



STATE OF NEW JERSEY

**SENIOR CITIZENS & DISABLED RESIDENTS
TRANSPORTATION ASSISTANCE PROGRAM**

&

**FTA NON-URBANIZED AREA FORMULA PROGRAM
(SECTION 5311 AND SECTION 5311 INNOVATION)
JANUARY 1, 2019 – DECEMBER 31, 2019**

County	Sussex
Name of Transportation System	Sussex County Skylands Ride
Applicants Legal Name	Sussex County Transit
Address	201 Wheatsworth Road
	Hamburg, NJ 07419
Name & Title of Person Completing the Application	Christine Florio
	Division Director
Phone Number	(973) 940-5200 ext. 1381
Fax Number	(862) 268-8013
E-Mail Address	cflorio@sussex.nj.us

NJ TRANSIT
 Local Programs and Minibus Support
 One Penn Plaza East, 4th flr.
 Newark, New Jersey 07105-2246
 Phone: (973) 491-7456

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TECHNICAL CAPACITY

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

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

When filling in this application ensure that you are clearly documenting the technical and financial capacity required to deliver this State and/or Federally funded project.

If applicant is providing route deviation service with published timetable/schedule – include copies of timetables. All Timetables and/or Marketing Materials must include the following:

- Systems must provide information to the public on how to request a deviation. Phone number on timetable must be listed for requesting deviation in advance
- All deviation service must be open to the general public and noted on timetable
- Title VI “Notice to Beneficiaries” must be on all Marketing Materials
- ADA Reasonable Modification Language must be on all Marketing Materials
- Instructions on how to obtain information in alternate format or languages
- Universal symbol of accessibility

PROPOSED SCHEDULE FOR CASINO REVENUE APPLICATION FOR YEAR 2019

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

Date:

SCDRTAP Application Only Activity:

No later than September 7, 2018

By this date you should have:

- Published your public hearing notice in two different newspapers, notice must be published at least 30 calendar days prior to hearing date.
- Sent copy of public hearing notice to all municipal clerks in county
- Sent copy of public hearing notice to interested agencies including but not limited to senior centers, nutrition sites, adult workshops, senior and disabled non-profit agencies.
- Posted large print on-board public hearing notices in your vehicles.

At your Public Hearing

- Read into the public hearing record summary of 2018 (to date) grant activities and proposed 2019 SCDRTAP budget
- Provide copies of summary of 2018 grant activities (to date) and copies of proposed 2019 budget. (should be available in alternative format upon request)

14 days After Public Hearing

- A copy of summary of 2018 grant activities/goals and copies of proposed 2019 grant activities/goals and budget should be placed in the main branch of the county library and/or the County Website for public review at least 14 days after the public hearing date. The County should make every effort to have a full application in the library and/or the website one available. If the entire application is not available 14 days after the hearing, the county should place a copy of the proposed description of service and proposed line item budget in the library and/or website for public review.

September 21, 2018

Application due to NJ TRANSIT. If full transcript of the public hearing, notarized public hearing notices and/or original Freeholder Resolution is not available by this date please note it on your cover letter and submit as soon as available.

Please note: The County must meet with their local CAC to review the proposed service

activities, goals and budget for 2019. Their input and feedback should be considered in the planning process for this application.

SECTION I – COUNTY INFORMATION

Project Contacts/Personnel

1. Complete the below Table with the key contact people.

Table 1

Name	Title	Address	Phone #	E-mail
Jonathan M. Rose	Freeholder Director	One Spring Street Newton, NJ 07860	973-579-0240	jrose@sussex.nj.us
Valerie Steccato	Procurement Contact	One Spring Street Newton, NJ 07860	973-579-0350 ext. 1140	vsteccato@sussex.nj.us
Elke Yetter	Audit Contact	One Spring Street Newton, NJ 07860	973-579-0300 ext. 1129	eyetter@sussex.nj.us
Christina Conklin	EEO Contact*	One Spring Street Newton, NJ 07860	973-579-0350 ext. 1117	ccconklin@sussex.nj.us
Carol Novrit	ADA Representative*	One Spring Street Newton, NJ 07860	973-579-0559 ext. 1227	cnovrit@sussex.nj.us
Carol Novrit	Title VI Representative*	One Spring Street Newton, NJ 07860	973-579-0559 ext. 1227	cnovrit@sussex.nj.us
Marie Zangara	Safety Officer*	One Spring Street Newton, NJ 07860	973-579-0480 ext. 1401	mzangara@sussex.nj.us

*Required for Section 5311, recommended for SCDRTAP

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

Table 2

Staff Member		Phone #	E-mail	SCDRTAP		5311	
Name	Title			Admin %	Operating %	Admin %	Operating %
Christine Florio	Division Director	973-940-5200 ext. 1381	cflorio@sussex.nj.us	0	0	0	0
Marie Zangara	Program Coordinator/Safety Officer	973-579-0480 ext. 1401	mzangara@sussex.nj.us	100%			
Carrie Heiney	Omnibus Supervisor	973-579-0480 ext. 1406	N/A				100%
Linda Phister	Omnibus Supervisor	973-579-0480 ext. 1402	N/A				100%

3. By grant, for positions that will only be partially charged to either grant, describe how the estimated percentage of the salary to be charged to the grant was derived. Describe what mechanism(s) are used to verify the actual time that an individual spends on grant related activities.

Normally Sussex County direct charges employees to one grant. However, if Sussex were to charge an employee to more than one grant the percentage of the employee's salary would be budgeted based upon actual budgetary funding, and historic and projected operational information (ride requests). Sussex County would use a time sheet to verify the actual time that an individual spends on grant related activities

4. Attach an official organizational chart for those involved in your transportation program. If you contract out your service to a third party vendor, include an organization chart for the vendor's operations.

Attach as NJT Attachment A and B

5. List SCDRTAP Citizens Advisory Committee 2019 meeting dates, locations and times.

- CAC Meeting: March 19, 2019 at 1:00 p.m. in the Freeholder Meeting Room in the Sussex County Administrative Center, One Spring Street, Newton, NJ 07860.
- CAC Meeting: June 18, 2019 at 1:00 p.m. in the Freeholder Meeting Room in the Sussex County Administrative Center, One Spring Street, Newton, NJ 07860.
- Annual Public Hearing: September 17, 2019 at 12:00 p.m. at Sussex County Community College, Atrium of the Performing Arts Center, One College Hill Road, Newton, NJ 07860. A CAC meeting will immediately follow.
- CAC Meeting: December 3, 2019 at 1:00 p.m. in the Freeholder Meeting Room in the Sussex County Administrative Center, One Spring Street, Newton, NJ 07860.

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

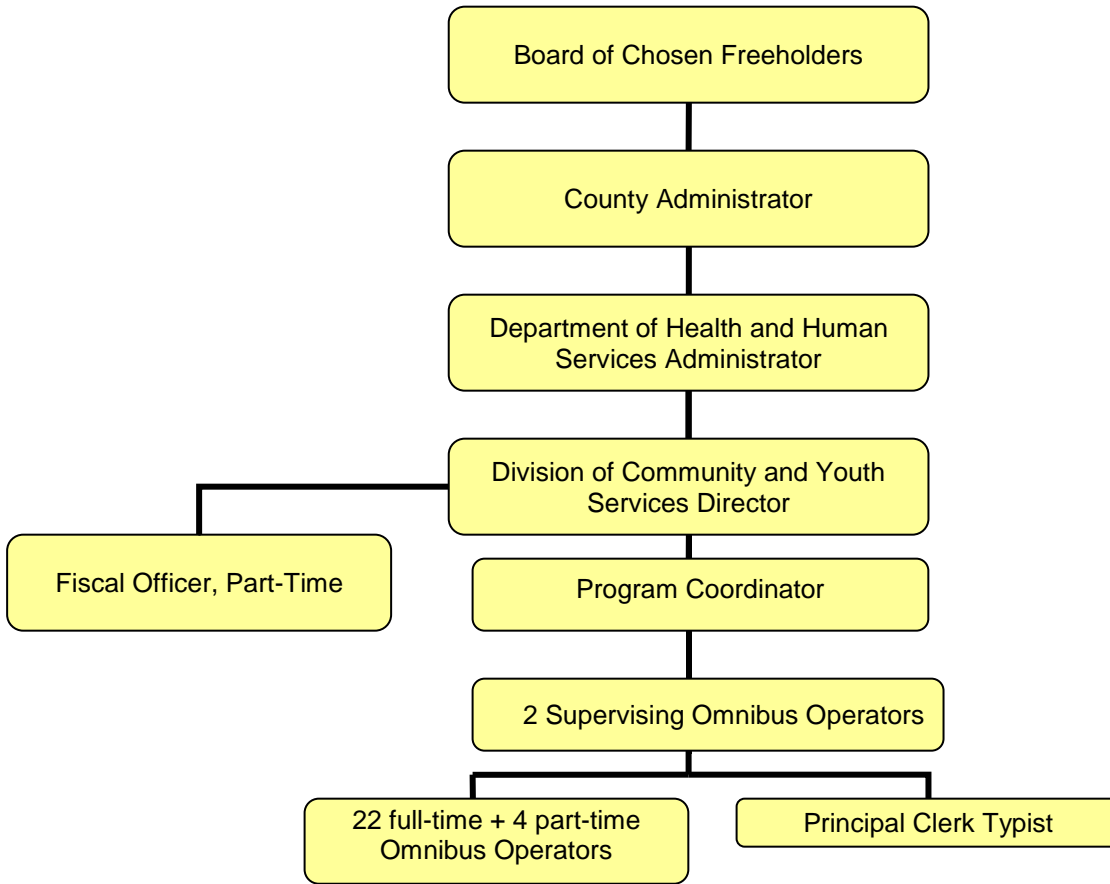
Chairperson: Kerry Knight - Disabilities Representative
Member: Anthony Barille – Disabilities Representative
Member: Ingrid Vaca-Bullaro- Disabilities Representative
Member: Joan Shaw – Senior Representative
Member: Maureen Cianci– Consumer Advocate
Member: Cindy Everitt-Consumer Advocate

Ex-Officio: George F. Graham, Freeholder
Sylvia Petillo, Freeholder

Staff Members: Lorraine Hentz, Senior Services
Tom Drabic, Transportation
Christine Florio, Community and Youth Services
Joan Bruseo, Social Services

Attachment A

**County Of Sussex
Department of Health and Human Services
Division of Community and Youth Services / Sussex County Skylands Ride
Organizational Chart 2018**



**Advisory Committee
Sussex County Community Transit
Citizens Advisory Committee**

Documents and Recordkeeping

Refer to program documents listed below that are maintained relating to program activities. Indicate which staff member(s) performs the administration and oversight of the following:

Table 3

Documents	Name and Title of Responsible Person
Grant Application / Administration	Christine Florio
	Division Director
Contract (w/ NJ TRANSIT)	Christine Florio
	Division Director
Operations/Manifest	Marie Zangara
	Program Coordinator
Financial Records	Jason Maslowski
	Fiscal Officer
Procurement / Bid Documents Including RFP's	Valerie Steccato
	Purchasing Agent
Daily Pre-Trip form	Marie Zangara
	Program Coordinator
Maintenance Records	John Bazelwich
	Fleet Director
Driver Training	Marie Zangara
	Program Coordinator
Monthly/Quarterly Ridership Reports	Marie Zangara
	Program Coordinator
Drug & Alcohol Data	Carol Novrit
	Department Administrator
Monitoring 3 rd Party Contractors	N/A
Complaints (ADA, Title VI, Service, etc)	Carol Novrit
	Department Administrator
Others:	

Procedures for Grant Administration Reporting

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

The RouteMatch software being used to schedule and route demand response trips allows the Sussex County Skylands Ride to code each new customer according to the funding source for their trips, e.g., a resident of Vernon going to the Vernon nutrition site is coded Vernon. The intake staff taking basic new customer information will determine with the customer if they are covered by a specific funding stream.

The Section 5311 grant is used to fund the demand response service when the pick-up or drop-off location is rural. Specific customer demand response trips are tied to certain funding streams by the customer characteristics. However, individual trips may be charged to different funding streams depending on the characteristics for the customer, the trip purpose, or the trip pick-up/drop-off location.

2. Complete Table 4 and attach all of the policies and procedures that are applicable as NJT Attachment C. **Please attach all applicable policies and procedure that were not submitted with your 2018 application.**

Table 4

PROCEDURES/POLICIES	Date Revised
Driver Manual/Operations Manual	2018
Reservation/In-take Policy (RSD procedures/policies)	2012
No Show/Denial Policy	2012
Fares/Donation Policy	2018
Vehicle Maintenance Policy	2013
Vehicle Accident Policy	2012
Capital Replacement Policy	2015
3 rd Party Monitoring Policy	N/A
Route Deviation Policy	2012
Complaint Policy	2015
Indirect Cost Allocation Plan	N/A
ADA Procedures/Policy (Should Include Reasonable Modification Policy)	2018
Title VI Program Non-Discrimination Policy*	2018
Drug and Alcohol Plan*	2015
Procurement Policy (County's)*	2010
CAC By-Laws (SCDRTAP)	2010
EEO Plan	2010
Other:	

*Required for Section 5311

SECTION II - DESCRIPTION OF SERVICE

Service Description

1. Describe any changes that were made (days, hours of operations) in 2018 (to date).

SCDRTAP:

No changes in 2018.

Section 5311:

No changes in 2018.

2. Describe, in detail, the proposed project for 2019. (Include type of service provided by grant type (i.e. deviated fixed route, demand response) and include days & hours of operation.

SCDRTAP: Sussex County transportation services are provided Monday through Friday from 5:00 a.m. to 6:30 p.m. and Saturday Transportation services are provided on the Connect route from 8:20 a.m. to 3:40 p.m.

Sussex County Skylands Ride provides demand-response transportation, called Skylands by Request, for senior citizens and people with disabilities connecting individuals with doctors and hospitals both in-county and out-of-county. Newton is a major transportation destination because of medical services in close proximity to Newton Medical Center. There are many doctors and other medical facilities in the Newton area, including dialysis services. Other common in-county sites are the shopping areas located in Newton, Franklin and Sussex/Wantage. The Sussex/Wantage shopping site is the A&P Plaza, and the Branchville/Montague area includes Tri-County Plaza in Montague. Transportation is also provided to nutrition sites in Franklin, Newton and Vernon. Out-of-county transportation is provided for non-emergency medical service, many of which are not available within Sussex County. These include transporting individuals to dialysis and other medical services in Dover, Denville, Morristown and to veterans' facilities in both northern New Jersey and in New York State.

Several senior housing complexes as well as the county's long term care facility are major population centers for transportation requests.

Section 5311: Sussex County transportation services are provided Monday through Friday from 5:00 a.m. to 6:30 p.m. and Saturday Transportation services are provided on the Connect route from 8:20 a.m. to 3:40 p.m. S5311 funding is utilized for demand response in designated municipalities. The townships served are rural: Frankford, Lafayette, Montague, Ogdensburg, Sandyston, Sparta, Sussex, Vernon and Wantage.

3. In planning public transportation services, private sector providers must be given an opportunity to express their views. How does the subrecipient allow for input on services from private operators in the service area?

The Sussex County Transportation Citizens Advisory Committee holds an annual public hearing in the Atrium of the Performing Arts Center at the Sussex County Community College, One College Hill Road, Newton, NJ 07860. Last year it was held on Tuesday,

June 13, 2017 at 12:00 p.m. with over 100 people in attendance. This year it will be held on Tuesday, September 18, 2018. Notice of the hearing is made public in the New Jersey Herald and New Jersey Star Ledger at least 30 days in advance. Notice is also filed with Jeff Parrott, County Clerk and Teri Lyons, Clerk of the Board of Chosen Freeholders as well as with clerks in the county's 24 municipalities. Notices of the annual public hearing are distributed through multiple county advisory boards and community committees, as well as through senior nutrition sites and events. Flyers are posted throughout county buildings such as all of the County libraries, as well as on the Skylands Ride buses. The draft applications are made available at the County Main Library or may be viewed upon request. Input for the plan may be submitted prior to the hearing date in writing or orally during the hearing.

Service Operations

Describe how the following functions are performed by your system. Explain any differences between your SCDRTAP and 5311 programs.

1. Demand response reservation process:

- a. Provide the phone number for reservations, and provide the hours and days reservations are accepted. If there is more than one provider, list name, telephone number and the hours and days that they accept reservations.

Reservations are accepted Monday through Friday from 5:00 a.m. to 6:00 p.m. at (973) 579-0480.

- b. What is the minimum and maximum amount of time needed to reserve a trip?

The guidelines state no less than 48 hours' notice and no more than 7 days in advance as the preferred and advertised time frame, although Sussex County Skylands Ride does accept standing orders, and will make other exceptions to these guidelines, if it is possible to accommodate the request.

- c. Will you accept a same-day reservation?

The guidelines for reservations do not allow for any trip requests for less than 48 hours' notice, however, Skylands Rides will make exceptions to these guidelines, if it is possible to accommodate the request. Same day trips are assigned as unscheduled in the computer system and every attempt is made to fit them into the daily schedule.

- d. What is your agency's available hours for open appointments other than subscription trip? (For example, limited capacity from 7-10am and 3-5pm due to nutrition and/or non-competitive employment).

There are available hours for open appointments other than subscription trips during set days of the week, times, and locations of Sussex County on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays.

- e. Do you maintain a customer profile? If yes, what information is contained in this profile?

Yes. The customer profile includes customer name and address, phone number, e-mail address, gender, birth date, primary language, disability type, emergency

contact information, special directions and whether or not an attendant is required.

- f. How is customer eligibility verified for SCDRTAP?

Eligibility verification is done through self-disclosure by the customer with a disability. Age is checked via dates of birth for senior citizens. Address is requested for all customers to verify that they are Sussex County residents.

- g. How is a trip identified as Section 5311 eligible?

All Skylands Connect service stops in rural areas, therefore passengers boarding the Skylands Connect are S5311 eligible. For the few demand response trips charged to S5311, address is requested for all customers to verify that they are Sussex County residents living in rural townships and that the customer will be traveling within rural townships in Sussex County.

- h. Name the computer routing and scheduling software product currently used for operations. Include yearly license fee/cost for this product.

RouteMatch

The cost for annual system maintenance and mobility management consulting services on an annual basis is \$41,400.00.

- i. How is the above computer routing and scheduling product used? Please check all that apply.

Customer database

Computer assisted routing and scheduling

Generate ridership reports

- j. Describe any other computer technology used for operations. Example: mobile data terminal, global positions systems, AVL, Tablets, IVR, Cameras, Etc.

Skylands Ride uses a mobile data tablet and AVL to transmit driver manifests and collect information about passenger pick-ups and drop-offs times. IVR system has been installed and is being utilized to contact customers reminding them of an upcoming ride, pick-up time and telling the customer the bus is 5 minutes away from pick-up. IVR is also being utilized to communicate major service changes such as weather related service cancellation.

Americans with Disabilities Act (ADA) Service Requirements

1. Does your program have a way for customers with visual impairments waiting at a stop to know what bus has arrived? Vehicle Identification Mechanisms are required on routes where multiple vehicles serve the same stop, but suggest done at all times as a common passenger courtesy.

Yes

No

N/A

2. Does your program permit individuals with disabilities to travel with their service animals?

Yes

No

3. Lift and Securements

1. Do you have securements for mobility devices on your vehicles?
Yes No
 2. Do you service passengers whose mobility devices cannot be secured to your satisfaction on your vehicles?
Yes No
 3. Do you allow a passenger to remain in their mobility device or do you require them transfer to another seat?
Yes No
 4. Does your staff provide assistance with the use of lifts, ramps and securement systems?
Yes No
 5. Do you permit individuals with disabilities who do not use a mobility device to use of a lift or ramp, including standees?
Yes No
 6. Do you allow wheelchair passengers to refuse a lap belt if all other customers are not required to use one?
Yes No
4. Do you provide service to persons using respirators or portable oxygen?
Yes No
 5. Do you ensure adequate time for individuals with disabilities to board or disembark a vehicle?
Yes No
 6. Do you provide training to operators of deviated fixed routes and demand responsive service including training for the safe operating of the vehicles and accessibility equipment and the proper treatment of people with disabilities? Drivers and support staff should have regular sensitivity training in addition to other required driver training.
Yes No
 7. Do you make reasonable accommodations in policies, practices, or procedures when such accommodations are necessary to avoid discrimination on the basis of disability?
Yes No
 8. Do you make information about how to contact the agency to make requests for reasonable modifications readily available to the public through the same means it uses to inform the public about its policies and practices?
Yes No

Service Area Details and Feeder Service

Complete the following by Grant:

1. List area you propose to serve in this application by grant.

SCDRTAP: The areas to be serviced by SDRTAP funding are all of Sussex County,

Denville, Dover, Chester and Morristown, Morris County and UMDNJ, Newark, Essex County.

SCDRTAP funds some trips for elderly veterans to Castle Point, NY, Lyons, Bernardsville Somerset County, and East Orange, Essex County. Skylands on-Request (demand response paratransit) connects to both the Skylands Connect, the public bus route, and the New Freedom service which runs down the Route 206 corridor from Newton to the Netcong Transit Village which connects to NJT service and the Morris County M.O.M Shuttle.

Section 5311: (Include the specific municipalities served).

S5311 service will provide the bus service in the rural areas of Sussex County. The service operates Monday through Friday from 4:30 a.m. to 6:30 p.m. The townships served are Frankford, Lafayette, Montague, Ogdensburg, Sandyston, Sparta, Sussex, Vernon, and Wantage.

2. Provide a list of relevant common sites and key trip generators, including central business districts, major employment centers, shopping centers, hospitals, social service centers and college/universities, apartment complexes, senior complexes. Indicate those that are in your 5311 service area. In addition provide a map of your Section 5311 service area as NJT Attachment U. If you are operating a deviated fixed route(s) service please indicate the route on the map.

See attached.

3. Indicate if the proposed service feeds other services? (check all that apply):

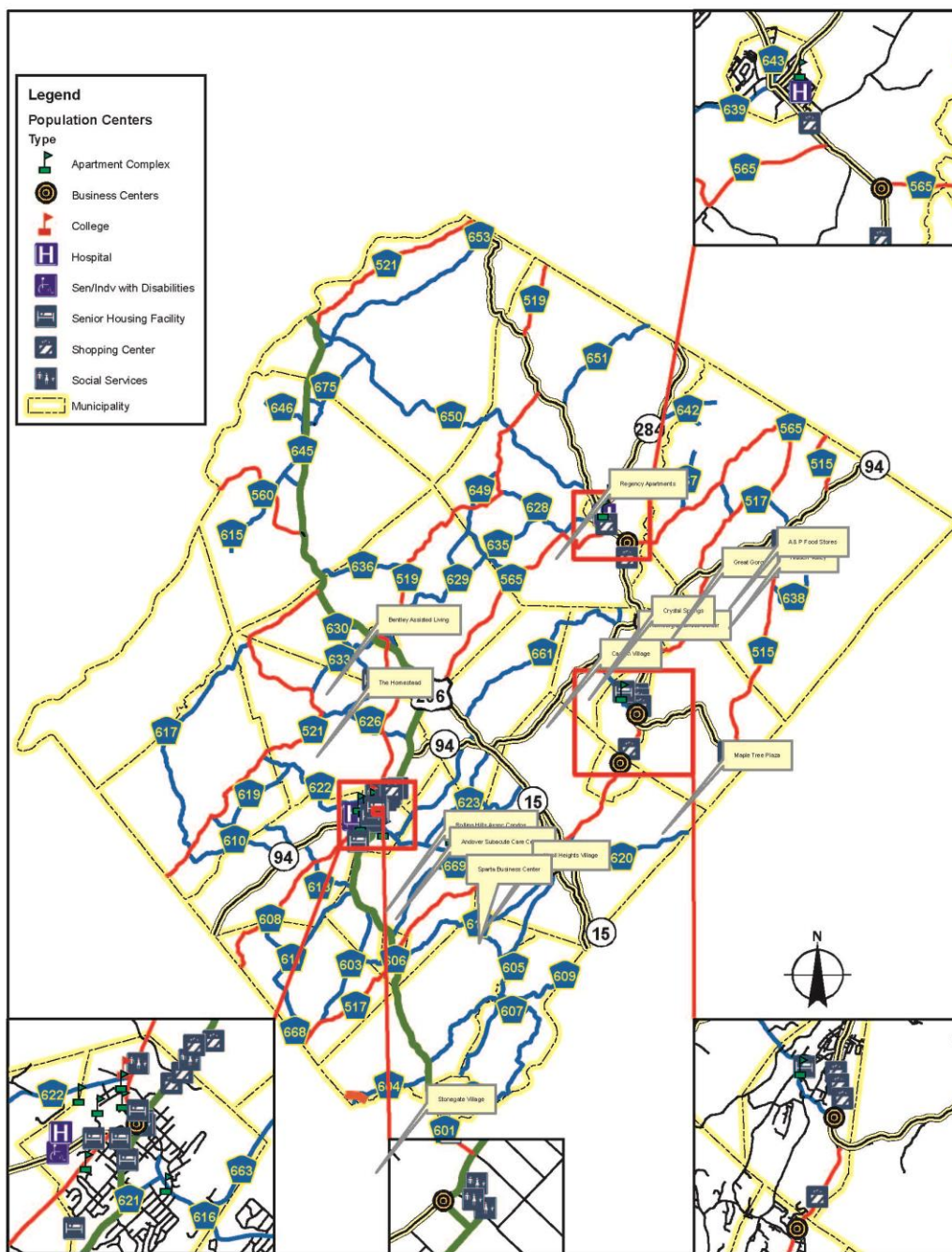
Private bus service	<input checked="" type="checkbox"/> SCDRTAP	<input checked="" type="checkbox"/> 5311
List bus routes _____		
Municipal bus service	<input checked="" type="checkbox"/> SCDRTAP	<input checked="" type="checkbox"/> 5311
List municipalities _____		
County bus service	<input checked="" type="checkbox"/> SCDRTAP	<input checked="" type="checkbox"/> 5311
List bus routes _____		
County paratransit	<input checked="" type="checkbox"/> SCDRTAP	<input checked="" type="checkbox"/> 5311
List counties _____		
NJ TRANSIT train service	<input checked="" type="checkbox"/> SCDRTAP	<input checked="" type="checkbox"/> 5311
List train line & stations _____		
NJ TRANSIT local fixed route bus	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List route numbers _____		
NJ TRANSIT Light Rail	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List train line & stations _____		
ACCESS LINK paratransit	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311

4. Does your service extend to the required 5 miles outside the county borders?

Yes No

- a. What significant trip generators have been identified outside the county borders?
Morris County 3 x a week for medical conditions that cannot be treated within

facilities in Sussex County as well as other sites in Morris County such as to Saint Clare's in Denville and Dover, Morristown Memorial Hospital, Kessler, Chester and UMDNJ, Newark. Veterans are also provided transportation to Castle Point, NY, Lyons Hospital in Somerset County and East Orange Veterans Hospital in Essex County, NJ.



This map was produced using Sussex County's Geographic Information Systems (GIS). For all data contained herein, the County of Sussex makes no representations of any kind, including, but not limited to, the warranties of merchantability or fitness for a particular use, nor are any such warranties to be implied with respect to the data layers furnished hereunder.


The County of Sussex assumes no responsibility to maintain them in any manner or form. The data is being provided, as is, without warranty of any kind and the user is responsible for understanding the accuracy limitations of all data.

This map was developed using data developed by Sussex County, NJDOT. Information contained within this map has not been verified or authorized by any of the secondary parties.

Map revisions are as of August 26, 2008.



Office of GIS Management
Division of Information Management
Department of Central & Shared Services



Sussex County – People & Nature Together

Office of Transit

Population Centers Served

Trip Generators/Population Centers Served

Apartment Complex

<i>Name</i>	<i>Street</i>	<i>Town</i>	<i>Zip</i>
Carlton Village Apartments	3331 Rt. 94	Hamburg	07419
Crystal Springs	46 Sugar Maple Ln.	Hamburg	07419
Great Gorge	3 Insbrook Rd.	Vernon	07462
Hidden Valley	44 Breackneck Rd.	Vernon	07462
Hillside Terrace Apartments	1 Hillside Ter.	Newton	07860
Landmark West Apartments	40 Swartwood Rd.	Newton	07860
Merriam Gateway	69 Sparta Ave.	Newton	07860
Newtonian Gardens Apartmen	70 West End Ave.	Newton	07860
Regency Apartments	10 Layton Rd.	Layton	07851
Rolling Hills Associates Cond	36 Lifecare Dr.	Andover	07821
Stonegate Village	214 Stonegate Ln.	Stanhope	07874
Swartwood Gardens	2 Swartwood Rd.	Newton	07860
Town Square Gardens	64 Mill St.	Newton	07860
Wilson Manor	1 Wilson Rd.	Sussex	07461

Apartment Complex/Senior Housing

<i>Name</i>	<i>Street</i>	<i>Town</i>	<i>Zip</i>
Conchetta Towers	75 Caitlin Rd.	Franklin	07416

Assisted Living

<i>Name</i>	<i>Street</i>	<i>Town</i>	<i>Zip</i>
Ever May Manor	3 Phillips Rd.	Branchville	07826

Assisted Living/Skilled Care

<i>Name</i>	<i>Street</i>	<i>Town</i>	<i>Zip</i>
The Homestead	129 Morris Tpk.	Newton	07860

Business Centers

<i>Name</i>	<i>Street</i>	<i>Town</i>	<i>Zip</i>
-------------	---------------	-------------	------------

Franklin business center	Rt. 23/Main St.	Franklin	07416
Hamburg business center	Rt. 23/Rt. 94	Hamburg	07419
Newton business center	Spring St./High St.	Newton	07860
Ogdensburg business center	Rt. 517	Ogdensburg	07439
Sparta business center	Woodport Rd./Sparta Ave.	Sparta	07871
Sussex business center	Rt. 23/Rt. 565	Sussex	07461

Child Care Centers

<i>Name</i>	<i>Street</i>	<i>Town</i>	<i>Zip</i>
Camp Iliff	280 Spring St.	Newton	07860
Discovery Years	61 Route 23 North	Hamburg	07419
Discovery Years	171 High St.	Newton	07860
Family First	70-72 East Main Street	Sussex	07416
Little Sprouts/PSS	8 Hampton House Rd.	Newton	07860

Colleges

<i>Name</i>	<i>Street</i>	<i>Town</i>	<i>Zip</i>
Sussex County Community C	One College Hill	Newton	07860

Food Pantries

<i>Name</i>	<i>Street</i>	<i>Town</i>	<i>Zip</i>
First Baptist Church	110 Main St.	Newton	07860
First Baptist Church	Rt. 23 & 284	Sussex	07461
First Presbyterian Church	32 Main St.	Sparta	07871
Harvest Home Foods	Rt. 517 - Main St.	Ogdensburg	07439
Project Self-Sufficiency	8 Hampton House Rd.	Newton	07860
Redeemer Lutheran church	37 Newton-Sparta Rd.	Newton	07860
The Food Closet/Division of S	83 Spring St.	Newton	07860

Hospitals/Medical Centers

<i>Name</i>	<i>Street</i>	<i>Town</i>	<i>Zip</i>
Newton Memorial Hospital	175 High St.	Newton	07860
Renal Center of Newton	7 East Clinton St.	Newton	07860
St. Clares Hospital	25 Walnut St.	Sussex	07461

Nutrition Sites

<i>Name</i>	<i>Street</i>	<i>Town</i>	<i>Zip</i>
Franklin Senior Center	George Labance Lane	Franklin	07416
Vernon Senior Center	21 Church St.	Vernon	07462

Senior Housing Facilities

<i>Name</i>	<i>Street</i>	<i>Town</i>	<i>Zip</i>
Bristol Glen	200 Bristol Glen Dr.	Newton	07860
Brookside Terrace Apartment	33 Mill St.	Newton	07860
Knoll Heights	39 Trapasso Dr.	Sparta	07871
Liberty Towers	32 Liberty St.	Newton	07860
Merriam House	131 Main St.	Newton	07860
NORWESCAP	37 Main St.	Sussex	07461
Valley View	1 Summit Ave.	Newton	07860
Westwind Hall	25 Main St.	Franklin	07416

Senior/Individuals with Disabilities Facilities

<i>Name</i>	<i>Street</i>	<i>Town</i>	<i>Zip</i>
Andover Subacute Care Cent	99 Mulford Rd.	Lafayette	07848
Barn Hill Care Center	249 High St.	Newton	07860

Shopping Centers

<i>Name</i>	<i>Street</i>	<i>Town</i>	<i>Zip</i>
A&P Food Stores	455 Rt. 23	Sussex	07461
A&P Food Stores	530 Rt. 515	Vernon	07462
Maple Tree Plaza	2737 Rt. 23	Stockholm	07461
Shop-Rite Supermarket	270 Rt. 23	Franklin	07416
Shop-Rite Supermarket	125 Water St.	Newton	07860
Sterling Plaza	190 Munsonhurst Rd.	Franklin	07416
Sussex County Mall	3 Hampton House Rd.	Newton	07860
Wal*Mart	230 Rt. 23	Franklin	07416
Wal*Mart	26 Hampton House Rd.	Newton	07860
Wantage Plaza	205 Rt. 23	Franklin	07416

Weis Markets	140 Rt. 23	Franklin	07416
Weis Markets	121 Water St.	Newton	07860

Social Services

<i>Name</i>	<i>Street</i>	<i>Town</i>	<i>Zip</i>
Center for Prevention & Coun	61 Spring St.	Newton	07860
Department of Human Service	One Spring St.	Newton	07860
Department of Labor/One-Sto	Munsonhurst Road	Franklin	07416
Department of Labor/One-Sto	Sussex County Mall	Newton	07860
Division of Social Services	83 Spring St.	Newton	07860
DYFS	20 E. Clinton St.	Newton	07416
Project Self-Sufficiency	8 Hampton House Rd.	Newton	07860
Social Security Administration	20 E. Clinton St.	Newton	07860
WIC	8 Moran St.	Newton	07860

b. Do you provide non-medical out of county trips?

Yes. People can be transported to the Netcong Transit Village and the NJ Transit Rail and Bus Services. Eligible passengers may ride the out of county bus service if seats are available.

c. Does your agency place any restrictions on out of county trips?

There are no restrictions on passengers, there are restrictions in regards to the scheduled times and locations requested for trips.

Service Coordination

All service providers must have in place a Coordinated Human Service Transportation Plan (CHSTP) that has been locally developed. The CHSTP may include the intercity bus needs of seniors, people with disabilities, and low income populations. The FTA encourages the inclusion of intercity transportation in the CHSTP.

Provide the following:

1. Date last updated CHSTP: June 2014

2. Did your Agency hold any CHSTP meeting in 2017 to Date?

Yes No

If yes please list dates of when meeting occurred

Meeting Date February 14, 2018

Meeting Date May 9, 2018

Meeting Date September 19, 2018

Meeting Date November 28, 2018

3. Did your agency update your CHSTP in 2017 to date?

Yes No

If yes please attach all addendums and/or updates to your CHSTP since 2017 to date. Attach as NJT Attachment D

4. Please list CHSTP stakeholder 2019 meetings dates, locations and times. Meetings should be scheduled at a minimum of two times a year.

All CHSTP stakeholder meetings are held in the Sussex County Administrative Center, One Spring Street, Newton, NJ 07860 in the Freeholder meeting room at 10:00 a.m. Meeting dates for 2019 are February 13, 2019, May 8, 2019, September 18, 2019 and November 20, 2019.

5. List all formal and informal coordination efforts with other agencies, organizations, municipalities and/or counties where **no money** is involved in Table 5. The description of the service provided should include trip purposes, customer characteristics, days and span of hours. Submit copies of all written agreements as NJT Attachment E.

Table 5

Name of Agency	Description of Service Provided
Township of Sparta – Senior Surrey	Coordination of demand response rides
Town of Newton Shuttle	Demand response rides are coordinated around the Newton Shuttle schedule.
Hopatcong Senior Shuttle	Demand response rides are coordinated with Hopatcong Senior Shuttle.
Byram Senior Shuttle	Demand Response Rides are coordinated with Byram to ensure no duplication of service.

6. List all contracts in which you **receive funds from an agency** to provide service. Complete Table 6. The description of the service provided should include trip purposes, customer characteristics, days and span of hours. Submit copies of all written agreements as NJT Attachment F.

7.

Table 6

Name of Agency	Contract Term	Unit Cost	Annual Revenue	Description of Service Provided
Township of Vernon	Annual	\$15	\$50,000	Demand Response service for seniors providing medical, recreational, nutrition sites, to work and shopping within Sussex County
Township of Hardyston	Annual	\$15	\$18,000	Demand Response to seniors and persons with disabilities providing medical, recreational activities, nutrition sites, to work and shopping within Sussex County
Logisticare	Open	\$18	\$56,000	Demand Response medical trips within Sussex and Morris Counties
Gateway	3 years	N/A	\$12,000	Advertising on Buses
Senior Services Title III	Annual	\$18	\$56,844	Demand Response service for seniors to nutrition sites, shopping, and recreational activities within Sussex County
Work First NJ	Informal	\$18	\$23,800	Demand Response services for to work activities for persons qualifying under WorkFirst NJ
M/S/W WIB	7/1/17-6/30/18	N/A	\$50,000	Job Access Reverse Commute Rides in Sussex County
County of Sussex Grant In Aid	Annual	N/A	\$34,885	Saturday Public Service
Veterans Services	7/1/17-6/30/18	N/A	\$9,000	Demand Response Service to Veterans Hospitals out of county
SCMUA	Annual	\$60	Dependent upon need	Demand Response Service for transportation needs
JARC	1/1/17-12/31/17	N/A	\$120,000	Job Access Reverse Commute Rides in Sussex County

Attachment F

**County of Sussex
Department of Human Services
Division of Social Services
Service Agreement**

WHEREAS, the County of Sussex (hereinafter the County) operates a coordinated, countywide transportation system and desires to improve paratransit service coverage to the outlying areas of its geographic boundaries; and

WHEREAS, the Township of Vernon (hereinafter the Township) desires transportation for its senior citizens and persons with disabilities.

NOW, THEREFORE, in the consideration of the mutual covenants and conditions herein contained, the parties hereto covenant and agree to the following provisions:

1. This Agreement shall be in effect beginning January 1, 2016 for calendar years 2016, 2017 and 2018.
2. This Agreement replaces all prior Agreements regarding paratransit services between the parties.
3. The Township agrees to provide funds in the amount not to exceed \$50,000.00 per year. The cost per one-way passenger trip for 2016 is set at \$16.00. Prices and services for 2017 and 2018 will be negotiated annually and set by the County 60 days prior to the end of the year. Payment represents a portion of the costs associated with this service. The balance is subsidized by grant funds received by the County.

The Township shall have an option to renew this Agreement for three-year increments, but in no event shall any Agreement renewals be effective after December 31, 2018. Payments during the renewal terms shall be \$50,000.00 per annum, so long as the County receives state grant funds to cover the balance of the costs of the services provided. If the state grant funding is reduced or eliminated or there is a change in the scope of the service, the services and price per trip will have to be modified to reflect the reduction in income or the Township share can increase in order to maintain the level of service. The options must be exercised in writing 90 days prior to the termination of any contract period.

The County will invoice the Township monthly for services provided. A service report listing the trips provided for the month will be attached to the invoice. The trip listing will include the name and address of the passenger. The names and addresses of the passengers will be provided after the County informs the passengers that this information is being released to the Township.

Payments shall be made monthly. The payments set forth represent the Township's Maintenance of Effort (MOE) certification under the New Jersey Senior Citizen and Disabled Resident Transportation Assistance Program (SCADRTAP).

4. The cost of out of county trips for medical appointments shall be borne by the County. The overtime costs associated with special event trips, both in and out of county, shall be borne by the Township. The Township Manager or designee must pre-approve all overtime charges.
5. The Township will be billed \$16.00 for no-shows if a customer has three no-shows within 90 days (failure to board the vehicle after it has arrived). All customers are notified by the County after their second no-show in 90 days.

The Township will be billed \$16.00 for cancellations if the customer has six cancellations in one month (failure to notify the County one day in advance of the cancellation). All customers are notified by the County after their fifth cancellation in one month.

Whenever any customer is sent either a no-show or cancellation notice by the County, the Township will also be notified by email.

Weather-related cancellations do not count toward the total number of cancellations.

6. The County is responsible for all costs associated with the provision of this service, including but not limited to, drivers, vehicles, administration, insurance, maintenance, fuel, and radio communications.
7. The County will develop all routing and scheduling based upon information supplied by the Township. Any revisions to the service delivery system will be arranged in writing by the Township Manager or designated representative and the County Director of Social Services or designated representative.
8. The service will operate Monday through Friday, depending on the trip request load and pattern. No service will be provided on County holidays. Additionally, the County reserves the right to cancel service due to inclement weather. Cancellations will be broadcast on radio stations WNNJ and WSUS.

The scope of service is defined as follows:

Local Errand Transportation (in county)
Nutrition sites
Shopping

Medical appointments
Banking
Community services

Out of County (non-emergency medical appointments)
Doctors, hospitals, clinics including Morris County (as far as the Dover and Morristown area) on Monday, Wednesday and Friday for appointments between 10am and 12:30pm.

- 9. The full range of paratransit services will be available to the eligible residents of the jurisdiction as described in the Sussex County Skylands Ride brochures attached hereto and made a part of this Agreement. These services may be provided on a shuttle basis.
- 10. The Skylands Ride Program Coordinator and Supervisors can deny service to any person who is, in the opinion of Skylands Ride staff, disruptive and/or a danger to themselves and/or others or property. The Township will be notified of all such service denials for disruptive behavior in writing. Similarly, the County agrees to advise the Township in writing of any incidents involving Township clients.
- 11. This Agreement may be canceled by either party by providing ninety (90) days written notice.

In witness whereof, the parties hereto have caused this Agreement to be duly executed this 10th day of February, 2016.

For the Township of Vernon:

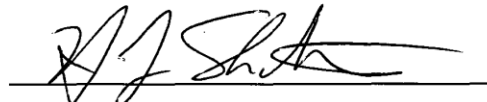
Attest:



Name: Lauren Kirkman

Title: Clerk

By:



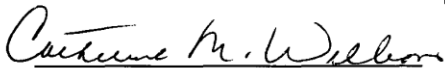
Name: Harry J. Shortway

Title: Mayor

Date: 2/10/2016

For the County of Sussex:

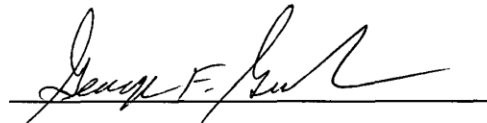
Attest:



Name: Catherine M. Williams

Title: Clerk of the Board

By:



Name: George F. Graham

Title: Freeholder Director

Date: 1/27/16

Attachment F

**County of Sussex
Department of Human Services
Division of Social Services
Service Agreement**

WHEREAS, the County of Sussex (hereinafter the County) operates a coordinated, Countywide transportation system and is desirous of improving paratransit service coverage to the outlying areas of its geographic boundaries; and

WHEREAS, the Township of Hardyston (hereinafter the Township) is desirous of securing transportation for its senior citizens and persons with disabilities.

NOW, THEREFORE, in the consideration of the mutual covenants and conditions herein contained, the parties hereto covenant and agree to the following provisions:

1. This Agreement shall be in effect beginning January 1, 2016 and terminating on December 31, 2016.
2. This Agreement replaces all prior Agreements regarding paratransit services between the parties.
3. The Township agrees to provide funds in the amount not to exceed \$17,000.00 for 2016. The County will provide rides to the Township at a rate of \$16.00 per passenger trip (one, one way trip) during 2016. Payment represents a portion of the costs associated with this service. The balance is subsidized by grant funds received by the County.

If the grant funding is reduced or eliminated, the services will be modified to reflect the reduction in income or the Township share can increase in order to maintain the level of service. The options must be exercised in writing 90 days prior to the termination of any contract period.

Payments shall be made monthly. The payments set forth represent the Township's Maintenance of Effort (MOE) certification under the New Jersey Senior Citizen and Disabled Resident Transportation Assistance Program (SCADRTAP).

4. The Township will be billed \$16.00 for no-shows if a customer has three no-shows within 90 days (failure to board the vehicle after it has arrived). All customers are notified by the County after their second no-show in 90 days.

The Township will be billed \$16.00 for cancellations if the customer has six cancellations in one month (failure to notify the County one day in

advance of the cancellation). All customers are notified by the County after their fifth cancellation in one month.

Weather-related cancellations do not count toward the total number of cancellations.

5. The County is responsible for all costs associated with the provision of this service, including but not limited to, drivers, vehicles, administration, insurance, maintenance, fuel, and radio communications through grant funds.
6. The County will develop all routing and scheduling based upon information supplied by the Township. Any revisions to the service delivery system (established under the predecessor Agreement) will be arranged in writing by the Township Manager or designated representative and the County Transit Director or designated representative. The County will explore new marketing tools with the Township in an effort to improve program awareness.
7. The intent of this Agreement is to provide transportation to eligible Township residents Monday through Friday. All trip requests from Township residents will be honored provided that proper scheduling procedures (i.e. calls are received by cut-off time) are followed. The service will operate over an 8 to 10 hour day, depending on the trip request load and pattern. No service will be provided on County holidays. Additionally, the County reserves the right to cancel service due to inclement weather. Cancellations will be broadcast on radio stations WNNJ and WSUS.
8. The scope of services outlined below will serve as a suggested guide of trip purposes:
 - Local Errand Transportation (in county)
 - Nutrition sites
 - Shopping
 - Medical appointments
 - Banking
 - Community services
9. The full range of paratransit services will be available to the eligible residents of the jurisdiction as described in the Sussex County Transit brochures attached hereto and made a part of this Agreement. These services may be provided on a shuttle basis. The cost of out of county trips for medical appointments shall be borne by the County.
10. The Skylands Ride Program Coordinator and Supervisors can deny service to any person who is, in the opinion of Skylands Ride staff, disruptive and/or a danger to themselves and/or others or property. The Township will be notified of all such service denials for disruptive behavior

in writing. Similarly, the County agrees to advise the Township in writing of any incidents involving Township clients.

- 11. This Agreement may be canceled by either party by providing ninety (90) days written notice.

In witness whereof, the parties hereto have caused this Agreement to be duly executed this day of , 2016.

For the Township of Hardyston:

Leslie G. Hamilton
Signature

Name: Leslie G. Hamilton Title: Mayor

Date: 2/10/16

Attest By:

Jane Bakalarczyk
Signature

Name: Jane Bakalarczyk Title: Clerk

Date: 2/10/16

For the County of Sussex:

George F. Graham
Signature

Name: George F. Graham Title: Freeholder Director

Date: 1/27/14

Attest By:

Catherine M. Williams
Signature

Name: Catherine M. Williams Title: Clerk of the Board

Date: 1/27/14

Attachment F

COUNTY OF SUSSEX
DIVISION OF
SENIOR SERVICES
ATTACHMENT A TO AGREEMENT

GRANTEE: Sussex County Office of Transit/Skylands Ride
STOP (Senior Transportation of Older Persons) Program

GRANTEE ADDRESS: County of Sussex
Office of Transit/Skylands Ride
One Spring Street
Newton, New Jersey 07860

PROJECT TITLE: Senior Transportation for Older Persons

POPULATION TO BE SERVED:

Sussex County residents aged 60 and over STOP will also outreach to older individuals with the greatest economic and social need (with particular attention to low-income minority individuals, especially those in minority areas); older individuals with severe disabilities; older individuals with limited English proficiency; along with older individuals with Alzheimer's disease and related neurological and organic brain dysfunction (and the caretakers of such individuals); and older individuals at risk for institutional placement.

SERVICE AREA: Sussex County

OPERATIONAL OBJECTIVE:

STOP's goal is to provide the most efficient, safest and highest quality paratransit services to Sussex County's senior citizens.

DESCRIPTION OF ACTIVITIES TO TAKE PLACE IN CARRYING OUT OBJECTIVE(S):

Paratransit services will be provided upon request on a first call, first served basis. If the limitations of available resources precludes meeting the request, participant may either re-schedule or be placed on the waiting list for a cancellation.

STOP services are provided upon request from senior citizens registered with the Office of Transit. Any senior aged 60 or over may call the Transit office 48 business hours in advance to request a trip. Trips are provided on a first call, first served basis, and every effort will be made to accommodate everyone who requests transportation. All service is curb to curb. No driver assistance into and out of buildings is allowed by insurance regulation.

PURPOSE:

The project offers mobility to senior citizens in Sussex County. Transportation services provide access to vital services such as nutrition, medical care, shopping, banking, employment, recreation and socialization, as well as community services. All of these are critical in helping Sussex County seniors maintain their independence and continue to participate in the life of their community.

Scope of Services

100% of units of service to be delivered as stipulated in the Area Plan:
Units 3,810 One unit of service equals 1 one-way trip .

Unduplicated number of older persons to be served directly:
Monthly 17 12 months 204

Unduplicated number of minority older persons to be served directly:
Monthly 1 12 months 12

Unduplicated number of low income older persons to be served directly:
Monthly 10 12 months 120

Unduplicated number of frail, older persons to be served directly:
Monthly 7 12 months 84

Unduplicated number of vulnerable persons to be served directly:
Monthly 7 12 months 84

PROJECT PERSONNEL:

- Omnibus Operators
- Keyboarding Clerk 3
- Supervising Omnibus Operators
- Program Coordinator

TIMETABLE:

January 1, 2018 - December 31, 2018

Service available:

Monday - Friday 5:00 am - 6:00 pm except County Holidays for duration of contract period.

**SERVICE TAXONOMY:
TRANSPORTATION**

CODE: 106

CATEGORY: Access

DEFINITION: Conveyance of older persons to and/or from community facilities and resources for the purpose of acquiring/receiving available services, benefits, or entitlements.

UNIT: 1 one-way trip (location to location)

COMPONENTS: Service activities shall include:

- Demand/Response transportation characterized by flexible routing and/or scheduling of vehicles to provide door-to-door service on demand.
- Fixed Route transportation designed to provide a destination oriented service along a predefined route.
- Emergency Response transportation characterized by an unscheduled response to an individual's immediate and unforeseen need for transportation-generally of a medical nature.
- Maintaining records, preparing reports, and other administrative efforts necessary to provide Transportation services.

NOTE: Transportation service does not include any other service activities, such as: (a) Escort services, (b) Meal Delivery or (c) Transportation services which are **incidental** to the provision of another service, such as bus service for a socialization/recreation activity. Nor does it include direct subsidy to a general reduced fare program to a public or private transit system.

STANDARDS: Transportation services shall meet or exceed the following standards:

1. The program shall ensure that all vehicles and associated equipment are maintained in proper working condition, and that appropriate maintenance and safety procedures are in place.
2. The program shall ensure that all vehicles have appropriate liability insurance coverage.
3. The program shall ensure that all drivers are appropriately licensed and physically able to safely drive the program vehicles.
4. The program shall ensure that all drivers receive appropriate training in the operation of their vehicles, in the use of any associated equipment, in defensive driving techniques, and techniques for coping with medical emergencies. Drivers shall be evaluated on a periodic basis.
5. Transportation services should be provided in a location that is easily accessible to the older person.
6. In areas where a significant number of clients do not speak English as their principal language, Transportation services should be provided in the language spoken by those clients.
7. As with all Older Americans Act programs, customers of this service shall be informed that donations are accepted under this program and such donations will serve to expand the programs to others in need.

ATTACHMENT B TO AGREEMENT
 COUNTY OF SUSSEX
 BOARD OF CHOSEN FREEHOLDERS
 DIVISION OF SENIOR SERVICES
 ONE SPRING STREET
 NEWTON, NJ 07860

1. Title of Project: Senior Transportation of Older Persons
-
2. Type of Application:
 New Continuation Revision Supplement
-
3. Project Director (Name, Title, Department and Address, including Zip Code)

Carol A. Novrit
 County of Sussex
 Office of Transit/Skylands Ride
 One Spring Street
 Newton, New Jersey 07860

4. Applicant Agency (Name and Address, including Zip Code)

County of Sussex
 Office of Transit/Skylands Ride
 One Spring Street
 Newton, New Jersey 07860

5. Name, Title, Address of Official Authorized to Sign for Applicant Agency:

Carol A. Novrit
 County of Sussex
 Office of Transit/Skylands Ride
 One Spring Street
 Newton, New Jersey 07860

6.	Dates of:	From	Through	Amount
	A. Project Period	1-1-18	12-31-18	
	B. Budget Year	1-1-18	12-31-18	\$57,155.00

7. Type of Organization:
 Public Agency
 Private Non-Profit Agency

8. Payee (Specify to Whom Checks should be sent - Name, Title, Address)
 Transfer - County Form - No checks will be issued

9. For County Use Only:

A.	Total Project Costs	\$ 58,655.00
B.	Project Income	1,500.00

C.	Project Net Costs (Line A Less Line B)	57,155.00
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D.	Local Non-Federal Participation	0
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E.	Funds Requested (Line C Less Line D) 100%	57,155.00
----	---	-----------

PROJECT BUDGET

<u>Categories</u>	<u>Cash</u>	<u>In-Kind</u>	<u>Total</u>
Other Costs 3,810 units @ \$15.00	\$ 58,655.00		\$ 58,655.00
Total Other Costs	\$ 58,655.00		\$ 58,655.00
TOTAL NET COSTS	\$ 58,655.00		\$ 58,655.00
Total Budget			<u>58,655.00</u>
Total Projected Units of Service			<u>3,810</u>
Cost of Unit (Budget divided by Units of Service)			<u>15.00</u>

SUPPORTING BUDGET SCHEDULE
 LOCAL NON-FEDERAL PARTICIPATION
 (Subject to Paragraph 15)

SOURCE	AMOUNT
Cash Resources	
Title III B	\$28,422.00
COLA Funds	26,659.00
Medicaid Match	2,074.00
Subtotal	\$57,155.00
In-Kind Resources	
	0
Subtotal	\$ 0
Non-Federal Other (Include Services)	
Client Donations	\$ 1,500.00
Subtotal	\$ 1,500.00
Total	\$58,655.00

Attachment F

RESOLUTION RE: AWARDING A CONTRACT EXTENSION TO SKYLANDS RIDE THROUGH THE COMPETITIVE CONTRACTING PROCESS FOR THE PROVISION OF TRANSPORTATION SERVICES FOR THE CITIZENS OF SUSSEX COUNTY FROM JANUARY 1, 2018 THROUGH DECEMBER 31, 2018 IN THE AMOUNT OF \$34,885.00.

WHEREAS, Requests for Proposals were issued October 5, 2015 for the Grant In Aid (GIA) funding for Sussex County residents for a one-year period with the right to award contracts for four additional and consecutive one-year periods based on positive monitoring's and existing funding. In response to the Request for Proposals process, the County received proposals on November 10, 2015; and

WHEREAS, the Human Services Advisory Council recommended that a Contract renewal be made to Skylands Ride in the amount of \$34,885.00 at their September 27, 2017 meeting; and

WHEREAS, the Sussex County Treasurer has certified that this is subject to adequate funds being appropriated in the 2018 budget in the amount of \$34,885.00 for the awarding of this Contract Extension as evidenced by the attached Treasurer's Certification, with future year costs subject to adequate funds being placed in subsequent budgets for the services to be provided.

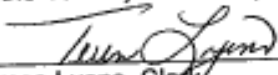
NOW, THEREFORE, BE IT RESOLVED that the Freeholder Director and Clerk of the Board of Chosen Freeholders are hereby authorized and directed to execute a Contract Extension (year three of a five year contract) with Skylands Ride for transportation services for the County of Sussex, for the work described in its proposal in the amount of \$34,885.00; and

BE IT FURTHER RESOLVED that this Contract Extension will be in effect from January 1, 2018 through December 31, 2018 with the County reserving the right to extend said Contract for two additional and consecutive one year periods; and

BE IT FURTHER RESOLVED that the passage of this Resolution shall act as a Contract renewal document for all parties involved and the Contract will continue under the same terms and conditions as herein provided until the conclusion of said Contract; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution and Contract Extension are to be forwarded to Joan Bruseo, Division of Social Services, 83 Spring Street, Newton, NJ 07860.

Certified as a true copy of the Resolution adopted by the Board of Chosen Freeholders on the 10th day of January, 2018.



 Teresa Lyons, Clerk
 Board of Chosen Freeholders
 County of Sussex

RECORD OF VOTE						
FREEHOLDER	AYE	NAY	ABST	ABS	MOVE	SEC
Graham	✓				✓	
Lazzaro	✓					
Petillo	✓					✓
Rosa	✓					
Yardley	✓					

ABST - Absent
 MOVE - Resolution Moved
 ABS - Absent
 SEC - Resolution Seconded

**COUNTY OF SUSSEX
Proposal Application
INTRODUCTION**

Agency: Sussex County Skylands Ride Director: Carol A. Novrit
Phone: 973-383-3600 ext. 5152 E-Mail Address: cnovrit@xbp.dhs.state.nj.us
Fax #: 973-300-5287
Address: 83 Spring Street, Suite 203, PO Box 218, Newton, NJ 07860

AGENCY OVERVIEW: Briefly (In one page) describe the philosophy/mission/purpose of the agency itself. Include information on its incorporation date and status.

Sussex County Skylands Ride (SCSR), formerly Sussex County Transit, was established in 1981 as a Federal Highway Demonstration Project to offer rural public transportation to the residents of the County. SCSR is a Division of Sussex County government. Over the past 31 years, SCSR has evolved into a multi-faceted operation serving a number of programs and public sectors. The service began with two buses and four staff members and has grown to some 25 fleet vehicles and 30 staff. Over 117,000 rides are provided annually. Skylands Ride is the primary transportation provider for the County of Sussex, in fact it is the only viable local public and paratransit transportation service in the County.

Skylands Ride's motto is "Serving Sussex County with Pride." Transportation is reliable, customer friendly and service oriented. SCSR service is divided into two major categories: public deviated fixed route (Skylands Connect) and paratransit or demand response transit (Skylands Request). Skylands Connect, formerly the Loop, provides public bus service to the towns of Franklin, Hamburg, Hampton, Hardyston, Lafayette, Newton, Ogdensburg, Sparta, Sussex and Wantage. The Connect services the county hospitals, many doctors and medical facilities, major shopping areas, the YMCA, Sussex Wantage Library, Mill Street high-rise, Andover Nursing Home, Sussex County Community College and other popular locations. A service called New Freedom is available to connect with trains and buses at the Netcong corridor to the train stations. Passengers may schedule a pick-up to come into Sussex County from Netcong or travel from Sussex County to Netcong. Skylands Request and New Freedom trips must be booked 48 hours in advance.

These services are operated over the course of a 14 hour day from 5:00 a.m. to 7:00 p.m., Monday through Friday, with the exception of the County holidays. With the addition of Grant-in-Aid funding, Skylands Ride provides Saturday service from 8:20 a.m. to 3:40 p.m.

**COUNTY OF SUSSEX
PROGRAM DESCRIPTION**

Please complete Sections I through VI for each program for which you are requesting funds. Be sure to follow the sequence outlined below and number your responses accordingly.

1. **DOCUMENTATION OF NEED:** In no more than one page, provide a narrative description of the need that is being addressed by the proposed program as outlined in the Sussex County Needs Assessment, and/or other applicable data.

Lack of affordable transportation inhibits the ability of Sussex County residents to grocery shop, attend physical and mental health appointments, visit local hospitals, and fully participate in the life of their community. Except for the service provided by Skylands Ride which is funded through this program, there is currently no other affordable weekend or regular service to Bridgeway Rehabilitation Services. For example, according to the Skylands Ride Fare Study in 2014 round trip cab fare from Newton to Sparta was \$70.00.

The Sussex County Human Services Needs Assessment has found adequate transportation the second highest service gap in Sussex County. NJ Transit designed a New Jersey Statewide, County and Community Transportation Planning Questionnaire designed to gather information about resources and needs that are specific to each county. The results of this questionnaire indicated that the major unmet needs identified through this process in Sussex County included lack of enough weekend service, lack of accessible services for people with disabilities and the high cost of available transportation services such as taxi or private shuttle.

The need for expanded transportation services on the weekend was confirmed through the October 2014 Veteran's On-Board Survey, the 2015 On-Board Survey and the 2015 Job Access Reverse Commute On-Board Survey. Respondents stated that weekend and evening public transportation services were serious service gaps.

Each year the Sussex County Transportation Citizens Advisory Committee (CAC) holds four meetings and one public hearing. At the most recent public hearing held on July 16, 2015, testimony indicated the need for expanded transportation services on weekends and evenings, and transportation to access to mental health services were the major concerns. The testimony echoed residents' comments at every CAC meeting for the last five years, as well as the last five CAC Public Hearings.

The Sussex County Human Services Coordinated Transportation Plan was created in 2007 and has been updated annually under the guidelines of the Federal United We Ride Initiative. The plan was created and updated using survey tools. Each year the Plan survey results rank the need for affordable transportation on weekends and evenings, and to mental health services as number one and two respectively. Studies conducted by Bridgeway and the Sussex County Senior Services indicate transportation as a foremost service gap.

II. **SPECIFIC PROGRAM:** Describe the service component/program that is being provided with the funding by completing the following:

PROGRAM TYPE: Existing Expansion New Other (specify)

PROGRAM CONTACT PERSON: Carol Novrit E-MAIL: cnovrit@xbp.dhs.state.nj.us

ADDRESS: P.O. Box 218, Newton, NJ 07860 TELEPHONE: 973-383-3600 ext. 5152

A. GOAL, OBJECTIVES AND METHODS:

a. State the goal of the proposed program.

Skylands Ride provides safe, reliable and affordable public transportation services. This project was established in 2012 and offers better mobility options to citizens in Sussex County by continuing the availability of public bus service on Saturdays and daily service, Monday through Saturday, to Bridgeway Rehabilitation Services, 93 Stickles Pond Road, Newton, NJ, and to NewBridge, 70 Sparta Avenue, Sparta. Transportation services provide access to work and to vital services such as medical and mental health care, local hospitals, shopping, banking, employment, the YMCA, recreation and socialization, as well as community service. All of these are critical in helping Sussex County citizens remain self-sufficient, healthy and to fully participate in the life of their community.

b. State the measurable objectives of the proposed program.

Public bus service will operate on Saturdays between the hours of 8:20 a.m. and 3:40 p.m. Daily service to Bridgeway Rehabilitation Services, 93 Stickles Pond Road, Newton, NJ, will operate Monday through Saturday, between the hours of 5:00 a.m. to 6:40 p.m.

c. Describe the activities/methods that will be used to meet the goals.

Ridership is logged daily and tracked on a spreadsheet. Community outreach was a key element in establishing the service and increasing ridership. Skylands Ride utilized local radio, newspapers, cable and the County website to inform Sussex County residents about the service. Information was also made available to bus passengers and our community partners including community based agencies, food pantries, Newton Medical Center, St. Clare's Hospital and through the United we Ride Stakeholders and Transit Citizens Advisory Committee. Flyers were distributed at the County's major shopping centers and posted on County buses.

d. Describe how you will evaluate/measure and document the outcomes.

Ridership data is logged and recorded on a spreadsheet by bus stop location each Saturday, as well as daily for Bridgeway and NewBridge. Saturday service has been reviewed and evaluated for potential changes as sufficient ridership data was gathered.

B. TARGET POPULATION/ELIGIBILITY:

a. Describe who will be served.
The bus route is open to the public.

b. Rationale for selecting this segment of the population.
The Sussex County Coordinated Human Services Transportation Plan indicates that the biggest challenge and barrier for County residents is lack of public transportation, especially on evenings and weekends. The Sussex County 2014 Veteran's On-board Survey Report indicates that the number one need is an increase in public transportation. The Sussex County Skylands Ride 2014 Annual On-Board Survey Report and the 2015 Job Access Reverse Commute On-Board Survey Report indicates that the reliance upon public bus service and need for it have grown compared to both the 2010 and 2008 surveys. The 2015 Human Services Needs Assessment indicates the number two need is to expand the current public transportation system to include weekends, and for the past five years Transit Citizen Advisory Committee Public Hearing participants from the public indicated the need to expand public bus service as well as transportation to mental health services such as Bridgeway and NewBridge. The North Jersey Transportation Planning Authority (NJTPA) 2015 Regional Plan for Sustainable Development called public transportation a top priority in Sussex County.

Bridgeway Rehabilitation Services moved its location to Newton in 2012. SCSR transports numerous passengers to the new location. In addition, the 2015 Human Services Needs Assessment indicates there is a need to expand public transportation availability to mental health services.

c. Describe geographic service area for this program.
Bus service is provided to Franklin, Hampton, Hamburg, Hardyston, Newton, Ogdensburg, Sparta, Sussex and Wantage. The bus follows the Connect schedule that was developed by Nelson Nygaard, an international leader in transportation planning. Planners used results from extensive public surveys, public hearing testimonies, demographic information, NJ Transit Northern County Transportation Survey, United We Ride Plan, and the Sussex County Transportation Plan. The bus stops at all major shopping areas, the YMCA, hospitals, medical centers, mental health services, Andover Nursing Home, and Sussex County Community College, as well as several other popular stops. Please see bus schedules on page 25 and 26 for further edification. Daily bus service to Bridgeway Rehabilitation Services is also available during weekdays. Bridgeway Rehabilitation Services are also accessible to the public living in the Route 206 corridor in Andover and Byram by using the existing New Freedom service.

d. List eligibility criteria.
There are no eligibility criteria. Bus service is available to all Sussex County citizens.

Attachment F

New Jersey Department of Military and Veterans Affairs
Transportation Grant Annex A

AGENCY INFORMATION

Name of Agency: County of Sussex Office of Transit Skylands Ride
Street Address: One Spring Street City: Newton
County: Sussex ZIP: 07860
Agency Executive Director/CEO: Jonathan M. Rose, Freshholder Director
Project Title: Veterans Transportation
Program Administrator (if known):
Marie Zangara, Program Coordinator

PROJECT INFORMATION

Number of trips to be provided @ 100% reimbursement of contract: 281
Minimum number of trips to be provided @ 90% of contract 253 (Reimbursement will be reduced if at least 90% of the rides are not provided. Counties will be notified after this Departments Mid-Year review in February.)

FUNDING INFORMATION

Total State Funds Requested: \$ 9,000
Total Agency Funds/In-Kind Match: \$ _____
Total Operating Budget (Sum of State Funds Requested and Agency Funds/In-Kind Match):
\$ _____


SIGNATURE OF AGENCY EXECUTIVE DIRECTOR/CEO
Jonathan M. Rose, Freshholder Director

4/25/2018
DATE

New Jersey Department of Military and Veterans Affairs
Transportation Annex A

Agency Background

County of Sussex Office of Transit Skylands Ride
AGENCY

Veterans Transportation
PROJECT TITLE

Attach additional sheets if needed.

1. Provide a brief narrative summary describing existing programs operated by your agency.

The County of Sussex Office of Transit Skylands Ride provides two types of services to the residents of Sussex County: public and paratransit. The Office operates two routes connecting the towns in the central part of the County. Public demand response transportation is available in certain municipalities which have contracted with the Office of Transit Skylands Ride and provides feeder service to the Netcong transit hub for passengers to connect with NJ TRANSIT trains and buses.

Paratransit service is provided both in and out-of-County for senior citizens, people with disabilities, and veterans. In-County services are available for local errands, including medical appointments, shopping, nutrition, community services, banking, education and training, and employment. Out-of-County services are limited to non-emergency medical appointments.

The Office of Transit Skylands Ride is funded by the following:

Federal Transit Act Sections 5310 and 5311
Job Access Reverse Commute (JARC)
Senior Citizen and Disabled Resident Transportation Assistance Program (SCDRTAP)
Medicaid
Older Americans Act, Title III
WorkFirst New Jersey (WFNJ)
Townships of Hardyston and Vernon
New Jersey Department of Military and Veterans Affairs

New Jersey Department of Military and Veterans Affairs
 Transportation Annex A

Existing Problem or Need
 &
 Population to be Served

County of Sussex Office of Transit Skylands Ride
 AGENCY

Veterans Transportation
 PROJECT TITLE

Attach additional sheets if needed.

1. List below the existing problem(s) or need(s) citing specific information or resources which document the reason for your transportation program. Provide demographic information. Report how you assessed need and what other programs or services exist in your geographic area. No rationale about the general benefits of the transportation program is necessary.

There is one private transportation provider with service directly to New York City and no regular NJ TRANSIT bus or rail service in Sussex County. There was no public transportation at all until 1981, when the Office of Transit Skylands Ride began service. Because of this lack of intra-state transportation and the rural nature of Sussex County, Sussex County residents without private means of transportation are totally isolated without the Office of Transit Skylands Ride's services. Skylands Ride has been providing quality, safe, accessible transportation services to the residents of Sussex County for over 35 years.

2. Please describe in detail the type of transportation services that will be provided to eligible clients.

Eligible veterans served under the terms of this Contract will be provided with transportation to the veterans' facilities and outpatient clinics at Lyons, East Orange, and Morristown. Trips to all facilities are made every two weeks. Other out-of-county medical appointments are scheduled on a first come, first served basis.

New Jersey Department of Military and Veterans Affairs
 Transportation Annex A

Program Goals
 #1

County of Sussex Office of Transit Skylands Ride
 AGENCY

Veterans Transportation
 PROJECT TITLE

Attach additional sheets if needed.

1. Please describe in narrative the method to be used for identifying clients.

Clients will be identified as service eligible through the Veterans Administration Service Officer (VSO) for Sussex County. Veteran status will be coded upon intake for each client.

The Office of Transit Skylands Ride pursues outreach opportunities through the local media, the local Veterans of Foreign Wars (VFW) and American Legion posts.

Please translate the above narrative into measurable objectives, strategies, and time frames.

<u>OBJECTIVES</u>	<u>STRATEGIES</u>	<u>TIME FRAME</u>
1. Obtain eligibility certification from County VSO.	1. Submit monthly lists to VSO for certification	1. 7/1/18-6/30/19
2. Intake ID	2. Identify Veteran status on intake in computer data base	2. 7/1/18-6/30/19
3. Community relations outreach	3. Provide public information through local media and veterans' organizations	3. 7/1/18-6/30/19

New Jersey Department of Military and Veterans Affairs
 Transportation Annex A

Program Goals
 #2

County of Sussex Office of Transit Skylands Ride
 AGENCY

Veterans Transportation
 PROJECT TITLE

Attach additional sheets if needed.

1. Please describe in narrative the method to be used in providing transportation services to eligible clients.

Veterans are included as a part of the entire County of Sussex Office of Transit Skylands Ride program, and all customers are subject to current operating policies and procedures as outlined in the Customer Bill of Rights and Responsibilities. Trips must be scheduled at least 48 hours in advance, and service to veterans' facilities is available on alternating Tuesdays and Thursdays. All trips are provided using the current fleet of accessible vehicles and are offered on a shared-ride basis, which means that veterans may be sharing the ride with other Office of Transit Skylands Ride customers.

Please translate the above narrative into measurable objectives, strategies, and time frames.

<u>OBJECTIVES</u>	<u>STRATEGIES</u>	<u>TIME FRAME</u>
1. Provide trips according to Contract terms.	1. 281 passenger trips	1. 7/1/18- 6/30/19

New Jersey Department of Military and Veterans Affairs
 Transportation Annex A

Program Goals
 #3

County of Sussex Office of Transit Skylands Ride
 AGENCY

Veterans Transportation
 PROJECT TITLE

Attach additional sheets if needed.

1. Please describe in narrative the method by which the program will be internally evaluated (i.e. measurement of Program Goals, consumer surveys, etc.).

Ridership is monitored on a monthly basis and both ridership and expenditure reports are submitted to Department of Military and Veterans Affairs (DMVA) on a monthly basis. Denials are tracked to assist with monitoring travel patterns in order to revise the provision of services as necessary.

The County of Sussex Office of Transit Skylands Ride conducts on-going consumer surveys through the use of a Customer Suggestion Form that is available whenever a veteran travels with the Office of Transit Skylands Ride. In addition, an annual on-board customer satisfaction survey is conducted.

Please translate the above narrative into measurable objectives, strategies, and time frames.

<u>OBJECTIVES</u>	<u>STRATEGIES</u>	<u>TIME FRAME</u>
1. Obtain client feedback.	1. Customer Suggestion Forms, on-board survey & feedback from VSO	1. 7/1/18-6/30/19
2. Report operating and expenditure data	2. Generate reports from computer system	2. 7/1/18-6/30/19

New Jersey Department of Military and Veterans Affairs
 Transportation Annex A

Program Assurances

County of Sussex Office of Transit Skylands Ride
 AGENCY

Veterans Transportation
 PROJECT TITLE

I, Jonathan M. Rose, as the Executive Director/CEO
 of County of Sussex, NJ assure that the Transportation Service will meet the following
 program requirements:

I. LEVEL OF SERVICE

- A. The agency must submit, along with the Monthly Program Report, appropriate documentation which provides information relative to the services delivered. This information must include a detailed log report of the individuals served, scheduled trip dates, origin, destination, and trip calculation (number of one-way trips).
- B. Clients in need of transportation will be on a first come, first serve basis.

II. PROGRAM GOALS

A. Program Goal #1

- 1. Method for Identifying Client – Clients shall be eligible for transportation service if all of the following conditions are met:
 - a. Client must be a veteran having served a minimum of 90 days of active military service other than for training in the armed forces of the United States and having received a discharge other than dishonorable; or if the active military service was less than 90 days, client must have received a medical discharge;
 - b. Veterans status is determined by review of the DD 214 form or by contacting the Department's Veterans Service District Offices.
 - c. Any individual serving as an aide to the veteran.

2. Ineligible Services

- a. In-county services for the elderly and handicapped population will not be supported through this program. It is the responsibility of the County's Special Transportation for the elderly and handicapped to provide this service.
Exception: Counties that have VA Hospitals/Clinics located within their county, will be reimbursed for trips made to those facilities.

3. Transportation will be provided for the following services:

- a. VA facilities, i.e., hospitals, outpatient clinics, regional offices; to include State VSO Offices.
- b. Other medical services (e.g., hospital, clinics, private doctors);
- c. Exclusions: community services; employment/job training; pharmacies and all other facilities and services not listed in a & b above.

New Jersey Department of Military and Veterans Affairs
Transportation Annex A

Program Assurances (cont.)

B. Program Goal #2

It is expected that most of the scheduled trips will be provided beyond county, and in some instances, state lines (e.g. VA Hospital, Regional Offices).

C. Program Goal #3

The agency will conduct two consumer surveys to measure client satisfaction with the service, noting strengths and weaknesses. This survey shall take place at six months and twelve months after the beginning of the contract. A report detailing the results of these surveys will be sent to the Division of Veterans Services within one month of the conclusion of each survey.

III. MONITORING BY THE DIVISION OF VETERANS SERVICES

The agency will provide that appropriate staff be available when staff from the Department of Military and Veterans Affairs conducts site visits to monitor contract compliance.

IV. REPORTING

- A. Program Evaluation – See Section II, C Program Goals #3.
- B. Monthly Expenditure Reports – shall be submitted by the 15th of each month for prior month activities. A State of New Jersey Payment Voucher (Vendor Invoice) shall also be submitted for approval by the Department of Military and Veterans Affairs.
- C. Monthly Program Reports – shall be submitted by the 15th of each month for the prior month's activities.

Payment Vouchers, Expenditure Reports, Contracts, Correspondence and questions related to the content or amount of the award should be addressed to:

Patricia Richter
Department of Military and Veterans Affairs (DVS)
Eggert Crossing Road, PO Box 340
Trenton, NJ 08625-0340
(609) 530-6949
Patty.Richter@dmava.nj.gov


**NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS' AFFAIRS
PROVIDER AGREEMENT**

Effective Date: July 1, 2018	Expiration Date: June 30, 2019	Contract Number: VL19T82
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Grant Amount: \$ 9,000

The terms of this Contract have been read and understood by the persons whose signatures appear below. The parties agree to comply with the terms and conditions of the contract as set forth in the following agreement.


To be completed by Provider

 _____ 7/25/2018
(Signature) (Date)

Jonathan M. Rose **Freeholder Director**
(Type/Print Name) (Title)

County of Sussex
(Provider Agency)


To be completed by State Agency

 _____ 16 May 18
(Signature) (Date)

WALTER R. HALL **DIRECTOR, DMS**
(Type/Print Name) (Title)

NJDMAVA
(State Agency)

I attest that sufficient funds have been appropriated by State Legislature to cover the current state fiscal year portion of the contract.

 _____ 18 May 18
State Agency Fiscal Officer (Date)

DMAVA/FD: AGRWL.doc (Revised 8/95)

Attachment F

**Service Agreement
Between
Sussex County Municipal Utilities Authority and
County of Sussex, Skylands Ride**

WHEREAS, the County of Sussex (hereinafter the County) operates a coordinated, Countywide transportation system and is desirous of improving paratransit service coverage to the outlying areas of its geographic boundaries; and

WHEREAS, the Sussex County Municipal Utilities Authority (hereinafter SCMUA) is desirous of securing transportation for local colleges, schools and civic groups that request a tour of the SCMUA Solid Waste/Recycling Facility, as part of the environmental education and public outreach initiative.

WHEREAS, the Uniform Shared Services and Consolidation Act, (N.J.S.A. 40A:65-1, et. seq.) (hereinafter, "the Act") provides that local units of government may enter into a contract to provide or receive any service that each local unit participating in the Agreement is empowered to provide or receive within its own jurisdiction, including services incidental to the primary purposes of any of the participating units. (N.J.S.A. 40A:65-4.)

WHEREAS, the County of Sussex Skylands Ride and the SCMUA, by resolutions duly adopted by their respective governing bodies, wish to enter into an Agreement pursuant to which the County will provide certain services as set forth below;

NOW, THEREFORE, in the consideration of the mutual covenants and conditions herein contained, the parties hereto covenant and agree to the following provisions:

1. This Agreement shall be in effect beginning April 1, 2017 and the agreement may be extended annually by mutual consent of both parties.
2. This Agreement replaces any and all prior Agreements regarding paratransit services between the parties.
3. SCMUA will be responsible for payment to Skylands Ride at a rate of \$60.00 per hour. Payments shall be issued per Purchase Order requisition process at the completion of every scheduled tour.

4. No service will be provided on County holidays. Additionally, the County reserves the right to cancel service due to inclement weather. Cancellations will be broadcast on radio stations WNNJ and WSUS.
5. Scheduling of bus services will require five (5) business days notice. The scope of services outlined below will serve as a suggested guide of transportation purposes:
 - Transportation services may be provided Monday to Friday between the hours of 8:00 a.m. and 2:00 p.m.
 - Services can accommodate a maximum of 16 to 18 passengers.
 - Passengers will be located at the SCMUA Solid Waste Facility Administration Building, 34 South Route 94, Lafayette at the scheduled time.
 - Passengers will only be transported at a pre-arranged route on-site at the SCMUA Solid Waste Facility; an approximate two mile loop conducted over a one-hour time period.
6. The Skylands Ride Program Coordinator and Supervisors can deny service to any person who is, in the opinion of Skylands Ride staff, disruptive and/or a danger to themselves and/or others or property. SCMUA will be notified of all such service denials for disruptive behavior in writing. Similarly, the County agrees to advise SCMUA in writing of any incidents involving its participants.
7. The County and the SCMUA will carry appropriate general liability, auto, and workers' compensation insurance covering its activities, vehicles, and employees during the Agreement term. Proof of all insurance coverage shall be provided by the County and the SCMUA at the time this Agreement is signed and promptly provided when a material change in coverage, carriers, or underwriters occurs. The County and the SCMUA shall be named as an additional insured on each other's insurance policies under this Agreement.
8. This Agreement may be canceled by either party by providing ninety (90) days written notice.
9. Pursuant to the Act at N.J.S.A. 40A:65-4(b) this Agreement shall be filed, for informational purposes, with the Division of Local Government Services in the Department of Community Affairs.
10. The parties will provide all services in a professional and workmanlike manner.

11. In the event a dispute arises concerning the terms and conditions of this Agreement, the Parties agree that it is not in their best interest to submit the matter for litigation rather, the Parties agree:
 - a. The Contact Person for each involved Party shall attempt to resolve the dispute, if that is unsuccessful;
 - b. The Freeholder Director and one additional Freeholder and the Chairman of the Authority and one additional Commissioner shall attempt to resolve the dispute, if that is unsuccessful;
 - c. The Parties agree to appoint a retired Superior Court Judge to sit as an independent arbitrator of the dispute. Each Party involved in the arbitration shall be responsible for equally sharing the costs of the arbitrator. The Parties agree that the decision rendered by the independent arbitrator shall be binding and final.
12. Each Party represents and warrants to the other that all actions necessary to enter into and perform all obligations required by the Agreement have been validly taken and that the undersigned are authorized to execute this Agreement.
13. This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.
14. This Agreement may not be assigned without the written consent of all other Parties.
15. This Agreement sets forth the entire understanding of the Parties with respect to the transactions contemplated herein. No change or modification of the Agreement shall be valid unless the same shall be in writing and signed by all Parties.
16. If any clause, sentence, paragraph, section or part of this Agreement shall be adjudged to be invalid by any court of competent jurisdiction, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined to its operation to the clause, sentence, paragraph, section or part thereof, directly involved in the controversy in which such judgment shall have been rendered.
17. Any notices that are required under this Agreement shall be hand delivered or mailed to the following addresses:
County of Sussex
Attention: Office of Administration
Sussex County Administrative Center
One Spring Street
Newton, New Jersey 07860

Sussex County Municipal Utilities Authority
Attention: Authority Administrator
34 New Jersey 94
Lafayette Township, New Jersey 07848

In witness whereof, the parties hereto have caused this Agreement to be
duly executed this _____ day of _____, 2017.

For the Sussex County Municipal Utilities Authority:

Thomas Madsen
Signature

Name: Thomas Madsen

Title: Chairman

Date: 4/5/17

Attest By:

Andrea Cocula
Signature

Name: Andrea Cocula

Title: Secretary

Date: 4/5/17

For the County of Sussex:

Carl Lazzaro
Signature

Name: Carl Lazzaro

Title: Freeholder Director

Date: 5/10/17

Attest By:

Catherine M. Williams
Signature

Name: Catherine Williams

Title: Clerk of the Board

Date: 5/10/17

Route Deviation

1. If you operate route deviation service, explain how trips are documented and how deviation requests are tracked?

Drivers note on their bus paperwork each route deviation, where in the route it has occurred, and the address of the deviation. This information is entered into the route deviation log daily. Information contained in the log is entered into S-Rides.

2. List routes and provide data in Table 7.

Table 7

Route by Name	Is This Route Funded by SCDRTAP?	Is This Route Funded by 5311?	Annual One-Way Trips	Annual Total # of Times Vehicle Deviates from Route
Skylands Connect	No	Yes	115,646	1,812

3. Is it your policy to announce stops at transfer points, major intersections and destination points, at adequate intervals along a route and an individual stop upon request? This requirement must be noted in driver manual.

Yes No

4. Do your vehicles have signage showing route and destination?

Yes No

5. Do you allow deviation for general public passengers?

Yes No

6. Do your vehicles have the universal accessibility symbol?

Yes No

Training

1. Do you provide training for your Administration /Operations staff?

Yes No

If yes, list trainings and recertification requirements.

Right to Know	Harassment Training	DER Training
Reasonable Suspicion	Drug/Alcohol Training	Various county trainings
Defensive Driving	Workplace Professionalism	

2. Do you provide training for your drivers?

Yes No

If yes, please list trainings.

Right to Know	Bloodborne Pathogens	Fire Extinguisher Training
Wheelchair Securement	Drug/Alcohol Training	Various other County trainings
Defensive Driving	PASS Training	Workplace Professionalism

3. Does your agency have a certified driver trainer on staff or do you outsource your trainings?

As of now, the County outsources the trainings. The County of Sussex provides trainings to staff throughout the year through their Insurance Company. Staff are also given the opportunity to complete trainings through NTI. The County is working on employing a trainer from within the transit division.

2019 Short-Term Program Goals

List at least three goals to improve your system in grant year 2019. Include Milestones on how you will obtain these goals.

Goal 1.

By conducting a comprehensive County-Wide Transportation Needs Assessment, including an analysis of Skylands Ride, the County as well as the residents that are served through Skylands Ride will benefit. The County is always seeking ways to improve the coordination and effectiveness of the current transportation services and encourages community input throughout the year to maximize participation and feedback from the actual ridership and community members impacted by transportation needs.

Milestones 1-Conduct a comprehensive County-Wide Transportation Needs Assessment

Milestones 2- Develop strategies based on findings through the Needs Assessment.

Goal 2.

An important goal continues to be increased advertising of Skylands Ride transportation services as well as the valuable Saturday bus service to Sussex County residents as well as local businesses and stakeholders. The goal is to educate the community on an ongoing basis about the transportation options available through Skylands Ride and to promote the Saturday bus service. One of the goals is to increase the ridership on Saturdays, as well as positively impacting the quality of life of Sussex County residents who have no or limited transportation on Saturday, especially for access to medical and shopping facilities. Overall, Sussex County residents need to be informed as to the transportation services available through Skylands Ride to enable residents

to remain independent and self-sufficient in their own homes and in their communities.

Milestones 1- Staff attend various community events, programs, and outreach opportunities to publicize the transportation services available to Sussex County residents through Skylands Ride.

Milestones 2-Develop collaborations with local businesses, agencies and other community partners to increase awareness of Skylands Ride and the importance of transportation services here in Sussex County.

Goal 3.

To continue to provide public and community paratransit transportation for county residents in need, including senior citizens, workers, individuals with disabilities and the general public in a high-quality, customer-focused, accessible, and safe manner.

Milestones 1- Increase training opportunities for staff relevant to their job duties and position including defensive driving, PASS, safety trainings, emergency response, customer service, and sensitivity training.

Milestones 2-Create a customer survey for feedback and suggestions from current passengers and potential passengers.

SECTION III – BUDGET

Program Budgets

Complete attached Excel spreadsheets for your grant year 2017 Expenditure and grant year 2019 projected budgets. Please make sure to include **ALL** funding sources. You can edit the heading to include funding sources that are not listed.

Attached

Close-out funds

Does your agency have carry over funds that will be added into the 2019 SCDRTAP budget? (Please note close-out funds should be added to your 2019 allocation and shown in the attached budget spreadsheet 2019 proposed budget by funding source.

Yes No

If yes, please explain what the carry over funds will be allocated for.

Licenses, Registration, Insurance, Third Party Contract Services, Maintenance & Repairs, Materials Consumed, Miscellaneous.

Alternative Revenue Total Collected for Calendar Year 2017

1. Is a fare charged to use your 5311 service?

Yes No

2. Is a fare charged for your SCDRTAP service?

Yes No

3. Is there a donation policy for your 5311 service?
Yes No

4. Is there a donation policy to use your SCDRTAP service?
Yes No

5. Are funds from donations and fares placed in an account for transportation?
Yes No
 If no, explain.

6. Explain how donations/fares are collected.

At the end of the day, fares and donations are brought into the office. Fares and donations are counted separately by two different individuals. Every two days, fares are deposited in an interest-bearing account. At the end of the month, the total is withdrawn and a check is cut and turned over to the County Treasurer who credits the amount back into the Office of Transit Skylands Ride account.

7. Complete Table 8 with all dollar amounts earned through alternative revenue sources.

Table 8

Alternative Revenue	Revenue Collected in 2017	Revenue Projected for 2019
Fares / SCDRTAP		
Fares / 5311	\$30,000.00	\$30,000.00
Donations / SCDRTAP		
Donations / 5311	\$8,535.00	\$9,000.00
Advertising on vehicles	\$25,242.00	\$30,000.00
Medicaid (Logisticare)	\$40,679.00	\$45,000.00
Revenue Contracts _____		
Other _____		
Other _____		
Total	\$104,456.00	\$114,000.00

Indirect Administrative Costs

1. By grant, do you charge indirect cost to either SCDRTAP or 5311?
 If yes, attach your approved Indirect Cost Plan as NJT Attachment G.

SCDRTAP
Yes No

5311

Yes No

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

2. Has the applicant made a change in its accounting system and/or cost rate proposed methodology, thereby affecting the previously approved cost allocation plan/indirect cost rate and its basis of application?

Yes No

Third Party Contracting

1. Current Third Party Contracting

Please list all transit-related third party purchases and contracts that were funded (i.e., transportation services, computer routing/scheduling or services, dispatching, auditing, drug and alcohol testing, legal, and marketing, vehicles, maintenance) to a third party.

Table 9 – **SCDRTAP** January 1, 2018- December 31, 2018

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
RouteMatch	3 years	\$790	\$23,700	RouteMatch Mobile Cloud Data Tablets
RouteMatch	Annual	N/A	\$17,700	RouteMatch Tech Support

Table 10 – **5311** January 1, 2018- December 31, 2018

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased

2. Proposed Third Party Contracting

Please list all transit-related third party proposed purchase and contracts that will be funded (i.e., transportation services, computer routing/scheduling or services, dispatching, auditing, drug and alcohol testing, legal, marketing, vehicles, maintenance) to a third party.

Table 11– **SCDRTAP** January 1, 2019- December 31, 2019 (please make sure to include proposed CAPITAL purchases).

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
RouteMatch	3 Years	\$790	\$23,700	RouteMatch Mobile Cloud Data Tablets
RouteMatch	Annual	N/A	\$17,700	RouteMatch Tech Support

Table 12 – Section 5311* January 1, 2019- December 31, 2019

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased

All procurements for SCDRTAP and S5311 over \$1,000 require prior approval of NJ TRANSIT, this includes service and capital procurements. Section 5311 third party contracts must include applicable federal clauses and be reviewed and approved by NJ Transit prior to advertising. All vendors with multiyear contracts under FTA programs must sign annual certifications in order to remain compliant.

SECTION IV – PROJECT EQUIPMENT

Vehicle Inventory

Attach a current inventory list of all vehicles in fleet using excel spreadsheet that was provided. If possible, inventory should be sorted by oldest model year listed first. Attach as NJT Attachment H (Use provided Excel spreadsheet)

The inventory includes:

- A. License plate number
- B. VIN
- C. Mileage
- D. Year of Purchase
- E. Funding Source
- F. Vehicle Manufacturer – (engine manufacturer) - Ford, International, Chevy, etc.
- G. Vehicle Body – when a chassis or body is altered by another manufacturer (such as Blue Bird, Champion), the company completing the alteration is considered the body manufacturer.
- H. Vehicle Model – the manufacturer’s model name and/or number.
- I. Vehicle Type
 - Bus 40 ft. – large transit bus
 - Bus 35 ft. – medium transit bus
 - Bus < 30 ft. – small transit bus, 18-24 passenger
 - Bus < 30 ft. – minibus (158” WB)
 - Bus < 30 ft. – extended minibus (176” WB)
 - Sedan/station wagons – Sedan/wagons
 - Accessible minivan
- J. Vehicle Cost
- K. Grant Year
- L. Location
- M. Use and condition
- N. In-service Date
- O. Projected Retirement Date – *All counties should have a vehicle replacement plan*
- P. Proposed Disposition Action (Auctioned; Active; Competitive Sale Process, Transferred, Returned to NJ TRANSIT)

- Q. Fuel – DF (Diesel); GA (Gas); AF (Alternative Fuel)
- R. Floor Plan – Please include # seats; # foldaway; foldaway type; # securements. (For example: If you have a vehicle that can seat 14 and has a floor plan that seats 12 ambulatory, has one double foldaway seat that seats an additional two and one securement position up you would provide information as follows:)
 - # of seats: 12
 - # of Foldaway: 1
 - Foldaway: (seats one or two) 2
 - # of securements: 1
- S. Accessible – LF (low floor); LE (lift-equipped); NA (not accessible)
- T. Other-fill in description

Vehicle Inventory - Sussex County Skylands Ride

A. License Plate #	B. VIN	C. Mileage	D. Year of Purchase	E. Funding Source	F. Vehicle Manufacturer	G. Vehicle Body	H. Vehicle Model	I. Vehicle Type	J. Vehicle Cost	K. SCSR Bus#	L. Location	M. Condition
OP7705	1FDEE3FS4BDA72716	200922	2011	5311	Ford	Cutaway	Mini-Bus	E350	81140	39	Hardyston	Poor
OP7702	1FDDE4FS4BDA83600	203149	2011	5310	Ford	Cutaway	Ext Mini	E450	81400	40	Hardyston	Poor
OP7703	1FDEE3FS0BDA72714	194116	2011	5310	Ford	Cutaway	Mini-Bus	E350	81400	11	Hardyston	Poor
OP7715	1FDDE4FS1BDA83599	190341	2012	5310	Ford	Cutaway	Ext Mini	E450	81400	12	Hardyston	Poor
OP7712	1FDDE4FS2BDB22801	174927	2012	5310	Ford	Cutaway	Ext Mini	E450	81400	14	Hardyston	Poor
OP1490	4UZAACDU69CAL8245	206492	2012	5310	FRT	Medium Bus	Bus		123231	2A	Hardyston	Poor
OP1481	1FDEE3FS38DA63554	162015	2013	5310	Ford	Cutaway	Mini-Bus	SNI	65840	15	Hardyston	Fair
OP1480	1FDDE4FS4DDA44718	134806	2013	ARRA	Ford	Cutaway	Ext Mini	Supreme	81400	16	Hardyston	Fair
OP1477	1FDDE4FS1DDA64263	142389	2013	5310	Ford	Cutaway	Ext Mini	Supreme	81400	19	Hardyston	Fair
OP1478	1FDDE4FS8DDA64261	138279	2013	5310	Ford	Cutaway	Ext Mini	Supreme	81400	18	Hardyston	Fair
OP1479	1FDDE4FSXDDA64262	137776	2013	5310	Ford	Cutaway	Ext Mini	Supreme	81400	17	Hardyston	Fair
OP1476	4UZADEDU6ECFS0291	132723	2014	5310	FRT	Medium Bus	Bus		125000	2	Hardyston	Fair
OP1482	4UZADEDU8ECFS0292	130260	2014	5310	FRT	Medium Bus	Bus		125000	3	Hardyston	Out of Service
CG4AMZ	1FDDE4FSXDDDB30714	88890	2013	5310	Ford	Cutaway	Mini-Bus	Champion	83500	20	Hardyston	Good
OP1484	1FDDE4FS1DDB30715	98343	2013	5310	Ford	Cutaway	Mini-Bus	Champion	83500	21	Hardyston	Good
OP1483	1FDDE4FS0DDB36442	123991	2013	New Frdm	Ford	Cutaway	Mini-Bus	Champion	83500	22	Hardyston	Fair
OP1487	1FDDE4FSXEDA13538	123352	2014	New Frdm	Ford	Cutaway	Mini-Bus	Supreme	83500	23	Hardyston	Fair
OP1486	1FDDE4FS6EDA13536	113945	2014	5310	Ford	Cutaway	Mini-Bus	E450	83500	24	Hardyston	Fair
OP1485	1FDDE4FS1EDA13539	122001	2014	5310	Ford	Cutaway	Mini-Bus	E450	83500	25	Hardyston	Fair
OP1489	1FDDE4FSXEDA13555	116764	2014	5310	Ford	Cutaway	Mini-Bus	Supreme	83500	26	Hardyston	Fair
OP5452	1FDDE4FS3GDC56790	30507	2017	5310	Ford	Cutaway	Mini-Bus	E350	61200	33	Hardyston	New
OP5453	1FDDE4FS3GDC56787	36471	2017	5310	Ford	Cutaway	Mini-Bus	E350	61200	37	Hardyston	New
OP5497	1FDEE3FS6HDC52806	27556	2017	5310	Ford	Cutaway	Mini-Bus	E350	61200	31	Hardyston	New
OP4373	2C7WDGB6HR743025	6163	2017	5310	Dodge	Mini Van	Van	Caravan	39866	5	Hardyston	New
OP5913	4UZADRDU8HCJJ2061	800	2018	5310	FRT	Medium Bus	Bus		134000	1	Hardyston	New
OP5914	4UZADRDU8HCJJ2062	800	2018	5310	FRT	Medium Bus	Bus		134000	4	Hardyston	New

Non-Vehicle Inventory

FTA funded non-vehicle inventory, for those subrecipients who have used 5311 funds to purchase non-vehicle items. Attach as NJT Attachment I (Use provided Excel spreadsheet).

Inventory/Asset Name	Serial Number	Funding Source	Grant Year	Date of Purchase	Original Purchase Price	Maintenance Plan Required for Items over \$5,000.00*	Date Useful Life will be met
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All items purchased with FTA funding must be tagged with grant year, funding source and date of purchase.

Capital Disposal 2017

1. Did the applicant dispose of any vehicles and/or equipment purchased with SCDRTAP funds in calendar year 2017 (to date)?
 Yes No

If yes, were any vehicles and/or equipment removed from service before the end of useful life?

- Yes* No

*If yes, complete the Table 13 below

2. Did the applicant dispose of any vehicles and/or equipment purchased with Section 5311 funds in 2017?
 Yes No

If yes, were any vehicles and/or equipment removed from service before the end of useful life?

- Yes* No

*If yes, complete the Table 13 below

Table 13

Description of Disposed Equipment	Grant Used to Purchase Equipment		Was NJ TRANSIT notified?		Date of Notification	Amount Received if Auction or Sold	Was Supporting Documentation Submitted?		Appraised Value if Vehicle was removed prior to useful life	Name of Appraiser
	SCDRTAP	5311	Yes	No			Yes	No*		

SECTION V - PUBLIC OUTREACH

Public Outreach Activities

1. Describe special events, presentations, conferences, articles, news coverage, reports or any other forms of media that the county participated in 2017 to-date. In addition, if applicable, any activities that may be planned for 2019.

Skylands Ride actively participates in all senior events including Sussex County College Senior Day, the State Fair, Senior Day at Selective Insurance, Senior Presidents Club, Healthy Living Festival and the Senior Caregivers Expo. Skylands Ride has a booth at the annual State Fair held in August. Skylands Ride partners with the Sussex County Aging and Disability Resource Connection Program to distribute marketing materials to seniors and persons with disabilities in their office and at their events. Skylands Ride was present at Sussex County Project Community Connect events, which is organized through the Sussex County Department of Health and Human Services. This event is a one-stop shop for human services and health information for community members featuring information and education on foreclosure intervention, housing, child care assistance, transportation, mental health, among many other topics. Attendance for this event is usually between 100-150 people, if not more, as advertising efforts increase. Staff from Skylands Ride have been available to help community members navigate the transportation system here in Sussex County including assistance properly understanding the bus schedules. Skylands Ride staff and materials have also been available at annual community events such as town days and Sussex County Day event, organized through the Sussex County Chamber of Commerce. Skylands Ride staff has also been present at numerous Freeholder forums to present the county-run transportation services, Skylands Ride, to representatives of the 24 Sussex County municipalities.

2. Provide a list of locations of where transportation marketing materials are distributed in the service area, how often are they distributed?

All public outreach and marketing materials are available year-round. Marketing material and public outreach are publicized on radio and cable TV, in newspapers, county and municipal offices, human service agencies, as well as county libraries. Information and marketing materials are also shared and distributed at the monthly meetings of the Sussex County Human Services Advisory Committee, Sussex County Disability Advisory Council (DSAC), Sussex County Council of Service Agencies (CSA), Sussex County Council on Senior Services (which is the County's ADRC serving seniors and persons with disabilities), at which representatives from almost all community based organizations operating in the County are in attendance. These meetings occur on a monthly basis, with the exception of July or August. A representative from Sussex County Skylands Ride attends all meetings and provides monthly updates to agency representatives on upcoming meetings, changes in services as well as periodic formal presentations and marketing materials about available services so that all agencies will have current information on transportation for their clients.

Marketing Materials are also distributed at a booth located at the Sussex County Farm and Horse Show/State Fair, senior events at the Sussex County Farm and Horse Show/State Fair, County College of Sussex, Caregivers Coalition, Senior Day at Selective Risk Insurance, take control of your health classes, back to school day, Sussex County Day, Project Community Connect events and "services day" at Project Self Sufficiency. Transportation services in Sussex County will be also be advertised through the new

Human Services Directory which is now available on the Sussex County website. There are currently over 900 entries in the area of human services, including transportation. There are advertising efforts currently taking place to make sure that the community is aware of this resource, including targeting the twenty-four municipalities in Sussex County. The Sussex County Human Services Advisory Council also completed a 2018 Human Services Resource Guide which advertises transportation services provided through Skylands Ride.

The Sussex County Transportation Citizens Advisory Board (SCTCAC) includes a member for Sussex County ARC (SCARC), a representative from DAWN and liaison from the County's Senior and Disabled Services. Conduits for information, these representatives share marketing materials and transportation information with their agency members and provide a unique perspective for the SCTCAC.

3. In planning public transportation services, private sector providers must be given an opportunity to express their views. How does the subrecipient allow for input on services from private operators in the service area?

The Sussex County Citizens Advisory Committee holds an Annual Public Hearing for SCDRTAP and S5311 contracts which encourages input from private operators and the public. A legal notice is placed in the paper 30 days prior to the public hearing. The local radio stations broadcast the hearing through public service announcements. The County Clerk and Clerk of the Board post a notice of the hearing. The Municipal Clerks in all Sussex County towns are asked to post the hearing notice. Bus companies operating in Sussex are sent a letter notifying them of the public hearing. Advisory councils and committees under the County of Sussex as well as community committees are sent notifications in order to distribute to their agency staff, clients, families and community members. Notices are posted on Skylands Ride buses and written testimony is also encouraged if community members cannot attend the public hearing in person. This year the Transportation Public Hearing is scheduled for Tuesday, September 18, 2018 at 12:00 p.m. at the Sussex County Community College in the Performing Arts Center in the Atrium.

Marketing Materials

1. Attach SCDRTAP and Section 5311 marketing materials. (i.e., system brochure, timetables, cable TV ads, advertising, mailings, newspaper articles and copies of website). Attach as NJT Attachment J
2. Do you make service information available in accessible format upon request?
 Yes No

NJT Attachment J

Skylands Connect Saturday

Except County holidays

Times listed in light type=AM, bold type=PM

SOUTHBOUND SCHEDULE

Sussex Warrage Library (Rt. 565)	8:20	10:50	12:05
Opposite Sussex Middle Sch (Rt. 639)	8:23	10:53	12:08
St. Clare's Sussex (Walnut St.)	8:26	10:56	12:11
A&P at Lakeland Bank (Old Rt. 23)	8:28	10:58	12:13
Warrage Plaza (Rt. 23)	8:33	11:03	12:18
Hamburg Municipal Bldg (Walkill Ave.)	8:39	11:09	12:24
YMCA via Carlton Village	8:45	11:15	12:30
Hamburg Plumbing Supply (Rt. 23)	8:53	11:23	12:38
Highlands Workshop Franklin (Main)	—	—	—
Junction & Main Sts. Franklin	8:59	11:29	12:44
Franklin Weis Market (Rt. 23)	9:05	11:35	12:50
Franklin Wal-Mart (Rt. 23)	9:07	11:37	12:52
Franklin Shop-Rite (Rt. 23)	9:08	11:38	12:53
Ogdensburg Fire House (Rt. 517)	9:16	11:46	1:01
Town Center Dr. & Rt. 517	9:22	11:52	1:07
Sparta Theater	9:27	11:57	1:12
Andover Nursing Home (Rt. 669)	9:39	12:09	1:24
Hampson Street	9:47	12:17	1:30
Newton Medical Center	—	—	—
Mill Street (Highrise)	9:56	12:26	1:41
Project Self Sufficiency	—	—	—
Sussex Community College	—	—	—
Newton Weis Market (Rt. 206)	10:03	12:33	1:48
Newton Shop-Rite (Rt. 206)	10:05	12:35	1:50
Newton Wal-Mart (Rt. 206)	10:07	12:37	1:52
Hampson Plaza (Rt. 206)	10:09	12:39	1:54

NORTHBOUND SCHEDULE

Hampson Plaza (Rt. 206)	10:09	12:39	1:54
Sussex Community College	—	—	—
Project Self Sufficiency (On-Demand Only)	—	—	—
Mill Street (Fire House)	—	—	—
Newton Medical Center	10:21	12:51	2:06
Trinity Street	10:27	12:57	2:12
Andover Nursing Home (Rt. 669)	10:37	1:07	2:22
Sparta Theater	10:49	1:19	2:34
Town Center Dr. & Main St.	10:54	1:24	2:39
Opp. Ogdensburg Fire House (Rt. 517)	11:00	1:30	2:45
Franklin Weis Market (Rt. 23)	11:08	1:38	2:53
Franklin Wal-Mart (Rt. 23)	11:10	1:40	2:55
Franklin Shop-Rite (Rt. 23)	11:11	1:41	2:56
Junction & Main Sts. Franklin	11:15	1:43	3:00
Highlands Workshop Franklin (Main)	—	—	—
Granny's Pancake House (Rt. 23)	11:20	1:50	3:05
YMCA via Carlton Village	11:30	2:00	3:15
Hamburg Municipal Bldg (Walkill Ave.)	11:36	2:06	3:21
Warrage Plaza (Rt. 23)	11:42	2:12	3:27
A&P at Lakeland Bank (Old Rt. 23)	11:47	2:17	3:32
St. Clare's Sussex (Walnut St.)	11:49	2:19	3:34
Sussex Middle School (Rt. 639)	11:52	2:22	3:37
Sussex Warrage Library (Rt. 565)	11:55	2:25	3:40

Skylands New Freedom

New Freedom service is available weekdays on request between Newton Park & Ride and the Netcong train station. You must call (973) 579-0480 48 business hours in advance.

Days: Monday–Friday except County holidays
 Fare: \$2.00 per one-way trip

Skylands On-Request Service

Senior citizens, veterans, people with disabilities and members of the general public going to work, school or training.

Days: Monday–Friday
 Times: 5:30 A.M.–6:30 P.M.

For reservations and fare information call (973) 579-0480. All vehicles are accessible.

Within Sussex County for local errands: nutrition, medical appointments, education/training, employment, shopping, hairdresser appointments, banking, and community services.

Out of Sussex County for non-emergency medical appointments only: dialysis, therapy, radiation treatment, mental health, specialized hospitals, and veterans facilities.

Shoppers' Service

Skylands On-Request provides scheduled service from many Sussex County communities to major grocery and retail destinations on designated days. For information on schedules or to reserve a seat on a shoppers trip, contact Skylands On-Request at (973) 579-0480.

Day	Shopper Group	Store
Monday	Frankford/Montague/Sandyston area	Newton Wal-Mart/Shoprite/Weis
	Vernon area	Franklin Wal-Mart/Shoprite/Weis
Tuesday	Franklin/Hardyston area	Franklin Wal-Mart/Shoprite/Weis
	Ogdensburg/Stockholm area	Franklin Wal-Mart/Shoprite/Weis
	Sussex/Warrage area	Sussex A&P/Warrage Plaza/Franklin Wal-Mart
	Newton area	Newton Wal-Mart/Shoprite/Weis
Wednesday	Lafayette/Hampson area	Newton Wal-Mart/Shoprite/Weis
	Branchville area	Newton Wal-Mart/Shoprite/Weis
Thursday	Byram/Stanhope/Hopacong area	Byram Shoprite
	Vernon area	Vernon A&P



SUSSEX COUNTY



Includes:

- Skylands Connect
- Skylands Connect Saturday
- Skylands New Freedom
- Skylands On-Request Service
- Shoppers' Service
- Fares and Information



EFFECTIVE JULY 2013

SKYLANDS RIDE

Skylands Connect

Monday-Friday except County holidays

Times listed in light type=AM, bold type=PM

SOUTHBOUND SCHEDULE

Sussex Wantage Library (Rt. 565)	5:50	7:05	8:20	9:35	10:50	12:05	1:20	2:35	3:50	
Opposite Sussex Middle School (Rt. 639)	5:53	7:08	8:23	9:38	10:53	12:08	1:23	2:38	3:53	
St. Clare's Sussex (Walnut St.)	5:56	7:11	8:26	9:41	10:56	12:11	1:26	2:41	3:56	
A&P at Lakeside Bank (Old Rt. 23)	5:58	7:13	8:28	9:43	10:58	12:13	1:28	2:43	3:58	
Wantage Plaza (Rt. 23)	6:03	7:18	8:33	9:48	11:03	12:18	1:33	2:48	4:03	
Hamburg Municipal Bldg. (Walkill Ave.)	6:09	7:24	8:39	9:54	11:09	12:24	1:39	2:54	4:09	
YMCA via Carlton Village	5:00	6:15	7:30	8:45	10:00	11:15	12:30	1:45	3:00	4:15
Hamburg Plumbing Supply (Rt. 23)	5:08	6:23	7:38	8:53	10:08	11:23	12:38	1:53	3:08	4:23
Highlands Workshop Franklin (Main)	5:13	6:28	7:43	8:58	10:13	11:28	12:43	1:58	3:13	4:28
Junction & Main Sts. Franklin	5:14	6:29	7:44	8:59	10:14	11:29	12:44	1:59	3:14	4:29
Franklin Weis Market (Rt. 23)	5:20	6:35	7:50	9:05	10:20	11:35	12:50	2:05	3:20	4:35
Franklin Wal-Mart (Rt. 23)	5:22	6:37	7:52	9:07	10:22	11:37	12:52	2:07	3:22	4:37
Franklin Shop-Rite (Rt. 23)	5:23	6:38	7:53	9:08	10:23	11:38	12:53	2:08	3:23	4:38
Ogdensburg Fire House (Rt. 517)	5:31	6:46	8:01	9:16	10:31	11:46	1:01	2:16	3:31	4:46
Town Center Dr. & Rt. 517	5:37	6:52	8:07	9:22	10:37	11:52	1:07	2:22	3:37	4:52
Sparta Theater	5:42	6:57	8:12	9:27	10:42	11:57	1:12	2:27	3:42	4:57
Andover Nursing Home (Rt. 669)	5:54	7:09	8:24	9:39	10:54	12:09	1:24	2:39	3:54	5:09
Hampton Street	6:02	7:17	8:32	9:47	11:02	12:17	1:32	2:47	4:02	5:17
Newton Medical Center	6:08	7:23	8:38	9:53	11:08	12:23	1:38	2:53	4:08	5:23
Mill Street (Highrise)	6:11	7:26	8:41	9:56	11:11	12:26	1:41	2:56	4:11	5:26
Project Self Sufficiency	6:13	7:28	8:43	9:58	11:13	12:28	1:43	2:58	4:13	5:28
Sussex Community College*	6:15	7:30	8:45	10:00	11:15	12:30	1:45	3:00	4:15	5:30
Newton Weis Market (Rt. 206)	6:18	7:33	8:48	10:03	11:18	12:33	1:48	3:03	4:18	5:33
Newton Shop-Rite (Rt. 206)	6:20	7:35	8:50	10:05	11:20	12:35	1:50	3:05	4:20	5:35
Newton Wal-Mart (Rt. 206)	6:22	7:37	8:52	10:07	11:22	12:37	1:52	3:07	4:22	5:37
Hampton Plaza (Rt. 206)	6:24	7:39	8:54	10:09	11:24	12:39	1:54	3:09	4:24	5:39

* If the College is closed due to inclement weather, the bus does not go through the campus.

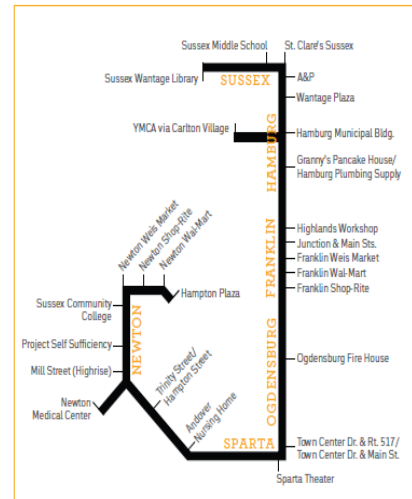
NORTHBOUND SCHEDULE

Hampton Plaza (Rt. 206)	6:24	7:39	8:54	10:09	11:24	12:39	1:54	3:09	4:24	5:39
Sussex Community College*	6:27	7:42	8:57	10:12	11:27	12:42	1:57	3:12	4:27	5:42
Project Self Sufficiency (On Demand Only)	6:29	7:44	8:59	10:14	11:29	12:44	1:59	3:14	4:29	5:44
Mill Street (Opposite Highrise)	6:31	7:46	9:01	10:16	11:31	12:46	2:01	3:16	4:31	5:46
Newton Medical Center	6:36	7:51	9:06	10:21	11:36	12:51	2:06	3:21	4:36	5:51
Tinny Street	6:42	7:57	9:12	10:27	11:42	12:57	2:12	3:27	4:42	5:57
Andover Nursing Home (Rt. 669)	6:52	8:07	9:22	10:37	11:52	1:07	2:22	3:37	4:52	6:07
Sparta Theater	7:04	8:19	9:34	10:49	12:04	1:19	2:34	3:49	5:04	6:19
Town Center Dr. & Main St.	7:09	8:24	9:39	10:54	12:09	1:24	2:39	3:54	5:09	6:24
Opposite Ogdensburg Fire House (Rt. 517)	7:15	8:30	9:45	11:00	12:15	1:30	2:45	4:00	5:15	6:30
Franklin Weis Market (Rt. 23)	7:23	8:38	9:53	11:08	12:23	1:38	2:53	4:08	5:23	6:38
Franklin Wal-Mart (Rt. 23)	7:25	8:40	9:55	11:10	12:25	1:40	2:55	4:10	5:25	6:40
Franklin Shop-Rite (Rt. 23)	7:26	8:41	9:56	11:11	12:26	1:41	2:56	4:11	5:26	6:41
Junction & Main Sts. Franklin	7:30	8:45	10:00	11:15	12:30	1:45	3:00	4:15	5:30	
Highlands Workshop Franklin (Main)	7:31	8:46	10:01	11:16	12:31	1:46	3:01	4:16	5:31	
Granny's Pancake House (Rt. 23)	7:35	8:50	10:05	11:20	12:35	1:50	3:05	4:20	5:35	
YMCA via Carlton Village	6:30	7:45	9:00	10:15	11:30	12:45	2:00	3:15	4:30	5:45
Hamburg Municipal Bldg. (Walkill Ave.)	6:36	7:51	9:06	10:21	11:36	12:51	2:06	3:21		
Wantage Plaza (Rt. 23)	6:42	7:57	9:12	10:27	11:42	12:57	2:12	3:27		
A&P (Old Rt. 23)	6:47	8:02	9:17	10:32	11:47	1:02	2:17	3:32		
St. Clare's Sussex (Walnut St.)	6:49	8:04	9:19	10:34	11:49	1:04	2:19	3:34		
Sussex Middle School (Rt. 639)	6:52	8:07	9:22	10:37	11:52	1:07	2:22	3:37		
Sussex Wantage Library (Rt. 565)	6:55	8:10	9:25	10:40	11:55	1:10	2:25	3:40		

* If the College is closed due to inclement weather, the bus does not go through the campus.

† On demand transfer service available.

Route Map



Information

- Fares are \$1.00 per one-way trip. Customers must have exact fare. Monthly discount cards are available from the Skylands Ride Office. Senior citizens and people with disabilities may participate in the NJ Transit Reduced Fare Program.
- Customers will be picked up and discharged at all established stops. Operators will stop at other locations along the route on a hand signal from the customer only if the operator can pull off the road safely.
- State law prohibits smoking on the bus. Drinking, eating and playing a radio without an earplug are also prohibited. Excessive noise or abusive language will result in immediate expulsion from the bus.

Route Deviation

- Route deviation service is available to the general public up to 3/4 of a mile on either side of the established route where accessible.
- Customers must call the Skylands Ride Office one day in advance at (973) 579-0480. However, same-day requests will be honored as operating circumstances demand.
- No more than one deviation will be honored for any trip on the route.

The fare for a Route Deviation is an additional \$1.00 per one-way trip. Senior citizens and people with disabilities are exempt from paying the route deviation.



Contact Skylands Ride

Phone: (973) 579-0480
 Web: www.sussex.nj.us
 Click on Public Transportation

Skylands Rides operates programs without regard to Race, Creed, Color, National Origin, Ancestry, Nationality, Ethnicity, Marital or Domestic Partnership or Civil Union Status, Sex, Gender Identity or Expression, Affectional or Sexual Orientation, or Disability. To file a complaint, or for more information on Sussex County Skylands Ride's obligations under Title VI write to: Sussex County Skylands Ride, One Spring Street, Newton, NJ 07860. Transportation services provided by this agency are in whole or part funded through federal funds received through NJ Transit and as an individual you also have the right to file your complaint under Title VI to NJ Transit by writing to: NJ Transit Customer Service - Title VI Division, One Penn Plaza East, Newark, NJ 07105 or visit njtransit.com/diversity. A complaint must be filed within 180 days of the alleged discrimination.

Cover photo by Flickr user Navin75

Attachment J3b

- General Information**
- 1) Fares are \$1.00 per one-way trip. Customers must have exact fare. Monthly discount cards are available from the Skylands Ride Office. Senior citizens and people with disabilities may participate in the New Jersey Reduced Fare Program.
 - 2) Customers will be picked up and discharged at all established stops. Operators will stop at other locations along the route on a hand signal from the customer only if the operator can pull off the road safely.
 - 3) State law prohibits smoking on the bus. Drinking, eating and playing a radio without an earplug are also prohibited. Excessive noise or abusive language will result in immediate expulsion from the bus.

Route Deviation Policy

- 1) Route deviation service is available to the general public up to 3/4 of a mile on either side of the established route where accessible.
- 2) Customers must call the Skylands Ride Office one day in advance at (973) 579-0480. However, same-day requests will be honored as operating circumstances demand.

The fare for a Route Deviation is \$1.00 per one-way trip. Senior citizens and people with disabilities are exempt from paying the route deviation fare.

Funded in part by the Federal Transportation Authority and NJ Transit

Skylands Rides operates programs without regard to Race, Creed, Color, National Origin, Ancestry, Nationality, Ethnicity, Marital or Domestic Partnership or Civil Union Status, Sex, Gender Identity or Expression, Age, Sexual Orientation, or Disability. To file a complaint, or for more information on Skylands Rides' obligations under Title VI write to: One Spring St., Newton, NJ 07960 or visit www.sussexcnj.us. Transportation services provided by this agency are in whole or part funded through federal funds received through NJ TRANSIT and as an individual you also have the right to file your complaint under Title VI to NJ TRANSIT by writing to: New Jersey Transit, Customer Services – Title VI Division, One Penn Plaza East, Newark, NJ 07105 or visit njtransit.com/diversity. A complaint must be filed within 180 days of the alleged discrimination.



**Skylands Ride
Saturday Connect
Timetable**

**Featuring Route Deviation Program
Effective December 15, 2012**



Accessible

“Ride the Bus With Us!”

*Sussex County Skylands Ride
(973) 579-0480*

Attachment J3b

Saturday Services
 Times listed in light type = AM, bold type = PM *** means No Service
 Web: sussex.nj.us/transit

Northbound

Hampton Plaza (Rt. 206)	10:09	12:39	1:54
Sussex Community College (when open)	****	****	****
Project Self Sufficiency (ON DEMAND ONLY)	****	****	****
Mill St. (Firehouse)	****	****	****
Newton Memorial Hospital	10:21	12:51	2:06
Trinity Street	10:27	12:57	2:12
Andover Nursing Home (Rt. 669)	10:37	1:07	2:22
Sparta Theater	10:49	1:19	2:34
Town Center Dr. & Main St.	10:54	1:24	2:39
OPPOSITE Ogdensburg Fire House (Rt. 517)	11:00	1:30	2:45
Franklin Weis Market (Rt. 23)	11:08	1:38	2:53
Franklin Wal*Mart (Rt. 23)	11:10	1:40	2:55
Franklin Shop-Rite (Rt. 23)	11:11	1:41	2:56
Junction & Main Sts., Franklin	11:15	1:43	3:00
Highlands Workshop, Franklin (Main)	****	****	****
Granny's Pancake House, Rt. 23	11:20	1:50	3:05
YMCA/Carlton Village via Wits End	11:30	2:00	3:15
Hamburg Municipal Bldg (Walkill Ave.)	11:36	2:06	3:21
Wantage Plaza (Rt. 23)	11:42	2:12	3:27
Sussex A&P Plaza (Old Rt. 23)	11:47	2:17	3:32
St. Clare's, Sussex (Walnut St.)	11:49	2:19	3:34
Sussex Middle School (Rt. 639)	11:52	2:22	3:37
Sussex Wantage Library (Rt. 565)	11:55	2:25	3:40

Southbound

Sussex Wantage Library (Rt. 565)	8:20	10:50	12:05
OPPOSITE Sussex Middle School (Rt. 639)	8:23	10:53	12:08
St. Clare's, Sussex (Walnut St.)	8:26	10:56	12:11
A&P at Lakeland Bank (Old Rt. 23)	8:28	10:58	12:13
Wantage Plaza (Rt. 23)	8:33	11:03	12:18
Hamburg Municipal Bldg (Walkill Ave.)	8:39	11:09	12:24
YMCA/Carlton Village via Wits End	8:45	11:15	12:30
Hamburg Plumbing Supply, Rt. 23	8:53	11:23	12:38
Highlands Workshop, Franklin (Main)	****	****	****
Junction & Main Sts., Franklin	8:59	11:29	12:44
Franklin Weis Market (Rt. 23)	9:05	11:35	12:50
Franklin Wal*Mart (Rt. 23)	9:07	11:37	12:52
Franklin Shop-Rite (Rt. 23)	9:08	11:38	12:53
Ogdensburg Fire House (Rt. 517)	9:16	11:46	1:01
Town Center Dr., & Rt. 517	9:22	11:52	1:07
Sparta Theater	9:27	11:57	1:12
Andover Nursing Home (Rt. 669)	9:39	12:09	1:24
Hampton Street	9:47	12:17	1:32
Newton Memorial Hospital	****	****	****
Mill Street (Highrise)	9:56	12:26	1:41
Project Self Sufficiency	****	****	****
Sussex Community College	****	****	****
Newton Weis Market (Rt. 206)	10:03	12:33	1:48
Newton Shop-Rite (On South Park Drive)	10:05	12:35	1:50
Newton Wal*Mart (Rt. 206)	10:07	12:37	1:52
Hampton Plaza (Rt. 206)	10:09	12:39	1:54

Attachment J4a

Rev. Eff. 6/15/13



Sussex County Skylands Ride



Customer Guide



"Sussex County Skylands Ride (SCSR) is dedicated to improving the mobility of its customers in a safe, courteous"

Welcome to our Customer Guide to transportation in and around Sussex County. It contains information on all of the services provided by Sussex County Skylands Ride (SCSR). In addition, you will find contact information on NJ TRANSIT services to this area as well as other agency services, and municipal senior citizen programs in the County.

This Guide is designed to help you access the mobility you need to live and work in your community. There is a wealth of information here for you, so please take some time to carefully read through the Guide. We are here to assist you in any way we can. You can reach us at (973) 579-0480 (TTY—973-948-0797).

If you have comments or concerns about this Guide or other transit issues, please contact us at:
 Sussex County Skylands Ride
 One Spring Street
 Newton, NJ 07860

Or call us at:
 (973) 579-0480
 TTY (973) 948-0797

- Route Deviation Policy**
- 1) Route deviation service is available to the general public up to 3/4 of a mile on either side of the established route where accessible for an additional fare of \$1.00. Senior citizen and people with disabilities discounts apply.
 - 2) Customers must call the Skylands Ride Office one day in advance. However, same-day requests will be honored as operating circumstances demand.

Southbound—Monday-Friday except County Holidays

	Southbound
Sussex Wantage Library (Rt. 365)	5:50 7:05 8:20 9:35 10:50 12:05 1:20 2:35 3:50
OPPOSITE Sussex Middle School (Rt. 639)	5:53 7:08 8:23 9:38 10:53 12:08 1:23 2:38 3:53
St. Clare's, Sussex (Walnut St.)	5:56 7:11 8:26 9:41 10:56 12:11 1:26 2:41 3:56
A&P at Lakeland Bank (Og Rt. 23)	5:58 7:13 8:28 9:43 10:58 12:13 1:28 2:43 3:58
Wantage Plaza (Rt. 23)	6:03 7:18 8:33 9:48 11:03 12:18 1:33 2:48 4:03
Hamburg Municipal Bldg (Walnut Ave.)	6:09 7:24 8:39 9:54 11:09 12:24 1:39 2:54 4:09
YMCA/Carroll Village via Wits End	5:00 6:15 7:30 8:45 10:00 11:15 12:30 1:45 3:00 4:15
Hamburg Plumbing Supply, Rt. 23	5:08 6:23 7:38 8:53 10:08 11:23 12:38 1:53 3:08 4:23
Lighthouse Workshops, Franklin (Main)	5:14 6:29 7:44 8:59 10:14 11:29 12:44 1:59 3:14 4:29
Junior & Main Sts., Franklin	5:14 6:29 7:44 8:59 10:14 11:29 12:44 1:59 3:14 4:29
Franklin Wets Market (Rt. 28)	5:20 6:35 7:50 9:05 10:20 11:35 12:50 2:05 3:20 4:35
Franklin Wets Market (Rt. 23)	5:22 6:37 7:52 9:07 10:22 11:37 12:52 2:07 3:22 4:37
Opposite Shoprite (Rt. 28)	5:33 6:48 8:03 9:18 10:33 11:48 1:03 2:18 3:33 4:48
Opposite Shoprite (Rt. 317)	5:33 6:48 8:03 9:18 10:33 11:48 1:03 2:18 3:33 4:48
Town Center Dr. & Rt. 517	5:37 6:52 8:07 9:22 10:37 11:52 1:07 2:22 3:37 4:52
Sparta Theater	5:42 6:57 8:12 9:27 10:42 11:57 1:12 2:27 3:42 4:57
Adelphi Nursing Home (Rt. 669)	5:54 7:09 8:24 9:39 10:54 12:09 1:24 2:39 3:54 5:09
Hampton Street	6:02 7:17 8:32 9:47 11:02 12:17 1:32 2:47 4:02 5:17
Newton Memorial Hospital	6:08 7:23 8:38 9:53 11:08 12:23 1:38 2:53 4:08 5:23
Mill Street (Bt. Prices)	6:11 7:26 8:41 9:56 11:11 12:26 1:41 2:56 4:11 5:26
Project Self-Defense	6:13 7:28 8:43 9:58 11:13 12:28 1:43 2:58 4:13 5:28
Sussex Community College	6:15 7:30 8:45 10:00 11:15 12:30 1:45 3:00 4:15 5:30
Newton Wets Market (Rt. 206)	6:18 7:33 8:48 10:03 11:18 12:33 1:48 3:03 4:18 5:33
Newton Shop-Rite (On South Park Drive)	6:20 7:35 8:50 10:05 11:20 12:35 1:50 3:05 4:20 5:35
Newton Wets Market (Rt. 206)	6:22 7:37 8:52 10:07 11:22 12:37 1:52 3:07 4:22 5:37
Hampton Plaza (Rt. 206)	6:24 7:39 8:54 10:09 11:24 12:39 1:54 3:09 4:24 5:39

General Information

1. Fares are \$1.00 per one-way trip. Customers **must** have exact fare. Monthly discount cards are available from the Skylands Ride Office. Senior citizens and people with disabilities may participate in the New Jersey Reduced Fare Program.
2. Customers will be picked up and discharged at all established stops. Operators will stop at other locations along the route on a hand signal from the customer **only** if the operator can pull off the road safely.
3. State law prohibits smoking on the bus. Drinking, eating and playing a radio without an earplug are also prohibited. Excessive noise or abusive language will result in immediate expulsion from the bus.

ABOUT SUSSEX COUNTY SKYLANDS RIDE

Sussex County Skylands Ride was established in 1981 as a Federal Highway Demonstration Project to offer rural public transportation to the residents of the County. Over the years SCSR has evolved into a multi-faceted operation serving a number of programs and public sectors. The service began with two buses and four staff members and has grown to some 25 fleet vehicles and 30 staff. Over 120,000 rides are provided annually.

SCSR service is divided into two major categories: public deviated fixed route (Skylands Connect) and paratransit or demand response transit (Skylands Request). A new service called New Freedom is available to connect with trains and buses at the Netcong transit hub. The New Freedom feeder service runs from Newton down the Route 206 corridor to the train station. Passengers may schedule a pick-up to come into Sussex County from Netcong or travel from Sussex County to Netcong. Trips must be booked 48 hours in advance.

These services are operated over the course of a 14 hour day from 5a.m. to 7p.m., Monday through Friday, with the exception of the County holidays listed below.

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Lincoln's Birthday	Veterans Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve

Northbound—Monday-Friday except County Holidays

Hampton Plaza (Rt. 206)	6:24	7:39	8:54	10:09	11:24	12:39	1:54	3:09	4:24	5:39
Sussex Community College	6:27	7:42	8:57	10:12	11:27	12:42	1:57	3:12	4:27	5:42
Project Self-Sufficiency (ON DEMAND ONLY)	6:29	7:44	8:59	10:14	11:29	12:44	1:59	3:14	4:29	5:44
Mill Street (Firehouse)	6:31	7:46	9:01	10:16	11:31	12:46	2:01	3:16	4:31	5:46
Newton Memorial Hospital	6:36	7:51	9:06	10:21	11:36	12:51	2:06	3:21	4:36	5:51
Trinity Street	6:42	7:57	9:12	10:27	11:42	12:57	2:12	3:27	4:42	5:57
Andover Nursing Home (Rt. 669)	6:52	8:07	9:22	10:37	11:52	1:07	2:22	3:37	4:52	6:07
Sparta Theater	7:04	8:19	9:34	10:49	12:04	1:19	2:34	3:49	5:04	6:19
Town Center Dr. & Main St.	7:09	8:24	9:39	10:54	12:09	1:24	2:39	3:54	5:09	6:24
OPPOSITE Ogdensburg Fire House (Rt. 517)	7:15	8:30	9:45	11:00	12:15	1:30	2:45	4:00	5:15	6:30
Franklin Weis Market (Rt. 23)	7:23	8:38	9:53	11:08	12:23	1:38	2:53	4:08	5:23	6:38
Franklin Wal-Mart (Rt. 23)	7:25	8:40	9:55	11:10	12:25	1:40	2:55	4:10	5:25	6:40
Franklin Shop-Rite (Rt. 23)	7:26	8:41	9:56	11:11	12:26	1:41	2:56	4:11	5:26	6:41
Junction & Main St., Franklin	7:30	8:45	10:00	11:15	12:30	1:45	3:00	4:15	5:30	
Highlands Workshop, Franklin (Main)	7:31	8:46	10:01	11:16	12:31	1:46	3:01	4:16	5:31	
Grammy's Pancake House, Rt. 23	7:35	8:50	10:05	11:20	12:35	1:50	3:05	4:20	5:35	
YMCA/Carlton Village, Via Wits End	6:30	7:45	9:00	10:15	11:30	12:45	2:00	3:15	4:30	5:45
Hamburg Municipal Bldg. (Wa Kill Ave.)	6:36	7:51	9:06	10:21	11:36	12:51	2:06	3:21		
Wantage Plaza (Rt. 23)	6:42	7:57	9:12	10:27	11:42	12:57	2:12	3:27		
Sussex A&P Plaza (Old Rt. 23)	6:47	8:02	9:17	10:32	11:47	1:02	2:17	3:32		
St. Clare's, Sussex (Walnut St.)	6:49	8:04	9:19	10:34	11:49	1:04	2:19	3:34		
Sussex Middle School (Rt. 639)	6:52	8:07	9:22	10:37	11:52	1:07	2:22	3:37		
Sussex Wantage Library (Rt. 565)	6:55	8:10	9:25	10:40	11:55	1:10	2:25	3:40		

SKYLANDS RIDE SERVICES AT A GLANCE

Skylands Connect



- Available to the General Public
- Two (2) linear routes within Sussex County*
- Monday– Friday 5a.m.-6:30 p.m.
- Fare: \$1.00/one-way trip, exact change
- Monthly passes available for \$20.00 per month
- Route Deviation Program available
- Demand Response service available in some areas
- All vehicles are accessible
- Personal Assistants, service animals & portable oxygen accommodated

*See pages 10 & 11 for scheduled stops or check the website at sussex.nj.us/transit. Skylands Connect is now on Google Transit (www.google.com/transit).

Skylands Rides operates programs without regard to Race, Creed, Color, National Origin, Ancestry, Nationality, Ethnicity, Marital or Domestic Partnership or Civil Union Status, Sex, Gender Identity or Expression, Affectional or Sexual Orientation, or Disability. To file a complaint, or for more information on Skylands Ride's obligations under Title VI write to: One Spring St., Newton, NJ 07860 or visit www.sussex.nj.us. Transportation services provided by this agency are in whole or part funded through federal funds received through NJ TRANSIT and as an individual you also have the right to file your complaint under Title VI to NJ TRANSIT by writing to: New Jersey Transit Customer Service – Title VI Division, One Penn Plaza East, Newark, NJ 07105 or visit njtransit.com/diversity. A complaint must be filed within 180 days of the alleged discrimination.

Sussex County Skylands Ride Services

Funded in part by FTA and NJ Transit

- * Easter Seals/Highlands Workshop
- * JARC (Jobs Access Reverse Commute)
- * Municipalities
 - Hardyston Twp.
 - Vernon Twp.
- * Project Self Sufficiency
- * SCADRTAP (Senior Citizens and Disabled Residents Transportation Assistance Program)
- * Title III, Older Americans Act
- * Veterans Affairs
- * WorkFirst New Jersey

Other Services

Assisted Transportation

Catholic Family & Community Services (973) 209-0123
 Medicaid Transportation (973) 383-3600x5179

Municipal Senior Shuttles

Byram Twp. (973) 347-2500
 Hopatcong Borough (973) 770-1200
 Town of Newton (973) 383-3521
 Sparta Twp. (973) 729-2383

Out of County Connections

Lakeland Bus Lines Service to New York City from
 PO Box 898 Newton and Sparta
 425 E. Blackwell St.
 Dover, NJ 07802-0898
 (973) 366-0600
www.lakelandbus.com

New Jersey Transit Bus— Rt. 194 from
 One Penn Plaza East Stockholm to New York City
 Newark, NJ 07105 Bus Wheels Route from
 800-275-5555 Augusta to Parsippany
www.njtransit.com Rail—Morris & Essex Line from Do-
 ver & Netcong

Attachment J4c

Other travel requirements:

1. **Packages:** Drivers will also assist you in getting your parcels on and off the vehicle. However, all parcels must be able to be safely stowed out of the aisles. You will be limited to **five (5)** parcels per trip. For example, a case of water counts as a parcel, as does each bag.
2. **Food and drink:** Customers are not allowed to eat or drink while on the vehicle.
3. **Smoking:** Smoking is prohibited on all vehicles. 
4. **Noise and abusive language/conduct:** Excessively noisy or abusive language or conduct can result in immediate expulsion from the vehicle. Playing a radio or other music player without an earplug is also prohibited. For safety reasons, we ask that you do not talk to the driver while the bus is in motion.
5. **Seatbelts:** Seatbelts shall be worn.
6. **Moving about:** Customers should not stand or move about while the vehicle is in motion.
7. **Service animals:** Service animals are welcome on all vehicles. No other animals are permitted.
8. **Fares:** There is no charge for any paratransit service. However, donations are encouraged, and there are envelopes available for this purpose. Suggested donations are \$1.50 per one-way trip in county and \$3.00 per one-way trip out-of-county.
9. **Tipping:** Tipping is strictly prohibited. 

8

Skylands Request



- Senior Citizens and People with Disabilities
- Monday– Friday, 5 a.m.-6:30 p.m.
- No fare, donations only; \$1.50 in-county & \$3 out of county
- Trip reservation required; call (973) 579-0480 (then press 1)
- All vehicles are accessible
- Companions, service animals & portable oxygen accommodated
- Veterans Out of County Medical Services (including Lyons, E. Orange, and Castle Point VA's)

In County
Local Errands: nutrition, dialysis, other medical appointments, shopping, hairdresser, bank, community services, education/training, employment

Out of County
Non-emergency medical appointments: dialysis, therapy, radiation treatments, mental health, specialized hospitals, Veterans facilities

5



**2018 Sussex County
Board of Chosen Freeholders**

**Jonathan M. Rose, Director
Sylvia Petillo, Deputy Director
George F. Graham,
Carl F. Lazzaro
Herb Yardley**

**For further information, contact the
Sussex County Skylands Ride at:**



**(973) 579-0480
TTY—(973) 948-0797**



**This is a publication of
Sussex County Skylands
Ride and is available in
alternative formats.**

Public Hearing and Notification (only required for SCDRTAP funding)

Attach all documents as NJT Attachments K1-K7

1. The notice should include the location, when and where the application will be available for public review. The notice must be advertised in two different newspapers at least 30 days prior to the public hearing dates. Submit notarized copies of both public notices with application as NJT Attachment K1.
2. The Public Hearing Notice must be sent to all Municipal Clerks in your county. The Public Hearing Notice must also be sent to county organizations, agencies, and associations that serve senior citizens and people with disabilities. Submit a list of organizations and Municipalities that the letter was sent to as NJT Attachment K2.
3. A large print of the Public Hearing Notice must be posted on all system vehicles. Notice must be posted on all vehicles at least 30 days prior to the public hearing and left on the vehicles until the date of the hearing. Submit a sample of the vehicle notice **as NJT Attachment K3.**

Prior to and After Public Hearing Date:

1. Prior to the Public Hearing a copy of the 2019 budget and goals must be available for public review on the County Website and/or in the Public Library (and at least 14 days after the public hearing date). Include as **NJT Attachment K4** the screen shot of the website and copies of correspondence requesting the web post and/or name of the library branch, address and date copy was placed in Library..
2. Once your application is completed an electronic copy of the 2019 application must be placed on the county website for public review. Attach a screen shot of the county website with the link to the electronic application as **NJT Attachment K5.**
3. The County must meet with their local CAC to review the proposed service activities, goals and budget for 2019. Their input and feedback should be considered in the planning process for this application. Please indicate the date of this CAC meeting and include copy of meeting minute notes showing application was reviewed with CAC members as **NJT Attachment K6.**
4. Copies of the 2019 application (if available) or a summary of proposed activities, goals and proposed budget should be available at the public hearing.
5. Complete public hearing transcripts must be submitted. If not available by application due date the transcripts can be submitted after the application's filing deadline as **NJT Attachment K7.**

Attachment K1

SUSSEX COUNTY DIVISION OF COMMUNITY & YOUTH SERVICES
C/O CRISTINE FLORIO
ONE SPRING ST
NEWTON, NJ 07860

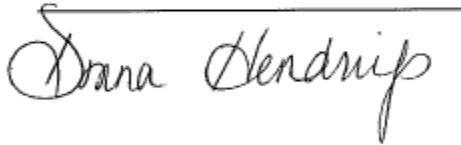
Acct Number: 2479
Ad Number: 0000182326
Insertions: 1 Total: \$15.30
Affidavit: \$7.50
Total: \$22.80

AFFIDAVIT OF PUBLICATION

NEW JERSEY, SUSSEX COUNTY, ss

Donna Hendricks, of full age being duly sworn, did depose and say that the notice hereto attached was published in THE NEW JERSEY HERALD and/or NEW JERSEY SUNDAY HERALD a newspaper printed and circulated in said county on 06/03/2018.

Sworn and subscribed before me this 5th day of June, 2018



PUBLIC NOTICE
In conformance with the Open Public Meeting Act of 1975 (N.J.P.L. 1975, c.331), the Sussex County Community Transit Citizens Advisory Committee (CAC) will hold its meetings at 1:00 p.m. in the Freeholders Meeting Room of the Sussex County Administrative Center, One Spring St., Newton, N.J., on the following dates, with the exception of the 9-18-18 meeting:
CAC revised meeting dates for calendar year 2018 are as follows at 1:00 p.m.:
June 19, 2018
September 18, 2018*
*(held at SCCC immediately following Public Hearing)
December 4, 2018
The Transportation Public hearing will be held on September 18, 2018 at 12:00 p.m. at the Sussex County Community College in the Performing Arts Center in the Atrium. The CAC meeting will immediately follow.
ATTEST:
Christine Florio
Christine Florio
June 3, 18 p1515.33
0000182326 NJH


ROBIN K. FICHTER
NOTARY PUBLIC OF NEW JERSEY
ID. # 50020719
Expires 5/11/2020

State of New Jersey
County of Middlesex

AFFIDAVIT

being duly sworn, says that (s)he is connected with The Star Ledger, a newspaper circulating in Atlantic, Bergen, Burlington, Cape May, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union, and Warren Counties, New Jersey, and that a notice of which the annexed is a true copy was published on the following dates in said newspaper:

PUBLIC NOTICE
In performance with the Open Public Meeting Act of 1975 (N.J.A.C. 17:27), the Sussex County Community Transit District Advisory Committee (CAC) will hold its meeting at 1:00 p.m. on the following dates, with the exception of the 5-18-18 meeting. CAC revised meeting dates for calendar year 2018 are as follows:
at 1:00 p.m.
September 18, 2017
Spent at SCCC immediately following Public Hearing!
December 4, 2018
The Transportation Public Hearing will be held on September 18, 2018 at 1:00 p.m. at the Sussex County Regional Center, 1000 Route 100, in the Annex. The CAC meeting will immediately follow.
ATTEST:
Overseer Florio
54078 54078

Sworn to before me this _____ day of _____, 2018.

NOTARY PUBLIC

SUSSEX COUNTY SKYLANDS RIDE
 ATTN: CHRISTINE FLORIO
 ONE SPRING STREET
 NEWTON, NJ 07860

Acct Number: 2626
 Ad Number: 0000192482
 Insertions: 1 Total: \$31.20
 Affidavit: \$7.50
 Total: \$38.70

AFFIDAVIT OF PUBLICATION

NEW JERSEY, SUSSEX COUNTY, ss
 Donna Hendricks, of full age being duly sworn, did depose
 and say that the notice hereto attached was published in
 THE NEW JERSEY HERALD and/or
 NEW JERSEY SUNDAY HERALD
 a newspaper printed and circulated in
 said county on 08/28/2018.

Sworn and subscribed before me this 28th day of August,
 2018

Donna Hendricks

Robin K. Fichter
 ROBIN K. FICHTER
 NOTARY PUBLIC OF NEW JERSEY
 I.D. # 50020719
 My Commission Expires 8/11/2020

PUBLIC HEARING NOTICE

In conformance with the Open Public Meetings Act of 1975 (P.L. 1975, c. 321), notice is hereby given that the Public Hearing of the Sussex County Community Transit Citizens Advisory Committee is scheduled to take place on September 16, 2018 at 12:00 p.m. in the Atrium in the Performing Arts Center, Sussex County Community College, One College Hill Road, Newton, N.J., which is an accessible facility. The purpose of the hearing is to consider the continued development and provision of additional or expanded accessible transportation services to senior citizens and persons with disabilities for which state assistance is being sought under the Senior Citizens and Disabled Resident Transportation Assistance Program. Public comment will also be heard on the provision of services under the Federal Transit Administration's Section 321 Program for rural and small urban public transportation and Section 5310 operating funds. The County's Plan for service under the Americans with Disabilities Act will be considered as well.

The County of Sussex will afford an opportunity for all interested persons or agencies to be heard with respect to the planning, administration and operation of these programs. Interested parties may submit oral or written evidence and recommendations with respect to said programs at or before 12:00 p.m. on September 16, 2018. Written comments should be addressed to Christine Florio, County of Sussex, Transportation Public Hearing, Administrative Center, One Spring Street, Newton, NJ 07860. Transportation to the Hearing for eligible County residents is available by calling the Sussex County Skylands Ride Office no later than 11:00 a.m. on September 11, 2018 at 973-579-0488.

The Sussex County Community Transit Citizens Advisory Committee will hold a meeting immediately following the Public Hearing in the Atrium in the Performing Arts Center, Sussex County Community College, One College Hill Road, Newton, NJ, an accessible facility.

ATTEST: /s/Christine Florio
Christine Florio
Division Director

Aug. 28, '18 09531.20
0000192482 NJH

PUBLIC HEARING NOTICE

In conformance with the Open Public Meetings Act of 1975 (PL1975, c. 231), notice is hereby given that the Public Hearing of the Sussex County Community Transit Citizens Advisory Committee is scheduled to take place on September 18, 2018 at 12:00 p.m. in the Atrium in the Performing Arts Center, Sussex County Community College, One College Hill Road, Newton, NJ, which is an accessible facility. The purpose of the hearing is to consider the continued development and provision of additional or expanded accessible transportation services to senior citizens and persons with disabilities for which state assistance is being sought under the Senior Citizen and Disabled Resident Transportation Assistance Program. Public comment will also be heard on the provision of services under the Federal Transit Administration's Section 5311 Program for rural and small urban public transportation and Section 5310 operating funds. The County's Plan for service under the Americans with Disabilities Act will be considered as well.

The County of Sussex will afford an opportunity for all interested persons or agencies to be heard with respect to the planning, administration and operation of these programs. Interested parties may submit oral or written evidence and recommendations with respect to said programs at or before 12:00 p.m. on September 18, 2018. Written comments should be addressed to Christine Florio, County of Sussex, Transportation Public Hearing, Administrative Center, One Spring Street, Newton, NJ 07860. Transportation to the Hearing for eligible County residents is available by calling the Sussex County Skylands Ride Office no later than 11:00 a.m. on September 11, 2018 at 973-579-0480.

The Sussex County Community Transit Citizens Advisory Committee will hold a meeting immediately following the Public Hearing in the Atrium in the Performing Arts Center, Sussex County Community College, One College Hill Road, Newton, NJ, an accessible facility.

ATTEST:

Christine Florio

Christine Florio
Division Director

Posted with: County Administrative Building Bulletin Board
County Clerk
New Jersey Herald
Star Ledger
Clear Channel Communications—WNNJ 103.7 FM, WSUS 102.3 FM, and
WHCY-MAX 106.3 FM



COUNTY OF SUSSEX

Department of Health & Human Services, Carol A. Novrit, Administrator
Division of Community and Youth Services
Christine Florio
Division Director

Skylands Ride
Marie Zangara
Operations Coordinator

"Serving Sussex County with Pride"

Date: August 22, 2018

To: Jeff Parrott, County Clerk

From: Christine Florio
Sussex County Division of Community and Youth Services/Skylands Ride

Re: PUBLIC NOTICE: SUSSEX COUNTY COMMUNITY TRANSIT CITIZENS ADVISORY COMMITTEE; PUBLIC HEARING AND OPEN MEETING IS SCHEDULED TO TAKE PLACE ON SEPTEMBER 18, 2018

Please post the enclosed notice to inform the public that the Sussex County Community Transit Citizens Advisory Committee's Public Hearing and Open Meeting is scheduled to take place on Tuesday, September 18, 2018 at 12:00 p.m. in the Atrium in the Performing Arts Center, Sussex County Community College, One College Hill Road, Newton.

Thank you.

Sincerely,

Christine Florio
Division Director

Enc.

Mailing Address: One Spring Street Location: 201 Wheatsworth Road, Suite 1 Telephone: 973-579-0480
Newton, NJ 07860 Hamburg, NJ 07419 FAX: 973-579-0489

County of Sussex is an Equal Opportunity Employer

Jeffrey Parrott
 SUSSEX COUNTY CLERK
 973-579-0900, ext. 1500
 jparrott@sussexcountyclerk.org

Angela Rosa
 DEPUTY CLERK
 973-579-0900, ext. 1501
 arosa@sussexcountyclerk.org



COUNTY OF SUSSEX
 OFFICE OF THE COUNTY CLERK
 83 Spring Street, Suite 304
 Newton, NJ 07860

BUSINESS OFFICE /
 RECORDING DIVISION /
 ELECTION DIVISION
 Phone: 973-579-0900
 Fax: 973-383-7493
 sussexcountyclerk.org

SUSSEX COUNTY
 MUNICIPAL CLERKS/REGISTRARS LIST

Municipality	Clerk	Contact Information
Andover Borough	Beth Brothman	973-786-6688 andover@tellurian.net Andover Borough Municipal Bldg 137 Main St., Andover, NJ 07821
Andover Township	Vita Thompson	973-383-4280, ext. 223 ... vthompson@andovertwp.org Andover Twp Municipal Bldg 134 Newton-Sparta Rd., Newton, NJ 07860
Branchville Borough	Kathryn Leissler	973-948-4626 ext. 20 ... branchvilleclerk@yahoo.org Branchville Boro Municipal Bldg P.O. Box 840, 5 Main St., Branchville, NJ 07826-0840
Byram Township	Doris Flynn	973-347-2500, ext. 127 ... dflynn@byramtwp.org Byram Twp Municipal Bldg 10 Mansfield Dr., Stanhope, NJ 07874
Frankford Township	Patricia Bussow	973-948-5566 ... clerk@frankfordtwp-nj.com Frankford Twp Municipal Bldg 151 State Hwy 206, Augusta, NJ 07822-2023
Franklin Borough	Robin Hough	973-827-9280, ext. 101 registrar@frank-hardy.org Franklin Boro Municipal Bldg 46 Main St., Franklin, NJ 07416
Fredon Township	Joanne Charner	973-383-7025, ext. 0 ... fredonclerk@embarqmail.com Fredon Twp Municipal Bldg 443 Rte 94, Newton, NJ 07860
Green Township	Linda Peralta	906-852-9333, ext. 11 lapclerk@greentwp.com Green Twp Municipal Bldg P.O. Box 65, 150 Kennedy Rd., Tranquility, NJ 07879
Hamburg Borough	Doreen Schott	973-827-9230, ext. 13 ... boro_clerk@hamburgnj.org Hamburg Boro Municipal Bldg 16 Walkill Ave., Hamburg, NJ 07419
Hampton Township	Kathleen Armstrong	973-383-5570 ... clerk@hamptontwp-nj.org Hampton Twp Municipal Bldg 1 Rumsey Way, Newton, NJ 07860

continued ...

County of Sussex is an Equal Opportunity Employer

Municipality	Clerk	Contact Information
Hardyston Township	Jane Bakalarczyk	973-823-7020, ext. 1, 3 ... jbakalarczyk@hardyston.com Hardyston Twp Municipal Bldg 149 Wheatsworth Rd., Hardyston, NJ 07419
Hopatcong Borough	Catherine Schultz	973-770-1200, ext. 4 ... cschultz@hopatcong.org Hopatcong Boro Municipal Bldg 111 River Styx Rd., Hopatcong, NJ 07843
Lafayette Township	Anna Rose Fedish	973-383-1817 ... lafayetteclk@embarqmail.com Lafayette Twp Municipal Bldg 33 Morris Farm Rd., Lafayette, NJ 07848
Montague Township	Eileen DeFabiis	973-293-3797 ... edefabiis@montaguenj.org Montague Twp Municipal Bldg 277 Clove Rd., Montague, NJ 07827
Newton	Lorraine Read	973-383-3521, ext. 232 ... lread@newtontownhall.com Newton Municipal Bldg 39 Trinity St., Newton, NJ 07860
Ogdensburg Borough	Phyllis Drouin	973-827-3444, ext. 5 ... pdrouin@embarqmail.com Ogdensburg Boro Municipal Bldg 14 Highland Ave., Ogdensburg, NJ 07439
Sandyston Township	Amy Lobban	973-948-3520, ext. 200 ... clerk@sandystontownship.com Sandyston Twp Municipal Bldg 133 Rte 645, Sandyston, NJ 07826
Sparta Township	Mary Coe	973-729-4493 ... mary.coe@spartanj.org Sparta Twp Municipal Bldg 65 Main St., Sparta, NJ 07871
Stanhope Borough	Ellen Horak	973-347-0159, ext. 16 ... ehorak@stanhopenj.gov Stanhope Boro Municipal Bldg 77 Main St., Stanhope, NJ 07874
Stillwater Township	Linda Knott	973-383-9484 ... clerk@stillwatertwp.com Stillwater Twp Municipal Bldg 964 Stillwater Rd., Newton, NJ 07860
Sussex Borough	Mark Zschack	973-875-4831, ext. 1 ... sussexadmin@embarqmail.com Sussex Boro Municipal Bldg 2 Main St., Sussex, NJ 07461
Vernon Township	Lauren Kirkman	973-764-4055, ext. 2234 ... lkirkman@vernontwp.com Vernon Twp Municipal Bldg 21 Church St., Vernon, NJ 07462
Walpack Township	Betsy Cuneo	973-948-4872 ... walpackclerk@live.com Walpack Twp Municipal Bldg 9 Main St, 10 Rte 615, Walpack Center, NJ 07881
Wantage Township	James Doherty	973-875-7192 ... administrator@wantagewp-nj.org Wantage Twp Municipal Bldg 888 Rte 23 S., Wantage, NJ 07461

County of Sussex is an Equal Opportunity Employer

NJT Attachment K6

**SENIOR CITIZEN AND DISABLED RESIDENT
TRANSPORTATION ASSISTANCE PROGRAM
SUSSEX COUNTY CITIZENS ADVISORY COMMITTEE**

MEETING NOTICE

DATE: September 10, 2018

TO: Sussex County Transit Citizen's Advisory Committee Members

FROM: Kerri Knight, Chairperson

SUBJECT: TRANSIT CITIZENS ADVISORY COMMITTEE ANNUAL PUBLIC HEARING
AND MEETING NOTICE

The Transit Citizens Advisory Committee's Annual Public Hearing and Meeting will take place on September 18, 2018 at the following:

PLACE: Atrium in the Performing Arts Center
Sussex County Community College
One College Hill Road
Newton, NJ 07860

DATE: Tuesday, September 18, 2018

TIME: Annual Public Hearing at 12:00 p.m.
Meeting immediately following

Attached please find a Public Hearing Agenda, a Meeting Agenda, minutes from the June meeting and directions to Sussex County Community College.

You can confirm your attendance plans with Christine Florio at cflorio@sussex.nj.us, or by calling (973) 940-5200 ext. 1381.

Sussex County

<http://www.sussex.nj.us/Cit-e-Access/meetings/index.cfm?tid=7&tpid=599&mid=40786&view=A>

[Print](#) | [Close](#)

[Back To Meeting Schedules](#)

The Transportation Public Hearing will be held on September 18, 2018 at noon at the Sussex County Community College in the Performing Arts Center in the Atrium. The Sussex County Community Transit Citizens Advisory Committee (CAC) meeting will immediately follow.

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Attachment K2

Florio, Christine

From: Florio, Christine
Sent: Wednesday, August 22, 2018 2:22 PM
To: 'Aliyah Williams (awilliams@cspnj.org)'; 'Amanda Burke'; Baklarz, Kathy; 'Betty McTeague (bmcteague@cspnj.org)'; 'Carolyn Jaime'; 'Carolyn Perry'; 'Carrie Parmelee'; 'Cheire'; 'Christie Farber'; 'Cianci, Maureen (Maureen.Cianci@atlantichhealth.org)'; 'Dana Puzio'; 'Dawn Metzger'; 'Deb'; 'Denisse Bergondo (dbergondo@nj.easterseals.com)'; 'Diane Piagesi Zett'; 'Eileen.Alexander@dhs.state.nj.us'; 'Haley'; 'Jen Malec'; 'Joby Kuryala'; 'Joby Kuryala'; 'Joe Zvirblis (Joseph.Zvirblis@Bridgewayinc.com)'; 'K Rogers'; 'Lauren'; 'Laurie DeSimone'; 'Ispan@optonline.net'; 'Mary Sarah Agliotta'; 'Michelle Borden'; 'Nerlange Tima'; 'Paul Burns'; 'R Peiler'; 'Rachelle Barkus (rachellebarkus@outlook.com)'; 'Robert Parker'; 'Roberta Warner (rwarner283@gmail.com)'; 'Roger Cherney'; 'Rose Brown'; 'Susan Scheel'; 'Barbara Bounty'; 'Gary Kraemer'; 'Jack Durkin'; 'Jeri Doherty'; 'Marilee Smith (marileesmith52@gmail.com)'; 'MaryJean Ellis' <mjellislaw@embarqmail.com>; 'Rachel Helt'; 'Lila Colaku (lcolaku@mhamorris.org)'; 'Ria Smith'
Subject: Notice--Transportation Public Hearing--Tuesday, September 18, 2018 at 12:00 p.m.
Attachments: 9.18.18-Annual Public Hearing Invitation-w Transp.doc

Hi everyone,

Please save the date for our annual Transportation Public Hearing, scheduled for:

Date: Tuesday, September 18, 2018 at 12:00 p.m.

Location: Sussex County Community College, Atrium in the Performing Arts Center, One College Hill Road, Newton, NJ 07860.

We would love for you to attend and express your needs on transportation in Sussex County.

Thank you,
I really appreciate it.

Christine Florio, MS

Division Director
Sussex County Division of Community and Youth Services
One Spring Street
Newton, NJ 07860
(973) 940-5200 ext. 1381
Fax: (862) 268-8013
cflorio@sussex.nj.us

Attachment K2

Florio, Christine

From: Florio, Christine
Sent: Wednesday, August 22, 2018 2:20 PM
To: Annmarie Shafer; Brian Ford (Brianf22@embarqmail.com); Budd Brown; Christine Szymanski; Don Prout (donaldprout@realtyexecutives.com); Francis Koch (fkoch@scpo.sussex.nj.us); Joe Cronin (jcronin@preferredbehavioral.org); Rachel Helt (rhelt@familypartnersms.org); Susan Longcor; Vance Mulholland (vmulholland@gmail.com); Becky Carlson; Maureen Cianci; Star Felty (star.felty@njcourts.gov); Stephen Goldman; Carrine Kaufer; Dawn Tighe; Debbie Danielson; DIANE FRIEDBERG; Edward Blevins; Jeanne Buffalino; Julie Schuldner; Kathy Molinari; Monica Gosicki; Stephen Tiberi; Valerie Quinn; Wendy Wesighan; Elaine Tizzano; Jessica Caruso; Lisa Frisbie; Marion Bitler; Molly Whilesmith; Tim Jackson; Tom Tosti; Allison Miskulin (artalm@optimum.net); Ben Davey; Bill Wilder (wwilder@footprintstorecovery.com); Cindy Everitt (Everitt@dasi.org); Dan Campoli (dcampoli@ncaddnj.org); Daniel Slinger; Heather Kosen (hkosen@sussex.tec.nj.us); Heather L. Greulich; Jeffrey Belgrave (Jeffrey.belgrave@atlantichhealth.org); Jessica Large; Judy King (jking@partnershipmch.org); Karen Trotter; Kellie Kucinski; Kris Raymond (kraymond@freedomhousenj.org); Lee Ann Cianci; Madeline Thompson (growingwiththeseasons@gmail.com); Michael Paoello; Patricia White; Rachel Ugrinovsky (rugrinovsky@partnershipmch.org)
Subject: Notice--Annual Transportation Public Hearing-- September 18, 2018 at 12:00 p.m.
Attachments: 9.18.18-Annual Public Hearing Invitation-w Transp.doc

Hi everyone,

Please save the date for our annual Transportation Public Hearing, scheduled for:

Date: Tuesday, September 18, 2018 at 12:00 p.m.

Location: Sussex County Community College, Atrium in the Performing Arts Center, One College Hill Road, Newton, NJ 07860.

We would love for you to attend and express your needs on transportation in Sussex County.

Thank you,
I really appreciate it.

Christine Florio, MS

Division Director
Sussex County Division of Community and Youth Services
One Spring Street
Newton, NJ 07860
(973) 940-5200 ext. 1381
Fax: (862) 268-8013
cflorio@sussex.nj.us

Attachment K2

Florio, Christine

From: Florio, Christine
Sent: Wednesday, August 22, 2018 2:31 PM
To: Allison Zeis; Amy Chamer; Ashley LeBelle; Becky Carlson; Benjamin Davey; Carmela Silvinski (csilvinski@dawncil.org); Cathy Ashton ; Cheryl Crick (ccrick@arcnj.org); Christine McGowan; Christine Szymanski; Clair Willetts (cwilletts@projectselfsufficiency.org); David Johnston, MA, CSW ; David Nufrio ; Debbie West; Diane Taylor; Eric Herschman (eherschman@sussex.tec.nj.us); Erin C. Dimberg; Gus Modla; Gwen Federico (federico@dasi.org); Haley Ward (Hward@projectselfsufficiency.org); Ingrid Vaca-Bullaro (ivaca-bullaro@fisnj.org); Jackie Cornwell; Jane Lupo; Janine Cerra (Janine.Cerra@opd.state.nj.us); Jeena Ibrahim Williams; Colville, Jennifer; Jill Cerullo; Jim Mahoney ; Jim Saylor ; John A. Cerrato; Karen Monahan (karen@passitalong.org); Kate Stafanko; Kathleen Quinn; Kattya Koenigsberg (kkoenigsberg@fisnj.org); Keith Armstrong; Kerry Krauss (kkrauss@familypartnersms.org); Kristen Ferriero; Kristen Williams; Kucinski, Kellie (Kellie.Kucinski@uhsinc.com); Loizzi, Nicholas; Margaret Musielski (Margaret.musielski@njcourts.gov); Margaret Pittaluga (Margaret.Pittaluga@centerforeval.org); Maria Augustowicz; Megan Elia ; Melissa A. Pearce; Melissa.Latronica@dcf.state.nj.us; Nilda Raftopoulos; Novrit, Carol; Pam Pastorino; Rachel Helt (rhelt@familypartnersms.org); Rachele Jones (rjones@scpo.sussex.nj.us); Rich Perry ; Sara Goutter ; Star Felty (Star.Felty@njcourts.gov); Stephanie Iacopelli; Steven J. Pittigher ; Suzanne Sarner (ssarner@sussex.tec.nj.us); Theresa Mahoney; Valerie Hogan; Victoria Reiners; Angelina Rivera; cpapandrea@caringpartnerscmo.org; Don Struble; Eddy Watson (ewatson@fisnj.org); Gina Marra; Kepler, Sarah; Lisa.Mulroony@dcf.state.nj.us; Amy Dippel; Cathy Ashton (Cathy.Ashton@judiciary.state.nj.us); Christie Farber; David Pierson; Jon Sinclair (jsinclair@familypartnersms.org); Kim Batistoni; Laura Roy-Fink; MVROEGINDEWEY@swregional.org; nsudol@caringpartnerscmo.org; pwalker@montagueschool.org; Tina (tina@centerforprevention.org)
Subject: RE: Save the Date-Annual Transportation Public Hearing-September 18, 2018 at 12:00 p.m.
Attachments: 9.18.18-Annual Public Hearing Invitation-w Transp.doc

Hi everyone,

Please save the date for our annual Transportation Public Hearing, scheduled for:

Date: Tuesday, September 18, 2018 at 12:00 p.m.

Location: at the Sussex County Community College, Atrium in the Performing Arts Center, One College Hill Road, Newton, NJ 07860.

Can you post flyer and help to get the word out!!!! We would love for you to attend and express your needs on transportation in Sussex County.

Thank you,
I really appreciate it.

Attachment K2

Florio, Christine

From: Friedberg, Diane
Sent: Wednesday, August 22, 2018 2:30 PM
To: Adele Wines; Brigitte Heffernan; Carol Lafrada; Denise Minimi; Herman Terpstra; Jeffrey Findlay; Joan Shaw; Joanne Sorrentino (joanne@joannesorrentinoesq.com); Karen Magill; Hentz, Lorraine; Louis Avenatti; Louise Imperiale; Marianne Dilworth; Maureen Cianci; Nancy Hess; Susan Shake; Bill Robinson; David Pearson; Douglas Morris; Faith Vohden; Frank Arminio; Fred Spages; George O. Lott; Jeff Parrott; John Harrigan; Matthew R. Lott; Patty Green; Rick Periu; Robert McCann; Tom Madsen
Cc: Florio, Christine
Subject: FW: Notice--Annual Transportation Public Hearing-- September 18, 2018 at 12:00 p.m.
Attachments: 9.18.18-Annual Public Hearing Invitation-w Transp.doc

Hi everyone,

Please save the date for our annual Transportation Public Hearing, scheduled for:

Date: Tuesday, September 18, 2018 at 12:00 p.m.

Location: Sussex County Community College, Atrium in the Performing Arts Center, One College Hill Road, Newton, NJ 07860.

We would love for you to attend and express your needs on transportation in Sussex County.

Thank you,
I really appreciate it.

Christine Florio, MS

Division Director
Sussex County Division of Community and Youth Services
One Spring Street
Newton, NJ 07860
(973) 940-5200 ext. 1381
Fax: (862) 268-8013
cflorio@sussex.nj.us

Attachment K3

SUSSEX COUNTY SKYLANDS RIDE

Please plan to attend the
ANNUAL PUBLIC HEARING
which has been scheduled to take
place at 12:00 p.m. on
Tuesday, September 18, 2018

A meeting will immediately follow
the Public Hearing

You are personally being invited because we think you
can help **SKYLANDS RIDE** better service our clients'
needs.

Tuesday, September 18, 2018, at 12:00 p.m.
Sussex County Community College, Atrium in the Performing Arts
Center, One College Hill Road, Newton

Kerri Knight, Chair, Sussex County Citizens Advisory Committee
Christine Florio, Sussex County Division of Community & Youth Services

RSVP: 973-940-5200 ext. 1381
To request a ride by Sept. 11: 973-579-0480

Addendum K4-Library Verification

County of Sussex
CY2019 SCDRTAP Application Distribution Certification

I, Christine Florio, do hereby certify that two copies of Sussex County's CY2019 application for funding under the Senior Citizen and Disabled Resident Transportation Assistance Program have been placed in the main branch of the Sussex County Library, 125 Morris Turnpike, Newton, NJ 07860 on _____.

Date: _____ Name: Christine Florio
Signature: _____

SECTION VI - ADDENDUMS

SCDRTAP Maintenance of Effort (MOE) Certification

Excerpt from Guidelines, Description and certification of Maintenance of Effort (MOE)

(a) The purpose of the Senior Citizen and Disabled Resident Transportation Assistance Program to provide for additional or expanded transportation services to senior citizens and disabled residents. Therefore designated recipients must maintain the same level of funding for senior citizen and transportation services as prior years.

(b) In order to comply with this Maintenance of Effort (MOE) requirement, the application must contain senior citizen and disabled resident transportation non-capital expense data from the past two years prior to the implementation of the Senior Citizen and Disabled Resident Transportation Assistance Program. This data should include non-capital expenditures of the designated recipient and/or applicant and any other agency, group, or groups, which will participate in the coordinated transportation program. Data from groups joining the coordinated system since the implementation of the Senior Citizen and Disabled Resident Transportation Assistance Program must be added to the original year period immediately preceding their joining the coordinated system

Actual Maintenance of Effort for 2017 \$122,000

Proposed Maintenance of Effort for 2019 \$122,000

If the MOE for 2019 has increased/decreased, please explain below:

Required SCDRTAP Application Cover Letter, NJT Attachment L



COUNTY OF SUSSEX

Department of Health and Human Services, Carol Novrit, Administrator
Division of Community and Youth Services
 Christine Florio **Skylands Ride**
Division Director Marie Zangara
Operations Coordinator

“Serving Sussex County with Pride”

September 10, 2018

Anna Magri, Director
 NJ TRANSIT
 Local Programs and Minibus Support
 One Penn Plaza East, 4th floor
 Newark, New Jersey 07105-2246

Dear Mrs. Magri:

The County of Sussex is hereby applying for funds under Senior Citizens & Disabled Residents Transportation Assistance Program (SCDRTAP). The approval of this grant will enable transportation services to be available to the senior citizens and disabled residents in our County. The County of Sussex is requesting \$346,318.00 for 2019. The scheduled public hearing date is September 18, 2018. The application will be available at the Sussex County Main Library, 125 Morris Turnpike, Newton, NJ 07860 as of _____.

To my knowledge, all information provided in support of this application is true and correct. If you have questions or require additional information, please contact **Christine Florio** at **(973) 940-5200 ext. 1381**.

As the Applicant, the County of Sussex agrees to comply with all regulations and administrative guidance required for application to the Senior Citizens and Disabled Resident Transportation Assistance Program for the program year 2019. The Applicant affirms the truthfulness and accuracy of the information it has made in the statements submitted herein and any other submission made to NJ TRANSIT. In signing this document, I declare the foregoing information and any other statement made on behalf of the Applicant are true and correct.

Sincerely,

Signature of Authorized Representative of Applicant

Jonathan M. Rose, Freeholder Director

 Print Name and Title of Authorized Representative of Applicant

Mailing Address: One Spring Street Location: 201 Wheatsworth Road, Suite 1 Telephone: 973-579-0480
 Newton, NJ 07860 Hamburg, NJ 07419 FAX: 973-579-0489
County of Sussex is an Equal Opportunity Employer

SCDRTAP Applicant Authorizing and Supporting Resolution

Sample Text for Authorizing Resolution. Attach as NJT Attachment M.

Resolution authorizing the filing of an application to NJ TRANSIT on behalf of (Subrecipient) for a grant under the Senior Citizen and Disabled Resident Transportation Assistance Act, as amended.

WHEREAS, in 1984 the governor of New Jersey signed into law legislation creating the "Senior Citizen and Disabled Resident Transportation Assistance Act;" and,

WHEREAS, under this law Casino Tax Revenues may be utilized for the provision of elderly (60+) and disabled transportation; and,

WHEREAS, the county of (Name of County) must submit an application to NJ Transit Corporation to obtain funding in amount of \$_____ for period covering January 1, 2019 to December 31, 2019;

NOW, THEREFORE, BE IT RESOLVED BY (Name of Governing Body)

1. (Title of Subrecipient's Designated Official) shall forward one (1) original application together with one (1) certified copy of this resolution to:

NJ TRANSIT
Local Programs & Minibus Support
One Penn Plaza East- 4th Floor
Newark, NJ 07105-2246; and,

2. BE IT FURTHER RESOLVED, that the (Name of Subrecipient's Designated Official) is hereby authorized to execute the necessary contractual agreements on behalf of the county of (Name of County).

SECTION VII – 5311 ADDITIONAL ITEMS

The following are only required by Section 5311 Applicants

Opinion of Counsel Letter

September 10, 2018

Jonathan M. Rose, Freeholder Director
Sussex County Board of Chosen Freeholders
County of Sussex
One Spring Street
Newton, NJ 07860

Re: 2019 SCDRTAP & 5311 Application
Opinion of Counsel Letter

Dear Mr. Rose:

This communication will serve as the requisite opinion of counsel to be filed with NJ TRANSIT in connection with the application of County of Sussex for financial assistance pursuant to the provisions of Section 5311 of the Federal Transit Act, as amended for administration, capital, and operating assistance project(s). The legal authority for the County of Sussex's ability to carry out administration, capital and/or operating assistance projects directly, by lease, contract, or otherwise is set forth below:

The County of Sussex is authorized to provide and assist public transportation by acquisition, construction and operation of existing or additional transit facilities. This assistance may be provided directly or by agreements with other parties.

The authority of the County of Sussex to provide funds for the local share of the project is set forth in Resolution Re: Authorization for the filing of the 2019 New Jersey Senior Citizens and Disabled Residents Transportation Assistance Program (SCDRTAP) CY 2019 (January 1, 2019 – December 31, 2019) and the FTA Non-Urbanized Area Formula Program (Section 5311) to the New Jersey Transit Corporation and the Department of Transportation of the United States of America for CY 2019 (January 1, 2018 – December 31, 2019) in the amount of \$1,321,174.00, attached hereto.

I have reviewed the pertinent Federal State and local laws, and I am of the opinion that there is no legal impediment to making application for Section 5311 assistance. Furthermore, as a result of my examination, I find that there is no pending or threatened litigation or other action, which might in any way adversely affect the proposed project in the program or the ability of Name of Applicant to carry out such projects in the program.

Sincerely,

Kevin Kelly, Esq.
Sussex County Counsel

ADA Certification of Equivalent Service

Attach as NJT Attachment O

The **County of Sussex** certifies that its demand responsive/ Route Deviation service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- (1) Response time;
- (2) Fares;
- (3) Geographic service area;
- (4) Hours and days of service;
- (5) Restrictions on trip purpose;
- (6) Availability of information and reservation capability; and
- (7) Constraints on capacity or service availability.

In accordance with 49 CFR 37.77, public entities operating demand responsive/ Route Deviation systems for the general public which receive financial assistance under 49 U.S.C. 5311 or 5307 must file this certification with the appropriate state program office before procuring any inaccessible vehicle. Such public entities not receiving FTA funds shall also file the certification with the appropriate state program office. Such public entities receiving FTA funds under any other section of the FT Act must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing.

____ Jonathan M. Rose _____
(Name of authorized official)

____ Freeholder Director _____
(Title)

(Signature)

Date: _____

Civil Rights

Equal Employment Opportunity (EEO)

An EEO program is required if an applicant in previous Federal fiscal year (only FTA funds) - received in excess of \$1 million or planning assistance in excess of \$250,000 and has 50 or more mass transit related employees.

For the period **January 1, 2017 through December 31, 2017**, answer the following:

- 1. How many transit related employees does your agency have?
When calculating the total number of transit-related employees, agencies are required to include all part-time employees and employees with collateral duties that support the transit program. For example, a budget analyst who processes payments for the transit program would be considered a transit-related employee. This includes part-time employees and those involved in support of the transit program

26 full-time and 4 part-time employees Transit Related Employees

- 2. Is the applicant required to have an EEO Program?
Yes No
 - a. If yes, does the applicant have an approved program in place?
Yes No
 - b. If no required program is in place, provide estimated date of completion.
 Date:

- 3. Were any complaints received between the period January 1, 2017 and December 31, 2017?
Yes No

If yes, summarize complaints, any informal or formal EEO complaints (only from transit related employees) received, and describe how these complaints were addressed or resolved.

ADA

Did applicant make reasonable accommodations for employees and/or passengers with disabilities during the past year in accordance with Title III of the ADA? (Please make sure your Reasonable Accommodation policy is attached as part of Attachment C).

- Yes No

If yes, explain.

Title VI

Does your agency have a current approved Title VI program submitted to NJ TRANSIT?

- Yes No

Has your agency received any complaints, investigations or lawsuits alleging discrimination in the delivery of transportation service within the last three years?

- Yes No

If yes, provide a description of the allegation and the current status and/or outcome.

Has any federal entity conducted a Title VI compliance review of your agency within the last three years?

Yes No

If yes, provide the following:

- Purpose/Reason for Review
- Name of the Agency that Performed the Review
- Summary of Findings/Recommendations
- Status and/or Disposition

Do you have any pending grant applications to other federal agencies (besides FTA)?

Yes No

If yes, provide a brief description of pending applications to other federal agencies.

Has your agency had a finding of noncompliance by any other federal agency?

Yes No

5311 Budget Request FTA Non-Urbanized Area Formula Program (Section 5311)

**January 1, 2019 - Dec 31, 2019
Project Budget Request (include Match)**

Operating	Budget Request
Total Operating (should include total budget for this program)	1,060,112
(-Fares)	(30,000)
(-Donation)	
Total Operating	1,030,112
Administrative	Budget Request
Total Administrative	
Capital	Budget Request
Total Capital	
GRAND TOTAL	1,030,112

Rolling Stock

Only fill Table 17 if you are purchasing rolling stock under the Section 5311 grant.

If you are applying for rolling stock your Section 5311 contract will be reduced for the cost of the vehicle (s). NJ TRANSIT purchases all rolling stock on behalf of our FTA subrecipients. In addition there is a required local match of 10% for capital purchases. The subrecipient is given a choice at time of vehicle purchase to pay the 10% local match either by: 1) being invoiced by NJ TRANSIT for the 10% match or 2) if subrecipient receives SCDRTAP funds we will reduce by budget modification your SCDRTAP contract at time of purchase by an amount equal to the 10% cost of vehicle.

Table 17

	Budget Grant Approval (Shows current fleet numbers)	Amount of Change (Shows additions to fleet if expansion)	After Grant Approval (Shows final fleet total after grant is relieved)
I. Active Fleet			
A. Peak Requirement			
B. Spares			
C. Total(A+B)			
D. Spare Ratio(B/A)			
II. Inactive Fleet			
A. Contingency Reserve			
B. Pending Disposal			
C. Total (A+B)			
III. Total Fleet			
(IC + IC)			

Fleet Replacement

If Section 5311 vehicle is a replacement fill in this section, regardless of funding source.

Make/Model:

Year of Manufacture:

Vehicle I.D. Number (VIN):

Month/Year Placed in Revenue Service:

Accumulated Revenue Miles:

Estimated Month/Year to be Taken Out of Revenue Service:

Condition:

Original Grant Purchased Under:

Capital Public Notice Requirement

Attach as NJT Attachment P

As per the FTA there must be an opportunity for public review and comment for all FTA funded capital projects. To comply with this requirement all Section 5311 subrecipients awarded a capital project (vehicle, mobility management project and/or other capital equipment) must do a public notice in a newspaper soliciting public comment. A public hearing is only required if the capital project has a significant economic, social or environmental impact in the community.

PUBLIC NOTICE

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

NJ TRANSIT for _____ to assist in providing
How many and what type of vehicles

transportation to general public in rural areas of _____, New Jersey. This project
List areas utilizing vehicle(s)

will be partially funded with FTA Section 5311 funds under a grant submitted to the Federal Transit Administration.

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

(Name of Subrecipient)
(Address)

PLEASE NOTE:

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

Financial Management Systems

1. Does the applicant have fiscal control and accounting procedures sufficient to do the following:
 - a. Permit the preparation of reports necessary to comply with program and statutory requirements.
Yes No
 - b. Permit the tracking of funds to ensure that funds have not been used in violations of restrictions and prohibitions applicable to program.
Yes No

2. Please describe accounting system used – include name of system.

Skylands Ride is part of Sussex County government and is required to adhere to Local Government Services financial regulations. The software accounting system used by the County is M.S.I., created specifically for county and municipal entities.

3. Do you keep separate accounting records for this project?

Yes No

Suspension and Debarment

It is the Section 5311 subrecipient' s responsibility to ensure that none of their third party contractors are debarred, suspended, ineligible or voluntarily excluded from participation in FTA funded projects.

Has the required suspension/debarment clause been included in bid specs (services or capital) and the final contract for all third party contracts over \$25,000 utilizing FTA Section 5311 funds? (For bid specs and contracts covering 2017-2018 contract year)

Yes No

Prior to entering into third party contracts over \$25,000 (services or capital) must review the website System for Awards Management (SAM) at www.sam.gov. The new website sam.gov provides a more detailed profile of the vendor including disbarment, DUNS number and federal debt then previous excluded party listing system website. (Subrecipient should print screen which would show date website was checked and verify whether vendor was NOT debarred or suspended from participating in federally funded contracts.)

Did subrecipient check the Systems for Awards Management prior to entering into contract with vendor during 2017-2018?

Yes No

Local In-Kind Match and Match Source

Do you plan on using an in-kind match for 2019 S5311?

Yes No

*If yes, what is the total amount and source(s)?

Total Amount \$ _____ Source(s): _____

*Documentation must be submitted by applicants who indicated they would be providing an in-kind match in period January 1, 2019 to December 31, 2019. In-Kind match will be reviewed by NJT staff to ensure that it meets federal requirements and that supporting documentation is verifiable. Subrecipient will receive approval of in-kind match prior to contract execution. *Please note that all in-kind matches must have a measurable dollar value.*

Provide breakdown of proposed match dollars for 2019 contract years in Table 18.

Table 18

Funding Match Source	Name of Source	Match Amount
Local Funds: (list)	County of Sussex	\$257,528.00
State Funds: (list) (i.e. Human Service funding)	NJ TRANSIT	\$257,528.00

Revenue Contracts (list) (i.e. vehicle advertising contracts list indicate revenue source/contracts used as match)		
Federal (Non-FTA)		
SCDRTAP funding		
In-Kind (list)		
Other specify		

Special Section 5333(b)

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

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

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

A. General Application

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

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

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

B. Standard Terms and Conditions

The Project shall be carried out in such a manner and upon such terms and conditions as will not adversely affect employees of the Recipient and of any other surface public transportation provider in the transportation service area of the Project. It shall be an obligation of the Recipient and any other legally responsible party designated by the Public Body to assure that any and all transportation services assisted by the Project are contracted for and operated in such a manner that they do not impair the rights and interest of affected employees. The term a Project, as used herein, shall not be limited to the

particular facility, service, or operation assisted by Federal funds, but shall include any changes, whether organizational, operational, technological, or otherwise, which are a result of the assistance provided. The phrase "as a result of the Project," shall when used in this arrangement, include events related to the Project occurring in anticipation of, during, and subsequent to the Project and any program of efficiencies or economies related thereto; provided, however, that volume rises and falls of business, or changes in volume and character of employment brought about by causes other than the Project (including any economies or efficiencies unrelated to the Project) are not within the purview of this arrangement.

An employee covered by this arrangement, who is not dismissed, displaced or otherwise worsened in his position with regard to his employment as a result of the Project, but who is dismissed, displaced or otherwise worsened solely because of the total or partial termination of the Project, discontinuance of Project services, or exhaustion of Project funding shall not be deemed eligible for a dismissal or displacement allowance within the meaning of paragraphs (6) and (7) of the Model agreement or applicable provisions of substitute comparable arrangements.

- (a) Where employees of a Recipient are represented for collective bargaining purposes, all Project services provided by that Recipient shall be provided under an in accordance with any collective bargaining agreement applicable to such employees which is then in effect.
- (b) The Recipient or legally responsible party shall provide to all affected employees sixty (60) days notice of intended actions which may result in displacements or dismissal or rearrangements of the working forces. In the case of employees represent by a union, such notice shall be provided by certified mail through their representatives. The notice shall contain a full and adequate statement of the proposed changes, and an estimate of the number of employees affected by the intended changes, and the number and classifications of any jobs in the Recipient=s employment available to be filled by such affected employees
- (c) The procedures of this subparagraph shall apply to cases where notices involve employees represented by a union for collective bargaining purposes. At the request of either the Recipient or the representatives of such employees' negotiations for the purposes of reaching agreement with respect to the application of the terms and conditions of this arrangement shall commence immediately. If no agreement is reached within twenty (20) days from the commencement of negotiations, any party to the dispute may submit the paragraph (4) of this warranty. The foregoing procedures shall be complied with and carried out prior to the institution of the intended action.

For the purpose of providing the statutory required protections including those specifically mandated by Section 5333(b) of the Act, the Public Body will assure as a condition of the release of funds that the Recipient agrees to be bound by the terms and conditions of the National (Model) Section 5333(b) Agreement executed July 23, 1975, identified below², provided that other comparable agreements may be substituted therefore, if approved by the Secretary of Labor and certified for inclusion in these conditions.

Any dispute or controversy arising regarding the application, interpretation, or enforcement of any of the provisions of this arrangement which cannot be settled by and between the parties at interest within thirty (3) days after the dispute or controversy first arises, may be referred by any such party to any final and binding disputes settlement procedure acceptable to the parties, or in the event they cannot agree upon such procedure, to the Department of Labor or an impartial third party designated by the Department of Labor for final and binding determination. The compensation and expenses of the impartial third party, and any other jointly incurred expenses shall be borne equally by the parties to the proceeding and all other expenses shall be paid by the party incurring them.

In the event of any dispute as to whether or not a particular employee was affected by the Project, it shall be his obligation to identify the Project and specify the pertinent facts of the Project relied upon. It shall then be the burden of either the Recipient or other party legally responsible for the application of these conditions to prove that factors other than the Project affected the employees. The claiming employee shall prevail if it is established that the Project had an effect upon the employee even if other factors may also have affected the employee.

The Recipient or other legally responsible party designated by the Public Body will be financially responsible for the application of these conditions and will make the necessary arrangements so that any employee covered by these arrangements, or the union representative of such employee, may file claim of violation of these arrangements with the Recipient within sixty (60) days of the date he is terminated or laid off as a result of the Project, or within eighteen (5311) months of the date his position with respect to his employment is otherwise worsened as a result of the Project. In the latter case, if the events giving rise to the claim have occurred over an extended period, the 18-month limitation shall be measured from the last such event. No benefits shall be payable for any period prior to six (6) months from the date of the filing of any claim.

Nothing in this arrangement shall be construed as depriving any employee of any rights or benefits which such employee may have under existing employment or collective bargaining agreements, nor shall this arrangement be deemed a waiver of any rights of any union or of any represented employee derived from any other agreement or provision of federal, state or local law.

In the event any employee covered by these arrangements is terminated or laid off as a result of the Project, he shall be granted priority of employment or reemployment to fill any vacant position within the control of the Recipient for which he is, or by training or retraining within a reasonable period can become qualified. In the event training or retraining is required by such employment or reemployment, the Recipient or other legally responsible party designated by the Public Body shall provide, or provide for, such training or retraining at no cost to the employee.

The Recipient will post, in a prominent and accessible place, a notice stating that the Recipient has received federal assistance under the Urban Mass Transportation Act and has agreed to comply with the provisions of Section 5333(b) of the Act. This notice shall also specify the terms and conditions set forth herein for the protection of employees. The Recipient shall maintain and keep on file all relevant books and records in sufficient details as to provide the basic information necessary to the proper application, administration, and enforcement of these arrangements and to the proper determination of any claims arising thereunder.

Any labor organization which is the collective bargaining representative of employees covered by these arrangements, may become a party to these arrangements by serving written notice of its desire to do so upon the Recipient and the Department of Labor. In the event of any disagreement that such labor organization represents covered employees, or is otherwise eligible to become a party to these arrangements, as applied to the Project, the dispute as to whether such organization shall participate shall be determined by the Secretary of Labor.

In the event the Project is approved for assistance under the Act, the foregoing terms and conditions shall be made part of the contract of assistance between the federal government and the Public Body or Recipient of federal funds; provided, however, that this arrangement shall not merge into the contract of assistance, but shall be independently binding and enforceable by and upon the parties thereto, and by any covered employee or his representative, in accordance with its terms, nor shall any other employee protective agreement merge into this arrangement, but each shall be independently binding and enforceable by and upon the parties thereto, in accordance with its terms.

C. Waiver

As a part of the grant approval process, either the recipient or other legally responsible party designated by the Public Body may in writing seek from the Secretary of Labor a waiver of the statutory required protections. The Secretary will waive these protections in cases, where at the time of the requested waivers, the Secretary determines that there are no employees of the Recipient or of any other surface public transportation providers in the transportation services area who could be potentially affected by the Project. A 30-day notice of proposed waiver will be given by the Department of Labor and in the absence of timely objection; the waiver will become final at the end of the 30-day notice period. In the event of timely objection, the Department of Labor will review the matter and determine whether a waiver shall be granted. In the absence of waiver, these protections shall apply to the Project.

5333(b) Certification Letter, NJT Attachment Q



COUNTY OF SUSSEX

Department of Health and Human Services, Carol Novrit, Administrator
Division of Community and Youth Services
 Christine Florio
Division Director

Skylands Ride
 Marie Zangara
Operations Coordinator

“Serving Sussex County with Pride”

October 24, 2018

Anna Magri, Director
NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246

Dear Mrs. Magri:

The County of Sussex has made application to NJ TRANSIT and the Federal Transit Administration pursuant to Section 5311 of the Federal Transit Act, as amended for a mass transportation grant to assist in the reimbursement of operating and/or non-operating expenses for the period January 1, 2019 to December 31, 2019.

The County of Sussex agrees that, in absence of a waiver by the Department of Labor the terms and conditions of the Special Section 5333(b) Warranty shall apply for the protection of the employees of any employer providing transportation service assisted by the Project, and the employees of any other surface public transportation providers which are eligible recipients, in the transportation service area of the Project. The Warranty arrangement shall be made part of the contract of assistance and shall be binding and enforceable by and upon the parties thereto, by any covered employee or his representative.

Additionally, pursuant to Section (A) of the Special Section 5333(b) Warranty, included with this submission is a listing of all transportation providers in the geographic area of our project and any labor organizations representing the employees of such providers.

Sincerely,

Signature of Authorized Representative _____

Title Jonathan M. Rose, Freeholder Director

Mailing Address: One Spring Street Location: 201 Wheatsworth Road, Suite 1 Telephone: 973-579-0480
Newton, NJ 07860 Hamburg, NJ 07419 FAX: 973-579-0489
County of Sussex is an Equal Opportunity Employer

Listing of Operators and Union Representatives

As part of the 5333(b) warranty process applicants must submit an accurate and up-to-date listing of all existing transportation providers in the Section 5311 service area of the project. Applicants must also include any labor organizations representing such providers. A complete statewide list (**Addendum C**) is submitted by NJ TRANSIT to the US Department of Labor. Do not include NJ TRANSIT as a transportation provider in your area.

Submit all changes on Table 16 below (include any additions, deletions or changes to the transportation providers listed in Addendum C – do not retype information from or on Addendum C), NJ Transit will update with the below information.. Note if a (D)eletion, (A)ddition or (C)hange to Addendum by adding a (D), (A) or (C) after the name of the provider in the first column. If “no changes” indicate that below.

To assist you we also included a list of major private for-profit transportation providers in the state on Addendum A. Take note that other organizations including taxi and private non-profit organizations may provide transportation and have union representation as well and should be listed.

Note to applicant – include your county and indicate if there is a driver union.

Table 16

Other Transportation Providers in Section 5311 Service Area	Name of Union	Union Address	Union Phone Number	E-Mail Address of Union
Lakeland Bus Lines	Amalgamated Transit Union	P.O. Box 898, 425 E. Blackwell Street, Dover, NJ 07801	(973) 366-0600 ext. 643; fax (973) 366-8012	

Required S5311 and Innovative Grant Application Cover Letter, NJT Attachment R



COUNTY OF SUSSEX

Department of Health and Human Services, Carol Novrit, Administrator
Division of Community and Youth Services
Christine Florio
Division Director

Skylands Ride
Marie Zangara
Operations Coordinator

“Serving Sussex County with Pride”

October 24, 2018

Anna Magri, Director
NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246

Dear Mrs. Magri:

The County of Sussex is hereby applying for a grant under FTA Section 5311 of the Federal Transit Act, as amended. The approval of this grant will enable public transportation services to be available to the small urban and rural residents of our service area.

The County of Sussex is requesting Non-Operating and/or Operating Assistance for the period **January 2019- December 2019**. The total amount of federal and state funds requested is as follows:

January 2019- December 2019 NEW ALLOCATION

	OPERATING	NON-OPERATING
FTA Section 5311 Funds:	\$515,056.00	
State match funds:	\$257,528.00	
Local match funds:	\$257,528.00	
Total:	\$1,030,112.00	

January 2019- December 2019 Innovation Grant (Operating only)

	OPERATING
FTA Section 5311 Funds:	
State match funds:	
Local match funds:	
Total:	

Mailing Address: One Spring Street Location: 201 Wheatsworth Road, Suite 1 Telephone: 973-579-0480
Newton, NJ 07860 Hamburg, NJ 07419 FAX: 973-579-0489

County of Sussex is an Equal Opportunity Employer



COUNTY OF SUSSEX

Department of Health and Human Services, Carol Novrit, Administrator
Division of Community and Youth Services

Christine Florio
Division Director

Skylands Ride
Marie Zangara
Operations Coordinator

“Serving Sussex County with Pride”

To my knowledge, all information provided in support of this application is true and correct. If you have questions or require additional information, contact Name and Title of Principal Organization Contact and Phone Number.

Sincerely,

Jonathan M. Rose, Freeholder Director

Print Name and Title of Authorized Representative of Applicant

Signature of Authorized Representative of Applicant

5311 Applicant Authorizing and Supporting Resolution

Attach as NJT Attachment S

The applicant must also attach a supporting resolution in the application if any portion of the Applicant's local match comes from another organization, municipality, government entity or other funding source. Below is Sample Text for Authorizing Resolution.

Resolution authorizing the filing of an application to NJ TRANSIT and the Department of Transportation, United States of America, on behalf of (Subrecipient) for a grant under the Federal Transit Act, as amended.

WHEREAS, the Secretary of Transportation is authorized to make grants for a general public transportation program of projects in other than urbanized areas under Section 5311 of the Federal Transit Act, as amended;

WHEREAS, the grant for financial assistance will impose certain obligations upon the Subrecipient (Legal Name of Applicant), including the provision of the local share of the project costs in the program;

WHEREAS, it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1965, that in connection with the filing of an application for assistance under the Federal Transit Act, as amended, the Subrecipient gives an assurance that it will comply with Title VI and EEO requirements of the Civil Rights Act of 1964 and U.S. Department of Transportation requirements; and

WHEREAS, the Subrecipient is required to adhere to the requirements as specified in the U.S. Department of Transportation's Minority Business Enterprise (MBE) regulation set forth in 49 C.F.R. Part 23, Subpart D.

NOW, THEREFORE, BE IT RESOLVED BY (Name of Governing Body)

1. That (Title of Applicant's Designated Official) is authorized to execute and file an application on behalf of Subrecipient (Legal Name of Applicant) with NJ TRANSIT who as the Designated Recipient will apply to the U.S. Department of Transportation requesting aid in the financing of administration, capital and/or operating assistance projects pursuant to Section 5311 of the Federal Transit Act, as amended.
2. That (Title of Applicant's Designated Official) is authorized to execute and file with such applications and assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI and EEO requirements of the Civil Rights Act of 1964.
3. That (Title of Applicant's Designated Official) is authorized to set forth and execute affirmative minority business policies pursuant to 47 C.F.R. Part 23, Subpart D.
4. That (Title of Authorized Representative) is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application.
5. That (Title of Applicant's Designated Official) is authorized to execute grant agreements on behalf of Legal Name of Applicant for aid in the financing of the administration, capital and/or operating assistance.
6. That (Governing Body of Applicant) hereby authorize the amount of (\$ amount) be obligated as the local share required under the provisions of the grant application.

Exhibit A – List of Private Bus Operators Serving New Jersey

<p>Aristocrat Limo & Bus Co. 354 Kingston Road Parsippany, NJ 07054 973-887-2726 Fax: 973-884-1880 Mr. Robert Wright Mrs. Brenda Baxter Safety Director: Richard Wright</p>	<p>Atlantic Express Coachways, Inc. 7 North Street Staten Island, NY 10302 718-556-8078 FAX: 718-556-8042 Ms. Laura Cagnetta Safety Director: Mr. Ron Caruso</p>	<p>Ayan Travel, Inc. 149 17th Avenue Elmwood Park, NJ 07407 973-340-8750 FAX: 973-340-8759 E-MAIL: ayanbus@yahoo.com Ms. Beverly Corasio</p>
<p>Bestway Coach Express, Inc. 2 Mott Street Suite 705 New York, NY 10013 212-608-8988 FAX: 212-608-9169 E-MAIL: info@bestwaycoach.com WEBSITE: www.bestwaycoach.com Mr. Wilson Cheng Mr. Kelvin Chan</p>	<p>Camptown Bus Lines, Inc. 126-140 Frelinghuysen Avenue Newark, NJ 07114-1633 973-242-6100 FAX: 973-242-4123 E-MAIL: camptownbus@verizon.net Mr. Thomas M. Zambolla</p>	<p>Carefree Bus Tours 45 Somerset Place Clifton, NJ 07017 1-800-640-9429 973-778-4000 FAX: 973-778-4610 E-MAIL: CBL4000@aol.com Mr. Paul Lenoir</p>
<p>Classic Tours/Classic Cruisers, Inc. 1533 Prospect Street Lakewood, NJ 08701 732-657-1144 FAX: 732-367-8233 By request only Mr. Mark R. Waterhouse</p>	<p>Coachman International Tours, Inc. P.O. Box 8328 Haledon, NJ 07538 201-398-9855 FAX: 201-398-9855 EMAIL: coachmanintl@optonline.net Mr. Richard Jaeger Ms. Pauline Wolthouse, VP</p>	<p>Coastal Coach 603 Whildam Ave N. Cape May, NJ 08204 609-602-2271 FAX: 609-345-5300 E-MAIL: tidi03@aol.com Mr. Tim Generale</p>
<p>Express Tours, Inc./Golden Express 15 Division Street 3rd Floor New York, NY 10002 212-966-8433 FAX: 212-343-7207 Mr. Richard Chow Ms. May Chow</p>	<p>Greyhound Lines, Inc. 3104 Pacific Avenue Atlantic City, NJ 08401 609-345-5921 FAX: 609-345-5927 Mr. Nate Karp E-MAIL: nkarp@greyhound.com</p>	<p>Infinity Tours, Inc. 6013 Al Ventura Road Wallington, NJ 07057 201-507-5055 FAX: 201-507-5001 Ms. Mary Ann Kamrowski Safety Director: Mr. Tom Boyle</p>
<p>Jay/Nay Travel PMB 106-621 Beverly Rancocas Road Willingboro, NJ 08046 609-877-7127 FAX: 609-877-7546 E-MAIL: sales@jayandnaytravel.com WEBSITE: www.jayandnaytravel.com Mr. John Mills Ms. Renee Mills</p>	<p>Lakeland Bus Lines, Inc. PO Box 898 425 E. Blackwell Street Dover, NJ 07802-0898 973-366-0600 Ext. 632 FAX: 973-366-8012 E-MAIL: ttaylor@lakelandbus.com WEBSITE: www.lakelandbus.com Mr. Tom Taylor Ext. 632 Mr. Tom Graves</p>	<p>Leprechaun Lines, Inc 100 Leprechaun Lane New Windsor, NY 12550 845-565-7900 FAX: 845-565-1220 E-MAIL: fgallagher@leprechaunlines.com Mr. Frank Gallagher</p>
<p>Lion Trailways Hornet and Ranger Roads Rio Grande, NJ 08242 609-889-0925 FAX: 609-889-0033 E-MAIL: info@lionbus.com WEBSITE: www.lionbus.com Mr. Nick Paglione</p>	<p>Martz Lines 239 Old River Road Wilkes-Barre, PA 18702 570-821-3838 FAX: 570-821-3813 E-MAIL: shenry@martzgroup.com WEBSITE: www.martzgroup.com Mr. Scott E. Henry</p>	<p>Passaic Valley Coach Lines 71 River Road Chatham, NJ 07928-1930 973-635-2374 FAX: 973-635-0199 E-MAIL: www.wayne@passaicvalleycoach.com WEBSITE: passaicvalleycoach.com Mr. Wayne Braunwarth</p>
<p>Peter Pan Bus Lines 25 County Avenue Secaucus, NJ 07094 201-866-6001 FAX: 201-866-6234 E-MAIL: frank@peterpanbus.com WEBSITE: www.peterpanbus.com</p>	<p>Raritan Valley Bus Service PO Box 312 Metuchen, NJ 08840-0312 732-549-1212 FAX: 732-549-1168 E-MAIL: www.raritanvalleybus.com Mr. Steve Yelencsics</p>	<p>Safety Bus 7200 Park Avenue Pennsauken, NJ 08109 856-665-2662 FAX: 856-665-0658 Mr. Thomas Dugan, Jr.</p>

Mr. Frank Farrow	Mr. Steve Yelencsics, Jr.	
Sheppard Bus Service 35 Rockville Road Bridgeton, NJ 08302 856-451-4004 FAX: 856-453-1620 E-MAIL: john@sheppardbus.com Mr. John Sheppard Mr. Ken Sheppard	Starr Tours 2531 E. State Street Trenton, NJ 08619 609-587-0626 FAX: 609-587-3052 E-MAIL: msussman@starrtours.com Mr. Mitchell Sussman	Stout's Charter Service, Inc. 20 Irven Street Trenton, NJ 08638 609-883-8891 FAX: 609-883-6682 E-MAIL: vivian@stoutsbus.com WEBSITE: www.stoutsbus.com Mr. Harry Stout Mr. Shawn Stout
Trans-Bridge Lines 2012 Industrial Drive Bethlehem, PA 18017 610-868-6001 Ext. 122 FAX: 610-868-9057 WEBSITE: www.transbridgebus.com Mr. Tom JeBran Mr. Len Marzen	Travelynk, INC 52 Bailly Drive Burlington, NJ 08016 201-232-0563 FAX: 201-232-0563 Michael Rodriguez	Triple D Travel PO Box 3208 Hamilton, NJ 08619 609-631-0200 FAX: 609-631-0047 Mr. David A. Tenney
Trolley Tours, Inc. 216 North Main Street (Route 9) PO Box 418 Forked River, NJ 08731-0418 609-971-6699 800-468-0446 FAX: 609-971-6341 E-MAIL: ronaldfailace@hotmail.com WEBSITE: www.trolleytoursinc.net Ronald R. Faillace, President	Vanderhoof Transportation 18 Wilfred Street West Orange, NJ 07052 973-325-0700 FAX: 973-669-9639 WEBSITE: www.evanderhoof.com Mr. Edward Vanderhoof	Via Bus 19 Tilton Street Hammonton, NJ 08037 609-567-7705 800-890-4756 FAX: 609-567-2328 Mr. Glenn Davis
Villani Bus Company 811 East Linden Avenue Linden, NJ 07036 908-862-3333 FAX: 908-474-8058 Mr. Dee Villani	Coach USA Northeast Region 349 First Street Elizabeth, NJ 07206 908-354-3330 FAX: 908-994-9338 E-MAIL: john.emberson@coachusa.com Mr. John Emberson	Community Coach 160 South Route 17 North Paramus, NJ 07652 201-225-7515 FAX: 201-225-7590 E-MAIL: jon.nguyen@coachusa.com Jon Nguyen
Olympia Trails 349 First Street Elizabeth, NJ 07206 908-354-3330 ext. 232 FAX: 908-994-9355 E-MAIL: jim.rutherford@coachusa.com Mr. Jim Rutherford	Rockland Coaches 180 Old Hook Road Westwood, NJ 07675 201-263-1254 ext. 418 FAX: 201-664-8036 E-MAIL: david.gee@coachusa.com Mr. David Gee	Short Line/Hudson Transit/Coach USA 4 Leisure Lane Mahwah, NJ 07430 201-529-3666 ext. 1036 FAX: 201-529-0221 E-MAIL: george.grieve@coachusa.com Mr. George Grieve
Suburban Transit 750 Somerset Street New Brunswick, NJ 08901 732-249-1100 ext. 201 FAX: 732-545-7015 WEBSITE: ronald.kohn@coachusa.com Mr. Ronald Kohn	MPC Bus corp 320 Nassau Blvd, Garden City, NY 11530 718-647-2988-3600 FAX: 718-235-8075 E-MAIL: avona@totalbuscompany.com Mr. Augustino vona	

Exhibit B – Designated Leads for Human Services Transportation Coordination Plan
Please update if necessary

County	Lead	E-mail	Phone Number
Atlantic	Mr. Carl Lindow	lindow_carl@aclink.org	609-645-7700 x4058
Bergen	Mr. Tom Murphy	tmurphy@co.bergen.nj.us	201-336-3380
Burlington	Mr. Jerry Kilkenny	jkilkenny@co.burlington.nj.us	609-265-5597
Camden	Ms. Carol Miller Mr. Bob Damminger	cmiller@sjta.com	856-427-0988
Cape May	Mr. Dan Mulraney	dmulraney@co.cape-may.nj.us	609-889-3700 x107
Cumberland	Ms. Barbara Nedohon	barbarane@co.cumberland.nj.us	856-453-2220
Essex	Mr. Michael Viera	michaelmvsr@aol.com	973-395-8418
Gloucester	Ms. Lisa Cerny	lcerny@co.gloucester.nj.us	856-686-8362
Hudson	Ms. Darice Toon	dtoon@hcnj.us	201-369-5280 x4231
Hunterdon	Ms. Tara Shepherd	tara@hart-tma.com	908-788-5553
Mercer	Mr. Martin DeNero	mdenero@mercercounty.org	609-530-1970 x17
Middlesex	Ms. Laila Caune	laila.caune@co.middlesex.nj.us	732-745-4029
Monmouth	Ms. Kathy Lodato	kathleen.lodato@co.monmouth.nj.us	732-577-6731
Morris	Mr. Joesph Costantino	jcostantino@co.morris.nj.us	973-829-8105
Ocean	Mr. David Fitzgerald	dfitzgerald@co.ocean.nj.us	732-736-8989 x235
Passaic	Mr. John McGill Ms. Mary Kuzinski	johnm@passaiccountynj.org maryk@passaiccountynj.org	973-305-5763/5758 973-569-4070
Salem	Ms. Stephanie Bradway	stephanie.bradway@salemcountynj.gov	856-339-8622
Somerset	Mr. John Adair	Jadair@co.somerset.nj.us	908-231-7116
Sussex	Ms. Christine Florio	cflorio@sussex.nj.us	973-940-5200 x1381
Union	Ms. Karen Dinsmore	kdinsmore@ucnj.org	908-527-4809
Warren	Ms. JanMarie McDyer	jmcdyer@co.warren.nj.us	908-475-6080

SECTION VIII FTA SECTION 5311 INNOVATION GRANT

Purpose

The FTA Section 5311 Innovation Grant is a designation of a portion of unused **funding allocated to Section 5311 eligible counties** which is made available to these counties on a competitive application basis. The objective is to provide funding to promote integration of community transit services and NJ Transit bus and rail services in rural counties.

Grant Qualification Criteria

Project applications must meet the following standards in order to be eligible for competitive review:

1. Project must provide a **direct connection with an existing NJ Transit bus, private fixed route bus or rail service** either within or in a contiguous county
2. Route must serve residential origins **within the Census defined rural area**
3. The service must consist of a **deviated fixed route service with a service frequency of 60 minutes or less** during either peak or off-peak periods
4. Service must be provided on a **minimum of five days per week**
5. The proposed service may be **either a new service or an expansion of service span or frequency of an existing service** that provides direct connections to a rail station or an established bus route at either a route endpoint or key bus stop or station.
6. Submit a marketing plan which includes a commitment to provide a bus timetable that includes at minimum key time-points, a map with a designation of those key time-points, pickup/drop-off points, fare information, and connecting transit bus and rail services. The proposer must also provide a plan for a timetable distribution program including key residential, commercial and employment locations served and the proposed mode of ensuring that bus timetables are supplied and available to potential customers.
7. Proposed service operator must demonstrate the ability to meet operating requirements including but not limited to:
 - Meeting New Jersey Motor Vehicle Commission (NJMVC) requirements for operating authority and vehicle inspections if charging a fare
 - Demonstrate a vehicle fleet sufficient to meet the peak vehicle requirement for the service with a minimum 15% spare ratio in order to ensure that the daily peak vehicle requirement is met

Funding Requirements

Funding may be used only for direct operating expenses for the provision of vehicle services including driver salary and benefits, fuel, vehicle parts and maintenance labor or the cost of contract operated service.

Funding may NOT be used to cover operating expenses including operations management, dispatch and training. It is assumed that the existing system will be able to provide these direct operating support services within the context of the existing service or through other grant funding sources.

The applicant must demonstrate the financial capability to provide the required **25%** match which must be used in combination with the NJ Transit 25% match to support half of the direct operating expenses for the proposed service. Once approved projects have been Identified Resolutions will be requested.

A maximum of \$200,000.00 (including match) will be made available to a single project.

Factors Supporting Proposed Section 5311 Innovation Grant Route Proposal

A. Percentage of low-income individuals (150% of poverty level) in project service area:

- 0 – 20% _____
- 21 – 40 % _____
- 41 – 60% _____
- 61 – 80% _____
- 81 – 100% _____

B. Percentage of zero-car and one auto households in project service area:

- 0 – 10% _____
- 11 – 20 % _____
- 21 – 40% _____
- Over 41% _____

C. Characteristics of proposed route deviation bus service (Check one)

- Proposed route is a new route deviation service
- Proposed route is an expansion of an existing route deviation service
- Proposed route serves at least one shopping center or village shopping area
- Proposed route serves at least one congregate (multi-family) residential building or apartment complex

D. Connection to Traditional Transit (Check all that apply)

- Connection provided to an existing NJT Rail, Bus or Private bus station/stop
- Connection provided during Peak Period (defined as 6-9 AM and 4-7 PM)
- Connection provided during Off-Peak period
- Connection provided to hub with three or more rail lines and/or bus routes

E. The service must meet a minimum threshold of three (3) passenger trips per revenue hour at the end of the initial service period (first year) and four (4.0) passenger trips per revenue hour for years thereafter. Services not meeting the minimum operating standard will not be eligible for continued funding in the next year. If funding is available subrecipients may continue to apply for the same project for up to five (5) years from the service start date. By year five (5) innovative projects should be self-sustaining.

If you are applying for continuation of an existing Section 5311 innovation project provide the number of passenger trips per revenue hour that your service is generating.

_____per revenue hour

Project Description

Describe the parameters of your current and/or proposed route: (Include start date of current innovative project.)

How many vehicles will be used to operate this service?

Please note: If you are charging a mandatory fare you must meet New Jersey Motor Vehicle Commission (NJMVC) requirements for operating authority and vehicle inspections

Please describe your Marketing plan for this project:

Submit a marketing plan which includes a commitment to provide a bus timetable that includes at minimum key time-points, a map with a designation of those key time-points, pickup/drop-off points, fare information, and connecting transit bus and rail services.

Timetables must also include Route Deviation Policy, Nondiscrimination Policy, and Reasonable Accommodation Policy.

The proposer must also provide a plan for a timetable distribution program including key residential, commercial and employment locations served and the proposed mode of ensuring that bus timetables are supplied and available to potential customers.

Route Description

Provide Turn by Turn route description:

Provide a Map highlighting the route **(Attach as Attachment T)**

Identify bus/rail or light rail service connection points along the route:

Span of Service

Provide a schedule identifying time points and trip times:

Number of Operating Days

Days and hours of operation of operations

Number of Projected Daily Revenue Hours for each bus operated per day from route starting point to route ending point, not including deadhead from and to garage.

Projected Operating Budget (include match from subrecipient and NJT in your budget)

The applicant must demonstrate the financial capability to provide the required 25% match which must be used in combination with the NJ Transit 25% match to support half of the direct operating expenses for the proposed service. Once approved projects have been Identified Resolutions will be requested.

A maximum of \$200,000.00 (including match) will be made available to a single project.

**January 1, 2019 - Dec 31, 2019
Project Budget Request**

Operating	Budget
Total Operating (should include total budget for this program)	
(-Fares)	
(-Donation)	
Total Request Amount for this grant	

Line Item Budget

Operating Budget	Budget
Driver Salaries/Fringe	
Third Party Contract Svcs	
Maintenance & Repairs	
Materials Consumed (Fuel)	
Total Operating	
(-Fares)	
(-Donation)	
Total Request Amount for this grant	

Identify Source of Hard (Cash) 25% Match: _____

NOTE: Operating Costs are limited to driver labor, driver benefits, third party contract services, fuel and/or maintenance costs.

Provide the number of Staff that will be charged to this grant. Do not list each individual Operator, Dispatcher, or Reservationist - list the number of these positions and percentage charged per grant:

SECTION IX- COMPLETE APPLICATION CHECKLIST OF DOCUMENTS

The following documents are to be attached to this application.

<input checked="" type="checkbox"/>	NJT Attachment A	Organizational Chart
<input type="checkbox"/>	NJT Attachment B	Vendor Organization Chart (if applicable)
<input checked="" type="checkbox"/>	NJT Attachment C	Policies and Procedures
<input type="checkbox"/>	NJT Attachment D	CHSTP Addendums/Updates
<input type="checkbox"/>	NJT Attachment E	CHSTP Written Agreements (if applicable)
<input checked="" type="checkbox"/>	NJT Attachment F	Contracts Program receives funds from (if applicable)
<input type="checkbox"/>	NJT Attachment G	Indirect Cost Plan (if applicable)
<input checked="" type="checkbox"/>	NJT Attachment H	Vehicle Inventory (use spreadsheet provided)
<input type="checkbox"/>	NJT Attachment I	Non-Vehicle Inventory (5311 only)
<input checked="" type="checkbox"/>	NJT Attachment J	Marketing Materials
<input checked="" type="checkbox"/>	NJT Attachment K1	Notarized Copies of Public Notice
<input checked="" type="checkbox"/>	NJT Attachment K2	List of Organizations for Public Hearing Notice
<input checked="" type="checkbox"/>	NJT Attachment K3	Large Print Vehicle Notice
<input checked="" type="checkbox"/>	NJT Attachment K4	Library Public Notice Information
<input checked="" type="checkbox"/>	NJT Attachment K5	Website Screen Shot Public Notice
<input checked="" type="checkbox"/>	NJT Attachment K6	CAC Meeting Public Notice
<input type="checkbox"/>	NJT Attachment K7	Public Hearing Transcript
<input checked="" type="checkbox"/>	NJT Attachment L	SCDRTAP Application Cover Letter
<input checked="" type="checkbox"/>	NJT Attachment M	SCDRTAP Resolution
<input checked="" type="checkbox"/>	NJT Attachment N	Opinion of Council Letter (5311 only)
<input checked="" type="checkbox"/>	NJT Attachment O	ADA Certification of Equivalent Service
<input type="checkbox"/>	NJT Attachment P	Capital Public Notice (5311 only if applicable)
<input checked="" type="checkbox"/>	NJT Attachment Q	5333(b) Certification Letter (5311 only)
<input checked="" type="checkbox"/>	NJT Attachment R	5311 Application Cover Letter
<input checked="" type="checkbox"/>	NJT Attachment S	5311 Resolution
<input type="checkbox"/>	NJT Attachment T	Innovative Grant Map (5311 Innovation only)
<input checked="" type="checkbox"/>	NJT Attachment U	Section 5311 Service Map (5311 only if applicable)

Excel Spreadsheet attachments

- 2017 Actual Expenditures by funding source/ 2019 Proposed budget by funding source
- NJT Attachment H Vehicle Inventory
- NJT Attachment I Non-Vehicle Assets

Exhibits:

- Exhibit A: List of Private Bus Operators Serving New Jersey
- Exhibit B: Designated Leads for Human Services Transportation Coordination Plan
- Exhibit C: Transportation Providers and Labor Representatives Spreadsheet 2019 is attached separately

