

**ELDERLY AND PERSONS WITH DISABILITIES
CAPITAL ASSISTANCE PROGRAM
(Section 5310)**

Federal Fiscal Year 2011



**Applications Must Be Postmarked By
Friday, May 6, 2011
(Send Two Original Applications)**

Mailing Address:

NJ TRANSIT
Local Programs Support and Minibus Support
One Penn Plaza East – 4th Floor
Newark, NJ 07105-2246
ATTN: Anna Magri, Manager, Local Programs

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Overview

Under the Federal Transit Administration (FTA) Section 5310 Program, private non-profit corporations and certain public bodies (hereinafter, applicants) may apply for Federal capital assistance to pay 80% of the purchase cost of vehicles and/or transportation related equipment used to provide needed transportation services to elderly individuals and people with disabilities which cannot be reasonably provided by existing transportation services. In addition, limited funds are set aside for Mobility Management planning activities. In New Jersey, the Section 5310 Program is administered on behalf of the Federal Transit Administration (FTA), U.S. Department of Transportation by the New Jersey Transit Corporation (NJ TRANSIT). For vehicle and other capital requests NJ TRANSIT provides the required 20% match. Currently NJ TRANSIT is also providing the 20% for Mobility Management projects please note this is subject to the availability of funds, all subrecipients should be prepared to provide the match if required or needed.

This application will cover the 2011 FTA funding cycles. Please read the application closely as you can apply for vehicles, equipment and mobility management under this grant cycle. All approved applicants must participate in the local human services transportation coordination plan process. (see EXHIBIT A) Applications must be completed and returned **POSTMARKED NO LATER THAN FRIDAY, MAY 6, 2011.** Incomplete applications and/or postmarked after this date will not be reviewed.

Send the two ORIGINAL applications to:

NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East – 4th Floor
Newark, NJ 07105-2246
Anna Magri, Manager Local Programs

NJ TRANSIT staff as well as a designated state advisory committee which will include Metropolitan Planning Organization (MPO) representation, will review and comment on each application to determine the most critical needs and recommend final applicants for inclusion in a grant submission to the FTA. NJ TRANSIT will make the final determination on which agencies are included in the statewide grant submission to the FTA.

Upon FTA approval and the completion of final notifications and certifications, the successful applicant agency will be eligible for a vehicle purchased by NJ TRANSIT for the purposes originally outlined in the application. The applicant will be responsible for all operational costs including, but not limited to, annual motor vehicle registration, fuel, maintenance, insurance, salary and benefits of drivers (if applicable). From the time of inclusion in a grant submission to actual vehicle delivery can range anywhere from **18 to 24 months from time of award letter.**

NOTE: NO SCHOOL VEHICLES WILL BE PROVIDED THROUGH THIS PROGRAM. THE VEHICLES PROVIDED ARE NOT TO BE USED FOR THE TRANSPORTATION OF CHILDREN TO/FROM SCHOOL OR SCHOOL RELATED ACTIVITIES.

To learn more about this grant program read our current FTA Section 5310 State Management Plan by visiting New Jersey Community Transportation Training Program's website at www.NJCTTP.org for this plan as well to find out about training opportunities available to your agency.

Program Goals

The goal of the Section 5310 Program is to improve mobility for elderly individuals and people with disabilities throughout the state. Toward this goal, NJ TRANSIT, by applying to the FTA, provides capital equipment and financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of the elderly and people with disabilities in all areas of the State—urbanized, small urban, and rural. The program requires coordination with other federally assisted program and services in order to make the most efficient use of Federal sources. Although often grant subrecipients serve specific “client” groups, transportation services funded by this program may be open to all elderly individuals and people with disabilities and then the general public once the immediate transportation needs as explained in the subrecipients grant application are satisfied. In addition, all subrecipients must be named in a locally developed “coordination plan”. (See Exhibit A)

The objectives of NJ TRANSIT in administering the Section 5310 Program are as follows:

- 1) Provide the highest level of service possible to elderly individuals and people with disabilities in the State of New Jersey.
- 2) Distribute available funds fairly and equitably among all areas in the State of New Jersey.
- 3) Facilitate coordination and cooperation between subrecipient non-profit agencies, subrecipient local governments and NJ TRANSIT.
- 4) Encourage equipment usage to the fullest extent possible by offering a variety of vehicle types.
- 5) Demonstrate to transportation providers, through the development of standardized vehicle specifications, the maximum safety, comfort and design available in the marketplace.
- 6) Provide an opportunity for private for-profit transportation providers to be notified and participate in planning.
- 7) Administer the program in accordance with all FTA regulations.

1. Eligible Applicants

Eligible recipients of Section 5310 funding include:

- Private Non-Profit Organizations: A non-profit organization is a corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. §501(c) which is exempt from taxation under 26 U.S.C. Section 501(a), one which has been determined under state Law to be non-profit and for which the designated state agency has received documentation certifying the status of the non-profit organization.
- Public Bodies
 - **Designated Lead Public** bodies eligible to apply for Section 5310 funds are agencies who are the coordinators of services for elderly individuals and people with disabilities and who are also the designated lead for coordinated human services transportation activities in particular areas. Public bodies other than the lead coordinating public body are eligible if they are identified in the locally developed coordinated public transit-human services plan to be eligible. (See Exhibit A)
 - **All other Public bodies** that certify to the Governor through NJ TRANSIT that no non-profit corporations or associations are readily available in an area to provide the service.

2. Eligible Capital Requests

The Section 5310 Program is predominantly a vehicle equipment program. NJ TRANSIT allows Section 5310 program funds to be used for various other capital equipment which supports the provision of transportation services to meet the needs of elderly individuals and people with disabilities. Examples of allowable requested capital expenses include, but are not limited to:

- a. New vehicles including buses, minibuses, vans and other paratransit vehicles;
- b. radios and communication equipmentL
- c. wheelchairs lifts and securements; (all vehicles purchased under Section 5310 are lift equipped.)
- d. extended warranties which do not exceed the industry standard as part of new vehicle purchase;
- e. transit related intelligent transportation systems (ITS's) including computer hardware and softwareL
- f. initial component installation costs;
- g. in extraordinary circumstances NJ TRANSIT will consider the lease of equipment when lease is more cost

effective than purchase (The State must establish criteria for determining cost effectiveness in accordance with FTA regulations, at 49 CFR Part 639 and OMB Circular A-94, "Capital Leases," which provides the necessary discount factors and formulas for applying the same;

- h. supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital expense. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. In New Jersey mobility management activities may include:
1. Support for short term management activities to plan and implement coordinated services;
 2. The support of State and local coordination policy bodies and councils such as the NJCAM and local stakeholder groups;
 3. The operation of transportation brokerages to coordinate providers, funding agencies and customers;
 4. The support of local travel training identified in locally develop "coordination plans";
 5. The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs;
 6. Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems. Please note this is only for the planning of these operational activities. The actual acquisition of technology is eligible under the capital equipment non-mobility management portion of the grant program.

The State of New Jersey has in the past limited purchases to vehicles, wheelchair lifts and securements and related vehicle equipment and under special circumstances vehicle rehabilitation. **The purchase of radios, ITS hardware and software is an eligible expense for locally designated lead coordinated paratransit systems and/or other coordination efforts identified in the locally developed coordination plan.** All other capital expenditures are not generally encouraged and would be considered on a case-by-case basis. NJ TRANSIT will set aside each year a portion of the funds for mobility management proposals and they shall be reviewed separately from capital equipment requests. **Mobility management projects cannot use funds for the actual provision of service but only for the planning and implementation of broker or one-stop operations or other related activities.** Such projects should not expect the Section 5310 program to fund the entire cost of planning and implementation nor should funding be expected to subsidize ongoing operations once planning and implementation has been completed.

3. Definitions

- a. **Application** application submitted by a qualified public agency or non-profit organization to NJ TRANSIT, the administrator of the statewide program, requesting specific equipment or funding for a specific activity to meet their particular service need. The information contained in the application is the basis for which a review is conducted to determine eligibility and inclusion in the final grant to the federal government. This includes required public notification requirements such as public notice newspaper ads.
- b. **Capital Equipment or Facilities** include vehicles, vehicle related equipment and facilities that have a multi-year usable life.
- c. **D-U-N-S number** – As per the Transparency Act of 2006 requires disclosure of entities receiving Federal funding through Federal awards. Starting October 1, 2010 all subrecipients of Federal funding must have a D-U-N-S number. The DUNS number is unique to the non-profit or government entity receiving federal awards.
- d. **Elderly Individual/Senior Citizens** is defined, for the purposes of the program, any person 60 years of age or older. At a minimum, the federal circular requires all persons 65 years or older. In New Jersey, in order to standardize the age requirement with other state-funded programs New Jersey defines elderly individual as anyone 60 years of age or older.
- e. **Eligible Services** which may be provided with the equipment awarded under this program, are transportation services primarily intended to improve the mobility for elderly/ senior citizens and

people with disabilities. Other services may be allowable; however, these services will be considered to be incidental uses of the equipment and not considered as additional justification for the funding of the project. In addition, Section 5310 funds will not be used to purchase special vehicles to be used solely for meal delivery or to purchase specialized equipment such as racks or heating or refrigeration units although subrecipients may coordinate and assist in providing meal delivery if such does not conflict with the provision of transit services or result in a reduction of service.

- f. **Human Service Transportation** means transportation services provided by or on behalf of a human service agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, elderly individuals and people with low incomes.
- g. **Locally Developed Coordinated Public Transit-Human Services Transportation Plan “coordination plan” (commonly referred to as the United We Ride planning process)** means a plan that identifies the transportation needs of people with disabilities, elderly individuals, and people with low incomes, provides strategies for meeting those local needs, and prioritizes transportation services for funding and implementation. In New Jersey, each county is required to develop a plan and each county has named a designated lead to facilitate and oversee the planning process.
- h. **Local Government** includes a county, municipality, city, town, township, special district, council of governments (whether or not incorporated as a private nonprofit organization under State law), regional or interstate government entity, or any agency or instrumentality thereof.
- i. **Mobility Management** consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation-service providers carried out by a recipient or subrecipient through an agreement entered into with a person, including a government entity, under 49 U.S.C. Chapter 53. Mobility management does not include operating public transportation services.
- j. **Non-profit Organization** means a corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. 501c which is exempt from taxation under 26 U.S.C. 501 (a) or one which has been determined under State law to be non-profit and for which the designated State agency has received documentation certifying the status of the non-profit organization.
- k. **People with Disabilities** is defined as any individual who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment or is regarded as having such an impairment.
- l. **Recipient** means a State agency designated by the chief executive officer of a State to receive funds apportioned by formula to the States under Section 5310 (b)(1), or a local government authority when Federal Highway Administration (FHWA) funds are flexed to Section 5310 to support services for individuals with disabilities. In New Jersey the designated recipient is NJ TRANSIT.
- m. **Service Area** is defined as the geographic area, which is to be served by the transportation service. If the service were to be concentrated in certain zones, these would be the primary service areas.
- n. **Subrecipient** is an approved applicant.
- o. **Vehicle Type** Vehicle type is defined as any vehicle such as Minivan, Van, Minibus and Transit Bus.

4. **Minimum Eligibility Requirement**

- a. All Section 5310 applicants must be named in a local coordination plan and participate in the local planning process.
- b. The application must be filed on behalf of a private, non-profit corporation or a designated local public body chartered under the laws of New Jersey.
- c. The applicant must show that the services provided or offered by existing public or private transit or paratransit operators are unavailable, insufficient or inappropriate to meet the special needs of elderly and/or people with disabilities within the service area.
- d. Insurance Requirements: at the time of delivery of a vehicle, the agency must provide proof (certificate of insurance) of adequate insurance. The minimum requirements are currently as follows:

Liability: Minimum combined single limit liability of \$1,000,000 as well as comprehensive and collision insurance for physical damage. (This limit is subject to change.)

In addition, NJ TRANSIT (and any other party of interest designated by NJ TRANSIT) will be listed as loss payee and additional insured on all insurance policies covering these vehicles. Payment of all insurance coverage costs will be the responsibility of the applicants.

- e. The application must demonstrate that the applicant has adequate financial, managerial and operational resources to effectively utilize capital equipment purchased under this program.
- f. The application must show that the applicant is willing to enter into an agreement with NJ TRANSIT to insure that the equipment purchased under this program will be utilized for the intended program purposes.
- g. The applicant must publish a legal notice to provide an opportunity for interested parties to comment on proposed Section 5310 project.
- h. The application must include a signed statement assuring that the applicant agrees to fully comply with the annual list of certifications and assurances for Federal Transit Administration grants.

5. Use of Vehicles

Agencies which have only a very few riders and/or limited service hours typically are not successful candidates. Reviewers will typically look for at least twenty-five (25) hours per week of *actual* passenger service (total road hours minus “deadhead,” the latter typically described as waiting periods exceeding thirty (30) minutes when actual passengers are not on board).

NJ TRANSIT encourages maximum use of vehicles funded under the Section 5310 program. Vehicles may be used only in the following ways:

- a. By the applicant for services to elderly individuals and people with disabilities served directly by the agency as described in the Application, this service should be identified as a need in the county’s locally developed public transit-human services transportation plan;
- b. By more than one private non-profit organization in coordinated services for a variety of elderly and/or people with disabilities and other targeted populations. The service should be named in the county’s locally developed coordinated public transit-human services transportation plan. It is understood that, at a minimum, the service which was proposed by the private non-profit organization in its grant application to the State will be provided and that the originally designated passengers will be served;
- c. By local public bodies designated by NJ TRANSIT under the Senior Citizen and Disabled Resident Transportation Assistance Program as the lead provider for elderly and people with disabilities;
- d. By local public bodies other than the lead coordinating public body if identified in the locally developed coordinated public transit-human services transportation plan and with a written agreement between the two parties approved by a resolution or signed by their authorized representatives;
- e. By a private for profit operator, by lease or other contractual agreement only for the services identified in the grant application. Vehicles acquired by non-profit agencies may be leased to private for profit companies where such applicants could not otherwise provide required services and where such arrangements result in more efficient and effective service for elderly and persons with disabilities;
- f. Section 5310 vehicles cannot be used for any school transportation, this includes before or after care programs and/or summer school.
- g. Section 5310 subrecipients are permitted to provide charter service as long as they comply with 49 CFR Part 604; new rules for charter service were issued by the FTA in 2008. Charter service is defined as transportation provided at the request of a third party for exclusive use of vehicle for a negotiated price or transportation provided to the public for events or functions that occur on an irregular basis or of a limited duration and a fare is charged (above regular fare) or a third party pays for part of or the whole service. If providing charter service subrecipients must provide quarterly reports of service to NJ TRANSIT.

6. Coordinated Public Transit Human Services Transportation Plan (United We Ride)

Effective October 1, 2006, Federal Transit Law required that projects selected for funding under Section 5310 be “derived from a locally developed public transit human service coordinated transportation plan” and that the plan be “developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by members of the public.”

Section 5310 subrecipients will need to be included within the identified local planning process in their area. **Any agency or public body applying for a Section 5310 award must be part of their county’s local coordinated public transit –human services transportation plan.** If you are unsure of your agency’s involvement contact the “coordinated plan” designated lead for your county, **see EXHIBIT A** for Frequently Asked Questions and a list of lead contacts by county. In addition, to review and/or download your county’s current plan go to New Jersey Community Transportation Training Program’s website at www.NJCTTP.org. This site has all of New Jersey’s twenty one counties locally developed coordinated transit –human services transportation plans

In New Jersey, all areas are within a Metropolitan Planning Organization (MPO). NJ TRANSIT will work with each of the three MPO’s to insure that they are included in the review process and that the selected applicants are included in the appropriate locally developed human services coordination plan and MPO transportation improvement plan. All interested parties for Section 5310 funding should be contacting the Designated Lead for the local coordination planning process in their county so that they can address your needs in their plan. Involving your organization and its needs in the development of this plan is strongly encouraged in order to ensure that the project you may apply for under 5310 grant (i.e. vehicle purchase proposed) will be eligible for these federal funds. This can be accomplished through correspondence on your organizations letter-head that expresses interest in the development of the local plan, and the inclusion of your organization’s proposed 5310 project within the plan.

Each area must actively work together to make the best transportation decisions at the local level (either through the MPO or County level planning process). As for the statewide solicitation for Section 5310 funding, this will continue through an application process for each Federal Fiscal Year. The Statewide Review Committee, including NJ TRANSIT staff and MPO representation will continue to review each application submitted for 5310 funding.

7. Subleasing

When vehicles or other equipment are operated by any agency other than the subrecipient named in the grant application, control and responsibility for the operation of the vehicles or other equipment must remain with the subrecipient that was the original recipient unless transfer of the control and responsibility is to another eligible applicant or designated coordinating local public body that has been authorized by NJ TRANSIT.

- a. Subrecipient may sublease a vehicle only with prior written approval of NJ TRANSIT.
- b. A copy of the sublease must be submitted to NJ TRANSIT and include all required federal certifications and assurances.
- c. The sublease must be for services as described in the Application.
- d. Sublease may be made with the following organizations:
 1. Private non-profit
 2. Private for-profit
 3. Designated Local Public Body
- e. Third Party Contracting: full and open disclosure is required with fair competition between all entities.
- f. All FTA Certifications and Assurances must be signed yearly by agency to which equipment is subleased.

8. Private For-Profit Participation/Notarized Public Ads

Qualified organizations are required to provide the private sector with an early opportunity to participate in the development of new transportation services. Private providers should be given the opportunity to present their views concerning the development of a subrecipient’s transportation plans and program and to offer their own contractual service proposals for consideration.

Examples of opportunities would be published public notices, letters of interest and public meetings or ad hoc committees. Public notices are a requirement of applying for a Section 5310 award; all applications must include **required notarized public ads published two days in major newspaper. See EXHIBIT C.**

9. Lease

Each approved agency will be required to enter into a no fee agreement with NJ TRANSIT, which governs the use of the capital items during their useful life. The agreement will specify requirements for reporting, coordination and other items regarding the use of the equipment. Disposal of the equipment during the project period will require NJ TRANSIT's approval. The useful life criteria for the equipment are described in **EXHIBIT B**. Upon completion of the useful life of the equipment, NJ TRANSIT will release the lien and the subrecipients' responsibilities under the grant will have been completed.

10. Reporting Requirements

All subrecipients are required to submit quarterly reports for Section 5310 projects. For those receiving vehicles these reports will include the number of people benefiting from transportation services, trip purposes for which service is used, cost of providing service and maintenance information for each active Section 5310 funded vehicle. If awarded a mobility management project and/or other equipment quarterly reports are required until the procurement and/or planning project is completed.

Continued non-compliance such as not submitting reports and/or submitting incorrect data will result in current and future vehicles or projects being removed from subrecipient. Subrecipients must submit quarterly reports electronically to NJ TRANSIT. **See EXHIBIT D for sample Quarterly Report required once award is delivered.**

11. Project Selection Criteria

The application review will be based upon:

- a. Geographic distribution of past Section 5310 funding.
- b. Compliance and non-compliance issues for a previous grant subrecipient.
- c. General mobility limitations and urgency of the transportation needs of the organization's passengers.
- d. Current and projected number of passenger trips for elderly and/or people with disabilities.
- e. Amount of utilization of the equipment for elderly and people with disabilities transportation, proposed in the application, in terms of days and hours per week.
- f. Coordination and inclusion in the Public Transit-Human Service Coordination Plan process as required under SAFETEA-LU.
- g. Demonstrated evidence of the organization's administrative financial ability to carry out the proposed project and evidence of their understanding of the financial commitment required for the project. Include accreditations from national organizations in your field.
- h. Demonstrated or proposed operating plan.
- i. Comments of local and statewide reviewers.
- j. All applicants must have the technical capacity as described in Section 15.

12. D-U-N-S Number (New Requirement October 2010)

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 and subsequent 2008 amendments requires information disclosure of entities (including public bodies) receiving Federal funding through Federal awards. . The intent of FFATA is to empower every American with the ability to hold the government accountable for each spending decision. The FFATA legislation requires information on federal awards (federal financial

assistance and expenditures) to be made available to the public via a single, searchable website, which is www.USASpending.gov. Agencies/public bodies' receiving Federal grant awards of \$25K or more made on or after October 1, 2010 are required to be reported on this website by the Federal governmental entity approving the grant.

All subrecipients of FTA grant funding must acquire a D-U-N-S number, this number is a unique, non-indicative 9-digit identifier issued and maintained by Duns and Bradstreet (D&B), this number is provided free for all subrecipients required to register under this Federal requirement. D&B assigns D-U-N-S numbers for each physical location of a business, non-profit or government entity. To obtain your free required D-U-N-S number go to <http://www.dnb.com/> follow instructions for obtaining number.

You must indicate your **D-U-N-S number on the Applicant Information page.**

13. Certification and Assurances

An applicant awarded a Section 5310 project must sign the certifications and assurances required by Federal laws and regulations annually. The attached **EXHIBIT E SECTION 5310 CAPITAL ASSISTANCE PROGRAM NEW JERSEY STANDARD ASSURANCES** must be signed by all applicants for this application.

All subrecipients are required to sign the annual FTA certifications and assurances agreeing they comply with the required clauses. The current certifications can be found in the Federal Register /Vol. 75, No. 211 published Tuesday, November 2, 2010. To find out more information on these FTA requirements go to http://www.fta.dot.gov/laws/leg_reg_86.html. Please review these annual certifications as it requires signature of official from agency/public body and legal signatures and must be signed yearly while utilizing active FTA equipment. If you are selected for inclusion in this federal grant and do not currently receive a grant award from FTA, you will have to sign the certifications and assurances before NJ TRANSIT submits the grant to the FTA.

14. Truthfulness of Statements

The applicant declares under penalties of perjury that the statements contained in the application on behalf of the applicant are true and correct. Moreover, the applicant in submitting the application assures NJ TRANSIT that it is an eligible entity as defined in Section I of these instructions.

15. Technical Capacity

All Section 5310 applicants must demonstrate the technical capacity to carry out the services proposed. At a minimum the applicant must be able to:

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

When filling in this application ensure that you are clearly documenting the technical capacity required to deliver this FTA funded project

ELDERLY AND PERSONS WITH DISABILITIES TRANSPORTATION PROGRAMS (49 U.S.C. §5310)

I. APPLICANT INFORMATION

DATE APPLICATION SUBMITTED TO NJ TRANSIT:		Office Use Only: DATE RECEIVED BY NJ TRANSIT:	
Legal Name:			
Organizational Unit:			
Address (City, State and Zip Code):			
County:		Congressional Districts:	
E-Mail Address		Fax Number:	
Website Address (if applicable):			
Name and telephone number of person to be contacted on matters involving this application (include area code):			
Name and telephone number of person to be contacted on Operations/Vehicle matters (include area code):			
Applicant's State Tax Exempt No.:		Catalog of Federal Domestic Assistance:	
Applicant's Federal Employer Identification No (FEIN):		CFDA 20.513	
Applicant's Corp Code (for DMV Use):		Capital Assistance Program for Elderly Persons and Persons with Disabilities (Section 5310)	
Applicant's D-U-N-S number:			
Service Area (List Towns and Counties to be served by award: (If providing service in part of a county list specific towns served in that county) :			
TYPE OF APPLICANT (enter appropriate letter in blank _____.)			
A. Private Non-Profit A1. Private Non-Profit (DDD agency) B. County C. Township/Municipality D. Indian Tribe E. Other (Specify)			
As per SAFETEA-LU all FTA Section 5310 subrecipients must have participated in their county coordination plan process. Has your agency been named in a local plan?			
Yes <input type="checkbox"/> No <input type="checkbox"/>			
If YES , please check which describes your participation in your county's coordination plan:			
<input type="checkbox"/> Designated Lead agency <input type="checkbox"/> Our Agency completed survey for plan <input type="checkbox"/> Member of the stakeholder group			
Do you currently have an active Section 5310 vehicle? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Has your agency ever been awarded a Section 5310 vehicle? Yes <input type="checkbox"/> No <input type="checkbox"/>			
IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? If "Yes", attach an explanation			
Yes <input type="checkbox"/> No <input type="checkbox"/>			
TO THE BEST OF MY KNOWLEDGE, ALL DATA IN THIS APPLICATION IS TRUE AND CORRECT. IF SELECTED, THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES.			
Type Name of Authorized Representative:		Title:	
Signature of Authorized Representative:		Date:	

Ila. 2011 VEHICLE REQUEST MAX OF THREE (3) Vehicles

Type of vehicle(s) requesting (Refer to EXHIBIT B for descriptions):

REQUEST # 1

- Type 1: A) Van
 B) Extended Van
 C) Minivan

- Start a New Program Program Expansion
 Replace Non 5310 vehicle Replace 5310 vehicle
If replacing existing vehicle (whether S5310 funded or another funding source) provide the following information:

- Type 2: A) Minibus /front lift
 B) Minibus/Rear Lift
 C1) Extended Minibus/front lift
 C2) Extended Minibus/rear lift

#16-_____ and/or Funding Source _____

Year:_____ Make:_____ Model:_____

Vin Number: _____

Mileage:_____ In service date: _____

- Type 3: A) Transit Style Bus

Retirement or Projected Retirement Date _____

Special Seating Requests (Additional securement locations or other seating requests)

REQUEST #2

- Type 1: A) Van
 B) Extended Van
 C) Minivan

- Start a New Program Program Expansion
 Replace Non 5310 vehicle Replace 5310 vehicle
If replacing existing vehicle (whether S5310 funded or another funding source) provide the following information:

- Type 2: A) Minibus /front lift
 B) Minibus/Rear Lift
 C1) Extended Minibus/front lift
 C2) Extended Minibus/rear lift

#16-_____ and/or Funding Source _____

Year:_____ Make:_____ Model:_____

Vin Number: _____

Mileage:_____ In service date: _____

- Type 3: A) Transit Style Bus

Retirement or Projected Retirement Date _____

Special Seating Requests (Additional securement locations or other seating requests)

REQUEST #3

- Type 1: A) Van
 B) Extended Van
 C) Minivan

- Start a New Program Program Expansion
 Replace Non 5310 vehicle Replace 5310 vehicle
If replacing existing vehicle (whether S5310 funded or another funding source) provide the following information:

- Type 2: A) Minibus /front lift
 B) Minibus/Rear Lift
 C1) Extended Minibus/front lift
 C2) Extended Minibus/rear lift

#16-_____ and/or Funding Source _____

Year:_____ Make:_____ Model:_____

Vin Number: _____

Mileage:_____ In service date: _____

- Type 3: A) Transit Style Bus

Retirement or Projected Retirement Date _____

Special Seating Requests (Additional securement locations or other seating requests)

IIb. 2011 OTHER CAPITAL EQUIPMENT REQUEST

The request for purchase of radios, ITS hardware and software is an eligible expense for locally designated lead coordinated paratransit systems and /or other coordination efforts identified in the locally developed coordination plan is permitted under Section 5310 funding.

Please note if awarded it will be the applicant's/subrecipient's responsibility to purchase awarded "other capital equipment", NJ TRANSIT will reimburse the Federal (80%) and Local match (20%) anything above this will be the subrecipient's responsibility. Currently NJ TRANSIT is providing the 20% local match for "other equipment" awards, this is subject to availability of funds, and all subrecipients should be prepared to provide the match if required or needed. NJ TRANSIT reviews and approves all bid specifications

In addition all Federal procurements must comply with FTA Circular 4220.1F as well as FTA's Best Practices Manual which can be found at http://www.FTA.dot.gov/documents/BPPM_fulltext.doc

Describe other capital equipment requested:

Anticipated cost of equipment request:

IIc. 2011 MOBILITY MANAGEMENT REQUEST

Funding for Mobility Management (MM) activities is an eligible expense for locally designated lead coordinated paratransit systems and /or other coordination efforts identified in the locally developed coordination plan is permitted under Section 5310 funding. NJ TRANSIT will set aside each year a portion of the funds for mobility management proposals and they shall be reviewed separately from capital equipment requests. **Mobility management projects cannot use funds for the actual provision of service but only for the planning and implementation of broker or one-stop operations or other related activities.** Such projects should not expect the Section 5310 program to fund the entire cost of planning and implementation nor should funding be expected to subsidize ongoing operations once planning and implementation has been completed.

FTA's circulars allow Mobility Management to be funded as an eligible capital expense supported by up to 80% federal funding with a **20% local match**. Currently NJ TRANSIT is providing the 20% for Mobility Management projects. However, please note this is subject to the availability of funds, all subrecipients should be prepared to provide the match if required or needed.

All mobility management projects are reimbursement programs you will be reimbursed for expenses once project is completed. In addition all Federal procurements must comply with FTA Circular 4220.1F as well as FTA's Best Practices Manual which can be found at http://www.FTA.dot.gov/documents/BPPM_fulltext.doc. NJ TRANSIT reviews and approves all bid specifications

Briefly describe MM activities:

Anticipated cost of MM activities: (MM project requests must be for **\$25,000.00** or more.)

III.a TITLE VI INFORMATION

Enter estimated number of UNDUPLICATED passengers of each race to be served by this vehicle(s), equipment, or Mobility Management Activities on a YEARLY basis. (The following definitions are to be used.)

- a. Blacks (Not of Hispanic Origin) – A person having origins in any of the Black racial groups of Africa.
- b. Hispanics – A person having origins of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture of origin.
- c. Asian or Pacific Islanders – A person having origins in any of the countries of the Far East, Southeastern Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example: China, Japan, Korea, the Philippine Islands, and Samoa.
- d. American Indians or Alaskan Natives – A person having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
- e. Non-Minorities – All persons not included in any of the above definitions.

Do not use percentages, give actual numbers.

Blacks (not of Hispanic Origin)	_____
Hispanics	_____
Asian or Pacific Islanders	_____
American Indians or Alaskan Natives	_____
Non-Minorities	_____
Total	_____

- 1. Are you (the applicant) a minority agency? Yes No
- 2. Do you (the agency) serve a minority community? Yes No
- 3. Does your agency serve low income populations? Yes No
- 4. PRIOR FEDERAL ASSISTANCE: Has the applicant received assistance from the Federal Transit Administration in prior years? Yes No
- 5. Has your agency received any complaints alleging discrimination under Title VI in service delivery within the past year?
 - Yes, if yes please provide a statement of status or outcome of each such complaint (attach additional pages if necessary).
 - No

III.b DEBARMENT INFORMATION

- 1. Has your agency ever been debarred from receiving state or federal funds?
 - Yes No

III.c EEO INFORMATION

- 1. Has your agency received any complaints alleging discrimination under EEO from employees within the past year?
 - Yes, if yes please provide a statement of status or outcome of each such complaint (attach additional pages if necessary).
 - No

IV. DESCRIPTION OF TRANSPORTATION SERVICES

A. Current Transportation

1. How many consumers does your organization currently transport in agency owned or leased vehicles?

List the number of unduplicated passengers per day.

Elderly _____

Persons w/Disabilities _____

Other _____

2. How many consumers does your organization (social workers or other staff) currently coordinate or arrange transportation for not using agency owned or leased vehicles? List the number of unduplicated passengers per day.

Elderly _____

Persons w/Disabilities _____

Other _____

B. Description of Service:

1. Describe in detail the transportation service you intend to provide this grant award. If applying for a vehicle and/or other capital equipment and/or a Mobility Management you must include a "Description of Service" for each request. Include the following.

Vehicle Request Projects Details

Describe program(s) you intend to support with this grant award.

What is your service area?

What are the transportation challenges for your consumers?

How will vehicle be used when not serving this program(s).

Describe the impact should you not receive this grant award.

Explain what unmet need will be fulfilled with this grant award and how this grant award will fulfill this unmet need.

How will you evaluate and measure success of this award over time?

Other Capital Equipment Projects Details

Describe program(s) you intend to support with this grant award.

What is your service area?

What are the transportation challenges for your consumers?

Describe the impact should you not receive this grant award.

Explain what unmet need will be fulfilled with this grant award and how this grant award will fulfill this unmet need.

How will you evaluate and measure success of this award over time?

Mobility Management Projects Details

Describe program(s) you intend to support with this grant award.

What is your service area?

What are the transportation challenges for your consumers?

Describe the impact should you not receive this grant award.

Explain what unmet need will be fulfilled with this grant award and how this grant award will fulfill this unmet need.

How will you evaluate and measure success of this award over time?

2. Vehicle Utilization and Appropriateness of Service

a. Trip Purposes (check all that apply).

- Adult Day Care
- Non- emergency Medical
- Vocational Rehabilitation
- Employment (competitive)
- Employment (non-competitive)
- Education
- Nutrition
- Social/Recreation
- Other (Volunteer, etc.)

b. Days of Operations (check all that apply).

- a. Monday-Friday days.
- b. Monday-Friday days and scheduled weekend service.
- c. Monday-Friday days and scheduled evenings.
- d. Monday-Friday days, scheduled evenings and weekend service.
- e. Special Trips (evenings and weekends available)

c. Ages Served (check all that apply)

- a. 60 years of age and over
- b. 21 to 59 years of age
- c. 12 to 20 years of age
- d. 0 to 11 year of age

3. Coordination Activities

All Section 5310 applicants must participate in the locally developed human services transportation plan, to be eligible for an award you must be named in this plan and/or meet an identified unmet need in the plan. Please list the page number and paragraph number of the unmet need your potential award is meeting. All county plans are located on the New Jersey Community Transportation Training Program (NJCTTP) website under the United We Ride label – www.NJCTTP.org. See **EXHIBIT A** for Frequently Asked Questions on this process.

Page number _____ Chapter/Section or Paragraph number _____

4. Transportation Services Options

Which of the following transportation services are available in your community? (check all that apply)

- Local fixed/deviated bus route service provided by NJT, the County or other provider
- Municipal Dial-A-ride
- County paratransit
- Access Link
- Taxi service
- NJ TRANSIT train service
- Light Rail

4a) If your consumers are not utilizing any of the above available transportation services - how are their current transportation needs met?

4b) If none of your consumers utilize public transit (bus or rail) explain why.

4c) Describe how this award will enhance transportation access beyond services currently provided by agencies in your service area.

5. Type of Transportation Service (Vehicle Requests Only)

Which type of transportation service will you be providing with this vehicle award? (check all that apply)

- Demand Response
- Subscription
- Deviated Fixed Route
- Fixed Route
- Feeder
- Other

6. Operating Plan (Vehicle Requests Only)

a. Administration

1. How many years of experience in operations does the person responsible for transportation in your agency have? _____ (If the person has not yet been hired, record zero in the blank. Previous transportation management experience for other employers can be included.)
2. How many years has your transportation service been operating? _____

b. Driver Training

1. Is driver training provided?

Yes No

If yes, list the training courses completed by the drivers:

c. Vehicle Maintenance Plan

Attach pre-trip inspection form and a copy of the standard operating procedures for preventative maintenance.

1. Does your agency perform pre-trip inspections?

Yes No

2. Does your agency have a preventative maintenance program for its vehicle(s)?

Yes No

3. Does your agency have maintenance policies and procedures for vehicle lifts? (This should be reflected in all preventative maintenance policies)

Yes No

4. Name and title of the individual responsible for maintenance:

Name: _____

Title: _____

5. Provide name(s) and location (s) of garage/maintenance facility(ies) where vehicle(s) are fixed & maintained. If maintained by self you must still provide this information.

Name: _____

Location/Address: _____

Name: _____

Location/Address: _____

Name: _____

Location/Address: _____

d. Storage (check one)

- 1. Garage kept.
- 2. Secured lot.
- 3. On site in an unsecured lot.
- 4. Off-site location in an unsecured lot.
- 5. Staff take vehicle(s) home at end of day.

Location of lot or garage where vehicles are kept.

Name: _____

Location/Address: _____

e. Trip Scheduling (check one)

- 1. One week in advance.
- 2. 72 hours or greater in advance.
- 3. 24 – 48 hours in advance.
- 4. Same day as needed.

f. Dispatching (check one)

How is dispatching accomplished?

- 1. Two way radio
- 2. Cell phone
- 3. Mobile Data Terminal
- 4. Other (describe) _____
- 5. None

g. Will this vehicle be subleased to another agency? NJ TRANSIT must be notified prior to any sublease agreement for approval and once finalized and all copies of such sublease agreements must be sent to NJ TRANSIT.

Yes, explain: _____

 No

V. TRANSPORTATION DETAILS

1a. Current Vehicle Fleet

Total number of vehicles: _____ Total number accessible vehicles: _____

Complete the following table – list your entire fleet. An existing inventory can be attached but **all** requested information must be included. See Definitions for Vehicle Type.

		VEHICLE INVENTORY						
	Section 5310 Vehicle # (If applicable) or agency No.	Vehicle Type	Model YR	Current Mileage	Funding Source	Vin #	Pass seats	# of securement locations
Example	16-***	Minibus	2000	80,200	Section 5310	Vin #	12	1

VI. DOCUMENTATION OF FINANCIAL AND MANAGEMENT CAPABILITIES

1. CURRENT sources of operating funds utilized or projected by applicant for transportation services (include administration). **If not currently operating service, indicate anticipated sources or operating funds.**

FEDERAL

Title III (Nutrition)	\$ _____
Title III – C	\$ _____
TANF/WorkFirst	\$ _____
(Formerly AFDC/Family Development)	\$ _____
SSBG (Social Services Block Grant)	\$ _____
Title XIX (Medicaid)	\$ _____
Veterans	\$ _____
CMAQ	\$ _____
Section 5311	\$ _____
Section 5316	\$ _____
Section 5317	\$ _____
Other (List other federal funding sources)	\$ _____

STATE

Senior Citizen and Disabled Resident Transportation Assistance Program	\$ _____
Human Services/DDD	\$ _____
DVR	\$ _____
Other (List other state funding sources)	\$ _____

LOCAL

Municipal Funds	\$ _____
County funds	\$ _____
Other (List other public local funding sources)	\$ _____

PRIVATE

Agency Fees	\$ _____
Passenger Fares	\$ _____
Donations	\$ _____
Corporate donations	\$ _____
Fund Raising	\$ _____
United Way	\$ _____
Other (list other private funding sources)	\$ _____

Total Operating funds	\$ _____
------------------------------	-----------------

2. Projected operating cost for requested vehicle in this grant (per vehicle cost)
- Driver's Salary/Fringe \$ _____
 - Administrative/Clerical \$ _____
 - Maintenance and Repairs \$ _____
 - Fuel \$ _____
 - Insurance \$ _____
- You must carry Liability/Collision of \$1,000,000 minimum combined single limit
- Other (overhead, license, etc.) \$ _____
 - TOTAL** \$ _____

2a. For Mobility Management projects **attach a detailed budget sheet.**

2b. Summary of 2011 Mobility Management Request			
Grant 5310	FTA (80%)	Local Match (20%)	Total

2. Has your agency had any findings in your yearly audit or financial statement in the last three years?

Yes No

VII. REQUIRED ATTACHMENTS

Please follow directions carefully and complete all sections of this application. **Incomplete applications will not be reviewed.** Below are required attachments. .

- Articles of Incorporation (if a private non-profit)
- Section 501(c)(3) of the Internal Revenue Code (if a private non-profit)
- 2009 or most recent Audit or Financial Statement/Annual Report (If applicant submitted this document as part of FTA Section 5311 or Senior Citizen and Disabled Resident Transportation Assistance Act program it is not required.)
- Completed Application includes newly required D-U-N-S number on Applicant Information page.
- Current marketing materials or brochures for agency and transportation service.
- Vehicle Inventory
- Pre-trip inspection form
- Preventative maintenance program documentation
- Exhibit C - Notarized Ads as per instructions must be completed and submitted with application.
- Exhibit E- Section 5310 Capital Assistance program New Jersey Standard Assurances **signature is required** from all applicants.

EXHIBIT A
**“Locally Developed Public Transit Human Services
Transportation Coordination Plan”**
Frequently Asked Questions and Designated Leads

What is Human Services Transportation?

For the purposes of this planning effort, it is defined as transportation services for people with disabilities, senior citizens and low income individuals. This could include transportation services provided by public agencies, human service agencies and private providers such as taxi or medical livery companies.

Why are we doing Community-based transportation planning?

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was signed into law on August 10, 2005. This law establishes programs and funding for the FTA through federal fiscal year 2009 and required the development of Locally –Coordinated Public Transit Human Services Transportation Plans. These plans will determine how transportation funding for the three FTA Section 5310, 5316 and 5317 will be spent. Lacking long-term authorization of a new federal transportation act this requirement will be the same until reauthorization which may have subsequent program changes and requirements. In New Jersey we include coordination requirements for Casino Revenue community transportation (SCDRTAP) as well.

Why should my agency get involved?

As an agency, you can represent the needs of people your agency serves. As an individual you can let us know your own needs and make those needs a part of the planning process. If you already operate a Section 5310 vehicle or are interested in applying for one, you should be involved, since future program priorities are being considered.

How do I get involved? Who do I contact?

Below are the United We Ride / Coordination Designated County Leads, they were appointed by their County Freeholder Board. We asked that you reach out to the Lead Contact in the county that your agency provides transportation services in, you will be asked to fill in a survey detailing the human service transportation you provide and you may also be asked to attend the County’s stakeholders meetings on a regular basis.

What is included in the Human Services Transportation Coordination Planning Process?

The first plans were completed during 2007 with updates every year; the FTA is now requiring plan updates every four years at a minimum.

During planning the following is updated and/or revised:

1. Building a database of interested participants.
2. Inventory available services.
3. Identify gaps in service and unmet travel needs.
4. Develop proposals to address gaps in service.
5. Evaluate and select proposals to address gaps in cooperation with a panel of planning partners.
6. Prepare a list of selected projects for each county.
7. Adopt the final list for inclusion in Metropolitan Regional Organizations (MPOs) regional planning process.

EXHIBIT A (Continued)

County	United We Ride Leads	Metropolitan Planning Organization
Atlantic	Carl Lindow Atlantic County Transportation PO Box 13 New Road & Dolphin Avenue Northfield, NJ 08225 609-645-7000 x4058	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Rd. B6 Vineland, NJ 08361 856-794-1941
Bergen	Rudolph Pasterczyk Bergen County Community Transportation 178 Essex Street Lodi, NJ 07644 201-368-7557	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Burlington	David L. Wyche Burlington County Dept. of Transportation 795 Woodlane Road Mount Holly, NJ 08060 609-265-5043	Meghan J. Weir Delaware Valley Regional Planning Commission (DVRPC) 190 N. Independence Mall West, 8 th Floor Philadelphia, Pa. 19106 215-238-2832
Camden	Carole Miller South Jersey Transportation Authority 800 Cooper Street Suite 500 Camden, NJ 08102 856-427-0988	Meghan J. Weir Delaware Valley Regional Planning Commission (DVRPC) 190 N. Independence Mall West, 8 th Floor Philadelphia, Pa. 19106 215-238-2832
Cape May	Colleen Somers Cape May Community Transportation Services Cape May Courthouse 4 Moore Road Cape May, NJ 08210 609-889-3700 or 7812	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Rd. B6 Vineland, NJ 08361 856-794-1941
Cumberland	Dale Finch, Executive Dir. County of Cumberland Office on Aging and Disabled 800 E Commerce Street Bridgeton, NJ 08302 (856) 453-2220	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Rd. B6 Vineland, NJ 08361 856-794-1941
Essex	Frank Cuoco Essex County Department of Citizen Services 50 South Clinton Street East Orange, NJ 07018 973-395-8400 or 8404	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Gloucester	Rick DeCosta, Coordinator Gloucester Department of HS Division of Transportation Services 211 County House Road Sewell, NJ 08080 856-401-7645 or 7646	Meghan J. Weir Delaware Valley Regional Planning Commission (DVRPC) 190 N. Independence Mall West, 8 th Floor Philadelphia, Pa. 19106 215-238-2832

EXHIBIT A (Continued)

County	United We Ride Leads	Metropolitan Planning Organization
Hudson	Harold E Demellier Jr., Director Department of Roads and Public Property Meadowview Complex, Bldg. One 595 County Avenue Secaucus, NJ 07094 201-558-7095	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Hunterdon	Lupe Fowler Hunterdon County Department of Human Services 8 Gauntt Place - Box 2000 Hunterdon County Administration Building #1 Flemington, NJ 08822 908-788-1253	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Mercer	Martin DeNero Mercer County Trade Transportation Public Works Facility 300 Scotch Road Building 1 Trenton, NJ 08628 609-530-1970 x17	Meghan J. Weir Delaware Valley Regional Planning Commission (DVRPC) 190 N. Independence Mall West, 8 th Floor Philadelphia, Pa. 19106 215-238-2832
Middlesex	Steve Fittante, Director Middlesex County Area Transit 711 Jersey Avenue New Brunswick, NJ 08901 732-745-7456 or 4029	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Monmouth	Jean Meroni Monmouth County Department of Transportation 250 Center Street Freehold, NJ 07728 732-431-6480 or 732-577-6731	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Morris	Mary Jo Buchanan County of Morris Department of Human Services PO Box 437 Morris Plains, NJ 07950	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Ocean	Kathy Edmond, Transportation Coordinator Ocean Ride 1959 Route 9 PO Box 2191 Toms River, NJ 08754-2191 732-736-8989	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436

EXHIBIT A (Continued)

County	United We Ride Leads	Metropolitan Planning Organization
Passaic	John McGill Passaic Division of Family Services 52 Church Street Paterson, NJ 07505 973-247-2487	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Salem	Ray Bolden Inter-Agency Council of Salem County 98 Market Street Salem, NJ 08079 856-935-7510 x8203	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Rd. B6 Vineland, NJ 08361 856-794-1941
Somerset	Yvonne Manfra 750 East Main Street Bridgewater, NJ 08807 908-231-7116	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Sussex	Carol Novrit Sussex County Department of Social Services 83 Spring Street Suite 203 Newton, NJ 07860 973-383-3600 x5152	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Union	Karen Dinsmore, Asst Director Union County Department of Human Services Union County Administration Building 10 Elizabethtown Plaza Elizabeth, NJ 07207 908-527-4809	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Warren	JanMarie McDyer Warren County Department of Human Services Division of Administration Cummins Building 202 Mansfield Street Belvidere, NJ 07823 908-475-6080	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436

EXHIBIT B VEHICLE USEFUL LIFE AND REPLACEMENT STANDARDS

Each applicant must select a vehicle type for which one is applying by indicating a choice in Section I Vehicle Request page of the application as well as placing a checkmark next to the appropriate vehicle description. The descriptions below are meant to assist the applicant in determining the type of vehicle best suited for their needs. When determining selection, the applicant should consider the costs of operating a vehicle including insurance (NJ TRANSIT requires a minimum \$1 million liability coverage in addition to comprehensive and physical damage coverage). In addition, the applicant should be aware that some vehicles purchased under this program require drivers to have a Commercial Driver's License and submit to drug and alcohol testing under the jurisdiction of the Federal Highway Administration.

NJ TRANSIT has traditionally purchased diesel for all vehicles except the minivan. However, presently due to a lack of commercial availability NJTRANSIT is purchasing all vehicles in the TYPE ONE and TYPE TWO categories with gas engines until such time that the industry again has smaller diesel chassis commercially available.

Type One – Vans

Type One (A) - Van - Single rear wheel cutaway van w/lift with and a gas and/or diesel engine, enclosed stepwell, automatic transmission, air-conditioning, and rear auxiliary heater. This vehicle can transport six (6) ambulatory passengers and one (1) forward facing mobility device. When space permits and if no mobility device is being transported, a flipseat will be included that will be increasing seating to eight (8) ambulatory passengers. The lift door is on the passenger side directly behind the front entrance. Useful Life is 4 years or 100,000 miles.



TYPE ONE (A)

Type One (B) – Extended Van – Single rear wheel cutaway extended Van w/lift and a gas and/or diesel engine, enclosed stepwell etc. that can seat eight (8) ambulatory passengers and one (1) forward facing mobility device. The lift is on the passenger side towards the rear of vehicle with the mobility device position opposite the lift. Useful Life is 4 years or 100,000 miles.



TYPE ONE (B)

EXHIBIT B
VEHICLE USEFUL LIFE AND REPLACEMENT STANDARDS
(Continued)

Type One (C) – Modified Minivan - This is a long wheelbase (Chrysler/Chevy type minivan with a lowered floor). This is intended for transporting one to two mobility devices or two to four ambulatory persons. The lower floor eliminates the need for a lift but comes with an automatic ramp. The lower floor also makes bottoming out a real possibility if operating in hilly areas or going in and out of a variety of driveways. Useful Life is 4 years or 100,000 miles.



TYPE ONE (C)

Type Two – Minibuses less than 30 ft. (CDL License Required)

Type Two (A) – Minibus - Dual rear wheel cutaway Minibus w/lift and a gas and/or diesel engine. Enough headroom to allow an individual to stand enclosed stepwell, automatic transmission, air-conditioning and rear heater. This vehicle can seat twelve (12) ambulatory and one forward-facing mobility device. If no mobility device is being transported, a flip seat will increase the ambulatory seating to fourteen (14). Vehicle usually has 158" wheelbase. Alternative seating plans must be requested in application in order to be considered. Useful Life is 5 years or 150,000 miles.



TYPE TWO (A)

Type Two (B) – Minibus - Dual rear wheel cutaway Minibus w/lift in rear and a gas and/or diesel engine. Basic seating plan is eleven (11) and one (1). Alternative seating plans must be requested in application in order to be considered. Vehicle usually has a 158" wheelbase. Useful Life is 5 years or 150,000 miles. **(CDL License Required)**



TYPE TWO (B)

EXHIBIT B
VEHICLE USEFUL LIFE AND REPLACEMENT STANDARDS
(Continued)

Type Two (C) – Extended Minibus - (Front or Rear Side Lift) - Dual rear wheel cutaway Extended Minibus w/lift and diesel engine built on a 176" wheelbase with lift in rear. Seating for sixteen (16) ambulatory and two forward facing mobility devices. When using a rear flip seat it can also carry eighteen (18) ambulatory and one mobility device. Useful Life is 5 years or 150,000 miles. **(CDL License Required)**



Type Three - Buses (CDL License Required)

Type Three (A) - A **medium** transit bus (30" or more in length). Designed to carry between twenty-four (24) to twenty-eight (28) ambulatory and two (2) forward facing mobility devices. Bus is equipped with air brakes and requires driver to have an air-brake certification on their Commercial Driver's License. Lift door can be in the front or towards the rear of the vehicle. Useful Life is seven (7) years or 200,000 miles.



TYPE THREE (A)

**EXHIBIT B
VEHICLE USEFUL LIFE AND REPLACEMENT STANDARDS
(Continued)**

**NJ TRANSIT is always evaluating the performance of vehicles and the specifications are subject to change. Should an applicant have a specific vehicle recommendation NJ TRANSIT will consider incorporating into the procurement process but all purchases must comply with Federal procurement practices including but not limited to Buy America and all purchases must be done in a open and competitive manner.*

Vehicle Estimate Prices

The estimated price information below will assist agencies in determining insurance costs.

Check for Type of Vehicle requesting and if this is a "Replacement" vehicle (Replacement is defined as replacing a previously awarded Section 5310 vehicle only) or for Program "Expansion".

Type One	Estimated Costs
a. Van	gas \$53,000
b. Extended Van	gas \$54,000
c. Minivan	\$44,000

Type Two	Estimated Costs
a. Minibus/front lift 158" WB	gas \$58,000
b. Minibus/Rear Lift 158" WB	gas \$59,000
c. Extended Minibus 176" WB	gas \$60,000

Type Three (AVAILABLE ONLY TO DESIGNATED COORDINATED SYSTEMS OR BY EXCEPTION):

	Estimated Costs
a. Medium size transit style 28-30 passenger, 2 mobility device positions, 30' or more in length	\$170,000

Note: No School Buses Will Be Purchased Through this Program.

Special Seating Requests now done on Vehicle Request page – please note that no seating modification will be done once vehicle procurement is complete.

EXHIBIT C
Public Notice Requirements

Applicants must publish a notice in a newspaper of general circulation on two separate days, placed in newspaper in the proposed service area. As per the FTA there must be an opportunity for public review and comment for all FTA funded capital requests (projects). To comply with this requirement all Section 5310 subrecipients requesting a capital project (vehicle, mobility management project and/or other capital equipment) must do a public notice in a newspaper soliciting public comment. A public hearing is only required if the capital project affects significant economic, social or environmental interests.

SAMPLE PUBLIC NOTICE

Notice is hereby given that _____ has made application to
Agency Name

NJ TRANSIT for _____ to assist in providing
How many and what type of vehicles & any Equipment or MM project

transportation to senior citizens and/or people with disabilities in _____, New Jersey.
Indicate service area

This project will be partially funded with FTA 5310 funds under a grant submitted to the Federal Transit Administration.

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

(Name of Applicant)

(Address)

PLEASE NOTE:

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

EXHIBIT E
SECTION 5310 CAPITAL ASSISTANCE PROGRAM
NEW JERSEY STANDARD ASSURANCES

Legal Name of Organization: _____

The applicant organization hereby agrees to the following Standard Assurances pursuant to the Section 5310 program.

1. It will comply with all applicable provisions with the NJ TRANSIT Standards for Section 5310. (Lease, insurance and reporting requirements)
2. It will give FTA and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
3. It will operate and maintain any facility or equipment constructed or purchased as part of a federal grant in accordance with the minimum standards as may be required or prescribed by the applicable federal, state and local agencies for the maintenance and operation of such facilities.
4. It recognizes NJ TRANSIT's authority to conduct audits for the purpose of verifying compliance with the requirements and stipulations stated above.
5. Based on information submitted in the applicant organization's application, the service provided or offered to be provided by existing public or private transit operators is unavailable, insufficient or inappropriate to meet the special needs of elderly or persons with disabilities within the service area.
6. The applicant organization possesses the necessary fiscal and managerial capability to implement and manage its proposed project.
7. The applicant organization is considered under state law as a private non-profit and has the legal capacity to contract with the state to carry out the proposed project or is a local government recognized by the state as an eligible local government under this program.
8. The applicant organization has or will have the time of delivery sufficient funds to operate the vehicle(s) equipment to be purchased under this project.
9. It will submit if selected any and all certifications required by state and/or federal law.

Signature of Authorized Official: _____

Print Name: _____

Title of Authorized Official: _____

Date: _____