



STATE OF NEW JERSEY

SENIOR CITIZENS & DISABLED RESIDENTS TRANSPORTATION ASSISTANCE PROGRAM

&

FTA NON-URBANIZED AREA FORMULA PROGRAM (SECTION 5311 AND SECTION 5311 INNOVATION)

JANUARY 1, 2022 – DECEMBER 31, 2022

County	Gloucester
Name of Transportation System	Division of Transportation Services (DTS)
Applicants Legal Name	Gloucester County Division of Human & Disability Services, Division of Transportation
	115 Budd Boulevard
Address	West Deptford, NJ 08096
Name & Title of Person Completing the Application	Lisa Cerny, Director
	Human & Disability Services
Phone Number	856-384-6874
Fax Number	856-384-0207
E-Mail Address	lcerny@co.goucester.nj.us

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

TECHNICAL CAPACITY

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

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

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

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

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

PROPOSED SCHEDULE FOR CASINO REVENUE APPLICATION FOR YEAR 2022

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

Date:

SCDRTAP Application Only Activity:

No less than 30 days before your hearing

By this date you should have:

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

At your Public Hearing

- Read into the public hearing record summary of 2021 (to date) grant activities/goals and proposed 2022 SCDRTAP budget
- Provide copies of summary of 2021 grant activities (to date) and copies of proposed 2022 budget. (should be available in alternative format upon request)

14 days After Public Hearing

- A copy of summary of 2021 grant activities/goals and current outcome as well as your agencies proposed 2022 grant activities/goals and budget should be placed in the main branch of the county library and/or the County Website for public review at least 14 days after the public hearing date. The County should make every effort to have a full application in the library and/or the website one available. If the entire application is not available 14 days after the hearing, the county should place a copy of the proposed description of service and proposed line item budget in the library and/or website for public review.

August 20, 2021

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

Please note: The County must meet with their local CAC to review the proposed service activities, goals and budget for 2022. Their input and feedback should be considered in the planning process for this application.

SECTION I – COUNTY INFORMATION

Project Contacts/Personnel

1. Please only complete if changes from 2021 application.

Key contact people. NO CHANGES

Table 1

Name	Title	Address	Phone #	E-mail
	Commissioner Director			
	Procurement Contact			
	Audit Contact			
	EEO Contact*			
	ADA Representative*			
	Title VI Representative*			
	Safety Officer*			

*Required for Section 5311, recommended for SCDRTAP

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

3. Table 2

Name	Title	Phone #	E-mail	SCDRTAP		5311	
				Admin %	Operating %	Admin %	Operating %
Lisa Cerny	Director	(856) 384-6889	lcerny@co. gloucester. nj.us	12	-	0	0
Dana Convery	Supervising Omnibus Operator	(856) 686-8359	dconvery@ co.gloucester. nj.us	-	23	0	0
Jane Lyons	Assistant Supervising Omnibus Operator	(856) 686-8359	jlyons@co. gloucester. nj.us	-	-	-	-
Mike Brewer	Safety Officer/Risk Manager	(856) 384-3990	mbrewer@co. gloucester. nj.us	N/A	N/A	N/A	N/A
Omnibus Operators f/t, p/t and subs	9 Drivers / 8 Full Time 1 Sub	-	-	-	27	-	15
Kristen Cervantes	Reservationists	(856) 686-8350	kcervantes @co.gloucester. nj.us	-	30	0	0
Donna Cucetta	Accountant	(856) 686-8360	dcucetta@co. gloucester. nj.us	32	-	0	0
Maureen McClain	Principal Data Entry Operator	(856) 686-8355	mmcclain@co. gloucester. nj.us	32	-	0	0

4. By grant, for positions that will only be partially charged to either grant, describe how the estimated percentage of the salary to be charged to the grant was derived

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

Gloucester County uses the Ecolane automated, computerized routing and scheduling system that assigns the various grant codes to clients using our service. This allows us to track the funding source accurately according to residence and destination. Time sheets are being filed manually but percentages are more accurate using this system.

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

Gloucester County assigns various grant funding selections that pertain to each client, i.e, Title III Blind & Visually Impaired, Title III Assisted Transportation, Title III Non-Emergency Medical, Casino, Section 5310, for their ability to qualify for transportation services, DTS is using the routing and scheduling GPS software through Ecolane USA, Inc. Suite 1400, 940 West Valley Rd., Wayne PA 19087. All DTS Vehicles have access to tablets with Global Mapping and connection Dispatch Office.

6. List SCDRTAP Citizens Advisory Committee 2022 meeting dates, locations (if through web based application please explain) and times.

February 10, 2022 (Reorganization); March 10, 2022; April 7, 2022; May or June 2022 (Public Hearing); September 8, 2022; October 13, 2022; November 10, 2022; December 8, 2022. Regular meetings are held at 6:00 PM (if web based at 3:00 PM) at the Budd Blvd. Complex, 115 Budd Blvd. Main Conference Room, West Deptford, NJ 08096. The Public Hearing is held at Rowan College at Gloucester County, Nursing Bldg., Rm. 1001, 1400 Tanyard Rd., Sewell, NJ 08080 at 2:00 PM.

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

Mr. Dennis Ledger, Chairman (disabled); Mr. Robert Dazlich (Senior Citizen); Mr. Dennis Cook, Dept. of Special Svcs., Rowan College at Gloucester County; Mr. Salvatore Barbuto (Senior Citizen); Ms Theresa Ziegler, GIS Specialist, Gloucester County; Ms. Christina Velazques, Sr. Program Analyst, Gloucester County; Staff Liaisons: Ms. Lisa Cerny, Director of Human Services/Division of Transportation; Mr. Jim Jefferson, Commissioner Liaison.

SECTION II - DESCRIPTION OF SERVICE

Service Description

1. Describe any changes that have been made (days, hours of operations) in 2021 to date.

SCDRTAP: Clients were required to wear face coverings and advised to cancel trips if experiencing COVID-19 symptoms. (Masks provided upon request.)

Section 5311: Clients were required to wear face coverings and advised to cancel trips if experiencing COVID-19 symptoms. (Masks provided upon request.)

2. Describe, in detail, the proposed project for 2022. Include type of service provided by grant type (i.e. deviated fixed route, demand response), days & hours of operation and trip purpose by funding.

SCDRTAP: *Gloucester County provides demand response, fare-free medical transportation service that is scheduled with a minimum of 3 business days' notice up to months' in advance. All reservations are place through Gloucester County Division of Transportation scheduling line at 856-686-8350. Appointments are normally scheduled between the hours of 9:30 AM and 1:00 PM. DTS assisted in delivery of meals on wheels to seniors and disabled residents during the COVID-19 pandemic.*

Section 5311 (In and out of rural area): *Gloucester County allocates Section 5311 funds for demand response service, subscription service and the operation of the S5311 rural shopping bus route. The shopping bus service will continue to offer shopping-related transportation between the hours of 9:30 AM and 2:30 PM three days per week, Monday through Wednesday, for rural residents living in the southern part of Gloucester County. DTS assisted in delivery of meals on wheels to seniors and disabled residents during the COVID-19 pandemic.*

Service Area Details and Feeder Service

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

Complete the following by Grant:

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

SCDRTAP: *The Division of Transportation provides service to residents for all medical appointments within Gloucester County. Limited transportation through shuttle bus service is provided for out-of-county appointments, Monday through Thursday for approximate appointment time of 11:00 AM returning at 1:00 PM. Transportation to the main hospitals in Philadelphia is also provided Monday through Thursday for morning appointments. Shuttle type service into Philadelphia is provided Monday through Thursday and is coordinated with Camden County.*

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

Gloucester County DTS offers fare-free demand response service for the purpose of accessing shopping facilities. Municipalities serviced are: Logan Twp., Harrison Twp., So. Harrison Twp., Swedesboro, Greenwich Twp., East Greenwich Twp., and Woolwich Twp.

2. Provide a list of relevant common sites and key trip generators, including central business districts, major employment centers, shopping centers, hospitals, social services centers and college/universities, apartment complexes, senior complexes. Indicate those that are in your 5311 service area (**Section 5311 subrecipients are required to submit a map of your 5311 service area, if you are operating a deviated fixed route service please indicate the route on the map**).

Gloucester County is a suburban/rural county that lacks a major urban area.

Detailed Info:

Central Business Districts: The City of Woodbury, the county seat, serves as a municipality in the northern part of the county with a Central Business District and significant public transportation options. The Borough of Glassboro also has a small Central Business District in the middle part of the County with two (2) NJ Transit bus lines. There are many retail locations in Gloucester County. Industrial Parks for employment opportunities are located near Route 295 in the southwestern portion of the County

Pureland Industrial Park and Commodore Park: Transportation to the Pureland Industrial Park is provided by South Jersey Transit Authority (SJTA) with two shuttle bus routes for Camden County and Gloucester County residents.

Shopping Centers/Restaurants: Gloucester County shopping/restaurant destinations include the Deptford area with the Deptford Mall and various restaurant/retail locations. A two (2) mile stretch along the Black Horse Pike in Washington Township also includes various businesses with many restaurant/retail locations. Small town shopping is prevalent in the City of Woodbury, Borough of Glassboro, Borough of Pitman, and Borough of Swedesboro.

Major Employment Centers/Hospitals: There are many businesses within the City of Woodbury, along with a majority of county government offices located within its' borders. Gloucester County has two hospitals; Inspira Hospital in Mullica Hill, and Kennedy Memorial Hospital in Turnersville, both with a significant number of employees. Inspira Medical field also offers approximately 7 Medical Center/Family Practice locations within Gloucester County. There are (5) dialysis units in Gloucester County; Woodbury, Turnersville, Deptford, Mantua and Swedesboro. Nemours DuPont Pediatric, is located at 1280 Almonesson Road in Deptford Township.

College/Universities: Gloucester County has two colleges, Rowan University in Glassboro and Rowan College of South Jersey located in Sewell, Deptford Township and is served by the Route #463 bus that operates between Woodbury and the Township of Monroe in the southern portion of the County.

Social service centers: reside in the City of Woodbury and in the Washington Township/Turnersville/Sewell area.

Senior Complexes: Bridlewood Senior Housing in Deptford, NJ; Brookhollow in Mickleton, NJ; Carino Park Apartments in Williamstown, NJ; Clayton Mews in Clayton, NJ; Colonial Park Apts. In Woodbury, NJ; Country Walk Development in East Greenwich, NJ; Deptford Park Apts. In Deptford, NJ; Nancy Elkins Apartment Complex in Deptford, NJ; Four Season at Weatherby in Logan Twp., NJ; Harmony House in Gibbstown, NJ; Heritage Woods Senior Housing in Deptford, NJ; Holiday City @ Monroe in Williamstown, NJ; Lakebridge Senior Development in Deptford, NJ; Parke Place Senior Housing and Condos in Washington Twp., NJ; the Reserve @ Riverwinds in West Deptford, NJ; Sheppards Farm, West Deptford, NJ; the Village @ Riverwinds in West Deptford, NJ.

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

Private bus service	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List bus routes		
Municipal bus service	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List municipalities		
County bus service	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List bus routes		
County paratransit	<input checked="" type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List counties	Camden County	
NJ TRANSIT train service	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List train line & stations		
NJ TRANSIT local fixed route bus	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List route numbers		
NJ TRANSIT Light Rail	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List train line & stations		
ACCESS LINK paratransit	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311

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

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

Yes No

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

Various medical specialists in Voorhees and Cherry Hill. VA Facilities in Delaware and Philadelphia in addition to the main hospitals in Philadelphia.

b. Do you provide non-medical out of county trips?

No, with the exception of the rural shopping bus travelling annually to Cowtown Farmers Market, 780 Kings Highway, Pilesgrove, NJ 08098, on the second Tuesday in September.

c. Does your agency place any restrictions on out of county trips?

All eligible out-of-county transportation requests are subject to receipt of documentation stating that similar service is not offered within Gloucester County. Out-of-County trips are provided based upon availability and appointments are made for 11:00 AM "IN" with 1:00 PM RETURN. Philadelphia shuttle trips are limited to two shuttle trips per person per week. Delaware VA trips are scheduled Monday, Wednesday and Friday from 9:00 AM to 12:00 PM.

Service Coordination

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

Provide the following:

1. Date last updated CHSTP: September 2017 Plans should be updated every 5 years.

Attach all addendums and/or updates to your CHSTP since 2020 to date. Attach as NJT Attachment A

2. Please list tentative CHSTP stakeholder 2021 meetings dates, locations and times (meeting can be virtual if necessary) Meetings should be scheduled at a minimum of two times a year. Meeting must be scheduled prior to submission of this application.

Please list tentative dates of when meeting are scheduled for:

Meeting Date April 14, 2022

Meeting Date October 13, 2022

Meeting Date _____

Meeting Date _____

Route Deviation (please only complete if changes from 2021 application) N/A

1. If you operate route deviation service, explain how trips are documented and how deviation requests are tracked?
2. List routes and provide data in Table 7.

Table 7

Route by Name	Is This Route Funded by SCDRTAP?	Is This Route Funded by 5311?	Annual One-Way Trips	Annual Total # of Times Vehicle Deviates from Route

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

Yes No

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

Yes No

5. Do you allow deviation for general public passengers?

Yes No

6. Do your vehicles have the universal accessibility symbol?

Yes No

Training

1. Have any new trainings been implemented in response to COVID-19?

Yes No

If yes, please explain.

Proper Sanitation, Safe Distancing Procedures and PPE usage for all staff.

2. Do you provide training for your drivers?

Yes No

If yes, please list trainings.

Omnibus Sanitation, Safe Distancing Procedures, PPE Usage, Distracted Driving, Continuing Wheelchair Refresher Classes by Certified Trainer Dana Convery, Supervising Omnibus Operator and Driver Safety Awareness.

2022 Short-Term Program Goals

List at least three goals to improve your system in grant year 2021. Include Milestones on how you will obtain these goals.

Goal 1. *Continue to provide seamless transportation services despite driver shortage.*

Milestones 1 *Explore shared services options with municipalities and quasi-governmental agencies.*

Milestones 2 *Explore opportunities for subcontracting certain services.*

Goal 2. *Train office personnel.*

Milestones 1 *Continue to take advantage of Ecolane's training module ensuring maximum utilization of the system.*

Milestones 2 *Cross train customer service representatives and other office staff.*

Goal 3. *Driver training.*

Milestones 1 Work closely with County Insurance Commission to develop online training for drivers to take advantage of when they have a light schedule.

Milestones 2 Have additional staff meetings with drivers to discuss new policies and procedures and to receive their feedback.

SECTION III – BUDGET

Program Budgets

Complete attached Excel spreadsheets for your grant year 2020 Expenditure and grant year 2022 projected budgets. Please make sure to include **ALL** funding sources and required local match if applicable. You can edit the heading to include funding sources that are not listed.

Close-out funds

Does your agency have carryover funds that will be added into the 2022 SCDRTAP budget? Please note close-out funds should be added to your 2022 allocation and shown in the attached budget spreadsheet 2021 proposed budget by funding source. Be sure that the funds were not previously requested by way of a budget modification. Also, keep in mind that if you don't indicate close-out funds in this application but later request it there is a possibility the availability of funds will be delayed.

Yes No

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

Provide the amount of funds that will be added. _____

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

Operating
Administration
Capital

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

DTS Operating salaries.

Indirect Administrative Costs

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

SCDRTAP
Yes No

5311
Yes No

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

NOT APPLICABLE

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

Yes No

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

SECTION V - PUBLIC OUTREACH

Marketing and Advertising

What type of marketing and/or advertising does your agency provide to the public regarding your services?

- Timetables
- Customer Guidelines
- Service brochures
- Website
- TV/PSA
- County buildings or offices Senior Services, Social Services, County Clerk

Please provide copies of all marketing or advertising of your service as NJT Attachment K

Agency website link co.goucester.nj.us

Please note that all websites must be compliant with ADA, Title VI, Route deviation and general public language if applicable. For assistance or guidance please contact your Regional.

If you provide S5311 service does your marketing materials include language that the service is open to the General public?

Yes No

Public Hearing and Notification (only required for SCDRTAP funding)

Due to COVID-19 Public hearing may be virtual.

Attach all documents as NJT Attachments C1-C7

1. The notice should include the location, when and where the application will be available for public review. The notice must be advertised in two different newspapers at least 30 days prior to the public hearing dates. Please ensure that individuals have a method to submit comments if unable to attend. Submit notarized copies of both public notices with application as **NJT Attachment C1**.
2. The Public Hearing Notice must be sent to all Municipal Clerks in your county. The Public Hearing Notice must also be sent to county organizations, agencies, and associations that serve senior citizens and people with disabilities. Submit a list of organizations and Municipalities that the letter was sent to as **NJT Attachment C2**.
3. A large print of the Public Hearing Notice must be posted on all system vehicles. Notice must be posted on all vehicles at least 30 days prior to the public hearing and left on the vehicles until the date of the hearing. Submit a sample of the vehicle notice as **NJT Attachment C3**.

Prior to and After Public Hearing Date:

1. Prior to the Public Hearing a copy of the 2021 budget and goals must be available for public review on the County Website and/or in the Public Library (and at least 14 days after the public hearing date). Include as **NJT Attachment C4** the screen shot of the website and copies of correspondence requesting the web post and/or name of the library branch, address and date copy was placed in Library..
2. Once your application is completed an electronic copy of the 2021 application must be placed on the county website for public review. Attach a screen shot of the county website with the link to the electronic application as **NJT Attachment C5**.
3. The County must meet with their local CAC to review the proposed service activities, goals and budget for 2021. Their input and feedback should be considered in the planning process for this application. Please indicate the date of this CAC meeting and include copy of meeting minute notes showing application was reviewed with CAC members as **NJT Attachment C6**.
Members were in attendance at Public Hearing on 6/10/2021. Attendance sheets attached as NJT Attachment C6 with notations.
4. Copies of the 2021 summary of proposed activities, goals and proposed budget should be available at the public hearing.
5. Complete public hearing transcripts must be submitted. If public hearing was conducted via online application please ensure that recording of public hearing is transcribed. If not available by application due date the transcripts can be submitted after the application's filing deadline as **NJT Attachment C7**.

SECTION VI - ADDENDUMS

SCDRTAP Maintenance of Effort (MOE) Certification

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

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

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

Actual Maintenance of Effort for 2020 \$ 1,633,255.00

Proposed Maintenance of Effort for 2022 \$ 1,415,660.00

If the MOE for 2022 has increased/decreased, please explain below:

County funding remained constant, grant funded services decreased.

Sample of Required SCDRTAP Application Cover Letter

Attach as NJT Attachment D

Date

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

Dear Mrs. Rivera:

The (Name of County) is hereby applying for funds under Senior Citizens & Disabled Residents Transportation Assistance Program (SCDRTAP). The approval of this grant will enable transportation services to be available to the senior citizens and disabled residents in our County. (Name of County) is requesting \$_____ for 2022. The scheduled public hearing date is _____. The application will be available at the following locations _____ as of the following date _____.

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

As the Applicant, the (Name of County) agrees to comply with all regulations and administrative guidance required for application to the Senior Citizens and Disabled Resident Transportation Assistance Program for the program year 2022. The Applicant affirms the truthfulness and accuracy of the information it has made in the statements submitted herein and any other submission made to NJ TRANSIT. In signing this document, I declare the foregoing information and any other statement made on behalf of the Applicant are true and correct.

Sincerely,

(Signature of Authorized Representative of Applicant)

Print Name

Title of Authorized Representative of Applicant

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

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

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

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

WHEREAS, the county of (Name of County) must submit an application to NJ Transit Corporation to obtain funding in amount of \$ _____ for period covering January 1, 2022 to December 31, 2022; and

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

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

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

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

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

SECTION VII – 5311 ADDITIONAL ITEMS

The following are only required by Section 5311 Applicants

Opinion of Counsel Letter

Sample Opinion of Counsel-Attach as NJT Attachment F

(Date)

(Name of Applicant)
(Address of Applicant)

To Whom It May Concern:

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

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

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

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

Sincerely,

Legal Counsel

ADA Certification of Equivalent Service

Attach as NJT Attachment G

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

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

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

Robert M. Damminger

(Name of authorized official)

Commissioner Director

(Title)

(Signature)

Date: _____

Civil Rights

Title VI

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

Yes No

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

Yes No

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

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

Yes No

If yes, provide the following:

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

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

Yes No

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

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

Yes No

5311 FFY2022 Budget Request FTA Non-Urbanized Area Formula Program (Section 5311)

January 1, 2022 - Dec 31, 2022
Project Budget Request (include Match)

Operating	Budget Request
Total Operating (should include total Operating budget for this program)	\$ 249,437.00
(-Fares)	
(-Donation)	
Total Operating	\$ 249,437.00
Administrative	Budget Request
Total Administrative (should include total Administration budget for this program)	
Capital	Budget Request
Total Capital	
GRAND TOTAL	\$249,437.00

Financial Management Systems

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

Edmonds & Associates 4.1 is an accrual based accounting system with calendar/fiscal year January 1 – December 31.

3. Do you keep separate accounting records for this project?
 Yes No

Local In-Kind Match and Match Source

Do you plan on using an in-kind match for 2022 S5311?

Yes No

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

Total Amount \$ \$62,359.00

Source(s): In Kind Fringe Benefits

*Documentation must be submitted by applicants who indicated they would be providing an in-kind match in period January 1, 2021 to December 31, 2021. In-Kind match will be reviewed by NJT staff to ensure that it meets federal requirements and that supporting documentation is verifiable. Subrecipient will receive approval of in-kind match prior to contract execution. *Please note that all in-kind matches must have a measurable dollar value.*

Provide breakdown of proposed match dollars for 2022 contract years in Table 18.

Table 18

Funding Match Source	Name of Source	Match Amount
Local Funds: (list)	In Kind Fringe	\$62,359.00
State Funds: (list) (i.e. Human Service funding)		
Revenue Contracts (list) (i.e. vehicle advertising contracts list indicate revenue source/contracts used as match)		
Federal (Non-FTA)		
SCDRTAP funding		
In-Kind (list)		
Other specify		

Special Section 5333(b)

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

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

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

A. General Application

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

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

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

B. Standard Terms and Conditions

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

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

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

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

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

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

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

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

In the event any employee covered by these arrangements is terminated or laid off as a result of the Project, he shall be granted priority of employment or reemployment to fill any vacant position within

the control of the Recipient for which he is, or by training or retraining within a reasonable period can become qualified. In the event training or retraining is required by such employment or reemployment, the Recipient or other legally responsible party designated by the Public Body shall provide, or provide for, such training or retraining at no cost to the employee.

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

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

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

C. Waiver

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

5333(b) Certification Letter
Attach as NJT Attachment H

Date:

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

Dear Mrs. Magri:

The Name of Applicant has made application to NJ TRANSIT and the Federal Transit Administration pursuant to Section 5311 of the Federal Transit Act, as amended for a mass transportation grant to assist in the reimbursement of operating and/or non-operating expenses for the period January 1, 2021 to December 31, 2021.

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

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

Sincerely,

.....
Signature of Authorized Representative
Title

Listing of Operators and Union Representatives

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

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

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

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

Table 16

Other Transportation Providers in Section 5311 Service Area	Name of Union	Union Address	Union Phone Number	E-Mail Address of Union
Gloucester County DTS	CWA Local 1085	207 Hollydell Dr., Sewell, NJ 08080	856-853-8992	mail@cwa1085.org
Glassboro Municipal Shuttle	CWA Local 1085	207 Hollydell Dr., Sewell, NJ 08080	856-853-8992	mail@cwa1085.org
Mantua Municipal Shuttle	None			
Paulsboro Municipal Shuttle	None			
(A)South Jersey Transportation Association (SJTA)	Int'l. Federation of Professional & Technical Eng., Local 196 Chapter 2	895 Green St. Iselin, NJ 08830	732-634-7620	Local196@comcast.net

Sample of Required S5311 and Grant Application Cover Letter
Attach as NJT Attachment I

Date

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

Dear Mrs. Rivera:

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

(Name of Applicant) is requesting Non-Operating and/or Operating Assistance for the period **January 2022- December 2022**. The total amount of federal and state funds requested is as follows:

January 2022- December 2022 Section 5311

OPERATING

NON-OPERATING

FTA Section 5311 Funds:

State match funds:

Local match funds:

Total:

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

Sincerely,
(Signature of Authorized Representative of Applicant)

Print Name
Title of Authorized Representative of Applicant

5311 Applicant Authorizing and Supporting Resolution

Attach as NJT Attachment J

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

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

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

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

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

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

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

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

6. That (Governing Body of Applicant) hereby authorize the amount of (\$ amount) be obligated as the local share required under the provisions of the grant application.

Exhibit A – List of Private Bus Operators Serving New Jersey

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

FAX: 201-866-6234 E-MAIL: frank@peterpanbus.com WEBSITE: www.peterpanbus.com Mr. Frank Farrow	FAX: 732-549-1168 E-MAIL: www.raritanvalleybus.com Mr. Steve Yelencsics Mr. Steve Yelencsics, Jr.	FAX: 856-665-0658 Mr. Thomas Dugan, Jr.
Sheppard Bus Service 35 Rockville Road Bridgeton, NJ 08302 856-451-4004 FAX: 856-453-1620 E-MAIL: john@sheppardbus.com Mr. John Sheppard Mr. Ken Sheppard	Starr Tours 2531 E. State Street Trenton, NJ 08619 609-587-0626 FAX: 609-587-3052 E-MAIL: msussman@starrtours.com Mr. Mitchell Sussman	Stout's Charter Service, Inc. 20 Irven Street Trenton, NJ 08638 609-883-8891 FAX: 609-883-6682 E-MAIL: vivian@stoutsbus.com WEBSITE: www.stoutsbus.com Mr. Harry Stout Mr. Shawn Stout
Trans-Bridge Lines 2012 Industrial Drive Bethlehem, PA 18017 610-868-6001 Ext. 122 FAX: 610-868-9057 WEBSITE: www.transbridgebus.com Mr. Tom JeBran Mr. Len Marzen	Travelynk, INC 52 Bailly Drive Burlington, NJ 08016 201-232-0563 FAX: 201-232-0563 Michael Rodriguez	Triple D Travel PO Box 3208 Hamilton, NJ 08619 609-631-0200 FAX: 609-631-0047 Mr. David A. Tenney
Trolley Tours, Inc. 216 North Main Street (Route 9) PO Box 418 Forked River, NJ 08731-0418 609-971-6699 800-468-0446 FAX: 609-971-6341 E-MAIL: ronaldfaillace@hotmail.com WEBSITE: www.trolleytoursinc.net Ronald R. Faillace, President	Vanderhoof Transportation 18 Wilfred Street West Orange, NJ 07052 973-325-0700 FAX: 973-669-9639 WEBSITE: www.evanderhoof.com Mr. Edward Vanderhoof	Via Bus 19 Tilton Street Hammonton, NJ 08037 609-567-7705 800-890-4756 FAX: 609-567-2328 Mr. Glenn Davis
Villani Bus Company 811 East Linden Avenue Linden, NJ 07036 908-862-3333 FAX: 908-474-8058 Mr. Dee Villani	Coach USA Northeast Region 349 First Street Elizabeth, NJ 07206 908-354-3330 FAX: 908-994-9338 E-MAIL: john.emberson@coachusa.com Mr. John Emberson	Community Coach 160 South Route 17 North Paramus, NJ 07652 201-225-7515 FAX: 201-225-7590 E-MAIL: jon.nguyen@coachusa.com Jon Nguyen
Olympia Trails 349 First Street Elizabeth, NJ 07206 908-354-3330 ext. 232 FAX: 908-994-9355 E-MAIL: jim.rutherford@coachusa.com Mr. Jim Rutherford	Rockland Coaches 180 Old Hook Road Westwood, NJ 07675 201-263-1254 ext. 418 FAX: 201-664-8036 E-MAIL: david.gee@coachusa.com Mr. David Gee	Short Line/Hudson Transit/Coach USA 4 Leisure Lane Mahwah, NJ 07430 201-529-3666 ext. 1036 FAX: 201-529-0221 E-MAIL: George Grieve WEBSITE: george.grieve@coachusa.com Mr. George Grieve
Suburban Transit 750 Somerset Street New Brunswick, NJ 08901 732-249-1100 ext. 201 FAX: 732-545-7015 WEBSITE: ronald.kohn@coachusa.com Mr. Ronald Kohn	MPC Bus corp 320 Nassau Blvd, Garden City, NY 11530 718-647-2988-3600 FAX: 718-235-8075 E-MAIL: avona@totalbuscompany.com Mr. Augustino Vona	

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

County	Lead	E-mail	Phone Number
Atlantic	Mr. Demetrius Pearson	pearson_demetrius@aclink.org	609-645-7700 x4058
Bergen	Mr. Tom Murphy	tmurphy@co.bergen.nj.us	201-336-3380
Burlington	Mr. Jerry Kilkenny	jkilkenny@co.burlington.nj.us	609-265-5597
Camden	Ms. Carol Miller	cmiller@sjta.com	856-427-0988
Cape May	Mr. Dan Mulraney	dmulraney@co.cape-may.nj.us	609-889-3700 x107
Cumberland	Ms. Barbara Nedohon	barbarane@co.cumberland.nj.us	856-453-2220
Essex	Mr. Michael Viera	michaelmvsr@aol.com	973-395-8418
Gloucester	Ms. Lisa Cerny	lcerny@co.gloucester.nj.us	856-686-8362
Hudson	Ms. Darice Toon	dtoon@hcnj.us	201-369-5280 x4231
Hunterdon	Ms. Tara Shepherd	tara@hart-tma.com	908-788-5553
Mercer	Mr. Martin DeNero	mdenero@mercercounty.org	609-530-1970 x17
Middlesex	Mr. Stanley Subjinski	Stanley.Subjinski@co.middlesex.nj.us	732- 745-4029
Monmouth	Ms. Kathy Lodato	kathleen.lodato@co.monmouth.nj.us	732-577-6731
Morris	Mr. Joesph Costantino	jcostantino@co.morris.nj.us	973-829-8105
Ocean	Mr. David Fitzgerald	dfitzgerald@co.ocean.nj.us	732-736-8989 x235
Passaic	Mr. John McGill	johnm@passaiccountynj.org	973-305-5763/5758
Salem	Mr. Matthew Goff	Matthew.goff@salemcountynj.gov	856-339-8622
Somerset	Mr. John Adair	Jadair@co.somerset.nj.us	908-231-7116
Sussex	Ms. Carol Novrit	cnovrit@xbp.dhs.state.nj.us	973-383-3600 x5152
Union	Ms. Karen Dinsmore	kdinsmore@ucnj.org	908-527-4809
Warren	Ms. JanMarie McDyer	jmcdyer@co.warren.nj.us	908-475-6080