

STATE OF NEW JERSEY STATE MANAGEMENT PLAN

SECTION 5310 PROGRAM THE ELDERLY INDIVIDUALS AND PEOPLE WITH DISABILITIES PROGRAM



Revised January 2014

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EXHIBIT A – SUBRECIPIENT QUARTERLY MONITORING REPORT (instructions, maintenance and ridership)

EXHIBIT B – VEHICLE INSPECTION FORM

This State Management Plan (SMP) describes the State of New Jersey's policies and procedures in administering the Federal Transit Administration's (FTA) Section 5310 program. In New Jersey, NJ TRANSIT administers the FTA's Section 5310 Program. The SMP has been filed with the FTA Regional Office. Updates to the SMP shall be incorporated and submitted to FTA whenever NJ TRANSIT significantly changes its management of the program, applies for a new grant, or when the FTA requires new program requirements.

Revisions made to this document since 2009 include the following:

January 2014

- Under Eligible Subrecipients on page 14 included private for profit organizations and Tribes.
- Under State Contribution on page 15 revised the match requirements.
- Under Eligible expenses on page 15 and 16 specified the % of apportionment to be spent on traditional capital vs. operation expenses.
- Under Funding Available on page 16 included Operating expenses.
- Under Disadvantaged Business Enterprise Program Requirements on page 25 included the DBE language that all FTA subrecipients receiving operating and capital funding are required to complete and submit the Subrecipient DBE Reporting Form on a bi-annual basis to NJ TRANSIT if any of the funds are used for contracting opportunities.
- Under Procurement and Third Party Contracting on page 31 updated the language to include Subrecipients must comply with the Third Party Contracting Requirements of FTA Circular 4220.1F in the solicitation, award and administration of its third party contracts. Subrecipients must also ensure that they complete all required certifications, reports, forms and other required items. Procurements must comply with DBE program requirements.

May 2013

- Under Reporting Requirements on page 32 added Federal Funding Accountability and Transparency Act (FFATA) requirement. The FFATA requires that as federal grants are awarded certain details of sub-awards greater than \$25,000 be reported on www.rsr.gov.

June 2012

- Under Non-Vehicle Equipment on page 28 added new requirement subrecipients with active non-vehicle equipment must sign yearly certification of use.
- Under Maintenance on page 31 removed the reference to Exhibit C this exhibit has been removed from document. NJ TRANSIT's current preventative maintenance guidance located at <http://www.njcttp.org/resources/>.

February 2012

- Under Public Involvement on page 9 added detail on involvement with training website.
- Under Eligible Subrecipients on page 13 provided clarification on public body eligibility.
- Under Eligible Capital Expense on page 14 provided clarification of other capital eligible under grant.
- Under Application Review on page 17 corrected MPO participation in the application review process.
- Transfer of Funds (Flex Funds) on page 20 added all funding sources that can be flexed into Section 5310 program.
- Under Public Sector Participation on page 22 changed required legal notice done by applicant when submitting initial application.
- Under Title VI Program Requirement on page 23 minor wording changes clarifying process.

- Under Equipment Management on page 28 added additional language about non-vehicle equipment requirements.
- Under Vehicle types offered on page 29 updated vehicle descriptions.

March 2011

- Under Definitions on page 5 and 6 revised/updated the definitions for: Application, People with Disabilities and Subrecipient. Added a definition for D-U-N-S number.
- Under United We Ride on page 9 deleted paragraphs describing Executive Order issued by Governor in 2007. Executive Order has since expired.
- Revised Eligible Subrecipients by simplifying description of eligible public bodies on page 13
- Minor revisions to Eligible Capital Expenses on page 14, removed vehicle rehabilitation as eligible expense.
- Updated Application Instructions and Review Process section – pages 16 through 19 – to reflect current process.
- Revised Transfer of Funds on page 20 to include Section 5309 and CMAQ.
- Added provision of D-U-N-S number requirement on page 35
- Added Quarterly Reports will be required to be submitted electronically.
- Added New Maintenance Quarterly input screen
- Deleted Governor’s Executive Order as Exhibit since it has expired.

December 2010

- Included revised NJ TRANSIT quarterly ridership report form.

April 2010

- Revised Title VI section on page 21 – 22 to include “new” in Circular 4702.1A Title VI and Title Guidelines for FTA Recipients issued April 2007.

The primary purpose of this State Management Plan is to provide information to the public regarding the administration of New Jersey's Section 5310 Program and to serve as the basic document that FTA can reference to review NJ TRANSIT'S administration of the Section 5310 Program. Applicants can contact NJ TRANSIT'S Local Programs and Minibus Support Unit, in writing for technical information or general assistance in completing an application for FTA Section 5310 funds. Comments regarding any revisions or any suggestions or inquiries regarding this SMP should be forwarded to:

NJ TRANSIT
Local Programs and Minibus Support Unit
One Penn Plaza East, 4th Floor
Newark, New Jersey 07105
ATTN: Director
(973) 491-7372
GRANT5310@NJTRANSIT.COM

GENERAL OVERVIEW

INTRODUCTION AND OVERVIEW

In a society which places great value on the ability to have access and mobility, elderly persons and people with disabilities want to retain opportunities to actively participate in all of life's pursuits including but not limited to education, employment, entertainment, medical treatment, nutrition, shopping, therapy and volunteer work. Often many individuals within these segments of the population find themselves transportation disadvantaged. The lack of availability and expense of travel often fosters social and economic isolation. Sometimes such isolation can lead to institutionalization instead of allowing for “aging in place” with full integration into a community. It is a quality of life issue and it is a challenge to society.

The Section 5310 program was established in 1975 as a discretionary capital assistance program. In

cases where public transit was inadequate or inappropriate, the program awarded grants to private non-profit organizations to serve the transportation needs of elderly persons and people with disabilities. In the early years of the program, many of the subrecipient non-profit agencies awarded vehicles used them primarily for transportation for their own clients. In 1991, when this federal program was reauthorized under the Intermodal Surface Transportation Efficiency Act (ISTEA), the eligibility of public bodies under limited circumstances to facilitate and encourage the coordination of human services transportation was introduced. In 2005, Congress enacted SAFETEA-LU. SAFETEA-LU introduced the requirement that projects funded with Section 5310 funds be derived from a locally developed, coordinated public transit-human services transportation plan.

In New Jersey, NJ TRANSIT administers the Section 5310 Program. New Jersey's Section 5310 Program makes available capital assistance through the purchase of vehicles and related equipment to eligible private non-profit agencies and designated public bodies to provide transportation to elderly persons and people with disabilities. This program, starting in 2007, now makes available limited funding for mobility management planning. Since this grant program began in 1975 over 1,300 vehicles have been provided to eligible agencies throughout the State. From the start, the State of New Jersey has stressed the need for the coordination of funding sources and/or services in order to maximize the effects of this grant program. That remains especially true today in light of the new federal requirements under SAFETEA-LU.

More information on the Section 5310 Program and the requirements that the State of New Jersey must follow can be found in the FTA proposed circular http://www.fta.dot.gov/legislation_law/12349_15555.html.

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”** 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. **Operating Expenses:** Operating expenses are those costs necessary to operate, maintain, and manage a public transportation system. Operating expenses usually include such costs as driver salaries, fuel, and items having a useful life of less than one year.
- l. **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.
- m. **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.
- n. **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.
- o. **Subrecipient** is approved applicant.

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 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 programs 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 or service need must be identified in a locally developed “coordination plan”.

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 participate in the program.
- 7) Administer the program in accordance with all FTA regulations.

STATE ROLE IN PROGRAM ADMINISTRATION

The Governor of New Jersey has designated NJ TRANSIT as having the requisite legal, financial, and staffing capabilities to receive and administer Federal funds under the Section 5310 program. NJ TRANSIT is the grantee for all Section 5310 funds within the State of New Jersey and applies on behalf of subrecipients. NJ TRANSIT is the nation's largest statewide transit agency providing bus, rail and light rail services of over 850,000 daily trips on 260 bus routes, 10 commuter rail lines, and 3 light rail lines. NJ TRANSIT links major points in New Jersey, New York and Philadelphia, serving 164 rail stations, 61 light rail stations and over 19,000 bus stops. The Commissioner of the New Jersey Department of Transportation is Chairperson of NJ TRANSIT's Board of Directors ensuring coordination between the two agencies.

Administration of the Section 5310 Program is placed in the Local Programs and Minibus Support Unit, which along with the ADA Unit and the Community Mobility, brings a variety of community transit based programs all under the Capital Planning and Programs Department. The Local Programs and Minibus Support Unit also administers the Section 5311 (non-urban) grant program, the state casino revenue tax funded Senior Citizens and Disabled Resident Transportation Program, and other grants that impact local transit services. Various other departments within NJ TRANSIT support Local Programs and Minibus Support in the administration of the program.

The Local Program and Minibus Support Unit will administer the Section 5310 program in conformance with the provision of FTA C9070.1G and with the broad direction defined by the statewide goals and objectives. NJ TRANSIT's responsibilities include: notifying eligible local entities of funding availability; developing project selection criteria; determining applicant eligibility; selecting projects for funding; and ensuring that all subrecipients comply with Federal requirements. Eligible nonprofit organizations or local governments/public bodies must apply directly to NJ TRANSIT for assistance under this program.

NJ TRANSIT is responsible for ensuring that local applicant and project activities are eligible and in compliance with Federal requirements and their approved application, that private for-profit transportation providers are provided an opportunity to participate to the maximum extent feasible, and that the program provides for maximum feasible coordination of transportation services assisted under Section 5310 with transportation services assisted by other Federal sources. In addition, NJ TRANSIT monitors local projects; ensures that all program activities are included in a statewide transportation improvement program (STIP); and oversees project audit and closeouts. NJ TRANSIT certifies to the FTA annually that the state and subrecipients have met or will meet all Federal requirements.

Under the authority of the U.S. Department of Transportation regulations, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," 49 C.F.R. Part 18 (sometimes referred to as the common rule), NJ TRANSIT relies on its own laws and procedures in the areas of financial management systems, equipment, and procurement for itself and its public body subrecipients.

As the grant recipient NJ TRANSIT'S major responsibilities as the administrator of the project and manager of federal funds are as follows:

- Provide continuous managerial direction to the project.
- Provide adequate inspection of equipment and oversight of services by qualified professionals;
- Assure that the project conforms to grant agreements, applicable statutes, codes ordinances, and safety standards.
- Ensure compliance with all federal, state and program requirements by consultants, contractors, and subcontractors working under approved third party contacts or interagency agreements, including procurement standards and labor regulations.
- Prepare all pertinent performance reports on the project.
- Establish and maintain a record keeping system for overall program accountability.

LOCAL PUBLIC INVOLVEMENT

NJ TRANSIT has a long established advisory group called the Senior Citizens and Disabled Resident Transportation Assistance Program Citizens Advisory Committee, formed primarily to provide input on public transit accessibility issues and the state casino revenue tax funded transportation program (Senior Citizens and Disabled Resident Transportation Assistance Program). This committee is made up of elderly individuals and people with disabilities as well as coordinated human services transportation providers making it an ideal vehicle to review Section 5310 issues.

The annual application and current State Management Plan are available to the public on the New Jersey Community Transportation Training website, www.njcttp.org/united.

In addition, throughout the year reports and presentations are made at regular meetings of the Council On Special Transportation (C.O.S.T. – www.njcost.com), local County Transportation Citizens Advisory Committees, and various organizations either providing or provided human services transportation. Presentations are also made as needed at Metropolitan Planning Organizations and relevant subcommittees.

The yearly state transportation conference held every April in Atlantic City, TransAction Conference, jointly sponsored by NJ TRANSIT, NJDOT, C.O.S.T. and the County Transportation Association (CTA) is also used as a forum to disseminate information about the Section 5310 Program. This conference brings together transit operators, planners, consumers, social service agency and State agency representatives.

COORDINATED PUBLIC TRANSIT- HUMAN SERVICES TRANSPORTATION PLAN

OVERVIEW

Federal transit law, as amended by SAFETEA-LU, requires that projects selected for funding under the Section 5310, Jobs Access and Reverse Commute (JARC – Section 5316) and New Freedom (Section 5317) programs be derived from a locally developed, coordinated public transit-human services 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.

The locally developed, coordinated public transit-human services transportation plan (“coordinated plan”) 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 the locally “coordinated plans” are developed by the twenty-one (21) counties in the State. This process commenced in 2004 under the State’s United We Ride effort.

UNITED WE RIDE

In February of 2004, the Governor of the State of New Jersey approved representatives from a state interagency committee consisting of the NJ Department of Human Services, NJ TRANSIT and the NJ Department of Labor to attend the United We Ride (UWR) Leadership Forum in Washington DC. In the spirit of the UWR federal Initiative, New Jersey’s interagency committee reconstituted itself and became recognized as the New Jersey Council on Access and Mobility (NJCAM), mirroring that of their federal counterparts. The Council has expanded its membership to include representatives from the Departments of Health and Senior Services, Corrections, Education and the Department of Labor’s Division of Vocational Rehabilitation (DVR), the Department of Human Service’s Division of Disability Services (DDS), Division of Developmental Disabilities (DDD), Division of Mental Health Services (DMHS), Division of Youth and Family Services (DYFS), Division Family Development (DFD), Division of Medical Assistance & Health Services (DMAHS) and NJ TRANSIT’S Access Link and the Rutgers Voorhees Transportation Center.

As the year 2005 came to an end, the NJCAM sponsored two one-day workshops. These workshops were held to introduce to local stakeholders the Framework for Action Community Self-Assessment process (www.unitedweride.gov/FFA-Communities.pdf) and to kick-off the county based “coordination plan” process needed to secure Section 5310, JARC and New Freedom formula grant dollars as outlined in the federal transportation legislation, SAFETEA-LU.

In April 2006, the Commissioner of NJ Department of Transportation and the Executive Director of NJ TRANSIT sent a letter to each of the 21 counties in New Jersey asking that they designate a lead person who would serve as the point of contact for the “coordination plan” process. The role of the designated lead was to be the facilitator at the county level that would bring together the relevant stakeholders and oversee the development of the “coordinated plan”.

In November 2006, a second annual United We Ride work session was held. At that meeting the designated leads and stakeholder teams from each county attended and the elements of the “coordinated plan” was presented and discussed by representatives of the FTA, NJ TRANSIT and the NJ Department of Human Services.

REQUIRED ELEMENTS OF A PLAN

In New Jersey, all grant projects shall be derived from a county developed coordinated plan that at a minimum includes the following elements at a level consistent with available resources and the complexity of the local institutional environment:

1. An assessment of available services that identifies current transportation providers (public, private, and non-profit). In New Jersey, the Council on Access and Mobility has developed a survey tool which the counties are strongly encouraged to use. The advantage of using the same survey across the State is to encourage uniformity in developing a Statewide inventory of services;
2. An assessment of transportation needs for people with disabilities, elderly individuals, and people with low incomes. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service;
3. Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery; and
4. Priorities for implementation based on resources from multiple program sources, time, and feasibility for implementing specific strategies and/or activities identified.

In New Jersey, each county can approach the development of a “coordinated plan” with some degree of flexibility depending upon available staff, time, funding and other resources. Some of the strategies to be considered in the development of the plan are:

1. Community planning session. A county or its designee may choose to conduct a local planning session with a diverse group of stakeholders in the community. Such a session would be intended to identify needs based on personal and professional experiences, identify strategies to address the needs, and set priorities. This process can be done in one meeting or over several sessions with the same group.
2. Self-assessment tool. The Framework for Action: Building the Fully Coordinated Transportation System, developed by the FTA helps stakeholders realize a shared perspective and build a roadmap for moving forward together. In New Jersey, the State encourages counties to utilize the Framework for Action at an initial stakeholder meeting before developing a “coordinated plan”.
3. Focus Groups. A county or its designee could choose to conduct a series of focus groups within communities that provides opportunity for greater input from a greater number of representatives, including transportation agencies, human service providers, and passengers. This information can be used to inform the needs analysis in the community. Focus groups also create an opportunity to begin an ongoing dialogue with community representatives on key issues, strategies, and plans for implementation.
4. Survey. The county or its designee may choose to conduct a survey to evaluate the unmet transportation needs with a community and/or available resources. The State of New Jersey NJCAM has developed a survey tool which focuses primarily on inventorying existing resources and encourages counties or their designee to expand upon that survey to better access unmet needs as needed. The State of New Jersey also encourages the county or its designee to work closely with Transportation Management Associations (TMA’s) and/or other organizations with survey experience.
5. Detailed study and analysis. A county or its designee may decide to conduct a complex analysis using inventories, interviews, IS mapping, and other types of research strategies. Usually, such detailed studies will be considered after an initial “coordination plan” has been developed and a strategy has been identified that needs more in depth planning before funding and implementation can take place.

The projects selected for funding under the Section 5310, JARC and New Freedom programs according to FTA circulars for each program must be derived from a locally developed, coordinated public transit-human services transportation plan that was 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. The requirement for developing the local "coordination plan" is intended to improve services for people with disabilities, elderly individuals, and people with low incomes. The stakeholder group for the local planning process should invite members from each of the targeted populations

In New Jersey, NJ TRANSIT as the designated recipient will consider a plan official when the governing body of the county has adopted it. The planning process should be considered an ongoing process and it should be understood that the stakeholders should be consulted periodically to review the status of the plan. Plans will need to be updated periodically and in conjunction with a schedule mutually agreed upon by NJ TRANSIT, the three MPO's in the State and the Counties.

HISTORY OF COORDINATION – EARLY YEARS 1980 THROUGH 1997

The requirement for coordination and the development of a coordination plan for human services transportation is not a new concept in New Jersey. The current requirement under SAFETEA-LU is built upon and reinforces previous efforts in New Jersey.

In January of 1980, a Governor's Task Force on Transportation Services for Senior Citizens and Persons with Disabilities issued a report entitled "Coordinating Specialized Transportation Services in New Jersey." The Task Force identified eighteen major sources of social service transportation funds administered by four different state agencies and twelve of their sub-divisions. The need for a transportation component in order to fulfill a specific social program goal and objective had created many small transportation units which addressed the needs of individual programs oriented towards not only senior citizens and persons with disabilities but the very young, the unemployed, the poor and others who lacked mobility.

It was these costly fragmented transportation services at the local level that lead the Governor's Task Force to endorse the concept of coordination as a means of improving or expanding non-traditional transportation services to the transportation disadvantaged. At the time, the concept of coordination was impossible to achieve because of both real and perceived barriers, such as a funding source losing accountability, client mixing, and/or regulation restrictions.

The Task Force recommended the establishment of an interdepartmental advisory group, which would continue to examine ways to coordinate programs and funding. Other major recommendations were:

- 1) The Department of Transportation should establish an Office for Coordinated Transportation and assume a lead role in coordinating social service and paratransit operations in the State;
- 2) A Transportation Coordination Office should be established in each of the twenty-one counties; and
- 3) Coordination efforts of specialized transportation at the state and local level must include mass transportation services;

There were sixteen other recommendations, which focused on the concepts of cooperation, coordination and consolidation.

As this report was completed there were two other events unfolding, which ultimately lead to the implementation of many of the Task Force's recommendations. The first event was the creation of NJ TRANSIT, which had been occurring simultaneously during the life of the Governor' Task Force. The second was the potential for state funding which could serve as the glue for the various programs and funding sources with the broadening of the allowable uses of a casino revenue tax fund.

In May of 1981 the responsibility for administering several specialized transportation grants originally housed at NJDOT were transferred to NJ TRANSIT and a newly created Office of Special Services. At the time three FTA (formerly UMTA) administered grant programs; Section 5310, Section 5311 and FAUS Transfer (discontinued program) as well as the state administered Reduced Fare Program were transferred to NJ TRANSIT. Of those four programs, the three FTA grants were to be administered by the newly created NJ TRANSIT Office of Special Services. The Reduced Fare Program was relocated to NJ TRANSIT bus operations.

A few months after the creation of this Office, in November of 1981, voters approved a constitutional amendment to permit casino tax revenues to be used for transportation services for senior citizens and disabled residents. It then took two additional years for the Senior Citizen and Disabled Resident Transportation Assistance Act to be signed into law in January 1984. This legislation created a special transportation assistance program and designated NJ TRANSIT'S Office of Special Services as administrator.

Today, NJ TRANSIT provides technical assistance and program oversight to twenty-one (21) county coordinated paratransit systems, fourteen Section 5311 rural transit systems, over 20 Section 5316 (JARC) employment transportation services and over one hundred (100) agencies under the Section 5310 program.

INTERAGENCY COORDINATION – 1997 THROUGH 2007

In 1997, the Work First New Jersey (WFNJ) welfare reform program served as the catalyst for a statewide inter-agency effort to improve access and mobility for low income and other transit dependent populations. A partnership emerged between the New Jersey Department's of Human Services (DHS), Transportation (DOT), Labor (DOL), NJ TRANSIT and the NJ State Employment and Training Council (SETC), which initiated a coordinated community transportation planning process. That process was instrumental in the development of Community Transportation Plans and securing needed funds by blending program monies to support new or expanded programs that previously limited access to employment in each of the 21 counties. New Jersey began addressing access and mobility limitations by implementing 5 collaborative transportation programs. Free monthly bus/rail passes became available through the WorkPass Program and alternatives to public transit were implemented through the Transportation Block Grant Program to active TANF recipients participating in work related activities. Post-TANF recipients were eligible to receive seven free months of bus/rail passes under the Get A Job: Get A Ride and the Extended WorkPass Programs. If public transportation was inaccessible, beneficiaries were offered the opportunity to participate in the Transportation Plus Grant alternative program. Additionally, local inter-agency transportation steering committees were established to continue discussing ways to enhance transportation services.

In 1999, New Jersey utilized their established local collaborative effort to solicit project proposals when the Transportation Equity Act for the 21st Century (TEA-21) was enacted, creating the Job Access and Reverse Commute (JARC) Federal Transportation Grant. JARC regulations permitted the use of federal funds {such as Medicaid and Temporary Assistance to Needy Families (TANF)} to be used as local match for FTA programs.

ELIGIBILITY AND ELIGIBLE

ASSISTANCE CATEGORIES

ELIGIBLE SUBRECIPIENTS

The State of New Jersey does not impose any limitations on eligible subrecipients or service areas, which are more restrictive than those limitations imposed by the federal government.

Under the Federal Transit Administration Section 5310 Program, private non-profit corporations and qualified public bodies may apply for vehicles, related equipment, intelligent transportation systems (ITS) and support for mobility management projects which provide needed transportation services for elderly individuals and people with disabilities.

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.
- **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.
 - **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. This can be accomplished with the inclusion of a letter in the completed application package submitted to NJ TRANSIT. Please note that since in the State of New Jersey counties are the designated leads for planning and coordination of services the letter requesting certification must describe how the intended service is not or cannot be provided by either the county coordinated system or any private non-profit organization in your service area.
- **Private For Profit Organizations**
 - Operator of public transportation that receives a section 5310 grant indirectly through a recipient.
 - Private taxi operators that provide shared ride taxi service to the public or special categories of users (such as seniors or individuals with disabilities). Private taxi operators must provide documentation demonstrating that the company is providing a shared ride service in order to qualify for an award.
- **Tribe**
 - Federally recognized Indian Tribes

FEDERAL/LOCAL MATCH REQUIREMENTS

Section 5310 funds may be used to finance capital and operating expenses. The Federal share of eligible capital costs shall be in an amount equal to 80 percent of the net cost of the activity. The Federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity.

The local share of eligible capital costs shall be not less than 20 percent of the net cost of the activity, and the local share for eligible operating costs shall be not less than 50 percent of the net operating costs.

STATE CONTRIBUTION

Starting with FFY 2013 the following monetary match requirement will be in effect in New Jersey. NJ TRANSIT reserves the right to utilize toll credit in lieu of cash match.

| Request Type | FTA required match |
|--|--|
| Capital Assistance | |
| Vehicles | 20% match required-provided by NJ Transit* |
| Equipment | 20% match required-provided by NJ Transit* |
| Mobility Management | 20% match required-provided by applicant |
| Acquisition of Transportation Services | 20% match required-provided by applicant |
| Operating Assistance | 50% match required-provided by applicant |

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

STATE ADMINISTRATIVE EXPENSES

Ten percent of NJ TRANSIT's total fiscal year apportionment shall be used as the Federal share of program administration costs (Section 5310 administrative funds). Program administration costs or expenses consist of those costs or expenses incurred by NJ TRANSIT in implementing and managing the entire Section 5310 program, including previously funded projects, if necessary. Section 5310 administrative funds are not specific to one grant, but may help to pay the ongoing administrative costs of previous Section 5310 projects that require further staff effort. FTA treats the limitation on Section 5310 administrative funds as applicable to Section 5310 funds apportioned to the state over time, not necessarily to the apportionment for a particular fiscal year. Eligible program administrative cost may include, but are limited to, general administrative and overhead costs, staff salaries, office supplies, and development of specifications for vehicles and equipment. The program administration budget line item may also include technical assistance and planning activities, including allocations to subrecipients to support the local coordinated planning process. Guidance on eligible costs is in Office of Management and Budget (OMB) Circular A-87 (codified at 2CFR part 225).

It is allowed and NJ TRANSIT will consider when appropriate using administrative funds for Section 5310, (former JARC–Section 5316 and New Freedom–Section 5317) to be combined to support activities such as coordinated planning that are common to all three programs.

FUNDING DISTRIBUTION

In New Jersey, NJ TRANSIT, as the designated recipient, purchases all vehicles for this program on behalf of the subrecipients. By procuring all equipment at the state level it ensures compliance with various federal procurement regulations; achieves competitive pricing through bulk purchasing and allows the state to incorporate current marketplace design into equipment purchase. The method of distributing funds is based upon evaluating the needs of the applicants in the state on an annual basis. It is a competitive application process. These needs are described in the Project Selection Criteria section in this State Management Plan.

ELIGIBLE EXPENSES

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.

Section 5310 provides that of the amounts apportioned to States and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects – those public transportation capital

projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable or inappropriate.

Up to 45 percent of the annual amounts apportioned to States and designated recipients may be utilized for public transportation projects (capital and operating) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate or unavailable.

Funding is available for the following:

- a. Vehicles
 - ADA compliant vehicles including buses, minibuses, vans and minivans
- b. Mobility Management/Equipment/Acquisition of Transportation Services
 - Transit related intelligent transportation systems (ITS's) including computer hardware and software
 - Acquisition of transportation services – such as third party contracts
- c. Operating
 - Expenses that are necessary to operate, maintain or manage a transportation system, such as salaries, maintenance, fuel, insurance
- d. radios and communication equipment;
- e. wheelchairs lifts and securements; (all vehicles purchased under Section 5310 are lift equipped.)
- f. extended warranties which do not exceed the industry standard as part of new vehicle purchase;
- g. transit related intelligent transportation systems (ITS's) including computer hardware and software;
- h. initial component installation costs;
- i. 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;
- j. 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.

APPLICATION INSTRUCTIONS & REVIEW PROCESS

PROGRAM NOTIFICATION

NJ TRANSIT maintains a mailing list to notify interested organizations of the Section 5310 Program. This list is comprised of agencies that have received or are receiving assistance under this program, agencies that applied to this program but were denied funding, and agencies that inquired or requested information regarding this Program via phone, letters or email. Annually, when applications become available, NJ TRANSIT automatically sends notification to all municipal clerks, counties and to agencies on this mailing list notifying them of application availability. In addition we email all current subrecipients that application is available. NJ TRANSIT advertises the Section 5310 Program in various newspapers of general circulation including minority newspapers published in New Jersey. NJ TRANSIT also announces through a press release the availability of applications and the press release and application can be found and downloaded online from the New Jersey Community Transportation Training Program (NJCTTP) website at www.njcttp.org.

THE APPLICATION

Applicants must complete a Section 5310 Application in order to apply for a vehicle, eligible equipment, mobility management or operating project. Applicants can contact NJ TRANSIT'S Local Programs and Minibus Support Unit by phone, email or in writing, for assistance in completing an application for FTA Section 5310 funds. 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.

In order to evaluate an applicant's eligibility, the applicant must complete the following information in the Application:

- Applicant information – Applicant must complete this section and attach to the Application a copy of Articles of Incorporation and/or Section 501(C)(3) of the Internal Revenue Code.
- Title VI Information – If any lawsuits or complaints have been received or acted on related to transportation service, within the past year, a statement of status or outcome of each complaint should be attached to the Application.
- Description of Transportation Services – Applicant must describe how FTA assisted services are or will be coordinated with social service agencies, private transportation providers or local governments in the service area and attach agreement(s).
- Documentation of Fiscal Capability – Applicant must include the requested financial audit/annual report/financial statement.
- The applicant must publish a legal notice to provide an opportunity for interested parties to comment on proposed Section 5310 project.

- State Standard Assurances – Applicant must read and sign this page
- The application references the annual FTA Certifications and Assurances. All subrecipients are required to sign these certifications once selected for inclusion in a grant Program of Projects. We ask applicants to 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.

APPLICATION REVIEW

Since NJ TRANSIT is responsible for administration of the FTA Section 5310, Section 5311, (former Section 5316 (Jobs Access), Section 5317 (New Freedom)) and state casino revenue funding for transportation, the agency has historically encouraged coordination of transit services provided through these programs. Existing coordinated transportation systems or agencies working in cooperation with other transportation providers are given preference for funds available under the Section 5310 program. All subrecipients must, at a minimum, participate in the locally developed “coordination plan” process and be willing to participate as a stakeholder.

After the filing deadline, we send each designated lead a list of applicants with vehicles and/or projects requested. The designated lead must sign-off on whether the agency or public body is participating and/or stakeholder in the local human services transportation coordination planning process. This allows each designated local lead an opportunity to review the list of applicants in order to afford a chance to revise and/or update the local “coordination plan. If the designated lead confirms that the applicant is a participant in the coordinated transportation services or will be participating then the applicant’s application will be reviewed for consideration under the Section 5310 program.

Once the designated lead has sent in their sign-offs the application review process can begin. The review is broken into two parts: Local Review (Local Programs / MPO staff) and state review. For each application received key applicant information such as Title VI, vehicle request(s) and other relevant data is inputted into an internal database (S-RIDES). Concurrently with inputting data, a review of application is conducted to ensure there is no missing required data which would disqualify the application. Each application is then reviewed and scored by designated NJ TRANSIT staff. After staff review, a spreadsheet is developed listing application details for appropriate MPO review and scoring. The NJ TRANSIT staff and MPO scores are inputted into the S-RIDES database which automatically ranks the applications within each county from highest to lowest score.

After the local reviewers’ scores are completed, NJ TRANSIT develops application rankings by county listing all applicants by highest to lowest score. These forms are used during the state review process. Invited to participate in the state review are representatives from the NJ TRANSIT senior citizens and people with disabilities advisory committee, as well as representatives from NJ TRANSIT including the Office of Civil Rights and Diversity and ADA staff, MPO’s and other state agencies such as the Department of Human Services and Rutgers University Voorhees Transportation Institute. During the state review the highest ranked applicants in each county are discussed, the committee looks at the most critical needs within a county. Ranking is accomplished by a weighted point system, which in general favors on-going transit services (replacement), and coordinated and/or consolidated services. Non-weighted criteria are discussed at the state review committee meeting. Such factors as past performance, vehicle maintenance, program compliance as well as knowledge of other pending grants are addressed at that review meeting, current county transportation services available are all considered in the final selection process.

TECHNICAL CAPACITY

In reviewing an application and during the life of the project 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.

For those services currently operating that do not meet the minimum technical capacity requirements outlined above, NJ TRANSIT will work with the subrecipient to establish milestones to reach adequate technical capacity.

PROJECT SELECTION CRITERIA

The selection committee reviews applications based upon a weighted point system and a non-weighted system and addresses five major areas of concern. These five areas are:

- a) Description of Service;
- b) Vehicle Utilization and Appropriateness of Service;
- c) Coordination and Cooperation;
- d) Financial and Management Capabilities; and
- e) Operating Plan.

The State of New Jersey has made available from the casino revenue tax fund a significant amount of funding for transportation systems that serve the elderly and people with disabilities. One of the goals of that program is to develop one coordinated transportation system per county. Based upon the limited funds available and the number of applications received an agency needs to score high in most if not all of the five major areas of concern in order to be approved for a vehicle.

The factors considered under Description of Service include what is service area, explanation of current transportation challenges for their consumers, impact of not receiving this award, what is un-met need being filled with this award. The factors considered under Vehicle Utilization and Appropriateness of Service include the number of trips and hours of operation as well as the trip purposes proposed. Under Coordination and Cooperation score is based on whether the applicant or service presented as un-met need is identified in the locally developed “coordinated plan” by page number and paragraph. Additional scoring for any agency who documents they are currently coordinating with other agencies. For Financial and Management Capabilities the committee looks at the fiscal resources set aside for the proposed service as well as the length of an agency's experience in providing transportation services. Finally, under Operating Plan such items as the degree of driver training, maintenance program, storage of equipment and scheduling and dispatching of vehicles are considered.

Another area covered in application but not scored includes transportation service options which include the availability of public transit options in the applicant's service area. We request explanation of what is available and whether their customers use other services and we ask for explanation of how the Section

5310 award being requested will enhance services already provided.

Other scored areas include compliance for those who are current subrecipients; factors considered include timely submittal of required ridership reports and annual certifications. Also scored on whether agency is maintaining current active vehicles.

PUBLIC INVOLVEMENT

Section 5310 applicants 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.

As per the FTA there must be an opportunity for public review and comment for all FTA funded capital, mobility management or operating projects. Examples of opportunities would be published public notices, letters of interest and public meetings or ad hoc committees. To comply with this requirement all Section 5310 applicants requesting a project (vehicle, mobility management project and/or other capital equipment or operating support) must do a public notice in a newspaper soliciting public comment. A public hearing is only required if the 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 newspaper. To document that this requirement was met the application must include notarized copy of the published notice, and a hearing record, if one was held.

ANNUAL PROGRAM OF PROJECTS

NJ TRANSIT establishes the annual program level based on federal formula allocations. This information is included in FTA's annual federal register notice after the annual federal transportation appropriations bill becomes law. After reviewing all the recommendations, NJ TRANSIT drafts a Program of Projects for inclusion into a formal grant submission to the FTA based on the available funds. Final determination of applicants included in the grant and the amount of funding that each applicant is to receive are made by NJ TRANSIT. NJ TRANSIT notifies all applicants of the final program of projects.

The State Management Plan establishes a general timeline, which will be used as an approximate guide to the application process. The annual Section 5310 grant development schedule is as follows:

| | |
|----------------------------|--|
| Fall | Amount of annual fund determined (pending publication of Federal Register Notice) |
| Winter/Early Spring | Application available for distribution and on www.njcttp.org . |
| Spring | Deadline to Return Application to NJ TRANSIT State Review Committee Meets Final Recommendations of Review Committees submitted to NJ TRANSIT's Office of Local Programs and Minibus Support. |
| Summer | NJ TRANSIT Office of Local Programs and Minibus Support notify applicants of projects included in the Program of Projects. NJ TRANSIT Local Programs and Minibus Support Unit determine draft Program of Projects based upon Committee recommendations and forwards to NJ TRANSIT's Office of Capital Programming and Administration to prepare FTA grant application. NJ TRANSIT Office of Capital Programming and Administration submits grant application to FTA. |
| Fall | FTA awards annual grant. |

ADMINISTRATIVE REQUIREMENTS

GENERAL

The basic grant management requirement for state and local governments are contained in the Department of Transportation (U.S. DOT) regulations, "Uniform Administrative Requirement for Grants and Cooperative Agreements to State and Local Governments, "49 C.F.R. Part 18. The comparable U.S. DOT rule for private nonprofit organizations is "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, "49 C.F.R. Part 19. Parts 18 and 19 are collectively known as the "common rule". The provision of these rules applies except where inconsistent with Federal statutes or authorizing legislation.

The common rule identifies three areas in which the administrative requirements for State grantees and their subrecipients which are governmental authorities may differ from Federal requirements for local government grantees: equipment management, procurement, and financial management systems. The basic intent in these areas is to provide greater flexibility to the States in standardizing the management of related state and Federal programs. Part 19 does not allow States to pass down state procedures in these three areas to subrecipients that are nonprofit organizations as Part 18 permits for subrecipients that are public bodies. However, so long as the state procedures are not inconsistent with Part 19, the State may apply the same procedures for all its subrecipients.

As long as NJ TRANSIT'S procedures are not inconsistent with Part 19, NJ TRANSIT may apply the same procedures for all its subrecipients. In addition, NJ TRANSIT may use procedures that are more restrictive than part 19, but in the case of nonprofit organizations, NJ TRANSIT procedures may not be more permissive than Part 19.

NJ TRANSIT will enter into a written agreement with each subrecipient stating the terms and conditions of assistance by which the project will be undertaken and completed.

STATE ADMINISTRATION, PLANNING AND TECHNICAL ASSISTANCE

NJ TRANSIT sets aside 10 percent of the annual federal allocation to the State for administrative expenses. In New Jersey, administrative expenses are primarily for general administrative and overhead costs, staff salaries, office supplies, and the development of specifications for vehicles and equipment. NJ TRANSIT would consider using funds to support technical assistance and planning activities including activities that support local coordinated planning processes based upon the availability of funds.

TRANSFER OF FUNDS

Flexible Funding Programs - Transfer of Funds

NJ TRANSIT will allow the transfer of Section 5310 funds to a local Section 5311 project as long as the transferred funds are used for eligible Section 5310 projects. However, such a transfer will only be considered in extraordinary situations. Flexible funds from the Federal Aid Highway Programs, Section 5309 and CMAQ may be transferred to the Section 5310 program for use by the State. Unlike transfers between transit programs, under which funds retain their original purposes, flexible funds transferred to the Section 5310 program will be treated as Section 5310 funds and all program requirements will be applicable. The funds are available for obligation by the State for two additional years after the year in which they are transferred.

The FTA allows funds to be transferred between small urbanized and non-urbanized areas as well as allows Section 5310, 5316 or 5317 funds to be transferred to Section 5307 and S5311 programs. NJ

TRANSIT has not historically transferred funds between programs but will consider on a case by case basis.

Flexible funds are legislatively-specified funds that may be used for either transit or highway purposes. This provision was first included in the Intermodal Surface Transportation Efficiency Act of 1999 (ISTEA), was continued with the Transportation Equity Act for 26 the 21 Century (TEA-21)st, and is included in SAFETEA-LU. Flexible funds allow a local area to choose to use certain federal surface transportation funds based on local planning priorities, not on a restrictive definition of program eligibility. Flexible funds include FHWA Surface Transportation Program (STP) and Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds and FTA Urban Formula Funds.

FHWA funds transferred to FTA have provided a substantial new source of funds for local transit projects. When FHWA funds are transferred to FTA, they are transferred to one of three programs: Urbanized Area Formula Program (5307), Nonurbanized Area Formula Program (Section 5311 program); and Elderly and Persons with Disabilities Program (Section 5310 program). Once they are transferred to FTA for a transit project, the funds are administered as FTA funds and take on all the requirements of the FTA program. Transferred funds may use the same non-federal matching share that the funds would have if they were used for highway purposes and administered by FHWA.

In New Jersey, the decision on the transfer of flexible funds is made by the MPO. The decision to transfer funds should flow from the transportation planning process and the priorities established for an area as part of the planning process.

For the FTA Section 5310, 5311 and/or local 5307 programs the funds transferred from FHWA can be drawn from the following sources:

Surface Transportation Program (STP). STP is the largest source of funds from FHWA. Funding is at 80 percent Federal share and may be used for all projects eligible for funds under current FTA programs excluding operating assistance.

Congestion Mitigation and Air Quality Improvement (CMAQ) Program. CMAQ funds are used to support transportation projects in air quality nonattainment areas. A CMAQ project must contribute to the attainment of the national ambient air quality standards by reducing pollutant emissions from transportation sources.

Interstate Substitute Funds. While these Highway funds are eligible for transit use, they are limited to the construction and improvements of fixed guideways, the purchase of rolling stock (buses) and other transportation equipment, and any other project eligible under FTA's Section 5309 capital grant program.

FHWA Earmark. Several transit projects are earmarked under TEA-21 as high-priority projects. FHWA asked that they be administered by FTA. FHWA earmarked funds through FY 1999 were transferred into the Section 5309 program. Beginning in FY 2000, these earmarks were transferred to FTA's formula programs only.

FHWA Funding - CMAQ or STP

Description

The allocation of CMAQ and STP funding is determined by the regional Metropolitan Planning Organizations (MPOs) through the Transportation Improvement Program (TIP) planning process and not by NJ TRANSIT or NJDOT. Upon identification and inclusion in the TIP by the appropriate MPO, NJ TRANSIT and NJDOT will take the appropriate actions to include these funds in the State Transportation Improvement Program (STIP). Once these actions are completed NJ TRANSIT will apply for the funds directly to the FTA on behalf of the designated subrecipients and will administer the program in accordance with the rules of the program to which the funds are flexed.

Schedule

Ongoing as projects are programmed in the STIP and approved by the FHWA

and FTA.

Key Steps

1. MPO Programming: Regional MPOs approve the allocation of STP and CMAQ funds to transit projects within the region through adoption or amendment of the region's TIP.
2. MPO Notification to NJ TRANSIT of STP or CMAQ Funds: MPO should ensure STP and/or CMAQ projects are included in their TIP and then MPO should send a notification to NJ TRANSIT regarding federal funding award.
3. NJ TRANSIT Notification to NJDOT to revise the STIP: When the grantee requests that CMAQ or STP funds be flexed, NJ TRANSIT notifies NJDOT amend the STIP to include projects.
4. NJ TRANSIT request to FTA to flex FHWA Funds: It is NJ TRANSIT'S expectation that most projects will be flexed (transferred) by NJ TRANSIT to the FTA and drawn down by subrecipients through NJ TRANSIT as the grant administrator.

PRIVATE SECTOR PARTICIPATION

New Jersey requires that each subrecipient publish a legal notice during the application process. Such notification together with the MPO planning process provides adequate opportunity to address private sector concerns. In the event that a private company notifies the applicant with a concern or a proposal for service and the applicant and operator cannot reach a mutual agreement or understanding, NJ TRANSIT will facilitate a discussion and, if necessary, an in-person meeting to resolve any differences or misunderstandings.

NJ TRANSIT recognizes that important opportunities to provide service exist particularly in the areas of human service transportation. Human service transportation generally refers to programs designed for individuals with lower incomes, people with disabilities, elderly persons, and sometimes children and youth. Private providers may be uniquely qualified to serve these specialized travel markets.

Private operators have the opportunity to be active participants and/or stakeholders in the development of local human service transportation coordination plans. The United We Ride initiative encouraged communities to develop a family of services that range from fixed route bus, to shared ride, to demand response, to volunteer systems that offer a wide range of mobility options for consumers.

CIVIL RIGHTS

NONDISCRIMINATION.

49 U.S.C. § 5332 states that "a person [defined broadly] may not be excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance [from FTA] because of race, color, creed, national origin, sex, or age."

At NJ TRANSIT, the Assistant Executive Director (AED) of Diversity Programs is responsible for Title VI, DBE, and EEO. The AED of Diversity Programs reports directly to the Executive Director. The Local Programs and Minibus Support Unit is responsible for monitoring Section 5310 and 5311 subrecipients for compliance with Title VI, DBE and EEO. The office works directly with the AED of Diversity Programs on these matters.

NJ Transit and all subrecipients of FTA assistance are responsible for compliance with all civil rights requirements applicable to transit related projects including the nondiscrimination prohibitions of 49 U.S.C. § 5332, and of Title VI of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity (EEO) requirements of Title VII of the Civil Rights Act of 1964, as amended and 49 U.S.C. 5332 and any implementing requirements FTA may issue; Nondiscrimination on the basis of sex including requirements of Title IX of the Education Amendments of 1972 and 49 CFR part 25, and with any implementing directives that DOT or FTA may promulgate. Nondiscrimination on the basis of age

including requirements of the Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq. and implementing regulations; Nondiscrimination on the basis of disability including requirements under Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended (ADA) and Disadvantaged Business Enterprise (DBE) to the extent required by Federal law.

TITLE VI PROGRAM REQUIREMENTS.

Title VI of the 1964 Civil Rights Act, Section 601 states: No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial Assistance. The Title VI Circular (4702. 1A) effective May 2007 established new requirements for NJ TRANSIT to document and monitor their FTA subrecipients compliance to Title VI.

NJ TRANSIT will require that subrecipients annually sign the nondiscrimination assurance included in FTA's notice of Certifications and Assurances. NJ TRANSIT shall submit its assurance to FTA and shall retain assurances from subrecipients.

Each agency in their preliminary application to NJ TRANSIT must provide the estimated number of minority group persons that it will serve. This information can be obtained by any appropriate means that will ensure inclusion of the numbers as part of each individual application. It is not envisioned that an organization be required to do a detailed head count or use elaborate means to gather the information. Using the most recent US Census data for an agency's service area would be sufficient in providing this information.

NJ TRANSIT is required to ensure they distribute their federally supported transit services and related benefits in an equitable manner. NJ TRANSIT annually prepares a record of approved and rejected funding requests that identifies applicants that are minority organizations or that provide assistance to minority communities. Utilizing this information provided by the applicant, NJ TRANSIT has the ability to review the profiles of the estimated total number of persons to be served versus the estimated total number of minority group persons served. A comparison of denied applicants versus approved applicants can also be done. These numbers provide an opportunity to ensure that the approved applicants fairly represent a cross section of all applications received with regard to service offered to the minority communities of the state. NJ TRANSIT also has available a demographic profile of the State of New Jersey by county which enables it to identify where low income and minority populations are.

In this area subrecipient responsibilities are:

- The subrecipient must sign annually certifications and assurances pertaining to Civil Rights. Once awarded a FTA award all subrecipients must sign the FTA annual Certifications and Assurances yearly.
- The subrecipient must have a method for public notification of Title VI rights and procedures that the public may follow to file a Title VI complaint. Subrecipients who provide transportation services must disseminate the following information to their passengers through measures that can include, but cannot be limited to a posting on the agency's website.

*The agency operates transportation programs without regard to race, color, or national origin;

*The public can request additional information about the subrecipient

*There are procedures that can be taken if a person feels they have been discriminated against.

- The subrecipient must have written procedures for receiving, tracking, investigating, responding to Title VI complaints and record keeping of such complaints. NJ TRANSIT shall maintain for itself and its subrecipients a description of any complaints alleging discrimination in service delivery filed within the past year together with a statement of status or outcome of each such complaint. All information must be retained for a minimal of three years.

- The subrecipient must ensure access to their transportation programs for those passengers with Limited English Proficiency (LEP).
- The subrecipient if providing public transportation beyond their specific client base must document that they sought out the viewpoints of minority, low-income and LEP populations in the course of conducting public outreach and involvement activities. NJ TRANSIT is required to monitor such outreach done by their subrecipients. Outreach can be done by advertising programs in the local newspaper and regular public meetings, or doing outreach at community based organizations, and making sure there is a channel for feedback from community groups.

EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS.

The applicant agrees to comply, and assures the compliance of itself and each third party contractor with all equal employment opportunity EEO requirements of Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000e) and 49 U.S.C. 5332 and any implementing requirements FTA may issue.

In this area subrecipient responsibilities are:

1. Post EEO information in a place readily accessible by employees.

DISADVANTAGED BUSINESS ENTERPRISE PROGRAM REQUIREMENTS.

NJ TRANSIT has an approved DBE plan on file with the FTA. This plan includes FTA subrecipient's DBE responsibilities and activities. All FTA subrecipients receiving operating and capital funding are required to complete and submit the Subrecipient DBE Reporting Form on a bi-annual basis to NJ TRANSIT if any of the funds are used for contracting opportunities.

As NJ TRANSIT purchases vehicles under the Section 5310 Program there are currently limited opportunities for subrecipients to directly receive federal funds under this program. NJ TRANSIT'S Office of Business Diversity submits a goal to FTA as part of a corporate wide plan.

SECTION 504 AND ADA REPORTING.

Section 504 of the Rehabilitation Act of 1973 preceded the Americans with Disabilities Act (ADA). Section 504 prohibits discrimination on the basis of disability by recipients of Federal financial Assistance. In addition, the Americans with Disabilities Act of 1990, as amended (ADA), specify Federal civil rights of individuals with disabilities. In New Jersey FTA funded subrecipients must comply with 49 C.F.R. Parts 27,37, and 38, and regulations implementing ADA and Section 504 rule. Among other requirements, the regulations: prohibit discrimination against individuals with disabilities; require that vehicles acquired be accessible to and usable by individuals with disabilities, including individuals using wheelchairs (with limited exceptions for demand responsive systems providing equivalent service to individuals with disabilities or a demonstration of inability to obtain an accessible used vehicle despite good faith efforts to do so); and require that public entities operating fixed route transit plan for and provide complementary paratransit for individuals with disabilities who cannot use accessible fixed route transit. Route deviation services do not have to provide complementary paratransit service.

All vehicles purchased by NJ TRANSIT with Section 5310 funds are equipped, maintained, and operated in accordance with the regulations. In addition, subrecipients of any FTA funds or equipment should be aware that they also have responsibilities under other provisions of ADA in the areas of employment, public accommodations, and telecommunications.

In this area subrecipient responsibilities are;

1. Sign annually certifications and assurances, including a separate subrecipient affidavit, pertaining to ADA requirements;
2. Establish service policies and procedures in accordance with the ADA;
3. Establish a complementary paratransit program for publicly operated fixed route systems; and
4. Notify NJ TRANSIT of any ADA complaints related to transportation services.

STATE PROGRAM MANAGEMENT

PROGRAM MEASURES

Under this program NJ TRANSIT has developed two program measures that will be used with the Government Performance Results Act (GPRA) and the Performance Assessment Rating Tool process for the federal Office of Management and Budget. Annually NJ TRANSIT will prepare a report that contains both quantitative and qualitative information on each of the two measures below:

1. Gaps in Service Filled. This will measure the provision of transportation options that would not otherwise be available for older adults and individuals with disabilities afforded mobility they would not have without program support. This information will be collected through the application process.
2. Ridership. Actual or estimated number of rides as measured by one-way trips provided annually for individuals with disabilities and older adults on Section 5310 supported vehicles and services. This information will be collected through quarterly ridership reports for each vehicle submitted by subrecipients.

VEHICLE USE

NJ TRANSIT encourages maximum use of vehicles funded under the Section 5310 program. Consistent with the requirement of 49 C.F.R. Parts 18 and 19, vehicles are to be used first for program related needs and, beyond the purposes for which a Section 5310 grant are made, to meet other transportation needs of elderly persons and people with disabilities, to meet other Federal program or project needs, and finally for other local transportation needs. Vehicles may be used:

- a. For Section 5310 Project and Program Purposes. A subrecipient's program must provide service identified and included in the locally developed "coordination plan". Subrecipients are encouraged to the extent feasible to also provide service to elderly individuals and people with disabilities not affiliated with their agency, as well as to the general public on an incidental basis if such service does not interfere with transportation services for elderly individuals and people with disabilities. In some situations it may be appropriate to provide Section 5310 assistance to an agency to provide transportation exclusively to its own clients, but even in such a situation in which it is not feasible for the agency to provide services to those in the community beyond its own clients, that agency should be identified in the local "coordination plan" as a service providing an identified need or filling a gap in service. The subrecipient shall use the vehicle in the project or program for which it was acquired as long as needed, even if the project does not continue to receive Federal funding.
- b. For other Federal Program or Project Purposes. During the period the vehicle is used to serve the project or program needs for which it was acquired, the subrecipient shall make it available for use on other projects or programs, as long as such other use does not interfere with the service for which the vehicle was originally acquired. First preference for such other uses will be given to other projects or program sponsored by FTA, and second preference will be given to projects or programs sponsored by other Federal agencies. Finally, non-federally funded providers may use vehicles, first to meet the needs of elderly individuals and people with disabilities, and then to

serve the transportation needs of the general public on an incidental basis.

- c. When No Longer Needed for Original Project or Program Purposes. If the original subrecipient no longer needs the vehicle for the purposes for which it was acquired, NJ TRANSIT may choose to keep the vehicle in use for Section 5310 Program purposes by transferring the vehicle to another subrecipient. Once the vehicle is no longer needed for Section 5310 Program purposes, the vehicle may be used first in connection with other FTA-sponsored activities, and then for activities sponsored by other Federal agencies.
- d. For Meal Delivery. Transit service providers receiving assistance under this section may coordinate and assist in providing meal delivery services for homebound persons on a regular basis if the meal delivery service does not conflict with the provision of transit services or result in a reduction of service to transit passengers. The number and size of vehicles applied for under Section 5310 must be determined only by the number of passengers to be transported, not meal delivery capacity. 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 related to meal delivery.

LEASING VEHICLES ACQUIRED WITH SECTION 5310 FUNDS

Vehicles acquired under the Section 5310 Program may be leased to other entities such as local public bodies or agencies, other private nonprofit agencies, or private for-profit operators. Under such a lease, the lessee operates the vehicle on behalf of the Section 5310 subrecipient and provides transportation to the subrecipient's clientele as described in the grant application.

The lease between the Section 5310 subrecipient and the lessee must contain the terms and conditions that must be met in providing transportation service to the elderly and people with disabilities. Because the purpose of the Section 5310 grant is to provide transportation service to the elderly and people with disabilities, other uses of the vehicle are permitted only as long as such uses do not interfere with service to the elderly and people with disabilities.

In order to ensure that subrecipients meet the terms and conditions of the original grant with FTA, subrecipient must submit for review and written approval, a copy of any lease between the subrecipient and a potential lessee. All subrecipient agreements must specify that the leased vehicle shall be used to provide transportation service to the elderly and people with disabilities, that the vehicle may be used for incidental purposes only after the needs of these individuals have been met, and that the subrecipient must retain title to the vehicle with NJ TRANSIT as first lienholder.

CONTROL AND RESPONSIBILITY

When vehicles or other equipment acquired with Section 5310 funds are operated by an entity other than the subrecipient, control and responsibility for the operation of the vehicles or other equipment must remain with the subrecipient unless transfer of the control and responsibility is made to another subrecipient authorized by NJ TRANSIT.

TITLE TO VEHICLES

NJ TRANSIT assigns title of the equipment to the subrecipient with NJ TRANSIT as the first lienholder. Upon completion of the project and the useful life of the vehicle being met the lien will be released, a termination of lease agreement is signed and the equipment is turned over to the subrecipient with no

further obligations. NJ TRANSIT reserves the right to hold title of equipment purchased. NJ TRANSIT retains the original title at NJ TRANSIT until the useful life of the equipment has been met and the vehicle is ready to be retired from the program.

SATISFACTORY CONTINUING CONTROL

When capital equipment is acquired or approved for use by any entity in providing transportation services designed to meet the needs of elderly persons and people with disabilities, provisions must be made to assure satisfactory continuing control of that capital equipment.

NJ TRANSIT retains the authority to make periodic reviews of projects and conduct site visits to assess the efficiency and effectiveness of each project. NJ TRANSIT designated employees are authorized to enter without delay and at reasonable times the premises of a subrecipient without the necessity of the subrecipient's permission, to inspect project equipment and records. As a standard practice, NJ TRANSIT will contact a subrecipient ahead of time to set up a time and place for a vehicle inspection. Inspections shall not commence without first identifying to the subrecipient the purpose of the visit, which is to complete a formal inspection of project equipment and records. Representatives from NJ TRANSIT are authorized to inspect subrecipient vehicles at any location and time as deemed appropriate by inspectors.

When conducting an inspection, the NJ TRANSIT representative shall present their credentials to the subrecipient, or vehicle operator, explain the nature and purpose of the inspection; and indicate, generally, the scope of the inspection. The scope of the inspection may be broadened if circumstances warrant. NJ TRANSIT inspectors shall have authority to photocopy records, interview staff, and take photographs related to the purpose of the inspection. The conduct of inspections shall be such as to minimize disruption of the operations of the subrecipient. At the conclusion of an inspection, the NJ TRANSIT representative shall confer with a representative of the subrecipient and advise him/her of any equipment defects discovered during the inspection.

Each vehicle will be inspected, at minimum, once every two years to determine the accuracy of required reports and to evaluate the overall condition of the vehicle. In addition, randomly selected maintenance records as well as an inspection of subrecipients maintenance facilities, if applicable, will be conducted during the scheduled site visit. If a follow-up inspection discloses that a subrecipient has failed to correct a defect, the subrecipient will be considered in noncompliance and NJ TRANSIT may consider, depending upon the severity of the infraction, termination of the lease agreement with the subrecipient.

PROJECT MANAGEMENT

GENERAL

Subrecipients must use, manage, and dispose of equipment acquired under a Section 5310 grant in accordance with state laws and procedures. Subrecipients shall have at the establishment where operations, dispatching, scheduling, administration, and project equipment is stored and/or utilized, the current contractual agreement and/or equipment lease. Additionally all vehicle maintenance, insurance and, accident reports must be at the establishment. Reproductions of all materials shall constitute compliance with this requirement.

Non Vehicle Equipment

FTA defines equipment as all tangible, non-expendable personal property that has a service life of more than one year and an acquisition that exceeds \$5,000 per unit. Subrecipients must use, manage, and dispose of equipment acquired under a Section 5310 grant in accordance with state and federal laws and procedures. Subrecipients shall have at the establishment where operations, dispatching, scheduling, administration, and project equipment is stored and/or utilized, the current contractual agreement and/or

equipment lease.

A subrecipient must ensure that any federally funded contractor-operated equipment is controlled. The requirements for a biennial physical inventory and control measures also apply to equipment that is leased or provided to service contractor.

Subrecipients must have equipment records that provide the following required information:

Description, ID number, acquisition date, cost, federal percentage, grant number, location, use and condition (disposition action), expected retirement/useful date.

Subrecipients must conduct a physical inventory of equipment and reconcile results with the equipment records every two years. Subrecipients must have a control system to prevent loss, damage, or theft of property. Subrecipients must place an ID tag all FTA funded equipment with either a property control number, service number or vehicle identification number.

Subrecipients must have a written maintenance plan for every capital item with a cost of \$5,000 per unit.

NJ TRANSIT is responsible to ensure that all non-vehicle equipment with federal interest continues to be in program use as approved under the FTA grant the non-vehicle equipment was initially purchased from. Each year subrecipients with active non-vehicle equipment will be required to sign a non-vehicle certification of use verifying this.

TRANSFER OF PROPERTY

NJ TRANSIT can transfer equipment acquired with assistance under Section 5310 to any subrecipient eligible to receive assistance under 49 U.S. C. Chapter 53, if the equipment will continue to be used in accordance with the requirements of Section 5310. The entity receiving equipment under this provision to provide Section 5310 service must comply with all the State and Federal requirements for Section 5310 subrecipients. NJ TRANSIT will first consider transferring equipment to other approved Section 5310 subrecipients.

In addition, Section 5334(g) allows facilities and equipment and other assets (including land) which are no longer needed for the purposes for which they were acquired to be transferred to any public body to be used for any public purpose with no further obligation to the Federal government, if authorized by the Secretary.

VEHICLE USEFUL LIFE AND REPLACEMENT STANDARDS

NJ TRANSIT is responsible for establishing and implementing rolling stock requirements for all categories of vehicles acquired under the 5310 programs. Specifically, NJ TRANSIT is responsible for establishing minimum useful life standards for vehicles; establishing procedures for determining fair market value; and developing policies and procedures for maintenance and replacement of vehicles. Maintenance requirement and insurance coverage must be adequate to protect the Federal interest in the vehicle within the useful life determined by NJ TRANSIT. The useful life criteria described below is effective for all vehicles purchased after July 1, 2007. Useful life is defined as:

1. Light Transit (Type) Buses - Medium Duty Buses, manufactured under Federal Motor Vehicle Safety Standards applicable to light transit buses, which may be equipped with either gasoline or diesel engines, are classified as having a minimum useful life of seven (7) years, or 200,000 miles. These may be classified by some manufacturers as transit (30') type buses.
2. Minibus/Extended Minibus, Dual rear wheel cutaway minibus with lift and a gas and/or diesel engine. There is enough headroom to allow an individual to stand, enclosed stepwell, automatic transmission, air-conditioning and rear heater. These vehicles are built on either a 158" or 176" wheelbase and can seat between twelve (12) to eighteen (18) ambulatory and either one or two forward-facing mobility device. If no mobility device is being transported, a flip seat will increase the ambulatory seating in some circumstances. Alternative seating plans must be requested in application in order to be considered. Useful Life is 5 years or 150,000 miles.
3. Van/Extended Van - Dual 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 between six (6) to eight (8) ambulatory passengers and one (1) forward facing mobility device. When space permits and if no mobility device is being transported, a flipseat can be included that will be increasing seating. Useful Life is 4 years or 100,000.
4. Minivans - manufactured as classified by original equipment manufacturer of body and chassis, with capacities of up to six (6) passengers, with wheelbase of less than 128". These units shall be modified to incorporate raised roof or lowered floors. Installation and use of manual ramps for accessibility is permissible, subject to design and specifications, compliance with state and federal requirements. They shall be classified as having minimum useful life of four (4) years or 100,000 miles.
5. Sedans/Stations Wagons - manufactured as classified by original equipment manufacturer of body and chassis, with capacities of up to nine (9) passengers. These units shall not be structurally modified by after market manufacturers. These units shall be classified as having a minimum useful life of four (4) years or 100,000 miles. Presently, sedans/station wagons are not offered by NJ TRANSIT to applicants but may be considered in special situations.

If a subrecipient wishes to withdraw the vehicle from service before it has met the useful life standards, NJ TRANSIT will make a determination of the vehicle's usefulness and its disposition by appraising its current condition, its repair history, etc. The subrecipient should be prepared to supply the information required by NJ TRANSIT to make such a determination.

If NJ TRANSIT determines that the vehicle is not eligible for early disposition the subrecipient may, with NJ TRANSIT's concurrence; keep the vehicle in service; or if no longer needed return to NJ TRANSIT which will transfer it to another selected subrecipient; or with NJ TRANSIT'S approval the subrecipient may keep the vehicle but reimburse NJ TRANSIT the fair market value of the vehicle. The fair market value can be determined by either receiving two price quotes from reputable vendors or applying an accelerated depreciation calculation based on the remaining life of the equipment at time of disposal. Straight-line depreciation can be used although NJ TRANSIT recognizes that it is not as accurate a method in determining the fair market value. Both parties must agree upon the price before transfer can occur. As a general rule any funds received are returned to the NJ TRANSIT Section 5310 Program.

DISPOSITION

In accordance with C5010.1D Chapter IV 3 (a) NJ TRANSIT will initiate disposition if the useful life of a vehicle has been met. After a vehicle has reached its useful life NJ TRANSIT will initiate actions to release the lien on equipment not titled to or owned by NJ TRANSIT and, thereby, end the subrecipient's contractual obligations to NJ TRANSIT under the FTA Section 5310 and 5311 programs.

If a subrecipient wants to retire a vehicle before the useful life has been met they may notify NJ TRANSIT in writing to request an inspection of the vehicle(s) or equipment they wish to dispose of. In such cases, the inspection will determine if the disposition of the vehicle(s) or equipment is warranted for reasons other than age or mileage. Depending on the situation NJ TRANSIT may require the subrecipient to reimburse the fair market value of the value.

NJ TRANSIT is not required to return the FTA proceeds from the disposition of equipment, regardless of the fair market value at the time the equipment is sold, so long as the proceeds remain in use for general public transit purposes. This applies to all equipment currently in use, which was purchased with Section 5310 and Section 5311 funds.

VEHICLE INSURANCE

NJ TRANSIT requires subrecipients to submit verification of insurance. Subrecipients are required to maintain insurance coverage in the amount of one million dollars per vehicle. The subrecipient must safeguard against loss, damage or theft of equipment and list NJ TRANSIT as an additional insured. NJ TRANSIT will periodically review this requirement and adjust the amount of coverage accordingly.

VEHICLE DESTROYED OR DAMAGED.

All vehicles purchased with Section 5310 funds must be covered by insurance. If a vehicle damaged in a fire, accident, etc. is repairable, the subrecipient should negotiate a settlement with the insurer, get the vehicle repaired and place it back in service. If the vehicle is not repairable, the entire settlement including any deductible will be returned to NJ TRANSIT who will put the insurance settlement back into the program to purchase additional vehicles, which can be assigned to an approved subrecipient. NJ TRANSIT will discuss with the subrecipient the need for a replacement and consider that need in assigning new and or transferred equipment. NJ TRANSIT reserves the right to waive the return of the deductible if it places an economic burden on the subrecipient agency.

MAINTENANCE

During inspections and site visits NJ TRANSIT staff will inspect equipment purchased with FTA funds. During these inspections NJ TRANSIT may randomly select for review maintenance records for a vehicle. Subrecipients are encouraged to have their own written preventive maintenance procedures. However, at a minimum subrecipients are expected to follow the maintenance practices contained in the manufacturer's guide and/or NJ TRANSIT'S Vehicle Preventive Maintenance Guidelines (current NJ TRANSIT'S guidance located at <http://www.njcttp.org/resources/>). Failure to follow these practices could lead to a subrecipient being cited for noncompliance.

PROCUREMENT AND THIRD PARTY CONTRACTING

Within the application completed by a potential subrecipient is a vehicle menu from which the applicant can select the vehicle type most appropriate for meeting their service needs. NJ TRANSIT requires that all equipment purchased under this grant program be accessible and meet ADA vehicle specification requirements. NJ TRANSIT develops the specifications. NJ TRANSIT using a formally advertised competitive bid process handles the purchasing of all vehicles. NJ TRANSIT will comply with all Buy America requirements and other federal certifications as required by law.

Subrecipients are allowed to apply for funding for other capital equipment. Any capital purchase greater than one thousand dollars (\$1,000) needs the prior approval of NJ TRANSIT. Subrecipients must

submit all specifications, RFP's, IFB's and any other procurement documentation to NJ TRANSIT for review and approval prior to advertising or going out to bid. Subrecipients must also comply with the administrative procedures and requirements. NJ TRANSIT Local Programs and Minibus Support staff can assist the subrecipient through the review of procurement specifications.

Subrecipients must ensure that all required federal clauses are attached to all state contract procurements including purchase orders as supporting documentation. Subrecipients that are local governments must comply with the same Federal requirements governing state procurements. Subrecipients must comply with the Third Party Contracting Requirements of FTA Circular 4220.1F in the solicitation, award and administration of its third party contracts. Subrecipients must ensure that all third party contracts contain the required contract clauses. Subrecipients must also ensure that they complete all required certifications, reports, forms and other required items. Procurements must comply with DBE program requirements. See section of agreement "Disadvantaged Business Enterprise Program Requirements". Subrecipients who fail to comply with any of the above procedures could forfeit the right to be reimbursed using FTA Section 5310 funds.

FINANCIAL MANAGEMENT

FINANCIAL RECORDS

Financial records, supporting documentation, and all other records pertinent to a grant must be retained by NJ TRANSIT and will be made readily available to authorized representative of the U.S. Department of Transportation and the Comptroller General of the United States for a period of three years. The retention period starts on the date of forwarding the final Financial Status Report (SF-269A) If any litigation, claim or audit is started before the expiration of the three-year period, the records must be retained beyond three years, until all litigation, claims, or audit findings involving the records have been resolved.

AUDITS

NJ TRANSIT does not require an audit from a subrecipient when the assistance provided is solely in the form capital equipment procured directly by the state. An audit is required however, if subrecipients for any reason purchases equipment. Situations rarely occur when subrecipient purchases equipment under this program, however, the possibility does exist if equipment is purchased as the result of an insurance settlement or if other flexible funding is transferred into the Section 5310 program.

When required, subrecipients are to perform audits pursuant to the requirement of OMB Circular A-128, "Audits of State and Local Governments" or OMB Circular A-133, revised Audits of Institutions of Higher Education and Other Non-Profit Institutions" (including any future amendments thereto); Subrecipients are responsible for bringing problems to NJ TRANSIT's attention. All subrecipients are required to submit a copy of their most recent audit at the time of application.

CLOSEOUT

NJ TRANSIT shall initiate project closeout with the FTA within 90 days after all funds are expended and all work activities for the project are completed. A final Financial Status report (SF 269A), final budget and final program of projects are required at the time of closeout.

It is NJ TRANSIT'S intention for Section 5310 grants awarded for a specific program of projects be completed within three years. If small amounts of funds remain in an inactive grant, NJ TRANSIT will

request that the funds be deobligated and the project closed out.

REPORTING REQUIREMENTS

ANNUAL PROGRAM OF PROJECTS STATUS REPORTS

NJ TRANSIT is required to submit to FTA an annual program status report for every active grant, covering the 12-month period ending September 30. The reports are due at the Regional Office within 30 days after the end of the reporting period. Reports should consist of an updated program of project and revised budget for each approved program of projects, which contains active projects. The updated version should reflect revised project descriptions, changes in projects from one category to another, and adjustments within budget categories. In addition, the state must include a narrative report indicating progress against milestones for vehicle procurements and/or construction projects, and estimating the revised completions date for the grants. Significant civil rights compliance issues occurring during the year (such as Title VI, EEO, or DBE complaints against the state or subrecipients) should be addressed in the annual status report. In addition, the state may report notable accomplishments or problems involving Section 5310 subrecipients. NJ TRANSIT has worked closely with the FTA Region II office and NJ TRANSIT includes Section 5310 Program reports as part of the quarterly reporting process.

CHARTER SERVICE REPORTS

All FTA subrecipients providing charter services must report quarterly to NJ TRANSIT.

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

FFATA requires that as federal grants are awarded certain details of sub-awards greater than \$25,000 be reported on www.rsrs.gov. Within ten (10) business days of the FTA approval of a grant awarding funds under this program in TEAM, Capital Programs and Administration will provide Local Programs/Community Mobility with a copy of the grant. Local Programs/Community Mobility department staff will enter the required data for any subrecipient receiving greater than \$25,000.

FINANCIAL STATUS REPORTS

The state must submit a Financial Status report for each active grant annually, for the period ended September 30. For the purpose of this report, funds are considered encumbered when agreements are signed with vendors to purchase vehicles.

SUBRECIPIENT QUARTERLY REPORTS

All subrecipients are required to submit a quarterly report to NJ TRANSIT. These reports shall be used for review and analysis of performance and compliance requirements. This report includes ridership, usage, mileage, repair and maintenance cost information. Subrecipients must submit quarterly reports electronically to NJ TRANSIT. (Exhibit A)

SECTION 5310 VEHICLE INVENTORY

The Local Programs Support Unit maintains a database for equipment purchased under this program. Information for vehicles includes but is not limited to the name and address of subrecipient, NJ TRANSIT vehicle inventory number, license plate number, delivery date, date of last quarterly report and status of

insurance. Files are updated with information provided from subrecipient quarterly reports.

DBE REPORTS

Annually, NJ TRANSIT must submit a statewide DBE program including goals for the utilization of DBEs by the state, if it is over a specified funding threshold.

REQUIREMENTS AND OTHER PROVISIONS

CHARTER SERVICE

As a subrecipient of Federal Transit Administration (FTA) funding (Section 5307, 5310, 5311, 5316, and/or 5317) you are required to comply with the charter service rules, 49 CFR Part 604. New rules for charter service were issued by the FTA in 2008.

Charter service is now defined as transportation provided at the request of a third party for exclusive use of a 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.

The general goal of these regulations is to protect the private charter provider from unfair competition from FTA subrecipients; there are exceptions where the FTA subrecipient can provide charter service. Below are some of the exceptions but not all:

- **Exception one:** FTA subrecipients are allowed to provide charter services to human services organizations that receive funding, either directly or indirectly from the list of the 64 federal programs that are listed in "Appendix A" of this rule.
- **Exception two:** FTA subrecipients are allowed to provide charter services to Qualified Human Services Organizations (QHSO), but these QHSO must be registered on-line with the FTA (under charter service registration). In addition the transportation is limited only to senior citizens, people with disabilities or low income individuals.
- **Exception three:** FTA subrecipients can provide charter service whenever private charter service operators (who must also register on-line with the FTA under charter service registration) decline the opportunity to respond to a request for charter service. This exception only applies if the requestor of the charter service and the FTA subrecipient follow the charter service required notifications and registration procedures.
- **Exception four:** FTA subrecipients can provide charter service if they have filed a petition with the FTA Administrator and this petition has been approved. For example there could be a petition granted for an economic hardship imposed on the charter service requestor's customers if the FTA subrecipient couldn't provide the service.

There is a FTA on-line registration requirement for both private charter operators and certain QHSOs. Private operators must register on-line, there is a detailed list of information they must provide including their geographic service area and whether they provide reduced rates to QHSOs. The revised charter service rules includes a Private Operator's Bill of Rights, but only for those private operators who register on-line. A QHSO is also required to register on-line if they do not receive one of the identified federal funds listed on Appendix A of the law.

If you are receiving FTA funds from 5310, 5311, 5316 and 5317, and using these funds for program purposes you are exempt from charter service rules. That is to say, you can only provide charter service that supports "program purposes" that are funded under these programs. However, you are still required to track all charter service requests from other parties and ensure that they follow the required charter rule registration and request process. **As a FTA subrecipient of these funds you are not required to register on-line.**

As a FTA subrecipient you must maintain records of charter requests, notices and charter services operating under the various exceptions in the charter service rules. This must be submitted to NJ TRANSIT on a quarterly basis.

SCHOOL TRANSPORTATION

Section 5323(f) prohibits the use of FTA funds for exclusive school bus transportation for school students and school personnel. The implementing regulations (49 C.F.R. Part 605) do permit regular service to be modified to accommodate school students along with the general public. For the purpose of FTA's school bus regulation, Headstart is a social service, not a school program. FTA subrecipients may operate vehicles, which meet the safety requirement for school transportation, but may not provide exclusive school service. In the State of New Jersey, in most cases, special license plates and equipment must be on school buses. Vehicles purchased under this program do not meet state laws regarding school buses and cannot be used to transport children to and/or from school or school related activities.

SAFETY

FTA'S authority in the area of transit safety is set forth in Section 5329. FTA may withhold further financial assistance from any grantee that fails to correct any condition which FTA believes "creates a serious hazard of death or injury." FTA'S authority to investigate and make findings in certain safety-related areas is permissive, not mandatory. FTA may also require a recipient to submit a plan for eliminating, mitigating or correcting any deficiency.

DRUG AND ALCOHOL ABUSE

Subrecipients that receive only Section 5310, Section 5316 (JARC), or Section 5317 (New Freedom) assistance are not subject to FTA's Drug and Alcohol testing rules, but must comply with the Federal Motor Carrier Safety Administration (FMCSA) rule for employees who hold Commercial Driver's Licenses (49 CFR part 382). Section 5310 subrecipients that also received funding under one of the covered FTA programs (Section 5307 or Section 5311) should include any employees funded under section 5310 projects in their testing program.

DRUG-FREE WORKPLACE

The Drug-Free Workplace Act is part of the federal government's effort to eliminate illegal drugs from the workplace. The Drug-Free Workplace Policy is a "first-tier" requirement applying to NJ TRANSIT and does not apply to subrecipients of Section 5310, Section 5311, Section 5316 and Section 5317.

COMMERCIAL DRIVERS LICENSE

Under federal law all drivers of vehicles designed to transport more than 15 persons (including the driver) must have a commercial driver's license (CDL). Mechanics that drive the vehicles must also have a CDL. The State of New Jersey has additional CDL requirements. If a subrecipient is not clear on whether or not the vehicle they have received under this program requires a CDL they should contact the NJ TRANSIT Local Programs and Minibus Support Unit.

RESTRICTION ON LOBBYING

Federal financial assistance may not be used to influence any member of Congress or an officer or employee of any agency in connection with the making of any Federal contract, grant, or cooperative agreement. NJ TRANSIT, subrecipients, and third party contractors at any tier awarded FTA assistance exceeding \$100,000 must sign a certification so stating and also must disclose the expenditure of non-Federal funds for such purposes (49 C.F.R. Part 20). Other Federal laws also govern lobbying activities. For example, Federal funds may not be used for lobbying Congressional representatives or senators indirectly, such as by contributing to a lobbying organization or funding a grass-roots campaign to influence legislation (32 U.S.C. § 1352). General advocacy for transit and providing information to legislators about the services a subrecipient provides in the community are not prohibited, nor is using non-Federal funds for lobbying, so long as the required disclosures are made.

PROTECTION OF THE ENVIRONMENT

The vehicles and other related equipment items routinely purchased under the Section 5310 program do not involve significant environmental impacts. Those projects are referred to as "categorical exclusions" in FTA's procedures because those types of projects have been categorically excluded from FTA's requirements to prepare environmental documentation. If questions or concerns arise about any unusual projects proposed by an applicant NJ TRANSIT will contact the FTA regional office for consultation regarding environmental requirements.

CLEAN AIR ACT

The Clean Air Act, as amended, establishes many substantive requirements in order to bring air quality regions, which violate the national ambient air quality standards into attainment by prescribed dates. Most "nonattainment" areas are heavily urbanized, but in the case of areas that are nonattainment for ozone or small particulate matter (PM-10), substantial rural areas may be included within the nonattainment area boundaries.

Other Clean Air Act requirement may apply to the Section5310 Subrecipient, e.g., phase-in of more stringent bus emission standards. The FTA regional office can supply up-to-date information on various provisions of the clean Air Act related to mobile sources.

D-U-N-S NUMBER

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-dentifer 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.

EXHIBIT A

Subrecipient Vehicle Quarterly Report

NJ TRANSIT Community Mobility, Local Programs and Minibus Support Quarterly Vehicle Ridership Report – Definitions/Instructions

The Federal Transit Administration requires certification that funded vehicles are being used responsibly. Therefore, Quarterly Vehicle Ridership Reports (QVRR) are distributed to each grant recipient agency, for each vehicle operated, to collect operating information and to attest to appropriate vehicle use and management procedures.

NJ TRANSIT Local Programs and Minibus Support must receive a QVRR for each vehicle operated by your agency and, funded through the Federal Section ARRA, 5307, 5310, 5311, 5316 and 5317 programs every calendar quarter throughout the useful life of the vehicle.

The QVRR **submitted to NJ TRANSIT electronically via S-RIDES** onto <http://s-rides.njtransit.com/> on or before the 30th day of the month following the close of each calendar quarter. Chronic failure to complete a QVRR accurately and promptly may result in termination of a contract/lease, repossession of project equipment and/or a rating penalty assessed to subsequent grant applications.

| <u>Quarter</u> | <u>Report Due No Later Than</u> |
|-----------------------|---------------------------------|
| January - March 30 | April 30 |
| April - June 30 | July 31 |
| July - September 30 | October 31 |
| October - December 31 | January 31 |

Trip by Trip Purpose and Customer Characteristics Headings –

There are two headings Trip by Trip Purpose and Trip by Customer Characteristics. For each vehicle provide the number of one way trips in each of the columns below these headings.

One Way Trip - is defined as one passenger traveling in one direction from an origin to a destination; also referred to as an “unlinked passenger trip”. Two people traveling in one direction equal two one-way trips; two people making a round trip equal four one-way trips. Personal care attendants and companions of a passenger are counted; however, they should be included in the “Other” category. In addition those using ARRA, 5307, 5311, 5316 and 5317 funded vehicles in general public transportation can put ridership in the “Other” category.

Please Note: The "**Total**" of one way trips by "Trip Purpose" **must equal** the "**Total**" of one way trips by "Customer Characteristics". The S-RIDES system will auto-fill the totals after you enter the data and hit the save button.

The following definitions correspond with Customer Trip Purposes Heading:

Days Operated – The number of days the vehicle operated to meet the service provided for the reporting period.

Medical – trips taken for medical appointments such as dialysis, doctor's offices, physical therapy, chemotherapy etc.

Non Competitive Employment – trips to places of employment of a non-competitive nature (i.e. sheltered workshop or extended employment center).

Competitive Employment – trips to places of gainful employment.

Recreation – Number of trips to senior centers, sporting events, concerts, plays or community sponsored special events as well as planned social outings.

Training & Education – Number of trips to schools or vocational training centers, full-time or part-time, day or evening, credited or non-credited.

Nutrition – Number of trips exclusively to/from designated nutrition sites and centers with the primary purpose of obtaining a meal.

Shopping – Number of trips to any shopping area or store.

Other – 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.

Total - The total is auto-filled by the S-RIDES system upon saving your data. The system calculates Customer Trip Purpose data across the columns left to right.

The following definitions correspond with Customer Characteristics Heading:

Senior Ambulatory – A trip taken by a customer who is 60 years of age or older and who can walk with or without the use of a mobility device such as a cane or walker.

Senior Non Ambulatory - A trip taken by a customer who is 60 years of age or older, who cannot walk and uses a mobility device such as a wheelchair or scooter.

Disabled Ambulatory - A trip taken by an individual who is **less** than 60 years of age, who has a physical or mental impairment that substantially limits one or more major life activities and who can walk with or without the use of a mobility device such as a cane or walker.

Disabled Non Ambulatory - A trip taken by a customer who is **less** than 60 years of age, who cannot walk and uses a mobility device such as a wheelchair or scooter.

Other – Any customer trip that does not fit in any of the above Customer Characteristic categories such as personal care attendants, companions or for a deviated route service (open door policy) where you do not collect this data.

Total - The total is auto-filled by the S-RIDES system upon saving your data. The system calculates Customer Characteristics data across the columns left to right.

Salary Expenses – The combined total of salary related expenses associated with the operation of this vehicle such as driver and/or mechanic salaries for the reporting period.

Insurance Expenses – The cost of carrying this vehicle for the reporting period.

Validation – After hitting the “Submit” button, you must validate the data by checking the box, when prompted and by doing so you certify that:

1. The above information is true and verifiable.
2. The transportation service provided has been operated in accordance with the project application and contract.

QUARTERLY RIDERSHIP must be submitted to **NJ TRANSIT electronically via S-RIDES**
SAMPLE

S-RIDES

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Quarterly Vehicle Ridership

Year: Quarter:

Status: SUBMITTED

Filter Data:

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^ Trip Purpose

| Vehicle | Days Operated | Medical | Non Comp. Employment | Comp. Employment | Recreation | Training & Education | Nutrition | Shopping | Other | Total Trips |
|---------|---------------|---------|----------------------|------------------|------------|----------------------|-----------|----------|-------|-------------|
| 16-1124 | 11 | 12 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 18 |
| 16-1125 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16-1127 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16-1137 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16-1319 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16-939 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 11 | 12 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 18 |

^ Customer Characteristics

| Vehicle | Senior Ambulatory | Senior Non Ambulatory | Disabled Ambulatory | Disabled Non Ambulatory | Other | Total Trips |
|---------|-------------------|-----------------------|---------------------|-------------------------|-------|-------------|
| | | | | | | |

**NJ TRANSIT Community Mobility, Local Programs and Minibus Support
 Quarterly Vehicle Maintenance Report Definitions**

Actual Miles Driven – Enter the actual miles a vehicle traveled in the quarter; the sum

of vehicle service and non-service miles.

Odometer Reading – Enter the odometer reading at end of quarter.

Days Out of Service - Enter the number of days the vehicle was out of service during the quarter due to preventive maintenance performed and/or other mechanical failures. This would be for service days (days of normally scheduled operation) that vehicle was not available for service.

Total Cost - Total of all expenses for maintenance and repairs performed during this quarter. Cumulative costs for all maintenance and repairs indicate on this report.

PM Performed - Vehicle and Engine Preventative Maintenance Performed (VEPM) – Check appropriate boxes to indicate the type of VEPM performed during this quarter: oil, filters, tune-up, tires, brake system, cooling/heating system and/or lift.

Other Maintenance – Check appropriate boxes for other maintenance items noted: transmission, drive train, electrical, exhaust or other.

Mechanical Failures (Text box) – Note any mechanical failures that occurred during this quarter. A failure of some mechanical element of the vehicle that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns. Examples include: breakdown, brake failure, doors, engine cooling system, steering and front, rear axle and suspension and torque converters.

Damage/Accidents (Text box): Describe any vehicle damage or accident that occurred during the quarter including the date of incident. You must notify Local Programs and Minibus Support, NJ TRANSIT within 24 hours of any accident as per your lease requirements.

Other PM (Preventative Maintenance) (Text box) – A failure of some other mechanical element of the revenue vehicle that because of local policy prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip even though the vehicle is physically able to continue in revenue service. Examples of other bus failures include: breakdowns of fare box, wheelchair lifts, heating, ventilation and air conditioning (HVAC) and other problems not included as a mechanical failure.

Quarterly Vehicle Maintenance Reports must be *submitted to NJ TRANSIT electronically via S-RIDES*

Quarterly Maintenance Ridership

Year: Quarter:

Status: [Draft](#)

Filter Data:

[Export Data Into Excel](#) 

^ Maintenance Data

| Vehicle | Actual Miles driven this quarter | Odometer | Days out of Service | Total Cost |
|--------------|----------------------------------|----------|---------------------|------------|
| 16-1124 | 0 | 0 | 0 | 0 |
| 16-1125 | 0 | 0 | 0 | 0 |
| 16-1127 | 0 | 0 | 0 | 0 |
| 16-1137 | 0 | 0 | 0 | 0 |
| 16-1319 | 0 | 0 | 0 | 0 |
| 16-939 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 |

^ PM Performed

EXHIBIT B

Vehicle Inspection Form

VEHICLE INSPECTION

DATE: _____ COUNTY: _____ # _____

TRANSPORTATION PROVIDER NAME: _____

| | | | | | |
|--------------|--------------------|--------------|--------------|----------------|--|
| Vehicle Year | Inspection Sticker | Plate Number | Vin Number | | Securement _____ Flp. _____ Lift _____ w/c _____ amb. _____ |
| Make | Model | Body | Registration | Insurance Card | Odometer |

All items must be inspected. If an item is not applicable to this vehicle, place "N/A" in the item box. If an item is defective or requires maintenance place a "✓" in the "D" box. Also, place a "✓" in the appropriate operable "O" box as needed.

| Exterior | D O | | Safety Equipment | D O | | Interior | D O | |
|--------------------------|-----|----------|------------------------------|-----|---|------------------------------|-----|----------|
| Owned by decal (2) | | 5 | Triangles (3) | | 1 | Mirrors | | 2 |
| NJT colors | | 5 | First Aid Kit | | 2 | Lights | | 3 |
| NJT #'s (2) | | 5 | Bloodborne Pathogen Kit | | 3 | Horn | | 2 |
| Body damage | | - | Seat belt cutter (suggested) | | - | Seats | | 2 |
| Windows | | 2 | Extra electrical fuses | | 5 | Seat Belts | | 0 |
| 2 Outside Mirrors | | 0 | Fire Extinguisher | | 2 | AC/Heat/Defroster | | 2 |
| Reflectors | | 2 | Rear door buzzer | | 3 | Wipers/washer | | 0 |
| Turn Signals | | 0 | Exit windows/buzzers | | 3 | Gauges and Indicators | | 2 |
| Flashers | | 0 | Roof Hatch | | 3 | Brakes (Foot/Parking) | | 0 |
| Tires | | 0 | | | | Floor | | 2 |
| Headlights | | 0 | | | | Steps | | 2 |
| Parking lights | | 0 | | | | Body Damage | | 5 |
| Brake lights | | 0 | | | | Passenger Door | | 1 |
| Tail Lights | | 0 | | | | Driver Door | | 1 |
| Backup lights | | 0 | | | | Cleanliness | | 2 |
| Clearance/Marker | | 0 | | | | | | |
| Reverse Alarm | | 0 | | | | | | |
| Destination Sign | | 2 | | | | | | |
| Cleanliness | | 2 | | | | | | |

| Signage/Decals | D O | | Lift | D O | | Securement | D O | |
|-----------------------------|-----|---|-------------------------------------|-----|----------|-----------------------|-----|----------|
| No Smoke/Eat/Drink | | 5 | Interlocks/Belt | | 0 | Belt (4 floor) | | 0 |
| Seat Belts Required | | 5 | Level Platform | | 1 | Lap Belt | | 0 |
| Emergency Exits | | 3 | Lift Lights | | 3 | Shoulder belt | | 0 |
| Securement Instructions | | 5 | Electric Wires (cut, frayed) | | 0 | Floor Track | | 1 |
| Lift Operating Instructions | | 5 | Hand Pump | | 0 | | | |
| Vehicle Height | | 5 | Hand Rails on Lift (2) | | 1 | | | |

Comments and Observations of Inspector:

All defects must be repaired within the number of days indicated. Vehicles may be placed out-of-service for Inoperable or Defective items listed in bold and shaded print. The vehicle may not be returned to service until defect is repaired and the Manager Minibus Support in the Office of Policy Technology & Customer Service is notified of the repairs.

General Vehicle Condition: Excellent ___ Good ___ Fair ___ Poor ___ Rec. Retirement ___

Transportation Provider:

NJ TRANSIT Inspector:

Name: _____

Name: _____

Signature: _____

Signature: _____

