

STATE OF NEW JERSEY STATE MANAGEMENT PLAN

SECTION 5310 PROGRAM

ENHANCED MOBILITY OF SENIORS & INDIVIDUALS WITH DISABILITIES PROGRAM

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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 program requirements change.

Recent revisions made to this document since the last Federal Transit Administration State Management Review in 2023 included the following:

#### October 2023

- Updated Vehicle Useful Life years and miles.
- Updated Vehicle Types to include electric vehicles and vans.
- Updated Disposition Policy based on Bipartisan Infrastructure Law Disposition Requirements.
- Updated Application Process to include ARRA and CRSSA funding award processes.
- Updated federal simplified thresholds.
- Updated EEO to include abbreviated plan requirements.
- Updated TAM to include Useful Life Benchmarks (ULBs), annual performance target setting process and annual performance by submitting data to the National Transit Database (NTD).
- Added Charter Certification.
- DUNS changed to Unique Entity Identifier (UEI) on [www.sam.gov](http://www.sam.gov).
- Added CRRSAA and ARPA.

#### January 2018

- Changes to Linked website – [www.njcttp.org](http://www.njcttp.org) – changed to <https://s-rides.njtransit.com/>.
- Under FEDERAL/LOCAL MATCH REQUIREMENTS on page 16 revised the match requirements.
- Changed eligible subrecipients to include for-profit agencies for shared ride purposes.
- Added Exhibits.
- Updated references to 2 CFR Parts 200 and 1201 (Supercircular).
- Updated Vehicle Useful life and Vehicle categories including new Transit Asset Management (TAM) requirements.

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 Community Mobility Department 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 Community Mobility Department  
One Penn Plaza East, 4<sup>th</sup> Floor  
Newark, New Jersey 07105  
ATTN: Director  
(973) 491-7772  
[GRANT5310@NJTRANSIT.COM](mailto:GRANT5310@NJTRANSIT.COM)

# I. GENERAL OVERVIEW

## 1. INTRODUCTION AND OVERVIEW

The goal of the US Department of Transportation Federal Transit Administration (FTA) Section 5310 program<sup>1</sup> is to improve mobility for seniors and individuals with disabilities throughout the country by removing barriers to transportation services and expanding the transportation mobility options available. FTA provides financial assistance toward this goal for transportation services planned, designed, and carried out to meet the transportation needs of seniors and individuals with disabilities in large urbanized, small urbanized, and rural areas.

The Bipartisan Infrastructure Law, signed November 15, 2021, reauthorized surface transportation programs for Federal Fiscal Years (FY) 2022-2026 and provided advance appropriations for certain programs. The Bipartisan Infrastructure Law authorized up to \$108 billion to support federal public transportation programs, including \$91 billion in guaranteed funding. The legislation advanced public transportation in America's communities through four key priorities: safety, modernization, climate, and equity.

The Section 5310 program is administered on behalf of the Federal Transit Administration (FTA), U.S. Department of Transportation by the New Jersey Transit Corporation (NJ TRANSIT). Under this funding, 55% of the available portion may be used for eligible traditional capital projects and up to 35% may be used for non-traditional operating transportation projects. As allowed by FTA guidance circular C 9070.1G, NJ TRANSIT will allocate up to 10% of the 5310 program apportionment, at 100% federal match, for program administration.

New Jersey's Section 5310 Program makes available capital assistance through the purchase of vehicles and related equipment to eligible private non-profit agencies, eligible for-profit agencies, and designated public bodies to provide transportation to seniors and individuals with disabilities. Limited funding is available for mobility management and operational support. Since this grant program began in 1975, over 2,200 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 to maximize the effects of this grant program. That remains especially true today considering the new federal requirements under the Bipartisan Infrastructure Law.

## 2. DEFINITIONS

- a) 501(c) – 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

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<sup>1</sup> The full citation of the law is 49 U.S.C. § 5310, IJJA Division J, and referred here to as Section 5310.

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.

- b) Application – Application submitted by a qualified public agency, for-profit 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 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.
- c) Bipartisan Infrastructure Law (BIL) – The Bipartisan Infrastructure Law, as enacted in the Infrastructure Investment and Jobs Act (IIJA), authorized up to \$108 billion for public transportation – the largest federal investment in public transportation in the nation’s history. Congress established the funding for FTA programs through authorizing legislation that amends Chapter 53 of Title 49 of the U.S. Code.
- d) Capital – Transportation related equipment, vehicles, vehicle related equipment and software.
- e) Coordinated Human Services Transportation Plan (CHSTP) – 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.
- f) Demand Response - Any non-fixed route system of transporting individuals that requires advanced scheduling by the customer, including services provided by public entities, nonprofits, and private providers.
- g) Eligible Services – Transportation services primarily intended to improve the mobility for senior citizens and people with disabilities. Other services may be allowable. However, these services will be considered incidental use 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.
- h) For-Profit Organization – Operator of public transportation that receives a section 5310 grant indirectly through a recipient, or 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 to qualify for an award.

- i) General Public – Refers to all members of the community, residents, or visitors who are eligible to access and use public transportation services without any special restrictions.
- j) Human Service Transportation – 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, senior citizens, and people with low incomes.
- k) Local Government – A county, municipality, city, town, township, special district, council of governments (whether or not incorporated as a private non-profit organization under state law), regional or interstate government entity, or any agency or instrumentality thereof.
- l) Mobility Management – 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 with a person, including a government entity, under 49 U.S.C. Chapter 53.
- m) Micro transit – IT-enabled private multi-passenger transportation services that serve passengers using dynamically generated routes and may expect passengers to make their way to and from common pick-up or drop-off points. Vehicles can range from large SUVs to vans to shuttle buses. Because they provide transit-like service but on a smaller, more flexible scale, these new services have been referred to as micro transit.
- n) Non-Profit Organization – 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. 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.
- o) Operating Expenses – Costs necessary to operate, maintain, and manage a public transportation system. Operating expenses usually include driver salaries, fuel, and items having a useful life of less than one year.
- p) Other Than Urbanized (Nonurbanized) Area – Any area outside of an urbanized area. The term “nonurbanized area” includes rural areas and urban areas under fifty thousand (50,000) in population not included in an urbanized area.
- q) Person with a Disability – 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.

- r) Recipient – 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.
- s) Route Deviation – also known as “Deviated Fixed Route”, a form of demand response services that operates along an established route with designated stops, but the vehicle deviates from the established route to pick up or drop off passengers within a defined service area.
- t) Rural area – Areas with populations less than 50,000.
- u) Senior – 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, to standardize the age requirement with other state-funded programs New Jersey defines elderly individual as anyone 60 years of age or older.
- v) Service Area – The geographic area to be served by the transportation service. If the service were to be concentrated in certain zones, these would be the primary service areas.
- w) Shared Ride Service – Transportation services where multiple passengers heading in the same general direction share a single vehicle to reach their destinations. This approach is designed to reduce the number of individual vehicles on the road, which can help decrease traffic congestion, lower environmental impact, and improve the overall efficiency of transportation systems.
- x) Small Urbanized Areas – Urbanized areas with a population of at least fifty thousand (50,000) but less than two hundred thousand (200,000).
- y) Subrecipient – An approved applicant.
- z) Transit Networking Company (TNC) – Type of company or service that uses digital platforms, such as mobile apps, to connect passengers with drivers who provide rides using their personal vehicles.
- aa) Unique Entity Identifier (UEI) – On April 4, 2022, the federal government stopped using the DUNS Number to uniquely identify entities. Now, entities doing business with the federal government use the Unique Entity ID created in sam.gov. They no longer have to go to a third-party website to obtain their identifier. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

bb) Urbanized Area (UZA) – An area encompassing a population of not less than fifty thousand (50,000) people that has been defined and designated in the most recent decennial census as an “urbanized area” by the secretary of Commerce.

## II. PROGRAM GOALS AND OBJECTIVES

The goal of the Section 5310 Program is to enhance mobility for seniors and individuals with disabilities throughout the state by removing barriers to transportation services and expanding the transportation mobility options available. 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 seniors and individuals with disabilities in all areas of the state — urbanized, small urban, and rural.

The objectives of Section 5310 Program are as follows:

1. To improve access to transportation for seniors and individuals with disabilities to shopping, education, employment, health care, recreation, and all other community services.
2. To promote safe, reliable, and efficient transportation options for seniors and individuals with disabilities.
3. To assist in the maintenance, development, and improvement of transportation services for seniors and individuals with disabilities.
4. Facilitate coordination and cooperation between non-profits, for-profits, and local governments and NJ TRANSIT.
5. Demonstrate to transportation providers, through the development of standardized vehicle specifications, the maximum safety, comfort, and design available in the marketplace.
6. Fund public transportation projects that improve mobility and access to fixed-route service, while decreasing reliance on complementary paratransit.

### 1. ROLES AND RESPONSIBILITIES

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 covers a service area of 5,325 square miles and is the nation's third-largest provider of bus, rail, and light rail transit, linking major points in New Jersey, New York, and Philadelphia. The agency operates 253 bus routes, 12 rail lines, and three light rail lines statewide, as well as Access Link (paratransit service), providing nearly 270 million passenger trips each year. 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 NJ TRANSIT Local Programs and Community Mobility Department and brings a variety of community transit-based programs all under the Planning Department of Capital Programs. The Local Programs and Community Mobility department also administers the Section 5311 (non-urban) grant program, the state casino revenue tax funded Senior Citizens and Disabled Resident Transportation Program (SCDRTAP), and other grants that impact local transit services. Various other departments within NJ TRANSIT support Local Programs and Community Mobility Department in the administration of the program.

The Local Program and Community Mobility Department will administer the Section 5310 program in conformance with the provisions of FTA Circular 9070.1G 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 non-profit and for-profit organizations or local governments/public bodies must apply directly to NJ TRANSIT for assistance under this program.

NJ TRANSIT is responsible for ensuring that applicants and project activities are eligible and in compliance with Federal requirements, that private for-profit transportation providers are provided an opportunity to participate, and that the program provides for maximum coordination 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 audits 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, Cost Principles, and Audit Requirements for Federal Awards" 2 C.F.R. Parts 200 and 1201 (sometimes referred to as the Supercircular), NJ TRANSIT has established compliant procedures in the areas of financial management systems, asset management, and procurement for itself and its public body subrecipients that meet federal requirements.



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

- Document the State's procedures in a State Management Plan (SMP).
- Administer the program in accordance with all FTA regulations.
- Fully encourage maximum use of resources.
- Notify eligible local entities of the availability of the program through public participation such as public notices.

- Solicit, review, and approve applications for inclusion into a Program of Projects (POP).
- Prepare and forward the annual Program of Projects (POP) to the FTA.
- Certify eligibility of applicants and project activities.
- Monitor local project activities and provide technical assistance.
- Provide adequate inspection of federal assets and oversight of services by qualified professionals.
- Establish and maintain a record keeping system for overall program accountability.
- Assure that the project conforms to grant agreements, applicable statutes, codes, ordinances, and safety standards.
- Prepare all pertinent performance reports on the project.
- 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.
- Oversee project audit and closeout.
- File a National Transit Database (NTD) report each year for each applicable subrecipient.

**FTA** – The Federal Transit Administration (FTA) is a unit of the United States Department of Transportation headquartered in Washington, D.C. that provides financial and technical assistance to local public transit systems. FTA’s detailed responsibilities include but are not limited to providing policy and program guidance, funding allocation to the states; developing and implementing financial management procedures; providing program support; and conducting state management reviews, an evaluation/audit that occurs every three years or as warranted; reviewing and approving grant applications; reviewing and approving SMPs. The day-to-day administration of New Jersey’s programs are managed by FTA’s Region II office located in New York, NY. FTA headquarters contact information is as follows:

Federal Transit Administration  
 Office of Communications and Congressional Affairs  
 1200 New Jersey Avenue SE, East Building  
 Washington, DC 20590

Phone: 202-366-4043

**MPO** – A Metropolitan Planning Organization (MPO) is a federally mandated and federally funded transportation planning agency made up of representatives from local government and key transportation agencies. Congress created MPOs to give local elected officials a stronger role in guiding federal transportation investment and to ensure that these decisions are based on a continuing, cooperative, and comprehensive (“3C”) planning process. In New Jersey, we have three MPOs: Delaware Valley Regional Planning Commission (DVRPC), South Jersey Transportation Planning Organization (SJTPO), and North Jersey Transportation Planning Authority (NJTPA).

The MPOs assist in reviewing all applications in relation to the goals and objectives of the Section 5310 program. In addition, since the MPOs are also responsible for the development of their urban area Public Transit – Human Services Coordination Plan, they are verifying the applicant’s request is meeting a need or gap identified in their Regional Human Service Transportation Plan.

**State Review Committee** – NJ TRANSIT Local Programs may choose to convene a statewide application review committee that includes State agency representatives from programs serving seniors and individuals with disabilities to provide input concerning the Section 5310 program administration and who may participate in the evaluation of grant applications for funding.

**Coordinated Leads** – As part of the application review process, all counties of the state have coordinated leads, that is, staff members that must approve applicants’ requests for funding assistance through this program. Coordinated leads are responsible for ensuring that the application request is either identified in their County’s Coordinated Human Services Transportation Plan or meeting an identified need or gap in service outlined in the plan. These signoffs are done in coordination with the fiscal year funding application.

**Subrecipients** – Subrecipients are entities seeking Section 5310 funding through NJ TRANSIT and are responsible for developing their Section 5310 grant application and documentation that supports their request. Once approved, subrecipients are responsible for maintaining compliance with all program requirements including but not limited to the following:

- Maintaining financial and technical capacity.
- Civil Rights regulations such as developing a Title VI plan, ADA compliance with service provisions, complaint policies.
- NTD reporting.
- Annual Certifications and Assurances.
- Local Match requirements.
- Federal 3<sup>rd</sup> party contracting.

## 2. COORDINATION

Federal transit law requires that projects selected for funding under the Section 5310 program 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 requirement for developing the CHSTP is intended to improve services for people with disabilities, seniors, and people with low incomes. The stakeholder group for the local planning process should invite members from each of the targeted populations.

The Coordinated Human Services Transportation Plan (CHSTP) identifies the transportation needs of people with disabilities, seniors, 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 each of the twenty-one (21) counties in the State.

#### i. REQUIRED ELEMENTS OF THE CHSTP

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 the demographics of the county service area including common locations (shops, hospitals, housing units, schools, etc.), land use, income levels, personal cars per household, race, ethnicity, languages spoken, etc.; and,
2. An assessment of available services that identifies current transportation providers (public, private, and non-profit); and,
3. An assessment of transportation needs for people with disabilities, seniors, and people with low incomes. This assessment must include needs and gaps in service and can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts; and,
4. 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,
5. Priorities for implementation based on resources from multiple program sources, time, and feasibility for implementing specific strategies and/or activities identified.

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 understood that the stakeholders should be consulted at a minimum twice a year to review the status of the plan and include any new agencies that either meet a gap in service or have become part of your stakeholder group. CHSTPs must be updated every five (5) years.

#### ii. REQUIREMENTS OF THE DESIGNATED LEAD AND AGENCY

The Designated Agency of each county must appoint an individual in their organization as the Lead who is responsible for the development and coordination of the CHSTP. NJ TRANSIT will accept a letter from the county administration on county letterhead to identify the Lead.

The Designated Agency shall do the following:

- Schedule at least two (2) stakeholder group meetings per year.
- Update the CHSTP at least every five (5) years.
- Sign-off on annual Section 5310 application certification that applicants are named in the CHSTP or meeting an identified need or gap named in the CHSTP.

### III. ELIGIBILITY AND ELIGIBLE ASSISTANCE CATEGORIES

#### 1. ELIGIBLE SUBRECIPIENTS

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

Under the Federal Transit Administration Section 5310 Program, private non-profit organizations, private for-profit organizations, and qualified public bodies may apply for capital (see Eligible Projects) or operational funds for 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 and for which the designated state agency has received documentation certifying the status of the non-profit organization.
- Private For-Profit Organizations:
  - Operator of public transportation that receives a Section 5310 grant indirectly through a subrecipient.
  - Shared-Ride Service Providers that provide shared ride service to the public or special categories of users (such as seniors or individuals with disabilities). Private operators must provide documentation demonstrating that the company is providing a shared ride service to qualify for an award. Public Transportation providers shall be defined as services that are open to the general public or open to a segment of the general public defined by age, disability, or low income.
- State or Local Governmental (including Municipalities and Counties) Authority:
  - Governmental authorities eligible to apply for Section 5310 funds as “coordinators of services for seniors and individuals with disabilities” are those designated by the state to coordinate human service activities in a particular area. Examples of such eligible governmental authorities are a county agency on aging or a public transit provider which the state has identified as the lead agency to coordinate transportation services funded by multiple federal or state human service programs.
  - Public bodies other than the lead coordinating public body are eligible if they are identified in the locally developed coordinated public transit-human services plan and self-certify in their application that there are no non-profit corporations or associations readily available in the area to provide the service.
- Tribe:
  - Federally recognized American Indian Tribes.



## 2. ELIGIBLE PROJECTS

- Purchase vehicles and related capital equipment:
  - Transit vehicles.
  - Intelligent Transportation System (ITS) planning and technology such as Automatic Vehicle Locator System (AVL); Mobile Data Terminals (MDT); and/or a Dispatch System
  - Radio equipment.
  - Vehicle rehabilitation or overhaul.
  - Computer hardware and software, Preventative maintenance.
- Provide operating assistance; and,
- Support mobility management programs:
  - Coordination of services for target populations.
  - ITS planning and technology directly supporting a Mobility Management Project, such as a call center; or a coordination and dispatch computer system.
  - Support to plan and implement coordinated services.
  - Acquisition of third-party transportation services.
  - Travel training.

Under Mobility Management and Operating requests, no more than 10% of the request may be allocated towards project administration costs.

## 3. LOCAL SHARE AND LOCAL FUNDING REQUIREMENTS AND ELIGIBILITY

Section 5310 funds may be used to finance capital and operating expenses. However, the program does not provide the full cost of the subrecipient project expenses. Subrecipients are expected to provide non-federal funds to match the federally provided grant amount, as discussed below.

The Federal share of eligible capital costs shall be in an amount equal to 80% of the net cost of the activity. The Federal share of the eligible operating costs may not exceed 50% of the net operating costs of the activity.

The local share of eligible capital or mobility management costs shall be no less than 20% of the net cost of the activity, and the local share for eligible operating costs shall be no less than 50% of the net operating costs.

- For vehicle awards, no match is required from the applicant (subrecipient). NJ TRANSIT provides the twenty percent (20%) local match requirement for capital costs of vehicles and equipment (subject to the availability of funds).
- Mobility Management:
  - Equipment Purchases – Mobility Management awards of equipment do not require a local match. NJ TRANSIT will cover the 20% local match requirement (subject to availability of funding).

- Service Agreements – For Mobility Management awards, such as acquisition of transportation services, travel training and/or planning projects; the applicants (subrecipients) must provide the twenty percent (20%) local match.
- For Operating awards, the subrecipient is required to provide the fifty percent (50%) local match.

The source of the local match needs to be identified in the application. Although you cannot use Federal Transit Administration (FTA) funds as local match, we will accept non-FTA federal match funds. Confirmation of matching shares will be requested prior to execution of the agreement. If you intend to use indirect and/or in-kind match it will be reviewed and approved by NJT staff on a case-by-case basis prior to execution of the agreement. Some examples of these sources of local match include state or local appropriations; dedicated tax revenues; private donations; revenue from service contracts; transportation development credits; volunteer driver hours; and net income generated from advertising and concessions. Income from contracts to provide human service transportation may be used either to reduce the net project cost (treated as revenue) or to provide local match for Section 5310 operating assistance. In either case, the cost of providing the contract service is included in the total project cost.

No FTA program funds can be used as a source of local match for other FTA programs, even when used to contract for service. All sources of local match must be identified and described in the grant application at the time of grant award.

NJ TRANSIT reserves the right to utilize toll credit in lieu of cash match.

#### 4. STATE ADMINISTRATIVE EXPENSES

Ten percent (10%) 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.

## 5. Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021

In response to the COVID-19 public health emergency, additional funding and flexibilities have been made available under the Section 5310 program to assist transit providers through the following federal stimulus packages.

For subrecipients who have furloughed any employees during the public health emergency, Section 5310 funding apportioned under CRRSAA will be used for payroll and operations of public transit. If a subrecipient can certify to NJ TRANSIT that it has not furloughed any employees since January 20, 2020, other uses for the funding may be considered.

CRRSAA funds are available to all Section 5310 subrecipients, including those in large urban areas, for operating expenses, including administrative leave for transit workers, if those expenses were incurred after January 20, 2020. All funds are available at 100% federal share.

Any Section 5310 formula funds that NJ TRANSIT had not obligated in an award as of December 27, 2020 could be obligated at 100% federal funding. These awards must comply with all Section 5310 program requirements, including the 55 percent minimum expenditure for “traditional” capital projects, and inclusion of projects in the coordinated plan.

CRRSAA funding used to pay for operating costs do not have to be included in a TIP/STIP, and those funds are not subject to the 55% requirement for traditional 5310 projects.

## 6. American Rescue Plan Act (ARPA) of 2021

For subrecipients who have furloughed any employees during the public health emergency, Section 5310 funding apportioned under ARPA is to be used for payroll and operations of public transit. If a subrecipient can certify to NJ TRANSIT that it has not furloughed any employees since January 20, 2020, other uses for the funding may be considered.

ARPA funds are available to all Section 5310 subrecipients, including those in large urban areas, for operating expenses, including administrative leave for transit workers, if those expenses were incurred after January 20, 2020. All funds are available at 100% federal share.

ARPA also has an Intercity Bus component.

Funding must be obligated by September 30, 2024, and disbursed by September 30, 2029.

## 7. CRRSAA and ARPA FUNDING

The federal share for all projects funded with federal stimulus money is 100%.

Eligible projects under these funding sources include direct operating expenses and mobility management. Vehicles are not eligible awards under this funding program.

## IV. APPLICATION INSTRUCTIONS & REVIEW PROCESS

### 1. PROGRAM NOTIFICATION OF FUNDING OPPORTUNITY

Annually, when program funding becomes available, Local Program Staff (LPS) broadly sends notice to localities and agencies notifying them of application availability through various communication mechanisms. LPS has developed a contact list of private non-profit and for-profit agencies that have received assistance under this program; agencies that have applied but were denied assistance; and all agencies that have made an inquiry or requested information on the Section 5310 program but have never applied for assistance. This list is updated periodically. In addition to agencies on the Section 5310 contact list, LPS sends a notice to every municipal and county clerk in the State of New Jersey. Press releases announcing the availability of funding is sent to several newspapers in accordance with NJ TRANSIT's Language Assistance Plan (LAP) and guidelines for inclusive public participation.

LPS uses the Sub-Recipient Information Database Electronic System (S-RIDES), an open website linked to NJ TRANSIT's corporate website, to publish information about the Section 5310 program. The website contains copies of the press releases, the cover letter of the application, and the State Management Plan.

### 2. THE APPLICATION

Applicants must complete a Section 5310 Application through the S-RIDES website <https://s-rides.njtransit.com/> to apply for a vehicle, mobility management and/or operating project. Applicants can contact NJ TRANSIT'S Local Programs and Community Mobility Department by phone or e-mail for assistance in completing an application for FTA Section 5310 funds:

(973) 491-7772

[GRANT5310@NJTRANSIT.COM](mailto:GRANT5310@NJTRANSIT.COM)

To demonstrate an applicant's eligibility, the applicant must provide the following information in the application:

- Agency information – Applicant must complete this section including the UEI numbers and attach to the Application a copy of Articles of Incorporation and/or Section 501(c) of the Internal Revenue Code. Applicant must include the requested financial audit/annual report/financial statement, EEO information, and Title VI information.
- CHSTP – 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). Be prepared to list the chapter and verse of your agency's citation in your

county's Coordinated Human Service Transportation Plan, or the need/gap in service that your agency plans to fulfill.

- Transportation Services – Applicants must describe their current transportation services including their budget, the trip purposes of their passengers, the number of one-way trips, annual budget, etc.
- Vehicle Project – If applicant is requesting vehicles, must describe the transportation program the vehicles will support and supply information about your budget, service area and maintenance programs.
- Mobility Management Project – If applicant is requesting funds for a mobility management project, must describe the transportation program the project will support and supply information about your budget and milestones.
- Operating Project – If applicant is requesting funds for operations, must describe the transportation program and how the funds will be distributed throughout the program, and supply information about your budget.
- Additional Documents – The applicant must publish a legal notice to provide an opportunity for interested parties to comment on proposed Section 5310 project. Applicants must read and sign the State Standard Assurances.

### 3. APPLICATION REVIEW PROCESS

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

The review is broken into two parts: Local Review (Local Programs / MPO) and state review. A review of the 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 which includes copies of each application for appropriate MPO review and scoring.

NJ TRANSIT will ensure that the selected applicants are included in the appropriate CHSTP. NJ TRANSIT staff and MPO scores are input 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 UZA listing all applicants by highest to lowest score. Invited to participate in the state review are representatives from the NJ TRANSIT's SCDRTAC, as well as representatives from NJ TRANSIT, including the Office of Civil Rights and Diversity and ADA staff and other state and county agencies such as the MPOs, Department of Human Services, Office of Disabilities

Services, Office on Aging Foundation, etc. During the state review, the highest ranked applications in each county are discussed, and 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 as program compliance, vehicle maintenance, Title VI data, as well as knowledge of other pending grants to applicants are addressed at that review meeting.

#### 4. PROJECT SELECTION CRITERIA AND METHOD OF DISTRIBUTING FUNDS

The selection committee reviews applications based upon a weighted point system and a non-weighted system and addresses the following major areas of concern:

- a) Formula-based (population density) distribution – Availability of funds in subrecipient’s service area and Urbanized Areas (UZAs), Small Urban and Non-Urban Areas.
- b) Any compliance issues from previous grant awards including timely submittal of required ridership reports, annual certifications, vehicle maintenance requirements, and adherence to project milestones.
- c) General mobility limitations and urgency of the transportation needs of the organization’s passengers.
- d) Current number of one-way passenger trips for seniors and/or individuals with disabilities.
- e) Amount of utilization of the equipment for seniors and/or individuals with disabilities transportation, proposed in the application, in terms of days and hours per week.
- f) Coordination and inclusion in the CHSTP as required under the FAST Act and continued in the IJJA.
- g) Demonstrated evidence of the organization’s administrative financial capacity to carry out the proposed project and evidence of their understanding of the financial commitment required for the project.
- h) Documentation on proposed vehicle operating plan, maintenance plans, and driver training, including spare vehicles/drivers to perform services under this program.
- i) Adequate level of staffing, grant, and operational experience to comply with all FTA grant requirements and delivery of service including training of personnel and technical capacity to manage the award.
- j) Written procedures and policies for operations, grant administration, and FTA reporting requirements.

Another area covered in the application but not scored is the availability of transportation options in the applicant’s service area. LPS requests a list of what is available and whether passengers use other services, and we ask for an explanation of how the Section 5310 award being requested will enhance services already provided.

Awards under this grant are based on specific criteria and although Title VI information is collected and included in the overall distribution of awards, this information is not scored.

The process does not guarantee funding in subsequent funding years as each year is considered separately.

## 5. FUNDING DISTRIBUTION

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, although NJ TRANSIT reserves the right to deviate from a competitive application to direct assignment of funds. These needs are described in the Project Selection Criteria section in this State Management Plan. After state administrative funds are set aside, all remaining funds will be distributed to eligible applicants on a formula basis. Federal regulation stresses the need to distribute Section 5310 funds in a fair and equitable manner. NJ TRANSIT'S formula to distribute funds is based on the urbanized and non-urbanized populations living in each county. New Jersey, the Section 5310 allocation is comprised of large, urbanized areas, small urban areas, and non-rural areas (UZAs). The determination of awards is based on available funding in an area. NJ TRANSIT may split the funding of awards between UZAs depending on the project's service area.

In New Jersey, NJ TRANSIT, as the designated recipient, purchases all vehicles for this program on behalf of the subrecipients. By procuring all rolling stock at the state level it ensures compliance with various federal procurement regulations and achieves competitive pricing through bulk purchasing and allows the state to incorporate current marketplace design into equipment purchase. Mobility management projects and operational services, including third-party contracts, are reviewed and monitored for compliance with all state and federal procurement regulations.

At least 55% of 5310 program funds must be used on "traditional" capital projects that are: Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable.

At most 35% may be used for "non-traditional" projects that are:

- Public transportation projects that exceed the requirements of the ADA.
- Public transportation projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit.
- Alternatives to public transportation that assist seniors and individuals with disabilities.

The remaining 10% may be used for administration costs.

## 6. PUBLIC INVOLVEMENT

NJ TRANSIT actively seeks the involvement of the public and stakeholders in the Section 5310 program administered in New Jersey. The following section lists some of these mechanisms.

## 7. PUBLIC PARTICIPATION

NJ TRANSIT has a long-established advisory group called the Senior Citizens and Disabled Resident Transportation Assistance Program Citizens Advisory Committee (SCDRTAC). This committee is made up of seniors and people with disabilities as well as coordinated human services transportation providers making it an ideal vehicle to review Section 5310 issues.

With the annual SCDRTAP Public Hearing notice we also invite the public to review the State Management Plans (SMPs) for the following Federal grant programs administered by NJ TRANSIT.

- FTA Section 5310, The Enhanced Mobility of Seniors and Individuals with Disabilities Program.
- FTA Section 5311, Non-urbanized Area Formula Program for Rural Areas.

The annual application and current State Management Plan are available to the public on the S-RIDES website, <https://s-rides.njtransit.com>. Copies of the state management plans are also available upon request by writing to:

NJ TRANSIT  
Local Programs & Community Mobility Department  
One Penn Plaza East  
Newark, NJ 07105-2246  
[GRANT5310@NJTRANSIT.COM](mailto:GRANT5310@NJTRANSIT.COM)

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](http://www.njcost.com)), local County Transportation Citizens Advisory Committees, and various organizations either providing or provided human services transportation.

LPS presentations are also made as needed at Metropolitan Planning Organizations and relevant subcommittees, conferences, forums, etc.

Every fiscal year application solicitation, NJ TRANSIT conducts local public involvement efforts to notify the public of funding opportunities through this program. Methods used include public notices in multiple newspapers throughout the state, including newspapers in various languages, postings on NJ TRANSIT's website, and communications to all municipal and county clerks, interested parties and Transit Citizens Advisory Committees.

## 8. PRIVATE SECTOR PARTICIPATION

Federal law requires the public to be involved in the transportation planning process, and specifically requires that private providers be provided an opportunity to be consulted in developing transportation plans and programs in both urbanized and rural areas. Public involvement processes must be proactive and provide complete information, timely public notice, full public access to key decisions, and



opportunities for early and continuing involvement throughout the transportation planning and programming process. Private providers are 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 place 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 notarized public ads published two separate days in major newspapers. To document that this requirement was met the application must include proof of the published notice.

The Section 5310 subrecipient public notice together with the MPO planning process provides adequate opportunity to address private sector concerns. If 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 exists particularly in the areas of human service transportation. Human service transportation generally refers to programs designed for individuals with lower incomes, people with disabilities and seniors. Private providers may be uniquely qualified to serve these specialized travel markets.

Private operators can be active participants and/or stakeholders in the development of local human service transportation coordination plans.

## 9. PROGRAM OF PROJECTS DEVELOPMENT AND APPROVAL PROCESS

NJ TRANSIT establishes the annual program level based on federal formula allocations to the states. This information is included in FTA's annual federal register notice after the annual federal transportation appropriations bill becomes law. 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 inclusion or non-inclusion in the final Program of Projects (POP).

The Program of Projects may include the following sections:

- Grant Summary.
- Subrecipient Award Information.
- Milestones.

- Environmental Findings.
- Budget per Activity Line Item.
- Breakdown of Traditional and Non-Traditional Awards.

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 traditionally as follows but is subject to change:

- Fall/Winter – Amount of fiscal year funding available in each UZA (pending publication of Federal Register Notice).
- Spring – Application available for submission on <https://s-rides.njtransit.com/>.
- Summer – Deadline to submit application to NJ TRANSIT. State Review Committee meets. Final recommendations of Review Committees submitted to NJ TRANSIT’s Office of Local Programs and Community Mobility.
- Fall/Winter – NJ TRANSIT Office of Local Programs and Community Mobility forwards the Program of Projects to the Office of Capital Programming and Administration and any information necessary to prepare the FTA grant application.
- Fall/Winter – Notifies applicants of projects included in the Program of Projects based upon Committee recommendations.
- Winter/Spring – FTA awards annual grant.

## V. ADMINISTRATIVE REQUIREMENTS

### 1. STATE ADMINISTRATIVE REQUIREMENTS

#### i. STATE ADMINISTRATION, PLANNING, AND TECHNICAL ASSISTANCE

NJ TRANSIT sets aside 10% of the annual federal allocation for State 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.

The NJ TRANSIT Office of Local Programs and Community Mobility extends technical support to every subrecipient enrolled in the 5310 program. This support is delivered through a comprehensive array of resources, including training sessions tailored for both administrators and operators, online webinars, an annual Rodeo training event, a regular newsletter, and financial aid for participating in training programs conducted outside the state. Furthermore, our S-RIDES homepage, accessible at <https://s-rides.njtransit.com/home/loginHome.aspx>, hosts a dedicated section for technical assistance. In this section, subrecipients can access valuable technical assistance materials, such as sample policies, procedural guidelines, instructional documents, and more.

Other State Administrative duties include but are not limited to:

- Collection of signed FTA Certifications & Assurances.
- Collection and review of subrecipient financial audits.
- Confirmation of eligibility and non-debarment through SAMS.gov.
- Submission of Federal Funding Accountability and Transparency Act (FFATA) report.
- Review and approval of all federally funded reimbursement requests.
- Review and approval of all federally funded procurements.
- Submission of NTD reports.
- Ongoing compliance review.

## ii. TRANSFER OF FUNDS

### *Flexible Funding Programs – Transfer of Funds*

Flexible funds from the Federal Highway Administration (FHWA), 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.

NJ TRANSIT may transfer funds apportioned to the state's small or rural area for a project serving an area other than that small or rural area if the governor certifies that all the objectives of the section are being met in the small or rural area. Small and rural area apportionment may be transferred for a project anywhere in the State since NJ TRANSIT has established a statewide program. However, there is no provision to transfer funds from the large, urbanized areas to either the small or rural areas. The FTA allows Section 5310 funds to be transferred to Section 5307 and Section 5311 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. 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), Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds, and FTA Urban Formula Funds.

FHWA funds transferred to FTA have provided a substantial 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), or Enhanced Mobility for Seniors and Individuals 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% Federal share and may be used for all projects eligible for funds under current FTA programs excluding operating assistance.
- Congestion Mitigation and Air Quality (CMAQ) Improvement 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.
- Carbon Reduction. The Carbon Reduction Program will fund a wide range of projects designed to reduce carbon dioxide emissions from on-road highway sources — from installing infrastructure to support the electrification of freight vehicles or personal cars, to constructing Bus Rapid Transit corridors, to facilitating micro-mobility and biking. Under the CRP, states must also develop carbon reduction strategies in consultation with Metropolitan Planning Organizations to identify projects and strategies tailored to reduce carbon dioxide emissions in their states, although states and localities may begin using the CRP funds even before plans are developed and reviewed.

#### *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 the New Jersey Department of Transportation (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 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.

### iii. PROGRAM MEASURES

The following indicators are targeted to capture overarching program information for seniors and individuals with disabilities as part of the annual report that each state and designated recipient submits to FTA. NJ TRANSIT will submit both quantitative and qualitative information as available on each of the following measures.

The program measures for the Section 5310 program are:

- Gaps in service filled – Provision of transportation options for seniors and individuals with disabilities (measured by number of eligible consumers) afforded mobility semi-annually, which they would not have without program support.
- Ridership – Estimated and actual number of rides (measured by one-way passenger trips) provided semi-annually for seniors and individuals with disabilities on federal Section 5310 supported vehicles and services.
- Physical improvements – Any changes or additions to transportation facilities, sidewalks, technology and/or vehicles that impact the availability of transportation services because of a project implemented in the current reporting year.

NJ TRANSIT will ensure that the above information is reported for all subrecipients of Section 5310 funding in projects selected by the state or designated recipient. NJ TRANSIT may consolidate information for all projects in the annual report for any open Section 5310 grant awarded.

## 2. SUBRECIPIENT ADMINISTRATIVE REQUIREMENTS

The basic grant management requirement for state and local governments are contained in the Department of Transportation (U.S. DOT) regulations, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" 2 C.F.R. Parts 200 and 1201. The provision of these rules applies except when inconsistent with federal statutes or authorizing legislation. 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. The following passages describe the administrative requirements of each subrecipients receiving Section 5310 funds.

### i. 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 with:
  - Grant experience and knowledge to comply with all FTA grant requirements;
  - Operational experience needed in delivering the service as per grant award, and
  - Maintenance experience for performing required service on vehicles used or purchased for this project.
- Demonstrate the adequate level of vehicles including spare 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 in the area. All FTA subrecipients must be part of the CHSTP.
- 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.

### ii. CIVIL RIGHTS

#### *NON-DISCRIMINATION*

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."

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 Civil Rights Act of 1964 protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. NJ TRANSIT will require that subrecipients annually sign the nondiscrimination assurance included in FTA's notice of certifications and assurances.

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.

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. This documentation will be used by NJ TRANSIT to assure equity of distribution of benefits among eligible groups within the state or urbanized areas, as required by Title VI of the Civil Rights Act.

Consistent with Title VI of the Civil Rights Act, United States Department of Transportation implementing regulations, an Executive Order 13166, recipients shall take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities for individuals who are limited-English proficient (LEP) and/or low-literacy. Recipients shall use information obtained in the Four Factor Analysis to determine the specific language services that are appropriate to provide.

NJ TRANSIT will prepare with its annual Section 5310 grant application a record of approved and rejected funding requests that identifies applicants that are minority organizations or that aid minority and/or limited English proficient communities. Utilizing information provided by the applicant, NJ TRANSIT will compare the estimated total number of persons to be served versus the estimated total number of minority and limited English proficient persons served. A comparison of total applicants

versus approved applicants will also be done. These numbers are reviewed to ensure that the approved applicants fairly represent a cross section of all applications received about service offered to the minority communities of the state.

NJ TRANSIT, consistent with FTA Circular 4702.1B, requires that all subrecipients of FTA funds prepare and submit a Title VI program. A Title VI program, once submitted and accepted by NJ TRANSIT, must be resubmitted every three years.

A subrecipient Title VI program responsibilities are:

1. Sign a certification of compliance pertaining to Civil Rights.
2. Post the Title Notice to the Public on the subrecipient's website, and in public areas including vehicles.
3. Post the Title VI Complaint Procedures including a copy of the complaint form, the procedures for filing a complaint, and how the complaint will be handled by the agency.
4. Maintain a list of transit-related Title VI investigations, complaints, and lawsuits.
5. Contact NJ TRANSIT immediately via phone or email if the subrecipient has received a lawsuit or civil rights complaint.
6. Report through application a concise description of active lawsuits or complaints alleging discrimination in service delivery in the past three years.
7. Provide updates on the status or outcome of active or pending lawsuits on at least a quarterly basis.
8. Provide and post the Public Participation Plan, including information about outreach methods to engage minority and limited English Proficient (LEP) populations.
9. Develop and provide a Language Assistance Plan to persons with limited English proficiency (LEP) or low literacy, based on the U.S. DOT's LEP Guidance.
10. Establish documentation that the membership of non-elected committees and councils, selected by the transit system and/or parent organization, is representative of the diversity of the service area, as well as documentation of the process the grantee and/or parent organization uses to encourage the participation of minorities on such committees and councils.
11. Submit approval by your agency board/council, with a copy of the approval submitted to NJ TRANSIT.

First time applicants to NJ TRANSIT for FTA funding, in addition to the Title VI program described above, must also prepare, and submit, on a one-time basis, information on the organization's Title VI compliance history if they have previously received funding from another Federal funding agency. This shall include a copy of any Title VI compliance review activities conducted in the previous three years.

The one-time submission must also:

- Describe the purpose or reason for the review.
- Specify the name of the agency or organization that performed the review.
- Provide a summary of the findings and recommendations of the review.



- Document the status and/or disposition of such findings and recommendations.

In addition, first-time applicants shall submit a brief description of any pending applications to other Federal agencies for assistance, and whether any Federal agency has found the applicant to be in noncompliance with any civil rights requirement.

This information shall be relevant to the organizational entity submitting the application, not necessarily the larger agency or department of which the entity is a part.

NJ TRANSIT will provide technical assistance to existing or prospective applicant for funds in compliance with Title VI requirements.

### *EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS*

A full EEO program is required of any subrecipient that both employs 100 or more transit-related employees (including temporary, full-time, or part-time employees) and 1) requests or receives in excess of \$1 million in capital and/or operating assistance in the previous Federal fiscal year, or 2) requests or receives in excess of \$250,000 in planning assistance in the previous Federal fiscal year. The program requirements detail what must be included, such as designation of personnel responsibilities, a workforce analysis (including an identification of areas of underutilization), goals, and timetables, an assessment of past employment practices, proposed remedies for problem areas, and a monitoring and reporting system. Program updates are required every four years. Formal communication mechanisms should be established to publicize and disseminate appropriate elements of the program, such as the EEO policy statement. The policy statement should be posted, for example, on bulletin boards, near time clocks or in the employee's cafeteria.

Subrecipients that employ between 50-99 transit-related employees and 1) request or receive capital or operating assistance in excess of \$1 million in the previous Federal fiscal year, or 2) request or receive planning assistance in excess of \$250,000 in the previous Federal fiscal year, must prepare and maintain an abbreviated EEO program. Subrecipients that must prepare an abbreviated program are not required to conduct a utilization analysis with goals and timetables or to submit the EEO program to FTA every four years. Instead, these programs are reviewed during FTA's oversight reviews.

In this area subrecipient responsibilities are:

- Post EEO information in a place readily accessible by employees.
- Prepare an EEO plan if thresholds are met.

### *DISADVANTAGED BUSINESS ENTERPRISE PROGRAM REQUIREMENTS*

The subrecipient shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The subrecipient shall carry out applicable requirements of 49 C.F.R.

Part 26 in the award and administration of U.S.D.O.T. assisted contracts. Failure by the subrecipient to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as NJ TRANSIT deems appropriate. For those subrecipients utilizing federal funding for contracting opportunities (see Exhibit G) for DBE Programs requirements for race-neutral federal procurement activities. NJ TRANSIT will review all subrecipient's bid specifications, including cost breakdowns/estimate to ensure compliance and establish the DBE goal for the contract.

### *SECTION 504 AND ADA REPORTING*

Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. §794, prohibits discrimination based on disabilities by subrecipients of federal financial assistance. In addition, the Americans with Disabilities Act of 1990, as amended (ADA), specify federal civil rights of individuals with disabilities. subrecipients must comply with 49 C.F.R. Parts 27, 37, and 38, implementing ADA and amending the 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).
- 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.

All services and/or vehicles acquired with project funds must be equipped, maintained, and operated in accordance with the regulations.

Subrecipients must ensure that service provided does not discriminate against individuals with disabilities. In addition, subrecipient of any FTA funds 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:

- Sign annually certifications and assurances pertaining to ADA requirements; including a separate subrecipient affidavit, pertaining to ADA requirements. (See Exhibit K).
- Establish service policies and procedures in accordance with the ADA, including reasonable modification policy.

- All information related to policies and procedures must be made readily available to the public on the agencies website and marketing materials.
- Establish a complementary paratransit program for publicly operated fixed route systems.
- Notify NJ TRANSIT of any ADA complaints related to transportation services.

## VI. PROGRAM MANAGEMENT

### 1. CAPITAL OVERSIGHT

#### VEHICLE USE

NJ TRANSIT encourages maximum use of vehicles funded under the Section 5310 program. Consistent with the requirements of 2 CFR Parts 200 and 1201, vehicles are to be used first for program-related needs for which a Section 5310 grant is made and then to meet other federal programs or project needs, providing these uses do not interfere with the project activities originally funded. If the vehicle is no longer needed for the original program or project, the vehicle may be used in other activities currently or previously supported by a federal agency. Vehicles may be used:

- a) For Section 5310 Project and Program Purposes. NJTRANSIT will consider how best to meet the needs of all seniors and individuals with disabilities in a particular community in the project selection process. The program must provide for maximum feasible coordination with transportation services assisted by other federal sources. Subrecipients should be encouraged to the extent feasible to also provide service to seniors and individuals 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 seniors and individuals with disabilities. NJ TRANSIT encourages subrecipients to provide services to those in the community beyond its own passengers. Subrecipients must, when practicable, make the vehicle available to provide transportation service to other seniors and individuals with disabilities at times the agency is not using the vehicle for grant-related purposes. NJ TRANSIT and its subrecipients 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 Programs 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 use will be given to other projects or programs sponsored by FTA, and second preference will be given to projects or programs sponsored by other federal agencies. Finally, vehicles may be used by non-federally funded providers, first to meet the needs of seniors and individuals 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 designated subrecipient. The transfer may be shown in the POP for any active grant. It does not have to be in the grant under which the vehicle was originally funded. 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 people on a regular basis if the meal delivery services do 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 may 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.

#### *SUB-LEASING VEHICLES ACQUIRED WITH SECTION 5310 FUNDS*

Vehicles acquired under the Section 5310 program may be sub-leased to other entities such as local governmental authorities or agencies, other private non-profit agencies, or private for-profit operators. Under such a sub-lease, the lessee operates the vehicles on behalf of the Section 5310 subrecipient and provides transportation to the subrecipient's passengers as described in the grant application. Subrecipients may also enter into a sub-lease with the county-coordinated systems, commonly referred to as a "lease-back."

The sub-lease or lease-back between the Section 5310 subrecipient and the lessee contains the terms and conditions that must be met in providing transportation service to seniors and individuals with disabilities.

NJTRANSIT, being responsible for ensuring that the terms and conditions of the original grant with FTA are met, must agree, in writing, to each sub-lease between the subrecipient and the lessee. Such an agreement should specify that the sub-leased vehicle shall be used to provide transportation service to seniors and individuals with disabilities, the vehicle may be used for incidental purposes only after the needs of these individuals have been met, and that NJTRANSIT must retain title to the vehicle while the vehicle is active in the program.

The lessee must adhere to applicable and relevant terms and conditions of FTA's master agreement in the maintenance and use of the asset. The subrecipient is responsible for oversight of the lessee's use of the vehicle.

A subrecipient may sub-lease its assets to a private entity to operate in public transit service so long as the entity has been selected through a competitive process and so long as the sub-lease obliges the lessee to adhere to all of the applicable and relevant requirements of the FTA master agreement. A finite sub-lease term should be established as well as a clear price and scope of work.

### *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 meeting the useful life by years and/or miles (whichever comes first) 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*



NJ TRANSIT will make periodic reviews of projects utilizing site visits and desk audits to assess the efficiency and effectiveness of each project. Provisions must be made to assure satisfactory continuing control of capital equipment and federally funded services. Reviews include but are not limited to the following scopes: analyze actual ridership versus estimated ridership submitted in applications, records of preventative maintenance performed against preventative maintenance plans, complaints (ADA, EEO, Title VI, DBE, etc.), financial management, and technical capacity.

Regarding state regulations of the maintenance or operation of transit/paratransit vehicles operated by public transit agencies, NJ TRANSIT requires 5310 subrecipients to maintain vehicles based on the manufacturer's suggested maintenance guidelines and establish a maintenance program that, at a minimum, meets those guidelines. As evidence that required maintenance has been performed, subrecipients are required to document all vehicle maintenance activities. Prior to vehicles being placed

in revenue service, NJ TRANSIT requires that grantees have a pre-trip/post-trip inspection program to ensure that safety and operational standards are consistently met for each system vehicle. Section 5310 subrecipients are expected to keep maintenance records daily and must document routine maintenance, i.e., oil change, fluids, and tire condition. The vehicle must be maintained in accordance with the manufacturer's recommended maintenance standards. Upon award of a vehicle, subrecipients commit to comply with required annual vehicle inspections.

Upon award of a vehicle, subrecipients commit to comply with required annual vehicle inspections. NJ TRANSIT's Minibus Support staff conducts statewide annual vehicle inspections. Annual vehicle inspections are a requirement throughout the entire useful life and lien period of the vehicle. 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 the service and/or equipment and records. As a standard practice, NJ TRANSIT will contact a subrecipient ahead of time to set up a time and place for an inspection/review. Inspections/Reviews shall not commence without first identifying to the subrecipient the purpose of the visit, which is to complete a formal review of the service and/or equipment and records. Representatives from NJ TRANSIT are authorized to inspect subrecipient vehicles at any location and time as deemed appropriate by inspectors. 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 or compliance issues 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 the subrecipient's 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, the following:

- Termination of the lease agreement with the subrecipient for the specific vehicle;
- Termination of all federally funded lease agreements with the subrecipient for vehicles;
- Termination of all federally funded service agreements with the subrecipient; or,
- Reimbursement of federal interest in existing awards.

In addition, at least once every three years, NJ TRANSIT will conduct an on-site program management review. The purpose of the review is to ensure that the subrecipient is complying with all relevant program requirements.

NJ TRANSIT expects, at a minimum, a transit program to address the following training topics and document staff participation: customer service, Passenger Assistance Service and Safety training (PASS), the transit system’s policies and procedures, first aid and CPR, safety and security, Americans with Disabilities (ADA), emergency preparedness and evacuation planning, effects and consequences of prohibited drug use, pre-employment and drug/alcohol testing requirements, defensive driving, vehicle pre-trip inspection, vehicle maintenance reporting procedures, and at least 24 hours of route introduction with an experienced driver.

*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 S5311/5310 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.

Vehicles controlled and inventoried under this procedure are defined as:

<b>Rolling Stock/Vehicle Use and Dispositions</b>	<b>Useful Life</b>
Vans – straight, modified, lowered floor, and other vehicles – minivans	6 years or 150,000 miles
25’ – 35’ Light duty <u>gasoline</u> transit buses, cutaways (small, standard, and extended)	7 years or 200,000 miles
25’ – 35’ Light duty <u>electric</u> transit buses, cutaways (small, standard, and extended)	10 years or 250,000 miles
30’ Medium duty transit buses	10 years or 250,000 miles

*DISPOSITION*

Recipients are required to submit a written request for disposal of a vehicle(s) or equipment they wish to dispose. The recipient must receive written authorization from NJ TRANSIT before disposing of federally funded equipment, including vehicles. The recipient has 90 days to process and close the disposition request from the date of the approved authorization.

Disposition Procedures:

A recipient may dispose of a vehicle in either of two ways:

1. A vehicle may be sold outright to a third party through a variety of approved processes. These include advertised sealed bids, auto auction or the average of two competitive appraisals.
2. A recipient may choose to purchase the federal interest in a vehicle(s), the buyback option. In this case, NJ TRANSIT will contract with two independent appraisal companies to determine the

value of the vehicle. The average of the two appraisals will be deemed the fair market value (FMV) of the vehicle.

Divisions of proceeds are as follows:

1. If a vehicle is sold outright to a third party (advertised bids, auto auction, etc.), the recipient may retain up to \$5,000, exceeding the net proceeds. The balance must be paid to NJ TRANSIT within 30 days after the sale of the vehicle.
2. If a recipient chooses the buyback option, the recipient may retain up to \$5,000. The balance must be paid to NJ TRANSIT within 30 days after the sale of the vehicle.
3. Insurance proceeds: The federal interest due to NJ TRANSIT is based on the Actual Cash Value (ACV) exceeding \$5,000 due to NJ TRANSIT.

Subrecipient must submit documentation for all sales to determine the federal interest due to NJ TRANSIT and to close the file. Forms will be provided for documentation.

### *VEHICLE INSURANCE*

NJ TRANSIT requires subrecipients to submit verification of insurance. Subrecipients are required to maintain insurance coverage in the amount of \$2 million dollars per vehicle. The subrecipient must also safeguard against loss, damage or theft of equipment and list NJ TRANSIT as an additional insured and loss payee. NJ TRANSIT will periodically review this requirement and adjust the amount of coverage accordingly.

### *MAINTENANCE*

During inspections and site visits NJ TRANSIT staff will inspect all 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. These will be provided at time of vehicle delivery and/or upon request. Failure to follow these practices could lead to noncompliance.

## **2. 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.



## i. TRANSIT ASSET MANGEMENT

The TAM rule (49 CFR part 625) is a set of federal regulations that sets out minimum asset management practices for transit providers. The TAM rule aims to address the backlog by requiring subrecipients to create TAM plans or adopt the States Plan. This will help subrecipients systematically address their maintenance needs which will, in turn, improve service. Well-developed asset management systems have been shown to lower long-term maintenance costs.

Additionally, TAM will have important non-quantifiable benefits, such as improved transparency and accountability. Implementing a TAM system will require subrecipients to collect and use asset condition data, set targets, and develop strategies to prioritize investments to meet their goals.

The purpose of the FTA rulemaking is to help achieve and maintain a state of good repair (SGR) for the nation's public transportation assets. The rule develops a framework for transit agencies to monitor and manage public transportation assets, improve safety, increase reliability and performance, and establish performance measures.

## ii. NATIONAL TRANSIT DATABASE (NTD) REPORTING

As the Sponsor of the New Jersey Group Transit Asset Management Plan, NJ TRANSIT is responsible for performing outreach to qualifying transit providers, compiling the Group TAM Plan, setting performance targets, and reporting to the FTA National Transit Database (NTD) on behalf of the Group TAM Plan participants. The performance targets were created as an average across the Group TAM Plan based on the combined vehicle fleet inventory and the aggregate estimated available funding across all participants. Participants and NTD reporters should attempt to reach the targets set forth in this plan, however the fleets characteristics and funding available vary from agency to agency and may prevent participants from achieving the performance targets established in this Group TAM Plan.

NJ TRANSIT collects all required information from both full and reduced, urban and rural reporters for submission to the NTD based upon each agency's fiscal year. Information includes fleet inventories, facility information, federal funds expended in the fiscal year, ridership, and safety and security information (required information may vary depending on the type of reporter).

## VII. PROJECT MANAGEMENT

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. Additionally, all vehicle maintenance, insurance, and accident reports must be at the establishment.

## 1. 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. Additionally, all vehicle maintenance, insurance and accident reports must be at the establishment.

A subrecipient can be involved in a variety of relationships with other parties where FTA funds or equipment are used in providing public transportation. In circumstances where other entities play a role, a subrecipient is responsible for ensuring compliance with FTA requirements. These entities can include other governmental agencies, consultants, contractors, subcontractors, and lessees working under approved third-party contracts or interagency agreements. A subrecipient must fulfill oversight responsibilities. There must be staff with knowledge of FTA requirements and a mechanism in place for monitoring. The mechanisms can be as simple as a letter of agreement, contract or lease supplemented by periodic meetings, inspections, or required reports. All appropriate federal certifications and assurances need to be passed through to contractors and monitored for compliance by the subrecipient. A subrecipient must ensure that any federally funded contractor-operated equipment is controlled.

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), and vested title.
- Subrecipients must have a control system to prevent loss, damage, or theft of property. Subrecipients must place an ID tag on 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 or more 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 FTA funded equipment is still in active use and meeting the intent of the grant.

The yearly certification will include but not limited to the following:

- A description of the asset.
- The identification number or serial number (if applicable).
- The entity or individual that holds title to the asset.

- The source of funding (the FAIN number under which it was procured).
- The acquisition date.
- The cost of the asset.
- The percentage of federal participation in the cost.
- The location.
- The use and condition.
- The useful life.
- Maintenance Plans and Warranty (when applicable).

## 2. PROCUREMENT AND THIRD PARTY CONTRACTING

NJ TRANSIT does not usually purchase capital equipment or federally funded facilities directly under Section 5310 other than vehicles. Subrecipients are allowed to apply for funding for capital. Any capital purchase greater than one thousand dollars (\$1,000) needs the prior approval of NJ TRANSIT. Subrecipients must submit all specifications, RFPs, IFBs, and any other procurement documentation to NJ TRANSIT for review and approval prior to advertising or going out to bid for service or equipment. Subrecipients must also comply with the administrative procedures and requirements. NJ TRANSIT Local Programs 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” otherwise known as DBE.

Subrecipients who fail to comply with any of the above procedures could forfeit the right to be reimbursed using FTA Section 5310 funds.

## 3. GENERAL INSURANCE REQUIREMENTS FOR OPERATIONS AND MOBILITY MANAGEMENT CONTRACTS

NJ TRANSIT requires all subrecipients to submit verification of insurance. Subrecipients are required to maintain general liability insurance with combined single limit liability of \$2,000,000 per occurrence and \$5,000,000 in aggregate for all projects. The subrecipient must also safeguard against loss, damage or theft of equipment and list NJ TRANSIT as an additional insured and loss payee. NJ TRANSIT will periodically review this requirement and adjust the amount of coverage accordingly.

## VIII. FINANCIAL MANAGEMENT

### 1. FINANCIAL RECORDS

Financial records, supporting documentation, and all other records pertinent to a grant must be retained by NJ TRANSIT and must 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. A subrecipient should retain all records and supporting documentation until such time that NJ TRANSIT has notified them that the retention period has been reached.

### 2. FINANCIAL GUIDANCE

2 CFR Part 200, the Uniform Guidance, became effective for new awards and additional funding to existing awards on December 26, 2014, this provides the Federal guidelines for allowable cost for subrecipients which are Expenses such as indirect cost or payments to a self-insurance fund must be documented appropriately.

To charge indirect costs to an award, a recipient 1) must have an approved Cost Allocation Plan (CAP) or indirect cost rate proposal (ICRP) or 2) may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC). Under federally funded award programs, recipients may incur both direct and indirect costs. A federally approved CAP or ICRP is required to support the distribution of indirect costs to the award program. An organization must seek approval from its Federal cognizant agency as designated in the Uniform Guidance. Under this program, indirect costs are considered administrative expenses and cannot exceed 10% of the overall budget.

### 3. AUDITS

Subrecipients will perform a yearly audit report as prescribed by 2 CFR Parts 200 and 1201. The grant should be identified in the Audit by the following CFDA Number and Title: U.S. Department of Transportation, Federal Transit Administration CFDA 20.513 Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310). The audit reports should be provided within 180 days following the close of the grant recipient's fiscal year.

The SUBRECIPIENT must retain in its files all payroll records and other documentation pertaining to work under this Agreement for a period of at least three (3) years (if you are a state entity, follow the NJ Record Retention policy). After payment of the final voucher by the Federal Government; or

NJ TRANSIT as provided by applicable Federal and state statutes and regulations. The SUBRECIPIENT further agrees that NJ TRANSIT, the Comptroller General of the United States and the Secretary of the United States Department of Transportation, or their authorized representatives may have access to these records for purposes of audit during normal business hours within the three-year (3) retention period.

Subrecipients must ensure that all funding sources expended during the audit period are listed in the financial statement with the appropriate CFDA number and grant name. If findings are identified as part of the audit, subrecipients must provide written notification on how they will resolve the finding and a timeline of corrective actions.

Subrecipients of funds under NJ TRANSIT's Enhanced Mobility of Seniors and Individuals with Disabilities (§5310) will provide NJ TRANSIT with one audit report (hard copy or electronic formats) on an annual basis.

## 4. CLOSEOUT

### i. SUBRECIPIENT PROJECT CLOSEOUT

NJ TRANSIT shall initiate project closeout for mobility management and operating funds with the subrecipient after all funds are expended and/or all work activities for the project are completed. A final Financial Status report closeout form will be sent to the subrecipient for review and signoff. If small amounts of funds remain in an inactive grant, NJ TRANSIT will request that the funds be released and assigned to another project.

### ii. GRANT CLOSEOUT

Project closeout occurs when NJ TRANSIT notifies the SUBRECIPIENT that NJ TRANSIT has closed out the Project, and either forwards the final federal assistance payment or acknowledges that the subrecipient has remitted the proper refund. The SUBRECIPIENT agrees that Project closeout by NJ TRANSIT does not invalidate any continuing obligations imposed by the Grant Agreement or by the federal government's final notification or acknowledgment.

NJ TRANSIT shall initiate grant 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.

## IX. REPORTING REQUIREMENTS

### 1. NJ TRANSIT is responsible for:

#### i. ANNUAL PROGRAM OF PROJECTS

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 within 30 days after the end of the reporting period. The status reports should be submitted electronically in TRAMS By October 31 each year. For the Section 5310 program this report should be submitted along with the Milestone Progress Reports (MPR).

Reports should include an updated POP for each approved grant that contains active projects. This should reflect all changes made to date from the originally approved FTA POP. The report should include the following:

- Project descriptions, changes in projects from one category to another, and adjustments within budget categories, if applicable.
- Revisions to the POP that resulted in changes to the line-item budget for the grant (these changes should have also been submitted as budget revisions).
- Significant civil rights compliance issues occurring during the year (such as Title VI, Equal Employment Opportunity (EEO), or Disadvantaged Business Enterprise (DBE) complaints against the recipient or subrecipients), and;
- Notable accomplishments or problems involving subrecipients.

#### ii. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

Prior to November 12, 2020, all direct recipients of FTA awards, award amendments, and cooperative agreements over \$25,000 are subject to the requirements of FFATA, that recipients report subaward information to FSRS at [www.FSRS.gov](http://www.FSRS.gov) by the end of the month after the month in which they make any subaward under the award. The reporting requirement does not include third party contract data currently.

Recipients must report the information about each first tier subaward over \$25,000 (funds passed through to other public agencies, private nonprofit organizations or, where eligible as subrecipients, private providers of transportation) by the end of the month following the month they make any subaward or obligation (not the month after FTA awarded funds to the recipient). For example, if FTA awarded the fund to the recipient in November and the recipient signed subrecipient agreements in February, the recipient has until March 31 to report the subaward into FSRS. Once the recipient submits an initial report, it can revise it later to add additional subawards as they are made, or to change data previously submitted to reflect adjustments in subawards.

Effective November 12, 2020, OMB revised 2 CFR part 170 to require agencies to report Federal awards that equal or exceed the micro-purchase threshold as set by the FAR at 48 CFR part 2, subpart 2.1. Consistent with the FAR threshold for subcontract reporting, OMB raised the reporting threshold for subawards that equal or exceed \$30,000.

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 \$30,000.

### iii. 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 for capital. Funds are considered encumbered when agreements are signed with subrecipients for Mobility Management and Operating Projects.

## 2. SUBRECIPIENT is responsible for:

### i. MONTHLY SERVICE REPORTS

The subrecipient shall submit to NJ TRANSIT a Monthly Summary Report as provided by NJ TRANSIT. These reports shall be submitted forty-five (45) days after the end of every month; ridership reports are now electronically submitted to NJ TRANSIT through S-RIDES.

The subrecipient shall also provide, as NJ TRANSIT may request, additional information NJ TRANSIT deems necessary. The subrecipient shall also prepare and file, by the prescribed date, all reports required to be filed with any federal, state, or other funding or regulatory authority by reason of the operation of the contract service.

### ii. QUARTERLY RIDERSHIP AND MAINTENANCE REPORTS (for Rolling stock only)

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 information. Subrecipients must submit quarterly reports electronically to NJ TRANSIT through S-RIDES.

### iii. SAFETY AND SECURITY REPORTS

Safety and security events must be reported to NJ TRANSIT by all agencies who receive funding to support their transportation services which include operating funds, mobility management funds, and/or vehicles. Agencies should submit one report for each event through the Safety & Security reporting function on S-RIDES: <https://s-rides.njtransit.com/home/loginHome.aspx>

### *Safety Event*

A collision, derailment, fire, hazardous material spill, act of nature (Act of God), evacuation, or Other Safety Occurrence, not Otherwise Classified (OSONOC) occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle and meeting established NTD thresholds.

### *Security Event*

An occurrence of a bomb threat, bombing, arson, hijacking, sabotage, cyber security event, assault, robbery, rape, burglary, suicide, attempted suicide (not involving a transit vehicle), larceny, theft, vandalism, homicide, CBR (chemical/biological/radiological) or nuclear release, or other event.

#### iv. SECTION 5310 VEHICLE INVENTORY

The Local Programs Support Unit maintains the S-RIDES 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, vehicle inspection data, date of last quarterly report, and status of insurance. NJ TRANSIT may require subrecipients to submit annual vehicle inventories either at time of application or dependent upon NTD reporting cycles.

#### v. DBE REPORTS

All subrecipients who contract out to third parties using federal operating funds must comply with all DBE requirements including documentation at time of procurement. If there are DBEs on the third-party contract, subrecipients must complete the Prime Contractor Monthly Payment Report and DBE Subcontractor Monthly.

#### vi. CHARTER SERVICE CERTIFICATION

FTA's Charter Service Regulations (49 CFR Part 604), which implement 49 U.S.C. 5323(d), protect private charter operators from unauthorized competition from FTA grant recipients. In essence, the charter regulations were implemented to ensure that transit agencies, subsidized with federal money, do not unfairly compete with privately owned bus companies. Under the charter rules, with limited exceptions, local transit agencies are restricted from operating chartered services.

As a subrecipient of Federal Transit Administration (FTA) funding (Section 5307, 5310, or 5311) subrecipients are required to comply with the charter service rules. NJ TRANSIT may require subrecipients to submit an annual Charter Service Certification at time of application or upon request.



Charter service means, but does not include demand response service to individuals:

- Transportation provided by a recipient at the request of a third party for the exclusive use of a bus or van for a negotiated price. The following features may be characteristic of charter service:
  - A third party pays the transit provider a negotiated price for the group;
  - Any fares charged to individual members of the group are collected by a third party;
  - The service is not part of the transit provider’s regularly scheduled service, or is offered for a limited period of time; or,
  - A third party determines the origin and destination of the trip as well as scheduling; or
- Transportation provided by a recipient to the public for events or functions that occur on an irregular basis or for a limited duration and:
  - A premium fare is charged that is greater than the usual or customary fixed route fare; or
  - The service is paid for in whole or in part by a third party.

There are limited exceptions when a grantee may provide charter service, including:

- Official government business.
- Qualified Human Service Organizations (elderly, persons with disabilities, and low-income individuals).
- When no registered charter provider responds to a notice sent by a recipient.
- Leasing (must exhaust all available vehicles first).
- By agreement with all registered charter providers.
- Petitions to the Administrator: Events of regional or national significance, or hardship.

Subrecipients receiving FTA funds from Sections 5307, 5310, or 5311, and using these funds for program purposes, are exempt from charter service rules. That is to say, subrecipients can only provide charter service that supports “program purposes” that are funded under these programs. However, subrecipients 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. An FTA subrecipient of these funds is not required to register on-line.

An FTA subrecipient 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.

## X. REQUIREMENTS AND OTHER PROVISIONS

### 1. SCHOOL TRANSPORTATION

Subrecipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the Federal Transit Administration (FTA) Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service.

## 2. SAFETY

FTA's authority in 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.

## 3. DRUG AND ALCOHOL ABUSE

Subrecipients that receive only Section 5310 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 receive 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.

<https://www.transit.dot.gov/drug-alcohol-program>.

## 4. 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 or Section 5311.

## 5. COMMERCIAL DRIVERS LICENSE

Under NJ state law, the following vehicles require a Class C CDL:

- Any vehicle transporting or used in the transportation of hazardous materials, with mandatory placard.
- Any vehicle designed to carry 16 or more passengers, including the driver.
- If the vehicle is operated by, or under contract with, a public or governmental agency, or religions or other charitable organization or corporation, or is privately operated, and is used for the transportation of children to or from a school, school-connected activity, day camp, summer day camp, summer residence camp, nursery school, childcare center, preschool center, or other similar places of education.
- Any vehicle used for hire and designed to transport eight or more, but less than 16 persons, including the driver.

## 6. 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 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.

## 7. PROTECTION OF THE ENVIRONMENT

The vehicles, other related equipment items, mobility management funds, and operating funds routinely awarded 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.

## 8. Unique Entity Identifier (UEI) Number

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 and subsequent 2008 amendments require 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](http://www.usaspending.gov). Agencies/public bodies receiving federal grant awards of \$25,000 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.

A federal UEI number is a 12-digit alphanumeric identifier that is provided by SAM.gov to entities that register to do business with the federal government. It replaces the DUNS number, which was assigned by a third party, and is the authoritative identification number for federal grants, awards, and contracts<sup>13</sup>. The transition from DUNS to UEI took place on April 4, 2022, and affected all entities receiving or applying for federal awards<sup>345</sup>. Entities can view their UEI on their SAM.gov registration record.

## 9. Transit Asset Management (TAM) Reporting

Transit Asset Management applies to all recipients or subrecipients of federal financial assistance under 49 U.S.C. Chapter 53 that own, operate, or manage capital assets used in the provision of public transportation. All subrecipients under the Section 5310 are considered Tier II Providers. Each tier II provider must develop its own TAM plan or participate in a group TAM plan. A tier II provider's TAM plan and a group TAM plan only must include the following 4 elements:

1. An inventory of the number and type of capital assets. The inventory must include all capital assets that a provider owns, except equipment with an acquisition value under \$50,000 that is not a service vehicle. An inventory also must include third-party owned or jointly procured exclusive-use maintenance facilities, passenger station facilities, administrative facilities, rolling stock, and guideway infrastructure used by a provider in the provision of public transportation. The asset inventory must be organized at a level of detail commensurate with the level of detail in the provider's program of capital projects.
2. A condition assessment of those inventoried assets for which a provider has direct capital responsibility. A condition assessment must generate information in a level of detail sufficient to monitor and predict the performance of the assets and to inform the investment prioritization.
3. A description of analytical processes or decision-support tools that a provider uses to estimate capital investment needs over time and develop its investment prioritization.
4. A provider's project-based prioritization of investments.

A TAM plan must cover a horizon period of at least four (4) years.

## XI. REQUIRED DOCUMENTATION

NJ TRANSIT requires annual affirmations either at time of application or with annual assurances, signed by the SUBRECIPIENT's legal authority certifying compliance with the following obligations in order for this Agreement to be fully executed: Certification Regarding Lobbying Restrictions and Lobbying disclosure; NJ TRANSIT Ethics, ADA Affidavit, and FTA's Annual Certifications and Assurances (not attached to this Plan since FTA releases new Certifications and Assurances annually).

## XII. OTHER PROVISIONS

### FTA STANDARD CONTRACT CLAUSES

All required Federal Transit Administration (FTA) Contract clauses set forth as part of the Federal Requirements are hereby incorporated into All Subrecipient and 3rd party Agreement (See Exhibit C) - Federal Requirements and Clauses for full version).

## XIII. EXHIBITS

- EXHIBIT A – [Subrecipient Vehicle Quarterly Report](#)
- EXHIBIT B – [Vehicle Inspection Form](#)
- EXHIBIT C – [Federal Requirements and Clauses](#)
- EXHIBIT D – [Subrecipients Non-Vehicle Asset Management](#)
- EXHIBIT E – [Monthly Summary Report \(MSR\) \(S-RIDES\)](#)
- EXHIBIT F – [Mobility Management Reimbursement Request Form](#)
- EXHIBIT G – [Operating Reimbursement Request Form](#)
- EXHIBIT H – DBE Requirements for Race Neutral Federal Procurement Activities
- EXHIBIT I – [Certification Regarding Lobbying](#)
- EXHIBIT J – [Lobbying Activities \(LLL Form\)](#)
- EXHIBIT K – [Ethics Certification](#)
- EXHIBIT L – [ADA Certification](#)
- EXHIBIT M – [Title VI Certification](#)
- EXHIBIT N – [Charter Certification](#)
- EXHIBIT O – County CHSTP Designated Leads