



**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, 2017 – DECEMBER 31, 2017**

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	Carol Novrit
	Director, Division of Social Services and Transit
Phone Number	973-383-3600 ext. 5152
Fax Number	973-300-5287
E-Mail Address	cnovrit@xbp.dhs.state.nj.us

NJ TRANSIT  
 Local Programs and Minibus Support  
 One Penn Plaza East, 4<sup>th</sup> fl.  
 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 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 –

- Systems must provide information to the public on how to request a deviation
- All deviation service must be open to the general public and noted on timetable
- Phone number on timetable must be listed for requesting trip deviation in advance

## PROPOSED SCHEDULE FOR CASINO REVENUE APPLICATION FOR YEAR 2017

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 July 30, 2016	<p>By this date you should have:</p> <ul style="list-style-type: none"><li>• Published your public hearing notice in two different newspapers, notice must be published at least 30 calendar days prior to hearing date.</li><li>• Sent copy of public hearing notice to all municipal clerks in county</li><li>• Sent copy of public hearing to interested agencies including but not limited to senior centers, nutrition sites, adult workshops, senior and disabled non-profit agencies.</li><li>• Posted large print on-board public hearing notices in your vehicles.</li></ul>
August 31, 2016	<p>By this date you should have;</p> <ul style="list-style-type: none"><li>• Held your public hearing</li><li>• Read into the public hearing record summary of 2016 grant activities and proposed 2017 SCDRTAP budget</li><li>• At public hearing provided copies of summary of 2016 grant activities (to date) and copies of proposed 2017 budget. (should be available in alternative format upon request)</li><li>• Met with your local CAC to review proposed 2017 application and get feedback.</li></ul>
14 days After Public Hearing	<p>A copy of summary of 2016 grant activities/goals and copies of proposed 2017 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.</p>
September 6, 2016	<p>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.</p>

**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
George F. Graham	Freeholder Director	One Spring Street Newton, NJ 07860	973-579-0240	ggraham@sussex.nj.us
Thomas Gildersleeve	Procurement Contact	One Spring Street Newton, NJ 07609	973-579-0350 ext. 1125	tgildersleeve@sussex.nj.us
Robert Maikis	Audit Contact	One Spring Street Newton, NJ 07860	973-579-0300 ext. 1129	rmaikis@sussex.nj.us
Ron Tappan	EEO Contact*	One Spring Street Newton, NJ 07960	973-579-0350 ext. 1117	rtappan@sussex.nj.us
Ron Tappan	ADA Representative*	One Spring Street Newton, NJ 07860	973-579-0350 ext. 1117	rtappan@sussex.nj.us
Ron Tappan	Title VI Representative	One Spring Street Newton, NJ 07860	973-579-0350 ext. 1117	rtappan@sussex.nj.us
John Jackson	Safety Officer*	201 Wheatsworth Rd Hamburg, NJ 07419	973-579-0480 ext. 1401	jjackson@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, 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 %
Carol Novrit	Director	973-383-3600 ext. 5152	cnovrit@xbp.dhs.state.nj.us	0	0	0	0
John Jackson	Program Coordinator/Safety Officer	973-579-0480 ext. 1401	jjackson@sussex.nj.us	100%			

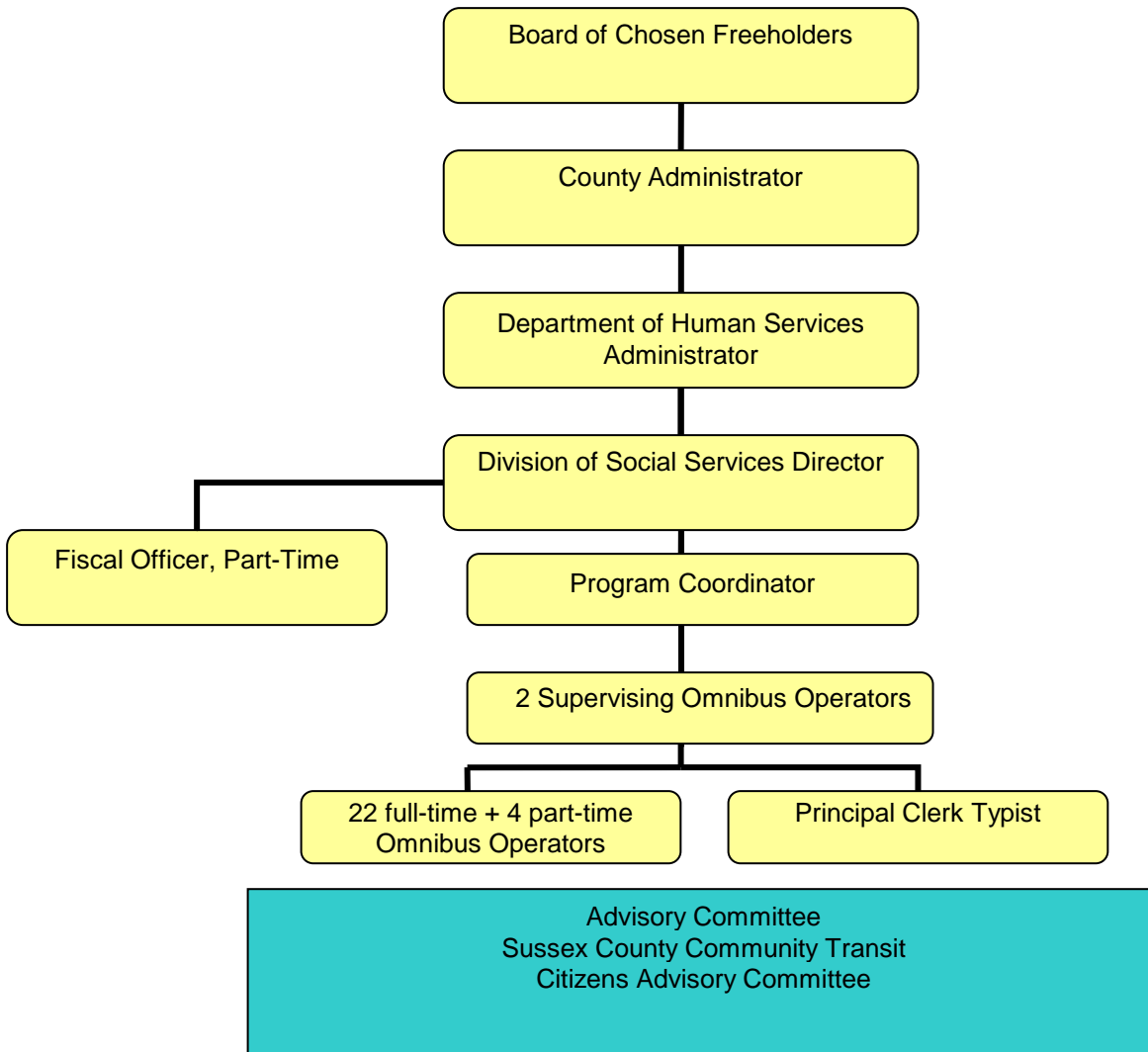
Marie Zangara	Omnibus Supervisor	973-579-0480 ext. 1406	N/A				100%
Linda Phister	Omnibus Supervisor	973-579-0480 ext. 1402	N/A				100%

- 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.

- 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

**County Of Sussex  
Department of Human Services  
Division of Social Services / Sussex County Skylands Ride  
Organizational Chart 2016**





5. List SCDRTAP Citizens Advisory Committee 2017 meeting dates, locations and times.

- CAC Meeting: March 21, 2017, 1 PM. Freeholders Meeting Room, Sussex County Administration Building, One Spring Street, Newton, NJ 07860
- Annual Public Hearing: June 13, 2017 Sussex County Community College, Atrium in the Performing Arts Center, One College Hill Road, Newton, NJ 07860
- CAC Meeting, June 13, 2017, immediately following the Annual Public Hearing, Sussex County Community College, Atrium in the Performing Arts Center, One College Hill Road, Newton, NJ 07860
- CAC Meeting: October 3, 2017, 1PM, Freeholders Meeting Room, Sussex County Administration Building, One Spring Street, Newton, NJ 07860
- CAC Meeting: December 5, 2017, 1 PM, Freeholders Meeting Room, Sussex County Administration Building, 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
Vice Chairperson	Joe Lashendock – Senior Representative
Member	Debbie White – Disabilities Representative
Member	Anthony Barille – Disabilities Representative
Member	Gwen Kiessel – Senior Representative
Member	Bob Panzer – Disabilities Representative
Member	Joan Shaw – Senior Representative
Member	Joe Zvirblis- Consumer Advocate

Ex-Officio	George F. Graham, Freeholder Director
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Staff Representatives	Lorraine Hentz
	Tom Drabic
	Christine Florio

## 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	Carol Novrit
	Director
Contract (w/ NJ TRANSIT)	Carol Novrit
	Director
Operations/Manifest	John Jackson
	Program Coordinator
Financial Records	Jason Maslowski
	Fiscal Officer
Procurement / Bid Documents Including RFP's	Thomas Gildersleeve
	Purchasing Agent
Daily Pre-Trip form	John Jackson
	Program Coordinator
Maintenance Records	John Bazelwich
	Fleet Director
Driver Training	John Jackson
	Program Coordinator
Monthly/Quarterly Ridership Reports	John Jackson
	Program Coordinator
Drug & Alcohol Data	Ron Tappan
	Administrator
Monitoring 3 <sup>rd</sup> Party Contractors	N/A
Complaints (ADA, Title VI, Service, etc)	Ron Tappan
	Administrator, Employee Services
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 apply as NJT Attachment C. **If Copies of PROCEDURES/POLICIES were submitted with your 2016 Application please only attach copies of new or updated policies.**

Table 4

PROCEDURES/POLICIES	Date Revised
Driver Manual/Operations Manual	2012
Reservation/In-take Policy (RSD procedures/policies)	2012
No Show/Denial Policy	2012
Fares/Donation Policy	2012
Vehicle Maintenance Policy	2013
Vehicle Accident Policy	2012
Capital Replacement Policy	2015
3 <sup>rd</sup> 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)	2015
Title VI Program	2015
Drug and Alcohol Plan*	2015
Other:	
Other:	
Other:	
Other:	

\*Required for Section 5311

## SECTION II - DESCRIPTION OF SERVICE

### Service Description

1. Describe any changes that were made (days, hours of operations) in 2016.

SCDRTAP: No operational changes were made in 2016.

Section 5311: No operational changes were made in 2016.

2. Describe, in detail, the proposed project for 2017. (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 4:30 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 and low income 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 4:30 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.

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 at the Sussex County Community College. 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 Catherine Williams, Clerk of the Board of Chosen Freeholders as well as with clerks in the county's municipalities. 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 am to 6:00 pm 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 the 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 Ride 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

- 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 will be installed and 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 will be used 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

- a) If yes, do you allow a passenger to remain in their mobility device or do you require them transfer to

another seat?

Yes No (If yes explain.)

3. Does your staff provide assistance with the use of lifts, ramps and securement systems?  
Yes No
4. Do you permit individuals with disabilities who do not use a mobility device to use of a lift or ramp, including standees?  
Yes No
5. 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 SCDRTAP funding are all of Sussex County, Denville, Dover Chester and Morristown, Morris County and UMDNJ, Newark Essex County. SCDRTAP fund 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 (5311 recipients are required to submit a map of your 5311 service area).

See attached.

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

Private bus service SCDRTAP 5311

List bus routes Lakeland Bus Service, Newton >NYC

Municipal bus service SCDRTAP 5311

List municipalities Byram, Sparta, Newton, Hopatcong

County bus service SCDRTAP 5311

List bus routes Skylands Connect, Morris on the Move

County paratransit SCDRTAP 5311

List counties Skylands Connect (Sussex County)

NJ TRANSIT train service SCDRTAP 5311

List train line & stations Connects to New Freedom which connects to Netcong Transit Village

NJ TRANSIT local fixed route bus SCDRTAP 5311

List route numbers \_\_\_\_\_

NJ TRANSIT Light Rail SCDRTAP 5311

List train line & stations \_\_\_\_\_

ACCESS LINK paratransit SCDRTAP 5311

4. Does your service extend beyond 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 times per week for medical conditions that cannot be treated within Sussex County based facilities, 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.

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

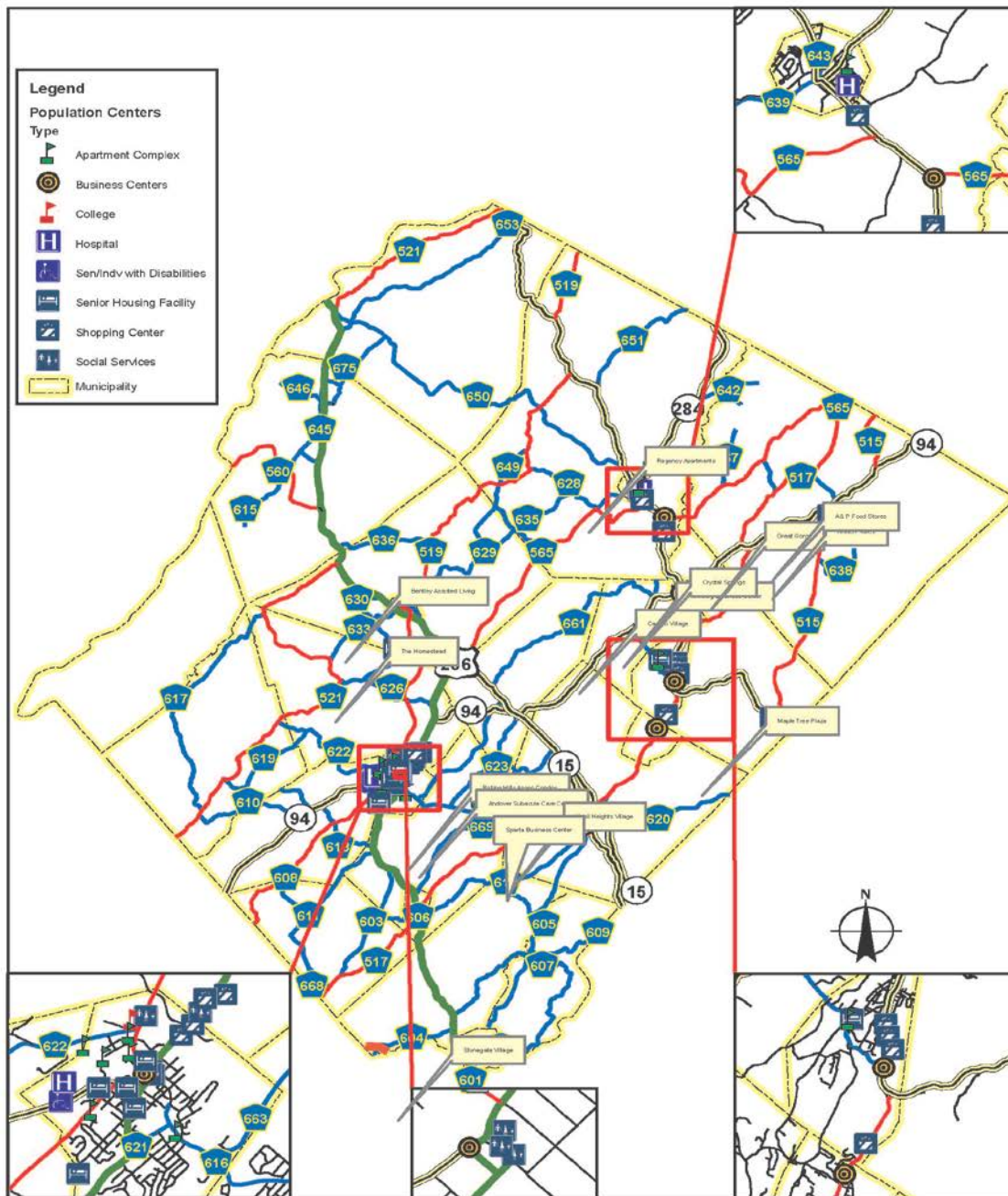
Yes. People are transported to the Netcong Transit Village and the NJ Transit Rail and Bus Services. Eligible passengers may ride the out of county bus



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.



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

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Office of Transit

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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

## 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. Attach all addendums and/or updates to your CHSTP since 2015.  
Attach as NJT Attachment D
3. Please list CHSTP stakeholder 2017 meetings dates, locations and times.  
All CHSTP stakeholder meetings are held in the Sussex County Social Services Conference Room, 83 Spring Street, Newton, NJ 07860 at 10:00 a.m. Proposed meeting dates for 2017 are February 15, 2017; May 10, 2017; August 16, 2017 and November 15, 2017.
4. 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.

5. 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.

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	7/1/16-6/30/17	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	7/1/16-6/30/17	N/A	\$9,000	Demand Response Service to Veterans Hospitals out of county
JARC	1/1/16-12/31/16	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 10<sup>th</sup> day of February, 2016.

**For the Township of Vernon:**

Attest:



Name: Lauren Kirkman

Title: Clerk

By:



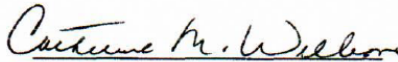
Name: Harry J. Shortway

Title: Mayor

Date: 2/10/2016

**For the County of Sussex:**

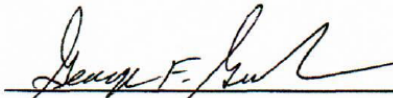
Attest:



Name: Catherine M. Williams

Title: Clerk of the Board

By:



Name: George F. Graham

Title: Freeholder Director

Date: 1/27/16

Attachment F

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**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  
GRANT AGREEMENT

DEFINITIONS:

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

Legislative Act: Older American Act of 1965, as Amended

Authorized Appropriation:

Account Title: Title IIIB, Medicaid Match and COLA Funds

Account Code: 01-213-40-670-16-435  
01-213-40-677-16-435  
01-213-41-810-16-435

Contract Period: Contract period shall mean the Term of Agreement as specified in paragraph number one.

This AGREEMENT, is by and between the Sussex County Board of Chosen Freeholders on behalf of the Sussex County Division of Senior Services, hereinafter referred to as the "County", and Sussex County Office of Transit/Skylands Ride, One Spring Street, Newton, New Jersey, 07860, hereinafter referred to as the "Grantee".

WITNESSETH THAT:

1. Term of Agreement. This Agreement shall be effective as of the 1st day of January, 2016 and shall terminate no later than the 31st day of December, 2016.
2. Compliance. The Grantee agrees that it shall comply with all provisions of the authorizing appropriation, the Act, and any regulations requirements or guidelines which the County may issue, whether explicitly referred to herein or not. It is further agreed that the Grantee shall seek and develop its own source of funding in anticipation of the expiration of this Grant. In no event shall this Grant be construed as a commitment by the County to expend funds beyond the termination date set forth in Paragraph 1.
3. Subcontracts. In accepting this contract, the Recipient shall include the following provisions in sub-contracts, with any subcontractor or third party that utilizes Area Plan funding under this contract. An AAA subcontractor, or third party, utilizing Area Plan funding shall comply with all federal, State, and local laws related to the Older Americans Act.

4. First Amendment Compliance. Funds provided under this contract shall not be utilized in a manner, which would contravene the Establishment Clause of the First Amendment of the United States Constitution. Specifically, these conditions are as follows:

- a) In no event shall the provision of the services to be funded under this agreement be conditioned upon attendance at or participation in religious programs, services, or activities;
- b) Any services to be provided under this agreement shall be essentially secular in nature and scope and in no event shall there be any religious services, counseling, proselytizing, instruction, or other religious influence undertaken in connection with the provision of such services; and
- c) Funds provided under this contract shall not be used for the construction, rehabilitation, or restoration of any facility owned by a religious organization and used, now or in the future, for any religious activity or purpose.

5. Focal Points. Identify, when feasible, a focal point for comprehensive service delivery.

6. Funding Disclosure. Grantee shall disclose all sources and expenditure of funds such agency receives or expends to provide services to older individuals to the State Unit on Aging or the Commissioner for the Department of Human Services upon request.

7. Other Funds. The Grantee shall not use funds provided under this Agreement to replace existing or committed financial support for the same project, except as may be provided by this Agreement or with the express written approval of the County.

8. Scope of Services. In consideration of the Grant provided by this Agreement, the Grantee shall, in a satisfactory and proper manner as determined by the County, perform all services specified in Attachment "A".

9. Compensation. The County shall provide to the Grantee a sum not to exceed \$56,729.00 supplemented by \$1,500.00 in Project Income. The Grantee shall expend project funds in accordance with the Approved Budget as set forth on Attachment B, the amounts expended for the Personnel and Consultants which shall not have been expended in accordance with Attachment B shall be credited against and deducted from the total compensation to be paid to the Grantee under this Agreement. Except as shall be more specifically limited on Attachment B, the amounts expended for each of the major cost categories listed on Attachment B may not exceed the approved amount by more than 10% or \$500.00 whichever is greater provided, however, that the total Approved Budget is not exceeded. The express prior written approval of the Administrator, Sussex County Department of Human Services, is necessary to amend any budget category.



10. Method of Payment. The County shall make payments under this Agreement upon the submission of a properly executed Sussex County Official Voucher together with such other documentation as may be required. The manner and form of such submission shall be in accordance with the procedures described on Attachment C, and detailed reimbursement request.

11. Books and Records. The Grantee shall maintain such records and accounts as are deemed necessary by the County to assure a proper accounting for all project funds, County of Sussex, State of New Jersey and non-state shares. These records shall be available for audit and examination by any governmental agency having an interest in the project. The County shall have the right to conduct said audit or examination at any time during the regular working hours of this project. Said records shall be retained for five (5) years after expiration of this Agreement, unless the County, in writing, specifically waives such requirement. The Grantee hereby acknowledges that the County shall carry out such monitoring and evaluation activities as it shall, from time to time, require for proper administration and performance of the Agreement.

12. Reports and Submissions. The Grantees shall submit such reports relating to the activities and the finances of the project as shall be required by the County. The required reports shall be in the form specified on Attachment C. Grantee shall submit a final report within 15 days after the contract period.

13. Travel Expenses. The Grantee, if a public agency, shall charge expenses for travel in accordance with the customary practice in the government of which the agency is a part. If the Grantee is a private Agency, expenses charged for travel shall not exceed those allowable under the State of New Jersey Travel Regulations. In any event, travel expenses shall not be charged in excess of the allowable budget amount.

14. Personal Property. If personal property, including equipment, costing less than one hundred dollars (\$100.00) per item is acquired and used for three (3) years from date of acquisition for approved contract purposes, title to such property shall vest in the Grantee. Personal property, including equipment, costing more than one hundred dollars (\$100.00) or used for less than three (3) years shall be owned by the County. The County, at its option, may, however, permit the Grantee to retain such property, subject to the reimbursement to the County of its cost minus a fair rental value for the period of actual use.

15. Unexpended Fund Balances. The Grantee may incur costs only during the period set forth in paragraph number 1 of this Agreement. Expenditures made before or after these dates shall be disallowed. Funds obligated, but not disbursed at the end of the contract period, shall be liquidated within thirty (30) days after the close of the contract period and any unexpended fund balance remaining shall be returned to the County with the submission of the final report. The County, at its discretion, may authorize the Grantee to use the unexpended grant funds:

a. for approved grant purposes after the end of the contract period if the project is continuing activity and the County intends to enter into another agreement for a period. Under such circumstances, the amount of the subsequent grant shall be reduced by the amount of the unexpended funds remaining at the end of the previous contract period.

b. for approved grant purposes, if the County authorizes an extension of the contract period.

In no event shall the Grantee use unexpended funds after the contract period without the expressed written approval of the County.

16. Changes. The County may, from time to time, request changes in the scope of services of the Grantee to be performed hereunder. Such changes, including any increase or decrease in the amount of the Grantee's compensation, which are mutually agreed upon by and between the County and Grantee, must be incorporated in written amendments to this Agreement, and be approved by the Administrator of the Sussex County Department of Human Services.

17. Assignability. The Grantee shall not subcontract any of the work or services covered by this Agreement, nor shall any interest in this Agreement be assigned or transferred, except as may be provided within the terms of this County, and the Administrator of the Sussex County Department of Human Services.

18. Discrimination Prohibited. The Grantee shall not discriminate in the performance of this Agreement because of sex, race, creed, or nation origin. The Grantee agrees to comply with Section 504 of the Rehabilitation Act of 1973.

19. Availability of Funds. The parties hereto recognize that the Grant Agreement, made on behalf of the County, is dependent upon such funding appropriations as may be made by the State of New Jersey, the Federal Government, the County of Sussex or other funding sources; the County shall not be held liable for any breach of this Agreement because of the absence available funding appropriations.

20. Termination. The County may, by giving written notice to the Grantee specifying the effective date, terminate this Agreement in whole or in part for any cause, which shall include but not be limited to:

a. Utilization of any portion of the appropriation hereunder to employ or otherwise compensate any person employed by the Division of Senior Services who has directly participated in the negotiation or approval of this Agreement;

b. Discovery of any pecuniary or personal interest by the Grantee, its employees, its officers, its trustees, or its directors in the project, or in any contract emanating from the operation of this project;

- c. Failure, for any reason, of the Grantee to satisfy its obligation under this Agreement;
- d. Submission by the Grantee to the County of reports that are incorrect or incomplete in any material respect;
- e. Any improper or inefficient use of funds, provided under this Agreement;
- f. Failure of the Grantee to permit the County to make an inspection of the administrative or operation facilities of the project;
- g. Conduct or acts of the Grantee and/or its staff which are detrimental to the objectives of this project;
- h. Any violation of the New Jersey Conflicts of Interest Law, N.J.S.A. 52:13D-12 et seq.;
- i. Failure to incorporate into grantees Personnel Policies and Procedures a system of full disclosure of all employees and applicants for employment who have been convicted of a crime.

Upon termination of this Agreement, the Grantee shall forthwith return all proceeds of the grant to the County within thirty (30) days.

21. Insurance. The Grantee does hereby represent that it presently maintains a policy of Liability Insurance in an amount not less than \$1,000,000.00 total arising from any one injury, which policy will cover all services the Grantee will provide under the terms of this Agreement. The Grantee further represents that it shall maintain said policy in full force and effect at all times during the term of this Agreement and shall indemnify and hold harmless the County of Sussex and the Division of Senior Services from any and all claims and damages, including attorneys fees, resulting from the performance of said services. The Grantee shall be obligated to see that a copy of the Liability Insurance Policy currently in force is on file with the Sussex County Department of Human Services at all times. The Grantee agrees to name the County of Sussex as an additional insured on its Liability Insurance Policy and will provide the County of Sussex with a Certificate of Insurance naming the County as an additional insured.

SUPPLEMENTARY PROVISION  
(Provisions Numbered 22 and following)

22. The Project Director shall maintain a liaison with the County of Sussex Division of Senior Services.

23. There shall be no requirements to be met by the elderly client and/or participant (any person 60 years of age or over) as a prerequisite to receiving the services of the project.

24. All vehicles operated by the project shall be in accordance with the New Jersey State Motor Vehicle Laws and operated by persons who:

- a. possess a valid New Jersey Drivers License, and
- b. are free from any impairing illness or disability.

25. A sign shall be prominently displayed on all vehicles and in all facilities operated or conjugation with the project stating that the project is funded under Title III of the Older Americans Act of 1965, as amended, through a grant by the Sussex County Division of Senior Services.

26. In like manner, a notation of the above shall appear on all stationery, publications and public information relating to the project and its scope of services.

27. The following regulations concerning publication shall be adhered to by the Grantee:

- a. Any books, reports, pamphlets, papers, or articles receiving support under Title III must contain an acknowledgment of that support.
- b. A copy of the book, reports, pamphlets, papers, or articles must be filed with the Director of the Division of Senior Services, County of Sussex, prior to publication.
- c. The U.S. Department of Health and Human Services Administration on Aging, (hereinafter call AOA) reserves the option to receive free of charge up to 12 copies of any publication published as part of a Title III project, and 2 copies of any publication based on project activities.
- d. Where a project results in a book or other copyrightable material, the author is free to obtain a copyright, but AOA reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, or authorize other to use, all such material.

28. Quarterly and statistical reports shall be due every three months of the project period.

29. The Grantee must enter all client information into the automated reporting system (SAM's) for documenting and reporting purposes.

30. Any amendments to this contract can be executed between the Sussex County Division of Senior Services and the Grantee, after review and approval by the Board of Chosen Freeholders, and the Administrator, Sussex County Department of Human Services. Such amendments will be forwarded to the Sussex County Board of Chosen Freeholders after signature by the Grantee and the Sussex County Division of Senior Services.

31. The Grantee shall reinvest all income derived from the program.

32. An audit will be conducted of the Title III programs by the County of Sussex.

33. The Grantee shall comply with the rules of the Sussex County Division of Senior Services Operation Manual concerning Subgrantees.

34. The Grantee shall submit any required quarterly reports within nine (9) days of the last day of the quarter. Failure to file reports will result in withholding of payments.

35. The Grantee shall submit a summary of client satisfaction surveys to the Division of Senior Services at least once per year.

36. The Grantee shall be represented at the Mandatory Quarterly Grantee Meetings as established and planned by the Division of Senior Services.

37. The Grantee shall establish and post a Grievance Procedure in their respective agency, in accordance with guidelines established by the New Jersey Department of Human Services, Division of Aging Services, and the Division of Senior Services. The Grievance Procedure established by the Division of Senior Services is also required to be posted in their respective agency.

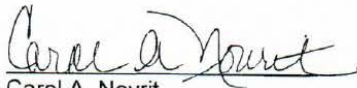
38. The Grantee shall submit a copy of its annual independent fiscal audit to the Sussex County Division of Senior Services.

39. The Grantee shall submit information related to clients served through the Agreement either by name, case number or a unique identification code when requested by the Sussex County Division of Senior Services.

40. The Grantee must have an Emergency Preparedness Plan and guide to use in the event of an emergency

41. In the event the Grantee does not perform any of the services, obligations, or responsibilities provided for under this contract, or in the event that the program or service does not attain the objectives as originally proposed or as set forth in this agreement to the satisfaction of the County, then the County may withhold all, or a portion of, any payment to be made under this Agreement, and in addition, may declare this contract null and void. In the event of termination, the County will have no further liability to the Grantee and in no event will the County be liable to pay for services not actually rendered.

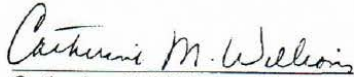
IN WITNESS WHEREOF, the Board of Chosen Freeholders and the Grantee have executed this Agreement #16 -00.



Carol A. Novrit  
Director

Date

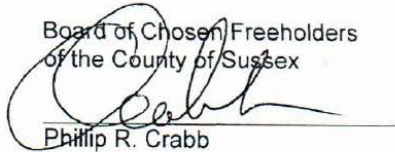
ATTEST:



Catherine M. Williams, Clerk

Date

Board of Chosen Freeholders  
of the County of Sussex



Phillip R. Crabb  
Freeholder Director

Contract with Sussex County Office of Transit/Skylands Ride for the provision of Senior Transportation for the period of January 1, 2016 to December 31, 2016 in the amount of \$56,729.00.

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.

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 3,882 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, 2016 - December 31, 2016

Service available:

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



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

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2. Type of Application:  
 New  Continuation  Revision  Supplement

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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

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4. Applicant Agency (Name and Address, including Zip Code)  
 County of Sussex  
 Office of Transit/Skylands Ride  
 One Spring Street  
 Newton, New Jersey 07860

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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

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6. Dates of:
 

	From	Through	Amount
A. Project Period	1-1-16	12-31-16	
B. Budget Year	1-1-16	12-31-16	\$56,729.00

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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

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9. For County Use Only:

A.	Total Project Costs	\$ 58,229.00
B.	Project Income	1,500.00

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C.	Project Net Costs (Line A Less Line B)	56,729.00
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D.	Local Non-Federal Participation	0
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E.	Funds Requested (Line C Less Line D) 100%	56,729.00
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PROJECT BUDGET

<u>Categories</u>	<u>Cash</u>	<u>In-Kind</u>	<u>Total</u>
Other Costs 3,882 units @ \$15.00	\$ 58,229.00		\$ 58,229.00
<b>Total Other Costs</b>	<b>\$ 58,229.00</b>		<b>\$ 58,229.00</b>
<b>TOTAL NET COSTS</b>	<b>\$ 58,229.00</b>		<b>\$ 58,229.00</b>
Total Budget			<u>58,229.00</u>
Total Projected Units of Service			<u>3,882</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
<b>Cash Resources</b>	
Title IIIB	\$28,422.00
COLA Funds	26,464.00
Medicaid Match	1,843.00
Subtotal	\$56,729.00
<b>In-Kind Resources</b>	
	0
Subtotal	\$ 0
<b>Non-Federal Other (Include Services)</b>	
Client Donations	\$ 1,500.00
Subtotal	\$ 1,500.00
<b>Total</b>	<b>\$58,229.00</b>

**COUNTY OF SUSSEX  
DEPARTMENT OF HUMAN SERVICES**

This CONTRACT is effective as of the date recorded on the signature page between the County of Sussex and Sussex County Office of Transit/Skyland's Ride hereafter identified as the Provider Agency.

**WHEREAS**, the County of Sussex (the County) has been duly designated under the authority of N.J.S.A. 30:1A-1, 30:1-11, and 30:1-20 to administer or supervise the administration of social service and training programs and has, in turn, designated the County to be directly responsible for the funding, implementation and administration of certain social service and training programs, including the program(s) covered by this Contract; and

**WHEREAS**, the County desires that the Provider Agency provide services and the Provider Agency has agreed to provide services in accordance with the terms and conditions contained in this Contract;

THEREFORE the County and the Provider Agency agree as follows:

**I. DEFINITIONS**

For the purposes of this document, the following terms, when capitalized, shall have meanings as stated:

Annex(es) means the attachment(s) to this document containing programmatic and financial information.

Contract means this document, the Annex(es), any additional appendices or attachments (including any approved assignments, subcontracts or modifications) and all supporting documents. The Contract constitutes the entire agreement between the parties.

Notice means an official written communication between the County and the Provider Agency. All Notices shall be delivered and directed to the persons and addresses specified for such purpose in the Annex(es) or to such other persons as either party may designate in writing.

Termination means an official cessation of this Contract, resulting either from routine expiration or from action taken by the County or the Provider Agency, in accordance with provisions contained in this Contract, to nullify the Contract prior to term.

**II. BASIC OBLIGATIONS OF THE COUNTY**

Section 2.01 Payment. As established in the Annex(es), payment for Contract services delivered shall be based on allowable expenditures or the specified rate per unit of service delivered. Such payment(s) shall be authorized by the County in accordance with the time frames specified in the Annex(es). Total payments shall not exceed the maximum Contract amount, if any specified in the Annex(es). All payments authorized by the County under this Contract shall be subject to revision on the basis of an audit or audits conducted under Section 3.07 Audit or on the basis of a County monitoring or evaluation of the Contract.

Section 2.02 Referenced materials. Upon written request of the Provider Agency, the County shall make available to the Provider Agency copies of federal and State regulations and other material specifically referenced in this document.

**III. BASIC OBLIGATIONS OF THE PROVIDER AGENCY**

Section 3.01 Contract Services. The Provider Agency shall provide services to eligible persons in accordance with all specifications contained in this contract.

Section 3.02 Reporting. The Provider Agency shall submit to the County programmatic and financial reports on forms provided by the County. The reporting frequency and due date(s) are specified and sample forms to be used are included in the Annex(es).

Section 3.03 Compliance with Laws. The Provider Agency agrees in the performance of this Contract to comply with all applicable federal, State and local laws, rules and regulations (collectively, "laws"), including but not limited to the following: State and local laws relating to licensure; federal and State laws relating to safeguarding of client information; the federal Civil Rights Act of 1964 (as amended); P.L. 1975, chapter 127, of the State of New Jersey (N.J.S.A. 10:5-31 et seq.) and associated executive order pertaining to affirmative action and nondiscrimination in public contracts; the federal Equal Employment Opportunity Act; Section 504 of the federal Rehabilitation Act of 1973 pertaining to non-discrimination on the basis of handicap, and regulations there under. Failure to comply with the laws, rules and regulations referenced above shall be grounds to terminate this Contract.

If any provision of this Contract shall conflict with any federal or State law(s) or shall have the effect of causing the County to be ineligible for federal financial participation in payment for Contract services, the specific Contract provision shall be considered amended or nullified to conform to such law(s). All other Contract provisions shall remain unchanged and shall continue in full force and effect.

Section 3.04 Affirmative Action.

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)  
N.J.A.C. 17:27

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

**Exhibit A attached hereto (2 pages)**

Section 3.05 County Policies and Procedures. In the administration of this Contract, the Provider Agency shall comply with all applicable policies and procedures issued by the County, including, but not limited to, the policies and procedures contained in the State's Contract Reimbursement Manual (as from time to time amended) and the State's Contract Policy and Information Manual (as from time to time amended). Failure to comply with these policies and procedures shall be grounds to terminate this Contract.

Section 3.06 Financial Management System. The Provider Agency's financial management system shall provide for the following:

- (a) accurate, current and complete disclosure of the financial results of this Contract and any other contract, grant, program or other activity administered by the Provider Agency;
- (b) records adequately identifying the source and application of all Provider Agency funds and all funds administered by the Provider Agency. These records shall contain information pertaining to all contract and grant awards, authorizations, obligations, unobligated balances, assets, liabilities, outlays and income;
- (c) effective internal and accounting controls over all funds, property and other assets. The Provider Agency shall adequately safeguard all such assets and shall ensure that they are used solely for authorized purposes;
- (d) comparison of actual outlays with budgeted amounts for this Contract and for any other contract, grant, program or other activity administered by the Provider Agency;
- (e) accounting records supported by source documentation;
- (f) procedures to minimize elapsed time between any advance payment issued and the disbursement of such advance funds by the Provider Agency;
- (g) procedures consistent with the provisions of any applicable county policies and procedures for determining the reasonableness, allowability and allocability of costs under the contract.

Section 3.07 Audit. At any time during the Contract term, the Provider Agency's overall operations, its compliance with specific Contract provisions, and the operations of any assignees or subcontractors engaged by the Provider Agency under Section 5.02 Assignment and Subcontracts may be subject to audit by the County, by any other

appropriate unit or agency of State or federal government, and/or by a private firm or firms retained or approved by the County for such purpose.

Whether or not such audits are conducted during the Contract term, a final financial and compliance audit of Contract operations, including the relevant operations of any assignees or subcontractors, may be conducted after Contract Termination. The Provider Agency is subject to audit up to four years after Termination of the Contract. If any audit has been begun but not completed or resolved before the end of the four year period, the Provider Agency continues to be subject to such audit until it is completed and resolved.

The County may require submission of the Provider Agency's annual organization-wide audit.

Audits shall be conducted in accordance with general accepted auditing standards as specified in the Statements on Auditing Standards as specified by the American Institute of Certified Public Accountants and Government Auditing Standards issued by the Comptroller General of the United States.

Section 3.08 Business Registration. N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract: 1) the contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; 2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; 3) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

#### IV. TERMINATION

Section 4.01 Termination by Provider Agency. The Provider Agency may terminate this Contract upon 60 calendar days' advance Notice to the County. If the Contract is terminated under this section, the Provider Agency shall settle all accounts with the County in the manner specified by the County and shall be subject to a final audit under Section 3.07 Audit.

Section 4.02 Termination for Cause. If the Provider Agency is not or has not



been in compliance with any provision(s) of this Contract, the County may, by Notice, place the Provider Agency in default of the Contract and, in accordance with County policy and procedures, may reduce Contract funding or terminate the Contract.

Section 4.03 Reduction or Termination Due to Fiscal Constraints. Anything to the contrary in this Contract notwithstanding, the parties recognize and agree that the County's ability to honor the terms and conditions of this Contract is contingent upon receipt of federal funds and/or appropriations of the State Legislature. If during the term of this Contract, therefore, the federal and/or the State government reduces its allocation to the County, the County reserves the right, upon Notice to the Provider Agency, to reduce or terminate the Contract.

#### V. MISCELLANEOUS

Section 5.01 Application of New Jersey Law. This Contract shall be governed, construed and interpreted in accordance with the laws of the State of New Jersey including the New Jersey Contractual Liability Act (N.J.S.A. 59:13-1 et seq.).

Section 5.02 Assignment and subcontracts. This Contract may not be assigned by the Provider Agency, in whole or in part, without the prior written consent of the County. Such consent, if granted, shall not relieve the Provider Agency of its responsibilities under the Contract. All approved assignments and subcontracts shall become part of this contract, and the Provider Agency shall bear full responsibility, without recourse to the State (including the County), for their performance. The Provider Agency shall forward copies of all assignment and subcontract documents to the County and shall retain copies of them on file together with this Contract.

Section 5.03 Client Fees. Other than as provided for in the Annex(es), the Provider Agency shall impose no fees or charges of any kind upon recipients of Contract services.

Section 5.04 Insurance. The Provider Agency shall maintain adequate insurance coverage. The County shall be included as an additional named insured on any insurance policy applicable to this Contract. Should the Provider Agency fail to pay any premium on any insurance policy when due, the County may pay the premium and, upon Notice to the Provider Agency, reduce payment to the Provider Agency by the amount of the premium payment.

Section 5.05 Indemnification. The Provider Agency shall defend, indemnify and otherwise save harmless the County, its agencies, departments, bureaus, boards, officials and employees from any and all claims or actions at law, whether for personal injury, property damage or liabilities, including the costs of defense (a) which arise from acts or omissions, whether negligent or not, of the Provider Agency or its agents, employees, servants, subcontractors, material suppliers or others working for the Provider Agency, irrespective of whether such risks are within or beyond the control of the Provider Agency, or (b) which arise from any failure to performance.

Notwithstanding the Provider Agency's responsibilities outlined above in this section, the County reserves the right to provide its own attorney(s) to assist in the defense of any legal actions which may arise as a result of this Contract.

Section 5.06 Statement of Non-Influence. No person employed by the County has been or will be paid any fee, commission, or compensation of any kind or granted any gratuity by the Provider Agency or any representative thereof in order to influence the awarding or administration of this Contract.

Section 5.07 Exercise of Rights. A failure or a delay on the part of the County or the Provider Agency in exercising any right, power or privilege under this Contract shall not waive that right, power or privilege. Moreover, a single or a partial exercise shall not prevent another or a further exercise of that or of any other right, power or privilege.

Section 5.08 Sufficiency of Funds. The provider Agency agrees that this Contract is contingent upon availability of appropriated funding and fulfillment of the following procedure: A contract confirmation letter shall be sent by the County to the Provider Agency prior to the effective date of the contract. That confirmation shall include the Contract term and the negotiated Contract reimbursable ceiling. The confirmation letter shall be signed by the authorized Provider Agency signatory and returned to the office of Finance and Accounting.

The Contract shall not be valid or binding and no payment(s) will be approved until the Office of Finance and Accounting is in receipt of a properly executed confirmation letter from the provider. The Contract term and reimbursable ceiling specified in the contract confirmation letter are hereby incorporated into and made a part of this Contract.

Section 5.09 Collective Bargaining. State and federal law allow employees to organize themselves into a collective bargaining unit.

Funds provided under this Contract shall not be utilized to abridge the rights of employees to organize themselves into a collective bargaining organization or preclude them from negotiating with Provider Agency management.

Section 5.10 Independent Employer Status. Employees of Provider Agencies that Contract with the County are employees of the Provider Agency, not the County.

In accordance with the National Labor Relations Act, 29 U.S.C.A. 152(2) and State law, N.J.S.A. 34:13A-1 et seq., Provider Agencies are independent, private employers with all the rights and obligations of such, and are not political subdivisions of the County.

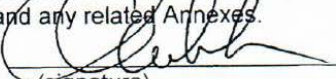
As Such, the Provider Agency acknowledges that it is an independent contractor, providing services to the County, typically through a contract-for-services agreement. As independent contractors, Provider Agencies are responsible for the organization's overall functions which include the overseeing and monitoring of its operations, establishing the salary and benefit levels of its employees, and handling all personnel matters as the employer of its workers.

The Provider Agency acknowledges its relationship with its employees as that of employer. While the County has an adjunct role with Provider Agencies through regulatory oversight and ensuring contractual performance, the Provider understands that the County is not the employer of a Provider Agency's employees.

The Provider Agency further acknowledges that while the County reimburses Provider Agencies for all allowable costs under the contract, this funding mechanism does not translate into the County being responsible for any of the elements of any collective bargaining agreements into which Provider Agencies may enter. Moreover, each Provider Agency understands that it is responsible for funding its own programs and is not limited to the amount of funding provided by the County, and, in fact, is encouraged to solicit non-County/non-State sources of funding, whenever possible.

**VI. CONTRACT SIGNATURES AND DATES**

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 set forth on the preceding pages in Articles I through Article V, and any related Annexes.

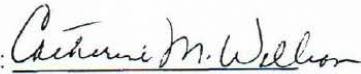
BY:   
(signature)

BY:   
(signature)

Phillip R. Crabb  
TITLE: Freeholder Director

Carol A. Novrit  
TITLE: Director

PROVIDER AGENCY:  
Sussex County Office of  
Transit/Skyland's Ride

ATTEST BY:   
Catherine M. Williams  
Clerk of the Board

CONTRACT EFFECTIVE DATE: 1/1/16  
CONTRACT EXPIRATION DATE: 12/31/16  
CONTRACT NUMBER: N/A  
CONTRACT AMOUNT: \$56,729.00

DEPARTMENTAL COMPONENT: 2016 Area Plan Contract in the amount of \$56,729.00 for the provision of Senior Transportation.

COUNTY OF SUSSEX  
DIVISION OF  
SENIOR SERVICES  
ATTACHMENT C TO AGREEMENT

Method of Payment and Reporting Requirements

Payment will be made:

On a reimbursable basis monthly when requisitioned.

No additional payments.

The submissions required for payments include a properly executed County of Sussex payment request with the completed quarterly report(s) specified below:

1. A Request for Reimbursement form
2. A Financial Status Report
3. A Narrative and Programmatic Report
4. Monthly PSST Reports on file with the Office

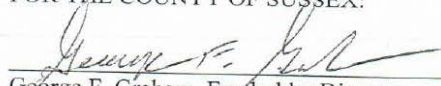
Attachment F

Letter of Agreement

State Fiscal Year 2016 (July 1, 2015 through June 30, 2016)  
Work First New Jersey Temporary Assistance for Needy  
Families (TANF) Work Activities and General Assistance/Food Stamp (GA/FS)  
Work Activities Funds

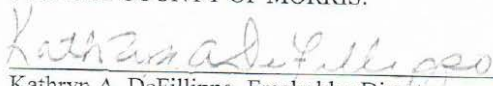
1. The Morris County Board of Chosen Freeholders will provide the Sussex County Board of Chosen Freeholders \$40,000 in TANF work activities funds and \$10,000 in GA/FS work activities funds to be used for Needs Based Work Supports.
2. Funds will be used to transport Sussex County's low-income population to and from work-related activities which include, but are not limited to, job search, training, job interviews, etc.
3. All funds are to be fully obligated by June 30, 2016 and liquidated by December 31, 2016.
4. Sussex County Division of Temporary Assistance will provide Employment and Training Services bi-monthly reports indicating the following:
  - type of services provided
  - cost associated with services provided
  - number of clients served or, if applicable, number of one-way trips provided
5. Sussex County will also maintain documents specifying expenditures associated with these funds.

FOR THE COUNTY OF SUSSEX:

  
George F. Graham, Freeholder Director

1/27/16  
Date

FOR THE COUNTY OF MORRIS:

  
Kathryn A. DeFillippo, Freeholder Director

Date

Attachment F

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@xpbp.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.

I. **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.

- e. Describe capability of this project to meet the cultural needs of clients to be served.

**Skylands Ride, formerly known as Sussex County Transit, has served the Sussex County community for over 34 years in a culturally sensitive and effective manner.**

- f. Describe the coordinating benefits and/or services among providers, or how the services to be supplied will interface and interact with other providers to provide a cohesive, non-duplicating array of services to the target population. How will these efforts improve the cost or effectiveness of the program?  
**There is no other public transportation on Saturdays or weekdays to the new Bridgeway Rehabilitation Services location and NewBridge Services. Public bus service is an inexpensive means of transportation. The bus route is crafted to provide transportation service to many of the County's community based agencies, hospitals, medical parks and mental health services. Sussex County Skylands Ride is the only viable local public transportation in Sussex County.**

**C. ADMISSION CRITERIA:**

- a. Describe referral/enrollment process.  
**Referrals can be made by anyone. This service is available to the public. There is no formal referral or enrollment process.**
- b. Describe maintenance of a waiting list.  
**All public waiting at a bus stop in accordance with the bus schedule can board the bus. Therefore, there is no waiting list for service.**
- c. Describe method for prioritization of intake requests.  
**All of the public waiting to board the bus will be served. There is no waiting list so there is no prioritization of requests.**
- d. What is the length of time from referral to acceptance/admission?  
**The bus will transport all residents waiting to board. Therefore, there is no lag time between referral and service.**
- e. Identify reports/forms/documents needed for referral/admission.  
**(NOTE: Agencies awarded SSH funding must comply with HMIS reporting.)  
No reports, forms or documents are needed.**
- f. If a contract renewal, identify changes/improvements to program since the last application.  
**Skylands Ride has applied for and been approved by NJTransit to receive two new Connect buses which will be utilized in providing the Saturday Service.**

**D. HOURS OF SERVICE:**

- a. Specify location of program and hours of service provision  
**Saturday service will operate between the hours of 8:20 a.m. to 3:40 p.m. Bridgeway Rehabilitation Services location stops were added at 9:16 a.m. and 12:12 p.m. on weekdays to coincide with Bridgeway's service needs.**

**Please see pages 25 and 26 for hours and times of service.**

- b. List program service days and holiday schedule.  
**Program service days are Monday through Saturday except for County holidays.**

**New Year's Day  
Martin Luther King Jr. Birthday Observed  
Lincoln's Birthday  
Washington's Birthday Observed  
Good Friday  
Memorial Day Observed  
Independence Day  
Labor Day  
Columbus Day Observed  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving Day  
Christmas Eve  
Christmas Day**

**E. LEVELS OF SERVICE/UNITS:** (How you deliver the service)

- a. What is the definition of Unit of Service?  
**A unit of service is a one-way ride.**
- b. What is the total expected Level of Service (LOS) for this program?  
**The LOS is expected to be 2,600 annually.**

**F. CLIENT SERVICE PLANNING:**

- a. Describe in detail what the procedure will be for providing services from initiation through completion. For client related services, be specific and include intake, case management, referral procedures, discharge, and follow-up procedures, as applicable.  
**Service to residents is considered as a one-way bus ride.**

**G. ACCESSIBILITY:**

- a. Explain accessibility for target population.  
**SCSR is fully accessible to residents living in the scheduled bus route area. SCSR will deviate from its route up to ¼ mile to transport if a request is made 24 hours in advance and the bus can turn around in the vicinity of the pick-up. SCSR is fully accessible to residents with a disability and is able to transport wheelchair bound passengers.**
- b. Describe accessibility of public transportation routes.  
**N/A**
- c. Identify barriers to access.  
**Access is available to residents who can board the bus within the scheduled route area, or within ¼ mile if a route deviation is requested.**

- d. How do you service people with disabilities?

**SCSR has a robust history of safely, reliably and sensitively serving residents with disabilities through its paratransit and public bus services. SCSR strictly adheres to all ADA requirements. Service animals and personal companions are welcomed on the bus. SCSR is able to transport wheelchair bound passengers.**

**III. PROGRAM ADMINISTRATION:**

- a. Describe your agency's ability to provide proposed service.

**SCSR has provided safe and reliable transportation services to Sussex County residents for over 34 years. The program is funded through the Federal Transportation Administration, NJ Transit and local funding. SCSR was named New Jersey Community Transportation Agency of the Year because of its excellence in service and its progressive transportation policies. NJ Transit submitted Skylands Ride to the National Community Transportation Center as a candidate for National System of the Year.**

- b. Identify supervision, staff, and their respective functions to implement this program.

**Director – Management and oversight.**

**Program Coordinator – Day to day operations management.**

**Fiscal Officer – Accounting and reporting.**

**Omnibus Supervisors – Supervise Omnibus Operators, assist the public and take reservations.**

**Scheduler – Schedules paratransit vehicle pick-ups and drop-offs.**

**Principal Clerk Typist – Takes reservations, answers questions from the public, prepares billing invoices and provides informational assistance to Omnibus Operators as needed.**

**Omnibus Operators – Responsible for safe and reliable transport.**

- c. Describe policy for staff growth and development.

**Staff are provided Hazardous Materials, Fire Safety, Defensive Driving, Right to Know, Wheel Chair Securement, and PASS (Passenger Assistance Service and Safety) training on a regular basis. All Omnibus Operators are drug and alcohol tested on a random basis and must submit a physician's certification of fitness to drive every three years.**

**IV. PROGRAM IMPLEMENTATION:**

- a. Summarize the staffing and overall program implementation activities.

**Saturday service is comprised of three Omnibus Operators to provide regular north and southbound service as well as sufficient time for shopping, recreation and medical trips. Daily service to Bridgeway Rehabilitation Services is provided by two Omnibus Operators. The service was implemented in 2013 through community outreach. This was accomplished through the Director, Program Coordinator and Omnibus Supervisors. The Outreach activities were in-kind services. Outreach occurred through the local media, County website, community based agencies, food pantries and handouts at the major shopping centers throughout the County. Program management and oversight have been ongoing since inception.**

- b. Provide accompanied time frames in narrative or grid format for program activities  
The program will operate January 2, 2016 through December 31, 2016.

**Saturday service will be available every Saturday from 8:20 a.m. to 3:40 p.m.  
Service to Bridgeway Rehabilitation Services will be available Monday through  
Saturday. The bus will not operate on County holidays.**

**Please see pages 25 and 26 for hours and times of service.**

**Saturday Services**

Times listed in light type = AM, bold type = PM \*\*\* means No Service  
 Web: [sussex.nj.us/transit](http://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)	11:16	1:40	2:55
Franklin Shop-Rite (Rt. 23)	11:21	1:41	2:56
Junction & Main Sts., Franklin	11:15	1:48	3:00
Highlands Workshop, Franklin (Main)	****	****	****
Granny's Pancake House, Rt. 23	11:20	1:50	3:05
YAC/J/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 ABP 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
ABP at Lakeland Bank (Old Rt. 23)	8:28	10:58	12:13
Wantage Plaza (Rt. 23)	8:33	11:02	12:18
Hamburg Municipal Bldg (Walkill Ave.)	8:39	11:09	12:24
YAC/J/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	8:58	11:28	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

**Monday-Friday except County Holidays**  
 Service is by request only Call 973-579-0480 48 hours in advance  
 Times listed in light type = AM, bold type = PM  
 Web: [sussex.nj.us/transit](http://sussex.nj.us/transit)

**Northbound**

Netcong Train Station	5:36	6:26	7:03	8:43	12:19	5:02
Route 183 Netcong	5:38	6:28	7:05	8:45	12:21	5:04
Musconetcong American Legion Post 278	5:40	6:30	7:07	8:47	12:23	5:06
Route 183 Dell Road	5:41	6:31	7:08	8:48	12:24	5:07
Byram Plaza	5:45	6:35	7:12	8:52	12:28	5:11
Lakeland Emergency Squad	5:48	6:38	7:15	8:55	12:31	5:14
South Shore Road	5:49	6:39	7:16	8:56	12:32	5:16
Cranberry Lake	5:50	6:40	7:17	8:57	12:33	5:17
Panther Lake	5:51	6:41	7:18	8:58	12:34	5:18
D&E Service	5:56	6:46	7:23	9:03	12:39	5:23
Simon Peter	5:58	6:48	7:25	9:05	12:41	5:25
Masonic Lodge	6:00	6:50	7:27	9:07	12:43	5:27
Stickles Pond Road	6:01	6:51	7:28	9:08	12:44	5:28
West Sunset Boulevard	6:02	6:52	7:29	9:09	12:45	5:29
The Abbey	6:03	6:53	7:30	9:10	12:46	5:32
Miriam Avenue	6:05	6:55	7:32	9:12	12:48	5:34
Paterson Avenue	6:06	6:56	7:33	9:13	12:49	5:35
Nelson Street	6:07	6:57	7:34	9:14	12:50	5:36
Halsted Street	6:09	6:59	7:36	9:16	12:52	5:38
East Clinton Street	6:11	7:01	7:38	9:18	12:54	5:40
Park and Ride Newton	6:13	7:03	7:40	9:20	12:56	5:42

**Southbound**

Park and Ride Newton	4:45	5:37	6:14	7:54	11:30	4:10
First Student Water Street Newton	4:50	5:40	6:17	7:57	11:33	4:13
Liberty Street	4:52	5:42	6:19	7:59	11:35	4:15
West Nelson Street	4:53	5:43	6:20	8:00	11:36	4:16
Paterson Avenue	4:54	5:44	6:21	8:01	11:37	4:17
Merriam Avenue	4:55	5:45	6:22	8:02	11:38	4:18
The Abbey	4:57	5:47	6:24	8:04	11:40	4:20
Springdale Garden Road	4:58	5:48	6:25	8:05	11:41	4:24
Stickles Pond Road	4:59	5:49	6:26	8:06	11:42	4:25
Masonic Lodge	5:00	5:50	6:27	8:07	11:43	4:26
Simon Peter	5:01	5:51	6:28	8:08	11:44	4:27
Goodale Road	5:02	5:52	6:29	8:09	11:45	4:28
D&E Service	5:03	5:53	6:30	8:10	11:46	4:29
Jones Lane	5:08	5:58	6:35	8:15	11:51	4:34
Cranberry Lake	5:10	6:00	6:37	8:17	11:53	4:36
South Shore Road	5:10	6:00	6:37	8:17	11:53	4:36
Lakeland Emergency Squad	5:11	6:01	6:38	8:18	11:54	4:37
Byram Plaza	5:14	6:04	6:41	8:21	11:57	4:40
Musconetcong American Legion Post 278	5:18	6:08	6:45	8:25	12:01	4:44
Route 183 Netcong	5:20	6:10	6:47	8:27	12:03	4:46
Netcong Train Station	5:21	6:11	6:48	8:28	12:04	4:47



V. MATCHES, FEES/CONTRIBUTIONS:

- a. Describe if dollars requested for this program are a match for other funds.  
**The funding requested in this grant will be used as match for S5310 funding which requires a 50% match. S5310 funds provide transportation services to Sussex County residents. These funds will be used to pay for in-kind costs that are necessary to operate Saturday service. The S5310 service is available Monday through Friday and is used to link passengers to Bridgeway Rehabilitation Services during the week.**
- b. Describe any associated donation of dollars, services, volunteers, spaces, etc. that augment the requested funds.  
**Project management, supervision, office staff, public outreach and bus maintenance and repair will be provided in-kind using existing grant funding.**
- c. If applicable, list fees, contributions, donation policy, and co-payments for service  
**There is a \$1.00 per one way trip bus fee. Senior and disabled citizens ride for half price.**

VI. BUDGET:

- a. Provide the proposed program budget  
**See next page.**
- b. Provide the proposed program budget narrative in paragraph form.  
**The total budget for the proposed program is \$34,885.00. This consists of salary and payroll taxes for three Omnibus Operators per Saturday, 52 Saturdays per year at a cost of \$26,470.00. Fuel costs for Saturdays and the added Bridgeway Rehabilitation Services bus service is \$8,415.00 annually.**
- c. Describe your agency's ability to fiscally manage the proposed program.  
**SCSR is part of Sussex County government. It has operated in a fiscally sound manner for over 34 years. An annual audit performed on the transit programs indicate its demonstrated ability to fiscally manage all transit related programs including the proposed program. Fiscal management is overseen by the Division of Social Services, County of Sussex and NJ Transit for this proposed program.**
- d. Provide a cost per unit of service for the proposed program.  
**The unit of cost for this program is \$13.45. The cost to the County of Sussex to provide service per one-way ride is \$19.00.**
- e. Provide name, address and phone number of the fiscal officer.  
**Jason Maslowski, Division of Social Services, 83 Spring Street, Suite 203, PO Box 218, Newton, NJ 07860.**

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: George F. Graham, Freeholder Director
Project Title: Veterans Transportation
Program Administrator (if known):
John Jackson, 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):
\$

Handwritten signature of George F. Graham

Handwritten date 4/13/14

SIGNATURE OF AGENCY EXECUTIVE DIRECTOR/CEO
George F. Graham, Freeholder Director

DATE

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New Jersey Department of Military and Veterans Affairs  
Transportation Annex A

Agency Background

County of Sussex Office of Transit Skylands Ride  
AGENCY

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Veterans Transportation Program  
PROJECT TITLE

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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  
New Freedom  
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 Program  
 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.

The 2010 census reports the population of Sussex County to be 149,265. 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.

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 Program  
 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. 7/1/16-6/30/17
2. Intake ID	2. Identify Veteran status on intake in computer data base	2. 7/1/16-6/30/17
3. Community relations outreach	3. Provide public information through local media and veterans' organizations	3. 7/1/16-6/30/17

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 Program  
 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. 7/1/16- 6/30/17

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 Program  
 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. 7/1/16-6/30/17
2. Report operating and expenditure data	2. Generate reports from computer system	2. 7/1/16-6/30/17

New Jersey Department of Military and Veterans Affairs  
 Transportation Annex A

Program Assurances

County of Sussex Office of Transit Skylands Ride  
 AGENCY

Veterans Transportation Program  
 PROJECT TITLE

I, George F. Graham, 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

Program Assurances (cont.)



Transportation Annex A

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**

**Route Deviation**

1. If you operate route deviation service, explain how the trips are documented, fill in Table 7.

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.

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

2. 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
3. Do your vehicles have signage showing route and destination?  
Yes      No
4. Do you permit a customer who uses a lift to disembark from vehicles at any designated stop, unless the lift cannot be deployed, the lift will be damaged if it is deployed, or temporary conditions preclude the safe use of the stop by all customers?  
Yes      No
5. Do you allow deviation for general public passengers?  
Yes      No

**Training**

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 other County Trainings

Do you provide training for your drivers?

**Yes**       **No**

If yes, list trainings and recertification requirements.

Right To Know	Bloodborne Pathogens	Fire Extinguisher Training
Wheelchair Securement	Drug/Alcohol Training	Various other County Trainings
Defensive Driving	PASS Training	

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

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.

### **2017 Short-Term Program Goals**

List at least three goals to improve your system in grant year 2017. Include Milestones on how you will obtain these goals.

1. Sussex County will look at the full demand-response system to complete a comprehensive analysis and look to increase efficiencies. By completing this goal, the County as well as the residents that are served through Skylands Ride will benefit.
  
2. Increase advertising of the valuable Saturday bus service to the residents of Sussex County as well as to local businesses and stakeholders. The goal is to educate the community on an ongoing basis about the transportation options available through Skylands Ride, promoting 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.
  
3. After the Interactive Voice Response (IVR) is established, one of the goals for 2017 will be to ensure usage and track effectiveness of this system. The IVR system will call passengers the day before to remind them of their pending trip as well as call them five minutes before the arrival of their ride. This system is designed to help increase ridership as well as decrease cancellations at the door/no shows. Ongoing evaluation and assessment will be completed to demonstrate positive outcomes and success.

### SECTION III – BUDGET

#### Program Budgets

Complete attached Excel spreadsheets for your grant year 2015 Expenditure and grant year 2017 projected budgets. You must submit these sheets in Excel format in addition to your application.

#### Close-out funds from 2015

Does your agency have carry over funds that will be added into the 2017 SCDRTAP budget? (Please note close-out funds should be added to your 2017 allocation and shown in the attached budget spreadsheet 2017 proposed budget by funding source.

Yes      No

If yes, please explain what the carry over funds will be allocated for.  
Maintenance and repairs of older buses as well as fuel costs.

#### Alternative Revenue Total Collected for Calendar Year 2015

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.

Fare boxes and donation boxes are located on all vehicles. At the end of the day, all locked boxes are brought into the office. Fares and donations are removed from the boxes and 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 2015	Revenue Projected for 2017
Fares / SCDRTAP	-	-
Fares / 5311	\$30,000.00	\$30,000.00
Donations / SCDRTAP	\$9,739.00	\$9,000.00
Donations / 5311	-	-
Advertising on vehicles	\$23,750.00	\$25,000.00
Medicaid (Logisticare)	\$68,819.00	\$64,000.00
Revenue Contracts		
Total	\$132,308.00	\$128,000.00

**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?

This is not applicable as no indirect costs are used to match S5311 funding.

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 2016

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
RouteMatch	3 Years	\$790	\$18,960	RouteMatch Mobile Cloud Data Tablets
RouteMatch	Annual	N/A	\$16,150	RouteMatch Tech Support

Table 10 – 5311 July 2015- December 2016

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
None				

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, 2017- December 31, 2017

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
RouteMatch	3 Years	\$790	\$18,960	RouteMatch Mobile Cloud Data Tablets
RouteMatch	Annual	N/A	\$16,150	RouteMatch Tech Support

Table 12 – Section 5311\* January 1, 2017- December 31, 2017

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
None				

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. All vendors with multiyear contracts under FTA programs must sign the Lobbying Certifications, and NJT Vendor Ethics form yearly.

## 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

Attachment H

SUSSEX COUNTY Skylands Ride FLEET INVENTORY August 1, 2016																
FAREY #	BUY ID#	VIN #	PLATE #	YEAR	MAKE	MODEL	SEATING CAP	# OF W/C	DATE IN SERVICE	PRIMARY USE	POT./MNY INSPECTY	RELEASE 6/3/2016	CON-DITION	SOURCE	PURCHSE PRICE	YEAR OF RPLCMNT
2	16-1639	4UZAEDUE8ECF90291	OP1478	2014	Frt	Bus	29	1	14-Feb	Public	MVC	101,075	F	B	\$125,000	2020
3	16-1640	4UZAEDUE8ECF90292	OP1482	2014	Frt	Bus	29	1	14-Feb	Public	MVC	82,538	G	B	\$125,000	2020
11	18-132	1FDEE3FS0BDA72714	OP7703	2011	ELK	Mini-Bus	12	1	11-11	Paratransit	MVC	142,611	F	B	\$81,400	2017
12	18-130	1FDFE4FS1BDA83599	OP7715	2011	Ford	E450	16	1	2-12	Paratransit	MVC	122,520	F	B	\$81,400	2018
14	18-133	1FDFE4FS2BDB22601	OP7712	2011	Ford	E450	14	1	2-12	Paratransit	MVC	122,260	F	B	\$81,400	2018
15	16-1409	1FDEE3FS30DA63554	OP1481	2011	Ford	Mini/Bus	12	1	13-Mar	Paratransit	MVC	108,158	F	B	\$65,840	2018
16	18-140	1FDFE4FS4DDA44718	OP1480	2013	Ford	Ext Mini	16	1	13-Jul	Paratransit	MVC	76,713	G	F	\$81,400	2018
17	16-1505	1FDFE4FSXDDA64262	OP1479	2013	Ford	Ext Mini	16	1	13-Oct	Paratransit	MVC	79,889	G	B	\$81,400	2018
18	16-1504	1FDFE4FSDDA64261	OP1478	2013	Ford	Ext Mini	16	1	13-Oct	Paratransit	MVC	78,131	G	B	\$81,400	2018
19	16-1506	1FDFE4FS1DDA64263	OP1477	2013	Ford	Ext Mini	16	1	13-Oct	Paratransit	MVC	81,604	G	B	\$81,400	2018
20	16-1672	1FDFE4FSXDDB30714	CG4AMZ	2013	Ford	Mini-Bus	10	2	14-Feb	Paratransit	MVC	39,582	N	B	\$83,500	2019
21	16-1671	1FDFE4FS1DDB30715	OP1484	2013	Ford	Mini-Bus	10	2	14-Feb	Paratransit	MVC	61,354	G	B	\$83,500	2019
22	NF-110	1FDFE4FS0DDB36442	OP1483	2013	Ford	Mini-Bus	12	1	14-Feb	Paratransit	MVC	69,118	G	G	\$83,500	2019
23	NF-111	1FDFE4FSXEDA13538	OP1487	2014	Ford	Mini-Bus	16	1	14-May	Paratransit	MVC	60,599	G	G	\$83,500	2020
24	16-1687	1FDFE4FS6EDA13536	OP1486	2014	Ford	Mini-Bus	12	1	14-Jun	Paratransit	MVC	58,781	G	B	\$83,500	2020
25	16-1689	1FDFE4FS1EDA13539	OP1485	2014	Ford	Mini-Bus	12	1	14-Jun	Paratransit	MVC	60,342	G	B	\$83,500	2020
26	16-1701	1FDFE4FSXEDA13555	OP1489	2014	Ford	Mini-Bus	16	1	14-Jul	Paratransit	MVC	56,227	G	B	\$83,500	2020
31		1GBJG316381187751	OP7713	2009	Chev	Mini-bus	12	1	8-Nov	Paratransit	MVC	206,282	P	B	\$65,800	2013
33		1GBJG316X81187598	OP7714	2009	Chev	Mini-bus	12	1	8-Dec	Paratransit	MVC	158,289	P	B	\$65,800	2013
37		1FDFE4FS99DA222320	OP1498	2009	Girardin	Mini-bus	12	1	9-Mar	Paratransit	MVC	184,961	P	D	\$65,840	2014
39	16-1388	1FDEE3FS4BDA72716	OP7705	2011	ELK	Mini-Bus	12	1	11-Oct	Paratransit	MVC	142,583	F	C	\$81,140	2017
40	16-1443	1FDFE4FS4BDA83600	OP7702	2011	Supreme	Ext Mini	16	1	11-Nov	Paratransit	MVC	142,603	F	B	\$81,400	2017

<b>FUNDING</b>	<b>CONDITION</b>	<b>5311-LICENSES LINE ITEM</b>
A - SCADRTAP	N - NEW	- DOT INSP FEES
D - COUNTY	F - FAIR	
B - SEC 5310	G - GOOD	
E - WE/NU	P - POOR	
C - SEC 5311		
F - ABRA		
G - NEW FREEDOM		

<b>KEY:</b>	ORANGE	EQUALS JARC VEHICLES; BUSES 31, 33, 37 FUEL & MAINTENANCE
	RED	OUT OF SERVICE
	PINK	OVERDUE REPLACEMENT
	YELLOW	HOLD FOR IN TRANSIT REASSIGNMENT

2A	16-1351	4UZAACDU8SCAL8245	OP1490	2009	FRT	Bus	24	1	12-Nov	Public	MVC	138,812	F	B	\$123,231	2015
3A	16-1352	4UZAACDU8SCAL8246	OP1491	2009	FRT	Bus	24	1	12-Nov	Public	MVC	117,611	F	B	\$123,231	2015

8/10/2016

10:53 AM



**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 2015**

1. Did the applicant dispose of any vehicles and/or equipment purchased with SCDRTAP funds in calendar year 2015?

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 between the period of July 1, 2015 through June 30, 2016?

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 and if applicable, a copy of that coverage the County intends on participating in 2017. Include recent surveys and survey results.

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 and the Senior Care Givers 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 is also planning on being available at the Project Community Connect event, scheduled for the fall of 2017, which is organized through the Sussex County Department of 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 will be available to help community members navigate the transportation system here in Sussex County including assistance properly understanding the bus schedules.

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, 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 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 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.

## SUSSEX COUNTY SKYLANDS RIDE

Please plan to attend the  
ANNUAL PUBLIC HEARING  
which has been scheduled to take  
place on  
Tuesday, June 14, 2016

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, June 14, 2016, 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  
Carol A. Novrit, Director, Sussex County Division of Social Services  
RSVP: [mpontus@xbp.dhs.state.nj.us](mailto:mpontus@xbp.dhs.state.nj.us)  
973-383-3600 x5130

**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

# Attachment J1

### Skylands Connect Saturday

Except County holidays  
Times listed in light grey - AM, bold type - PM

SOUTHBOUND SCHEDULE			NORTHBOUND SCHEDULE		
Sussex Warrage Library (Rt. 503)	8:30	10:50	Hempden Plaza (Rt. 208)	10:05	12:30
Ogden Sussex Middle Sch (Rt. 878)	8:37	10:57	Sussex Community College	—	—
St. Clare's School (Main St.)	8:38	10:58	Project Self Sufficiency (On Demand Only)	—	—
AMP at Lakeland Bank (Old Rt. 27)	8:38	10:58	Mill Street (Fire House)	—	—
Warrage Plaza (Rt. 27)	8:39	11:00	Newton Medical Center	10:25	12:51
Hamburg Municipal Bldg (Waldwick Ave.)	8:39	11:00	Young Street	10:27	12:52
YMCA via Carbon Village	8:45	11:05	Andrews Nursing Home (Rt. 685)	10:27	12:52
Hamburg Plumbing Supply (Rt. 27)	8:53	11:07	Sparta Theater	10:49	1:19
Highlands Workshop Franklin (Main)	—	—	Town Center Dr. & Main St.	10:54	1:24
Junction & Main St. Franklin	8:55	11:25	Opp. Ogdensburg Fire House (Rt. 537)	11:00	1:30
Franklin West Market (Rt. 27)	9:05	11:35	Franklin West Market (Rt. 27)	11:09	1:39
Franklin W/ Main (Rt. 27)	9:07	11:37	Franklin West Market (Rt. 27)	11:10	1:40
Franklin Shop Rite (Rt. 27)	9:08	11:38	Franklin Shop Rite (Rt. 27)	11:11	1:41
Ogdensburg Fire House (Rt. 537)	9:10	11:40	Junction & Main St. Franklin	11:11	1:41
Town Center Dr. & Rt. 537	9:22	11:52	Highlands Workshop Franklin (Main)	—	—
Sparta Theater	9:37	12:07	Granny's Pancake House (Rt. 27)	11:20	1:50
Andrews Nursing Home (Rt. 685)	9:39	12:09	YMCA via Carbon Village	11:30	2:00
Hempden Plaza	9:47	12:17	Hamburg Municipal Bldg (Waldwick Ave.)	11:36	2:06
Newton Medical Center	—	—	Warrage Plaza (Rt. 27)	11:42	2:12
Mill Street (Highgate)	9:58	12:28	AMP at Lakeland Bank (Old Rt. 27)	11:47	2:17
Project Self Sufficiency	—	—	Sussex Middle School (Rt. 878)	11:52	2:22
Sussex Community College	—	—	Sussex Warrage Library (Rt. 503)	11:55	2:25
Newton West Market (Rt. 208)	10:05	12:35			
Newton Shop Rite (Rt. 208)	10:05	12:35			
Newton West Market (Rt. 208)	10:07	12:37			
Hempden Plaza (Rt. 208)	10:09	12:39			

### 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	Start
Monday	Franklinburg/Monroeville/Sandyton area	Newton/Wal Mary/Sheeps/Wico
	Verona area	Franklin/Wal Mary/Sheeps/Wico
	Franklin/Ogdensburg area	Franklin/Wal Mary/Sheeps/Wico
	Ogdensburg/Sandholm area	Franklin/Wal Mary/Sheeps/Wico
Tuesday	Sussex/Warrage area	Sussex/AM/Warrage Plaza/Franklin/Wal Mary
	Newton area	Newton/Wal Mary/Sheeps/Wico
Wednesday	Lakeland/Hempden area	Newton/Wal Mary/Sheeps/Wico
	Branch/Ogden area	Newton/Wal Mary/Sheeps/Wico
Thursday	Ogden/Sandyton/Hempden area	Ogden/Sheeps
	Verona area	Verona/AMP

## SUSSEX COUNTY SKYLANDS RIDE

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

EFFECTIVE JULY 2013

### Skylands Connect

Monday-Friday except County holidays  
Times listed in light grey - AM, bold type - PM

SOUTHBOUND SCHEDULE			NORTHBOUND SCHEDULE		
Sussex Warrage Library (Rt. 503)	5:50	7:05	8:20	9:35	10:50
Ogden Sussex Middle School (Rt. 878)	5:57	7:08	8:23	9:38	10:53
St. Clare's School (Main St.)	5:58	7:13	8:28	9:43	10:58
AMP at Lakeland Bank (Old Rt. 27)	5:58	7:13	8:28	9:43	10:58
Warrage Plaza (Rt. 27)	6:03	7:18	8:33	9:48	11:03
Hamburg Municipal Bldg (Waldwick Ave.)	6:05	7:20	8:35	9:50	11:05
YMCA via Carbon Village	6:08	7:23	8:38	9:53	11:08
Hamburg Plumbing Supply (Rt. 27)	6:08	7:23	8:38	9:53	11:08
Highlands Workshop Franklin (Main)	6:13	7:28	8:43	9:58	11:13
Junction & Main St. Franklin	6:14	7:29	8:44	10:00	11:14
Franklin West Market (Rt. 27)	6:20	7:35	8:50	10:05	11:20
Franklin W/ Main (Rt. 27)	6:20	7:35	8:50	10:05	11:20
Franklin Shop Rite (Rt. 27)	6:23	7:38	8:53	10:08	11:23
Ogdensburg Fire House (Rt. 537)	6:23	7:38	8:53	10:08	11:23
Town Center Dr. & Rt. 537	6:27	7:42	8:57	10:12	11:27
Sparta Theater	6:47	8:02	9:17	10:32	11:47
Andrews Nursing Home (Rt. 685)	6:49	8:04	9:19	10:34	11:49
Hempden Plaza	6:57	8:12	9:27	10:42	11:57
Newton Medical Center	6:58	8:13	9:28	10:43	11:58
Mill Street (Highgate)	6:58	8:13	9:28	10:43	11:58
Project Self Sufficiency	6:58	8:13	9:28	10:43	11:58
Sussex Community College	6:58	8:13	9:28	10:43	11:58
Newton West Market (Rt. 208)	6:58	8:13	9:28	10:43	11:58
Newton Shop Rite (Rt. 208)	6:58	8:13	9:28	10:43	11:58
Newton West Market (Rt. 208)	6:58	8:13	9:28	10:43	11:58
Hempden Plaza (Rt. 208)	6:58	8:13	9:28	10:43	11:58

### 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 necessary.
- 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.

### Route Map

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

Skylands Ride operates programs without regard to Race, Color, Color, National Origin, Ancestry, Nationality, Ethnicity, Mental or Physical Disability, 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 free of charge or paid for through federal funds received through NJ Transit and as an individual you also have the right to file a complaint under Title VI to NJ Transit by writing to: NJ Transit Customer Service - Title VI/DOH, One Penn Plaza East, Newark, NJ 07102 or via web njtransit.com/diversity. A complaint must be filed within 180 days of the alleged discrimination.

Cover photo by Flickr user New175

Attachment J2a

- General Information**
- 1) Fares are \$2.00 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.
  - 3) No more than one deviation will be honored for any trip on the route.

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, 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](http://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 [njanr.njtransit.com/diversity](http://njanr.njtransit.com/diversity). A complaint must be filed within 180 days of the alleged discrimination.



**New Freedom  
Timetable**

**Service by Request Only**  
**Call 973-579-0480 48 hours in advance**

**Effective May 2, 2012**



**Accessible**

**“Ride the Bus With Us!”**

Sussex County Skylands Ride  
(973) 579-0480  
Web: [sussex.nj.us/transit](http://sussex.nj.us/transit)

## Attachment J2b

**Monday-Friday except County Holidays**

Service is by request only. Call 973-579-0480 48 hours in advance

Times listed in light type = AM, **bold Type = PM***Web: sussex.nj.us/transit***Northbound**

Netcong Train Station	5:36	6:26	7:03	8:43	<b>12:19</b>	<b>5:02</b>
Route 183 Netcong	5:38	6:28	7:05	8:45	<b>12:21</b>	<b>5:04</b>
Musconetcong American Legion Post 278	5:40	6:30	7:07	8:47	<b>12:23</b>	<b>5:06</b>
Route 183 Dell Road	5:41	6:31	7:08	8:48	<b>12:24</b>	<b>5:07</b>
Byram Plaza	5:45	6:35	7:12	8:52	<b>12:28</b>	<b>5:11</b>
Lakeland Emergency Squad	5:48	6:38	7:15	8:55	<b>12:31</b>	<b>5:14</b>
South Shore Road	5:49	6:39	7:16	8:56	<b>12:32</b>	<b>5:16</b>
Cranberry Lake	5:50	6:40	7:17	8:57	<b>12:33</b>	<b>5:17</b>
Panther Lake	5:51	6:41	7:18	8:58	<b>12:34</b>	<b>5:18</b>
D&E Service	5:56	6:46	7:23	9:03	<b>12:39</b>	<b>5:23</b>
Simon Peter	5:58	6:48	7:25	9:05	<b>12:41</b>	<b>5:25</b>
Masonic Lodge	6:00	6:50	7:27	9:07	<b>12:43</b>	<b>5:27</b>
Stickles Pond Road	6:01	6:51	7:28	9:08	<b>12:44</b>	<b>5:28</b>
West Sunset Boulevard	6:02	6:52	7:29	9:09	<b>12:45</b>	<b>5:29</b>
The Abbey	6:03	6:53	7:30	9:10	<b>12:46</b>	<b>5:32</b>
Merriam Avenue	6:05	6:55	7:32	9:12	<b>12:48</b>	<b>5:34</b>
Paterson Avenue	6:06	6:56	7:33	9:13	<b>12:49</b>	<b>5:35</b>
Nelson Street	6:07	6:57	7:34	9:14	<b>12:50</b>	<b>5:36</b>
Halsted Street	6:09	6:59	7:36	9:16	<b>12:52</b>	<b>5:38</b>
East Clinton Street	6:11	7:01	7:38	9:18	<b>12:54</b>	<b>5:40</b>
Park and Ride Newton	6:13	7:03	7:40	9:20	<b>12:56</b>	<b>5:42</b>

**Southbound**

Park and Ride Newton	4:45	5:37	6:14	7:54	11:30	<b>4:10</b>
First Student Water Street Newton	4:50	5:40	6:17	7:57	11:33	<b>4:13</b>
Liberty Street	4:52	5:42	6:19	7:59	11:35	<b>4:15</b>
West Nelson Street	4:53	5:43	6:20	8:00	11:36	<b>4:16</b>
Paterson Avenue	4:54	5:44	6:21	8:01	11:37	<b>4:17</b>
Merriam Avenue	4:55	5:45	6:22	8:02	11:38	<b>4:18</b>
The Abbey	4:57	5:47	6:24	8:04	11:40	<b>4:20</b>
Springdale Garden Road	4:58	5:48	6:25	8:05	11:41	<b>4:24</b>
Stickles Pond Road	4:59	5:49	6:26	8:06	11:42	<b>4:25</b>
Masonic Lodge	5:00	5:50	6:27	8:07	11:43	<b>4:26</b>
Simon Peter	5:01	5:51	6:28	8:08	11:44	<b>4:27</b>
Goodale Road	5:02	5:52	6:29	8:09	11:45	<b>4:28</b>
D&E Service	5:03	5:53	6:30	8:10	11:46	<b>4:29</b>
Jones Lane	5:08	5:58	6:35	8:15	11:51	<b>4:34</b>
Cranberry Lake	5:10	6:00	6:37	8:17	11:53	<b>4:36</b>
South Shore Road	5:10	6:00	6:37	8:17	11:53	<b>4:36</b>
Lakeland Emergency Squad	5:11	6:01	6:38	8:18	11:54	<b>4:37</b>
Byram Plaza	5:14	6:04	6:41	8:21	11:57	<b>4:40</b>
Musconetcong American Legion Post 278	5:18	6:08	6:45	8:25	<b>12:01</b>	<b>4:44</b>
Route 183 Netcong	5:20	6:10	6:47	8:27	<b>12:03</b>	<b>4:46</b>
Netcong Train Station	5:21	6:11	6:48	8:28	<b>12:04</b>	<b>4:47</b>



Attachment J3a



The advertisement features the Skylands Ride logo on the left, which includes the text 'SUSSEX COUNTY NEW JERSEY' and '1892'. To the right of the logo, the text reads 'Skylands Ride Saturday Connect Timetable'. Below this, it says 'Featuring Route Deviation Program Effective December 15, 2012'. An International Symbol of Access (wheelchair icon) is shown with the word 'Accessible' to its right. At the bottom, the slogan 'Ride the Bus With Us!' is written in a large, stylized font, followed by the contact information 'Sussex County Skylands Ride (973) 579-0480'.

**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.
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**Route Deviation Policy**

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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, 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](http://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](http://njtransit.com/diversity). A complaint must be filed within 180 days of the alleged discrimination.

Attachment J3b

**Saturday Services**

Times listed in light type = AM, **bold Type = PM** \*\*\* means No Service

Web: [sussex.nj.us/transit](http://sussex.nj.us/transit)

**Northbound**

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

**Southbound**

Sussex Wantage Library (Rt. 565)	8:20	10:50	<b>12:05</b>
<b>OPPOSITE</b> Sussex Middle School (Rt. 639)	8:23	10:53	<b>12:08</b>
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
Ogdenburg 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	<b>12:09</b>	1:24
Hampton Street	9:47	<b>12:17</b>	1:32
Newton Memorial Hospital	****	****	****
Mill Street (Highrise)	9:56	<b>12:26</b>	1:41
Project Self Sufficiency	****	****	****
Sussex Community College	****	****	****
Newton Weis Market (Rt. 206)	10:03	<b>12:33</b>	1:48
Newton Shop-Rite (On South Park Drive)	10:05	<b>12:35</b>	1:50
Newton Wal*Mart (Rt. 206)	10:07	<b>12:37</b>	1:52
Hampton Plaza (Rt. 206)	10:09	<b>12:39</b>	1:54



Attachment J4b

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.


Northbound—Monday-Friday except County Holidays

Langrove Blvd (Rt. 300)	6:31	7:01	8:34	10:01	11:34	12:39	1:54	3:08	4:24	5:39
North Carolina Hwy (College)	6:37	7:47	8:57	10:12	11:22	12:42	1:57	3:13	4:27	5:42
Boardwalk Highway (ON SCARWIND DR.)	6:24	7:44	8:50	10:14	11:23	12:44	1:59	3:15	4:29	5:44
Mill Street, Northwood	6:51	7:46	8:01	10:05	11:31	12:46	2:01	3:16	4:31	5:46
Newton Memorial Hospital	6:18	7:51	8:08	10:21	11:34	12:51	2:06	3:21	4:36	5:51
Trinity Street	6:47	7:57	8:12	10:27	11:43	12:57	2:12	3:27	4:42	5:57
SPRINGWOOD (Springwood Dr. 6651)	6:53	8:07	8:23	10:37	11:52	1:07	2:22	3:37	4:52	6:07
SPRINGWOOD (Springwood Dr. 6651)	7:44	8:18	8:34	10:44	12:04	1:19	2:34	3:49	5:04	6:19
SPRINGWOOD (Springwood Dr. 6651)	7:01	8:24	8:39	10:54	12:14	1:29	2:44	3:59	5:14	6:29
SPRINGWOOD (Springwood Dr. 6651)	7:18	8:10	8:26	11:01	12:13	1:40	2:43	3:49	5:13	6:40
SPRINGWOOD (Springwood Dr. 6651)	7:21	8:28	8:53	11:28	12:23	1:38	2:53	3:59	5:23	6:28
SPRINGWOOD (Springwood Dr. 6651)	7:24	8:40	8:58	11:30	12:23	1:40	2:55	4:01	5:23	6:40
SPRINGWOOD (Springwood Dr. 6651)	7:28	8:41	8:56	11:14	12:24	1:41	2:56	4:11	5:24	6:41
SPRINGWOOD (Springwood Dr. 6651)	7:31	8:45	9:00	11:15	12:26	1:45	3:00	4:15	5:26	6:45
SPRINGWOOD (Springwood Dr. 6651)	7:34	8:46	9:01	11:16	12:27	1:46	3:01	4:16	5:27	6:46
SPRINGWOOD (Springwood Dr. 6651)	7:37	8:47	9:02	11:17	12:28	1:47	3:02	4:17	5:28	6:47
SPRINGWOOD (Springwood Dr. 6651)	7:40	8:48	9:03	11:18	12:29	1:48	3:03	4:18	5:29	6:48
SPRINGWOOD (Springwood Dr. 6651)	7:43	8:49	9:04	11:19	12:30	1:49	3:04	4:19	5:30	6:49
SPRINGWOOD (Springwood Dr. 6651)	7:46	8:50	9:05	11:20	12:31	1:50	3:05	4:20	5:31	6:50
SPRINGWOOD (Springwood Dr. 6651)	7:49	8:51	9:06	11:21	12:32	1:51	3:06	4:21	5:32	6:51
SPRINGWOOD (Springwood Dr. 6651)	7:52	8:52	9:07	11:22	12:33	1:52	3:07	4:22	5:33	6:52
SPRINGWOOD (Springwood Dr. 6651)	7:55	8:53	9:08	11:23	12:34	1:53	3:08	4:23	5:34	6:53
SPRINGWOOD (Springwood Dr. 6651)	7:58	8:54	9:09	11:24	12:35	1:54	3:09	4:24	5:35	6:54
SPRINGWOOD (Springwood Dr. 6651)	8:01	8:55	9:10	11:25	12:36	1:55	3:10	4:25	5:36	6:55
SPRINGWOOD (Springwood Dr. 6651)	8:04	8:56	9:11	11:26	12:37	1:56	3:11	4:26	5:37	6:56
SPRINGWOOD (Springwood Dr. 6651)	8:07	8:57	9:12	11:27	12:38	1:57	3:12	4:27	5:38	6:57
SPRINGWOOD (Springwood Dr. 6651)	8:10	8:58	9:13	11:28	12:39	1:58	3:13	4:28	5:39	6:58
SPRINGWOOD (Springwood Dr. 6651)	8:13	8:59	9:14	11:29	12:40	1:59	3:14	4:29	5:40	6:59
SPRINGWOOD (Springwood Dr. 6651)	8:16	9:00	9:15	11:30	12:41	2:00	3:15	4:30	5:41	7:00
SPRINGWOOD (Springwood Dr. 6651)	8:19	9:01	9:16	11:31	12:42	2:01	3:16	4:31	5:42	7:01
SPRINGWOOD (Springwood Dr. 6651)	8:22	9:02	9:17	11:32	12:43	2:02	3:17	4:32	5:43	7:02
SPRINGWOOD (Springwood Dr. 6651)	8:25	9:03	9:18	11:33	12:44	2:03	3:18	4:33	5:44	7:03
SPRINGWOOD (Springwood Dr. 6651)	8:28	9:04	9:19	11:34	12:45	2:04	3:19	4:34	5:45	7:04
SPRINGWOOD (Springwood Dr. 6651)	8:31	9:05	9:20	11:35	12:46	2:05	3:20	4:35	5:46	7:05
SPRINGWOOD (Springwood Dr. 6651)	8:34	9:06	9:21	11:36	12:47	2:06	3:21	4:36	5:47	7:06
SPRINGWOOD (Springwood Dr. 6651)	8:37	9:07	9:22	11:37	12:48	2:07	3:22	4:37	5:48	7:07
SPRINGWOOD (Springwood Dr. 6651)	8:40	9:08	9:23	11:38	12:49	2:08	3:23	4:38	5:49	7:08
SPRINGWOOD (Springwood Dr. 6651)	8:43	9:09	9:24	11:39	12:50	2:09	3:24	4:39	5:50	7:09
SPRINGWOOD (Springwood Dr. 6651)	8:46	9:10	9:25	11:40	12:51	2:10	3:25	4:40	5:51	7:10
SPRINGWOOD (Springwood Dr. 6651)	8:49	9:11	9:26	11:41	12:52	2:11	3:26	4:41	5:52	7:11
SPRINGWOOD (Springwood Dr. 6651)	8:52	9:12	9:27	11:42	12:53	2:12	3:27	4:42	5:53	7:12
SPRINGWOOD (Springwood Dr. 6651)	8:55	9:13	9:28	11:43	12:54	2:13	3:28	4:43	5:54	7:13
SPRINGWOOD (Springwood Dr. 6651)	8:58	9:14	9:29	11:44	12:55	2:14	3:29	4:44	5:55	7:14
SPRINGWOOD (Springwood Dr. 6651)	9:01	9:15	9:30	11:45	12:56	2:15	3:30	4:45	5:56	7:15
SPRINGWOOD (Springwood Dr. 6651)	9:04	9:16	9:31	11:46	12:57	2:16	3:31	4:46	5:57	7:16
SPRINGWOOD (Springwood Dr. 6651)	9:07	9:17	9:32	11:47	12:58	2:17	3:32	4:47	5:58	7:17
SPRINGWOOD (Springwood Dr. 6651)	9:10	9:18	9:33	11:48	12:59	2:18	3:33	4:48	5:59	7:18
SPRINGWOOD (Springwood Dr. 6651)	9:13	9:19	9:34	11:49	13:00	2:19	3:34	4:49	6:00	7:19
SPRINGWOOD (Springwood Dr. 6651)	9:16	9:20	9:35	11:50	13:01	2:20	3:35	4:50	6:01	7:20
SPRINGWOOD (Springwood Dr. 6651)	9:19	9:21	9:36	11:51	13:02	2:21	3:36	4:51	6:02	7:21
SPRINGWOOD (Springwood Dr. 6651)	9:22	9:22	9:37	11:52	13:03	2:22	3:37	4:52	6:03	7:22
SPRINGWOOD (Springwood Dr. 6651)	9:25	9:23	9:38	11:53	13:04	2:23	3:38	4:53	6:04	7:23
SPRINGWOOD (Springwood Dr. 6651)	9:28	9:24	9:39	11:54	13:05	2:24	3:39	4:54	6:05	7:24
SPRINGWOOD (Springwood Dr. 6651)	9:31	9:25	9:40	11:55	13:06	2:25	3:40	4:55	6:06	7:25
SPRINGWOOD (Springwood Dr. 6651)	9:34	9:26	9:41	11:56	13:07	2:26	3:41	4:56	6:07	7:26
SPRINGWOOD (Springwood Dr. 6651)	9:37	9:27	9:42	11:57	13:08	2:27	3:42	4:57	6:08	7:27
SPRINGWOOD (Springwood Dr. 6651)	9:40	9:28	9:43	11:58	13:09	2:28	3:43	4:58	6:09	7:28
SPRINGWOOD (Springwood Dr. 6651)	9:43	9:29	9:44	11:59	13:10	2:29	3:44	4:59	6:10	7:29
SPRINGWOOD (Springwood Dr. 6651)	9:46	9:30	9:45	12:00	13:11	2:30	3:45	5:00	6:11	7:30
SPRINGWOOD (Springwood Dr. 6651)	9:49	9:31	9:46	12:01	13:12	2:31	3:46	5:01	6:12	7:31
SPRINGWOOD (Springwood Dr. 6651)	9:52	9:32	9:47	12:02	13:13	2:32	3:47	5:02	6:13	7:32
SPRINGWOOD (Springwood Dr. 6651)	9:55	9:33	9:48	12:03	13:14	2:33	3:48	5:03	6:14	7:33
SPRINGWOOD (Springwood Dr. 6651)	9:58	9:34	9:49	12:04	13:15	2:34	3:49	5:04	6:15	7:34
SPRINGWOOD (Springwood Dr. 6651)	10:01	9:35	9:50	12:05	13:16	2:35	3:50	5:05	6:16	7:35
SPRINGWOOD (Springwood Dr. 6651)	10:04	9:36	9:51	12:06	13:17	2:36	3:51	5:06	6:17	7:36
SPRINGWOOD (Springwood Dr. 6651)	10:07	9:37	9:52	12:07	13:18	2:37	3:52	5:07	6:18	7:37
SPRINGWOOD (Springwood Dr. 6651)	10:10	9:38	9:53	12:08	13:19	2:38	3:53	5:08	6:19	7:38
SPRINGWOOD (Springwood Dr. 6651)	10:13	9:39	9:54	12:09	13:20	2:39	3:54	5:09	6:20	7:39
SPRINGWOOD (Springwood Dr. 6651)	10:16	9:40	9:55	12:10	13:21	2:40	3:55	5:10	6:21	7:40
SPRINGWOOD (Springwood Dr. 6651)	10:19	9:41	9:56	12:11	13:22	2:41	3:56	5:11	6:22	7:41
SPRINGWOOD (Springwood Dr. 6651)	10:22	9:42	9:57	12:12	13:23	2:42	3:57	5:12	6:23	7:42
SPRINGWOOD (Springwood Dr. 6651)	10:25	9:43	9:58	12:13	13:24	2:43	3:58	5:13	6:24	7:43
SPRINGWOOD (Springwood Dr. 6651)	10:28	9:44	9:59	12:14	13:25	2:44	3:59	5:14	6:25	7:44
SPRINGWOOD (Springwood Dr. 6651)	10:31	9:45	10:00	12:15	13:26	2:45	4:00	5:15	6:26	7:45
SPRINGWOOD (Springwood Dr. 6651)	10:34	9:46	10:01	12:16	13:27	2:46	4:01	5:16	6:27	7:46
SPRINGWOOD (Springwood Dr. 6651)	10:37	9:47	10:02	12:17	13:28	2:47	4:02	5:17	6:28	7:47
SPRINGWOOD (Springwood Dr. 6651)	10:40	9:48	10:03	12:18	13:29	2:48	4:03	5:18	6:29	7:48
SPRINGWOOD (Springwood Dr. 6651)	10:43	9:49	10:04	12:19	13:30	2:49	4:04	5:19	6:30	7:49
SPRINGWOOD (Springwood Dr. 6651)	10:46	9:50	10:05	12:20	13:31	2:50	4:05	5:20	6:31	7:50
SPRINGWOOD (Springwood Dr. 6651)	10:49	9:51	10:06	12:21	13:32	2:51	4:06	5:21	6:32	7:51
SPRINGWOOD (Springwood Dr. 6651)	10:52	9:52	10:07	12:22	13:33	2:52	4:07	5:22	6:33	7:52
SPRINGWOOD (Springwood Dr. 6651)	10:55	9:53	10:08	12:23	13:34	2:53	4:08	5:23	6:34	7:53
SPRINGWOOD (Springwood Dr. 6651)	10:58	9:54	10:09	12:24	13:35	2:54	4:09	5:24	6:35	7:54
SPRINGWOOD (Springwood Dr. 6651)	11:01	9:55	10:10	12:25	13:36	2:55	4:10	5:25	6:36	7:55
SPRINGWOOD (Springwood Dr. 6651)	11:04	9:56	10:11	12:26	13:37	2:56	4:11	5:26	6:37	7:56
SPRINGWOOD (Springwood Dr. 6651)	11:07	9:57	10:12	12:27	13:38	2:57	4:12	5:27	6:38	7:57
SPRINGWOOD (Springwood Dr. 6651)	11:10	9:58	10:13	12:28	13:39	2:58	4:13	5:28	6:39	7:58
SPRINGWOOD (Springwood Dr. 6651)	11:13	9:59	10:14	12:29	13:40	2:59	4:14	5:29	6:40	7:59
SPRINGWOOD (Springwood Dr. 6651)	11:16	10:00	10:15	12:30	13:41	3:00	4:15	5:30	6:41	8:00
SPRINGWOOD (Springwood Dr. 6651)	11:19	10:01	10:16	12:31	13:42	3:01	4:16	5:31	6:42	8:01
SPRINGWOOD (Springwood Dr. 6651)	11:22	10:02	10:17	12:32	13:43	3:02	4:17	5:32	6:43	8:02
SPRINGWOOD (Springwood Dr. 6651)	11:25	10:03	10:18	12:33	13:44	3:03	4:18	5:33	6:44	8:03
SPRINGWOOD (Springwood Dr. 6651)	11:28	10:04	10:19	12:34	13:45	3:04	4:19	5:34	6:45	8:04
SPRINGWOOD (Springwood Dr. 6651)	11:31	10:05	10:20							

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.



***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

## **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. 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 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 and After Public Hearing Date:

1. Prior to the Public Hearing a copy of the 2017 budget and goals must be available for public review on the County Website or in the Public Library, (at least 14 days after the public hearing date). Include in the exhibit the screen shot of website and copies of correspondence requesting the post and/or name of the Branch, address and date copy was placed in Library as NJT Attachment K4.
2. Once your application is completed an electronic copy of the 2017 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 2017. 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 2017 application (if available) or a summary of proposed activities, goals and proposed budget should be available for public review at the public hearing. The applicant must read into the record the proposed services and budgets for 2017.
5. Complete public hearing transcripts must be submitted. The transcripts can be submitted after the application's filing deadline as NJT Attachment K7.

Attachment K1

**PUBLIC HEARING NOTICE**  
 In conformance with the Open Public Meetings Act of 1975 (PL 1975, 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 June 14, 2016 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 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 person 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 June 14, 2016. Written comments should be addressed to Carol Novitt, 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 Skylandz Inde Office no later than 11:00 a.m. on June 9, 2016 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, and accessible facility.

ATTEST:  
 /s/  
 Carol A. Novitt  
 Director  
 Peaced with County Administrative Services Division

**RECEIVED**  
 MAY 27 2016  
 SUSSEX COUNTY DIVISION OF SOCIAL SERVICES

**AFFIDAVIT**

State of New Jersey  
 County of Middlesex

Karsha Blackmer being duly sworn, says that (s)he is connected with The Star Ledger, a newspaper circulating in Atlantic, 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:

still

Karsha Blackmer

Sworn to before me this 15th  
 day of May, 2016

Carol A. Novitt  
**NOTARY PUBLIC**

Attachment K1

SUSSEX COUNTY SKYLANDS RIDE  
 ONE SPRING STREET  
 NEWTON, NJ 07860

RECEIVED  
 MAY 11 2016

SUSSEX COUNTY DIVISION OF  
 SOCIAL SERVICES

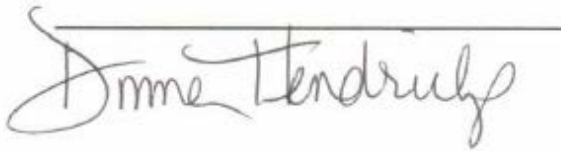
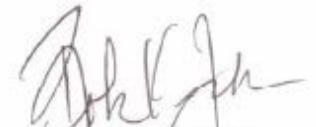
Acct Number: 2626  
 Ad Number: 0000073800  
 Insertions: 1 Total: \$30.60  
 Affidavit: \$7.50  
 Total: \$38.10

**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 05/10/2016.

Sworn and subscribed before me this 10th day of May, 2016

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

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In conformance with the Open Public Meetings Act of 1975 (P.L.1975, 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 June 14, 2016 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 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 June 14, 2016. Written comments should be addressed to Carol Nevrit, 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 June 9, 2016 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:

Carol A. Nevrit, Director

May 10, '16 p#30.60  
 0000073800 NJH



Attachment K2



# COUNTY OF SUSSEX

Department of Human Services, Sarah Balzano, Administrator

Division of Social Services

Carol A. Novrit  
*Division Director*

Skylands Ride

John S. Jackson  
*Operations Coordinator*

“Serving Sussex County with Pride”

May 2, 2016

<Clerk>  
<Muni>  
<Address>  
<CityStateZip>

Dear <Salutation>,

Enclosed is a notice announcing the scheduled date of the annual public hearing on the County's application for funds under the Senior Citizen and Disabled Residents Transportation Assistance Program. Please make this notice available to your constituency by posting it on your community bulletin board or distributing it in whatever way you deem appropriate.

Thank you.

Sincerely,

Carol A. Novrit  
Director

CAN:mdp  
Enc.

---

Mailing Address: One Spring Street      Location: 201 Wheatworth 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*

## Municipal Clerk List – 2016

<u>City</u>	<u>Clerk</u>	<u>Municipality</u>	<u>Address</u>
Andover, NJ	Beth Brothman, Municipal Clerk/Registrar	Borough of Andover	137 Main St.
Augusta, NJ	Patricia Bussow, RMC/CMR, Municipal Clerk/Registrar	Township of Frankford	151 State Highway 206
Branchville,	Kathryn L. Leissler, Municipal Clerk	Borough of Branchville	P.O. Box 840
Franklin, NJ	Robin Hough, Municipal Clerk	Borough of Franklin	46 Main Street
Hamburg, N	Doreen Schott, Municipal Clerk	Borough of Hamburg	16 Wallkill Ave.
Hardyston,	Jane Bakalarczyk, Municipal Clerk	Township of Hardyston	149 Wheatsworth Rd.,
Hopatcong,	Catherine Schultz, Municipal Clerk	Borough of Hopatcong	111 River Styx Rd.
Lafayette, NJ	Anna Rose Fedish, Municipal Clerk/Registrar	Township of Lafayette	33 Morris Farm Rd.
Montague,	Eileen DeFabiis, RMC, CMR, Municipal Clerk	Township of Montague	277 Clove Rd.
Newton, NJ	Kathleen Armstrong, Municipal Clerk	Township of Hampton	1 Rumsey Way
Newton, NJ	Diana Francisco, Administrator/Municipal Clerk/Registrar	Township of Andover	134 Newton-Sparta R
Newton, NJ	Joanne Charner, RMC, Municipal Clerk	Township of Fredon	443 Rt. 94
Newton, NJ	Lynda Knott, Municipal Clerk	Township of Stillwater	964 Stillwater Rd.
Newton, NJ	Lorraine A. Read, RMC, CMR, Municipal Clerk/Registr	Town of Newton	39 Trinity St.
Ogdensburg,	Phyllis Drouin, Municipal Clerk	Borough of Ogdensburg	14 Highland Ave.
Sandyston,	Amanda "Amy" Lobban, Municipal Clerk/Registrar	Township of Sandyston	133 Rt. 645
Sparta, NJ 0	Mary J. Coe, Municipal Clerk	Township of Sparta	65 Main St.
Stanhope, N	Ellen Horak, RMC, Municipal Clerk	Borough of Stanhope	77 Main St.
Stanhope, N	Doris Flynn, Municipal Clerk	Township of Byram	10 Mansfield Dr.
Sussex, NJ 0	Mark Zschack, Municipal Clerk	Borough of Sussex	2 Main St.
Tranquility,	Linda Peralta, Municipal Clerk/Administrator	Township of Green	P.O. Box 65
Vernon, NJ	Lauren E. Kirkman, RMC, Municipal Clerk	Township of Vernon	21 Church St.
Walpack, NJ	Betsy M. Cuneo, Municipal Clerk	Township of Walpack	16 Old Mine Rd.
Wantage, NJ	James R. Doherty, Administrator/Township Clerk	Township of Wantage	888 Rt. 23 South

**2016 SUSSEX COUNTY COUNCIL OF SERVICE AGENCIES MEMBERSHIP**  
**NOT FOR GENERAL DISTRIBUTION - FOR CSA MEMBERS ONLY**

AGENCY	FIRST NAME	LAST NAME	ADDRESS	CITY	STATE	ZIP	PHONE	FAX	E-MAIL
Auxiliary of Newton Medical Center	Bea	Rush	175 High Street	Newton	NJ	07860	973	None	no email for Bea Rush
			Cell: 973-534-3755				Mlg: 189 Main St, Andover, NJ 07821		
Birth Haven	Suzette	Riffel	4 Academy St	Newton	NJ	07860	973 579-7979	973 579-9697	<a href="mailto:suzette@birthhaven.org">suzette@birthhaven.org</a>
Bridgeway Rehabilitation Services, Inc.	Diane Christine	Piagesi-Zett DiMauro	93 Stickers Pond Rd	Newton	NJ	07860	973	973	<a href="mailto:Diane.Piagesi-Zett@bridgewayrehab.org">Diane.Piagesi-Zett@bridgewayrehab.org</a> <a href="mailto:Christine.DiMauro@bridgewayrehab.org">Christine.DiMauro@bridgewayrehab.org</a>
							383-8670	383-8676	
Capitol Care, Inc.	Tina M. Sarah	Cooke Frandano	185 Route 183	Stanhope	NJ	07874	973	973	<a href="mailto:topoke@capitol-care.org">topoke@capitol-care.org</a> <a href="mailto:sfrandano@capitol-care.org">sfrandano@capitol-care.org</a>
							426-1440	426-1445	
Caring Partners of Morris/Sussex, Inc.	Maria Kim	Augustowicz Batistoni	200 Valley Road Suite 406	Mount Arlington	NJ	07856	973	973	<a href="mailto:maugustowicz@caringpartnerscmo.org">maugustowicz@caringpartnerscmo.org</a> <a href="mailto:kbatistoni@caringpartnerscmo.org">kbatistoni@caringpartnerscmo.org</a>
							770-5505	770-5557	
CASA (Court Appointed Special Advocates) of Morris & Sussex Co, Inc.	Lisa	Firkser, PhD	18 Cattano Ave.	Morristown	NJ	07960	973	973	<a href="mailto:lfirkser@casamsco.org">lfirkser@casamsco.org</a>
							998-7590	998-7589	
Catholic Family Services Meals on Wheels Partnership Social Services	Debbie	West	43-47 High Street	Newton	NJ	07860	973	973	<a href="mailto:dwest@casamsco.org">dwest@casamsco.org</a>
							579-0717	597-0730	
Center for Prevention & Counseling	Becky Rebecca	Carlson Domey	61 Spring St.	Newton	NJ	07860	973	973	<a href="mailto:shelley@centerforprevention.org">shelley@centerforprevention.org</a> <a href="mailto:becky@centerforprevention.org">becky@centerforprevention.org</a>
							383-4787	383-6576	
DASI ( Domestic Abuse and Sexual Assault Intervention Services, Inc.)	Jamie	Bernard	PO Box 805	Newton	NJ	07860	973	973	<a href="mailto:jbernard@dasi.org">jbernard@dasi.org</a>
							579-2386	579-3277	
DAWN Center for Independent Living	Brook Carmela	Wilson Slivinski	66 Ford Road Suite 121	Denville	NJ	07834	973	908	<a href="mailto:bwilson@dawncl.org">bwilson@dawncl.org</a> <a href="mailto:cslivinski@dawncl.org">cslivinski@dawncl.org</a>
							625-1940	625-1942	
Family Intervention Services	Ingrid	VacaBullaro	176 Lafayette Road Suite 200	Sparta	NJ	07871	973 940-0105	973 940-0304	<a href="mailto:icaaca-bullaro@finsj.org">icaaca-bullaro@finsj.org</a>

Family Partners, Morris & Sussex Counties	Rachel Cheire	Helt Lozaw	67 Spring St.	Newton	NJ	07860	973 940-3194 ex. 19	973 940-3197	<a href="mailto:rhelt@familypartnersms.org">rhelt@familypartnersms.org</a> <a href="mailto:clozaw@familypartnersms.org">clozaw@familypartnersms.org</a>
Family Promise of Sussex County	Chris Theresa	Butto McDevitt	PO Box 154 19 Church St.	Newton	NJ	07860	973 579-1180	973 995-4518	<a href="mailto:cbutto@familypromisesussex.org">cbutto@familypromisesussex.org</a> <a href="mailto:tmdevitt@familypromisesussex.org">tmdevitt@familypromisesussex.org</a>
Ginnie's House Sussex County Children's Advocacy Center	Rhona Mary	Beadle Dolan	P.O. Box 3156 4 High Street	Newton	NJ	07860	973 579-0770	973 579-1063	<a href="mailto:rhona@ginnieshouse.org">rhona@ginnieshouse.org</a> <a href="mailto:mtmdolan@gmail.com">mtmdolan@gmail.com</a>
Karen Ann Quinlan Hospice	Anthony	Grigal	99 Sparta Ave	Newton	NJ	7860	973 383-0115	973-383- 6889	<a href="mailto:agrival@karenannquinlanhospice.org">agrival@karenannquinlanhospice.org</a> <a href="mailto:mschetting@karenannquinlanhospice.org">mschetting@karenannquinlanhospice.org</a>
K.E.E.P., Inc. (Kids Education Enrichment Program)	Vanessa Christine	Bacco Milligan	11 Park Lake Rd	Sparta	NJ	07871	973 383-2213	973 383-5915	<a href="mailto:vanessa@keepkids.org">vanessa@keepkids.org</a> <a href="mailto:christine@keepkids.org">christine@keepkids.org</a>
Literacy New Jersey Sussex County Programs	Suzanne	Boland	54 High Street	Newton	NJ	07860	973 300-9444	973 300-9444	<a href="mailto:sboland@literacynj.org">sboland@literacynj.org</a> <a href="mailto:christine.swofford@gmail.com">christine.swofford@gmail.com</a>
NAMI Sussex An Affiliate of the National Alliance on Mental Illness	Jeri	Doherty	PO Box 652	Sparta	NJ	07871	973 214-0632	None	<a href="mailto:nami.sussex@yahoo.com">nami.sussex@yahoo.com</a> <a href="mailto:rachelbarkus@gmail.com">rachelbarkus@gmail.com</a>
NORWESCAP Child & Family Resource Services	Sharon Kathy	Giacchino Draghi	186 Halsey Rd Suite 1	Newton	NJ	07860	973 383-3461	973 383-8222	<a href="mailto:giacchinos@norwescap.org">giacchinos@norwescap.org</a> <a href="mailto:draghik@norwescap.org">draghik@norwescap.org</a>

NORWESCAP Skylands RSVP Volunteer Resource Center	Nancy Hess	21 Pine Street Suite 101	Rockaway NJ	07866	973 784-4900	973 784-4904	<a href="mailto:hessn@norwescap.org">hessn@norwescap.org</a>
Pass It Along	Diane Taylor	60 Blue Heron Rd Suite 100	Sparta NJ	07871	973 726-9777	973 726-9715	<a href="mailto:diane@passitalong.org">diane@passitalong.org</a> <a href="mailto:lon@passitalong.org">lon@passitalong.org</a>
PathStone Corp	Denise Chambliss	30 Moran St Suite 200	Newton NJ	07860	973 940-0137	973 940-0137	<a href="mailto:dchambliss@pathstone.org">dchambliss@pathstone.org</a>
Project Self-Sufficiency	Deborah Berry-Toon	127 Mill St	Newton NJ	07860	973 940-3500	973 940-3501	<a href="mailto:pss@projectselfsufficiency.org">pss@projectselfsufficiency.org</a>
Samaritan Inn	Dawn Claudette Metzger Ollivierre	901 Swartwood Road	Newton NJ	07860	973 940-8870	973 940-8870	<a href="mailto:samaritanindir@gmail.com">samaritanindir@gmail.com</a> <a href="mailto:samaritan.cw@gmail.com">samaritan.cw@gmail.com</a>
SCARC, Inc.	Richard Lecher	11 US Rt. 206 Suite 100	Augusta NJ	07822	973 383-7442	973 383-8330	<a href="mailto:rlecher@scarco.org">rlecher@scarco.org</a>
State of NJ Division of Child Protection and Permanency	Elizabeth Nuss	20 East Clinton	Newton NJ	07860	973 383 8400 ex 305	973 579-3213	<a href="mailto:Elizabeth.Nuss@dcf.state.nj.us">Elizabeth.Nuss@dcf.state.nj.us</a>
Social Security Administration	Jackie Osborne	20 East Clinton	Newton NJ	07860	973 575-5189	973 383-5220	<a href="mailto:jackie.osborne@ssa.org">jackie.osborne@ssa.org</a>
Sussex County Chamber of Commerce	Tammie Horsefield	120 Hampton House Road	Newton NJ	07860	973 579-1811	973 579-3031	<a href="mailto:mail@sussexcountychamber.org">mail@sussexcountychamber.org</a>
Sussex County Community College	Jan Jones	1 College Hill Rd (B300)	Newton NJ	07860	973 300-2324	973 579-5226	<a href="mailto:jjones@sussex.edu">jjones@sussex.edu</a>
Sussex County Dept of Environmental & Public Health Svcs -	Michelle Tracy	Gurriell Storms-Mazzucco	201 Wheatworth Road	Hamburg NJ	07419	973 579-0370	973 579-0399 <a href="mailto:mgurriell@sussex.nj.us">mgurriell@sussex.nj.us</a> <a href="mailto:TStorms@sussex.nj.us">TStorms@sussex.nj.us</a>

Sussex Co. Div. of Community & Youth Svcs	Christine Barbara Florio Miller	One Spring Street	Newton NJ	07860	973 940-5200	862 268-8013	<a href="mailto:cflorio@sussex.nj.us">cflorio@sussex.nj.us</a> <a href="mailto:bmiller@sussex.nj.us">bmiller@sussex.nj.us</a>
Sussex Co. Div of Senior Services	Lorraine Diane Hentz Friedberg	One Spring St. Second Floor	Newton NJ	07860	973 579-0555	973 579-0550	<a href="mailto:dfriedberg@sussex.nj.us">dfriedberg@sussex.nj.us</a>
Sussex Co. Div. of Social Services	Nick Kapetanakis	PO Box 218 83 Spring St. Suite 203	Newton NJ	07860	973 383-3600	973 383-3627	<a href="mailto:nkapetan@xbo.dhs.state.nj.us">nkapetan@xbo.dhs.state.nj.us</a>
Sussex County Dept of Environmental & Public Health Nursing	Ellen Michelle Phelps Kinney	201 Wheatworth Suite 4	Hamburg NJ	07419	973 579-0570	973 579-0571 ex 1208	<a href="mailto:ephelps@sussex.nj.us">ephelps@sussex.nj.us</a> <a href="mailto:mkinney@sussex.nj.us">mkinney@sussex.nj.us</a>
Sussex County Prosecutors Office - Victim Witness Unit	Laura Carolyn Santaita Zydel	19-21 High St.	Newton NJ	07860	973 383-1570	973 383-4929	<a href="mailto:lsantaita@scco.sussex.nj.us">lsantaita@scco.sussex.nj.us</a> <a href="mailto:czydel@scco.sussex.nj.us">czydel@scco.sussex.nj.us</a>
Sussex County Surrogate Court	Gary Chuisano Surrogate	3 High St. Ste 1	Newton NJ	07860	973 579-0920	973 579-0909	<a href="mailto:surrogate@sussex.nj.us">surrogate@sussex.nj.us</a>
Sussex County YMCA	Alma Dhuyvetter	15 Wits End Rd.	Hamburg NJ	07419	973 209-9622	973 209-1483	<a href="mailto:adhuyvetter@metroymcas.org">adhuyvetter@metroymcas.org</a>
Today's Choice Resource Center for Pregnancy & Sexual Health	Kim Lori King Perst	43 Trinity Street PO box 873	Newton NJ	07860	973 579-2272	973 579-7483	<a href="mailto:todaychoice@embarqmail.com">todaychoice@embarqmail.com</a> <a href="mailto:lorto@embarqmail.com">lorto@embarqmail.com</a>
United Way of Northern New Jersey	Sean Monica Hyland Lemperle	2 Spring St. Suite 1	Newton NJ	07860	973 579-3040 x 405	973 579-5708	<a href="mailto:sean.hyland@unitedwaynj.org">sean.hyland@unitedwaynj.org</a> <a href="mailto:monica.lempere@unitedwaynj.org">monica.lempere@unitedwaynj.org</a>
Zufall Health Center	Suyen Segura	238 Spring Street Suite A	Newton NJ	07860	862 2794	973	<a href="mailto:ssigura@zufallhealth.org">ssigura@zufallhealth.org</a>

**Michele Pontus**

**From:** ELarsen@sussex.nj.us  
**Sent:** Friday, June 10, 2016 1:08 PM  
**To:** randolph.parks@atlantichhealth.org; imadele@yahoo.com; LBaker@sussex.nj.us; KBaklarz@sussex.nj.us; Becky Carlson; bvmeier@att.net; bjd42@yahoo.com; cslivinski@dawncil.org; Carol Novrit (Director); cjboon@ptd.net; cbutto@familypromisesussex.org; cindylcsw@yahoo.com; samaritan.cw@nac.net; cwilson306@aol.com; dphlegar@scarc.org; dpuzio@advancehousing.org; David Johnston; samaritaninindir@gmail.com; dtruhn@lsnj.org; Alice Pendergast; denglish@nhscnj.org; Diane.Piagesi-Zett@bridgewayinc.com; Diane K. Smith Esq.; diane@passitalong.org; dianna@centerforprevention.org; dbuchanan@co.morris.nj.us; Robin.Ennis@unitedwaynj.org; egonzalez@zufallhealth.org; Christine Florio; DFriedberg@sussex.nj.us; gswain@ptd.net; gdiaz@communityhope-nj.org; hward@projectselfsufficiency.org; Regina.Hannapple@atlantichhealth.org; Lorraine Hentz; ivaca-bullaro@fisnj.org; jszabo@advancehousing.org; jcornwell@fisnj.org; Jamie Bernard; jwoersching@scarc.org; jstivers@communityhope-nj.org; joan.strehl@dol.state.nj.us; jiturriaga@communityhope-nj.org; ksheehy@advancehousing.org; khammerle@sussex.nj.us; kstefanko@scarc.org; kmaloney@fisnj.org; Kathy Pross; kgresko@fisnj.org; KM4RD@yahoo.com; mcurcio@lsnj.org; Linda Pumphrey; Lisa Pachnos; Levans@cpofnj.org; Luis Tamayo; m.gadel81@gmail.com; mtmdolan@gmail.com; DMcCarren@nmhnj.org; mebutler@catholiccharities.org; mbischoff@projectselfsufficiency.org; Melissa Latronica; vancempkd@yahoo.com; Michele Pontus; Michelle Borden; Barbara Miller; Monica.Lemperle@UnitedWayNJ.org; newhardt@norwescap.org; penelopegriffin1971@gmail.com; dflynn@ptd.net; MPeterson@sussex.nj.us; rhelt@familypartnersms.org; rhona@ginnieshouse.org; raiwanski@optimum.net; rlecher@scarc.org; rmolsen@ptd.net; seamans@embarqmail.com; SBalzano@sussex.nj.us; sscott@projectselfsufficiency.org; senright@catholiccharities.org; sean.hyland@unitedwaynj.org; Sharon Giacchino; Mary.Stanley@atlantichhealth.org; Susan Bowman (Sussex); ssegura@zufallhealth.org; Suzanne Sarner; ms.tahisarobinson@gmail.com; tmcdevitt@familypromisesussex.org; tina@birthhaven.org; vreiners@lsnj.org; AWolcott@sussex.nj.us; Benjamin Davey; camisma.burchette@dhs.state.nj.us; cmillar@norwescap.org; falotico@dasi.org; Christine.DiMauro@Bridgewayinc.com; Cindy Liebman; dpuzio@advancehousing.org; Danielle LaStarza; dpearson@Catholiccharities.org; penna@dasi.org; tarsitano@dasi.org; federico@dasi.org; jayeverett@monarchhousing.org; ELarsen@sussex.nj.us; Imoran@sussexcountysheriff.com; magliotta@advancehousing.org; Nickolas Kapetanakis; ray@operationchillout.org; suzette@birthhaven.org; Denise Lugo-Fowler; SBalzano@sussex.nj.us; DFriedberg@sussex.nj.us; dgreen@knollproperties.org; elissanardiello@gmail.com; sussexkids@projectselfsufficiency.org; hunneywith3@aol.com; king@carolynjking.com; kmarino@njffb.org; ELarsen@sussex.nj.us; ciampi@dasi.org; nicole@pettitcorp.com; pream@dawncil.org; pwhiteman@dawncil.org; solokoskis2@norwescap.org; chaos@embarqmail.com; tamara102000@yahoo.com; tyong@seniorhelpers.com; TStorms@sussex.nj.us; vandergroefr@norwescap.org  
**Subject:** Sussex County Community Transit Citizens Advisory Committee / Annual Public Hearing and Meeting on June 14, 2016 at 12:00 p.m.  
**Attachments:** CAC Meeting Notice - 6-14-16.doc; 6.14.16-Annual Public Hearing Agenda.doc; CAC Meeting Agenda - 6-14-16.doc; CAC Minutes - 3-22-16.doc; Direction to SCCC.PDF

Good Afternoon, Please see attachments for the Sussex County Community Transit CAC Annual Public

1

Hearing, this Tuesday, June 14<sup>th</sup> at 12:00 Noon.

Thank you,

Elizabeth Larsen, CSW  
 HSAC Coordinator, DSAC Coordinator  
 PASP Consultant  
 Sussex County Dept. of Human Services  
 Division of Community and Youth Services  
[elarsen@sussex.nj.us](mailto:elarsen@sussex.nj.us)  
 973-940-5200 ext. 1286  
 One Spring Street, 2<sup>nd</sup> floor  
 Newton, NJ 07860

**Michele Pontus**

**From:** ELarsen@sussex.nj.us  
**Sent:** Tuesday, June 07, 2016 1:20 PM  
**To:** imadele@yahoo.com; LBaker@sussex.nj.us; KBaklarz@sussex.nj.us; Becky Carlson; bvmeier@att.net; bjd42@yahoo.com; cslivinski@dawncil.org; Carol Novrit (Director); cjboon@ptd.net; cbutto@familypromisesussex.org; cindylcsw@yahoo.com; samaritan.cw@nac.net; cwilson306@aol.com; dphlegar@scarc.org; dpuzio@advancehousing.org; David Johnston; samaritaninndir@gmail.com; dtruhn@lsnj.org; Alice Pendergast; denglish@nhscnj.org; Diane.Piagesi-Zett@bridgewayinc.com; Diane K. Smith Esq.; diane@passitalong.org; dianna@centerforprevention.org; dbuchanan@co.morris.nj.us; Robin.Ennis@unitedwaynj.org; egonzalez@zufallhealth.org; Christine Florio; DFriedberg@sussex.nj.us; gswain@ptd.net; gdiaz@communityhope-nj.org; hward@projectselfsufficiency.org; Regina.Hannapple@atlanticehealth.org; Lorraine Hentz; ivaca-bullaro@fisnj.org; jszabo@advancehousing.org; jcornwell@fisnj.org; Jamie Bernard; jwoersching@scarc.org; jstivers@communityhope-nj.org; joan.strehl@dol.state.nj.us; jiturriaga@communityhope-nj.org; ksheehy@advancehousing.org; khammerle@sussex.nj.us; kstefanko@scarc.org; kmaloney@fisnj.org; Kathy Pross; kgresko@fisnj.org; KM4RD@yahoo.com; mcurcio@lsnj.org; Linda Pumphrey; Lisa Pachnos; Levans@cpofnj.org; Luis Tamayo; m.gadel81@gmail.com; mtmdolan@gmail.com; DMCarren@nmhjn.org; mebutler@catholiccharities.org; mbischoff@projectselfsufficiency.org; Melissa Latronica; vancepkd@yahoo.com; Michele Pontus; Michelle Borden; Barbara Miller; Monica.Lemperle@UnitedWayNJ.org; newhardt@norwescap.org; penelopegriffin1971@gmail.com; dflynn@ptd.net; MPeterson@sussex.nj.us; rhelt@familypartnersms.org; rhona@ginnieshouse.org; raiwanski@optimum.net; rlecher@scarc.org; rmolsen@ptd.net; seamans@embarqmail.com; SBalzano@sussex.nj.us; sscott@projectselfsufficiency.org; senright@catholiccharities.org; sean.hyland@unitedwaynj.org; Sharon Giacchino; Mary.Stanley@atlanticehealth.org; ssegura@zufallhealth.org; Suzanne Sarner; ms.tahisarobinson@gmail.com; tmcdevitt@familypromisesussex.org; tina@birthhaven.org; vreinners@lsnj.org; AWolcott@sussex.nj.us; Denise Lugo-Fowler; SBalzano@sussex.nj.us; DFriedberg@sussex.nj.us; dgreen@knollproperties.org; elissanardiello@gmail.com; sussexkids@projectselfsufficiency.org; hunneywith3@aol.com; king@carolynjking.com; kmarino@njffb.org; ELarsen@sussex.nj.us; ciampi@dasi.org; Nickolas Kapetanakis; nicole@pettitcorp.com; pream@dawncil.org; pwhiteman@dawncil.org; solokoskis2@norwescap.org; chaos@embarqmail.com; tamara102000@yahoo.com; tyong@seniorhelpers.com; TStorms@sussex.nj.us; vandergroefr@norwescap.org; Benjamin Davey; camisma.burchette@dhs.state.nj.us; cmillar@norwescap.org; falotico@dasi.org; Christine.DiMauro@Bridgewayinc.com; Cindy Liebman; dpuzio@advancehousing.org; Danielle LaStarza; dpearson@Catholiccharities.org; penna@dasi.org; tarsitano@dasi.org; federico@dasi.org; ELarsen@sussex.nj.us; l Moran@sussexcountysheriff.com; magliotta@advancehousing.org; ray@operationchillout.org; suzette@birthhaven.org

**Subject:** Sky lands Ride Public Hearing June 14th at 12:00 p.m.

[Please see e-mail below.](#)

**From:** cnovrit@xbp.dhs.state.nj.us [mailto:cnovrit@xbp.dhs.state.nj.us]  
**Sent:** Tuesday, June 07, 2016 12:54 PM

**To:** Larsen, Elizabeth

**Subject:** Sky lands Ride Public Hearing - for HSAC Members

Skylands Ride will be having a public hearing regarding the need for transportation, how Skylands Ride is currently addressing the need and the (major) gaps in transportation in the county. The hearing is at noon on June 14<sup>th</sup>, SCCC Arts building. NJTransit has utilized these hearings to help determine where transportation funding is needed. Thanks to the outpouring of our community and testimony from community leaders we have received two new funding streams in the last 9 years.

Wondering if you would be able to attend the hearing and to speak on behalf of your agency and as an HSAC member? We will try to adjust the speaking schedule to accommodate your time needs.

Thanks

Kindest regards, Carol

*Carol A. Nevrit*

*Director, Sussex County Division of Social Services*

*83 Spring Street, PO Box 218*

*Newton, New Jersey 07860*

*Phone: 973-383-3600 ext. 5152*

*Fax: 973-300-5287*

*E-mail: [cnovrit@xbp.dhs.state.nj.us](mailto:cnovrit@xbp.dhs.state.nj.us)*



**Carol Novrit (Director)**

---

**From:** DFriedberg@sussex.nj.us  
**Sent:** Monday, May 23, 2016 11:11 AM  
**To:** imadele@yahoo.com; AWolcott@sussex.nj.us; Carol Novrit (Director); CWilliams@sussex.nj.us; deniseminimi830@gmail.com; aswphoebus@njleg.org; geospin@gmail.com; Terp38@earthlink.net; km4rd@yahoo.com; Lorraine Hentz; Ladamon2@embarqmail.com; louiseimperiale@aol.com; mcianci@nmhnj.org; nreading@sussexelderlaw.com; hessn@norwescap.org; RTappan@sussex.nj.us; SBalzano@sussex.nj.us; shakesue@gmail.com; tyoun@seniorhelpers.com; bill.robinson@njdmava.state.nj.us; dstoll@sussexcountysheriff.com; Dpearson@catholiccharities.org; usmcsgtmorris@hotmail.com; fvohden@ptd.net; Fishman23@optonline.net; freds211@verizon.net; dsrgol9th@centurylink.net; jparrott@sussexcountyclerk.org; harryo19@hotmail.com; johnamccann@embarqmail.com; lott.matty@gmail.com; mdevilliers@sussex.edu; TE50@aol.com; pattyspygmies@yahoo.com; kosa@ptd.net; ROBERT.N.MCCANN@GMAIL.COM; tom@bbshowerdoors.com; madsen111@earthlink.net; agallopo@yahoo.com; wwh@mail.com; cheryl.wallad@rescare.com; Diane K. Smith Esq.; butzgyj@norwescap.org; JJackson@sussex.nj.us; kathleen.goodling@rescare.com; ktalmadge@catholiccharities.org; Lee Ann Cianci; hammerstonem@norwescap.org; vreiners@lsnj.org  
**Cc:** Carol Novrit (Director)  
**Subject:** FW: SC Transit Citizens Advisory Committee / June 14, 2016 Public Hearing and Open Meeting  
**Attachments:** 6.14.16-Annual Public Hearing Invitation.doc

FYI

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**From:** Hentz, Lorraine  
**Sent:** Monday, May 23, 2016 9:25 AM  
**To:** Friedberg, Diane <DFriedberg@sussex.nj.us>  
**Subject:** FW: SC Transit Citizens Advisory Committee / June 14, 2016 Public Hearing and Open Meeting

Hi Diane,  
Can you please email this out and ensure Carol is on the list

Thank you,

*Lorraine Hentz, Director*  
Sussex County  
Division of Senior Services  
One Spring Street  
Newton NJ 07860  
973-579-0555 ext. 1226



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**From:** mpontus@xbp.dhs.state.nj.us [mailto:mpontus@xbp.dhs.state.nj.us]  
**Sent:** Wednesday, May 11, 2016 4:51 PM  
**To:** Hentz, Lorraine <lhentz@sussex.nj.us>  
**Cc:** cnovrit@xbp.dhs.state.nj.us  
**Subject:** SC Transit Citizens Advisory Committee / June 14, 2016 Public Hearing and Open Meeting

Hi Lorraine,

Carol asked me to forward you a reminder that the Sussex County Transit Citizens Advisory Committee will hold its Annual Public Hearing on Tuesday, June 14, 2016, at 12:00 p.m., in the Atrium in the Performing Arts Center at Sussex County Community College, One College Hill Road, Newton. In an effort to inform the public, could you please share the attached flyer with your contacts and place me on the cc, as we would like to include a copy of this in our grant application.

Thank you,  
Michele Pontus for  
Carol A. Novrit, Director  
Sussex County Division of Social Services/Skylands Ride  
P.O. Box 218  
83 Spring Street, Suite 203  
Newton, NJ 07860

973-383-3600  
Carol - ext. 5152  
Michele - ext. 5130

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This E-mail, including any attachments, may be intended solely for the personal and confidential use of the sender and recipient(s) named above. This message may include advisory, consultative and/or deliberative material and, as such, would be privileged and confidential and not a public document. Any information in this e-mail identifying a client of the Department of Human Services or the Department of Children and Families is confidential. If you have received this e-mail in error, you must not review, transmit, convert to hard copy, copy, use or disseminate this e-mail or any attachments to it and you must delete this message. You are requested to notify the sender by return e-mail.

**Michele Pontus**

**From:** ELarsen@sussex.nj.us  
**Sent:** Thursday, May 05, 2016 7:56 AM  
**To:** imadele@yahoo.com; KBaklarz@sussex.nj.us; Becky Carlson; bvmeier@att.net; bjd42@yahoo.com; cslivinski@dawncil.org; Carol Novrit (Director); cjboon@ptd.net; cbutto@familypromisesussex.org; cindylcsw@yahoo.com; samaritan.cw@nac.net; cwilson306@aol.com; dphlegar@scarc.org; dpuzio@advancehousing.org; David Johnston; samaritaninndir@gmail.com; dtruhn@lsnj.org; Alice Pendergast; denglish@nhscnj.org; Diane.Piagesi-Zett@bridgewayinc.com; Diane K. Smith Esq.; diane@passitalong.org; dianna@centerforprevention.org; dbuchanan@co.morris.nj.us; Robin.Ennis@unitedwaynnj.org; egonzalez@zufallhealth.org; Christine Florio; DFriedberg@sussex.nj.us; gswain@ptd.net; gdiaz@communityhope-nj.org; hward@projectselfsufficiency.org; Regina.Hannapple@atlantichealth.org; Lorraine Hentz; ivaca-bullaro@fisnj.org; jszabo@advancehousing.org; jcornwell@fisnj.org; Jamie Bernard; jwoersching@scarc.org; jstivers@communityhope-nj.org; joan.strehl@dol.state.nj.us; jiturriaga@communityhope-nj.org; ksheehy@advancehousing.org; kstefanko@scarc.org; kmaloney@fisnj.org; Kathy Pross; kgresko@fisnj.org; KM4RD@yahoo.com; mcurcio@lsnj.org; Linda Pumphrey; Lisa Pachnos; Levans@cpofnj.org; Luis Tamayo; m.gadel81@gmail.com; mtmdolan@gmail.com; DMcCarren@nmhjn.org; mebutler@catholiccharities.org; mbischoff@projectselfsufficiency.org; Melissa Latronica; vancempkd@yahoo.com; Michele Pontus; Michelle Borden; Barbara Miller; Monica Lemperle@UnitedWayNNJ.org; newhardt@norwescap.org; penelopegriffin1971@gmail.com; dflynn@ptd.net; rhelt@familypartnersms.org; rhona@ginnieshouse.org; raiwanski@optimum.net; rlecher@scarc.org; rmolsen@ptd.net; seamans@embarqmail.com; SBalzano@sussex.nj.us; sscott@projectselfsufficiency.org; senright@catholiccharities.org; sean.hyland@unitedwaynnj.org; Sharon Giacchino; Mary.Stanley@atlantichealth.org; ssegura@zufallhealth.org; Suzanne Sarner; ms.tahisarobinson@gmail.com; tmcdevitt@familypromisesussex.org; tina@birthhaven.org; vreinners@lsnj.org; AWolcott@sussex.nj.us; Denise Lugo-Fowler; SBalzano@sussex.nj.us; davina@ptnorthjersey.com; dgreen@knollproperties.org; elissanardiello@gmail.com; sussexkids@projectselfsufficiency.org; khammerle@sussex.nj.us; hunneywith3@aol.com; king@carolynjking.com; kmarino@njffb.org; ELarsen@sussex.nj.us; ciampi@dasi.org; Nickolas Kapetanakis; nicole@pettitcorp.com; pream@dawncil.org; pwhiteman@dawncil.org; MPeterson@sussex.nj.us; solokoskis2@norwescap.org; chaos@embarqmail.com; tamara102000@yahoo.com; tyoun@seniorhelpers.com; TStorms@sussex.nj.us; vandergroefr@norwescap.org; gruswitz@boundless-creativity.com; Benjamin Davey; camisma.burchette@dhs.state.nj.us; cmillar@norwescap.org; falotico@dasi.org; Christine.DiMauro@Bridgewayinc.com; Cindy Liebman; dpuzio@advancehousing.org; Danielle LaStarza; dpearson@Catholiccharities.org; penna@dasi.org; tarsitano@dasi.org; federico@dasi.org; judy@boundless-creativity.com; ELarsen@sussex.nj.us; Imoran@sussexcountysheriff.com; magliotta@advancehousing.org; suzette@birthhaven.org

**Subject:** Reminder: Sussex County Transit Citizens Advisory Committee / June 14, 2016 Public Hearing and Open Meeting

**Attachments:** 6.14.16-Annual Public Hearing Invitation.doc

The Sussex County Transit Citizens Advisory Committee will hold its Annual Public Hearing and Open Meeting on Tuesday, June 14<sup>th</sup>, at 12:00 p.m., in the Atrium in the Performing Arts Center at Sussex County Community College,

One College Hill, Newton.

Thank you,

Elizabeth Larsen, CSW  
 HSAC Coordinator, DSAC Coordinator  
 PASP Consultant  
 Sussex County Dept. of Human Services  
 Division of Community and Youth Services  
[elarsen@sussex.nj.us](mailto:elarsen@sussex.nj.us)  
 973-940-5200 ext. 1286  
 One Spring Street, 2<sup>nd</sup> floor  
 Newton, NJ 07860



# COUNTY OF SUSSEX

Department of Human Services, Sarah Balzano, Administrator

Division of Social Services

Carol A. Novrit  
Division Director

Skylands Ride

John S. Jackson

Operations Coordinator

"Serving Sussex County with Pride"

May 2, 2016

Mr. Tom Taylor  
Lakeland Bus Lines, Inc.  
PO Box 898  
Dover, NJ 07802-0898

Dear Mr. Taylor,

Enclosed is a notice announcing the scheduled date of the annual public hearing on the County's application for funds under the Senior Citizens and Disabled Residents Transportation Assistance Program. Please make this notice available to your constituency by posting it on your community bulletin board or distributing it in whatever way you deem appropriate.

Thank you,

Sincerely,

Carol A. Novrit  
Director

CAN:mdp  
Enc.

Mailing Address: One Spring Street  
Newton, NJ 07860

Location: 201 Wheatsworth Road, Suite 1  
Hamburg, NJ 07419

Telephone: 973-579-0480  
FAX: 973-579-0489

*County of Sussex is an Equal Opportunity Employer*

## SUSSEX COUNTY SKYLANDS RIDE

Please plan to attend the  
**ANNUAL PUBLIC HEARING**  
which has been scheduled to take  
place on  
**Tuesday, June 14, 2016**

**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, June 14, 2016, 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  
Carol A. Novrit, Director, Sussex County Division of Social Services  
RSVP: [mpontus@xbp.dhs.state.nj.us](mailto:mpontus@xbp.dhs.state.nj.us)  
973-383-3600 x5130

**NJT Attachment K6**

SUSSEX COUNTY TRANSPORTATION CITIZEN ADVISORY COMMITTEE  
MINUTES OF THE MEETING OF 6/14/16  
FREEHOLDERS' MEETING ROOM  
SUSSEX COUNTY ADMINISTRATIVE CENTER  
ONE SPRING STREET, NEWTON, NJ 07860

**In Attendance from the Committee:** Anthony Barile, SCARC; Tom Drabic, Sussex County Department of Engineering and Planning; George Graham, Freeholder Director; Lorraine Hentz, Division of Senior Services; Isabel Hernandez, NJ Transit Representative; Elizabeth Larsen, Division of Community and Youth Services; Joseph Lashendock, Vice-Chair; Joan Shaw, Citizen Representative; Deborah White, Citizen Representative; and, Joseph Zvirblis, Bridgeway.

**Excused:** Christine Florio, Division of Community and Youth Services; Gwen Kiessel, Citizen Representative; Kerri Knight, Chair; and, Robert Panzer, State and local CAC Member.

**Staff Support:** John Jackson, Sussex County Skylands Ride; Jason Maslowski, Division of Social Services; Carol Novrit, Division of Social Services; and, Michele Pontus, Division of Social Services.

**Guests/Members of the Public:** Sarah Balzano, Department of Human Services; Jackeline Leon, TransOptions; Alex Navarra, District 24; Gail Phoebus, Assemblywoman; Michele VanAllen; and, Donald Wiggins, Medicaid.

Carol Novrit called the meeting to order at 1:19 p.m., followed by the salute to the flag, roll call and reading of the Sunshine Law.

**Public Comments Related to Agenda Items:** None.

**Minutes – 3/22/16:** The minutes were approved as presented.

**Correspondence:** None.

**Director's Report:** Carol Novrit commended Freeholder Graham and Assemblywoman Phoebus for their strong support of transit. Carol reported that last month she had the opportunity to attend the Community Transportation Association of America Conference. Carol added that she is also the New Jersey state delegate for this association. It was an excellent conference which consisted of a National Rodeo and workshops geared toward improving communications, bus services and performance. There was also a huge expo displaying the latest technology for buses. Skylands Ride Omnibus Operator Douglas Maull placed fourth in the NJ COST State Rodeo in April.

**Program Coordinator's Report:** John Jackson reported that to date Skylands Ride has provided over 46,434 public and paratransit trips and 1,345 trips on the Skylands Connect Saturday service. The NJTPA, with the assistance of Tom Drabic, has been requested to assist Skylands Ride with translating its schedule into a Spanish version which should be completed in the near future. Skylands Ride anticipates receiving several replacement vehicles from NJ Transit within the next few months.

**NJ Transit Report:** Please see attached report from Isabel Hernandez.

**State CAC Report:** Robert Panzer was not in attendance; therefore, no updates are available at this time.

**Senior Services:** Lorraine Hentz reported that Senior Services recently held its annual event in honor of Older American's Month. This year, Senior Services implemented a Memorandum of Understanding with SCCC for the spring semester to conduct community education and service programming classes. The program was held once a month for each month and went extremely well. They will continue the program in the fall semester and anticipate offering two programs each month with a senior curriculum of varying programs and services. Senior Services completed its monitoring of Older Americans Act programs. All monitoring went well.

**Community Services:** Elizabeth Larsen reported that Project Community Connect will be held in the gymnasium at Sussex County Community College from 12:00 p.m. to 7:00 p.m. on the 19<sup>th</sup> of October. This is an event planned through the Human Services Advisory Council. The focus will be on enrollment this year in addition to information and referral. Public Health Nursing will be on site to provide flu shots and ACA volunteers will be available to assist with health insurance enrollment. Information will be available to the public by topic. Lunch and dinner will be provided by Applebee's. The Homeless Coordination elected to conduct two Homeless Point in Time surveys this year; one was completed in January and the other will take place in July. The two surveys will be compared to determine if there is a difference in the homeless count during summer versus the winter.

**Transportation:** Please see attached report from Tom Drabic.

**Old Business:** None.

**New Business:** Carol announced that although the 2017 SCDRTAP/Section 5311 Application has not been released yet, the services currently provided by Skylands Ride will remain the same as what had been outlined in last year's application. However, there may be fewer rides given due to funding cuts. The committee voted on the service that will be provided through the application. The first motion to approve the application was made by Joseph Lashendock and the second motion was made by Lorraine Hentz, followed by unanimous Committee approval.

**Public Comment Not Related to Agenda Items:** Assemblywoman Phoebus announced that a bill was recently released concerning LogistiCare. The bill basically states that the company who is awarded the contract to provide transportation services to Medicaid recipients in the State of New Jersey must provide wheelchair lifts and restraints that work as well as professional drivers who have received customer service training. The Human Services Hearing was open for comments and organizations and non-profits were in attendance from across the state. Assemblywoman Phoebus reflected upon a time when she was a Freeholder and had requested that passengers be surveyed in regard to the complaints about LogistiCare. The results of these surveys were then forwarded to Trenton. Three other counties had also taken the same action. This speaks to the fact that the issues with LogistiCare are not just rural in nature but actually statewide. The main headquarters of LogisitiCare are based in Atlanta, Georgia and there seems to be no effective manner to relay all of the complaints. LogistiCare was fined close to a half million dollars as a result of the surveys that were presented.

The bill was released from Human Services and was unanimously approved during the last billing session for the Assembly. The next step is to see if it can pass through the Senate with a companion bill. This will help to ensure that the company who services the state for the next five years will supply our fragile population with better service and well maintained vehicles.

Assemblywoman Phoebus expressed a desire to place a shelter at the Trinity Street bus stop as there is currently no protection for passengers who await the bus. Carol stated that we have been in contact with the Town of Newton and NJ Transit. NJ Transit will provide the shelter at no cost if the town maintains it; however, the town has yet to respond. Assemblywoman Phoebus asked Freeholder Director Graham if he could advocate for this project.

Assemblywoman Phoebus recalled a request made during a previous meeting to place emblems on the front of the buses so county transit vehicles can be easily identified. Assemblywoman Phoebus asked if there is it would be possible to place something on the vehicles without a great cost. John Jackson advised he would have County seals placed on the front of the vehicles and pursue placing other identification on the front of the buses.

The meeting adjourned at 1:56 p.m. The next scheduled meeting will be held in the Freeholder Meeting Room at the Sussex County Administration Center on Tuesday, October 11, 2016, at 1:00 p.m.

SUSSEX COUNTY CITIZENS' ADVISORY COMMITTEE

-----x

IN THE MATTER OF:

SENIOR CITIZEN AND DISABLED  
RESIDENT TRANSPORTATION  
ASSISTANCE PROGRAM - SKYLANDS  
RIDE PROGRAM

TRANSCRIPT  
OF  
PROCEEDINGS

-----x

Tuesday, June 14, 2016  
Atrium in the Performing  
Arts Center  
Sussex County Community College  
One College Hill Road  
Newton, New Jersey  
Commencing at 12:04 p.m.

COMMITTEE MEMBERS PRESENT:

CAROL NOVRIT, Hearing Officer  
JOHN JACKSON, Program Director  
ANTHONY BARILE, CAC Member  
JOSEPH LASHENDOCK, Vice Chair  
JOAN SHAW, CAC Member  
DEBORAH WHITE, CAC Member  
JOSEPH ZVIRBLIS, CAC Member  
ISABEL HERNANDEZ, NJ Transit Representative  
TOM DRABIC, SC Transportation Planner  
GEORGE GRAHAM, Freeholder

PRECISION COURT REPORTING  
Certified Court Reporters  
P. O. Box 3180  
Jersey City, New Jersey 07303

## 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 2016                      \$122,000.00

Proposed Maintenance of Effort for 2017                \$122,000.00

If the MOE for 2017 has increased/decreased, please explain below:



Required SCDRTAP Application Cover Letter, NJT Attachment L



# COUNTY OF SUSSEX

**Department of Human Services, Sarah Balzano, Administrator**

**Division of Social Services**

Carol A. Novrit

*Division Director*

**Skylands Ride**

John S. Jackson

*Operations Coordinator*

*“Serving Sussex County with Pride”*

September 14, 2016

Anna Magri, Director  
NJ TRANSIT  
Local Programs and Minibus Support  
One Penn Plaza East, 4<sup>th</sup> 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 \$327,180.00 for 2017. The scheduled public hearing date is June 14, 2016. 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 **Carol A. Novrit** at **(973) 383-3600 ext. 5152**.

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 2017. 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

George F. Graham, Freeholder Director

\_\_\_\_\_  
Print Name and Title of Authorized Representative of Applicant

Mailing Address: One Spring Street  
Newton, NJ 07860

Location: 201 Wheatsworth Road, Suite 1  
Hamburg, NJ 07419

Telephone: 973-579-0480  
FAX: 973-579-0489

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**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, 2017 to December 31, 2017;

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- 4<sup>th</sup> 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

Sample Opinion of Counsel-Attach as NJT Attachment N

September 14, 2016

George F. Graham, Freeholder Director  
Sussex County Board of Chosen Freeholders  
County of Sussex  
One Spring Street  
Newton, NJ 07860

Dear Mr. Graham:

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 (cite source and provide a copy of, for example, of the local ordinance passed by County Board of Chosen Freeholders or other governing body authorizing funding for the local share, if applicable).

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,

John D. Williams, 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.

George F. Graham  
(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 July 1, 2015 through December 31, 2016, answer the following:

1. How many transit related employees does your agency have?  
26 Full-Time and 4 Part-Time 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 July 1, 2015 and June 30, 2016?  
 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, 2017 - Dec 31, 2017  
Project Budget Request (include Match)**

<b>Operating</b>	Budget Request
Total Operating (should include total budget for this program)	\$939,850.00
(-Fares)	\$30,000.00
(-Donation)	
Total Operating Deficit	\$909,850.00
<b>Administrative</b>	Budget Request
Total Administrative	
<b>Capital</b>	Budget Request
Total Capital	
<b>GRAND TOTAL</b>	<b>\$909,850.00</b>

**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 2015-2016 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](http://www.sam.gov). The new website [sam.gov](http://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 2015-2016?  
Yes      No

**Local In-Kind Match and Match Source**

Do you plan on using an in-kind match for 2017 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, 2017 to December 31, 2017. 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.

Provide breakdown of proposed match dollars for 2017 contract years in Table 18.

Table 18

Funding Match Source	Name of Source	Match Amount
Local Funds: (list)	County of Sussex	\$227,463.00
State Funds: (list) (i.e. Human Service funding)	NJ TRANSIT	\$227,462.00
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 below<sup>2</sup>, 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.



### 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)eleletion, (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 #1614	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 Human Services, Sarah Balzano, Administrator**

**Division of Social Services**

Carol A. Novrit  
*Division Director*

**Skylands Ride**

John S. Jackson  
*Operations Coordinator*

*“Serving Sussex County with Pride”*

September 14, 2016

Anna Magri, Director  
NJ TRANSIT  
Local Programs and Minibus Support  
One Penn Plaza East, 4<sup>th</sup> 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 2017- December 2017**. The total amount of federal and state funds requested is as follows:

**January 2017- December 2017 NEW ALLOCATION**

	OPERATING	NON-OPERATING
FTA Section 5311 Funds:	\$454,925.00	
State match funds:	\$227,462.00	
Local match funds:	\$227,463.00	
Total:	\$909,850.00	

**January 2017- December 2017 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

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**Department of Human Services, Sarah Balzano, Administrator**

**Division of Social Services**

Carol A. Novrit

*Division Director*

**Skylands Ride**

John S. Jackson

*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,

George F. Graham, 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.

**Addendum A – A List of Private Bus Operators Serving New Jersey**

<p>Aristocrat Limo &amp; 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: <a href="mailto:ayanbus@yahoo.com">ayanbus@yahoo.com</a> 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: <a href="mailto:info@bestwaycoach.com">info@bestwaycoach.com</a> WEBSITE: <a href="http://www.bestwaycoach.com">www.bestwaycoach.com</a> 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: <a href="mailto:camptownbus@verizon.net">camptownbus@verizon.net</a> 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: <a href="mailto:CBL4000@aol.com">CBL4000@aol.com</a> 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: <a href="mailto:coachmanintl@optonline.net">coachmanintl@optonline.net</a> 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: <a href="mailto:tidi03@aol.com">tidi03@aol.com</a> 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: <a href="mailto:nkarp@greyhound.com">nkarp@greyhound.com</a></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: <a href="mailto:sales@jayandnaytravel.com">sales@jayandnaytravel.com</a> WEBSITE: <a href="http://www.jayandnaytravel.com">www.jayandnaytravel.com</a> 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: <a href="mailto:ttaylor@lakelandbus.com">ttaylor@lakelandbus.com</a> WEBSITE: <a href="http://www.lakelandbus.com">www.lakelandbus.com</a> 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: <a href="mailto:fgallagher@leprechaunlines.com">fgallagher@leprechaunlines.com</a> Mr. Frank Gallagher</p>
<p>Lion Trailways Hornet and Ranger Roads Rio Grande, NJ 08242 609-889-0925 FAX: 609-889-0033 E-MAIL: <a href="mailto:info@lionbus.com">info@lionbus.com</a> WEBSITE: <a href="http://www.lionbus.com">www.lionbus.com</a> Mr. Nick Paglione</p>	<p>Martz Lines 239 Old River Road Wilkes-Barre, PA 18702 570-821-3838 FAX: 570-821-3813 E-MAIL: <a href="mailto:shenry@martzgroup.com">shenry@martzgroup.com</a> WEBSITE: <a href="http://www.martzgroup.com">www.martzgroup.com</a> 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: <a href="mailto:www.wayne@passaicvalleycoach.com">www.wayne@passaicvalleycoach.com</a> WEBSITE: <a href="http://passaicvalleycoach.com">passaicvalleycoach.com</a> Mr. Wayne Braunwarth</p>

<p>Peter Pan Bus Lines 25 County Avenue Secaucus, NJ 07094 201-866-6001 FAX: 201-866-6234 E-MAIL: <a href="mailto:frank@peterpanbus.com">frank@peterpanbus.com</a> WEBSITE: <a href="http://www.peterpanbus.com">www.peterpanbus.com</a> Mr. Frank Farrow</p>	<p>Raritan Valley Bus Service PO Box 312 Metuchen, NJ 08840-0312 732-549-1212 FAX: 732-549-1168 E-MAIL: <a href="http://www.raritanvalleybus.com">www.raritanvalleybus.com</a> Mr. Steve Yelencsics Mr. Steve Yelencsics, Jr.</p>	<p>Safety Bus 7200 Park Avenue Pennsauken, NJ 08109 856-665-2662 FAX: 856-665-0658 Mr. Thomas Dugan, Jr.</p>
<p>Sheppard Bus Service 35 Rockville Road Bridgeton, NJ 08302 856-451-4004 FAX: 856-453-1620 E-MAIL: <a href="mailto:john@sheppardbus.com">john@sheppardbus.com</a> Mr. John Sheppard Mr. Ken Sheppard</p>	<p>Starr Tours 2531 E. State Street Trenton, NJ 08619 609-587-0626 FAX: 609-587-3052 E-MAIL: <a href="mailto:msussman@startours.com">msussman@startours.com</a> Mr. Mitchell Sussman</p>	<p>Stout's Charter Service, Inc. 20 Irven Street Trenton, NJ 08638 609-883-8891 FAX: 609-883-6682 E-MAIL: <a href="mailto:vivian@stoutsbus.com">vivian@stoutsbus.com</a> WEBSITE: <a href="http://www.stoutsbus.com">www.stoutsbus.com</a> Mr. Harry Stout Mr. Shawn Stout</p>
<p>Trans-Bridge Lines 2012 Industrial Drive Bethlehem, PA 18017 610-868-6001 Ext. 122 FAX: 610-868-9057 WEBSITE: <a href="http://www.transbridgebus.com">www.transbridgebus.com</a> Mr. Tom JeBran Mr. Len Marzen</p>	<p>Travelynk, INC 52 Bailly Drive Burlington, NJ 08016 201-232-0563 FAX: 201-232-0563 Michael Rodriguez</p>	<p>Triple D Travel PO Box 3208 Hamilton, NJ 08619 609-631-0200 FAX: 609-631-0047 Mr. David A. Tenney</p>
<p>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: <a href="mailto:ronaldfaillace@hotmail.com">ronaldfaillace@hotmail.com</a> WEBSITE: <a href="http://www.trolleytoursinc.net">www.trolleytoursinc.net</a> Ronald R. Faillace, President</p>	<p>Vanderhoof Transportation 18 Wilfred Street West Orange, NJ 07052 973-325-0700 FAX: 973-669-9639 WEBSITE: <a href="http://www.evanderhoof.com">www.evanderhoof.com</a> Mr. Edward Vanderhoof</p>	<p>Via Bus 19 Tilton Street Hammonton, NJ 08037 609-567-7705 800-890-4756 FAX: 609-567-2328 Mr. Glenn Davis</p>
<p>Villani Bus Company 811 East Linden Avenue Linden, NJ 07036 908-862-3333 FAX: 908-474-8058 Mr. Dee Villani</p>	<p>Coach USA Northeast Region 349 First Street Elizabeth, NJ 07206 908-354-3330 FAX: 908-994-9338 E-MAIL: <a href="mailto:john.emberson@coachusa.com">john.emberson@coachusa.com</a> Mr. John Emberson</p>	<p>Community Coach 160 South Route 17 North Paramus, NJ 07652 201-225-7515 FAX: 201-225-7590 E-MAIL: <a href="mailto:jon.nguyen@coachusa.com">jon.nguyen@coachusa.com</a> Jon Nguyen</p>
<p>Olympia Trails 349 First Street Elizabeth, NJ 07206 908-354-3330 ext. 232 FAX: 908-994-9355 E-MAIL: <a href="mailto:jim.rutherford@coachusa.com">jim.rutherford@coachusa.com</a> Mr. Jim Rutherford</p>	<p>Rockland Coaches 180 Old Hook Road Westwood, NJ 07675 201-263-1254 ext. 418 FAX: 201-664-8036 E-MAIL: <a href="mailto:david.gee@coachusa.com">david.gee@coachusa.com</a> Mr. David Gee</p>	<p>Short Line/Hudson Transit/Coach USA 4 Leisure Lane Mahwah, NJ 07430 201-529-3666 ext. 1036 FAX: 201-529-0221 E-MAIL: <a href="mailto:George.Grieve@coachusa.com">George.Grieve@coachusa.com</a> WEBSITE: <a href="http://george.grieve@coachusa.com">george.grieve@coachusa.com</a> Mr. George Grieve</p>
<p>Suburban Transit 750 Somerset Street New Brunswick, NJ 08901 732-249-1100 ext. 201 FAX: 732-545-7015 WEBSITE: <a href="mailto:ronald.kohn@coachusa.com">ronald.kohn@coachusa.com</a> Mr. Ronald Kohn</p>		

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

<b>County</b>	<b>Lead</b>	<b>E-mail</b>	<b>Phone Number</b>
Atlantic	Mr. Carl Lindow	<a href="mailto:lindow_carl@aclink.org">lindow_carl@aclink.org</a>	609-645-7700 x4058
Bergen	Mr. Tom Murphy	<a href="mailto:tmurphy@co.bergen.nj.us">tmurphy@co.bergen.nj.us</a>	201-336-3380
Burlington	Mr. Jerry Kilkenny	<a href="mailto:jkilkenny@co.burlington.nj.us">jkilkenny@co.burlington.nj.us</a>	609-265-5597
Camden	Ms. Carol Miller Mr. Bob Damminger	<a href="mailto:cmiller@sjta.com">cmiller@sjta.com</a>	856-427-0988
Cape May	Mr. Dan Mulraney	<a href="mailto:dmulraney@co.cape-may.nj.us">dmulraney@co.cape-may.nj.us</a>	609-889-3700 x107
Cumberland	Ms. Barbara Nedohon	<a href="mailto:barbarane@co.cumberland.nj.us">barbarane@co.cumberland.nj.us</a>	856-453-2220
Essex	Ms. Jaklyn DeVore	<a href="mailto:jdevore@seniors.essexcountynj.org">jdevore@seniors.essexcountynj.org</a>	973-395-8392
Gloucester	Lisa Cerny	<a href="mailto:lcerny@co.gloucester.nj.us">lcerny@co.gloucester.nj.us</a>	856-686-8362
Hudson	Ms. Darice Toon	<a href="mailto:dtoon@hcnj.us">dtoon@hcnj.us</a>	201-369-5280 x4231
Hunterdon	Ms. Tara Shepherd	<a href="mailto:tara@hart-tma.com">tara@hart-tma.com</a>	908-788-5553
Mercer	Mr. Martin DeNero	<a href="mailto:mdenero@mercercounty.org">mdenero@mercercounty.org</a>	609-530-1970 x17
Middlesex	Ms. Laila Caune	<a href="mailto:laila.caune@co.middlesex.nj.us">laila.caune@co.middlesex.nj.us</a>	732-745-4029
Monmouth	Ms. Kathy Lodato	<a href="mailto:kathleen.lodato@co.monmouth.nj.us">kathleen.lodato@co.monmouth.nj.us</a>	732-577-6731
Morris	Ms. Ophelia Cruse	<a href="mailto:ocruse@co.morris.nj.us">ocruse@co.morris.nj.us</a>	973-829-8105
Ocean	Mr. David Fitzgerald	<a href="mailto:dfitzgerald@co.ocean.nj.us">dfitzgerald@co.ocean.nj.us</a>	732-736-8989 x235
Passaic	Mr. John McGill Ms. Mary Kuzinski	<a href="mailto:johnm@passaiccountynj.org">johnm@passaiccountynj.org</a> <a href="mailto:maryk@passaiccountynj.org">maryk@passaiccountynj.org</a>	973-305-5763 / 5758 973-569-4070
Salem	TBD	<a href="mailto:stephanie.bradway@salemcountynj.gov">stephanie.bradway@salemcountynj.gov</a>	856-339-8622
Somerset	Ms. Yvonne Manfra	<a href="mailto:manfra@co.somerset.nj.us">manfra@co.somerset.nj.us</a>	908-231-7116
Sussex	Ms. Carol Novrit	<a href="mailto:cnovrit@xbp.dhs.state.nj.us">cnovrit@xbp.dhs.state.nj.us</a>	973-383-3600 x5152
Union	Ms. Karen Dinsmore	<a href="mailto:kdinsmore@ucnj.org">kdinsmore@ucnj.org</a>	908-527-4809
Warren	Ms. JanMarie McDyer	<a href="mailto:jmcdyer@co.warren.nj.us">jmcdyer@co.warren.nj.us</a>	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, 2017 - Dec 31, 2017  
Project Budget Request**

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

**Line Item Budget**

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

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

Excel Spreadsheet attachments

- 2015 Actual Expenditures by funding source
- 2017 Proposed budget by funding source
- Vehicle Inventory
- Non-Vehicle Assets

Addendums:

- Addendum C: Transportation Providers and Labor Representatives Spreadsheet 2017 is attached separately

Senior Citizens and Disabled Resident Transportation Program  
 Budget Analysis  
 Actual Expenditures  
 County of \_\_\_\_\_

County: Sussex  
 Projected 2017 Budget

FUNDING SOURCE	SCDRTAP		COUNTY		FTA 5311		S5311 Innovation		FTA S5310		Title XX	
Operating	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Salaries/Fringe	\$130,310.00	40%	\$527,685.00	94%	\$773,168.00	82%	\$0.00	0%	\$323,054.00	34%	\$0.00	#DIV/0!
Licenses, Registration, Ins	\$1,000.00	0%	\$0.00	0%	\$0.00	0%					\$0.00	#DIV/0!
Third Party Contract Svcs	\$36,500.00	11%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!
Maintenance & Repairs	\$140,401.16	43%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!
Materials Consumed	\$13,000.00	4%	\$0.00	0%	\$166,682.00	18%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!
Training/Travel	\$0.00	0%	\$0.00	0%	\$0.00	0%					\$0.00	#DIV/0!
Miscellaneous	\$2,900.00	1%	\$31,300.00	6%	\$0.00	0%					\$0.00	#DIV/0!
<b>Funding Source Subtotal</b>	<b>\$324,111.16</b>	<b>100%</b>	<b>\$558,985.00</b>	<b>100%</b>	<b>\$939,850.00</b>	<b>100%</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$323,054.00</b>	<b>34%</b>	<b>\$0.00</b>	<b>#DIV/0!</b>
<b>% Funding Source Total</b>	<b>79%</b>		<b>100%</b>		<b>100%</b>		<b>#DIV/0!</b>		<b>100%</b>		<b>#DIV/0!</b>	
FUNDING SOURCE	SCDRTAP		COUNTY		FTA 5311		S5311 Innovation		FTA S5310		Title XX	
Administration	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Salaries/Fringe	\$71,698.00	83%	\$0.00	#DIV/0!	\$0.00	#DIV/0!					\$0.00	#DIV/0!
Standard Overhead/Indirect Costs	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!					\$0.00	#DIV/0!
Facilities or Equipment Rental	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!					\$0.00	#DIV/0!
Third Party Contract Svcs	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!					\$0.00	#DIV/0!
Office Supplies	\$5,000.00	6%	\$0.00	#DIV/0!	\$0.00	#DIV/0!					\$0.00	#DIV/0!
Training/Travel	\$400.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!					\$0.00	#DIV/0!
Marketing/Advertising (non-contracted)	\$3,600.00	4%	\$0.00	#DIV/0!	\$0.00	#DIV/0!					\$0.00	#DIV/0!
Insurance premium or payment to a self-insurance reserve	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!					\$0.00	#DIV/0!
Miscellaneous	\$6,000.00	7%	\$0.00	#DIV/0!	\$0.00	#DIV/0!					\$0.00	#DIV/0!
<b>Funding Source Subtotal</b>	<b>\$86,698.00</b>	<b>100%</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	<b>\$0.00</b>	<b>#DIV/0!</b>					<b>\$0.00</b>	<b>#DIV/0!</b>
<b>% Funding Source Total</b>	<b>21%</b>		<b>0%</b>		<b>0%</b>						<b>#DIV/0!</b>	
FUNDING SOURCE	SCDRTAP		COUNTY		FTA 5311		S5311 Innovation		FTA S5310		Title XX	
Capital	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Rolling Stock	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!			\$0.00	#DIV/0!	\$0.00	#DIV/0!
Radios & Communication Equipment	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!			\$0.00	#DIV/0!	\$0.00	#DIV/0!
Passenger Shelters/Bus Stop Signs	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!			\$0.00	#DIV/0!	\$0.00	#DIV/0!
Lifts or Securement Devices	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!			\$0.00	#DIV/0!	\$0.00	#DIV/0!
Vehicle Rehabilitation	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!			\$0.00	#DIV/0!	\$0.00	#DIV/0!
Computer Hardware/Software	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!			\$0.00	#DIV/0!	\$0.00	#DIV/0!
Construction or Rehab of Transit Facility	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!			\$0.00	#DIV/0!	\$0.00	#DIV/0!
Facilities or Equipment Rental	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!			\$0.00	#DIV/0!	\$0.00	#DIV/0!
Miscellaneous	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!			\$0.00	#DIV/0!	\$0.00	#DIV/0!
<b>Funding Source Subtotal</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	<b>\$0.00</b>	<b>#DIV/0!</b>			<b>\$0.00</b>	<b>#DIV/0!</b>	<b>\$0.00</b>	<b>#DIV/0!</b>
<b>% Funding Source Total</b>	<b>0%</b>		<b>0%</b>		<b>0%</b>				<b>0%</b>		<b>#DIV/0!</b>	
<b>Budget Totals</b>	<b>\$410,809.16</b>		<b>\$558,985.00</b>		<b>\$939,850.00</b>		<b>\$0.00</b>		<b>\$323,054.00</b>		<b>\$0.00</b>	
<b>% of Program Budget Total</b>	<b>15%</b>		<b>21%</b>		<b>35%</b>		<b>0%</b>		<b>12%</b>		<b>0%</b>	

Senior Citizens and Disabled Resident Transportation Program  
 Budget Analysis  
 Actual Expenditures  
 County of \_\_\_\_\_

County: Sussex  
 Projected 2017 Budget

FUNDING SOURCE	JARC		Veterans		Title III		Logisticare		Grant in Aid		Ops Budget Totals	
Operating	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Salaries/Fringe	\$218,023.00	95%	\$9,000.00	100%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$1,981,240.00	77%
Licenses, Registration, Ins	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$1,000.00	0%
Third Party Contract Svcs	\$0.00	0%	\$0.00	0%	\$82,724.00	100%	\$64,000.00	100%	\$34,885.00	100%	\$218,109.00	8%
Maintenance & Repairs	\$11,977.00	5%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$152,378.16	6%
Materials Consumed	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$179,682.00	7%
Training/Travel	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%
Miscellaneous	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$34,200.00	1%
<b>Funding Source Subtotal</b>	<b>\$230,000.00</b>	<b>100%</b>	<b>\$9,000.00</b>	<b>100%</b>	<b>\$82,724.00</b>	<b>100%</b>	<b>\$64,000.00</b>	<b>100%</b>	<b>\$34,885.00</b>	<b>100%</b>	<b>\$2,566,609.16</b>	<b>100%</b>
<b>% Funding Source Total</b>	<b>100%</b>		<b>100%</b>		<b>100%</b>		<b>100%</b>		<b>100%</b>		<b>97%</b>	
FUNDING SOURCE	JARC		Veterans		Title III		Logisticare		Other		Admin Budget Totals	
Administration	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Salaries/Fringe	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$71,698.00	83%
Standard Overhead/Indirect Costs	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%
Facilities or Equipment Rental	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%
Third Party Contract Svcs	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%
Office Supplies	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$5,000.00	6%
Training/Travel	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$400.00	0%
Marketing/Advertising (non-contracted)	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$3,600.00	4%
Insurance premium or payment to a self-insurance reserve	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%
Miscellaneous	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$6,000.00	7%
<b>Funding Source Subtotal</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	<b>\$86,698.00</b>	<b>100%</b>
<b>% Funding Source Total</b>	<b>0%</b>		<b>0%</b>		<b>0%</b>		<b>0%</b>		<b>0%</b>		<b>3%</b>	
FUNDING SOURCE	JARC		Veterans		Title III		Logisticare		Other		Capital Budget Totals	
Capital	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Rolling Stock	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
Radios & Communication Equipment	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
Passenger Shelters/Bus Stop Signs	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
Lifts or Securement Devices	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
Vehicle Rehabilitation	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
Computer Hardware/Software	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
Construction or Rehab of Transit Facility	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
Facilities or Equipment Rental	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
Miscellaneous	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
<b>Funding Source Subtotal</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	<b>\$0.00</b>	<b>#DIV/0!</b>
<b>% Funding Source Total</b>	<b>0%</b>		<b>0%</b>		<b>0%</b>		<b>0%</b>		<b>0%</b>		<b>0%</b>	
<b>Budget Totals</b>	<b>\$230,000.00</b>		<b>\$9,000.00</b>		<b>\$82,724.00</b>		<b>\$64,000.00</b>		<b>\$34,885.00</b>		<b>\$2,653,307.16</b>	
<b>% of Program Budget Total</b>	<b>9%</b>		<b>0%</b>		<b>3%</b>		<b>2%</b>		<b>1%</b>		<b>100%</b>	

Senior Citizens and Disabled Resident Transportation Program  
Budget Analysis  
Proposed Expenditures  
County of \_\_\_\_\_

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	County: Sussex												
2	Actual 2015 Expenditures												
3	<b>FUNDING SOURCE</b>	<b>SCDRTAP</b>		<b>COUNTY</b>		<b>FTA 5311</b>		<b>Title III</b>		<b>Logisticare</b>		<b>Title XX</b>	
4	<b>Operating</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>
5	Salaries/Fringe	\$99,995.91	37%	\$410,736.82	94%	\$772,642.14	79%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!
6	Licenses, Registration, Ins	\$1,239.20	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!
7	Third Party Contract Svcs	\$33,641.80	13%	\$0.00	0%	\$0.00	0%	\$82,724.00	100%	\$68,819.00	100%	\$0.00	#DIV/0!
8	Maintenance & Repairs	\$127,548.51	48%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!
9	Materials Consumed	\$5,012.33	2%	\$0.00	0%	\$202,109.86	21%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!
10	Training/Travel	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!
11	Miscellaneous	\$892.16	0%	\$25,517.17	6%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!
12	<b>Funding Source Subtotal</b>	\$268,319.91	100%	\$436,253.99	100%	\$974,752.00	100%	\$82,724.00	100%	\$68,819.00	100%	\$0.00	#DIV/0!
13	<b>% Funding Source Total</b>	77%		100%		100%		100%		100%		#DIV/0!	
14	<b>FUNDING SOURCE</b>	<b>SCDRTAP</b>		<b>COUNTY</b>		<b>FTA 5311</b>		<b>Title III</b>		<b>Title XIX</b>		<b>Title XX</b>	
15	<b>Administration</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>
16	Salaries/Fringe	\$72,157.10	88%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
17	Standard Overhead/Indirect Costs	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
18	Facilities or Equipment Rental	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
19	Third Party Contract Svcs	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
20	Office Supplies	\$2,763.33	3%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
21	Training/Travel	\$95.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
22	Marketing/Advertising (non-contracted)	\$654.96	1%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
23	Insurance premium or payment to a self-insurance reserve	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
24	Miscellaneous	\$5,907.37	7%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
25	<b>Funding Source Subtotal</b>	\$81,577.76	100%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
26	<b>% Funding Source Total</b>	23%		0%		0%		0%		0%		#DIV/0!	
27	<b>FUNDING SOURCE</b>	<b>SCDRTAP</b>		<b>COUNTY</b>		<b>FTA 5311</b>		<b>Title III</b>		<b>Title XIX</b>		<b>Title XX</b>	
28	<b>Capital</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>
29	Rolling Stock	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
30	Radios & Communication Equipment	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
31	Passenger Shelters/Bus Stop Signs	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
32	Lifts or Securement Devices	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
33	Vehicle Rehabilitation	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
34	Computer Hardware/Software	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
35	Construction or Rehab of Transit Facility	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
36	Facilities or Equipment Rental	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
37	Miscellaneous	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
38	<b>Funding Source Subtotal</b>	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
39	<b>% Funding Source Total</b>	0%		0%		0%		0%		0%		#DIV/0!	
40	<b>Budget Totals</b>	\$349,897.67		\$436,253.99		\$974,752.00		\$82,724.00		\$68,819.00		\$0.00	
41	<b>% of Program Budget Total</b>	15%		18%		41%		3%		3%		0%	
42	*Program match (es) of \$			provided by County									

Senior Citizens and Disabled Resident Transportation Program  
Budget Analysis  
Proposed Expenditures  
County of \_\_\_\_\_

	A	N	O	P	Q	R	S	T	U	V	W	X	Y
1	County: Sussex												
2	Actual 2015 Expenditures												
3	<b>FUNDING SOURCE</b>	<b>JARC</b>		<b>Veterans</b>		<b>New Freedom</b>		<b>Grant in Aid</b>		<b>Other</b>		<b>Ops Budget Totals</b>	
4	<b>Operating</b>	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
5	Salaries/Fringe	\$186,331.74	100%	\$9,000.00	100%	\$256,282.15	100%	\$0.00	0%	\$0.00	#DIV/0!	\$1,734,978.76	75%
6	Licenses, Registration, Ins	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$1,239.20	0%
7	Third Party Contract Svcs	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$34,855.00	100%	\$0.00	#DIV/0!	\$220,039.80	9%
8	Maintenance & Repairs	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$127,548.51	6%
9	Materials Consumed	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$207,122.19	9%
10	Training/Travel	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%
11	Miscellaneous	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$26,409.33	1%
12	<b>Funding Source Subtotal</b>	\$186,331.74	100%	\$9,000.00	100%	\$256,282.15	100%	\$34,855.00	100%	\$0.00	#DIV/0!	\$2,317,337.79	100%
13	<b>% Funding Source Total</b>	100%		100%				100%		#DIV/0!		97%	
14	<b>FUNDING SOURCE</b>	<b>JARC</b>		<b>Veterans</b>		<b>Other</b>		<b>Other</b>		<b>Other</b>		<b>Admin Budget Totals</b>	
15	<b>Administration</b>	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
16	Salaries/Fringe	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$72,157.10	88%
17	Standard Overhead/Indirect Costs	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%
18	Facilities or Equipment Rental	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%
19	Third Party Contract Svcs	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%
20	Office Supplies	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$2,763.33	3%
21	Training/Travel	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$95.00	0%
22	Marketing/Advertising (non-contracted)	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$654.96	1%
23	Insurance premium or payment to a self-insurance reserve	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%
24	Miscellaneous	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$5,907.37	7%
25	<b>Funding Source Subtotal</b>	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$81,577.76	100%
26	<b>% Funding Source Total</b>	0%		0%		0%		0%		#DIV/0!		3%	
27	<b>FUNDING SOURCE</b>	<b>JARC</b>		<b>Veterans</b>		<b>Other</b>		<b>Other</b>		<b>Other</b>		<b>Capital Budget Totals</b>	
28	<b>Capital</b>	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
29	Rolling Stock	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
30	Radios & Communication Equipment	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
31	Passenger Shelters/Bus Stop Signs	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
32	Lifts or Securement Devices	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
33	Vehicle Rehabilitation	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
34	Computer Hardware/Software	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
35	Construction or Rehab of Transit Facility	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
36	Facilities or Equipment Rental	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
37	Miscellaneous	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
38	<b>Funding Source Subtotal</b>	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
39	<b>% Funding Source Total</b>	0%		0%		0%		0%		#DIV/0!		0%	
40	<b>Budget Totals</b>	\$186,331.74		\$9,000.00		\$256,282.15		\$34,855.00		\$0.00		\$2,398,915.55	
41	<b>% of Program Budget Total</b>	8%		0%		11%		1%		0%		100%	
42	*Program match (es) of \$ 2 of 2												

SUSSEX COUNTY Skylands Ride FLEET INVENTORY August 1, 2016																	
FLKEY #	INT ID#	VIN #	PLATE #	YEAR	MAKE	MODEL	SEATING CAP	# OF V/C	DATE IN SERVICE	PRIMARY USE	DOT/DMV INSPECT	MILEAGE 8/1/2016	CON-DITION	SOURCE	FUNDING PRICE	YEAR OF EXPIRY	
2	16-1639	4UZADEU6ECF90291	OP1476	2014	Frt	Bus	29	1	14-Feb	Public	MVC	101,075	F	B	\$125,000	2020	
3	16-1640	4UZADEU6ECF90292	OP1482	2014	Frt	Bus	29	1	14-Feb	Public	MVC	82,538	G	B	\$125,000	2020	
11	18-132	1FDEE3F50BDA72714	OP7703	2011	ELK	Mini-Bus	12	1	11-11	Paratransit	MVC	142,611	F	B	\$81,400	2017	
12	18-130	1FDFF4F31BDA83599	OP7715	2011	Ford	E450	16	1	2-12	Paratransit	MVC	122,520	F	B	\$81,400	2018	
14	18-133	1FDFF4F32BDB22801	OP7712	2011	Ford	E450	14	1	2-12	Paratransit	MVC	122,260	F	B	\$81,400	2018	
15	16-1409	1FDEE3F538DA63554	OP1481	2011	Ford	Mln/Bus	12	1	13-Mar	Paratransit	MVC	108,158	F	B	\$65,840	2016	
16	18-140	1FDFF4F34DDA44718	OP1480	2013	Ford	Ext Mini	16	1	13-Jul	Paratransit	MVC	76,713	G	F	\$81,400	2018	
17	16-1505	1FDFF4F3XDDA64262	OP1479	2013	Ford	Ext Mini	16	1	13-Oct	Paratransit	MVC	79,889	G	B	\$81,400	2018	
18	16-1504	1FDFF4S8DDA64261	OP1478	2013	Ford	Ext Mini	16	1	13-Oct	Paratransit	MVC	78,131	G	B	\$81,400	2018	
19	16-1506	1FDFF4F31DDA64263	OP1477	2013	Ford	Ext Mini	16	1	13-Oct	Paratransit	MVC	81,604	G	B	\$81,400	2018	
20	16-1672	1FDFF4F3XDD830714	CG4AMZ	2013	Ford	Mini-Bus	10	2	14-Feb	Paratransit	MVC	39,582	N	B	\$83,500	2019	
21	16-1671	1FDFF4F31DD830715	OP1484	2013	Ford	Mini-Bus	10	2	14-Feb	Paratransit	MVC	61,354	G	B	\$83,500	2019	
22	NF-110	1FDFF4F30DD836442	OP1483	2013	Ford	Mini-Bus	12	1	14-Feb	Paratransit	MVC	69,118	G	G	\$83,500	2019	
23	NF-111	1FDFF4F3XEDA13538	OP1487	2014	Ford	Mini-Bus	16	1	14-May	Paratransit	MVC	60,599	G	G	\$83,500	2020	
24	16-1687	1FDFF4F36EDA13536	OP1486	2014	Ford	Mini-Bus	12	1	14-Jun	Paratransit	MVC	58,781	G	B	\$83,500	2020	
25	16-1689	1FDFF4F31EDA13539	OP1485	2014	Ford	Mini-Bus	12	1	14-Jun	Paratransit	MVC	60,342	G	B	\$83,500	2020	
26	16-1701	1FDFF4F3XEDA13555	OP1489	2014	Ford	Mini-Bus	16	1	14-Jul	Paratransit	MVC	56,227	G	B	\$83,500	2020	
31		1GBJG316381187751	OP7713	2009	Chev	Mini-bus	12	1	8-Nov	Paratransit	MVC	206,282	P	B	\$65,800	2013	
33		1GBJG316X81187598	OP7714	2009	Chev	Mini-bus	12	1	8-Dec	Paratransit	MVC	158,289	P	B	\$65,800	2013	
37		1FDFF4S909DA22820	OP1488	2009	Girardin	Mini-bus	12	1	9-Mar	Paratransit	MVC	184,961	P	D	\$65,840	2014	
39	16-1386	1FDEE3F54BDA72716	OP7705	2011	ELK	Mini-Bus	12	1	11-Oct	Paratransit	MVC	142,583	F	C	\$81,140	2017	
40	16-1443	1FDFF4F34BDA83600	OP7702	2011	Suprema	Ext Mini	16	1	11-Nov	Paratransit	MVC	142,603	F	B	\$81,400	2017	

<b>FUNDING</b>				<b>CONDITION</b>				<b>5311-LICENSES LINE ITEM</b>			
A - SCADRTAP	D - COUNTY	N - NEW	F - FAIR	EQUALS JARC VEHICLES; BUSES 31, 33, 37 FUEL & MAINTENANCE				DOT INSP FEES			
B - SEC 5310	E - WF/NJ	G - GOOD	P - POOR	OUT OF SERVICE							
C - SEC 5311	F - ARRA	OVERDUE REPLACEMENT									
	G - NEW FREEDOM	HOLD FOR NJ TRANSIT REASSIGNMENT									

2A	16-1351	4UZAACDU69CAL8245	OP1450	2009	FRT	Bus	24	1	12-Nov	Public	MVC	138,812	F	B	\$123,231	2015
3A	16-1352	4UZAACDU89CAL8246	OP1491	2009	FRT	Bus	24	1	12-Nov	Public	MVC	117,611	F	B	\$123,231	2015