

# South Jersey Transportation Planning Organization

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**Date:** January 5, 2009  
**To:** Prospective JARC and/or New Freedom Program Applicants  
**From:** Mike Reeves, Special Projects Coordinator  
**Re:** FFY 2008 & 2009, Round 10 & 11 JARC Program  
FFY 2007, 2008, 2009 New Freedom Program

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This is to inform you of the **FFY 2008 & FFY 2009** (Round 10 and 11) Federal Transit Administration Job Access & Reverse Commute (JARC) and the **FFY 2007, 2008 & 2009** (New Freedom (NF) grant programs and to advise you of program guidelines.

- The purpose of the **JARC program** is to improve access to transportation services to employment and employment-related activities for welfare recipients and eligible low-income individuals (Job Access) and to transport residents in non-suburban areas to suburban employment opportunities (Reverse Commute).
- The **New Freedom program** seeks to reduce barriers to transportation services and expand the transportation mobility options available to people with disabilities beyond the requirements of the American with Disabilities Act of 1990.

Refer to the FTA website ([www.fta.gov](http://www.fta.gov)) for a more complete description of both the New Freedom and the JARC programs. **Eligible sub-recipients include: Private non-profit organizations; state and local government authorities; and operators of public transportation services, including private operators of public transportation services.**

If you intend to pursue a JARC and/or NF grant, you should submit preliminary applications for each program by 5 PM, Thursday, **February 19, 2009**. The purpose of the application is to provide sufficient information to enable SJTPO (in cooperation with New Jersey Transit) to determine project eligibility and to rank projects. The SJTPO Policy Board will act on the ranked list of applications in **March of 2009**, after which time the Board will forward their recommendations to New Jersey Transit. During the application preparation

phase, SJTPO and New Jersey Transit will hold an information meeting in late January or early February, 2009 (date, time and location to be posted on the SJTPO website) for applicants to explain the program application process.

The SJTPO employs selection criteria (in the attached application and on the application on the SJTPO website at [www.sjtpo.org](http://www.sjtpo.org)) to rank and select projects. Please be aware that JARC program funds have been significantly reduced (as of FFY 2006) for any proposed services that would be operating totally outside of the Census-defined Atlantic City Urbanized Area (ACUA). In light of this cutback, **for the JARC Round 10 & 11 grant**, primary consideration will be given to the continuation of current JARC-funded transportation services.

The JARC/NF program application is attached and on the SJTPO website. As always, we would like to emphasize the following:

- Applicants should base their proposed project **operating budgets on 12 month service periods. For JARC the periods are July 1, 2010-June 30, 2011 and July 1, 2011- June 30, 2012. For New Freedom, the periods will be determined at a later date.**
- A JARC project operating budget should include a current cost per month estimate. If this is a continuation project, estimates should be based on actual current monthly expenses.
- The JARC and NF program funds only up to 50 % of operating costs of a project with federal funds (up to 80% of capital or planning). Applicants should assume that they will be responsible for the 50 % match of the project operating cost (20% for capital or planning), and may be advised to increase their local match to maintain their current level of service (i.e., for JARC continuation projects). Please be specific as to exactly where the match is coming from: e.g., a State program (TANF Block or PLUS Grant), employer contribution, County or agency funds. Limited DHS/TIF funds may be available for operating costs but they also would require a local match. Fares and Federal DOT funds are not allowed as a match.
- Applications should be submitted (i.e., emailed) in digital format (MS Word). This will expedite the SJTPO review and notification process. Please follow this up by sending a paper copy of your application.
- It is also **strongly** recommended that applicants notify SJTPO by email that they will be submitting an application. SJTPO will then be able to email applicants with information on JARC/NF meetings, program guidelines, and funding changes during the application preparation phase.

Please forward this information to any county department or local agency that you feel would be interested in applying for funding under the JARC or NF program, or contact SJTPO with the names of potential applicants and we will notify them.

If you have questions on the JARC or New Freedom Programs, please call Jim Flynn, NJ Transit, at (973) 491 -7382 ([jpflynn@njtransit.com](mailto:jpflynn@njtransit.com)). Questions on the JARC and New Freedom review process and schedule should be directed to me ([mreeves@sjtpo.org](mailto:mreeves@sjtpo.org)).

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**New Jersey**  
**Jobs Access Reverse Commute (JARC)**  
**and**  
**New Freedom Program**  
**Application**

**Grant programs for services that break down barriers to employment opportunities  
for low-income and people with disabilities through increasing access to  
transportation.**

**Applications are due by February 19, 2009**

**Section A: JARC and New Freedom Application**

**Section B: Background Information**

**Part 1: General Program Information**

**Part 2: Eligible Activities**

**Part 3: Application Process**

**Part 4: Selection Committee Scoring Criteria**

**Part 5: County CHSTP Contacts**

**Section C: Additional Information and Signatures (to be provided after review)**

## Section A: JARC and New Freedom Application

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 have different needs and may require a set of 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.

The New Freedom formula grant program aims to provide additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the work force and full participation in society.

The program seeks to reduce barriers to transportation services and expand the transportation mobility options available to people with disabilities beyond the requirements of the Americans with Disabilities Act (ADA) of 1990.

This application will be used for both the JARC and New Freedom grant programs. **Local matching funds are required as well as participation in the Coordinated Human Service Transportation Plan.**

**JARC funds are available for two years in all three MPO regions: FFY 2008, Round 10 (covering service July 1, 2010-June 30, 2011) and FFY 2009, Round 11 (covering service July 1, 2011-June 30, 2012).**

**New Freedom funds are being made available for the first time through a competitive application process in the following MPO areas:**

- **DVRPC MPO area: An estimated total of \$930,273 is available in the New Jersey portion of the Philadelphia urbanized area, another \$255,603 is available in the Trenton urbanized area.**
- **SJTPO MPO area: An estimated total of \$236,525 is available in the Atlantic City urbanized area.**
- **NJTPA MPO area: An estimated total of \$1,990,737 is available in the New Jersey portion of the New York urbanized area and \$16,458 is available in the New Jersey portion of the Allentown urbanize area.**

- **In addition, there is a total of \$377,880 in small urban area funding and \$236,739 rural (nonurbanized funds) that can be applied to those areas anywhere in the state.**

Please see Parts 1 to 5 for further instructions for general program information, eligible activities, application process, scoring criteria, and county contacts.

Completed applications (Section A) are due no later than February 19, 2009. All responses must be submitted by **email and also postmail** (hard copy or on a CD or flash drive). Responses should be in standard PC-compatible text file format DOC or PDF. **Please limit responses to questions to a maximum of 300 words.**

Responses should be submitted **to the MPO (SJTPO) Contact person AND NJ TRANSIT:**

**To MPO Lead**

Michael Reeves  
South Jersey Transportation Planning  
Organization  
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](mailto:jpflynn@njtransit.com)

## 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)
  - f. Contact Name and Title
  - g. Contact Telephone Number
  - h. Contact Fax Number
  - i. Contact E-mail
  
3. Funding Request (please check one or both)
  - a. Project is applying for Job Access and Reverse Commute (JARC) Funds \_\_\_\_\_
  - b. Project is applying for New Freedom Funds \_\_\_\_\_

## Project Summary

1. This project is a (check appropriate box(es):

	1. Continuation of existing/pilot project
	a. JARC
	b. New Freedom
	2. Expansion of an existing project
	a. JARC
	b. New Freedom
	3. New project (program)
	a. JARC
	b. New Freedom

2. Please describe the project, program, or service for which you are seeking funding service.

a. Overall description of the project:

JARC:

New Freedom:

b. Goals and objectives of the project

JARC:

New Freedom:

c. How the project remedies the needs of the target population. What gaps are filled.

JARC:

New Freedom:

d. Please identify which eligible activity (s) the project most closely relates to located in Part 2:

Eligible

Activities.

JARC:

New Freedom:

3. Please describe how the project enhances the mobility needs of one or more of the following population groups. JARC applicants must discuss low income individuals and New Freedom applicants must discuss persons with disabilities.

a. Low income individuals

JARC:

b. Persons with Disabilities, including Cognitive, Physical, or Sensory Disabilities

New Freedom:

4. Please list any eligibility requirements for the proposed project, program, or service, such as age, TANF, Medicare, registration with an ADA program, etc.

JARC:

New Freedom:

5. Letters of Support from other agencies, organizations, users of the existing/proposed service (attach).

6.

**Service Area and Employment Information**

- 1. Please describe the area to be served and how this meets program requirements. Please discuss potential origins and destinations of potential clients or individuals the proposed project, program, or service will serve. Please describe/estimate the number of jobs that can be accessed as a result of these projects.

JARC:

New Freedom:

Please indicate, regardless of funding requested, areas served by proposed project:

Population Size of Region to be Served (check all that apply):

Rural/non-urbanized (under 50,000) \_\_\_\_\_

Small Urban (between 50,000-200,000) \_\_\_\_\_

Urban (over 200,000) \_\_\_\_\_

- 2. Estimated annual number (**CY 2010**) of different individual clients and passenger trips this project, program, or service will serve:

JARC: Different Clients \_\_\_\_\_ Passenger Trips \_\_\_\_\_

New Freedom: Different Clients \_\_\_\_\_ Passenger Trips \_\_\_\_\_

- a. If this is a **CONTINUATION** project, please include the annual number of passenger trips provided (and # different clients/individuals served if # is available) :

during CY 2007: Passenger Trips \_\_\_\_\_ Different Clients: \_\_\_\_\_

during CY 2008: Passenger Trips \_\_\_\_\_ Different Clients: \_\_\_\_\_

- 3. Employment Locations

- a. Do the project's enhanced employment opportunities serve an Employment Center ?

	Yes
	No

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

Number of stops within ¼ mile of employment center not previously accessible by transit: \_\_\_\_\_

- b. Please discuss how (the) each project will enhance employment opportunities for the target population.

JARC:

New Freedom:

- c. Please discuss the number of entry level jobs served by each (the) project, program, or service.

JARC:

New Freedom:

**Coordination**

- 1. Please identify which strategies or goals, listed in your County Human Service Coordination Plan, the project, program, or service addresses. See website [www.sitpo.org](http://www.sitpo.org) for current MPO/County Coordination Plans. **List of plan contacts is in Part 5 of this application.** Please explain how your project relates to strategies or needs discussed in the coordination plan.

JARC:

New Freedom:

- a. What page (s) in the plans relate to your project(s): MPO/County Plan \_\_\_\_\_  
**(This page # information is required).**

JARC:

New Freedom:

- 2. Has designated county lead for the County Local Coordination Plan been notified of your intent to apply? **Please see attached Part 5 for list of local Coordination Plan contacts.**
  - 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

- 3. Will this project coordinate with any other mobility service?

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

- a. If YES, please describe.

- 4. Describe how the project effectively uses or supports existing transportation services and / or integrates with other service providers.

a. Feeder to NJ TRANSIT: Does this service connect as a “feeder” to NJ TRANSIT Bus or Rail?  
Identify locations, bus routes, train stations:

5. If applicable, 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.
6. 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.

### **Organizational Capacity**

1. Please describe your organization, including number of full time employees, part time employees, and volunteers.
2. Please provide a brief summary of existing or former mobility / accessibility programs. Please include types and number of clients or individuals served, and funding sources.
3. Please describe the indicators that will be used to monitor the project performance (for example, passenger trips, vehicle hours, miles, denied trip requests, employer sites reached ...).
4. What plans has your organization made for reducing the need for Federal/State funds? If these funding sources were cut how would you continue service? What would be the effect if funding were not provided, decreased, or eliminated for new or continuation of existing projects ? Would individual Employees (or potential employees be able to get to work? \_\_\_\_How many denied:\_\_\_\_\_  
Employers: Would business be curtailed or closed?\_\_\_\_\_ How many? \_\_\_\_\_

**Funding**

1. 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, estimate each year in ( ).
2. Please complete the project funding request table.

<b>JARC</b>	<b>FTA Request</b>	<b>Local County/Agency Match</b>	<b>Other Match (Describe) Total</b>	<b>Other Sources (Overmatch) Total</b>	<b>Total Budget</b>
SAMPLE:	\$80,000(YR 1)	\$80,000 (YR 1)	\$0.00	\$0.00	\$160,000
OPERATING	\$80,000 (YR 2)	\$80,000 (YR 2)			\$160,000
Operating (50/50)					
Capital (80/20)					
Planning (Mobility Management) 80/20					
Total Request					

<b>New Freedom</b>	<b>FTA Request</b>	<b>Local County/Agency Match</b>	<b>Other Match (Describe) Total</b>	<b>Other Sources (Overmatch) Total</b>	<b>Total Budget</b>
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. Please see Part 1 for additional information concerning funding.

3. Please complete the following information for each source of **Matching Funds** (ex: DOL, TANF Block or Plus Grant, Employers, Casino Revenue, County, Agency, State ...):

<b>Name of Funding Source</b>	<b>Amount of Funding Source</b>
1.	
2.	
3.	
4.	

4. Please project the cost per anticipated rider/ user, if applicable:
5. Please project the cost per anticipated passenger trip: , if applicable
6. Please provide a detailed description of how the requested federal funds will be used in the project.

JARC:

New Freedom:

## Project Specific Questions

### JARC Projects (See Section B, Part 2 for Eligible Activities)

1. For projects that provide direct transportation to users (i.e. operating or contracting for vehicles) including eligible projects identified in the JARC eligible activities (a through e in Part 2) and for subsidizing costs associated with adding reverse commute vehicles:

- a. Please indicate the type of service.
  - i. Fixed Route
  - ii. Deviated Fixed Route
  - iii. Demand responsive
- b. Please describe the geography or specific route of the service area.
- c. Please indicate average weekly and monthly ridership
- d. Please indicate cost / different individual rider
- e. Please indicate cost / passenger trip
- f. Please describe the hours and the days of the week that the service will be available
- g. Please describe the vehicles that will be used
- h. Please describe the drivers of the vehicles
- i. Will the service be operated under subcontract with a vendor? Will the vehicles be provided through a service contractor? \_\_\_\_\_ Will he contractor supply fuel ? \_\_\_\_\_ Maintenance? \_\_\_\_\_ Other? \_\_\_\_\_
- j. Are these vehicles currently wheelchair equipped?
- k. Fares: Are / will fares be charged? \_\_\_\_\_ Donations requested? \_\_\_\_\_ Amount collected in CY2007 \$\_\_\_\_\_. In CY 2008: \$\_\_\_\_\_. Anticipated in 2009 \$\_\_\_\_\_. 2010 \$\_\_\_\_\_

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?

**New Freedom Projects (See Section B, Part 2 for Eligible Activities)**

1. For projects that enhance paratransit beyond minimum requirements of ADA:

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

What is the geographic distribution of program participants?

How does the project enhance the current Paratransit service?

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

2. For projects that provide a new feeder service to a transit facility for which complementary Paratransit service is not required under ADA.

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

What is the geographic distribution of program participants?

Please describe the feeder service.

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

3. For projects that involve accessibility improvements to transit and intermodal stations not designated as key stations:

a. Please describe the existing conditions and proposed improvements. Please provide appropriate maps if applicable.

b. Please discuss how improvements relate to regional, municipal, county, or agency specific planning documents, goals, and objectives.

c. Please provide a description of the improvement area that includes local demographic, employment, and transportation information; and a similar description of how the improvements will enhance access to other destinations.

4. For Travel Training projects:

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

What is the geographic distribution of program participants?

What is the general curriculum for the travel training program?

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

5. For Purchasing new vehicles to support new accessible taxi, ride sharing, or vanpooling programs

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

What is the geographic distribution of program participants?

Please describe how the project supports accessibility programs.

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

6. For projects that support administration and expenses related to new voucher programs for transportation services offered by human service providers

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 programs that support new volunteer driver and aide programs

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

What is the geographic distribution of program participants?

How will the project support new volunteer driver and aide programs?

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?

## **Section B: Background Information**

### **Part 1: General Program Information**

Section B is a supplement to the JARC and New Freedom application and provides general background information on each program and describes the application process.

#### **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 and require different services depending on their abilities, their environment, and the options available in their community.

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.

The Federal Transit Administration (FTA) Job Access Reverse Commute (JARC) and New Freedom programs both aim to break down barriers to employment opportunities for low income and disabled persons through increasing access to transportation programs. The Delaware Valley Regional Planning Commission (DVRPC), South Jersey Transportation Planning Organization, and North Jersey Transportation Planning Authority facilitate the selection process for both the JARC and New Freedom programs.

JARC and the New Freedom programs are authorized 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 and the New Freedom Program is codified at 49 U.S.C. 5317. Further program information on JARC is located in FTA Circular 9050.1 and for the New Freedom Program in FTA Circular 9045.1, both issued on May 1, 2007. Most of the following information concerning JARC and New Freedom is taken directly from the FTA Circulars. **We strongly advise all potential applicants to review the FTA Circulars for further clarification.**

## **Who is SJTPO ?**

The South Jersey Transportation Planning Organization (SJTPO) is a Metropolitan Planning Organization (MPO) for the southern New Jersey region. Formed in mid-1993, SJTPO replaced three smaller, existing MPO's while incorporating other areas not previously served. Covering [Atlantic](#), [Cape May](#), [Cumberland](#), and [Salem](#) counties, SJTPO works to provide a regional approach to solving Transportation problems (refer to the SJTPO website at [www.sjtpo.org](http://www.sjtpo.org) for more information).

## **Coordinated Human Service Transportation Plan**

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

SJTPO's plan, *SJTPO Regional Human Service Transportation Plan*, was completed in June, 2007. This plan, which is comprised of individual plans for the four SJTPO counties (Atlantic, Cape May, Cumberland and Salem), serves as the guiding document for JARC and New Freedom, and includes goals and priorities for the region. The electronic versions of each of the County Plans are located at [www.sjtpo.org](http://www.sjtpo.org). All applicants in the SJTPO region must reference their MPO/County plan and how their application is consistent with the goals and priorities in the plan. Applicants must include the page number of the information related to their project.

## **Job Access Reverse Commute (JARC) Program**

**FTA Circular C.9050.1 at <http://www.fta.dot.gov>**

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 nonurbanized 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 as part of TEA-21 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. Further, 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. Finally, 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.

Throughout New Jersey, in the DVRPC, SJTPO, and NJTPA areas, funding under the SAFETEA-LU JARC formula is much lower than funding received under TEA-21. Additionally, the types of activities that can be funded through JARC have expanded. Thus, there is an underlying issue that funds have diminished while the types of eligible projects have increased. **As a consequence of reduced funding statewide, continuation of existing SUCCESSFUL JARC projects will have funding precedence over expanded or new projects, capital, and other eligible requests.**

### **New Freedom**

**FTA Circular C.9045.1 at <http://www.fta.dot.gov>**

The New Freedom formula grant program aims to provide additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the work force and full participation in society. The program seeks to reduce barriers to transportation services and expand the transportation mobility options available to people with disabilities beyond the requirements of the Americans with Disabilities Act (ADA) of 1990. Individuals that are transportation-disadvantaged face different challenges in accessing services depending on whether they live in urban, rural, or suburban areas. The geographic dispersion of transportation-disadvantaged populations also creates challenges for human service programs hoping to deliver transportation for their passengers.

**(Elderly Individuals and Individuals with Disabilities Section 5310 Program. Not in this application**

**FTA Circular C.9070.1F at <http://www.fta.dot.gov>.** The goal of the Section 5310 program is to improve mobility for elderly individuals and individuals with disabilities in urbanized, small urban, and rural areas.)

### **Eligibility**

## Geographic Areas

The service requesting JARC and New Freedom funds must be located in respective DVRPC, SJTPO, and NJTPA MPO regions. DVRPC reviews applications for the Philadelphia Urbanized Area. There are some areas within Burlington, Camden, Gloucester, and Mercer Counties. Pennsylvania Urbanized Area are located in Part 6: Maps and Tables.

SJTPO reviews applications for the Atlantic City Urban Area and Small Urban/ Rural areas of Atlantic, Cumberland, Cape May and Salem Counties.

NJTPA reviews applications for Newark/NY/Ct Urban Area of Northern/Central NJ and the Small Urban/Rural areas of the 13 Counties located in this area.

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).

## 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

## Eligible Activities

Activities identified by FTA as potential projects for both programs are listed in **Part 2**. Because local priorities vary, not all eligible projects may be recommended for funding.

## Schedule

Completed applications are due to SJTPO by February 19, 2009. An information meeting on the JARC and New Freedom Programs will be held at the SJTPO office in mid- January (date to be announced on the SJTPO website). Applicants are strongly urged to email SJTPO as soon as possible of their intention to apply so that they can be contacted directly concerning the time and date of the meeting (and informed of updates relating to the application process).

An SJTPO JARC/New Freedom Application Ranking Committee will review and score applications. The Committee's recommendations will be submitted to the SJTPO Policy Board for action on March 23, 2009. After Board approval, all recommendations are forwarded to NJ TRANSIT. NJ Transit will prepare/submit a statewide application for the FTA and determines the amount of funds available for each subrecipient based on availability of funds a project need. A detailed description of the application process is located in **Part 3**.

### **Evaluation Criteria**

All applications will be evaluated using scoring criteria located in **Part 4**. This scoring system was constructed using the guidelines provided by the NJ TRANSIT State Management Plan, SJTPO, NJTPA, United We Ride, and the local coordination plan. **The annual application of an approved, successful JARC project (continuation project) is given priority over new JARC requests.**

### **Funding**

#### **Anticipated New Jersey Funding Levels**

**JARC:** \$3,241,622 in Federal Funds is expected for JARC projects (FFY 2008, Round 10). Estimate \$3,539,851 for FFY 2009. The subrecipient is expected to provide the match (50/50 for Operating, 80/20 for Capital/Planning, Mobility Management).

**New Freedom:** Funds are being made available for the first time through a competitive application process in threew following MPO areas:

- **DVRPC** MPO area: an estimated total of \$930,273 is available in the New Jersey portion of the Philadelphia urbanized area, another \$255,603 is available in the Trenton urbanized area.
- **SJTPO** MPO area: an estimated total of \$236,525 is available in the Atlantic City urbanized area.
- **NJTPA** MPO area: an estimated total of \$1,990,737 is available in the New Jersey portion of the New York urbanized area and \$16,458 is available in the New Jersey portion of the Allentown urbanize area.
- **In addition**, there is a total of \$377,880 in small urban area funding and \$236,739 rural (nonurbanized funds) that can be applied to those areas anywhere in the state.

The subrecipient is expected to provide the match (50/50 for Operating, 80/20 for Capital/Planning, Mobility Management).

### FTA Funding Ratio

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 Funding Concerns

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).

### Application Requirements

Beginning this round, all JARC and New Freedom applicants are recommended to contact their designated county planning lead prior to the submission of an application. This will inform the county of the proposed project and provide an opportunity to discuss any potential challenges the project may pose. County planning agency contacts are located in **Part 5**.

One application is requested for each project or service. The application provides the information needed for this selection process, and also the process required for funding by 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. Specific details concerning the proposed project are also requested.

All applicants must complete a separate application (**Section A**) for each project or service, and only this part is required to be completed and returned.

Completed applications are due no later than February 19,2009. All responses must be submitted by **BOTH** email and mailed hard copy or on a CD. Responses should be in MS Word format. **Please limit your responses to each question to a maximum of 300 words.**

## **Contact Information**

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

### MPO contact:

Michael Reeves  
South Jersey Transportation Planning  
Organization  
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### NJ Transit:

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New Jersey Transit  
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Newark, NJ 07105  
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## Part 2: Eligible Activities

### Eligible JARC Activities

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;

- i. 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).

## Eligible New Freedom Activities

New Freedom Program funds are available for capital and operating expenses that support new public transportation services beyond those required by the Americans with Disabilities Act of 1990 (ADA) and new public transportation alternatives beyond those required by the ADA designed to assist individuals with disabilities with accessing transportation services, including transportation to and from jobs and employment support services. For the purpose of the New Freedom Program, “new” service is any service or activity that was not operational on August 10, 2005, and did not have an identified funding source as of August 10, 2005, as evidenced by inclusion in the Transportation Improvement Plan (TIP) or the STIP. In other words, if not for the New Freedom Program, these projects would not have consideration for funding and proposed service enhancements would not be available for individuals with disabilities.

Eligible projects funded with New Freedom funds may continue to be eligible for New Freedom funding indefinitely as long as the project(s) continue to be part of the coordinated plan. Both new public transportation services and new public transportation alternatives are required to go beyond the requirements of the ADA and must (1) be targeted toward individuals with disabilities; and (2) meet the intent of the program by removing barriers to transportation and assisting persons with disabilities with transportation, including transportation to and from jobs and employment services. The list of eligible activities is intended to be illustrative, not exhaustive. 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. Recipients are encouraged to develop innovative solutions to meet the needs of individuals with disabilities in their communities.

**New Public Transportation Services Beyond the ADA.** The following activities are examples of eligible projects meeting the definition of new public transportation.

1. Enhancing paratransit beyond minimum requirements of the ADA. ADA complementary paratransit services can be eligible under New Freedom in several ways as long as the services provided meet the definition of “new:”
  - (a) Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
  - (b) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
  - (c) The incremental cost of providing same day service;
  - (d) The incremental cost of making door-to-door service available to all eligible ADA paratransit riders, but not as a reasonable modification for individual riders in an otherwise curb-to-curb system;
  - (e) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
  - (f) Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for common wheelchairs under the ADA and labor costs of aides to help drivers assist passengers with over-sized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600 lb design load, and the acquisition of heavier-duty vehicles for paratransit and/or demand-response service; and
  - (g) Installation of additional securement locations in public buses beyond what is required by the ADA.
2. Feeder services. New “feeder” service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.
3. Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that

are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. New Freedom funds are eligible to be used for new accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail and rapid rail. This may include:

- (a) Building an accessible path to a bus stop that is currently inaccessible, including curbcuts, sidewalks, accessible pedestrian signals or other accessible features,
  - (b) Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA,
  - (c) Improving signage, or wayfinding technology, or
  - (d) Implementation of other technology improvements that enhance accessibility for people with disabilities including Intelligent Transportation Systems (ITS).
4. Travel training. New training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

**New Public Transportation Alternatives Beyond the ADA.** The following activities are examples of projects that are eligible as new public transportation alternatives beyond the ADA under the New Freedom Program:

1. Purchasing vehicles to support new accessible taxi, ride sharing, and/or vanpooling programs. New Freedom funds can be used to purchase and operate accessible vehicles for use in taxi, ridesharing and/or van pool programs provided that the vehicle has the capacity to accommodate a passenger who uses a “common wheelchair” as defined under 49 CFR 37.3, at a minimum, while remaining in his/her personal mobility device inside the vehicle, and meeting the same requirements for lifts, ramps and securement systems specified in 49 CFR part 38, subpart B.
2. Supporting the administration and expenses related to new voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Only new voucher programs or expansion of existing programs are eligible under the New Freedom Program. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The New Freedom Program can provide vouchers to individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes for use on existing fixed route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (Federal/local) match.
3. Supporting new volunteer driver and aide programs. New volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, and other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of new enhancements to increase capacity of existing volunteer driver programs are also eligible. FTA notes that any volunteer program supported by New Freedom must meet the requirements of both “new” and “beyond the ADA.” FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

4. 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 New Freedom funding to support the administrative costs of sharing services it provides to its own clientele with other individuals with disabilities and coordinate usage of vehicles with other nonprofits, 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:
- (a) 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;
  - (b) Support for short term management activities to plan and implement coordinated services;
  - (c) The support of State and local coordination policy bodies and councils;
  - (d) The operation of transportation brokerages to coordinate providers, funding agencies and customers;
  - (e) 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;
  - (f) 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
  - (g) 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).

### **Part 3: Application Process**

1. SJTPO announces JARC / New Freedom application round on its websites. A mailing will be sent to potential applicants that includes general program information and application dates. This mailing will also invite them to a JARC/New Freedom application information meeting. SJTPO will advertise the program in local papers. All materials, including application, will be located electronically on SJTPO's website. Print copies will be available at an applicant's request.
2. Prior to submission applicants need to contact their respective County planner responsible for Coordinated Human Service Transportation Planning (see Part 5). This will inform the County of the application and confirm that the designated recipient can realistically support the application.
3. Applicant submits completed project application (in former JARC rounds called Letter of Intent or LOI) to the MPO by application deadline.
4. The MPO 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 SJTPO JARC/NF Application Ranking Committee members.
5. The Review Committee members will score and rank applications and then send the completed scoring sheets back to SJTPO. Scores and ranking will be based on the completed score sheet provided in the application packet.
6. Results will then be aggregated by the MPO based on the cumulative ratings and presented to the SJTPO Policy Board for final action.
7. Once the SJTPO Policy Board has acted on the Committee's recommendation, the Board's recommendations are forwarded to NJ Transit.
8. Final recommendations are forwarded to FTA and each designated recipient.
9. Designated Recipient (NJ TRANSIT) then works with the recommended project applicants to obtain necessary signatures for 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.

## Part 4: Selection Committee Scoring Criteria

**Note: The Annual application of an approved, successful JARC project (continuation project) is given priority over new or expanded JARC requests.**

**Applicant:**

**Proposal:**

**JARC / NF**

<b>Basic Requirements (to be completed by MPO staff)</b>	<b>Yes</b>	<b>No</b>
Applicant is an eligible organization and key personnel are qualified to perform service		
Applicant met with County Planning Agency prior to application submission. Part of CHSTP.		
Application is complete, including detailed project budget, agency background, and project staff information		
Number of Proposed Different Users and Number of Proposed Passenger Trips (Annual)		
Cost per User and Cost per Trip.		
<b>Total Score</b>	<b>Total Possible</b>	<b>Total Received</b>
	<b>100</b>	<b>JARC</b>
<b>Need for Project (Project Summary pages 5-6)</b>	<b>25</b>	
Project is a continuation of a previously funded JARC or New Freedom service	<b>5</b>	
Project serves a disadvantaged area ( <b>for JARC</b> )	<b>0- 5 (JARC)</b>	
Project serves area or site of demonstrated direct interest and benefit to individuals with disabilities ( <b>for New Freedom</b> )	<b>0- 5 (NF)</b>	
Project enhances employment opportunities <i>Project serves an Employment Area– 1- 10 pts</i>	<b>0 to 10</b>	
<i>Project does not enhance employment opportunities– 0 pts</i>		
<b>Benefits Received (Service Area &amp; Employment pages 7-8; 13-16)</b>	<b>35</b>	
Relationship of Benefits Received <i>Project provides Transportation Service directly to user (Operations) – 1- 10 pts</i> <i>Project has “Indirect Service” directly to user(Planning/Capt/ Mobility Mgt) –1- 5 pts</i> <i>Project has indirect benefits – 0 pts</i>	<b>0 to 10</b>	
Service area eligibility <i>Inter-County Service – 1- 10 pts</i> <i>Intra-County Service – 1- 5 pts</i> <i>Intra-municipal service – 0 pts</i>	<b>0 to 10</b>	
Project meets specific needs of low income individuals- 0-5 pts.	<b>0- 5</b>	
Project meets specific needs of persons with disabilities- 0-5 pts.	<b>0- 5</b>	
<b>Project Sustainability and Coordination (pages 9-12)</b>	<b>40</b>	
Matching Funds from additional agencies or sources (other than the State/County/Casino/TIF/TANF...). Other sources can include employers, foundations... <i>Over 21 % of project – 10 pts</i> <i>1 to 20 % of project – 5 pts</i> <i>0 % of project – 0 pts</i>	<b>0 to 10</b>	
Nature of Project Funding <i>Funds an existing service(continuation of a JARC project/or pilot NF project) – 5-10 pts</i> <i>Funds enhancements to an existing (continuation) service or pilot project – 3-7 pts</i> <i>Funds a new service – 0-5 pts for JARC; 0-10 for NF</i>	<b>0 to 10</b>	
Project utilizes/ provides access to or from another agency’s services (ex. NJ Transit feeder)	<b>5</b>	
Project costs are realistic, supportable, and defensible	<b>0- 5</b>	
Application is clear, well thought out, well organized, specific and well demonstrated	<b>0- 5</b>	
Plans have been made for sustaining the service without JARC/New Freedom money?	<b>0- 5</b>	

## Part 5: County CHSTP Contacts

### Metropolitan Planning Organization

Michael Reeves, Special Projects Coordinator  
South Jersey Transportation Planning Organization  
782 S. Brewster Road  
Vineland, NJ 08361  
(856) 794 1941

### Atlantic County

Carl Lindow  
Atlantic County Transportation  
PO Box 13  
New Road & Dolphin Avenue  
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### Cape May County

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Cape May Community Transportation Services  
Cape May Courthouse  
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Cape May, NJ 08210  
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### Cumberland County

Linda Krsnak  
Cumberland County Improvement Authority  
2 North High Street  
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(856) 825- 3700

### Salem County

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98 Market Street  
Salem, NJ 08079  
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Comment [M R1]:

Comment [M R2R1]:

Comment [M R3R2]: