## 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, 2021 – DECEMBER 31, 2021**

<table>
<thead>
<tr>
<th>County</th>
<th>Morris</th>
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<tbody>
<tr>
<td>Name of Transportation System</td>
<td>Morris Area Paratransit System (MAPS)</td>
</tr>
<tr>
<td>Applicants Legal Name</td>
<td>County of Morris. Department of Human Services, Morris Area Paratransit System</td>
</tr>
<tr>
<td>Address</td>
<td>PO Box 900</td>
</tr>
<tr>
<td></td>
<td>Morristown, NJ</td>
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<tr>
<td></td>
<td>07963-0900</td>
</tr>
<tr>
<td>Name &amp; Title of Person Completing the Application</td>
<td>Christine Hellyer</td>
</tr>
<tr>
<td></td>
<td>Division Director</td>
</tr>
<tr>
<td>Phone Number</td>
<td>973-285-6858</td>
</tr>
<tr>
<td>Fax Number</td>
<td>973-285-6845</td>
</tr>
<tr>
<td>E-Mail Address</td>
<td><a href="mailto:chellyer@co.morris.nj.us">chellyer@co.morris.nj.us</a></td>
</tr>
</tbody>
</table>

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 staffing and operational experience needed in delivering the service as per grant award.
- 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 2020

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

<table>
<thead>
<tr>
<th>Date: No less than 30 days before your hearing</th>
<th>SCDRTAP Application Only Activity:</th>
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<tbody>
<tr>
<td>By this date you should have:</td>
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<tr>
<td>• Published your public hearing notice in two different newspapers, notice must be published at least 30 calendar days prior to hearing date.</td>
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<tr>
<td>• Sent copy of public hearing notice to all municipal clerks in county</td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<td>• Posted large print on-board public hearing notices in your vehicles.</td>
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<table>
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<tr>
<th>Date: At your Public Hearing</th>
<th>SCDRTAP Application Only Activity:</th>
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<tbody>
<tr>
<td>• Read into the public hearing record summary of 2020 (to date) grant activities/goals and proposed 2020 SCDRTAP budget</td>
<td></td>
</tr>
<tr>
<td>• Provide copies of summary of 2020 grant activities (to date) and copies of proposed 2021 budget. (should be available in alternative format upon request)</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Date: 14 days After Public Hearing</th>
<th>SCDRTAP Application Only Activity:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A copy of summary of 2020 grant activities/goals and current outcome as well as your agencies proposed 2021 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.</td>
<td></td>
</tr>
</tbody>
</table>

October 9, 2020 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 2021. 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 2020 application. Key contact people.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Address</th>
<th>Phone #</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deborah Smith</td>
<td>Freeholder/Director</td>
<td>PO Box 900 Morristown, NJ 07963-0900</td>
<td>973-285-6010</td>
<td><a href="mailto:dasmith@co.morris.nj.us">dasmith@co.morris.nj.us</a></td>
</tr>
<tr>
<td>Renee Kloss</td>
<td>Procurement Contact</td>
<td>PO Box 900 Morristown, NJ 07963-0900</td>
<td>973-285-6333</td>
<td><a href="mailto:rkloss@co.morris.nj.us">rkloss@co.morris.nj.us</a></td>
</tr>
<tr>
<td>Beti Bauer</td>
<td>Audit Contact</td>
<td>PO Box 900 Morristown, NJ 07963-0900</td>
<td>973-285-6101</td>
<td><a href="mailto:Bbauer@co.morris.nj.us">Bbauer@co.morris.nj.us</a></td>
</tr>
<tr>
<td>Allison Stapleton</td>
<td>EEO Contact*</td>
<td>PO Box 900 Morristown, NJ 07963-0900</td>
<td>973-285-6049</td>
<td><a href="mailto:astapleton@co.morris.nj.us">astapleton@co.morris.nj.us</a></td>
</tr>
<tr>
<td>Allison Stapleton</td>
<td>ADA Representative*</td>
<td>PO Box 900 Morristown, NJ 07963-0900</td>
<td>973-285-6049</td>
<td><a href="mailto:astapleton@co.morris.nj.us">astapleton@co.morris.nj.us</a></td>
</tr>
<tr>
<td>Allison Stapleton</td>
<td>Title VI Representative*</td>
<td>PO Box 900 Morristown, NJ 07963-0900</td>
<td>973-285-6049</td>
<td><a href="mailto:astapleton@co.morris.nj.us">astapleton@co.morris.nj.us</a></td>
</tr>
<tr>
<td>Allison Stapleton</td>
<td>Safety Officer*</td>
<td>PO Box 900 Morristown, NJ 07963-0900</td>
<td>973-285-6049</td>
<td><a href="mailto:astapleton@co.morris.nj.us">astapleton@co.morris.nj.us</a></td>
</tr>
</tbody>
</table>

*Required for Section 5311, recommended for SCDRTAP

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

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Phone #</th>
<th>E-mail</th>
<th>SCDRTAP</th>
<th>5311</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia Rogalsky</td>
<td>973-829-8678</td>
<td><a href="mailto:progalsky@co.morris.nj.us">progalsky@co.morris.nj.us</a></td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>1 Office Supervisor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dawn Skrinak</td>
<td>973-829-8643</td>
<td><a href="mailto:dskrink@gmail.com">dskrink@gmail.com</a></td>
<td>90%</td>
<td></td>
</tr>
<tr>
<td>1 Program Coordinator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Senior Motor Vehicle Operators</td>
<td>1@88%</td>
<td>1@89%</td>
<td>2@90%</td>
<td>2@92%</td>
</tr>
<tr>
<td></td>
<td>10 Motor Vehicle Operators</td>
<td>2 Radio Dispatchers</td>
<td>Victor Higa</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>----------------------------</td>
<td>--------------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>1 Sr. Clerk Driver</td>
<td>973-285-2811</td>
<td><a href="mailto:vhiqa@co.morris.nj.us">vhiqa@co.morris.nj.us</a></td>
<td>1@91%</td>
<td></td>
</tr>
</tbody>
</table>

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

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

   The estimated FY 2017 5310 grant to be allocated to CY 2021 is expected to be $150,000. This is equally charged to all staff. The remaining charges are charged by determining the drivers that have driven the most rural miles in the previous year. Those drivers are charged to the 5311 grant and the remaining drivers are charged to the SCDRTAP grant.

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

   SCDRTAP and 5311 are charged on an expense based manner. The expenses for the month, based on the budget are charged to the grant. The trips are recorded based on riders address. If a rider is located in a rural address, the trip is coded and recorded as a 5311-rural trip. If the rider is outside of the rural address and is elderly or disabled, the trip is recorded as SCDRTAP. This results in a cost based, fluctuating cost per trip. Each month the expenses of the program and charged to the grant according to the budget, this allows for the availability of the program, though trip numbers fluctuate.

5. List SCDRTAP Citizens Advisory Committee 2021 meeting dates, locations (if through web based application please explain) and times.

   CAC meetings will be held either at 340 W. Hanover Ave. Morristown, NJ 07962 ground floor conference room or via virtual meeting. Virtual meeting software host has not been decided, in the past we have used Microsoft TEAMS, Cisco Webex, and Zoom. Virtual platforms are dependent on County supported systems at the time.

   - February 4, 2021
   - April 1, 2021
   - June 3, 2021
   - September 2, 2021
   - November 4, 2021

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

Matthew Puts- individual with disabilities- Chair
Mark Molde- Individual with disabilities
Maria Isaza- consumer advocate
SECTION II - DESCRIPTION OF SERVICE

Service Description

1. Describe any changes that were made or will be made (days, hours of operations) in 2020 (to date) in response to COVID-19 and moving forward.

SCDRTAP: MAPS continues to operate from 6:00am to 5pm Monday to Friday. During COVID-19, operations were limited to 8-5pm. This was due to demand, with Sheltered Workshops and Adult Day centers closed, the early morning requests diminished. As these programs have opened, the early morning shifts have been reinstated. Operations will continue to be fluid based on demand. Should workshops and adult day programs close, the shifts would return to 8am-5pm.

Section 5311: MAPS continues to operate from 6:00am to 5pm Monday to Friday. During COVID-19, operations were limited to 8-5pm. This was due to demand, with Sheltered Workshops and Adult Day centers closed, the early morning requests diminished. As these programs have opened, the early morning shifts have been reinstated. Operations will continue to be fluid based on demand. Should workshops and adult day programs close, the shifts would return to 8am-5pm.

2. Describe, in detail, the proposed project for 2021. Include type of service provided by grant type (i.e. deviated fixed route, demand response), days & hours of operation and trip purpose by funding type and any changes due to COVID-19.

SCDRTAP: MAPS will continue to provide curb to curb on demand services for seniors and individuals with disabilities. MAPS hours will continue to be 6am to 6pm Monday to Friday. Should sheltered workshops and other such building shut down again, the hours may change to 8-5pm based on demand. Rider can receive trips, based on availability, throughout Morris County and up to 5 miles out of the County. Trip purposes include medical, employment, social services, nutrition site, adult day, education and grocery shopping. Dependent on the course of the pandemic, Morris County may expand services to include recreational services.

Section 5311 (In and out of rural area): MAPS will continue to provide curb to curb on demand services for seniors and individuals with disabilities who reside in rural areas. MAPS hours will continue to be 6am to 6pm Monday to Friday. Should sheltered workshops and other such building shut down again, the hours may change to 8-5pm based on demand. Rider can receive trips, based on availability, throughout Morris County and up to 5 miles out of the County. Trip purposes include medical, employment, social services, nutrition site, adult day, education and grocery shopping. Dependent on the course of the pandemic, Morris County may expand services to include recreational services.

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: MAPS will provide services to Morris County Senior and Disabled residents for services within the County and up to 5 miles out. MAPS subcontracts services, utilizing county funds for Jefferson Township, Butler, Kinnelon, Lincoln Park, Pequannock Township, and Riverdale.

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) Morris County is diverse and has several rural areas. Morris County uses the GIS Maps based off of the 2010 census to accurately identify Rural Addresses, in the Ecolane scheduling software. Rural Areas serviced are Bootnon Township, Chatham Township, Chester Township, Harding, Long Hill, Mendham, Mendham Township, Montville, Morris, Mt. Olive, Randolph, Rockaway Township, Roxbury, and Washington Township. Morris County subcontracts services in Jefferson and Kinnelon utilizing County Funding. Should riders be unable to be accommodated by the Subcontracted vendors in Jefferson and Kinnelon, they can reach out to MAPS to determine if there is availability for the trip.

2. 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? MAPS provides transportation daily, five days per week to Veterans clinics at Lyons and East Orange. In addition the Summit Medical Group is an outside county trip generator.

   b. Do you provide non-medical out of county trips?
   MAPS does provide non-medical out of county trips depending on vehicle availability. We try to accommodate out of county trips as long as we receive advance notice.

   c. Does your agency place any restrictions on out of county trips?
   MAPS transportation is based on availability, MAPS does try to accommodate out of county trips to specialists, as these appointment are difficult to attain.

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: 2013, note the CHSTP was scheduled to be updated in 2020, with a survey to be sent out in April 2020. This was delayed due to COVID-19
pandemic. This survey will go out October 2020, with an update December 2020 expected. Plans should be updated every 5 years.

Attach all addendums and/or updates to your CHSTP since 2019 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: March 16, 2021

Meeting Date_: July 13, 2021_____________________

Meeting Date____________________

Meeting Date____________________

**Route Deviation (please only complete if changes from 2020 application)**

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>
<thead>
<tr>
<th>Route by Name</th>
<th>Is This Route Funded by SCDRTAP?</th>
<th>Is This Route Funded by 5311?</th>
<th>Annual One-Way Trips</th>
<th>Annual Total # of Times Vehicle Deviates from Route</th>
</tr>
</thead>
<tbody>
<tr>
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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.

2. Do you provide training for your drivers?
   Yes ☐ No ☒
   If yes, please list trainings.
   - Defensive Driving
   - Blood Borne Pathogens
   - Fire Extinguisher and Fire Safety Training
   - ADA compliance training
   - Safe Securement training

2021 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. To increase and diversify the MAPS CAC membership, by two member.

   Milestones 1: Reach out to providers and MAPS riders to garner interest in becoming being appointed to the committee

   Milestones 2: Receive a minimum of 2 resumes of interest to join the committee.

Goal 2. Allow for same day on demand reservations.

   Milestones 1: Fill driver vacancy allowing for increased trip availabilities.

   Milestones 2: Continue to learn and modify the scheduling software, which will increase efficiencies and allow for greater availability.

   Milestone 3 (due to COVID): increase vehicle capacity to 100%. Capacity is now between
50 and 75%. If the COVID-19 trend continues to stay flat or decrease throughout the fall, 100% vehicle capacity can be reinstated by January 2021.

Goal 3. Expand trip purposes to include recreational services.

Milestones 1: Evaluate how other counties handle recreational services.

Milestones 2: create a recreational trip policy

SECTION III – BUDGET

Program Budgets

Complete attached Excel spreadsheets for your grant year 2019 Expenditure and grant year 2021 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 2021 SCDRTAP budget? Please note close-out funds should be added to your 2021 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 2021 budget? 

_____ 2019 ________

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?

Salary / Wages / Fringe Benefits

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

☐ Yes ☐ No

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

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.

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 2019 $551,629.16

Proposed Maintenance of Effort for 2021 $675,000

If the MOE for 2021 has increased/decreased, please explain below:
Labor Contracts, which expired in 2016, are expected to be settled and it is anticipated that salary and fringe costs will increase.
Sample of Required SCDRTAP Application Cover Letter
Attach as NJT Attachment D

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 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 2021. 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 2021. 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, 2021 to December 31, 2021; 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 Morris** certifies that its demand responsive 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.

______________________________________________
Deborah Smith
______________________________________________
Freeholder Director
______________________________________________
(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 FFY2021 Budget Request FTA Non-Urbanized Area Formula Program (Section 5311)

January 1, 2021 - Dec 31, 2021
Project Budget Request (include Match)

<table>
<thead>
<tr>
<th>Operating</th>
<th>Budget Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Operating (should include total Operating budget for this program)</td>
<td>$539,422</td>
</tr>
<tr>
<td>(-Fares)</td>
<td></td>
</tr>
<tr>
<td>(-Donation)</td>
<td></td>
</tr>
<tr>
<td>Total Operating</td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td></td>
</tr>
<tr>
<td>Total Administrative (should include total Administration budget for this program)</td>
<td>$539,422</td>
</tr>
<tr>
<td>Capital</td>
<td></td>
</tr>
<tr>
<td>Total Capital</td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

**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.

   The County of Morris uses the accounting system MSI, which is a proprietary software, developed specifically for the use of government entities.

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 2021 S5311?
☐Yes ✓No

*If yes, what is the total amount and source(s)?
Total Amount $ ______________________  Source(s): ______________________
*Documentation must be submitted by applicants who indicated they would be providing an in-kind match in period January 1, 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 2021 contract years in Table 18.

Table 18

<table>
<thead>
<tr>
<th>Funding Match Source</th>
<th>Name of Source</th>
<th>Match Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Funds: (list)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Funds: (list) (i.e. Human Service funding)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Contracts (list) (i.e. vehicle advertising contracts list indicate revenue source/contracts used as match)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal (Non-FTA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCDRTAP funding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-Kind (list)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other specify</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Special Section 5333(b)

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

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

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

A. General Application

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

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

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

B. Standard Terms and Conditions

The Project shall be carried out in such a manner and upon such terms and conditions as will not adversely affect employees of the Recipient and of any other surface public transportation provider in the transportation service area of the Project. It shall be an obligation of the Recipient and any other legally responsible party designated by the Public Body to assure that any and all transportation services assisted by the Project are contracted for and operated in such a manner that they do not impair the rights and interest of affected employees. The term a Project, as used herein, shall not be limited to the particular facility, service, or operation assisted by Federal funds, but shall include any changes, whether organizational, operational, technological, or otherwise, which are a result of the assistance provided.

The phrase “as a result of the Project,” shall when used in this arrangement, include events related to the Project occurring in anticipation of, during, and subsequent to the Project and any program of efficiencies or economies related thereto; provided, however, that volume rises and falls of business, or changes in volume and character of employment brought about by causes other than the Project (including any economies or efficiencies unrelated to the Project) are not within the purview of this arrangement.

An employee covered by this arrangement, who is not dismissed, displaced or otherwise worsened in his position with regard to his employment as a result of the Project, but who is dismissed, displaced or otherwise worsened solely because of the total or partial termination of the Project, discontinuance of Project services, or exhaustion of Project funding shall not be deemed eligible for a dismissal or displacement allowance within the meaning of paragraphs (6) and (7) of the Model agreement or applicable provisions of substitute comparable arrangements.
(a) Where employees of a Recipient are represented for collective bargaining purposes, all Project services provided by that Recipient shall be provided under an in accordance with any collective bargaining agreement applicable to such employees which is then in effect.

(b) The Recipient or legally responsible party shall provide to all affected employees sixty (60) days notice of intended actions which may result in displacements or dismissal or rearrangements of the working forces. In the case of employees represent by a union, such notice shall be provided by certified mail through their representatives. The notice shall contain a full and adequate statement of the proposed changes, and an estimate of the number of employees affected by the intended changes, and the number and classifications of any jobs in the Recipient’s employment available to be filled by such affected employees.

(c) The procedures of this subparagraph shall apply to cases where notices involve employees represented by a union for collective bargaining purposes. At the request of either the Recipient or the representatives of such employees’ negotiations for the purposes of reaching agreement with respect to the application of the terms and conditions of this arrangement shall commence immediately. If no agreement is reached within twenty (20) days from the commencement of negotiations, any party to the dispute may submit the paragraph (4) of this warranty. The foregoing procedures shall be complied with and carried out prior to the institution of the intended action.

For the purpose of providing the statutory required protections including those specifically mandated by Section 5333(b) of the Act, the Public Body will assure as a condition of the release of funds that the Recipient agrees to be bound by the terms and conditions of the National (Model) Section 5333(b) Agreement executed July 23, 1975, identified below, 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

<table>
<thead>
<tr>
<th>Other Transportation Providers in Section 5311 Service Area</th>
<th>Name of Union</th>
<th>Union Address</th>
<th>Union Phone Number</th>
<th>E-Mail Address of Union</th>
</tr>
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</tbody>
</table>
Sample of Required S5311 and Grant Application Cover Letter
Attach as NJT Attachment I

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) 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 2021 - December 2021. The total amount of federal and state funds requested is as follows:

<table>
<thead>
<tr>
<th>January 2021 - December 2021 Section 5311</th>
<th>OPERATING</th>
<th>NON-OPERATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTA Section 5311 Funds:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State match funds:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local match funds:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>Contact Person(s)</th>
<th>Phone Numbers</th>
<th>Fax Numbers</th>
<th>Email Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aristocrat Limo &amp; Bus Co.</td>
<td>354 Kingston Road Parsippany, NJ 07054</td>
<td>Mr. Robert Wright, Mrs. Brenda Baxter</td>
<td>973-887-2726</td>
<td>973-884-1880</td>
<td><a href="mailto:info@bestwaycoach.com">info@bestwaycoach.com</a> Mr. Wilson Cheng, Mr. Kelvin Chan</td>
</tr>
<tr>
<td>Atlantic Express Coachways, Inc.</td>
<td>7 North Street, Staten Island, NY 10302</td>
<td>Ms. Laura Cagnetta, Safety Director: Mr. Ron Caruso</td>
<td>718-556-8078</td>
<td>718-556-8042</td>
<td><a href="mailto:yanbus@yahoo.com">yanbus@yahoo.com</a> Ms. Beverly Corasio</td>
</tr>
<tr>
<td>Bestway Coach Express, Inc.</td>
<td>2 Mott Street, Suite 705, New York, NY 10013</td>
<td>Mr. Mark R. Waterhouse, Ms. Pauline Wolthouse, VP</td>
<td>718-556-8078</td>
<td>718-556-8042</td>
<td><a href="mailto:tidi03@aol.com">tidi03@aol.com</a> Mr. Tim Generale</td>
</tr>
<tr>
<td>Classic Tours/Classic Cruisers, Inc.</td>
<td>1533 Prospect Street Lakewood, NJ 08701</td>
<td>Mr. Wayne Braunwarth</td>
<td>201-398-9855</td>
<td>201-398-9855</td>
<td><a href="mailto:coachmanintl@optonline.net">coachmanintl@optonline.net</a> Mr. Richard Jaeger, Ms. Pauline Wolthouse, VP</td>
</tr>
<tr>
<td>Coachman International Tours, Inc.</td>
<td>P.O. Box 8328, Haledon, NJ 07538</td>
<td>Mr. Richard Chow, Ms. May Chow</td>
<td>609-345-5921</td>
<td>609-345-5927</td>
<td><a href="mailto:nkar@greyhound.com">nkar@greyhound.com</a> Mr. Nate Karp, Mr. Tom Taylor Ext. 632, Mr. Tom Graves</td>
</tr>
<tr>
<td>Infinity Tours, Inc.</td>
<td>6013 Al Ventura Road Wallington, NJ 07057</td>
<td>Mr. Mary Ann Kamrowski, Safety Director: Mr. Tom Boyle</td>
<td>201-507-5001</td>
<td>201-507-5055</td>
<td><a href="mailto:fkgallagher@leprechaunlines.com">fkgallagher@leprechaunlines.com</a> Mr. Frank Gallagher</td>
</tr>
<tr>
<td>Lion Trailways</td>
<td>Hornet and Ranger Roads Rio Grande, NJ 08242</td>
<td>Mr. Nick Paglione</td>
<td>609-889-0925</td>
<td>609-889-0033</td>
<td><a href="mailto:info@lionbus.com">info@lionbus.com</a> Mr. John Mills, Ms. Renee Mills</td>
</tr>
<tr>
<td>Martz Lines</td>
<td>239 Old River Road Wilkes-Barre, PA 18702</td>
<td>Mr. Scott E. Henry</td>
<td>570-821-3838</td>
<td>570-821-3813</td>
<td><a href="mailto:sherry@martzgroup.com">sherry@martzgroup.com</a> Mr. Steve Yelencsics, Mr. Steve Yelencsics, Jr.</td>
</tr>
<tr>
<td>Peter Pan Bus Lines</td>
<td>25 County Avenue Secaucus, NJ 07094</td>
<td>Mr. Frank Farrow</td>
<td>201-866-6001</td>
<td>201-866-6234</td>
<td><a href="mailto:frank@peterpanbus.com">frank@peterpanbus.com</a> Mr. Frank Farrow</td>
</tr>
<tr>
<td>Raritan Valley Bus Service</td>
<td>PO Box 312, Metuchen, NJ 08840-0312</td>
<td>Mr. Steve Yelencsics, Mr. Steve Yelencsics, Jr.</td>
<td>732-549-1212</td>
<td>732-549-1168</td>
<td><a href="http://www.raritanvalleybus.com">www.raritanvalleybus.com</a> Mr. Thomas Dugan, Jr.</td>
</tr>
<tr>
<td>Safety Bus</td>
<td>7200 Park Avenue Pennsauken, NJ 08109</td>
<td></td>
<td>856-665-2662</td>
<td>856-665-0658</td>
<td><a href="http://www.peterpanbus.com">www.peterpanbus.com</a> Mr. Frank Farrow</td>
</tr>
<tr>
<td>Atlantic Express Coachways, Inc.</td>
<td>126-140 Frelinghuysen Avenue, Newark, NJ 07114-1633</td>
<td>Mr. Thomas M. Zambolla</td>
<td>973-242-6100</td>
<td>973-242-4123</td>
<td><a href="mailto:cmptownbus@verizon.net">cmptownbus@verizon.net</a> Ms. Laura Cagnetta, Safety Director: Mr. Ron Caruso</td>
</tr>
<tr>
<td>Ayan Travel, Inc.</td>
<td>45 Somerset Place Clifton, NJ 07017</td>
<td></td>
<td>973-778-4610</td>
<td>973-778-4610</td>
<td><a href="mailto:info@bestwaycoach.com">info@bestwaycoach.com</a> Mr. Wilson Cheng, Mr. Kelvin Chan</td>
</tr>
<tr>
<td>Bestway Coach Express, Inc.</td>
<td>15 Division Street 3rd Floor New York, NY 10002</td>
<td>Mr. Mark R. Waterhouse, Ms. May Chow</td>
<td>973-966-8433</td>
<td>973-966-8433</td>
<td><a href="mailto:info@bestwaycoach.com">info@bestwaycoach.com</a> Mr. Wilson Cheng, Mr. Kelvin Chan</td>
</tr>
<tr>
<td>Express Tours, Inc/Golden Express</td>
<td>126-140 Frelinghuysen Avenue, Newark, NJ 07114-1633</td>
<td>Mr. Thomas M. Zambolla</td>
<td>973-242-6100</td>
<td>973-242-4123</td>
<td><a href="mailto:cmptownbus@verizon.net">cmptownbus@verizon.net</a> Ms. Laura Cagnetta, Safety Director: Mr. Ron Caruso</td>
</tr>
<tr>
<td>Classic Tours/Classic Cruisers, Inc.</td>
<td>1533 Prospect Street Lakewood, NJ 08701</td>
<td>Mr. Wayne Braunwarth</td>
<td>201-398-9855</td>
<td>201-398-9855</td>
<td><a href="mailto:coachmanintl@optonline.net">coachmanintl@optonline.net</a> Mr. Richard Jaeger, Ms. Pauline Wolthouse, VP</td>
</tr>
<tr>
<td>Infinity Tours, Inc.</td>
<td>6013 Al Ventura Road Wallington, NJ 07057</td>
<td>Mr. Mary Ann Kamrowski, Safety Director: Mr. Tom Boyle</td>
<td>201-507-5001</td>
<td>201-507-5055</td>
<td><a href="mailto:fkgallagher@leprechaunlines.com">fkgallagher@leprechaunlines.com</a> Mr. Frank Gallagher</td>
</tr>
<tr>
<td>Jay/Nay Travel</td>
<td>PMB 106-621 Beverly Rancocas Road Willingboro, NJ 08046</td>
<td>Mr. John Mills, Ms. Renee Mills</td>
<td>609-877-7127</td>
<td>609-877-7546</td>
<td><a href="mailto:sales@jayandnaytravel.com">sales@jayandnaytravel.com</a> Mr. John Mills, Ms. Renee Mills</td>
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<tr>
<td>Lion Trailways</td>
<td>Hornet and Ranger Roads Rio Grande, NJ 08242</td>
<td>Mr. Nick Paglione</td>
<td>609-889-0925</td>
<td>609-889-0033</td>
<td><a href="mailto:info@lionbus.com">info@lionbus.com</a> Mr. John Mills, Ms. Renee Mills</td>
</tr>
<tr>
<td>Martz Lines</td>
<td>239 Old River Road Wilkes-Barre, PA 18702</td>
<td>Mr. Scott E. Henry</td>
<td>570-821-3838</td>
<td>570-821-3813</td>
<td><a href="mailto:sherry@martzgroup.com">sherry@martzgroup.com</a> Mr. Steve Yelencsics, Mr. Steve Yelencsics, Jr.</td>
</tr>
<tr>
<td>Peter Pan Bus Lines</td>
<td>25 County Avenue Secaucus, NJ 07094</td>
<td>Mr. Frank Farrow</td>
<td>201-866-6001</td>
<td>201-866-6234</td>
<td><a href="mailto:frank@peterpanbus.com">frank@peterpanbus.com</a> Mr. Frank Farrow</td>
</tr>
<tr>
<td>Raritan Valley Bus Service</td>
<td>PO Box 312, Metuchen, NJ 08840-0312</td>
<td>Mr. Steve Yelencsics, Mr. Steve Yelencsics, Jr.</td>
<td>732-549-1212</td>
<td>732-549-1168</td>
<td><a href="http://www.raritanvalleybus.com">www.raritanvalleybus.com</a> Mr. Thomas Dugan, Jr.</td>
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<td></td>
<td>856-665-2662</td>
<td>856-665-0658</td>
<td><a href="http://www.peterpanbus.com">www.peterpanbus.com</a> Mr. Frank Farrow</td>
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<th>Address Details</th>
<th>Contact Person(s)</th>
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<tr>
<td>Sheppard Bus Service</td>
<td>35 Rockville Road, Bridgeton, NJ 08302</td>
<td>Mr. John Sheppard, Mr. Ken Sheppard</td>
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<tr>
<td>Starr Tours</td>
<td>2531 E. State Street, Trenton, NJ 08619</td>
<td>Mr. Mitchell Sussman, <a href="mailto:Msussman@starrtours.com">Msussman@starrtours.com</a></td>
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<tr>
<td>Stout's Charter Service, Inc.</td>
<td>20 Irven Street, Trenton, NJ 08638</td>
<td>Mr. Harry Stout, Mr. Shawn Stout</td>
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<tr>
<td>Trans-Bridge Lines</td>
<td>2012 Industrial Drive, Bethlehem, PA 18017</td>
<td>Tom JeBran, Len Marzen</td>
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<tr>
<td>Travelynk, INC</td>
<td>52 Bailly Drive, Burlington, NJ 08016</td>
<td>Michael Rodriguez</td>
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<td>Triple D Travel</td>
<td>PO Box 3208, Hamilton, NJ 08619</td>
<td>David A. Tenney</td>
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<tr>
<td>Trolley Tours, Inc.</td>
<td>216 North Main Street (Route 9), PO Box 418, Forked River, NJ 08731-0418</td>
<td>Tom Faillace, Edward Vanderhoof</td>
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<tr>
<td>Vanderhoof Transportation</td>
<td>18 Wilfred Street, West Orange, NJ 07052</td>
<td>Edward Vanderhoof</td>
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<td>Via Bus</td>
<td>19 Tilton Street, Hammonton, NJ 08037</td>
<td>Glenn Davis</td>
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<td>Villani Bus Company</td>
<td>811 East Linden Avenue, Linden, NJ 07036</td>
<td>Dee Villani</td>
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<tr>
<td>Coach USA Northeast Region</td>
<td>349 First Street, Elizabeth, NJ 07206</td>
<td>John Emerson</td>
</tr>
<tr>
<td>Community Coach</td>
<td>160 South Route 17 North, Paramus, NJ 07652</td>
<td>Jon Nguyen</td>
</tr>
<tr>
<td>Olympia Trails</td>
<td>349 First Street, Elizabeth, NJ 07206</td>
<td>Jim Rutherford, David Gee</td>
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<tr>
<td>Rockland Coaches</td>
<td>180 Old Hook Road, Westwood, NJ 07675</td>
<td>George Grieve</td>
</tr>
<tr>
<td>Suburban Transit</td>
<td>750 Somerset Street, New Brunswick, NJ 08901</td>
<td>Augustino Vona</td>
</tr>
<tr>
<td>MPC Bus corp</td>
<td>320 Nassau Blvd, Garden City, NY 11530</td>
<td>Avona, Total Bus Company</td>
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## Exhibit B – Designated Leads for Human Services Transportation Coordination Plan

Please update if necessary

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<tr>
<th>County</th>
<th>Lead</th>
<th>E-mail</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Atlantic</td>
<td>Mr. Demetrius Pearson</td>
<td><a href="mailto:pearson_demetrius@aclink.org">pearson_demetrius@aclink.org</a></td>
<td>609-645-7700 x4058</td>
</tr>
<tr>
<td>Bergen</td>
<td>Mr. Tom Murphy</td>
<td><a href="mailto:tmurphy@co.bergen.nj.us">tmurphy@co.bergen.nj.us</a></td>
<td>201-336-3380</td>
</tr>
<tr>
<td>Burlington</td>
<td>Mr. Jerry Kilkenny</td>
<td><a href="mailto:jkilkenny@co.burlington.nj.us">jkilkenny@co.burlington.nj.us</a></td>
<td>609-265-5597</td>
</tr>
<tr>
<td>Camden</td>
<td>Ms. Carol Miller</td>
<td><a href="mailto:cmiller@sjta.com">cmiller@sjta.com</a></td>
<td>856-427-0988</td>
</tr>
<tr>
<td>Cape May</td>
<td>Mr. Dan Mulraney</td>
<td><a href="mailto:dmulraney@co.cape-may.nj.us">dmulraney@co.cape-may.nj.us</a></td>
<td>609-889-3700 x107</td>
</tr>
<tr>
<td>Cumberland</td>
<td>Ms. Barbara Nedohon</td>
<td><a href="mailto:barbarane@co.cumberland.nj.us">barbarane@co.cumberland.nj.us</a></td>
<td>856-453-2220</td>
</tr>
<tr>
<td>Essex</td>
<td>Mr. Michael Viera</td>
<td><a href="mailto:michaelmvsr@aol.com">michaelmvsr@aol.com</a></td>
<td>973-395-8418</td>
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<tr>
<td>Gloucester</td>
<td>Ms. Lisa Cerny</td>
<td><a href="mailto:lcerny@co.gloucester.nj.us">lcerny@co.gloucester.nj.us</a></td>
<td>856-686-8362</td>
</tr>
<tr>
<td>Hudson</td>
<td>Ms. Darice Toon</td>
<td><a href="mailto:dtoon@hcnj.us">dtoon@hcnj.us</a></td>
<td>201-369-5280 x4231</td>
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<tr>
<td>Hunterdon</td>
<td>Ms. Tara Shepherd</td>
<td><a href="mailto:tara@hart-tma.com">tara@hart-tma.com</a></td>
<td>908-788-5553</td>
</tr>
<tr>
<td>Mercer</td>
<td>Mr. Martin DeNero</td>
<td><a href="mailto:mdenero@mercercounty.org">mdenero@mercercounty.org</a></td>
<td>609-530-1970 x17</td>
</tr>
<tr>
<td>Middlesex</td>
<td>Mr. Stanley Subinski</td>
<td>Stanley <a href="mailto:Subinski@co.middlesex.nj.us">Subinski@co.middlesex.nj.us</a></td>
<td>732-745-4029</td>
</tr>
<tr>
<td>Monmouth</td>
<td>Ms. Kathy Lodato</td>
<td><a href="mailto:kathleen.lodato@co.monmouth.nj.us">kathleen.lodato@co.monmouth.nj.us</a></td>
<td>732-577-6731</td>
</tr>
<tr>
<td>Morris</td>
<td>Mrs. Christine Hellyer</td>
<td><a href="mailto:Chellyer@co.morris.nj.ud">Chellyer@co.morris.nj.ud</a></td>
<td>973-285-6858</td>
</tr>
<tr>
<td>Ocean</td>
<td>Mr. David Fitzgerald</td>
<td><a href="mailto:dfitzgerald@co.ocean.nj.us">dfitzgerald@co.ocean.nj.us</a></td>
<td>732-736-8989 x235</td>
</tr>
<tr>
<td>Passaic</td>
<td>Mr. John McGill</td>
<td><a href="mailto:johnm@passaiccountynj.org">johnm@passaiccountynj.org</a></td>
<td>973-305-5763/5758</td>
</tr>
<tr>
<td>Salem</td>
<td>Mr. Matthew Goff</td>
<td><a href="mailto:Matthew.goff@salemcounthyj.gov">Matthew.goff@salemcounthyj.gov</a></td>
<td>856-339-8622</td>
</tr>
<tr>
<td>Somerset</td>
<td>Mr. John Adair</td>
<td><a href="mailto:Jadair@co.somerset.nj.us">Jadair@co.somerset.nj.us</a></td>
<td>908-231-7116</td>
</tr>
<tr>
<td>Sussex</td>
<td>Ms. Carol Novrit</td>
<td><a href="mailto:cnovrit@xbp.dhs.state.nj.us">cnovrit@xbp.dhs.state.nj.us</a></td>
<td>973-383-3600 x5152</td>
</tr>
<tr>
<td>Union</td>
<td>Ms. Karen Dinsmore</td>
<td><a href="mailto:kdinsmore@ucnj.org">kdinsmore@ucnj.org</a></td>
<td>908-527-4809</td>
</tr>
<tr>
<td>Warren</td>
<td>Ms. JanMarie McDyer</td>
<td><a href="mailto:jmcdyer@co.warren.nj.us">jmcdyer@co.warren.nj.us</a></td>
<td>908-475-6080</td>
</tr>
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</table>
SECTION IX- COMPLETE APPLICATION CHECKLIST OF DOCUMENTS
The following documents are to be attached to this application.

- NJT Attachment A  CHSTP Addendums/Updates
- NJT Attachment B  Indirect Cost Plan (if applicable)
- NJT Attachment C1  Notarized Copies of Public Notice
- NJT Attachment C2  List of Organizations for Public Hearing Notice
- NJT Attachment C3  Large Print Vehicle Notice
- NJT Attachment C4  Library Public Notice Information
- NJT Attachment C5  Website Screen Shot Public Notice
- NJT Attachment C6  CAC Meeting Public Notice
- NJT Attachment C7  Public Hearing Transcript
- NJT Attachment D  SCDRTAP Application Cover Letter
- NJT Attachment E  SCDRTAP Resolution
- NJT Attachment F  Opinion of Council Letter (5311 only)
- NJT Attachment G  ADA Certification of Equivalent Service
- NJT Attachment H  5333(b) Certification Letter (5311 only)
- NJT Attachment I  5311 Application Cover Letter
- NJT Attachment J  5311 Resolution

Excel Spreadsheet attachments
- 2019 Actual Expenditures by funding source/2021 Proposed budget by funding source

Exhibits:
- Exhibit A: List of Private Bus Operators Serving New Jersey
- Exhibit B: Designated Leads for Human Services Transportation Coordination Plan
- Exhibit C: Transportation Providers and Labor Representatives Spreadsheet 2021 is attached separately