



ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES

The Moving Ahead for Progress in the 21st Century (MAP-21) Act, was signed into law on July 6, 2012 and provides funding for Federal transportation programs, including the Section 5310 Program-Enhanced Mobility of Seniors and Individuals with Disabilities <https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/enhanced-mobility-seniors-and-individuals-disabilities>. This program has continued under the Fixing America's Surface Transportation ACT or FAST ACT signed into order on December 4th, 2015. The intent of this program is to improve mobility for seniors and individuals with disabilities by providing financial support, through programs planned, designed, and carried out to meet the special transportation needs of these populations. The Section 5310 is administered on behalf of the Federal Transit Administration (FTA), U.S. Department of Transportation by the New Jersey Transit Corporation (NJ TRANSIT). Under this funding, 55% of the available portion may be used for eligible capital projects and up to 35% may be used for operating transportation projects, the remaining 10% will be used by NJ TRANSIT for program administration, compliance and vehicle procurement.

Private non-profit corporations, private for-profit and certain public bodies (hereinafter, applicants) may apply for the following:

Request Type	FTA required match
Capital Assistance	
Vehicles	20% match required-provided by NJ Transit*
Mobility Management (see options below)	
Equipment	20% match required-provided by NJ Transit*
Acquisition of Transportation Services	20% match required-provided by applicant**
Travel Training	20% match required-provided by applicant**
Planning	20% match required-provided by applicant**
Operating Assistance	50% match required-provided by applicant**

All applications must be submitted via the S-RIDES website at <https://s-rides.njtransit.com/home/loginHome.aspx>.

*Please note: this is subject to the availability of funds, all applicants should be prepared to provide the match if required or needed.

**In the application, you must identify the source of your local match (see Local Match Requirements below for additional information and eligible sources of match).

<p>NJ TRANSIT WILL BE ACCEPTING APPLICATIONS FROM ORGANIZATIONS WHO WISH TO APPLY AS FOLLOWS:</p> <ul style="list-style-type: none"> ▪ <u>FFY2018</u> S5310 application will be available on August 23, 2019 (closing date of October 4, 2019) ▪ <u>FFY2019</u> S5310 applications will be available on October 11, 2019 (closing date of November 15, 2019)

NEW FEATURE:

S-RIDES will now allow you to duplicate an application from the previous fiscal year. If your agency has submitted an application for the previous fiscal year you can choose to duplicate that application. Please note that it is the agencies responsibility to make edits and corrections to reflect your new proposed project prior to submittal.

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.

To learn more about this and other NJ Transit grant programs visit the S-RIDES website at <https://s-rides.njtransit.com/home/loginHome.aspx> .

The goal of the Section 5310 Program is to improve mobility for seniors and individuals with disabilities throughout the state. The program requires coordination with other federally assisted programs and services in order to make the most efficient use of Federal resources. Although often grant subrecipients serve specific “consumer” groups, transportation services funded by this program may be open to all senior and individuals with disabilities and then the general public once the immediate transportation needs as explained in the subrecipients grant application are satisfied.

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

1. Provide the highest level of service possible to seniors and individuals with disabilities in the State of New Jersey.
2. Facilitate coordination and cooperation between subrecipient non-profit agencies, subrecipient local governments and NJ TRANSIT.
3. Encourage maximum use of resources to the fullest extent possible.
4. Demonstrate to transportation providers, through the development of standardized vehicle specifications, the maximum safety, comfort and design available in the marketplace.
5. Administer the program in accordance with all FTA regulations.

Eligible subrecipients 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.
- Private For-Profit Organizations
 - Operator of public transportation that receives a section 5310 grant indirectly through a recipient.
 - Private operators that provide shared ride service to the public or special categories of users (such as seniors or individuals with disabilities). Private operators must provide documentation demonstrating that the company is providing a shared ride service in-order to qualify for an award. Private taxi companies that provide shared-ride taxi service on a regular basis are operators of public transportation, and therefore eligible subrecipients.
- State or Local Governmental (including Municipalities and Counties) Authority:
 - 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 and self-certify in their application that no non-profit corporations or associations are readily available in the area to provide the service. (See Attachment T Sample)
- Tribe
 - Federally recognized Indian Tribes

Eligible requests during this grant cycle are indicated below:

- 1) **Vehicles** (agencies can apply for up to 12 vehicles)
 - a) ADA compliant vehicles including mini-vans, small cutaways, standard cutaways, extended cutaways and medium duty vehicles.
- 2) **Mobility Management** (minimum request of \$50,000.00 (FTA Share) not to exceed \$300,000.00 (FTA Share))
 - a) Equipment (Transit related intelligent transportation systems (ITS's) including computer hardware and software)
 - b) Acquisition of transportation services – such as third-party contracts for service delivery.
 - c) Planning (such as hiring a Mobility Manager, planning study or other consultant services)
 - d) Travel training, bus/rail passes
- 3) **Operating** Expenses that are necessary to operate, maintain or manage a transportation system (maximum request of \$300,000.00 (FTA Share) and \$300,000.00 Local Share for a total of \$600,000.00)
 - a) Salaries/ fringe
 - b) Maintenance & repairs
 - c) Fuel
 - d) Insurance

All requested funding must be categorized into one of the above line items.

Coordinated Human Services Transportation Plan (CHSTP)

Federal transit law, as amended by MAP-21 and continues under the FAST ACT, requires that projects selected for funding under the Section 5310 program be “included in a locally developed, coordinated public transit-human services transportation plan” and that the plan be “developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and non-profit transportation and human services providers and other members of the public”. [Link to Chapter V of circular.](#)

As required, all counties have an approved Coordinated Human Services Transportation Plan (CHSTP). In order to participate in this program, the submitted project/funding requests must be identified in CHSTP or meet a need or gap that was identified in the plan. It is the responsibility of the Lead agency to hold stakeholder meetings throughout the year where the transportation needs of the county are discussed and included in any addendums to the plan. All CHSTP should have a complete update every 5 years.

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 letterhead that expresses interest in the development of the local plan, and the inclusion of your organization’s proposed 5310 project within the plan.

For municipalities Applying for Section 5310 Funding, in addition to either being named in a county plan or meeting a need identified in your county plan you must submit a Public Body Self Certification that there is no nonprofit in your area readily available to provide the service you are describing in your application.

If you are unsure of your agency's involvement, contact the CHSTP designated [lead for your county](#) or to view your county's current plan please contact your county lead. Go to website at <https://s-rides.njtransit.com/home/loginHome.aspx> , click UWR and look for the county in which you will be providing service in.

Private providers should be given the opportunity to present their views concerning the development of the local CHSTP and to offer their own contractual service proposals for consideration. For additional information on Private Enterprise Participation in Planning and Service Delivery go to FTA's website - <https://www.transit.dot.gov/> .

Vehicle Projects

Vehicles may only be used in the following ways:

- For the provision of services to seniors and individuals with disabilities served directly by the agency as described in the Application;
- 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;
- Section 5310 subrecipients are permitted to provide charter service as long as they comply with 49 CFR Part 604; the most up-to-date 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. For additional charter requirements and restrictions go to FTA website - <http://www.fta.dot.gov> and search for Charter Service.
- Subrecipient may lease or share the use of a vehicle to another agency as described in your application. When vehicles are leased/shared with another agency other than the direct subrecipient named in the grant application, there must be a written contract/agreement/lease between the two parties. Be advised – as the direct subrecipient, your agency is responsible for all requirements as defined under the agreement with NJ TRANSIT. When leasing, agencies must adhere to the following:
 - Receive prior written approval of NJ TRANSIT.
 - A copy of an approved lease/sub-lease must be submitted to NJ TRANSIT and include all required federal certifications and clauses.

- The lease/sub-lease must be for services as described in the application.
- Leases/sub-leases may be made with the following organizations:
 - i. Private non-profit
 - ii. Private for-profit
 - iii. Local Public Body

Lease/sub-lease arrangements to coordinated system providers are encouraged to avoid duplication of service and maximize vehicle utilization.

Vehicle Project Agreement

Vehicle delivery can range anywhere from 18 to 24 months from time of award letter. Each approved applicant 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. Vehicle types and useful life criteria are described under the Vehicle Project Section of the application. Once the vehicle reaches its useful life, NJ TRANSIT will release the lien and the subrecipients' responsibilities under the grant will have been completed.

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:

A combined single limit of \$2,000,000 is the minimum insurance required for all vehicles. The certificate should also indicate:

- NJ Transit as an "additional insured" and "Loss Payee" (Loss Payee: in the event of a "totaled" vehicle, NJ TRANSIT shall receive insurance payouts)
- 30 days written notice to NJ TRANSIT of change or cancellation of insurance
- The Vehicle description, VIN and NJ Transit Vehicle # (#16-XXXX) should be listed on the certificate
- NJ TRANSIT will be titled as the lien holder

Mobility Management/Equipment Projects/Acquisition of Transportation Services

Please note: Only one project may be requested in this section.

Requests may include the following:

1. Planning
 - a. Support for short term projects to plan and implement coordinated services;
 - b. Support for a planning consultant to review agency routes, demographics, trip generators, and develop more efficient service
 - c. Support for planning consultant to facilitate/update CHSTP plan
 - d. The support of State and local coordination policy bodies and councils both statewide and local stakeholder groups;
2. The support of travel training to teach seniors and individuals with disabilities to use fixed route system (bus/train)
3. The development and operation of one-stop transportation traveler call centers to coordinate transportation information for customers among supporting programs;
4. 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.
5. Acquisition of transportation services under contract. Please note: 20% local match required

Further descriptions of eligible projects can be found on the Enhanced Mobility of Seniors and Individuals with Disabilities <https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/enhanced-mobility-seniors-and-individuals-disabilities>.

Mobility Management Project Agreement

Each approved agency will be required to enter into an agreement with NJ TRANSIT, which governs the project and use of federal funding. The agreement will specify requirements for reporting, coordination and other items regarding the use of funds. The agreement will specify the duration of the project, at which time the project funds must be expended.

Prior to going out to bid, all subcontracts and specifications must be reviewed and approved by NJ TRANSIT and follow FTA third party procurement guidelines.

Operating Projects

Requests may support the following:

Salary/Fringe, Maintenance/Repairs, Third Party Contracts, Fuel, and Insurance.

Operating Project Agreement

Each approved agency will be required to enter into an agreement with NJ TRANSIT, which governs the project and use of federal funding. The agreement will specify requirements for reporting, coordination and other items regarding the use of funds. The agreement will specify the duration of the project, at which time the project funds must be expended. Be advised, this is a competitive process and existing projects will be reviewed annually through this application process and may not receive on-going funding.

Prior to going out to bid, all subcontracts and specifications must be reviewed and approved by NJ TRANSIT and follow FTA third party procurement guidelines.

REQUIREMENTS FOR PROJECT REQUESTS UNDER THE 5310 PROGRAM:

Public Notice Requirements

All Section 5310 subrecipients awarded a project must post 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. Public notices are a requirement of applying for a Section 5310 award; all applications must include required notarized public ads published two separate days in major newspapers. To document that this requirement was met the application must include a notarized copy of the published notice, or a screenshot of the NJ Public Notice website and a hearing record if one was held. [Link to sample public notice.](#)

NJ Standard Assurances

All subrecipients must agree to the New Jersey Standard Assurances pursuant to the Section 5310 program.

Required Documents

The following is a list of documents that are required when completing the application:

- Attachment A – Organizational Chart
- Attachment B – Current Marketing Material
- Attachment C – SAM.GOV Screenshot
- Attachment D - Articles of Incorporation (if Non-Profit Organization)
- Attachment E – Section 501(c)(3) of Internal Revenue Code (if Non-Profit Organization)
- Attachment F – Proof of Shared Ride Services (if For-Profit Organization)
- Attachment G – Certification of Need (if Town/Municipality)
- Attachment H – 2015 or most recent Audit or Financial Statement/Annual Report
- Attachment I – County Coordinated System Vehicle MOU (if applicant has contracts with other transportation agencies)
- Attachment J – Formal Transportation Coordination Agreement(s) (if applicant has contracts with other transportation agencies)
- Attachment K – Job Description of person responsible for transportation program (if applying for a vehicle)
- Attachment L - Vehicle Inventory (if applying for a vehicle)
- Attachment M – Vehicle Pre-trip inspection (if applying for a vehicle)
- Attachment N – Vehicle Preventative Maintenance (if applying for a vehicle)
- Attachment O – Job Description of person responsible for maintenance program (if applying for a vehicle)
- Attachment P – State Tax Forms
- Attachment Q – Federal Tax Forms
- Attachment R – Notarized Ads
- Attachment S – NJ Standard Assurances
- Attachment T – Public Body Self Certification (for municipalities only)

Project Selection Criteria/Technical Capacity

When filling in this application ensure that you are clearly documenting the technical capacity required to deliver this FTA funded project. The application review will be based upon:

- a. Formula-based (population density) distribution (by UZA)
- 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 proposed number of one-way passenger trips for seniors and/or individuals with disabilities
- e. Amount of utilization of the equipment for seniors and/or individuals with disabilities transportation, proposed in the application, in terms of days and hours per week
- f. Coordination and inclusion in the CHSTP as required under MAP-21
- g. Demonstrated evidence of the organization's administrative financial capacity to carry out the proposed project and evidence of their understanding of the financial commitment required for the project
- h. Documentation on proposed vehicle operating plan, maintenance plans, and driver training, including sufficient number of back-up vehicles/drivers to perform services under this program
- i. Adequate level of staffing, grant, and operational experience to comply with all FTA grant requirements and delivery of service
- j. Written procedures and policies for operations, grant administration and FTA reporting requirements

The Statewide Review Committee, including NJ TRANSIT staff and Metropolitan Planning Organization (MPO) representation will review each application submitted for 5310 funding. 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.

Local Match requirements

As defined above on page 1, FTA Section 5310 grant program provides funding to cover eighty percent (80%) costs of vehicle(s) and Mobility Management and fifty percent (50%) cost of operating projects.

For vehicle awards, no match is required from the applicant (sub-recipients). NJ TRANSIT provides the twenty percent (20%) local match requirement for capital costs of vehicles and equipment (subject to the availability of funds); therefore any agency approved for a vehicle or equipment will be covered at 100%.

For Mobility Management awards, such as acquisition of transportation services, travel training and/or planning projects; the applicants (sub-recipients) must provide the twenty percent (20%) local match. Mobility Management award of equipment does not require a local match. NJ TRANSIT will cover the 20% local match requirement.

For Operating awards, the sub-recipient is required to provide fifty percent (50%) local match from its own funding sources.

Source of local match

The source of local match needs to be identified in the application. Although you cannot use Federal Transit Administration funds as local match we will consider non FTA federal match funds. Confirmation of matching shares will be request prior to execution of the agreement.

Cash match is highly encouraged. If you intend to use in-kind match it must be approved by NJT staff prior to execution of the agreement. Agencies must be able to show documentation of source of local match when using in-kind/ indirect. The match must have a value and documentation of that value needs to be provided and approved by NJ Transit.

Some examples of these sources of local match include: state or local appropriations; dedicated tax revenues; private donations; revenue from service contracts; transportation development credits; volunteer driver hours; and net income generated from advertising and concessions.

Income from contracts to provide human service transportation may be used either to reduce the net project cost (treated as revenue) or to provide local match for Section 5310 operating assistance. In either case, the cost of providing the contract service is included in the total project cost.

No FTA program funds can be used as a source of local match for other FTA programs, even when used to contract for service. All sources of local match must be identified and described in the grant application at the time of grant award. In addition, the local share may be derived from federal programs that are eligible to be expended for transportation, other than USDOT programs, or from USDOT's Federal Lands Highway program. Examples of types of federal programs that

are potential sources of local match include: employment, training, aging, medical, community services, and rehabilitation services. Specific program information for other types of federal funding is available at <https://www.transit.dot.gov/ccam/resources/united-we-ride-brochure>.

Project Reporting Requirements

Vehicles:

All subrecipients are required to submit quarterly reports for Section 5310 projects. For those receiving vehicles these reports will include the number of consumers benefiting from transportation services, trip purposes for which service is used, and maintenance information for each active Section 5310 funded vehicle. Subrecipients must submit vehicle quarterly reports to NJ TRANSIT through the S-RIDES website.

Mobility Management:

All subrecipients are to submit reimbursements as required and quarterly progress reports for Section 5310 projects. Once the Section 5310 agreement is fully executed, all reports are required until the procurement and/or planning project is completed. The subrecipient is required to complete all project related work within timeline as defined in the contract term of the agreement.

Operating:

All subrecipients are required to submit monthly ridership reports and reimbursements for Section 5310 projects. Once the Section 5310 agreement is fully executed, all reports are required until the project is completed. The subrecipient is required to complete all project related work within timeline as defined in the contract term of the agreement.

Annual Requirements

If selected for inclusion, the applicant agrees to fully comply with the following:

- An applicant awarded a Section 5310 project must sign the Certifications and Assurances required by Federal laws and regulations annually agreeing they comply with the required clauses. To find out more information on these FTA requirements go to <https://www.transit.dot.gov/funding/grantee-resources/certifications-and-assurances/fiscal-year-2018-annual-list-certification-0>. If you are selected for inclusion in this federal grant, you will have to sign the certifications and assurances before NJ TRANSIT submits the grant to the FTA.
- ADA Affidavit must be signed by subrecipient and if your agency contracts out the service it is to also be signed by your vendor (third party contractor) assuring that you and/or your vendor are complying with all ADA regulations and maintaining your ADA equipment as required.
- The FTA Lobbying form must be signed by subrecipient and if your agency contracts out the service it is to also be signed by your vendor (third party contractor) assuring that you and/or your vendor are complying with all regulations.
- The LLL form must be signed by subrecipient and if your agency contracts out the service it is to also be signed by your vendor (third party contractor) assuring that you and/or your vendor are complying with all regulations.
- The NJT Code of Ethics for Vendors form must be signed by subrecipient and if your agency contracts out the service it is to also be signed by your vendor (third party contractor) assuring that you and/or your vendor are complying with all NJ TRANSIT regulations.
- Title VI Certification must be signed by subrecipient.

Definitions

1. **Congressional District** - you must use the nine digit zip code at the congressional website to determine specific representative
2. **Competitive Employment** – trips to places of gainful employment.
3. **Contact – Program** – person responsible for oversight of grant requirements
4. **Contact – Report** – person responsible for entering reports
5. **Contact – Vehicle** – person responsible for vehicle maintenance and inspections
6. **Demand Response Service** – Shared ride service operating in response to calls from passengers or their agents to the transit operator who schedules a vehicle to pick up the passengers to transport them to their destinations. Demand Response mode of service consists of Regular Passenger Trips and Subscription Trips as defined below.
7. **D-U-N-S number and SAM.GOV**– 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 and be registered in the System for Award Management (SAM) <https://www.sam.gov/SAM>. The D-U-N-S number is unique to the entity. To obtain your free required D-U-N-S number go to <http://www.dnb.com/get-a-duns-number.html> and follow instructions for obtaining a number. Once you receive your D-U-N-S number you will need to register your agency on the SAM website.
8. **Eligible Services** - 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.

9. **Feeder service to bus and rail** – transportation services from a particular origin to and from traditional bus and/or rail services
10. **Individuals 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.
11. **Local Government** - includes a county, municipality, city, town, township, council of governments (whether or not incorporated as a private non-profit organization under State law), regional or interstate government entity, or any agency or instrumentality thereof.
12. **Medical** – trips taken for medical appointments such as dialysis, doctor's offices, physical therapy, chemotherapy etc.
13. **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.
14. **MVC Corpcode** – The NJ MVC issues corporation codes (corpcodes) to businesses located in New Jersey. Your business will receive a 15-digit corpcode that will be required for all transactions. Financial institutions, leasing companies or businesses located outside the state that are legally registered to conduct business in New Jersey may request a corpcode. For more information or to obtain an MVC corpcode go to <http://www.nj.gov/mvc/business/blsfaq.htm#Corp>
15. **Non Competitive Employment/Training** – trips to places of employment of a non-competitive nature (i.e. sheltered workshop or extended employment center).
16. **Non-profit Organization** - 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.
17. **Nutrition** – Number of trips exclusively to/from designated nutrition sites and centers with the primary purpose of obtaining a meal.
18. **One-way passenger trip** - is defined as one passenger traveling in one direction from an origin to a destination; also referred to as an “unlinked passenger trip”.
19. **Other Trips** – Any trip that does not fit in any of the other categories including personal care attendants or for errands such as banking, hair salon or visiting friends or for a deviated route service (open door policy) where you do not collect this data.
20. **Post Secondary Education** – Number of trips to schools or vocational training centers, full-time or part-time, day or evening, credited or non-credited.
21. **Public Transportation** – includes shared ride services to the public or special categories of users (such as seniors or individuals with disabilities).
22. **Route Deviation Service** – Transit service that operates along a fixed alignment or path at generally fixed times, but may deviate from the route alignment to collect or drop off passengers who have requested the deviation.
23. **Senior** - 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.
24. **Service Area** - 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.
25. **Shared ride service** - a transportation service to two or more passengers in the same vehicle who are otherwise not traveling together. Private-For-Profit agencies offering this service must provide documentation verifying that they are a “Shared Ride” provider. Such documents are Local (municipality or state) statutes or regulations, company policy demonstrating agency provides a shared-ride service, driver manifests, reservation policies, the employee handbook or the driver training manual.
26. **Shopping** – Number of trips to any shopping area or store.
27. **Social/Recreation** – Number of trips to senior centers, sporting events, concerts, plays or community sponsored special events as well as planned social outings.
28. **Socially Disadvantaged** - Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as members of a group. For further description: <http://www.sba.gov/content/who-are-socially-disadvantaged-individuals>