \$320,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester, that the Director of the Board, is hereby authorized to execute and the Clerk of the Board is authorized to attest to the execution of any and all documents necessary for the filing of the grant application and acceptance of the grant from NJ Transit for the New Jersey Job Access and Reverse Commute (JARC) SFY'17 & SFY'18 Rounds 3 & 4 grant funds for program operations in the amount of \$160,000.00, with a cash match of \$160,000.00, for a total amount of \$320,000.00, from July 1, 2016 to June 30, 2018.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on _____ at Woodbury, New Jersey.

COUNTY OF GLOUCESTER

**BY: _____
ROBERT M. DAMMINGER**

ATTEST:

**BY: _____
CHAD BRUNER, COUNTY ADMINISTRATOR /
COUNTY CLERK**

ATTACHMENT 10 – Title VI Section

1. Provide the estimated # of socially disadvantaged people that your agency does and/or will serve from each of the following groups:
 - Blacks (Not Hispanic):
 - Hispanics (person with origins of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture of origin):
 - Asian or Pacific Islanders:
 - American Indians or Alaskan Natives:
 - Non- socially disadvantaged (all persons not listed above):
 - Total:

2. Are you a registered DBE/SBE/MBE/WBE agency? *Yes*

3. Do you serve a socially disadvantaged community? *Yes*

4. Does your agency serve low income populations? *Yes*

5. Has the agency received assistance from the FTA in prior years? *Yes*

6. Does your agency have a current approved Title VI program submitted to NJ TRANSIT? *Yes*

If yes, has your agency received any complaints, investigations or lawsuits alleging discrimination in the delivery of transportation service since your last JARC application?

There were no complaints filed for the Division of Transportation Services.

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

7. Has any federal entity conducted a Title VI compliance review of your agency within the last three years? *We were reviewed in the latter part of 2015.*

If yes, provide the purpose/reason for the review, the name of the agency that performed the review, a summary of Findings/Recommendations, and the status and/or disposition.

8. Do you have any pending applications to other federal agencies? *No*

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

9. Has your agency had a finding of noncompliance by any other federal agency? *No*

ATTACHMENT 11 – Complaint Process

1. Who is responsible for handling service complaints? Provide Name and job title.

Carol Wilson, Principal Data Entry Operator or Karen Davis Allen, Supervising Omnibus Operator, receive the initial complaint and would immediately refer to either the Acting Coordinator of Director of Division of Human & Disability Services, by phone, e-mail or in writing for resolution of the complaint.

2. Describe how transportation service related complaints are documented and answered.

Depending upon the severity of complaint, the following options are available: 1) If there is no confidentiality concern, a telephone response from Acting Coordinator to advise of action taken, or 2) A formal letter addresses the complaint with possible solutions.

3. How are they resolved: via email, phone or in writing? *Both by phone and in writing.*

4. Are service complaints kept on file? For how long?

A file within the office of the Principal Data Entry Operator's is kept for issues related to clients. A computer file of 'Courtesy Letters' is also kept in response to complaints and request of information. The files are kept indefinitely, deleted when no longer relevant.

5. Are service complaints reviewed to ensure that they are not **Title VI discrimination** complaints?

If a Title VI discrimination complaint is received from a resident, the Human Resources Department would be notified immediately for resolution. The Title VI complaint form is attached and is available on the Gloucester County website.

6. Is there a process to classify complaints by type? (Service must be provided to all in an equitable manner regardless of race, color or national origin.)

Referral would be made to the appropriate selected individual noted under Project Contacts, listed previously.

7. How are ADA related transportation service related complaints resolved?

Referral would be made to Director of Human & Disability Services for resolution.

8. Were any EEO complaints received between the period January 1, 2013 and the Present?

If yes, summarize complaints, any informal or formal complaints received, and describe how these complaints were addressed or resolved. EEO Representative stated that - Yes, 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 Resource Department to be reviewed for any policy violations and potential disciplinary action.

ATTACHMENT A

THE BEST WAY TO
GET TO WORK, ACCESS SERVICES,
& SHOPPING IN GLOUCESTER COUNTY



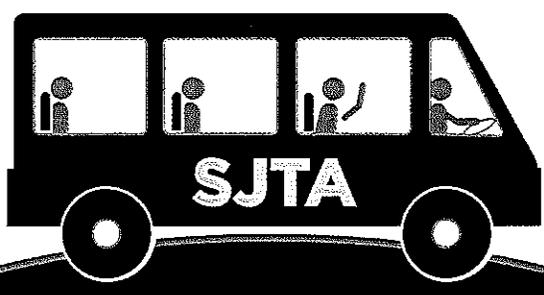
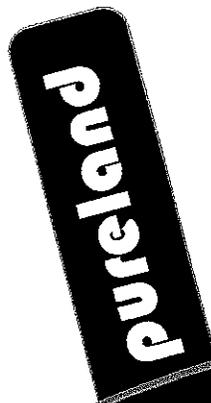
PURELAND → EAST ← WEST
COMMUNITY SHUTTLE

Convenient Connections to
NJ TRANSIT bus routes

Monday-Friday
5:00AM-11:00AM
&
1:30PM-7:30pm
SJTA
CUSTOMER
SERVICE
856.614.1072



Shuttle Serves:
Avandale Park &
Ride, Williamstown,
Glassboro, Mullica Hill,
Swedesboro, and the
Pureland Industrial
Complex



TAKING YOU
WHEREVER YOU
NEED TO GO

For schedules and free trip-planning
call: Cross County Connection at
856.596.8228 or visit WWW.DRIVELESS.COM

SJTA Customer Service
856-614-1072



njtransit.com





Pureland Industrial Complex Circulator (The Circulator)

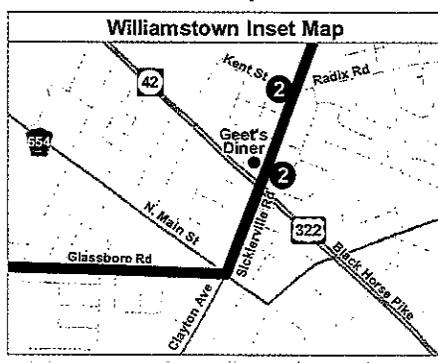
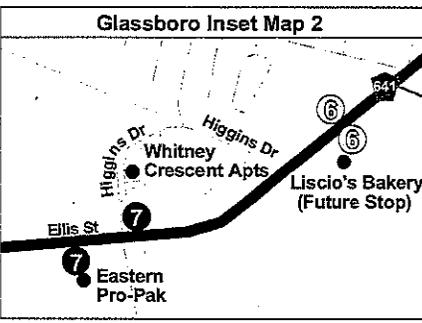
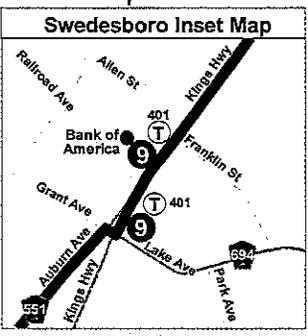
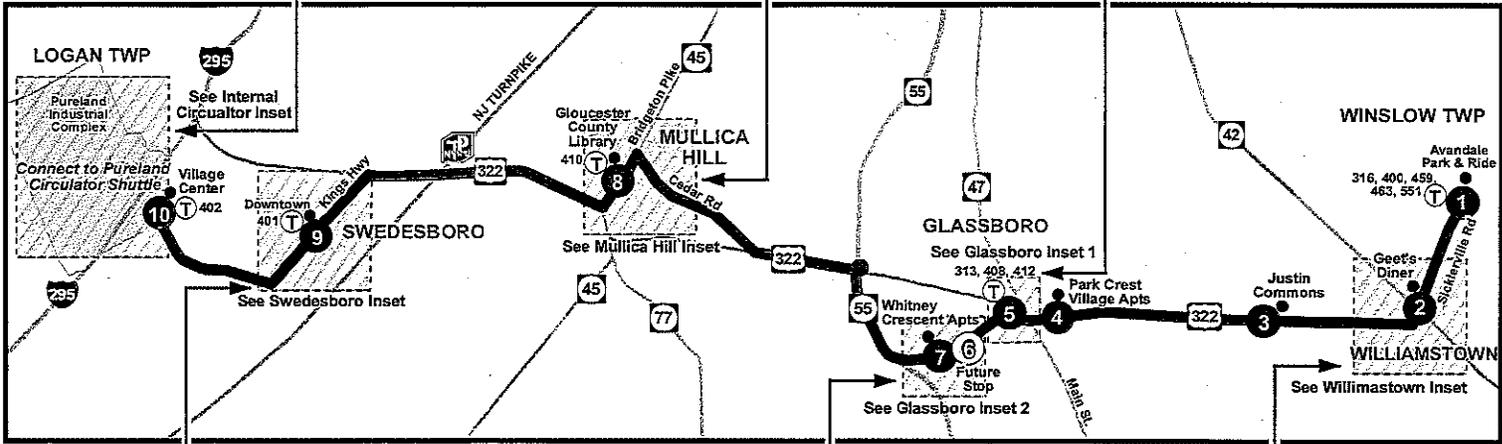
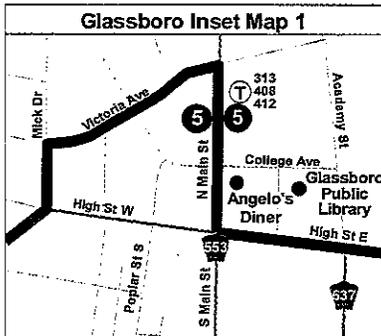
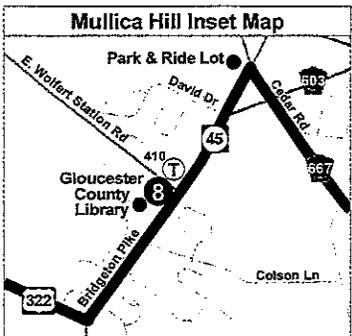
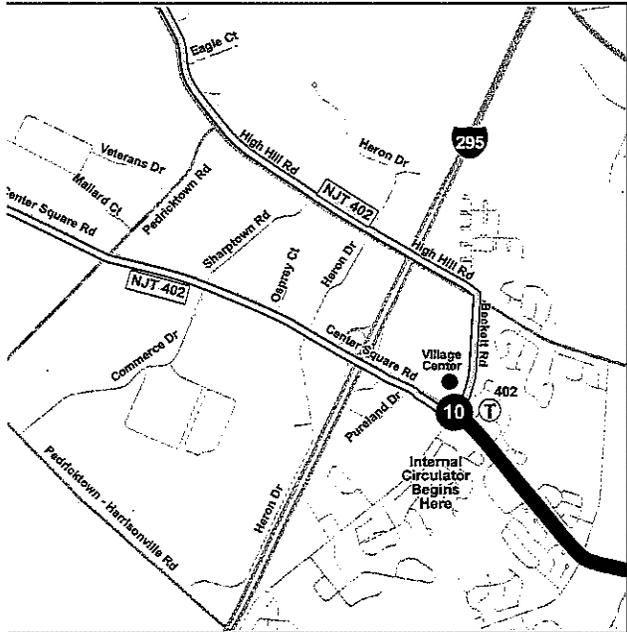
The Circulator will connect with the Pureland East-West Community Shuttle at Village Center Dr. (Stop #10), and serve businesses within the Pureland Industrial Complex, between 8:45 AM and 9:50 AM, and 2:00 PM and 6:05 PM. Tell the driver where you work, and The Circulator will take you here. Be sure to let the driver know when you would like to be picked up at the end of your shift, and The Circulator will take you back to the Pureland East-West Community Shuttle for your return trip.



Legend

- # Timepoint Stops* ● Landmark Near Stop
- T Transfer to NJ TRANSIT Bus Route
- Pureland East-West Community Shuttle

*Shuttle will stop at locations between timepoints, upon request.



ACCESSIBLE SERVICES &

- Lift service available.
- Service animals and portable oxygen tanks are permitted.
- Timetable available in alternative formats.
- TTY: call NJ Relay Operator at: 1-800-852-7899 or 711.

POLICIES

- The shuttle may deviate up to 1/8 of a mile off the route by request. A route deviation reservation can only be made by calling Customer Service (856-614-1072) by 12:00 pm the day before traveling.
- Service is curb to curb. Drivers cannot exit the bus except to deploy the wheelchair lift.
- Shoes and shirts required.
- Pets, smoking, eating, drinking, littering, profanity or loud music not permitted.
- Harassment of riders or driver will not be tolerated.
- No shuttle service on New Years Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, & Christmas Day.

SHUTTLE FARES

- \$1 each way. Exact fare required.
- Free with valid transfer from connecting NJ TRANSIT bus routes. Shown with  on timetable.
- Free one-zone ride on connecting NJ TRANSIT buses. Request transfer from Shuttle driver at stops marked .
- Free for children under 6 accompanied by adult.

- SJTA Customer Service**
Information, Questions, Comments/Concerns
www.driveless.com 856-614-1072
- Cross County Connection**
www.driveless.com 856-596-8228
- NJ TRANSIT**
www.njtransit.com 1-973-275-5555
- NJ TRANSIT Access Link**
www.njtransit.com 1-800-955-2321
- Division of Transportation Services** 856-686-8350
www.gloucestercounty.nj.gov/transportation
- United Way of Gloucester County** 856-845-4303
www.uwgcnj.org
- Heart of Gloucester County** 856-579-8252
www.heartofgloucestercounty.org



The Pureland East-West Community Shuttle is a partnership between The County of Gloucester, The Pascale Sykes Foundation, the South Jersey Transportation Authority, United Way of Gloucester County, Heart of Gloucester County NJ TRANSIT, and Cross County Connection Transportation Management Association.

Funding provided by the Pascale Sykes Foundation and U.S. Department of Transportation, Federal Transit Administration, through NJ TRANSIT.



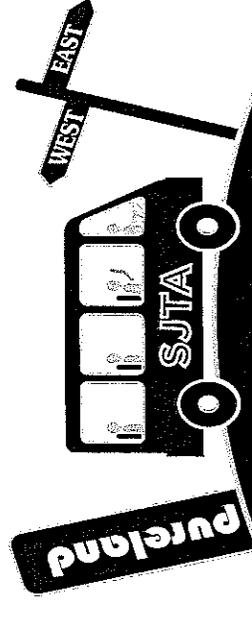
This Cross County Connection Transportation Management Association publication is financed by the Pascale Sykes Foundation. This document is disseminated under the sponsorship of the Pascale Sykes Foundation in the interest of information exchange. The Pascale Sykes Foundation assumes no liability for its contents or its use thereof.

A Deviated Route Shuttle Serving:
Avandale Park & Ride, Williamstown, Glassboro,
Mullica Hill, Swedesboro, and the
Pureland Industrial Complex

SERVICE HOURS:
Monday-Friday
5:00am-11:00am
1:30pm-7:30pm

SJTA CUSTOMER SERVICE:
856.614.1072

With connecting service to NJ TRANSIT bus routes

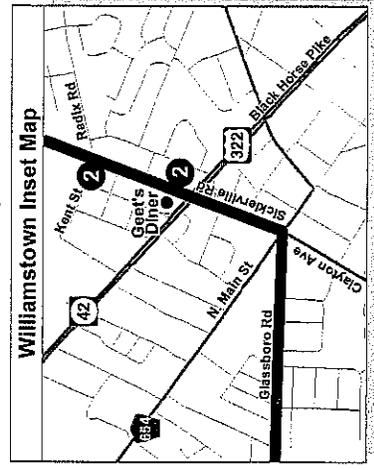
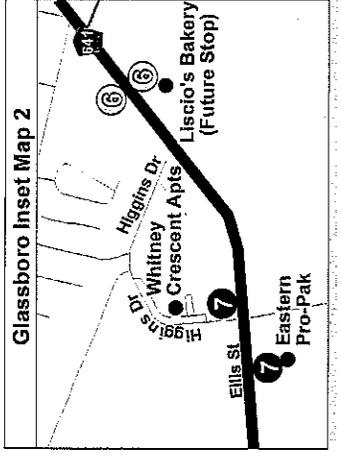
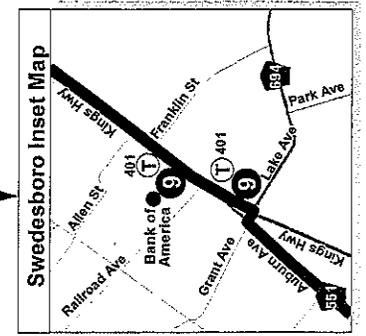
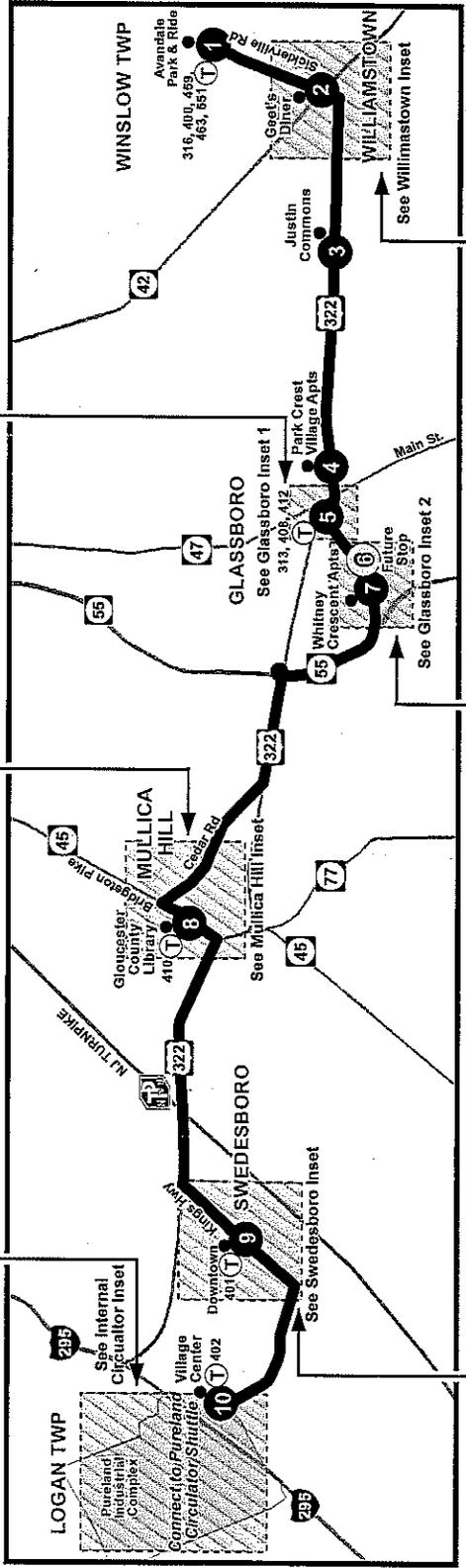
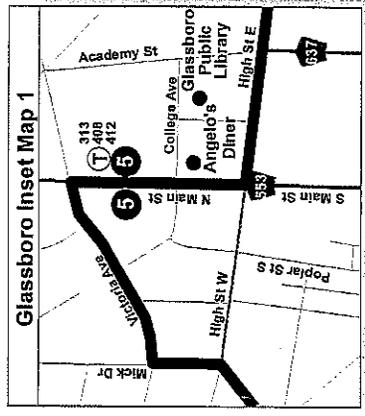
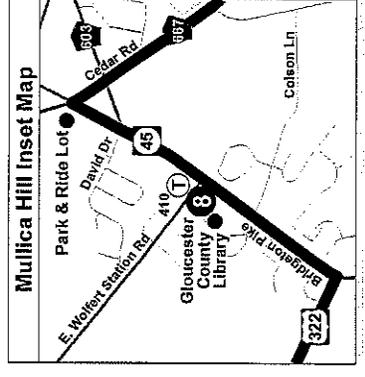
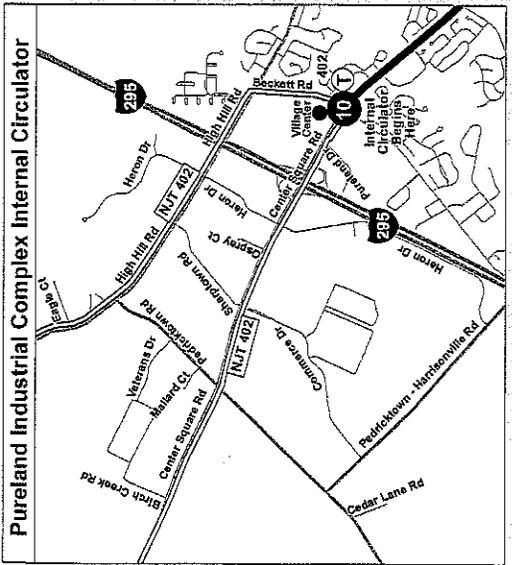
BRINGING YOU CLOSER TO EVERYTHING



Effective June 1, 2015

Legend

- # Timepoint Stops • Landmark Near Stop
- T Transfer to NJ TRANSIT Bus Route
- Pureland East-West Community Shuttle
- *Shuttle will stop at localities between timepoints, upon request.



SCHEDULE

TO PURELAND INDUSTRIAL COMPLEX

MONDAY-FRIDAY

STOP#	LOCATION	AM					PM								
		4:54	5:32	6:54	7:33	8:58	1:17	2:21	3:17	4:21	5:17				
1	Sicklerville Avandale Park & Ride	Ⓣ 316, 400, 459, 463, 551													
2	Williamstown Sicklerville Rd. @ Kent Rd		4:59	5:37	6:59	7:38	9:03				1:22	2:26	3:22	4:26	5:22
3	Williamstown Glassboro Rd./Rt. 322 @ Justin Way (Justin Commons)		5:06	5:44	7:06	7:45	9:10				1:29	2:33	3:29	4:33	5:29
4	Glassboro E. High St./Rt. 322 @ Park Crest Village Apts.		5:10	5:48	7:10	7:49	9:14				1:33	2:37	3:33	4:37	5:33
5	Glassboro Main St. between Rowan Blvd. & Victoria Ave	Ⓣ 313, 408, 412	5:14	5:52	7:14	7:53	9:18				1:37	2:41	3:37	4:41	5:37
6	Glassboro Ellis St. @ Higgins Dr. (Across from Lisccio's Bakery)		COMING SOON!					COMING SOON!							
7	Glassboro Ellis St. @ Higgins Dr. (Boys and Girls Club/Whitney Crescent Apts.)		5:21	5:59	7:21	8:00	9:25				1:44	2:48	3:44	4:48	5:44
8	Mullica Hill N. Main St./Rt. 45 @ Wolfert Station Rd. (Behind Gloucester County Library)	Ⓣ 410	5:34	6:12	7:34	8:13	9:38				1:57	3:01	3:57	5:01	5:57
9	Swedesboro Kings Hwy. @ Railroad Ave (Bank of America)	Ⓣ 401	5:44	6:22	7:44	8:23	9:48				2:07	3:11	4:07	5:11	6:07
10	Pureland Industrial Complex Beckett Rd. @ Village Center Dr. (Fulton Bank)	Ⓣ 402	5:53	6:31	7:53	8:32	9:57				2:16	3:20	4:16	5:20	6:16

TO AVANDALE PARK AND RIDE

MONDAY-FRIDAY

STOP#	LOCATION	AM					PM								
		5:54	6:32	7:54	8:33	9:58	2:17	3:21	4:17	5:21	6:17				
10	Pureland Industrial Complex Beckett Rd. @ Village Center Dr. (Sun Bank)	Ⓣ 402													
9	Swedesboro Kings Hwy. @ Lake Ave	Ⓣ 401	6:03	6:41	8:03	8:42	10:07				2:26	3:30	4:26	5:30	6:26
8	Mullica Hill N. Main St./Rt. 45 @ Wolfert Station Rd. (Behind Gloucester County Library)	Ⓣ 410	6:13	6:51	8:13	8:52	10:17				2:36	3:40	4:36	5:40	6:36
7	Glassboro Ellis St. @ Higgins Dr. (Eastern Pro-Pak)		6:26	7:04	8:26	9:05	10:30				2:49	3:53	4:49	5:53	6:49
6	Glassboro Ellis St. @ Higgins Dr. (Lisccio's Bakery)		COMING SOON!					COMING SOON!							
5	Glassboro Main St. between Rowan Blvd. & Victoria Ave	Ⓣ 313, 408, 412	6:33	7:11	8:33	9:12	10:37				2:56	4:00	4:56	6:00	6:56
4	Glassboro E. High St./Rt. 322 @ Park Crest Village Apts.		6:37	7:15	8:37	9:16	10:41				3:00	4:04	5:00	6:04	7:00
3	Williamstown Glassboro Rd./Rt. 322 @ Justin Way (Across from Justin Commons)		6:41	7:19	8:41	9:20	10:45				3:04	4:08	5:04	6:08	7:04
2	Williamstown Sicklerville Rd. @ Black Horse Pike (Across from Geet's Diner)		6:48	7:26	8:48	9:27	10:52				3:11	4:15	5:11	6:15	7:11
1	Sicklerville Avandale Park & Ride	Ⓣ 316, 400, 459, 463, 551	6:53	7:31	8:53	9:32	10:57				3:16	4:20	5:16	6:20	7:16

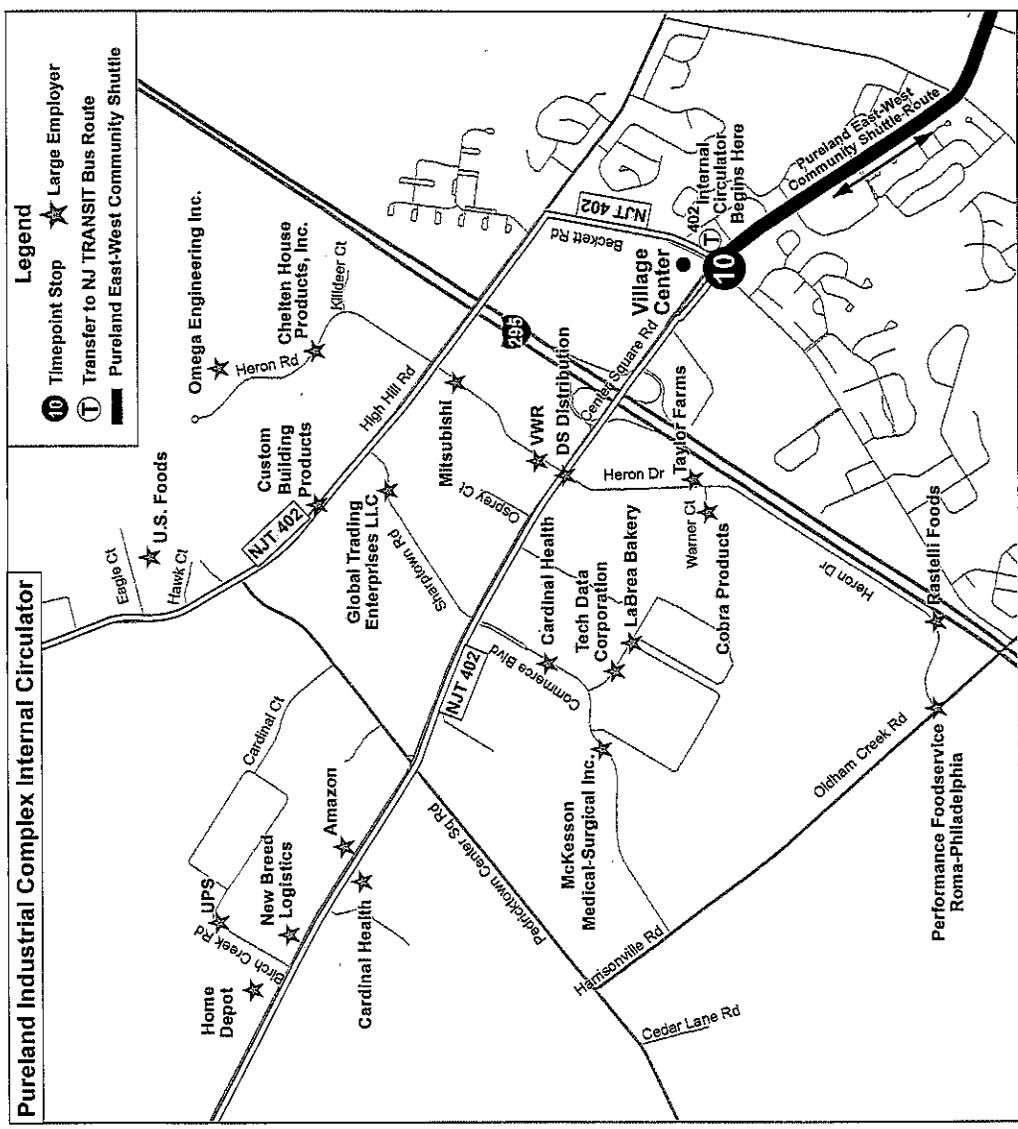
Shuttle will stop at locations between timepoints, upon request, if driver feels it is safe to do so.

STAYSAFE ROUTE
Monday-Friday
5:00am-11:00am
1:30pm-7:30pm

SJTA
CUSTOMER SERVICE:
856.614.1072

Pureland Industrial Complex Circulator (Line Circulator)

The Circulator will connect with the Pureland East-West Community Shuttle at Village Center Dr. (Stop #10), and serve businesses within the Pureland Industrial Complex, between **5:45 AM and 9:50 AM**, and **2:00 PM and 6:05 PM**. Tell the driver where you work, and The Circulator will take you there. Be sure to let the driver know when you would like to be picked up at the end of your shift, and The Circulator will take you back to the Pureland East-West Community Shuttle for your return trip.



Help You and Your Family?
Heart of Gloucester County can help.

856-579-8252
www.heartofgloucestercounty.org

Need social, medical or economic assistance? The Gloucester County Division of Social Services can help. Just a short ride on NJ TRANSIT's 412 bus.

400 Hollydell Drive, Sewell
 856-582-9200
www.gloucestercountynj.gov

Looking for a Job?
Visit the Gloucester County One-Stop Career Center
Just a short ride on NJ TRANSIT's 402.

215 Crown Point Road, Thorofare
www.gloucestercountynj.gov

Looking for Transit or Carpool Options in Southern NJ?
Contact Cross County Connection

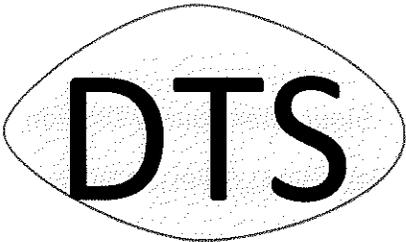
856-596-8228
www.driveless.com

United Way of Gloucester County

856-845-4303 ext. 13 www.uwgcnj.org
For information & referral:
 Call 211 or visit www.nj211.org

NON DISCRIMINATION POLICY: The Federal Government is committed to ensuring that no person is excluded from, or denied the benefits of services on the basis of race, color, or national origin as protected by Title VI of the Civil Rights Act of 1964, as amended. Any person who believes that they have, individually, or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, or national origin, may file a complaint in writing to NJ TRANSIT: New Jersey Transit Customer Service - Title VI Division, One Penn Plaza East, Newark, NJ 07105 or visit njtransit.com/diversity. A complaint must be filed within 180 days of the alleged discrimination.

ATTACHMENT B



REFERRAL/APPLICATION

DATE: _____

Full Name: _____
Last First

Address: _____
Street Address
City State Zip Code

Mailing Address if different from Above: _____

Home Phone: _____ Mobile Phone: _____

Emergency Contact: _____ Emergency Contact Phone: _____

Date of Birth: _____ Last 4 of Social/Veteran ID: _____ Veteran Yes No

Gender

Female Male

Insurance

Medicare Medicaid Other

Racial or Ethnic Group

American Indian/Alaskan Asian/Pacific Islander Black/African American Hispanic/Latino White/Caucasian
 Other

Mobility Aids

Manual Wheelchair Electric Wheelchair Motorized Scooter Crutches Cane Walker

Disability

Mobility Disability Vision Disability Hearing Disability Cognitive Disability Mental Disability
 Oxygen Tank Service Animal None Other _____

Please check off your household income level and number of people in your household.

Income

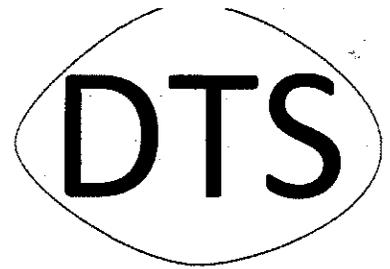
Household

- Under \$11,670
- \$11,670 to \$15,730
- \$15,730 to \$19,790
- \$19,790 to \$23,850
- \$23,850 to \$27,910
- \$27,910 to \$31,970
- \$31,970 to \$36,030
- \$36,030 to \$40,090
- Above \$40,090

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

← PLEASE COMPLETE BACK+PG 3 →

Mail Application To:
Gloucester County Division of Transportation Services
115 Budd Blvd., West Deptford, NJ 08096
Or Fax # 856-686-8361



Referring Agency/Person: _____

How did you hear about us? _____

Do you currently use NJ Access Link Services? Yes No

If you answered No to previous question, have you ever applied for NJ Transit Access Link? Yes No

Have you ever been denied NJ Transit Access link? Yes No

If Yes, Please list reason why you were denied. _____

Are you willing and able to utilize public transportation? Yes No

Have you ever used public transportation? Yes No

If you answered No, please indicate why. _____

Is medical appointment due to a:

Work Accident? Yes No

Car Accident? Yes No

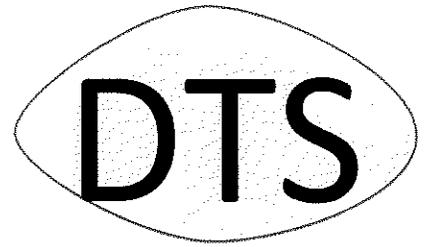
FILL OUT FOR ON-GOING TRANSPORTATION REQUEST:

Type of Service Requesting (i.e., work, education, medical):

Mail Application To:
Gloucester County Division of Transportation Services
115 Budd Blvd., West Deptford, NJ 08096
Or Fax # 856-686-8361

Name: _____

Phone #: _____



Are you currently on Medicaid? Yes No

Have you recently applied? Yes No

If yes, date of application: _____

Do you intend to apply in the future? Yes No

Mail Application To:
Gloucester County Division of Transportation Services
115 Budd Blvd., West Deptford, NJ 08096
Or Fax # 856-686-8361

General

Client number: (will be generated automatically if left blank)

Title:

First name:

Middle initials:

Last name:

Gender: (not selected)

Preferred language: English

Social security #:

Medicaid #:

Comment:

Date of birth: (mm/dd/yyyy)

Marital status:

Ethnicity:

Income level:

Household size:

Household member ages:

Physical Mental Visual

Physician's name:

Physician's phone:

Reservation note:

Driver note:

Income: (default: Non Applicable)

Default provider: (not selected)

Racial/Ethnic Group: (default: White/Non Hispanic)

Home address: (Street number) (City) (Zip code)

Apt:

County: (not selected)

State:

Notifications

Phone:

Mobile phone:

Phone TTD:

SMS allowed:

IVR callouts:

IVR notifications:

Save changes: Cancel:

4.2.2 Branch / 4.2.2.27
 f69bac846e0377c6d2987c0db0355d15acba613

Mobility

Default device: None

Vehicle requirement: None

Assistant:

PCA name and employer:

Extra pickup time: 0s

Extra dropoff time: 0s

Weight including device:

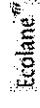
Emergency contact

Emergency contact:

Emergency address:

Emergency phone day:

Emergency phone night:



Client information

Dana A Convery
(2557)

Age: 43

Driver , please contact Fran Conti, phone: 848-932-6047, 240 Center St Freehold note: NJ,07728

New Order | Travel History | Subscription History | Client Details

Profile

General

Client number: 2557 Date of birth: 20 Dec 1972 Latest completed trip: Thu 25 Feb 2016 06:22
 Title: Ms. Age: 43 Marital status:
 Name: Dana A Convery Disabilities: Ethnicity:
 Gender: Physician's name: Income level:
 Preferred language: English Physician's phone: Household size: 6
 Social security #: Household member ages:
 Medicaid #: Reservation note:
 Comment: Driver note: , please contact Fran Conti, phone: 848-932-6047, 240 Center St Freehold NJ,07728
 Default provider: -
 Racial/Ethnic Group: White/Non Hispanic (default)
 Income: Non Applicable (default)
 Home address: GCDTS, 115 Budd BLVD, West Deptford, NJ 08096 Apt: County: -

Client Profile Status

enabled

Mobility

Default device: None
 Vehicle requirement: None
 Assistant: No
 PCA name and employer:
 Personal pickup duration: Default time: 3min
 Personal dropoff duration: Default time: 2min
 Weight including device:

Emergency contact

Emergency contact: Karen
 Emergency address:
 Emergency phone day: 8565344398
 Emergency phone night:

Self-Service

Client does not currently have a Self-Service account.

Notifications

Phone: 8568427007
 Mobile phone:
 Phone TTD: No
 SMS allowed: No
 IVR callouts: No
 IVR notifications: No

Funding and Eligibility

Funding source:
 Status: Active Eligibility start: - Eligibility end: - Decision number: 4459
 Eligibility type: Unrestricted Suspended start: - Suspended end: - Fare type: Free
 Application received: - Application comment:
 Certification date: - Certification comment:
 Appeal date: - Appeal comment:
 Review date: - Review comment:
 Renewal date: - Renewal comment:
 Priority: - Allowed in Self-Service: No Travel alone by default: No

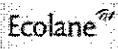
Allowed funding combinations

Major funding source	Purpose	Sponsor	Billing code	Default
Casino	Medical	(none)	Free	
Casino	Personal	(none)	Free	

Funding priority

Major funding source	Decision number	Priority	Decision priority	Base priority
Casino	4459	0	-	0
JARC	4469	0	-	0

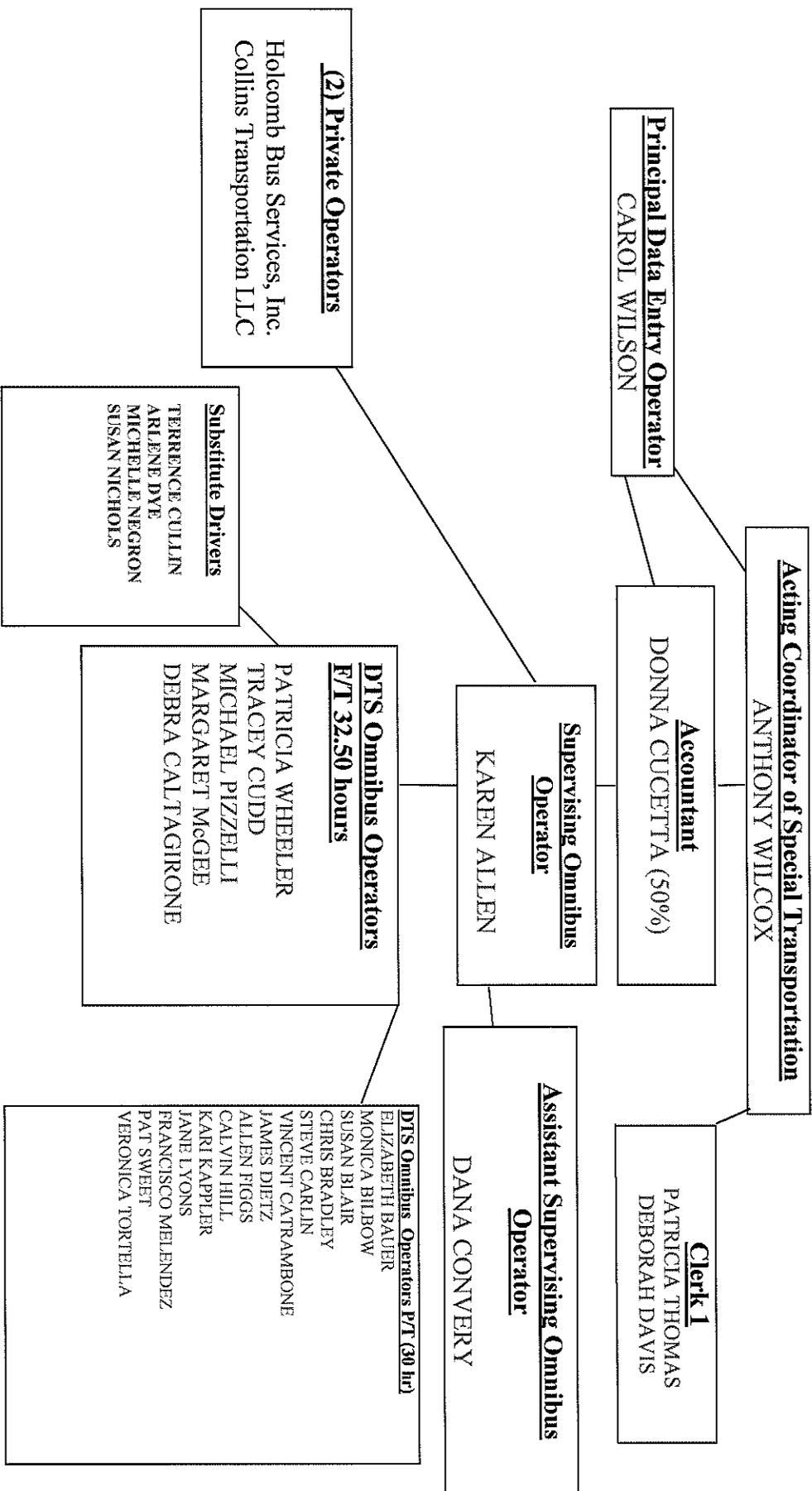
Client-specific POI

Name	Address	Note to driver	Note to CC	Phone
Add new				
Profile events				
4.2.2_branch / 4.2.2.27 f69d9ac846e0373c6d2387c0db0355d15acba613				

ATTACHMENT C

February 26, 2016

Board Of Chosen Freeholders
Freeholder Liaison Jim Jefferson
County Administrator Chad M. Bruner
Department of Human Services
DIRECTOR, LISA CERNY ↓



ATTACHMENT 12 – ADA Reasonable Modifications

Appendix E to Part 37—Reasonable Modification Requests

A. This appendix explains the Department's interpretation of §§ 37.5(g) and 37.169. It is intended to be used as the official position of the Department concerning the meaning and implementation of these provisions. The Department also issues guidance by other means, as provided in § 37.15. The Department also may update this appendix periodically, provided in response to inquiries about specific situations that are of general relevance or interest.

B. The Department's ADA regulations contain numerous requirements concerning fixed route, complementary paratransit, and other types of transportation service. Transportation entities necessarily formulate policies and practices to meet these requirements (e.g., providing fixed route bus service that people with disabilities can use to move among stops on the system, providing complementary paratransit service that gets eligible riders from their point of origin to their point of destination). There may be certain situations, however, in which the otherwise reasonable policies and practices of entities do not suffice to achieve the regulation's objectives. Implementing a fixed route bus policy in the normal way may not allow a passenger with a disability to access and use the system at a particular location. Implementing a paratransit policy in the usual way may not allow a rider to get from his or her origin to his or her destination. In these situations, subject to the limitations discussed below, the transportation provider must make reasonable modifications of its service in order to comply with the underlying requirements of the rule. These underlying provisions tell entities the end they must achieve; the reasonable modification provision tells entities how to achieve that end in situations in which normal policies and practices do not succeed in doing so.

C. As noted above, the responsibility of entities to make requested reasonable modifications is not without some limitations. There are four classes of situations in which a request may legitimately be denied. The first is where granting the request would fundamentally alter the entity's services, programs, or activities. The second is where granting the request would create a direct threat to the health or safety of others. The third is where without the requested modification, the individual with a disability is able to fully use the entity's services, programs, or activities for their intended purpose. The fourth, which applies only to recipients of Federal financial assistance, is where granting the request would cause an undue financial and administrative burden. In the examples that follow, these limitations are taken into account.

D. The examples included in this appendix are neither exhaustive nor exclusive. Transportation entities may need to make determinations about requests for reasonable modification that are not described in this appendix. Importantly, reasonable modification applies to an entities' own policies and practices, and not regulatory requirements contained in 49 CFR parts 27, 37, 38, and 39, such as complementary paratransit service going beyond 3/4 mile of the fixed route, providing same day complementary paratransit service, etc.

Examples

1. Snow and Ice. Except in extreme conditions that rise to the level of a direct threat to the driver or others, a passenger's request for a paratransit driver to walk over a pathway that has not been fully cleared of snow and ice should be granted so that the driver can help the passenger with a disability navigate the pathway. For example, ambulatory blind passengers often have difficulty in icy conditions, and allowing the passenger to take the driver's arm will increase both the speed and safety of the passenger's walk from the door to the vehicle. Likewise, if snow or icy conditions at a bus stop make it difficult or impossible for a fixed route passenger with a disability to get to a lift, or for the lift to deploy, the driver should move the bus to a cleared area for boarding, if such is available within reasonable proximity to the stop (see Example 4 below).

2. Pick Up and Drop Off Locations with Multiple Entrances. A paratransit rider's request to be picked up at home, but not at the front door of his or her home, should be granted, as long as the requested pick-up location does not pose a direct threat. Similarly, in the case of frequently visited public places with multiple entrances (e.g., shopping malls, employment centers, schools, hospitals, airports), the paratransit operator should pick up and drop off the passenger at the entrance requested by the passenger, rather than meet them in a location that has been predetermined by the transportation agency, again assuming that doing so does not involve a direct threat.

3. Private Property. Paratransit passengers may sometimes seek to be picked up on private property (e.g., in a gated community or parking lot, mobile home community, business or government facility where vehicle access requires authorized passage through a security barrier). Even if the paratransit operator does not generally have a policy of picking up passengers on such private property, the paratransit operator should make every reasonable effort to gain access to such an area (e.g., work with the passenger to get the permission of the property owner to permit access for the paratransit vehicle). The paratransit operator is not required to violate the law or lawful access restrictions to meet the passenger's requests. A public or private entity that unreasonably denies access to a paratransit vehicle may be subject to a complaint to the U.S. Department of Justice or U.S. Department of Housing and Urban Development for discriminating against services for persons with disabilities.

4. Obstructions. For fixed route services, a passenger's request for a driver to position the vehicle to avoid obstructions to the passenger's ability to enter or leave the vehicle at a designated stop location, such as parked cars, snow banks, and construction, should be granted so long as positioning the vehicle to avoid the obstruction does not pose a direct threat. To be granted, such a request should result in the vehicle stopping in reasonably close proximity to the designated stop location. Transportation entities are not required to pick-up passengers with disabilities at non-designated locations. Fixed route operators would not have to establish flag stop or route-deviation policies, as these would be fundamental alterations to a fixed route system rather than reasonable modifications of a system. Likewise, subject to the limitations discussed in the introduction to this appendix, paratransit operators should be flexible in establishing pick up and drop off points to avoid obstructions.

5. Fare Handling. A passenger's request for transit personnel (e.g., the driver, station attendant) to handle the fare media when the passenger with a disability cannot pay the fare by the generally established means should be granted on fixed route or paratransit service (e.g., in a situation where a bus passenger cannot reach or insert a fare into the farebox). Transit personnel are not required to reach into pockets or backpacks in order to extract the fare media.

6. Eating and Drinking. If a passenger with diabetes or another medical condition requests to eat or drink aboard a vehicle or in a transit facility in order to avoid adverse health consequences, the request should be granted, even if the transportation provider has a policy that prohibits eating or drinking. For example, a person with diabetes may need to consume a small amount of orange juice in a closed container or a candy bar in order to maintain blood sugar levels.

7. Medicine. A passenger's request to take medication while aboard a fixed route or paratransit vehicle or in a transit facility should be granted. For example, transit agencies should modify their policies to allow individuals to administer insulin injections and conduct finger stick blood glucose testing. Transit staff need not provide medical assistance, however, as this would be a fundamental alteration of their function.

8. Boarding Separately From Wheelchair. A wheelchair user's request to board a fixed route or paratransit vehicle separately from his or her device when the occupied weight of the device exceeds the design load of the vehicle lift should generally be granted. (Note, however, that under § 37.165(b), entities are required to accommodate device/ user loads and dimensions that exceed the former "common wheelchair" standard, as long as the vehicle and lift will accommodate them.)

9. Dedicated vehicles or special equipment in a vehicle. A paratransit passenger's request for special equipment (e.g., the installation of specific hand rails or a front seat in a vehicle for the passenger to avoid nausea or back pain) can be denied so long as the requested equipment is not required by the Americans with Disabilities Act or the Department's rules. Likewise, a request for a dedicated vehicle (e.g., to avoid residual chemical odors) or a specific type or appearance of vehicle (e.g., a sedan rather than a van, in

order to provide more comfortable service) can be denied. In all of these cases, the Department views meeting the request as involving a fundamental alteration of the provider's service.

10. Exclusive or Reduced Capacity Paratransit Trips. A passenger's request for an exclusive paratransit trip may be denied as a fundamental alteration of the entity's services. Paratransit is by nature a shared-ride service.

11. Outside of the Service Area or Operating Hours. A person's request for fixed route or paratransit service may be denied when honoring the request would require the transportation provider to travel outside of its service area or to operate outside of its operating hours. This request would not be a reasonable modification because it would constitute a fundamental alteration of the entity's service.

12. Personal Care Attendant (PCA). While PCAs may travel with a passenger with a disability, transportation agencies are not required to provide a personal care attendant or personal care attendant services to meet the needs of passengers with disabilities on paratransit or fixed route trips. For example, a passenger's request for a transportation entity's driver to remain with the passenger who, due to his or her disability, cannot be left alone without an attendant upon reaching his or her destination may be denied. It would be a fundamental alteration of the driver's function to provide PCA services of this kind.

13. Intermediate Stops. The Department views granting a paratransit passenger's request for a driver to make an intermediate stop, where the driver would be required to wait, as optional. For example, a passenger with a disability arranges to be picked up at a medical facility and dropped off at home. On the way, the passenger with a disability wishes to stop by a pharmacy and requests that the driver park outside of the pharmacy, wait for the passenger to return, and then continue the ride home. While this can be a very useful service to the rider, and in some cases can save the provider's time and money (by scheduling and providing a separate trip to and from the drug store), such a stop in the context of a shared ride system is not required. Since paratransit is, by its nature, a shared ride system, requests that could disrupt schedules and inconvenience other passengers could rise to the level of a fundamental alteration.

14. Payment. A passenger's request for a fixed route or paratransit driver to provide the transit service when the passenger with a disability cannot or refuses to pay the fare may be denied. If the transportation agency requires payment to ride, then to provide a free service would constitute a fundamental alteration of the entity's service.

15. Caring for Service Animals. A paratransit or fixed route passenger's request that the driver take charge of a service animal may be denied. Caring for a service animal is the responsibility of the passenger or a PCA.

16. Opening Building Doors. For paratransit services, a passenger's request for the driver to open an exterior entry door to a building to provide boarding and/or alighting assistance to a passenger with a disability should generally be granted as long as providing this assistance would not pose a direct threat, or leave the vehicle unattended or out of visual observation for a lengthy period of time. Note that a request for "door-through-door" service (i.e., assisting the passenger past the door to the building) generally would not need to be granted because it could rise to the level of a fundamental alteration.

17. Exposing Vehicle to Hazards. If the passenger requests that a vehicle follow a path to a pick up or drop off point that would expose the vehicle and its occupants to hazards, such as running off the road, getting stuck, striking overhead objects, or reversing the vehicle down a narrow alley, the request can be denied as creating a direct threat.

18. Hard-to-Maneuver Stops. A passenger may request that a paratransit vehicle navigate to a pick-up point to which it is difficult to maneuver a vehicle. A passenger's request to be picked up in a location that is difficult, but not impossible or impracticable, 1 Please see guidance issued on this topic. U.S. Department of Transportation, Origin-to-Destination Service, September 1, 2005, available at http://www.fta.dot.gov/12325_3891.html (explaining that, "the Department does not view transit providers' obligations as extending to the provision of personal services. . . . Nor would drivers, for lengthy periods of time, have to leave their vehicles unattended or lose the ability to keep their vehicles under visual observation, or take actions that would be clearly unsafe . . ."). to access should generally be granted as long as picking up the passenger does not expose the vehicle to hazards that pose a direct threat (e.g., it

is unsafe for the vehicle and its occupants to get to the pick-up point without getting stuck or running off the road).

19. Specific Drivers. A passenger's request for a specific driver may be denied. Having a specific driver is not necessary to afford the passenger the service provided by the transit operator.

20. Luggage and Packages. A passenger's request for a fixed route or paratransit driver to assist with luggage or packages may be denied in those instances where it is not the normal policy or practice of the transportation agency to assist with luggage or packages. Such assistance is a matter for the passenger or PCA, and providing this assistance would be a fundamental alteration of the driver's function.

21. Request to Avoid Specific Passengers. A paratransit passenger's request not to ride with certain passengers may be denied. Paratransit is a shared-ride service. As a result, one passenger may need to share the vehicle with people that he or she would rather not.

22. Navigating an Incline, or Around Obstacles. A paratransit passenger's request for a driver to help him or her navigate an incline (e.g., a driveway or sidewalk) with the passenger's wheeled device should generally be granted. Likewise, assistance in traversing a difficult sidewalk (e.g., one where tree roots have made the sidewalk impassible for a wheelchair) should generally be granted, as should assistance around obstacles (e.g., snowdrifts, construction areas) between the vehicle and a door to a passenger's house or destination should generally be granted. These modifications would be granted subject, of course, to the proviso that such assistance would not cause a direct threat, or leave the vehicle unattended or out of visual observation for a lengthy period of time.

23. Extreme Weather Assistance. A passenger's request to be assisted from his or her door to a vehicle during extreme weather conditions should generally be granted so long as the driver leaving the vehicle to assist would not pose a direct threat, or leave the vehicle unattended or out of visual observation for a lengthy period of time. For example, in extreme weather (e.g., very windy or stormy conditions), a person who is blind or vision-impaired or a frail elderly person may have difficulty safely moving to and from a building.

24. Unattended Passengers. Where a passenger's request for assistance means that the driver will need to leave passengers aboard a vehicle unattended, transportation agencies should generally grant the request as long as accommodating the request would not leave the vehicle unattended or out of visual observation for a lengthy period of time, both of which could involve direct threats to the health or safety of the unattended passengers. It is important to keep in mind that, just as a driver is not required to act as a PCA for a passenger making a request for assistance, so a driver is not intended to act as a PCA for other passengers in the vehicle, such that he or she must remain in their physical presence at all times.

25. Need for Return Trip Assistance. A passenger with a disability may need assistance for a return trip when he or she did not need that assistance on the initial trip. For example, a dialysis patient may have no problem waiting at the curb for a ride to go to the dialysis center, but may well require assistance to the door on his or her return trip because of physical weakness or fatigue. To the extent that this need is predictable, it should be handled in advance, either as part of the eligibility process or the provider's reservations process. If the need arises unexpectedly, then it would need to be handled on an ad hoc basis. The paratransit operator should generally provide such assistance, unless doing so would create a direct threat, or leave the vehicle unattended or out of visual observation for a lengthy period of time.

26. Five-Minute Warning or Notification of Arrival Calls. A passenger's request for a telephone call 5 minutes (or another reasonable interval) in advance or at time of vehicle arrival generally should be granted. As a matter of courtesy, such calls are encouraged as a good customer service model and can prevent "no shows." Oftentimes, these calls can be generated through an automated system. In those situations where automated systems are not available and paratransit drivers continue to rely on hand-held communication devices (e.g., cellular telephones) drivers should comply with any State or Federal laws related to distracted driving.

27. Hand-Carrying. Except in emergency situations, a passenger's request for a driver to lift the passenger out of his or her mobility device should generally be denied because of the safety, dignity, and privacy issues implicated by hand-carrying a passenger. Hand-carrying a passenger is also a PCA-type service which is outside the scope of driver duties, and hence a fundamental alteration.

APPENDIX 1

FTA JARC History

The Federal Transit Administration (FTA) Job Access Reverse Commute (JARC) program aimed to break down barriers to employment opportunities for low income persons through increasing access to transportation programs. With the enactment of the Moving Ahead for Progress in the 21st Century (MAP-21), the federal JARC program no longer exists as a separate funding source. NJ TRANSIT has chosen to continue the program in New Jersey as a state funded program called NJ-JARC.

The goal of the Job Access and Reverse Commute program (JARC) was to improve access to transportation services to employment and employment-related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. Toward this goal, the Federal Transit Administration provided financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of eligible low-income individuals, and of reverse commuters regardless of income.

JARC was established in 1999 as part of the Transportation Enhancement Act (TEA-21) with funds allocated as "earmarks" to address the unique transportation challenges faced by welfare recipients and low-income persons seeking to get and keep jobs. With many new entry-level jobs located in suburban areas, low-income and/or welfare recipients have found it difficult to access these jobs from their inner city, urban and rural neighborhoods on a daily basis. Many entry-level jobs require working late at night or on weekends when conventional transit services in many communities are either reduced or non-existent. Also, many employment-related trips are complex for low-income persons, often involving multiple destinations, including reaching childcare facilities and other services as part of the work trip.

In FFY 2006 the JARC program was reauthorized under the provisions set forth in the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users, (SAFETEA-LU), enacted on August 10, 2005. JARC funding under SAFETEA-LU was allocated nationwide by "formula" and in NJ the amount was approximately 50% less than funding received under the TEA-21 earmarks. As a consequence of reduced funding statewide since FFY2006, continuation of successful JARC funded services through operating funding became a priority for the New Jersey program.

A new federal transportation authorization, Moving Ahead for Progress in the 21st Century (MAP-21), became law on July 6, 2012. NJ TRANSIT has decided to continue the program purposes of the JARC program through the new state funded NJ-JARC program. Due to limited funding availability, the 50% match will continue to be required and priority will be given to continuation of existing successful projects.

APPENDIX 2

ROUTE DEVIATION REQUIREMENTS

FTA no longer accepts the term “modified fixed” service is incorrect for the purposes of federally funded projects. The term that should be employed to describe a flexed route is “**route deviation**” service. This is the term used under the ADA and recognized by the federal government. Route Deviation is defined as follows by the National Transit Database (NTD):

*“**Route-Deviated Service** -Route-deviated service has operating characteristics of both fixed and demand response modes. Route-deviated service operates as a conventional bus route, but permits the bus to deviate from the route and serve destinations within a prescribed distance (e.g., ¼ mile).”*

To be considered a route deviation service you must meet the following five criteria:

1. The service must allow customers to request a route deviation in some way, typically by making a phone call in advance
2. The service must deviate for the general public, not just people with disabilities.
3. The service must provide information to the public on how to request a deviation.
4. The service cannot limit the number of route deviations on the route or per run.
5. Following an off route deviation, the bus must return to the point on the route it left.

As per Federal requirements to be considered a true “route deviation service” the transportation provider **MUST** comply as follows:

- Clearly indicate on the bus timetable, marketing materials and websites service is “route deviation” and provide the telephone number and process to be followed to request a route deviation.
- Indicate the distance bus will deviate for passenger pick up and drop off, there is no set requirement.
- There can be no language limiting the number of deviations per run or route.
- Deviations must be open to all passengers’ not just people with disabilities. All marketing materials must indicate deviations are open to the general public.
- All route deviations completed by transportation provider should be documented (example driver manifest) and kept on file.

All marketing materials (system brochures, web pages and bus schedules) should have the correct route descriptions, removing any reference to **modified** fixed service.

QUESTIONS REGARDING ROUTE DEVIATION SERVICES

QUESTION ONE: If I run a route deviation service is there a prescribed distance that I must by law deviate?

No. Although many route deviation services will go three-quarters of a mile off route because that is the distance that a complementary paratransit service would serve there is no prescribed distance in the law.

QUESTION TWO: If I go off the route too many times I will fall behind in my schedule. Can I limit the number of deviations I make on any one run?

No, the issue of how to keep on schedule if one is going to deviate can be a complex one. Most operators need to re-examine their schedule and build extra time into the route. If it is found there are many deviations requests for one time-point or stop the operator may want to consider "revising" their route to meet this need.

QUESTION THREE: I offer route deviation but I only advertise the route deviation as a service available to persons with disabilities. Is that alright to do or does route deviations have to be open to the general public?

No. If you run a route deviation service then you must deviate for any member of the general public who requests service. If you restrict route deviation to just persons with disabilities it is viewed by the FTA as an effort to satisfy the complementary paratransit service requirements and you must then all the requirements of an ADA complementary service.

QUESTION FOUR: Are there exceptions to these rules?

Yes. Several types of service do not have to comply with the ADA complementary paratransit service requirements. In general the types of services that do not have to address the issues discussed in this letter are; 1) shuttle bus services operated by public airports, 2) fixed routes operated by public universities, 3) dedicated bus service to commuter rail systems which are available only to users of the rail system and which have through ticketing arrangements, and 4) commuter bus service.

63

RESOLUTION AUTHORIZING APPROVAL OF NON-MATCHABLE SYSTEM PAYMENTS REQUIRED TO BE MADE TO THE STATE OF NEW JERSEY IN ACCORDANCE WITH N.J.S.A. 30:1-12 AND N.J.A.C. 10:8-1.1 IN AN AMOUNT NOT TO EXCEED \$350,000.00

WHEREAS, the Gloucester County Division of Social Services through the County of Gloucester is required each year to make payments for "Non-Matchable Systems Payments" in accordance with N.J.S.A. 30:1-12 and N.J.A.C. 10:8-1.1. The County is responsible for paying its share of administrative expenses for various State data processing and computer operational systems related to the numerous programs administered by the Division of Social Services, as well as fees for various federal and State recovery collection services.

WHEREAS, the State sends bills to the Division of Social Services at various times during the year, and it is not possible to anticipate the exact amounts of these bills. Therefore, the fees are being set in accordance with estimates based on last year's payments, for an amount not to exceed \$350,000.00. The payments will cover the period June 1, 2016 to May 31, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester that approval is hereby given for payment of "Non-Matchable Systems Payments" to the State New Jersey in accordance with N.J.S.A. 30:1-12 and N.J.A.C. 10:8-1.1 for the purposes set forth above for an amount not to exceed \$350,000.00, for the period June 1, 2016 to May 31, 2017.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, held on Wednesday, May 11, 2016, at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

CHAD M. BRUNER,
ADMINISTRATOR/CLERK OF THE BOARD