

New Jersey
Jobs Access Reverse Commute (JARC)
Application for FFY 2010 & 2011 (Round 12 & 13)

December 3, 2010

Grant program for services that break down barriers to employment opportunities for low-income individuals through increasing access to transportation.

Applications (Section D) are due by February 16, 2011

Application (Section D and Part II) should be submitted by E-Mail and Paper Copy **to both your local MPO Contact person AND NJ TRANSIT:**

To MPO Lead

Michael Reeves

SJTPO

782 S. Brewster Road, Units B5/B6

Vineland, NJ 08361

mreeves@sjtpo.org

To NJ TRANSIT:

James Flynn

New Jersey Transit

1 Penn Plaza East

Newark, NJ 07105

jpflynn@njtransit.com

Part I: JARC Overview, Information, and Application

Section A: General Program Information (p.3-10)

- 1. Introduction**
- 2. History**
- 3. Metropolitan Planning Organizations (MPO)**
- 4. Coordinated Human Service Plan**
- 5. County Human Service Plan Contacts**

Section B: Eligibility (p.11-13)

- 1. Geographic Areas**
- 2. Organizations and Agencies**
- 3. Eligible Activities**

Section C: Application Process (p.13-17)

- 1. Schedule**
- 2. Process and Application Requirements**
- 3. Evaluation Criteria**
- 4. Funding**
- 5. Contact Information**

Section D: Application (p.18-30): Fill Out and Return

- 1. General Information**
- 2. Project Summary**
- 3. Service Area**
- 4. Local Human Service Plan**
- 5. Organizational Capability**
- 6. Funding**
- 7. Reimbursement Form**
- 8. Letter of Support (Optional)**
- 9. Maps and Tables**
- 10. Appendix A. Summary of elements to be discussed in the application.**

Part II: Additional Information and Signatures Required (p. 31)

PART I. Overview

Section A. General Program Information

1. Introduction

Human service transportation includes a broad range of transportation service options designed to meet the needs of transportation disadvantaged populations including older adults, disabled persons and/or those with lower income. Individuals with different needs require different services depending on their abilities, their environment, and the options available in their community.

The goal of the Job Access and Reverse Commute program (JARC) is to improve access to transportation services to employment and employment-related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. A description of the JARC program can be found in the **FTA Circular C.9050.1** on the FTA website <http://www.fta.dot.gov>. The Program Management Plan describing the JARC application process and the Coordinated Transportation Plans in New Jersey can be found on the United We Ride website www.njcttp.org.

The application used for the JARC grant program can be found on the website: www.sjtpo.org: *Publications: Job Access Reverse Commute Report: JARC Application 2010* and in Section D of this document. Local matching funds are required for JARC as well as participation in the Local County Coordinated Human Service Transportation Plan (see NJCTPP.org). (Please Note: A separate application is available for the New Freedom Program by contacting Sally Stocker at NJ Transit sstocker@njtransit.com or (973)491-7774) or by going to the above website (www.sjtpo.org).

JARC funds are available for two years in all three MPO regions. The funding covers FFY 2010, Round 12 (July 1, 2012-June 30, 2013) and FFY 2011, Round 13 (July 1, 2013-June 30, 2014).

Completed applications (Section D and Part II) are due no later than February 16, 2011. All responses must be submitted by **email and also post mail** (signed hard copy) . Responses

should be in standard PC-compatible text file format DOC or PDF. **Please limit responses for every question to a maximum of 400 words.**

Responses should be submitted to the **South Jersey Transportation Planning Organization (SJTPO) Contact person AND NJ TRANSIT:**

To SJTPO Lead

Michael Reeves

SJTPO

782 S. Brewster Road, Units B5/B6

Vineland, NF 08361

mreeves@sitpo.org

To NJ TRANSIT:

James Flynn

New Jersey Transit

1 Penn Plaza East

Newark, NJ 07105

jpflynn@njtransit.com

2. History : JARC FTA Circular C.9050.1 at <http://www.fta.dot.gov>

The Federal Transit Administration (FTA) Job Access Reverse Commute (JARC) program aims to break down barriers to employment opportunities for low income persons through increasing access to transportation programs.

The goal of the Job Access and Reverse Commute program (JARC) is to improve access to transportation services to employment and employment related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. Toward this goal, the Federal Transit Administration provides financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of eligible low-income individuals, and of reverse commuters regardless of income.

JARC was established in 1999 as part of the Transportation Enhancement Act (TEA–21) with funds allocated as “earmarks” to address the unique transportation challenges faced by welfare recipients and low-income persons seeking to get and keep jobs. With many new entry-level jobs located in suburban areas, low-income and/or welfare recipients have found it difficult to access these jobs from their inner city, urban and rural neighborhoods on a daily basis. Many entry-level jobs require working late at night or on weekends when conventional transit services in many communities are either reduced or non-existent. Also, many employment-related trips

are complex for low-income persons, often involving multiple destinations, including reaching childcare facilities and other services as part of the work trip.

In FFY 2006 the JARC program was reauthorized under the provisions set forth in the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, (SAFETEA-LU), enacted on August 10, 2005. JARC is codified at 49 U.S.C. 5316. Program information on JARC is located in **FTA Circular 9050.1** issued on May 1, 2007. JARC funding under the SAFETEA-LU is now allocated nationwide by “formula” and in NJ the amount is approximately 50% less than funding received under the TEA-21 earmarks. The types of activities that can be funded through JARC have expanded. **As a consequence of reduced funding statewide since FFY 2006, continuation of existing SUCCESSFUL JARC projects will have funding priority over expanded or new projects, capital, and other eligible (for example mobility management) requests.**

We strongly advise all potential applicants to review the FTA Circular for further clarification.

3. MPO: NJ Local Metropolitan Planning Organizations: DVRPC, SJTPO, NJTPA

The three Metropolitan Planning Organizations (MPO) in New Jersey are: Delaware Valley Regional Planning Commission (DVRPC), South Jersey Transportation Planning Organization (SJTPO), and North Jersey Transportation Planning Authority (NJTPA). The MPO's are responsible for allocating federal funds for transportation and transportation-related improvements in the region, and they facilitate the selection process for the JARC program. SJTPO serves the counties of Atlantic, Cumberland, Cape May and Salem. **DVRPC** serves (in New Jersey) the region of Burlington, Camden, Gloucester and Mercer. NJTPA serves the remaining New Jersey counties.

4. The Coordinated Human Service Transportation Plan (UWR CHSTP)

Federal transit law, as amended under SAFETEA-LU, requires that projects funded from the Elderly Individuals and Individuals with Disabilities (Section 5310), JARC (Section 5316), and New Freedom (Section 5317) programs be derived from a locally developed, coordinated public transit human services transportation plan (**CHSTP**). A coordinated plan maximizes the programs' collective coverage by minimizing duplication of services.

Executive Order 13330 signed on February 24, 2004, established the new Interagency Transportation Coordinating Council on Access and Mobility (**CCAM**). The purpose of the Council is to coordinate 62 different Federal programs across 9 Federal departments that provide funding to be used in support of human services transportation. The CAMM then established United We Ride, an interagency Federal national initiative that supports States and their localities in developing coordinated human service delivery systems and plans. All 21 counties facilitated the coordination of "County Plans" and the 3 MPO's developed Regional Plans. For SJTPO, the plan is *SJTPO Regional Human Service Transportation Plan - 2007* (note: there is a separate plan for each of the four SJTPO counties) which can be found on the SJTPO website at www.sjtpo.org: *Publications: Regional Human Service Transportation Plan 2007*. SJTPO is currently updating this plan (to be completed by December, 2010) and it should be available on the SJTPO website (*SJTPO Regional Human Service Plan Update -2010*) by early 2011.

All New Jersey applicants in the DVRPC, SJTPO, and NJTPA region must reference their respective MPO and their County plan and indicate how their application is consistent with the goals and priorities in the plan. All applicants must include the page number of the information related to their project. Additional information on CHSTP, including electronic versions of regional MPO, county plans and other program information is located at:

- DVRPC: <http://www.dvrpc.org/planning/regional/chstp.htm>.
- SJTPO: www.sjtpo.org *Publications: Regional Human Service Transportation Plan- 2007*
- NJTPA: www.njtpa.org
- COUNTY PLANS: www.njcttp.org

County	United We Ride Leads	Metropolitan Planning Organization
Atlantic	Carl Lindow Atlantic County Transportation PO Box 13 New Road & Dolphin Avenue Northfield, NJ 08225 609-645-7000 x4058	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Bergen	Tom Murphy Bergen County Community Transportation 178 Essex Street Lodi, NJ 07644 201-368-7557	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Burlington	Julie Gandy Burlington County Dept. of Transportation 795 Woodlane Road Mount Holly, NJ 08060 609-265-5043 or 5109	Joseph Hacker Delaware Valley Regional Planning Commission (DVRPC) 190 N. Independence Mall West, 8 th Floor Philadelphia, Pa. 19106 215-238-2898
Camden	Carole Miller South Jersey Transportation Authority 800 Cooper Street Suite 500 Camden, NJ 08102 856-427-0988	Joseph Hacker Delaware Valley Regional Planning Commission (DVRPC) 190 N. Independence Mall West, 8 th Floor Philadelphia, Pa. 19106 215-238-2935
Cape May	Colleen McCabe Cape May Community Transportation Services Cape May Courthouse 4 Moore Road Cape May, NJ 08210 609-889-3700 or 7812	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Rd. B6 Vineland, NJ 08361 856-794-1941
Cumberland	<u>To be determined.</u> Contact Dale Finch Cumberland County Office on Aging 856453-2200 for information on the name of the UWR Lead person for Cumberland County	Michael Reeves South Jersey Transportation Planning Organization (SJTPO) 782 S. Brewster Rd. B6 Vineland, NJ 08361 856-794-1941
Essex	Frank Cuoco Essex County Department of Citizen Services 50 South Clinton Street East Orange, NJ 07018 973-395-8400 or 8404	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Gloucester	Rick DeCosta, Coordinator Gloucester Department of HS Division of Transportation Services 211 County House Road Sewell, NJ 08080 856-401-7645 or 7646	Joseph Hacker Delaware Valley Regional Planning Commission (DVRPC) 190 N. Independence Mall West, 8 th Floor Philadelphia, Pa. 19106 215-238-2898

Hudson	Harold E. Demellier, Director Department of Roads and Public Property Meadowview Complex, Bldg. One 595 County Avenue Secaucus, NJ 07094 201-558-7095	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Hunterdon	Crystal Barnes Hunterdon County Planning Department Route 12, County Complex, Bldg. #1 Flemington, NJ 08822 908-788-1490 Or Lupe Fowler (co-lead) Hunterdon County Department of Human Services 8 Gauntt Place - Box 2000 Hunterdon County Administration Building #1 Flemington, NJ 08822 908-788-1253	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Mercer	Martin DeNero Mercer County Trade Transportation Public Works Facility 300 Scotch Road Building 1 Trenton, NJ 08628 609-530-1970 x17	Joseph Hacker Delaware Valley Regional Planning Commission (DVRPC) 190 N. Independence Mall West, 8 th Floor Philadelphia, Pa. 19106 215-238-2898
Middlesex	Steve Fittante, Director Middlesex County Area Transit 711 Jersey Avenue New Brunswick, NJ 08901 732-745-7456 or 4029	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Monmouth	Henry Nicholson Monmouth County Department of Transportation 250 Center Street Freehold, NJ 07728 732-431-6480 or 732-577-6731	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Morris	Edward Farcas County of Morris Department of Senior, Disabled and Veterans Affairs PO Box 900 Morristown, NJ 07963-0900 973-829-2869	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Ocean	Kathy Edmond, Transportation Coordinator Ocean Ride 1959 Route 9 PO Box 2191 Toms River, NJ 08754-2191 732-736-8989	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436

Passaic	John McGill Passaic Division of Family Services 52 Church Street Paterson, NJ 07505 973-247-2487	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Salem	Ray Bolden Inter-Agency Council of Salem County 98 Market Street Salem, NJ 08079 856-935-7510 x8203	Michael Reeves South Jersey Transportation Planning Organization (SJTPA) 782 S. Brewster Rd. B6 Vineland, NJ 08361 856-794-1941
Somerset	Yvonne Manfra 750 East Main Street Bridgewater, NJ 08807 908-231-7116	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Sussex	Mary (Betsy) Towle Sussex County Department of Social Services 83 Spring Street Suite 203 Newton, NJ 07860 973-383-3600 x5140	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Union	Karen Dinsmore, Asst Director Union County Department of Human Services Union County Administration Building 10 Elizabethtown Plaza Elizabeth, NJ 07207 908-527-4809	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436
Warren	JanMarie McDyer Warren County Department of Human Services Division of Contract Administration Cummins Building 202 Mansfield Street Belvidere, NJ 07823 908-475-6332 or 6080	Hamou Meghdir North Jersey Transportation Planning Authority (NJTPA) One Newark Center, 17 th Floor Newark, NJ 07102 973-639-8436

Section B. Eligibility

1. Geographic Areas

The service (project) requesting JARC funds must be located in respective DVRPC, SJTPO, and NJTPA MPO urban regions and /or in small urban/rural areas of New Jersey. NJ TRANSIT is the designated recipient for New Jersey and reviews applications with the MPO's for the urbanized, small urbanized (areas between 50,000 and 200,000 in population) and Non-urbanized Areas (under 50,000 in population).

DVRPC reviews applications for the Philadelphia Urbanized Area (Burlington, Camden, Gloucester, and Mercer Counties) as well as the small urban/rural areas.

SJTPO reviews applications for the Atlantic City Urban Area of Atlantic, Cumberland, and Salem Counties (as well as the small urban/rural areas).

NJTPA reviews applications for Newark/NY/Ct Urban Area of Northern/Central NJ (13 Counties located in this area) as well as the small urban/rural areas.

2. Eligible Organizations and Agencies

The following organizations and entities are eligible to apply for funding

- Private non-profit organizations;
- State or local governmental authorities; and
- Operators of public transportation services, including private operators of public transportation service

3. Eligible Activities

Activities identified by FTA as potential projects for both JARC and New Freedom programs are listed below. Because local priorities vary, not all eligible projects may be recommended for funding.

Eligible JARC Activities (Excerpt taken from the JARC Circular):

Funds from the JARC program are available for capital, planning, and operating expenses that support the development and maintenance of transportation services designed to transport low-income individuals to and from jobs and activities related to their employment and to support reverse commute projects.

In the conference report accompanying SAFETEA-LU, the conferees stated an expectation that FTA would "continue its practice of providing maximum flexibility to job access projects that are

designed to meet the needs of individuals who are not effectively served by public transportation, consistent with the use of funds described in the Federal Register, Volume 67 (April 8, 2002)” (H.R. Report 109–203, at Section 3018 (July 28, 2005)). Therefore, eligible projects may include, but are not limited to capital, planning, and operating assistance to support activities listed below. This does not mean, however, that an eligible project is guaranteed for selection, since a region may have priorities focusing on funding specific activities to the exclusion of others.

- a. Late-night and weekend service;
- b. Guaranteed ride home service;
- c. Shuttle service;
- d. Expanding fixed-route public transit routes;
- e. Demand-responsive van service;
- f. Ridesharing and carpooling activities;
- g. Transit-related aspects of bicycling (such as adding bicycle racks to vehicles to support individuals that bicycle a portion of their commute or providing bicycle storage at transit stations);
- h. Local car loan programs that assist individuals in purchasing and maintaining vehicles for shared rides;
- i. Promotion, through marketing efforts, of the:
 - (1) use of transit by workers with non-traditional work schedules;
 - (2) use of transit voucher programs by appropriate agencies for welfare recipients and other low-income individuals;
 - (3) development of employer-provided transportation such as shuttles, ridesharing, carpooling; or
 - (4) use of transit pass programs and benefits under Section 132 of the Internal Revenue Code of 1986;
- j. Supporting the administration and expenses related to voucher programs. This activity is intended to supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment to providers of alternative transportation services. The JARC program can provide vouchers to low-income individuals to purchase rides, including (1) mileage reimbursement as part of a volunteer driver program, (2) a taxi trip, or (3) trips provided by a human service agency. Providers of transportation can then submit the voucher to the JARC project administering agency for payment based on pre-determined rates or contractual arrangements. Transit passes for use on fixed route or Americans with Disabilities Act of 1990 (ADA) complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (Federal/local) match;
- k. Acquiring Geographic Information System (GIS) tools;
- l. Implementing Intelligent Transportation Systems (ITS), including customer trip information technology;
- m. Integrating automated regional public transit and human service transportation information, scheduling and dispatch functions;
- n. Deploying vehicle position-monitoring systems;
- o. Subsidizing the costs associated with adding reverse commute bus, train, carpool van routes or service from urbanized areas and nonurbanized areas to suburban work places;
- p. Subsidizing the purchase or lease by a non-profit organization or public agency of a van or bus dedicated to shuttling employees from their residences to a suburban workplace;

- q. Otherwise facilitating the provision of public transportation services to suburban employment opportunities;
- r. Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive JARC funding to support the administrative costs of sharing services it provides to its own clientele with other low-income individuals and coordinate usage of vehicles with other non-profits, but not the operating costs of the service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:
 - (1) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;
 - (2) Support for short term management activities to plan and implement coordinated services;
 - (3) The support of State and local coordination policy bodies and councils;
 - (4) The operation of transportation brokerages to coordinate providers, funding agencies and customers;
 - (5) The provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
 - (6) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
 - (7) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand alone capital expense).

Section C. Application Process.

1. Schedule

Each MPO area will hold an introductory question and answer meeting. For SJTPO, the meeting will be scheduled for mid – January, 2011 (applicants will be notified of date, time and location). All completed applications are due to SJTPO by February 16, 2011.

2. Process and JARC Application Requirements

1. DVRPC, SJTPO, and NJTPA will announce solicitation for JARC applications Round 12-13 on their website. Upon request a mailing can be sent to potential applicants that includes general program information and application dates. The website/ mailing will invite prospective applicants to a kickoff meeting. DVRPC, SJTPO, and NJTPA will advertise program in local papers.
2. Prior to submission applicants need to contact and obtain a support letter from their respective County planner who is responsible for Coordinated Human Service Transportation Planning (CCHSTP: see Section A.5, page 8-10). This meeting with the responsible County planner will assist the County planner to understand the application and confirm that the designated recipient can realistically support the application. The letter should clearly indicate (by page) where the project (and/or the need for the project) can be found in the County HSTP plan. A copy of the actual page content must also be included in the letter and the application. If the project (and need) is not currently mentioned in the plan please indicate this information in the letter from the county planner along with a timeframe for when this information will be included in the county plan.
3. Applicant submits completed project application to the MPO and NJ TRANSIT by application deadline. One application is requested for each project or service (Section D). The application provides the information needed for this selection process and submission to the FTA. Applicants will be required to provide information on the proposed project, intended beneficiaries, eligibility requirements, area to be served, additional funding, how FTA funding will be used, evidence of coordination, and organizational capacity. Several maps shall be included to assist applicants locating demographic and employment information. Specific details concerning the proposed project are also requested.

Completed applications for SJTPO are due no later than February 16, 2011. All responses must be submitted by **BOTH** email and mailed signed hard copy (a CD or flash drive may also be included). Responses should be in standard PC-compatible DOC or PDF format.

Please limit your responses to each question to a maximum of 400 words.

A detailed description of the application process is located in **the NJ Program Management Plan (www.njcttp.org)**.

4. The MPO and NJ TRANSIT reviews the applications for completeness, adherence to guidelines, and coordinates with the applicant on any missing information. Applications and score sheets are then sent to the members of a selection committee appointed by each MPO.
5. The Selection Committee members will rank the applications and then send the scoring sheets back to the MPO. Rankings will be based on the completed score sheet provided in the application packet.
6. The selection committee's recommended projects are forwarded to the MPO for final approval.
7. Final recommendations and project rankings are forwarded to NJ TRANSIT for consideration for inclusion in a statewide application to the FTA.
8. The Designated Recipient (NJ TRANSIT) works with the recommended project applicants to obtain necessary signatures for the complete statewide application to FTA. Final subrecipient budgets and recommended individual funding levels are determined by the funding available in each MPO area as well project needs at that time the application is submitted to the FTA.

3. Evaluation Criteria

All applications will be evaluated using scoring criteria located below. This scoring system was constructed using the guidelines provided by the NJ TRANSIT State Management Plan, SJTPO, NJTPA, United We Ride, and the local human service transportation coordination plan.

4. Funding : Anticipated New Jersey Funding Levels

JARC: \$3,637,853 in Federal Funds is expected for JARC projects (FFY 2010, Round 12). Estimate \$3,700,000 for FFY 2011 (Round 13) The subrecipient must provide the match (50/50 for Operating projects and 80/20 for Capital/Planning, Mobility Management projects).

The Federal share of eligible costs may not exceed the following:

- **80 percent** of the net cost for **capital** expenses and planning activities (including Mobility Management)
- **50 percent** of the net **operating** expenses
- The FTA further explains differences between capital and operating expenses. The basic definition of an **operating** cost is something that does not have a useful life of more than one year. In contrast, a **capital** item is usually a tangible item that has a useful life of more than one year. For example, vouchers are considered an operating expense, consistent with FTA program requirements; insurance is considered an operating expense; a guaranteed loan fund or a revolving fund used to make loans are capital expenses; and funds used to pay the administrative costs of loan programs are operating expenses. The construction of bus stops, installation of elevators, or the purchase of buses are examples of capital expenses. Also, **mobility management** is defined by law as an eligible capital expense.
- Other Federal DOT funds cannot be used as match. Fares cannot be used as match but they can offset the cost of service,
- A local match is required for ALL projects. NJDHS/TIF funds may be available for JARC projects but they will also require a local match (50/50).

5. Contact Information

Please direct all comments, concerns, and completed applications (e-mail and hard copy) to:

MPO contact:

Michael Reeves

SJTPO

782 S. Brewster Road, Units B5/B6

Vineland, NJ 08361

mreeves@sjtpo.org

NJ Transit:

James Flynn

New Jersey Transit

1 Penn Plaza East

Newark, NJ 07105

jpflynn@njtransit.com

JARC APPLICATION

Round 12 and 13: Federal Fiscal Year 2010 and 2011

Application Submitted by: _____

Date: _____

JARC Application (Section D)

I. Applicant Information

1. Project Name

2. Please provide the following about your organization:
 - a. Organization Legal Name
 - b. Address
 - c. County
 - d. Congressional District(s)
 - e. Tax Identification Number and **501(3)c Certificate** (if applicable please attach)
 - f. Contact Name and Title (and address if different then above)
 - g. Contact Telephone Number
 - h. Contact Fax Number
 - i. Contact E-mail
 - j. DUNS Number: (apply at www.ffata.gov or www.USASpending.gov) Federal Funding Transparency Act.

3. **Type of Organization or Agency:** The following organizations and entities are eligible to apply for funding (**please check one**):
 - Private non-profit organizations _____
 - State or local governmental authorities _____
 - Operators of public transportation services, including private operators of public transportation service _____

II. Project Summary: Please see Appendix A for specific information that should be included below.

1. This project is a (please check one):

Continuation of existing JARC funded project: _____

Continuation of existing non-JARC funded project: _____

Expansion of an existing JARC project: _____

Expansion of an existing (non JARC) project: _____

New project (program): _____

If this is a continuation or expansion of a non JARC project please indicate current source of non- JARC funding. _____

2. **Detailed** Description of the project: For what type of project, program, or service are you seeking funding: (See Section B.3 Eligible Activities. List the Activities):

a. Overall description of the project:

b. Goals and objectives of the project:

c. How does the project address the transportation needs of **low income individuals** to employment sites or training locations? Gaps to be filled? Please quantify (estimate the number of different low income individuals to be served and the % of low income individuals in the service area). Please provide the source of the data.

III. Service Area and Employment Information

1. Please identify the area to be served:

2. Please indicate the potential origins and destinations of potential individuals the proposed project, program, or service will serve:

3. Please describe and estimate the number of jobs and/or the number of job sites/employment centers that can be accessed as a result of these projects:

4. Please attach a map of the service area , printed schedules, routes, timetables, brochures, etc. Indicate employment centers on the map.

5. How many stops are within ¼ mile of the employment centers that were not previously reasonably accessible by transit (from the origin served): _____

6. Estimated annual number of different individual clients and passenger one way trips this project, program, or service will serve **ANNUALLY**:

Overall Different Clients _____ Overall Passenger One Way Trips _____

Different Clients to Employment Sites _____ Passenger One Way Trips to Employment Sites _____

- a. If this is a **CONTINUATION** service, please indicate the annual number of passenger trips actually provided in CY 2010 and proposed for 2011 (and # different clients/individuals served if # is available) :

CY 2010: Different Clients: _____ Passenger Trips _____ Emp.Clients____ Emp. Trips _____

CY 2011: Different Clients: _____ Passenger Trips _____ Emp.Clients____ Emp. Trips _____

Cost/Passenger trip in CY 2010 : _____

Anticipated Cost/Passenger trip in CY 2011: _____

7. Employment Locations

- a. Does this project serve an Employment Center ?

	Yes
	No

If yes, please name the employment center (s) and indicate the number and types of jobs the project serves:

How many of these jobs could be considered “entry level” jobs: _____

IV. Local Human Service Coordination Plan

1. Please identify clearly which strategies or goals, listed in your Regional MPO and in your County Local Human Service Coordination Plan, that the project, program, or service addresses. See website **NJCTTP** for your current MPO and County Coordination Plans as well as the State Management Plan (www.njcttp.org). Please explain how your project relates to the strategies or needs discussed in the coordination plan.

a. Indicate what page(s) in the plans relate to your project and attach copy of page: MPO Plan _____ County Plan _____ **(EXACT PAGE INFORMATION and COPY IS REQUIRED)**.

2. If the project is not currently identified in the plan please provide a letter from the county coordinator indicating the status of any amendment to the plan to include this project.

3. Has designated county lead for the County Local Coordination Plan been notified of your intent to apply? A letter of support from your County Lead must be included in this application..

a. Date notified:

b. Are you a stakeholder in the local planning process?

c. Please discuss any issues / concerns the County Plan might have had with the project

d. If applicable, please discuss how you plan to address these issues:

4. Does this project coordinate with any other transportation service?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

If YES, please describe. How does the project use or support existing transportation services and / or integrates with other service providers

a. Does the project feed/connect with NJ TRANSIT bus and/or rail service:

Please Identify locations, bus routes, train stations:

5. Please provide names of other service providers or agencies in your area that you have coordinated with on this project or other projects relating to transportation.

V. Organizational Capability

1. Please describe your organization, including number of full time employees, part time employees, and volunteers. Include an organization chart.
2. Please describe how this project will be implemented and administered within your organization. Who will do the work?
 - b. Do you plan to subcontract the service ? _____
3. Please provide a brief summary of existing or former mobility / accessibility/ transportation programs. Please include types and number of clients or individuals served, and funding sources.
4. Performance: How will your organization monitor the project performance? What measures will be used (for example, passenger trips, vehicle hours, miles, denied trip requests, employer sites reached ...). Will "site visits" be conducted? Internal and external (subcontractor) ? How frequently?.

VI. Funding

Total **Annual** project budget, including FTA requests, Local County/Agency Matching funds, and other sources of Match (please identify specific source). If applying for two years of funding (Round 12 FFY 2010 AND Round 13 FFY 2011) please provide a separate budget for each year. **Complete the project funding request table AFTER completing the required line item spreadsheet D.VII. page 24 for Round 12 and page 26 for Round 13.**

ROUND 12: July 1, 2012 – June 30, 2013 (FFY 2010 Funds)

JARC Funds Round 12	FTA Request	Local Match County/Agency Other	Total Budget (FTA + Required Match)	Overmatch, any ex. extra funds, fares	Total Budget (including overmatch)
SAMPLE:	\$80,000	\$80,000	\$160,000	\$40,000	\$200,000
Operating (50/50)					
Capital (80/20)					
Planning (Mobility Management) 80/20					
Total Request					

NOTE: The Federal share of eligible capital and planning costs may not exceed 80 percent of the net cost of the activity. The Federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity. A local match is required for all projects. **MATCHING FUNDS:**

Name of Funding Source	Amount of Funding Source
1. TANF Block	
2. TANF Plus, Special	
3. County/State	
4. Agency	
5. Employers	
6. Casino Revenue	
7. DOL/DHS	
8. Other (Identify)	

For Use with Federally Funded Programs
Monthly Expenditure Report and Reimbursement Request
ROUND 12 Estimate

Check (✓) appropriate grant program pertaining to this reimbursement form.
Note: Each grant program funding source must have its own reimbursement form.

GRANT PROGRAM: JARC _____ CMAQ _____ 5307 _____ 5309 _____ New Freedom: _____

Shuttle or Program Name: _____

Service Start Date: _____

Example: Secaucus Shuttle

Agreement: From: mm/dd/yyyy To: mm/dd/yyyy

Invoice Number: _____

Expenses: From: 07/01/2012 To: 06/30/2013

(See Instructions to insert invoice number)

Purchase Order (PO) #: _____

REIMBURSEMENT PAYABLE TO:

(Type name of Grantee and Address)

Name of Grantee/Subrecipient - Make sure your information is same as on the PO, Address

Invoice Submission Date: _____

Town, State, Zip

I certify that this invoice is correct and that the described services have been furnished or rendered, and that no bonus has been given or received on account of said invoice.

Signature(Required): _____

Print Name: _____

Title: _____

Phone Number: _____

OPERATING/ADMINISTRATIVE BUDGET LINE ITEMS	PROJECT BUDGET	AMOUNT OF CURRENT REIMB. REQUESTED	TOTAL REIMB. TO DATE
Salaries & Fringe Benefits (Operating) (drivers, mechanics, and dispatchers, etc.)			
Salaries & Fringe Benefits (Admin) (project director, secretary, bookkeeper, etc.)			
Standard Overhead (Indirect Costs as indicated in an approved Cost Allocation Plan including office insur. if applicable)			
Third Party Contract Services (I.e. audit, legal, leased vehicles, drug & alcohol testing, etc.)			
Office Supplies (Admin)			
Insurance premiums or payments to a self-insurance reserve (Operating)			
Marketing Expenses			
Maintenance and repairs (include towing, vehicle registration costs)			
Materials consumed (oil, fuel, etc.)			
Tele-data communications (telephone, cell, GPS, radio communications, computer software)			
Training / Travel			
Other Miscellaneous Expenses (include uniforms, webinars, etc. if applicable). Please List and identify as Admin. or Operating			
Total Operating/Program Expenses			
(-Fares, Donations)			
(-Local Funds, Matching Funds)			
Total Reimbursement Request	\$0.00		

ROUND 13: July 1,2013 – June 30, 2014 (FFY 2011 Funds)

JARC Funds Round 13	FTA Request	Local Match County/Agency Other	Total Budget (FTA + Required Match)	Overmatch, any ex. extra funds, fares	Total Budget (including overmatch)
SAMPLE:	\$80,000	\$80,000	\$160,000	\$40,000	\$200,000
Operating (50/50)					
Capital (80/20)					
Planning (Mobility Management) 80/20					
Total Request					

NOTE: The Federal share of eligible capital and planning costs may not exceed 80 percent of the net cost of the activity. The Federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity. A local match is required for all projects. **MATCHING FUNDS:**

Name of Funding Source	Amount of Funding Source
1. TANF Block	
2. TANFPlus, Special	
3. County/State	
4. Agency	
5. Employers	
6. Casino Revenue	
7. DOL/DHS	
8. Other (Identify)	

For Use with Federally Funded Programs
Monthly Expenditure Report and Reimbursement Request
ROUND 13 Estimate

Check (✓) appropriate grant program pertaining to this reimbursement form.
Note: Each grant program funding source must have its own reimbursement form.

GRANT PROGRAM: JARC _____ CMAQ _____ 5307 _____ 5309 _____ New Freedom: _____

Shuttle or Program Name: _____

Service Start Date: _____

Example: Secaucus Shuttle

Agreement: From: mm/dd/yyyy To: mm/dd/yyyy

Invoice Number: _____

Expenses: From: 07/01/2013 To: 06/30/2014

(See Instructions to insert invoice number)

Purchase Order (PO) #: _____

REIMBURSEMENT PAYABLE TO:

(Type name of Grantee and Address)

Name of Grantee/Subrecipient - Make sure your information is same as on the PO, Address

Invoice Submission Date: _____

Town, State, Zip

I certify that this invoice is correct and that the described services have been furnished or rendered, and that no bonus has been given or received on account of said invoice.

Signature(Required): _____

Print Name: _____

Title: _____

Phone Number: _____

OPERATING/ADMINISTRATIVE BUDGET LINE ITEMS	PROJECT BUDGET	AMOUNT OF CURRENT REIMB. REQUESTED	TOTAL REIMB. TO DATE
Salaries & Fringe Benefits (Operating) (drivers, mechanics, and dispatchers, etc.)			
Salaries & Fringe Benefits (Admin) (project director, secretary, bookkeeper, etc.)			
Standard Overhead (Indirect Costs as indicated in an approved Cost Allocation Plan including office insur. if applicable)			
Third Party Contract Services (I.e. audit, legal, leased vehicles, drug & alcohol testing, etc.)			
Office Supplies (Admin)			
Insurance premiums or payments to a self-insurance reserve (Operating)			
Marketing Expenses			
Maintenance and repairs (include towing, vehicle registration costs)			
Materials consumed (oil, fuel, etc.)			
Tele-data communications (telephone, cell, GPS, radio communications, computer software)			
Training / Travel			
Other Miscellaneous Expenses (include uniforms, webinars, etc. if applicable). Please List and identify as Admin. or Operating			
Total Operating/Program Expenses			
(-Fares, Donations)			
(-Local Funds, Matching Funds)			
Total Reimbursement Request	\$0.00		

VIII. Optional: Letters of Support:

From other agencies, organizations, facilities being served, users of the existing/proposed service.

Please discuss any commitments or expressions of interest from employers, job developers, economic development agencies, or other similar organizations as they relate to this project.

IX. Maps and Tables

- Concentrations of Households in Poverty
- Concentrations of Persons with Physical Disabilities
- Elderly (75 years and Over) Population Concentrations
- Employment Centers
- Urbanized, Small Urban, Rural Areas
- Regional Transit: NJ Transit Bus lines/ Rail Line/Other Transit Services

Appendix A: These elements should have been discussed in the application depending on the type of project listed below:

Operating: For projects that provide direct transportation to users (i.e. operating or contracting for vehicles):

1. Please indicate the type of service.
 - i. Fixed Route
 - ii. Deviated Fixed Route
 - iii. Demand responsive
2. Please describe the geography or specific route of the service area.
3. Please indicate average weekly and monthly passenger trips (ridership)
4. Please indicate cost / different individual rider
5. Please indicate cost / passenger trip
6. Please describe the hours and the days of the week that the service will be available
7. Please describe the vehicles that will be used
8. Please describe the drivers of the vehicles
9. Will the service be operated under subcontract with a vendor? _____ Will the VEHICLES be provided by the service contractor? _____ Will he contractor supply fuel ? _____ Maintenance? _____ Other? _____
10. Are these vehicles currently wheelchair equipped?
 - k. Fares: Are / will fares be charged? _____ Donations requested? _____ Amount collected in In CY 2010: \$_____. Anticipated in CY2011 \$_____.
2. For ridesharing, carpooling, or programs that subsidize the purchase of vehicles dedicated to shuttling employees from their residence to a suburban employment opportunity:

How many clients are served by this program weekly/annually?

What is the geographic distribution of program participants?

How is liability/insurance handled?

What evaluation criteria are used to assess the efficacy of the program?

3. For projects that enhance transit-related aspects of bicycling:

How many clients are served by this program weekly/annually?

What is the geographic distribution of program participants?

What specific access issue for bicycles is addressed?

What evaluation criteria are used to assess the efficacy of the program?

4. For car loan programs:

How many clients are served by this program weekly/annually?

What is the geographic distribution of program participants?

What is the value of the loan pool and rate of loan defaults the last 3 years?

What evaluation criteria are used to assess the efficacy of the program?

5. For promotion or marketing efforts:

How many clients are served by this program weekly/annually?

What is the geographic distribution of program participants?

Describe the specific program which this money is being used to promote/market.

How will the promotion/marketing be conducted?

What percentage of specific program costs does this marketing comprise? (may not exceed 10%)

What evaluation criteria are used to assess the efficacy of the program?

6. For supporting administration and expenses related to voucher programs:

How many clients are served by this program weekly/annually?

What is the geographic distribution of program participants?

Describe the specific program which this money is being used to promote/market.

What percentage of specific program costs does the administration comprise? (may not exceed 10%)

What evaluation criteria are used to assess the efficacy of the program?

7. For technology requests, such as GIS or ITS projects and other eligible projects identified in the JARC eligible activities k through n in Part 2:

How many clients are served by the parent program weekly/annually?

What is the geographic distribution of program participants?

Describe the specific parent program which this money will support.

Describe the specific technology applications the project will provide.

What evaluation criteria are used to assess the efficacy of the program?

8. For programs that support mobility management or coordination programs:

How many clients are served by this program weekly/annually?

What is the geographic distribution of program participants?

Please describe the mobility management or coordination program.

What evaluation criteria are used to assess the efficacy of the program?

PART II: Additional Information and Signatures Required

TABLE OF CONTENTS PART: II

	PAGE
General Program Information & Marketing	31
Marketing and Schedules	31
Demonstrated Need for Additional Transportation Services	31
Project Contacts	31-32
Listing of Operators and Labor Unions	33
Documents and Recordkeeping	345
Procedures for Grant Administration Reporting	36
Project Personnel	37
Service Coordination	37
Service Changes	38
Service Operations	39-40
Vehicle Inventory – JARC/NF Funded	41
Vehicle Inventory – All Non JARC/NF funded in JARC/NF Service	42
Indirect Administrative Costs	43
Third Party Contracting History	44
Third Party Contracting	45
<u>REQUIRED DOCUMENTATION/ SIGNATURES</u>	
Multi-Year Financial Plan	46
Affirmation of Subrecipient	47
ADA Affidavit of Compliance	48-49
EEO Policies and Procedures	50-51
Title VI	52
Certification Regarding Lobbying	53
Lobbying SF-LLL Certification (if Lobby with Non-Federal Funds)	54-55
Debarment & Suspension Certification	56
Sample – Opinion of Counsel	57
Sample – Authorizing Resolution	58
Ethics Certification	59-60
DUNS Number (Dun and Bradstreet Number on www.USASpending.gov)	
2012 FTA Certifications and Assurances (attached for new subrecipients to sign)	35 ff
Title VI and FFATA Information	

MARKETING and SCHEDULES

Please provide a brief description of any marketing efforts (advertising, radio, website) as well as copies of agency/project brochures, “bus” schedules, timetables, routes etc.

DEMONSTRATED NEED FOR ADDITIONAL TRANSPORTATION SERVICES

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

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

How does this project actually assist LOW INCOME individuals?

B. Percentage of low-income (150% of poverty level) in Metropolitan Statistical Area or county:

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

PROJECT CONTACTS

Provide the name, title, address, phone/fax number, and e-mail of the key contact people :

1. Freeholder Director/County Executive or, if agency, Executive Director/Chairman of the Board
2. Administrative Contacts (person responsible for the administration of the grant)
3. Operations Contact (person responsible for operational issues regarding grant)

4. Procurement Contact (Individual who will be responsible for procuring capital and preparing bid packages for service providers.)
5. Financial Contact (person responsible for billing, accounting, closeouts, reimbursement requests)
6. Audits Contact (responsible for annual audits)
7. County or Agency Counsel
8. EEO Representatives – A Subrecipient’s Chief Executive Officer (CEO) should designate an EEO Officer and adequate staff to administer the EEO program. The EEO Officer should be an executive and should report directly to the CEO. Care should be taken to avoid conflicts when assigning responsibility for administering the EEO program as a collateral duty assignment, e.g., a personnel officer may have a conflict of interest.
9. DBE Representative
10. ADA Representative
11. Local Coordinated Human Service Transportation Planning Process Lead:

LISTING OF OPERATORS and UNIONS IN SERVICE AREA

Subrecipient **MUST** provide an **accurate and up-to-date** listing of **ALL** existing transportation providers in the transportation service area of the project **and** all labor organizations that represent transit employees of these service providers. **For each union or independent labor organization, please provide all contact information: name of organization, contact person, mailing address, telephone number, facsimile number, and e-mail address). Failure to provide details will delay funding.**

Transportation Providers

Labor Organizations (if provider has no labor organization state “None”, must verify).

DOCUMENTS AND RECORDKEEPING

Refer to program documents listed below that are maintained relating to program activities. Indicate where these records will be retained, and provide the name of the individual responsible for maintaining documents.

<u>DOCUMENTS</u>	<u>LOCATION</u>	<u>NAME AND TITLE OF RESPONSIBLE PERSON</u>
Application		
Contract (w/NJ TRANSIT)		
Contract (w/Service Provider))		
Driver's Manifest		
Financial Records		
Procurement and Bid Documents Including RFP's		
Daily Pre-Trip form		
Maintenance Records		
Drug & Alcohol Data		
Others (List):		

PROCEDURES FOR GRANT ADMINISTRATION REPORTING

Provide a copy of your written procedures how staff performs grant administration and reporting responsibilities such as submission of ridership reports, grant close outs, project implementation, reimbursement submission. If you do not have a written procedure (manual) please describe below.

PROJECT PERSONNEL

1. List all positions, names, titles and the number of positions, which will be charged to this grant during this grant period. Next to each position indicate the percentage of the position/individual salary that will be charged to the grant. Indicate if person will be charged to Administrative (not to exceed 10% of budget) or Operating budgets.

2. For positions that will only be PARTIALLY charged to this grant, describe how the estimated percentage of the salary to be charged to the grant was derived. If percentage of time to be charged to grant is estimated, describe what auditable mechanism(s) will be used to verify the actual time that an individual spends on grant related activities.

3. Are all individuals listed in item 1 above working in their job titles? If not, explain what the differences are and why they are not working in their job titles.

4. Attach to this exhibit an official organizational chart showing the reporting/supervisory relationships of each of the positions listed above.

SERVICE COORDINATION

If the project involves the provision of a service please describe coordination, if any, with NJ TRANSIT and other agencies, organizations, municipalities and/or counties. **If Applicant has written subcontracts or coordination agreements, please submit a copy to NJ TRANSIT.**

- A. Intra-county services (coordination within county borders)
 - List Agreements

 - Service Areas

 - Funding Source(s)

- B. Inter-county services (coordination between applicant and organizations outside county boundaries)
 - List Agreements

 - Service Areas

 - Funding Source(s)

- C. Inter-state services (coordination between applicant and organizations in neighboring states)
 - List Agreements

 - Destinations

 - Service Areas Covered

SERVICE OPERATIONS

Please describe how the following functions are performed by your agency and/or your service provider. If written policies are available, please provide a copy.

1. **Reservation/trip request process.**

- i. Please provide a copy of your “client application” or intake document, the phone number for trip reservations, and also provide the hours and days reservations are accepted. If there is more than one provider, please provide their names and reservation, telephone number and hours/days that they accept reservations.
- ii. What is the minimum and maximum amount of time needed to reserve a trip (advertised in your policy)?
- iii. Do you attempt to provide service (analyze the schedule) if the request is not in the minimum time required?
- iv. Do you attempt to provide same day (on demand) service if requested?
- v. Do you maintain a passenger profile? If yes, what information is contained in this profile?
- vi. What special provisions, if any, have been made to accommodate competitive employment trips, especially if beyond normal operating hours?
- vii. Please name the computer routing and scheduling software product currently used for operations.
- viii. How is the above computer routing and scheduling product used? Please check all that apply.
 - data base, client file _____
 - computer assisted routing and scheduling _____
 - fully automated routing and scheduling _____
 - to automatically generate ridership reports _____
- ix. Describe any other computer technology used for operations. Example: mobile data terminal, global positions systems, AVL, cell phones, on board cameras, etc.
- x. Do you have any trip type restrictions of priorities ?
- xi. Do you have any geographical boundaries (ex. Only in county trips provided) ?

xii: For **deviated fixed route** service please provide the following:

- Number of trips provided by service deviating from route (average number per year and % of total trips): _____
- Please explain how deviated trips are documented? Please provide a sample.

2. **Complaints:** In general how are complaints handled? Are they documented? If available, please provide complaint form.

3. **Denials & No shows:** Did you have any? Number in 2008: _____
(attach written policy if available)

4. **Monitoring: Procedures and Timelines for monitoring transit service provider. If you contract out for service, provide/describe your monitoring procedures. For continuation projects, date of your last “on the road” service observation: _____ How do you monitor in house service?**

VEHICLE INVENTORY – JARC/NF FUNDED VEHICLES (ONLY)

List/or attach a current inventory list of all vehicles purchased with JARC/NF funds (fully or partially funded). Include any JARC/NF vehicles retired between July 1, 2003 and December 31, 2010.

The inventory must include :

- a. License plate number _____(and agency vehicle number if available_____).
- b. VIN number
- c. Mileage (total as of December 31, 2008)
- d. Year of Vehicle (as it appears on the Certificate of Title)
- e. Year of Purchase
- f. Vehicle Manufacturer – (engine manufacturer) - Ford, Cummins, Chrysler, GM, GE, Plymouth, etc.
- g. Vehicle Body Manufacturer– 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 30 ft. – medium transit bus, 30 passenger
 - Bus < 30 ft. – small transit bus, 24 passenger
 - Bus < 30 ft. – minibus (158” WB)
 - Bus < 30 ft. – extended minibus (176” WB)
 - Sedan/station wagons – Sedan/wagons
 - Van
- j. Vehicle Cost
- k. Grant Year
- l. Location
- m. Use and Current Condition/Status (FT, PT, spare, used for parts..)
- n. In-service Date
- o. Projected Retirement Date
- p. 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 # fixed passenger seats; # flips; fliptype; # securements (For example: If you have a vehicle that can seat 14 and has a floor plan that seats 12 ambulatory, has one double flipseat that seats an additional two and one securement position up you would provide information as follows:)
 - # seats: (12)
 - # flips: (1)
 - flip type accomodation: (seats one or two) (2)
 - # securement positions: (1)
- s. Accessible – LF (low floor); LE (lift-equipped); NA (not accessible)
- t. Other (fill in description)

VEHICLE INVENTORY: NON-JARC/NF Funded VEHICLES USED IN JARC/NF SERVICE

Please list or attach a current inventory of all vehicles **not funded with JARC/NF funds** used in JARC or New Freedom service. The inventory must include :

- a. Year of Vehicle _____ and agency vehicle number (if available) _____.
- b. Vehicle Manufacturer (engine manufacturer) – Ford, Cummins, Chrysler, GM, GE, Plymouth, etc.
- c. Vehicle Type Bus 30 ft. – medium transit bus, 30 passenger
 Bus < 30 ft. – small transit bus, 24 passenger
 Bus < 30 ft. – minibus (158” WB)
 Bus < 30 ft. – extended minibus (176” WB)
 Sedan/station wagons – Sedan/wagons
 Van
- d. Source of Funding
- e. Accessible - LF (low floor); LE (lift-equipped); NA (not accessible)
- f. Mileage
- g. Is this vehicle dedicated exclusively to JARC/NF service ? _____yes _____ no
- h. Projected Retirement Date

INDIRECT ADMINISTRATIVE COSTS

A cost allocation plan is required to support the distribution of indirect administrative costs related to the grant program. A Subrecipient must resubmit the plan for approval even if it were submitted for prior grants.

- **Has the Subrecipient made a change in its accounting system, thereby affecting the previously approved cost allocation plan/indirect cost rate and its basis of application?**

- **Has the Subrecipient's proposed cost allocation plan/indirect cost rate exceeded the amounts approved previously by more than 10 percent?**

If you have answered yes to the above questions, or if you did not submit a cost allocation before, please attach a copy of the cost allocation plan (required).

This section must be completed by Subrecipients who plan to charge indirect cost to the grant under operating.

THIRD PARTY CONTRACTING HISTORY JANUARY 1, 2008 – Present

All procurements must provide “full and open competition” and comply with all FTA guidelines found in FTA Circular C 4220.1F (consult FTA Website www.fta.dot.gov). Please list **all** transit-related third party purchase orders and contracts that were funded by JARC or New Freedom grants from 2007 thru the present (i.e., transportation services, computer routed services, dispatching, auditing, drug and alcohol testing, legal, marketing, maintenance) to a third party. List vendor, contact person, address, telephone/fax number, e mail, bid date, award date, contract amount and period/extensions option:

THIRD PARTY CONTRACTING

If the Subrecipient is planning to contract out service under this grant, then the Subrecipient must list all proposed service to be contracted out (i.e., transportation services, computer routed services, dispatching, auditing, drug and alcohol testing, legal, marketing, maintenance) to a third party. Also, list the local public body procurement procedures that will be followed during the procurement process. All bids/RFP/contract awards must have prior NJ TRANSIT review and approval. A price/cost analysis must be done by subrecipient prior to request. See FTA Third Party Contracting Guidelines Circular FTA C 4220.1F, November 1, 2008 (consult FTA Website www.fta.dot.gov).

<u>Bid/RFP/State Contract</u>	<u>Name/Type of Service</u>	<u>Functions</u>	<u>Timeframe</u>	<u>Estimated Cost/Budget</u>
-------------------------------	-----------------------------	------------------	------------------	------------------------------

MULTI-YEAR FINANCIAL PLAN

Subrecipients should have multi-year financial plans (three to five years) that project operating and capital revenues and expenses. The financial plans should indicate adequate revenues to maintain and operate the existing system and to complete the annual Program of Projects. Revenue sources must be stable and reliable enough to meet future capital and operating costs. Any sign of major decreases in service levels or operations must be explained. Unfunded capital or operating deficits could indicate a grantee's lack of financial capacity to fund the projects programmed in the TIP, and/or adequately maintain and operate FTA-funded assets at the current level of service.

1. Does the Subrecipient have a multi-year financial plan?

2. If yes,
- Where is the financial plan located?

Contact Person _____

Title _____

Phone Number _____

AFFIRMATION OF SUBRECIPIENT
(Required of all Subrecipients)

Name of Subrecipient: _____

Name of Relationship of Authorized Representative: _____

Title of Authorized Representative: _____

By Endorsing this page, I _____ (type name) declare that I am duly authorized by the Subrecipient to make the certifications on behalf of the Subrecipient and bind the Applicant to comply with them. Thus, the Subrecipient agrees to comply with all regulations and administrative guidance required for application it makes to the Job Access Reverse Commute and/or New Freedom Program for the period of January 1, 2012 through December 31, 2014. The Subrecipient affirms the truthfulness and accuracy of the certifications it has made in the statements submitted herein and any other submission made to NJ TRANSIT. In signing this document, I declare the foregoing certifications and any other statement made by me on behalf of the Applicant are true and correct.

Date: _____

(Signature of Authorized Representative)

**ANNUAL AFFIDAVIT OF COMPLIANCE WITH
THE AMERICANS WITH DISABILITIES ACT**

I, _____ (*Name of Individual*), executing this document on behalf of the undersigned company, partnership, corporation, or entity hereinafter referred to as “Subrecipient”, presently doing business with NJ Transit, hereby warrant and affirm to NJ Transit as follows:

The Subrecipient certifies that its transportation 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.

Viewed in its entirety, the Subrecipient’s service for individuals with disabilities 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.

Accessibility features shall be repaired promptly if they are damaged or out of order. When an accessibility feature is out of order, the Subrecipient shall take reasonable steps to accommodate individuals with disabilities who would otherwise use the feature. This does not prohibit isolated or temporary interruptions in service or access due to maintenance or repairs.

All common wheelchairs and their users shall be transported in the Subrecipient's vehicles.

The Subrecipient is not required to permit wheelchairs to ride in places other than designated securement locations in the vehicle, where such locations exist.

The Subrecipient shall use the securement system to secure wheelchairs as provided and ensure that the wheelchair remains within the securement area.

The Subrecipient may require that an individual permit his or her wheelchair to be secured.

The Subrecipient may not deny transportation to a wheelchair or its user on the ground that the device cannot be secured or restrained satisfactorily by the vehicle's securement system.

The Subrecipient may recommend to a user of a wheelchair that the individual transfer to a vehicle seat. The Subrecipient may not require the individual to transfer.

Where necessary or upon request, the Subrecipient's personnel shall assist individuals with disabilities with the use of securement systems, ramps and lifts. If it is necessary for the personnel to leave their seats to provide this assistance, they shall do so.

The Subrecipient shall permit individuals with disabilities who do not use wheelchairs, including standees, to use a vehicle's lift or ramp to enter the vehicle.

The Subrecipient shall permit service animals to accompany individuals with disabilities in vehicles and facilities.

The Subrecipient shall ensure that vehicle operators and other personnel make use of accessibility-related equipment or features.

The Subrecipient shall make available to individuals with disabilities adequate information concerning transportation services. This obligation includes making adequate communications capacity available, through accessible formats and technology, to enable users to obtain information and schedule service.

The Subrecipient shall not prohibit an individual with a disability from traveling with a respirator or portable oxygen supply.

The Subrecipient shall ensure that adequate time is provided to allow individuals with disabilities to complete boarding or disembarking from the vehicle.

The Subrecipient shall ensure that personnel are trained to proficiency, as appropriate to their duties, so that they operate vehicles and equipment safely and properly assist and treat individuals with disabilities who use the service in a respectful and courteous way, with appropriate attention to the difference among individuals with disabilities.

CERTIFICATION OF ADA COMPLIANT SERVICE

This is to certify that _____ (*Name of Agency*) transportation services meet the requirements as listed above and those of 49 CFR part 37 Transportation Services for Individuals with Disabilities (ADA) as applicable.

Signature

Name of Authorized Official

Title

Date

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

(This section must be completed by Subrecipient's official EEO representative.)

If a Subrecipient employs 50 or more transit-related employees, and if Subrecipient received an excess of \$1 million in capital or operating assistance, it must have an EEO Program that has been approved by FTA.

For the period January 1, 2009 through December 31, 2010, please answer the following:

1. Is the Subrecipient required to have an EEO Program?
2. If yes, does the Subrecipient have an approved program in place?
3. If required, but no program in place, provide estimated date of completion.
Date: _____

Print Name & Title of EEO Representative: _____

Signature of EEO Representative: _____ Date: _____

TITLE VI

(This section must be completed by subrecipient’s official Title VI Representative)

Provide a description of any lawsuits or complaints alleging discrimination on the basis of race, color or national origin filed against the Subrecipient within the past year together with a statement of status or outcome of each such complaint or lawsuit.

Provide a summary of all civil rights compliance review activities conducted between January 1, 2009 through December 31, 2010.

Provide a narrative describing the manner in which the Subrecipient will enforce Title VI compliance by its contractors.

Provide a profile of the service area using the most recent Census of Population statistics. Indicate the source of the information. Provide data as indicated below:

POPULATION	NUMBER	% OF TOTAL
1) TOTAL		100%
BREAKDOWN OF TOTAL		
2) Black, not of Hispanic Origin		
3) Hispanic		
4) American Indian or Alaskan Native		
5) Asian American or Pacific Islander		

Describe the methods (i.e. use of minority and non-English media) used by the Subrecipient to involve citizens and minority group persons in the planning process.

Describe mechanisms for citizen impact on planning decisions.

List the breakdown by race of representation of Subrecipient boards, advisory councils and/or committees.

Print Name & Title of Title VI Representative: _____

Signature of Title VI Representative: _____ Date: _____



CERTIFICATION REGARDING LOBBYING

[The Subrecipient/Contractor must complete and submit to NJ TRANSIT if funding exceeds the small purchase threshold for Federal assistance programs, currently \$100,000. If non-federal funds have been used to support lobbying activities, submission of Standard Form –LLL, “Disclosure Form to Report Lobbying” is also required.]

The undersigned _____ (Subrecipient/Contractor) certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL “Disclosure form to Report Lobbying,” in Restrictions on Lobbying,” 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et. seq.).

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. § 1352 (c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Subrecipient/Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Subrecipient/Contractor understands and agrees that the provisions of 31 U.S.C. A. 3801, et seq., apply to this certification and disclosure, if any.

Name and Title of Subrecipient’s/Contractor’s Authorized Official: _____

Signature of Subrecipient’s/Contractor’s Authorized Official: _____

Date: _____



INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency.) Include prefixes, e.g. "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter last name, first name and middle initial (MI).
11. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-10046), Washington, DC 20503.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See next page for public burden disclosure.)

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract</p> <p><input type="checkbox"/> b. grant</p> <p><input type="checkbox"/> c. cooperative agreement</p> <p><input type="checkbox"/> d. loan</p> <p><input type="checkbox"/> e. loan guarantee</p> <p><input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application</p> <p><input type="checkbox"/> b. initial award</p> <p><input type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial filing</p> <p><input type="checkbox"/> b. material change</p> <p>For Material Change Only:</p> <p>year _____ quarter _____</p> <p>date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee</p> <p><input type="checkbox"/> Tier _____, if known:</p> <p>Congressional District, if known: _____</p>		<p>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known: _____</p>
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CDFA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$ _____</p>	
<p>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</p>		<p>b. Individuals Performing Services (including address if different from No. 10A) (last name, first name, MI):</p>
<p>11. Information requested through this form is authorized by title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000</p>		<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____ Date: _____</p>
<p>Federal Use Only:</p>		<p>Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)</p>

DEBARMENT AND SUSPENSION CERTIFICATION (LOWER TIER COVERED TRANSACTION)

[The Subrecipient must complete and submit to NJ TRANSIT if funding exceeds the small purchase threshold for Federal assistance programs, currently set at \$25,000. Please review the Excluded Parties Listing System, <http://www.epls.gov> to verify subrecipient/contractor status.]

Name of Subrecipient/Contractor: _____

1. The prospective lower tier participant certifies, by submission of this agreement or proposal, that neither it nor its “principals” [as defined at 49 C.F.R. § 29.105(p)] is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. When the prospective lower tier participant is unable to certify to the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The Subrecipient certifies or affirms that truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Subrecipient understands and agrees that the provisions of 49 CFR § 29.105(p) apply to this certification and disclosure, if any.

Name and Title of Authorized Official: _____

Signature of Subrecipient’s Authorized Official: _____

Date: _____

**JOB ACCESS AND REVERSE COMMUTE (§ 5316) and NEW FREEDOM (§ 5317)
PROGRAMS**

SAMPLE OF OPINION OF COUNSEL

Address of Subrecipient

Dear (Authorized Official for Subrecipient):

This communication will serve as the requisite opinion of counsel to be filed with NJ TRANSIT, in accordance with the requirements of the Federal Transit Administration, United States Department of Transportation, in connection with the inclusion of the proposal of (Name of Subrecipient) in NJ TRANSIT's consolidated application for Federal transportation assistance through the Job Access and Reverse Commute and/or New Freedom Grant Program.

Citations to laws, regulations, etc. establishing the legal authority of (Name of Subrecipient) to carry out transportation projects for which Federal assistance is sought is set forth below:

1. _____ is authorized by (cite and quote from legal authority) to provide and assist transportation by _____

2. The authority of (Name of Subrecipient) 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).
3. I have reviewed the pertinent Federal, State, and local laws, and I have concluded that there is no legal impediment to (name of Subrecipient) submitting a proposal for the project for which (Name of Subrecipient) seeks assistance through inclusion in NJ TRANSIT's Consolidated Job Access and Reverse Commute and/or New Freedom Grant Application. 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 or the capability of (Name of Subrecipient) to carry out the project.

Sincerely,

Legal Counsel

**JOB ACCESS AND REVERSE COMMUTE (§ 5316) and/or NEW FREEDOM (§ 5317)
PROGRAM
SAMPLE AUTHORIZING RESOLUTION**

Resolution No. _____

Resolution authorizing the submission of a project proposal to NJ TRANSIT for inclusion in NJ TRANSIT's Consolidated Job Access and Reverse Commute and/or New Freedom Grant Application, submitted to the Federal Transit Administration, an operating administration of the United States Department of Transportation, for Federal transportation assistance authorized by Section 5316 and/or Section 5317 of The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

WHEREAS, the Federal Transportation Administrator has been delegated authority to award Federal financial assistance for a transportation project;

WHEREAS, NJ TRANSIT will pass through funding received through the Job Access and Reverse Commute and/or New Freedom Grant Program;

WHEREAS, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the NJ TRANSIT, which will, in turn, be imposed upon all Subrecipients;

WHEREAS, the Subrecipient will provide a match through local funds equal to or greater than amount awarded to the Subrecipient through NJ TRANSIT by the FTA;

WHEREAS, the Subrecipient has or will provide all annual certifications and assurances for the project to NJ TRANSIT, as required by the Federal Transit Administration's policies governing pass through agreements;

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

1. That (Title of Designated Official) is authorized to submit a project proposal to NJ TRANSIT for inclusion in NJ TRANSIT's Consolidated Job Access and Reverse Commute and/or New Freedom Grant Application on behalf of (Legal Name of Applicant) for Federal assistance authorized by Section 5316 and/or Section 5317 of SAFETEA-LU.
2. That (Title of Designated Official) is authorized to execute and file with submission of a project proposal to NJ TRANSIT its applications the annual certifications and assurances and other documents NJ TRANSIT requires, in accordance with the Federal Transit Administration requirements for awarding Federal assistance via a pass through agreement.
3. That (Title of Designated Official) is authorized to execute grant and cooperative agreements with NJ TRANSIT on behalf of (Legal Name of Applicant).

CERTIFICATION

The undersigned duly qualified (Title of Designated Official), acting on behalf of the (Legal Name of Subrecipient), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the (Governing Body of the Subrecipient) held on (Month, Day, Year).

[If the Subrecipient has an official seal, impress here.]

(Signature of Recording Officer)

(Title of Recording Officer)

(Date)

IMPORTANT NOTICE TO ALL SUBRECIPIENTS, VENDORS AND CONSULTANTS

**ELDERLY AND PERSONS WITH DISABILITIES FORMULA PROJECTS (49 U.S.C. §5310)
JOB ACCESS AND REVERSE COMMUTE and NEW FREEDOM GRANTS (49 U.S.C. of SAFETEA-
LU, 49 U.S.C. §5316 and 5317)
NONURBANIZED AREAS FORMULA PROJECT (49 U.S.C. §5311)
URBANIZED AREA FORMULA PROJECT (Cumberland County) (49 U.S.C. §5307)**

NJ Transit is an instrumentality of the State of New Jersey and its employees and officers, including members of the NJ Transit Board of Directors, are public servants. NJ Transit, its employees and officers are governed by a number of civil and criminal laws, which control how NJ Transit and its personnel do business with contractors and consultants. These provisions include the Conflicts of Interest Law, NJSA 52:13D-12; the Gifts to Public Servants Law, NJSA 2C:27-6; and the Compensation for Past Official Behavior Law, NJSA 2C:27-4. These provisions contain unequivocal and stringent restrictions relating to gifts and gratuities.

Be advised that the law prohibits the receipt of gifts and gratuities by any NJ Transit employee or officer from any person, company or entity doing business – or wanting to do business – with NJ Transit. Concomitantly, NJ Transit’s own Code of Ethics and code of Ethics for Vendors, prohibits NJ Transit employees from accepting gifts and prohibits you, the contractors and consultants, from offering any gifts to any NJ Transit employee.

The term “gift” is broadly and widely defined. It includes all things and objects, tangible or intangible, including services, gratuities, meals, entertainment, tickets to events, access to membership clubs, travel costs and lodging. Simply put, a “gift” is anything of value.

Do not, under any circumstance, tempt or put a NJ Transit employee in an awkward position of having to refuse a gift or return a gift, no matter how well intentioned or innocuous the gift may be in your eyes.

The bright line rule for you and your staff in doing business with NJ Transit is simple: Offer nothing and give nothing to any NJ Transit employee or officer. It is your responsibility to circulate this Notice in your company and educate accordingly all personnel who do business with NJ Transit.

**ANNUAL AFFIDAVIT OF COMPLIANCE WITH
NJ TRANSIT'S CODE OF ETHICS FOR VENDORS
AND
STATE OF NEW JERSEY ETHICS LAW**

I, _____ (*Name of Individual*), executing this document on behalf of the undersigned company, partnership, corporation, or entity hereinafter referred to as "Subrecipient", presently doing business with NJ Transit, hereby warrant and affirm to NJ Transit as follows:

1. I warrant and affirm that the Subrecipient has received a copy of NJ Transit's Code of Vendor Ethics and that I have read and studied this document and distributed this document to all of the Subrecipient's personnel doing business with NJ Transit and required said personnel to fully read this document. In addition, I further warrant and affirm that the Subrecipient has received from NJ Transit a document entitled "Important Notice to All Subrecipients and Consultants" and that I have read and studied this document, including the page setting forth various New Jersey statutory provisions, and that the Subrecipient has distributed this document to all of the Subrecipient's personnel doing business with NJ Transit and required said personnel to fully read this document.
2. The Subrecipient warrants and affirms that it has issued written instructions to all of the Subrecipient's personnel doing business with NJ Transit instructing and requiring same to strictly adhere to the Subrecipient's responsibilities as set forth in NJ Transit's Code of Vendor Ethics and in the "Important Notice to all Subrecipients and Consultants."
3. The Subrecipient warrants and affirms that during the term of the contract with NJ Transit no gratuities or other inducements have been offered or given or will be offered or given in any form including gifts, gratuities, benefits, inducements, meals (other than *de minimis* valued snacks such as coffee, tea, soda, pretzels, cookies, or similar non-meal items), entertainment, or any other thing of value or favors of any kind to any member of NJ Transit's board of Directors, officer or employee of NJ Transit, except as Subrecipient has heretofore disclosed to NJ Transit.
4. The Subrecipient warrants and affirms that during the term of the contract with NJ Transit, the Subrecipient has not and will not make any offers of employment to any NJ Transit officer or employee directly involved with this contract of solicit or interview therefore, directly or indirectly, without first seeking and obtaining written approval from NJ Transit's Ethics Liaison Officer.
5. The Subrecipient warrants and affirms that it has promptly reported in writing to NJ Transit, and, that in the future, it shall so report to NJ Transit every instance that comes except as Subrecipient has heretofore disclosed to NJ Transit., to the Subrecipient's attention and knowledge regarding any member of NJ Transit's Board of Directors, officer or employee of NJ Transit who has, during the term of the contract between NJ Transit and the Subrecipient, solicited or asked Subrecipient to provide gifts, gratuities, benefits, inducements, meals (other than *de minimis* valued snacks such as coffee, tea, soda, pretzels, cookies, or similar non-meal items), entertainment or any other thing of value or favors of any kind or has made any solicitation or request, directly or indirectly, for employment with or through the Subrecipient
6. The Subrecipient acknowledges and accepts that for breach or violation of the foregoing warranties and affirmations, NJ Transit shall have the discretion and legal right to terminate the contract between the Subrecipient and NJ Transit without any fee, cost, assessment, liability or penalty of any kind.

(*Print Name of Subrecipient*)

(*Signature of Authorized Principal or Officer*)

(*Print Name and Title of Signator*)

Sworn to and Subscribed to before me, this ___ day of _____, 200_.

TITLE VI MONITORING AND ENFORCEMENT FOR SUBRECIPIENTS

Lawsuits/Complaints, Notice to Beneficiaries and LEP Requirements – Procedures and Record Keeping

NJ TRANSIT’S RESPONSIBILITIES UNDER Title VI, Notice and Purpose

All recipients of Federal Transit Administration (FTA) funding, such as NJ TRANSIT, must meet the following program requirements, which have been established to conform to the Civil Rights Act of 1964 (Title VI):

NJ TRANSIT must ensure to the FTA that federally supported transit services and related benefits are distributed in an equitable manner with no discrimination on the grounds of race, color or national origin. No person shall be excluded from participating in, or denied the benefits of, or be subject to discrimination under any program, or activity receiving federal financial assistance.

The Department of Transportation (USDOT) regulations implementing Title VI requires the collection of data and other information to enforce the statute. Furthermore, the FTA as part of USDOT has established a program of grantee reviews assessing compliance with all Title VI regulations. The review includes an evaluation of each agency’s policies, procedures, and record-keeping. As with most FTA requirements many elements are also passed through to grant subrecipients. It is NJ TRANSIT’S responsibility to insure that all subrecipients comply with the applicable parts of Title VI.

Your agency/organization are being sent this document because it is a subrecipient under a FTA grant program, whether it is operating funds or an accessible van or minibus, and, therefore, your agency needs to take appropriate actions in order to comply with Title VI requirements. Examples of some of the possible grant programs your agency may be considered a subrecipient under are the Section 5310 (Elderly and Persons with Disabilities), Section 5311 (Rural/Nonurbanized), Section 5316 (New Freedom) or Section 5317 (Jobs Access) Programs. In turn, NJ TRANSIT is required to verify to the federal government that all subrecipients are in compliance.

Monitoring Subrecipients for Compliance

NJ TRANSIT will make periodic on-sight visits using relevant monitoring programs to ensure compliance with the requirements of all project activities, services, project administration and management practices supported with federal funds. Monitoring will include but is not limited to such matters as Financial Control, Procurement, Civil Rights, Maintenance, and Other Federal Provision Requirements. Title VI compliance would be addressed under the Civil Rights section of an on-sight review.

Below are the key elements that an agency must be aware of and in compliance with in order to satisfy federal Title VI requirements.

Lawsuits/Complaints, Notice to Beneficiaries and LEP Requirements – Procedures and Recordkeeping (continued)

This checklist shows Title VI requirements that a subrecipient is responsible for and that NJ TRANSIT will either ask your organization to certify, verify and/or document as appropriate:

TITLE VI COMPLIANCE REPORTING CHECKLIST FOR ALL SUBRECIPIENTS	
1.	Annual Certifications and Assurances are signed and filed with NJ TRANSIT
2.	Subrecipient has a written Title VI Complaint Procedure
3	Subrecipient has a written Record of Title VI Investigations, Complaints, or Law Suits
4.	Subrecipient has made an effort to review Demographic Data of Access to Services by Persons with LEP (NJ TRANSIT will provide, at a minimum, each county with a set of maps indicating LEP populations)
5.	Subrecipient has Notified Beneficiaries of their Rights Under Title VI by using the NOTICE TO BENEFICIARIES wording provided by NJ TRANSIT and NJ TRANSIT has been notified of the location of notice(s).

What follows is a brief overview of how you as a subrecipient can comply with each of the requirements cited in the table above.

1. Certification And Assurances

Every year, usually in the late fall, NJ TRANSIT mails to subrecipients the annual certifications and assurances published annually in the Federal Register by the FTA. Included in those assurances are all applicable Civil Rights assurances including Title VI. If you are a new subrecipient, NJ TRANSIT will require you to sign the current certifications and assurances before the start of your project or the receipt of your vehicle equipment.

2. Title VI Complaint Procedures. Chapter IV, part 2; 49 CFR 21.9(b);

NJ TRANSIT has developed procedures for investigating and tracking Title VI complaints filed against them and makes their procedures for filing a complaint available to members of the public upon request. NJ TRANSIT encourages its subrecipients to adopt their own Title VI complaint investigation and tracking procedures. NJ TRANSIT will ask subrecipients during a on-site review and/or during the application process if they have written complaint procedures. Such written procedures do not need to be lengthy or complicated but they should be written and formalized. The following guidance is provided to subrecipients in the development of a written complaint procedure:

Who takes discrimination complaints?

A subrecipient needs to designate who takes Title VI discrimination complaints. It can be someone within the transit operation or, more likely, someone in the subrecipients administrative, human resources or legal department. Policies should be in place that describes how other transit staff persons, including call intake

persons, are informed to direct/transfer Title VI complaint calls to the designated Title VI officer for proper log-in of the complaint.

How are discrimination complaints processed?

Once the designated person to take a Title VI complaint receives such a complaint, it needs to be logged into a database under the category “Discrimination/Title VI”. It is recommended that the Title VI officer notify the alleging party within five work days of the complaint’s receipt. Obviously, an operation receives a variety of complaints, i.e. the bus was late, the driver was rude etc. Those types of complaints are not necessarily Title VI complaints. Therefore, it should be noted in the log which complaints are of a Title VI nature.

3. Procedure for Investigations, Complaints and Lawsuits: Chapter IV part 3; 48 CFR 21.9(b).

NJ TRANSIT has developed and maintains a list of any active investigations conducted by entities other than FTA, lawsuits, or complaints naming the recipient and/or subrecipients that allege discrimination on the basis of race, color, or national origin that includes the following: a) the date of the investigation, lawsuit, or complaint was filed; b) a summary of the allegation(s); c) the status of the investigation, lawsuit, or complaint; and d) actions taken by the recipient or subrecipient in response to the investigations.

How are discrimination complaints handled by a subrecipient?

Case investigation and documentation:

Your Title VI officer should conduct a prompt investigation of each discrimination complaint filed and must develop a complete case record. A complete case record consists of the name and address of all parties interviewed/consulted and a summary of their statements, copies of summaries of pertinent documents, and a narrative summary of all evidence disclosed in the complaint investigation. A written report is to be prepared at the conclusion of the investigation and this shall include: summary of the complaint, description of the investigation, findings and recommendations.

Disposition:

The Title VI officer will present recommendations to the appropriate head of agency or organization for approval of the disposition. If the complaint is determined to be valid, the recommendation will include proposed corrective actions to address the situation. A resolution with no actions will be recommended if the complaint is found not valid or questionable. The Title VI officer will then notify the alleging party about the resolution to the complaint. Proper log of the resolution to the complaint will be kept on file.

Request for reconsideration:

The alleging party may submit a request for reconsideration within a designated time frame (# of days – a minimum of 30 is suggested) from the date the notice of disposition is issued. Appeals should be reviewed within a stated number of days (again 30 days is recommended) of the dated request for reconsideration. The appeal should be heard by the administrative head of the subrecipients’ agency.

Monitoring:

The Title VI officer and administrative head of the agency should conduct a periodic review of all Title VI complaints. Meetings can be quarterly, semi-annually or annually. Corrective actions taken at the time of each resolution will be examined at these reviews. The Title VI officer may waive the requirement of a periodic meeting if no complaint or corrective action has been taken during the specified period.

4. Access to Services by Persons with LEP (Limited English Proficiency). Chapter IV, part 4; 49 CFR 21.5(b) and the DOT LEP Guidelines.

NJ TRANSIT is taking reasonable steps to remove barriers for LEP individuals and is developing a Language Implementation Plan pursuant to the recommendations in Section VII of the DOT LEP Guidance. Any LEP individual directly impacted or benefiting from NJ TRANSIT programs should be offered translation proactively as a rule.

As a subrecipient your agency or organization must ensure access to your transportation programs for those passengers with Limited English Proficiency (LEP). A subrecipient must document that they sought out the viewpoints of minority, low-income and LEP populations in the course of conducting public outreach and involvement activities. NJ TRANSIT is required to monitor such outreach done by their subrecipients. Outreach can be done by advertising programs in the local newspaper and regular public meetings, or doing outreach at community based organizations, and making sure there is a channel for feedback from community groups. Each subrecipient should be cognizant of significant populations of LEP individuals in their service area and make every effort to have available program material in alternative languages and the ability to communicate with potential customers in alternative languages with any significant LEP population.

5. Notifying Beneficiaries of their Rights Under Title VI. Chapter IV, part 5; 49 CFR 21.9(d).

NJ TRANSIT has developed a statement for the provision of information to the public regarding their Title VI obligations and to apprise members of the public of the protections against discrimination afforded to them by Title VI.

It is required that every subrecipient develop such a NOTICE TO BENEFICIARIES and display where appropriate.

It is the responsibility of the subrecipient to tell NJ TRANSIT where such NOTICE is posted. Suggested locations are in printed transit schedules/timetables or if you do not have such, brochures that detail services provided by your agency which includes your transit services or at key locations within your agency if your passengers are located or have access to your facility, on vehicles and on your website. Although a **Title VI notice should always be on your website**, for the purposes of FTA transportation programs the notice should also be posted through one of the other ways mentioned above as well. Posting on a website alone is considered insufficient in meeting Title VI NOTICE TO BENEFICIARIES requirements

EXHIBIT A

THIS FORM IS PROVIDED AS AN EXAMPLE OF A FORM THAT YOU COULD INCORPORATE AND USE TO RECORD AN INITIAL TITLE VI COMPLAINT. IF USED BY YOUR TRANSPORTATION COORDINATOR OR CALL INTAKE THEY WOULD THEN FORWARD THE FORM TO THE ORGANIZATION'S DESIGNATED TITLE VI OFFICER FOR LOGGING IN FOR INVESTIGATION AND FOLLOWUP.

Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Note: The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know.

For complaints concerning the Section 5307 (Small Urban), Section 5310 (Senior and Persons with Disabilities), Section 5311 (Non-Urbanized), Section 5316 (JARC) and Section 5317 (New Freedom) Programs or other grant programs funded by the Federal Transit Administration, complete and return this form to:

1. Complainants' Name _____

2. Address _____

3. City, State and Zip Code _____

4. Telephone Number (home) _____ (business) _____

5. Person discriminated against (if someone other than the complainant)

Name _____

Address _____

City, State and Zip Code _____

6. Which of the following best describes the reason you believe the discrimination took place? Was it because of your: (check reason)

a. Race/Color _____ c. Age _____

b. National Origin _____ d. Disability _____

EXHIBIT B

The following is information regarding when and how to address LEP requirements.

Transportation for Persons with Limited English Proficiency FTA Circular 4702.1A Updated Federal Guidance and Instruction

Overview of Content

This exhibit is a guide to implementing the provisions relating to service to persons with limited English proficiency in Federal Transit Administration (FTA) Circular 4702.1A, an updated version of the original guidance issued in 1988.

FTA TITLE VI CIRCULAR 4702.1A

This section provides a brief summary to assist a person reading the full Circular and is not a substitute for the full Circular, which includes contact information for readers with questions.

Introduction

Title VI refers to the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. “Since 1972, the Federal Transit Administration has required applicants, recipients and subrecipients of Federal assistance, to certify compliance with the requirements of Title VI as part of the grant approval process for their certifying compliance with the requirements of Title VI. The FTA has revised and updated its *Title VI Circular, 4702.1 in 2007* to incorporate developments in legislation, Executive Orders, DOT directives, court cases that have affected the rights and responsibilities of recipients and beneficiaries.” See 72 Federal Register 18733 (April 13, 2007). www.fta.dot.gov/documents/Federal_Register_Notice.doc

Some Events Since the Original Title VI Circular Was Issued

1991

The Federal Transit Administration was created – replacing the Urban Mass Transportation Administration Intermodal Surface Transportation Equity Act (ISTEA)

1998

Transportation Equity Act for the 21st Century (TEA-21)

2001

Executive Order 13166, “*Improving Access to Services for Persons with Limited English Proficiency*”

DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons (DOT LEP Guidance)

2005

Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU)

Reissue of DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons (DOT LEP Guidance)

The revised circular, *FTA Circular 4702.1A*, assists FTA recipients and subrecipients in integrating the policies and principles of access to services for persons with limited English proficiency into their programs and activities (as embodied in *Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency*) and the considerations expressed in the U.S. Department of Transportation’s Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (“LEP”) Persons. *See 72 Federal Register 18733* (April 13, 2007).

Circular Introductory Material (Chapters I and II)

Chapter I of the Circular, **How to Use This Circular**, is a concise, two-page (I-1 & I-2) explanation of which sections apply to different FTA applicants, recipients, and subrecipients, with a **Reference Chart** (page I-3) that displays which chapters pertain to whom.

One of the circular’s five objectives is to ensure meaningful access to programs and activities by persons with limited English proficiency (Page II-1, Chapter II, Overview)

Definition of Limited English Proficient (LEP) Persons: persons for whom English is not their primary language and who have a limited ability to speak, understand, read, or write English. It includes people who reported to the U.S. Census that they do not speak English well or do not speak English at all. *See* Chapter II, 6.n.

Definition of national origin means “the particular nation in which a person was born, or where the person’s parents or ancestors were born.” *See* Chapter II, 6.s.

General Requirements And Guidelines (Chapter IV)

The general requirements presented in Chapter IV, including the reporting requirements, apply to agencies that provide demand-response transportation that is available to the general public (FTA’S Section 5311, Section 5316 (New Freedom), Section 5317 (JARC) or, in the case of services funded under FTA’s Section 5310 program, is open to eligible older adults and individuals with disabilities. The requirements of this chapter also apply to providers of fixed-route transportation. *See 72 Fed. Reg. 18736.*

Requirement to Provide Meaningful Access to LEP Persons

FTA subrecipients are required to “take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient (LEP).” *See* Chapter IV, 4.

Bases for appropriate language assistance. “Appropriate language assistance should be based on the subrecipient’s analysis of the number of LEP people eligible to be served or likely to be encountered by a program, activity, or service; the frequency with which those people come into contact with the program; the nature and importance of the program, activity or service to people with LEP; the resources available to the agency; and the cost of providing language assistance.” *See 72 Fed. Reg. 18740.*

Developing a Language Implementation Plan

The most complete way subrecipients can ensure that LEP persons have meaningful access to their programs and activities by developing and carrying out a language implementation plan pursuant to the recommendations in Section VII of the *DOT LEP Guidance*. *See* Chapter IV, 4.a.

Subrecipients Without a Language Implementation Plan

Most FTA subrecipients in New Jersey, such as those serving very few LEP persons or those with very limited resources, will choose not to develop a written LEP plan. **However, subrecipients who do not have a written LEP plan must still meet the underlying obligation to ensure meaningful access by LEP persons to their program or activities.** In cases

where no written plan exists, NJ TRANSIT may request during on-site reviews or otherwise documentation that the subrecipient has taken steps to ensure meaningful access. *See* Chapter IV, 4.b.

Guidance on Promoting Inclusive Public Participation

To integrate the considerations expressed in the *DOT LEP Guidance* into community outreach activities, subrecipients should seek out and consider the views of LEP populations as they conduct public outreach and involvement activities. *See* Chapter IV, 9.

EXHIBIT C
NOTICE TO BENEFICIARIES

Requirement to Notify Beneficiaries of Protection under Title VI

To comply with 49 CFR 21.9(d), subrecipients are required to provide information to the public regarding their Title VI obligations and the public's protections against discrimination under Title VI. Recipients and subrecipients that provide transit service must disseminate this information to the public. *See* Chapter IV, 5.

Document translation. Notices detailing a subrecipient's Title VI obligations and complaint procedures should be translated into languages other than English, as needed and consistent with *DOT LEP Guidance*. *See* Chapter IV, 5,b.(3)

Subrecipients. To reduce administrative burden, subrecipients may adopt the Title VI Notice developed by NJ TRANSIT (See attached). Nonetheless, the NJ TRANSIT should be modified so that subrecipients also notify their beneficiaries that they may file discrimination complaints directly with the their own agency. *See* Chapter IV, 5,b(4).

Program-Specific Requirements and Guidelines, Chapter Vi, 2.A-C

In summary, in order to comply with Title VI requirements NJ TRANSIT is committed to providing the following assistance to subrecipients:

- a. *Sample notices* to the public informing beneficiaries of their rights under Title VI and procedures on how to file a Title VI complaint.
- b. *Sample procedures* for tracking and investigating Title VI complaints filed with a subrecipient.
- c. *Demographic information* on the race, income, and English proficiency of residents served by the recipient. (This information will assist the subrecipient in assessing the level and quality of service it provides to communities within its service area and in assessing the need for language assistance.)”

This document is intended to achieve the goals of providing such assistance.

SAMPLE NOTICE TO BENEFICIENCES

**The following should appear on Schedules/Timelines, System Maps
And/or Agency Rider Guides, or appropriate location within agency**

Non-Discrimination Policy

(NAME OF AGENCY) is committed to ensuring that no person is excluded from, or denied the benefits of our services on the basis of race, color, or national origin as protected by Title VI of the Civil Rights Act of 1964, as amended. Any person who believes that they have, individually, or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, or national origin, may file a complaint in writing to (NAME OF AGENCY). To file a complaint, or for more information on (NAME OF AGENCY'S) obligations under Title VI write to: (ADDRESS OF AGENCY) or visit (website link if available). Transportation services provided by this agency are in whole or part funded through federal funds received through NJ TRANSIT and as an individual you also have the right to file your complaint under Title VI to NJ TRANSIT by writing to: New Jersey Transit Customer Service – Title VI Division, One Penn Plaza East, Newark, NJ 07105 or visit njtransit.com/diversity. A complaint must be filed within 180 days of the alleged discrimination

Política de no discriminación

(NAME OF AGENCY) se compromete a garantizar que ninguna persona sea excluida o se le nieguen los beneficios de nuestros servicios por motivos de raza, color o origen nacional, en virtud del Título VI de la Ley de Derechos Civiles de 1964 y sus enmiendas. Toda persona que crea haber sido discriminada, ya sea en forma individual o como miembro de un grupo específico de personas, por motivos de raza, color o origen nacional puede presentar una denuncia por escrito a (NAME OF AGENCY). Para presentar una denuncia o obtener más información sobre las obligaciones de (NAME OF AGENCY) bajo el Título VI, escriba a: (ADDRESS OF AGENCY) o visite (website link if available). Los servicios de transporte proporcionados por esta agencia son financiados en su totalidad o en parte con fondos federales recibidos a través de NJ TRANSIT, y usted, como individuo, también tiene el derecho de presentar su denuncia a NJ TRANSIT bajo el Título VI escribiendo a: New Jersey Transit Customer Service – Title VI Division, One Penn Plaza East, Newark, NJ 07105 o visitando njtransit.com/diversity. La denuncia debe presentarse dentro de los 180 días a partir de la fecha de la presunta discriminación.

FEDERAL FISCAL YEAR 2010 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

PREFACE

In accordance with 49 U.S.C. 5323(n), the following certifications and assurances have been compiled for Federal Transit Administration (FTA) assistance programs. FTA requests each Applicant to provide as many certifications and assurances as needed for all programs for which the Applicant intends to seek FTA assistance during Federal Fiscal Year 2010. Category 01 applies to all Applicants. Category 02 applies to all applications for Federal assistance in excess of \$100,000. Categories 03 through 24 will apply to and be required for some, but not all, Applicants and projects. An Applicant may select a single certification that will cover all the programs for which it anticipates submitting an application. FTA requests each Applicant to read each certification and assurance carefully and select all certifications and assurances that may apply to the programs for which it expects to seek Federal assistance.

FTA and the Applicant understand and agree that not every provision of these certifications and assurances will apply to every Applicant or every project for which FTA provides Federal financial assistance through a Grant Agreement or Cooperative Agreement. The type of project and the section of the statute authorizing Federal financial assistance for the project will determine which provisions apply. The terms of these certifications and assurances reflect applicable requirements of FTA's enabling legislation currently in effect.

The Applicant also understands and agrees that these certifications and assurances are special pre-award requirements specifically prescribed by Federal law or regulation and do not encompass all Federal laws, regulations, and directives that may apply to the Applicant or its project. A comprehensive list of those Federal laws, regulations, and directives is contained in the current FTA Master Agreement MA(16) for Federal Fiscal Year 2010 at the FTA Web site <http://www.fta.dot.gov/documents/16-Master.pdt> The certifications and assurances in this document have been streamlined to remove most provisions not covered by statutory or regulatory certification or assurance requirements.

Because many requirements of these certifications and assurances will require the compliance of the subrecipient of an Applicant, we strongly recommend that each Applicant, including a State, that will be implementing projects through one or more subrecipients, secure sufficient documentation from each subrecipient to assure compliance, not only with these certifications and assurances, but also with the terms of the Grant Agreement or Cooperative Agreement for the project, and the applicable Master Agreement for its project, if applicable, incorporated therein by reference. Each Applicant is ultimately responsible for compliance with the provisions of the certifications and assurances applicable to itself or its project irrespective of participation in the project by any subrecipient. The Applicant understands and agrees that when it applies for FTA assistance on behalf of a consortium, joint venture, partnership, or team, each member of that consortium, joint venture, partnership, or team is responsible for compliance with the certifications and assurances the Applicant selects.