

## **Addendum: SJTPO --FY 2012 CMAQ Application Process –Transit Projects**

### ***General:***

Since operating assistance under CMAQ is funded for 3-years, it is essential to know how the proposals, (especially transit related operating assistance/shuttle proposals), will continue beyond the 3-year limit. All proposals should address this as best they can so that the awareness of continued financial support from other means is ingrained from the start. Nobody wants to go into a community and start a direct service to residents and then pull the plug three years later. Furthermore, if an applicant for operating funds has previously received some funds for the same and/or a different service, they must indicate what happened to this service after three years; or, if it is a current service, what ridership they have had and what other financial contributions, if any, they have received.

### ***Specific Application Items:***

#### ***Expectations of Applicant need to be clear and up front for Operating Assistance and for Vehicle Requests***

**Under “Description” on page 2:** While the form does say “Brief Description”, the applicant should provide a little more detailed description of the project or transit shuttle service along with a geographic map, and describe the population being served.

**Under “Effects” on page 2:** In addition to the effects already listed on the application, all applicants should identify which goal they are addressing or meeting in the Transportation Improvement Program (TIP) or the SJTPO Regional Transportation Plan (RTP)? Is it addressing a problem lined to needs, strategies or related projects of SJTPO’s future plan? Or does it serve another area not addressed in the plan?

Link to SJTPO TIP: <http://www.sjtpo.org/Documents/TIP/10-13/FY%2010-13%20TIP%20FULL.pdf>

Link to SJTPO RTP: [http://www.sjtpo.org/Documents/RTP/2035RTP\\_Full\\_Document.pdf](http://www.sjtpo.org/Documents/RTP/2035RTP_Full_Document.pdf)

**Under “Cost” page 2:** Given the broadness of this category, applicants with transit related shuttle services should complete a detailed budget allocating anticipated costs for the actual operation of the shuttle including salaries, fringe, fuel, overhead and cost of management oversight. Attached is a budget/reimbursement form that NJ Transit uses in its Agreements with Subrecipients that may be helpful. Applicants should feel free to modify the form as they see fit.

#### ***Applications for Operating Assistance should also include:***

- Description and severity of need
- Regional impacts of the proposed service.

#### ***Additional Notes:***

- Duplicative services run by NJ TRANSIT or other private carriers cannot be funded by the FTA. Therefore, support for, and integration with, the existing public transit network (public or private) is essential to avoid issues concerning possible/perceived competition especially in this economy.
- If applicant is not running the service themselves, the service route needs to be competitively bid.

### *Applications for Transit Vehicle Requests.*

With transit related bus requests, NJ TRANSIT can provide SJTPO with a list of the standard specifications of transit type vehicles NJ TRANSIT orders for anyone interested in purchasing a transit related vehicle. Applicants should contact David Heller at SJTPO, (email: [dheller@sjtpo.org](mailto:dheller@sjtpo.org), or phone: (856)-794-1941), should they want this information. This list provides the seating capacity and an approximate cost of the vehicle. This information will enable SJTPO to determine how much to allocate to complete the project. A copy of this document will be furnished to you under separate email.

Also, if the applicant intends to run a transit related service, they should also provide a detailed budget showing the labor, fuel, etc. to indicate their understanding of the costs involved in maintaining a vehicle. Applicants need to be aware of the major expenses involved in *maintaining* a vehicle, even if they may not be responsible for the initial cost.

### *Additional Items to Note Following Award of Funds:*

- TIMING of FUNDS for Operating Assistance or Vehicle Purchases: Please be aware that the timing of receipt of grant funds can be delayed up to 12 months for Operating Assistance projects. Vehicle purchases can take almost two (2) years before the applicant gets their vehicles due to the formal bid and Board Approval process NJ TRANSIT must adhere to.
- Applicants who intend to run a deviated fixed route service will need to file a Certificate of Public Convenience and Necessity through the Office of Regulatory Affairs to avoid issues concerning possible/perceived competition with private carriers.