

**PART I  
REQUIRED SUBMITTALS  
MUST BE COMPLETED BY ALL APPLICANTS**

Applicant Name  
Franklin County Senior Services

Use this matrix (A) and checklist (B) to help you meet all submission requirements of the application process.

**A. Submittal Matrix** Each "X" represents the information that must be submitted by each type of agency.

Type of Applicant	Part II	Part III	Part IV	Part V	Part VI	Part VII	Part VIII	Part IX	Part X	Part XI *	Appendices				Support Letters
											A	B	C	MPO	
Non-Profit Non-Governmental Agency (5310)	X	X	X	X	X	X	X(b)	X	X	X	X	X	X	X (c)	Optional
Federal Section 5311 Grantee	X	X					X(b)				X(a)	X	X		Optional
IDOT-Certified Public Body (CPB)	X	X	X	X	X(a)	X	X(b)		X	X	X	X	X	X (c)	Optional

(a) This data not required if applicant agency has included with another grant application for FY08 funding.

(b) This information is required ONLY if you are applying for a vehicle for new or expanded service.

(c) If applicant is in an urbanized (metropolitan) area outside the Chicago area, see page 41.

\*Northeastern Illinois (Urbanized Area 2, Cook, Lake, DuPage, Kane, Will & McHenry Counties only)

**B. Submittal Checklist** Check the appropriate boxes. All items are required unless otherwise indicated.

ITEM	ENCLOSED
• Application, Signed by Board authorized representative (front cover, page 1)	✓ ✓
• Part I Submittal Matrix(A) and Application Checklist Completed (B), (page 4)	✓ ✓
• Part II Current Vehicle Inventory (page 5)	✓ ✓
• Part III Vehicle Request Form and Budget (pages 6-7)	✓ ✓
• Part IV Project Justification (if applicable, page 8)	✓ ✓
• Part V Applicant's Current Services and Experience (if applicable, pages 9-11)	✓ ✓
• Part VI Fleet Control and Maintenance (if applicable, page 12)	✓ ✓
• Part VII Driver Training (if applicable, page 13)	✓ ✓
• Part VIII Proposing New or Expanded Service (pages 14 & 15)	NA •
• Part IX Formal Coordination Efforts (if applicable, page 16 & 17)	NA •
• Part X Financial Plan (if applicable, pages 18 & 19)	✓ ✓
• <b>Part XI HSTP Review (To Be Completed only by Northeastern Illinois Applicants-Urbanized Area 2-- Cook, Lake, DuPage, Kane, Will &amp; McHenry Counties) (page 20)</b>	NA •
• Appendix A FTA & IDOT Joint Certifications Assurances (pp. 22-32) signed by Official Representative (page 24),	✓ ✓
• 2nd- Signed and dated Attorney's Affirmation (page 23)	NA •
• Appendix B Public hearing: Published notice, hearing report and public comments (page 33)	✓ ✓
• Appendix C Executed Board Resolution authorizing applicant's Official Representative (page 34)	✓ ✓
• Appendix D Application Preparation Guidance (pages 35-45)	Retain
• Appendix E Paratransit Vehicle Catalog (pages 46-56)	Retain
• Letter from MPO placing project in TIP (not applicable in Cook, Lake, DuPage, Kane, Will and McHenry Counties, or any non-urbanized area)	NA •
• Letter of support from Certified Public Provider or local Transit Authority (if applicable)	NA •
• Letters of Support from local Legislators, others (not a requirement)	NA •

**Note: When submitting your application:** (1) **Remove:** instructions, vehicle catalog, other guidance (D) and informational material; (2) **Include this Checklist** (Indicate any missing items, noting whether pending, subject to third party submittal /approval, or delayed, and when expected.); and (3) Refer to all enclosed support materials.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
2009 CONSOLIDATED VEHICLE PROCUREMENT  
ROLLING STOCK  
CAPITAL ASSISTANCE  
APPLICATION**

**STOP! IF YOU ARE SEEKING VEHICLE REPLACEMENT (S), BE SURE THAT YOU MEET ALL ELIGIBILITY REQUIREMENTS. SEE PAGE 5 (PART III, SECTION E). IF NOT, DO NOT SUBMIT FOR REPLACEMENT.**

FOR OFFICE USE ONLY Received at IDOT: \_\_\_\_/\_\_\_\_/\_\_\_\_ BY: \_\_\_\_\_

LEGAL NAME of Applicant Agency Franklin County Senior Services, Inc	Date of Application Filing 6/23/09
Street/Mailing Address, City, and Zip Code (Not just P. O. Box) 225 Poplar West Frankfort, IL 62896	Federal Tax Identification Number (TIN) 37-1093728
List general area served (counties, city, areas as applicable) (Detail in Part 5, Page 9) Franklin County	Type of Applicant (see pg. 4 Section A) Private Non-Profit: <input checked="" type="checkbox"/> _____ Section 5311 Grantee: _____ IDOT Certified Public Body: _____
County Franklin HSTP Region (if rural-see page 43 ) 11 HSTP Office (see pages 44)	Illinois State Tax Exempt Number E- 9987-3214-05
Application Contact Person: Ruby Melvin Title: Executive Director Phone: 618.937.3511 Vehicle Issues Contact Person: Zane Garner Title: Nutrition Director Phone: 618.937.3511	App. Contact E-Mail: fcss@verizon.net Fax: (618)_932.2618

**ALL APPLICANTS MUST ANSWER THESE QUESTIONS:**

DOES A MINORITY GROUP MANAGE YOUR ORGANIZATION OR IS OPERATION MINORITY BASED?	<input type="radio"/> YES <input checked="" type="radio"/> NO
DOES YOUR AGENCY PROVIDE SERVICE TO MINORITIES?	<input checked="" type="radio"/> YES <input type="radio"/> NO
DOES YOUR APPLICATION HAVE THE SUPPORT OF YOUR LOCAL TRANSIT AGENCY?	<input type="radio"/> YES <input type="radio"/> NO <input checked="" type="radio"/> N/A

By this application, it is the intent of (Agency's Legal Name) Franklin County Senior Services (FCSS) to request vehicle(s) through the State of Illinois' Consolidated Vehicle Procurement (CVP) program; and will meet all applicable state, federal and local acceptance, application and maintenance requirements. I certify that the information and statements provided in this application, and all supporting documents are correct and complete.

*Ruby W. Melvin* Tel. 618.937.3511 6 / 23 / 09  
Signature of Authorized Representative Date  
(As authorized by board resolution, see Appendix C)

Ruby Melvin Executive Director  
Print name of Authorized Official Title

**READ ALL INFORMATION CAREFULLY**

# GENERAL INFORMATION

## A. INTRODUCTION

Through the Consolidated Vehicle Program Procurement Program (CVP), the Illinois Department of Transportation - Division of Public & Intermodal Transportation (Division) makes grants to municipalities, mass transit districts, counties, and private non-profit organizations for ramp and lift equipped paratransit vehicles. Funding for these grants comes from varied sources, including the Federal Transit Administrations (FTA) Section 5309, 5310, 5311, 5316, and 5317 programs, as well as state resources. Previously, agencies eligible for different grants were required to submit numerous applications. This consolidated vehicle procurement application form was developed to make it easier for agencies to apply for funds and for the Division to review projects in applications.

All qualified agencies applying for FTA Section 5309 Discretionary, Section 5311 Rural & Small Urban, and Section 5310 for Elderly and Disabled, will complete this application. Use Page 4, Section A, to determine which items of information are required for your agency's application submittal.

## B. NEW FEDERAL COORDINATION REQUIREMENTS

As part of the federal government's human services coordination initiative, all Section 5310 recipients must certify that projects are derived from a locally developed, coordinated public transit-human services transportation plan (HSTP). In the rural areas of Illinois, the Division has developed 11 regions each staffed with an HSTP Regional Coordinator (see pages 44 and 45). In the urban downstate areas the Metropolitan Planning Organization (MPO) is the HSTP agency (see page 41), AND IN NORTHEASTERN IL. REGION (SIX COUNTIES - URBANIZED AREA 2) THE CONTACT IS THE ILLINOIS DEPARTMENT OF TRANSPORTATION - DIVISION OF PUBLIC & INTERMODAL TRANSPORTATION. All Section 5310 applicants should be actively involved in the development of these plans, and each Section 5310 application will need to be endorsed by their respective HSTP local transportation planning committee/urbanized area coordination offices in order to be considered for funding by the Division.

## APPLICATION SUBMITTAL AND REVIEW PROCESS

**1a. Agencies Outside of Northeastern Illinois:** In order to meet the federal coordination requirements identified above, all Section 5310 applicants will need to submit their application to their local HSTP office for initial review. While the applications will not be formally scored by the HSTP offices, that will continue to be done by the Division, the role of the HSTP offices will be to ensure that the agency submitting the application has been a active player in the local service coordination process and that the services provided by the application meet the service needs and goals as identified in locally derived HSTP plan. Each HSTP office will send all the Section 5310 applications to the Division of Public & Intermodal Transportation (DOIT) once they have completed their local compliance review.

**1b. NORTHEASTERN ILLINOIS AGENCIES ONLY (six county area). Please mail your applications directly to: Mr. Chuck Kadlec, CVP PROGRAM MANAGER, Illinois Department of Transportation, Division of Public & Intermodal Transportation, J.R. Thompson Center, 100 West Randolph, Suite 6-600, Chicago, IL. 60601**

**2.** The DPIT will acknowledge receipt of your application by e-mail, following a preliminary review of required submittals. The acknowledgement will advise your contact of any missing or supplemental information required for full review. **Remember Note any missing or delayed items or required documentation at submission.** The Division may require additional information during the full review. Only when all information needed for full evaluation has been received, will the full review be completed. Your projects will be judged on: consistency with program goals and objectives, meeting public or special transportation needs, regional coordination efforts, ability to meet federal and state program requirements, and funding availability. The acknowledgement ensures Division review of your application, though it does not ensure approval of the project. The Division considers that the submission represents the applicant's intent to undertake or continue the proposed transportation project promptly, with the receipt of the approved vehicle.

**3.** When final review of the application is complete, the Division will make its recommendation to the Governor. Following his approval, vehicles will be ordered and grant contracts forwarded to you for signature. When both copies are returned, the agreement will be executed and dated at the Division. Only then can we deliver vehicles. The Division, on behalf of the grantees, develops the vehicle specifications, purchases the vehicles, and assures that the procurement conforms to all state and federal requirements. This constitutes the Consolidated Vehicle Procurement process.

## **PLEASE NOTE:**

### **SUBMITTAL INSTRUCTIONS BY REGION**

#### **DOWNSTATE RURAL AREAS**

- 1) ALL AGENCIES SERVING RURAL AREAS MUST SEND THEIR APPLICATIONS TO THE HSTP REGIONAL OFFICE LISTED ON PAGE 44, BY JUNE 30, 2009 BY 4:30 P.M.; (SEE MAP ON PAGE 45 TO DETERMINE THE OFFICE YOU WILL BE COORDINATING YOUR APPLICATION WITH).**

#### **DOWNSTATE URBAN AREAS**

- 2) ALL AGENCIES SERVING DOWNSTATE URBAN AREAS MUST SEND THEIR APPLICATIONS TO THE URBAN AREA HSTP PLANNING OFFICES, BY JUNE 30, 2009 BY 4:30 P.M.; (SEE COORDINATION OFFICE CONTACTS AND ADDRESSES ON PAGE 41).**

#### **NORTHEASTERN ILLINOIS (URBANIZED AREA 2)**

- 3) ALL AGENCIES SERVING THE SIX COUNTY REGION THAT INCLUDES THE COUNTIES OF COOK, LAKE, WILL, DUPAGE, MCHENRY, AND KANE MUST SEND THEIR APPLICATIONS TO THE ILLINOIS DEPARTMENT OF TRANSPORTATION, DIVISION OF PUBLIC & INTERMODAL TRANSPORTATION, BY JUNE 30, 2009 BY 4:30 P.M.; (SEE CONTACT NAME AND MAILING ADDRESS BELOW).**

**FOR INFORMATIONAL MEETING CLASSES –  
RESERVATION REQUEST FORM SEE PAGE 57**

If you have any questions or need additional information, contact:

Mr. Chuck Kadlec  
CVP PROGRAM MANAGER  
Illinois Department of Transportation, Division of Public & Intermodal Transportation  
J.R. Thompson Center, 100 West Randolph, Suite 6-600  
Chicago, IL. 60601  
Phone: 312-793-2184; Fax: 312-793-1251  
Email: charles.kadlec@illinois.gov

**PART I  
REQUIRED SUBMITTALS  
MUST BE COMPLETED BY ALL APPLICANTS**

Applicant Name Franklin County Senior Services
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Use this matrix (A) and checklist (B) to help you meet all submission requirements of the application process.

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											A	B	C	MPO	
Non-Profit Non-Governmental Agency (5310)	X	X	X	X	X	X	X(b)	X	X	X	X	X	X	X (c)	Optional
Federal Section 5311 Grantee	X	X					X(b)				X(a)	X	X		Optional
IDOT-Certified Public Body (CPB)	X	X	X	X	X(a)	X	X(b)		X	X	X	X	X	X (c)	Optional

(a) This data not required if applicant agency has included with another grant application for FY08 funding.

(b) This information is required ONLY if you are applying for a vehicle for new or expanded service.

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ITEM	ENCLOSED
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• Part III Vehicle Request Form and Budget (pages 6-7)	✓
• Part IV Project Justification (if applicable, page 8)	✓
• Part V Applicant's Current Services and Experience (if applicable, pages 9-11)	✓
• Part VI Fleet Control and Maintenance (if applicable, page 12)	✓
• Part VII Driver Training (if applicable, page 13)	✓
• Part VIII Proposing New or Expanded Service (pages 14 & 15)	NA
• Part IX Formal Coordination Efforts (if applicable, page 16 & 17)	NA
• Part X Financial Plan (if applicable, pages 18 & 19)	✓
• <b>Part XI HSTP Review (To Be Completed only by Northeastern Illinois Applicants-Urbanized Area 2-- Cook, Lake, DuPage, Kane, Will &amp; McHenry Counties ) (page 20)</b>	NA
• Appendix A FTA & IDOT Joint Certifications Assurances (pp. 22-32) signed by Official Representative (page 24),	✓
• 2nd- Signed and dated Attorney's Affirmation (page 23)	NA
• Appendix B Public hearing: Published notice, hearing report and public comments (page 33)	
• Appendix C Executed Board Resolution authorizing applicant's Official Representative (page 34)	✓
• Appendix D Application Preparation Guidance (pages 35-45)	Retain
• Appendix E Paratransit Vehicle Catalog (pages 46-56)	Retain
• Letter from MPO placing project in TIP (not applicable in Cook, Lake, DuPage, Kane, Will and McHenry Counties, or any non-urbanized area)	NA
• Letter of support from Certified Public Provider or local Transit Authority (if applicable)	NA
• Letters of Support from local Legislators, others (not a requirement)	NA

**Note: When submitting your application:** (1) **Remove:** instructions, vehicle catalog, other guidance (D) and informational material; (2) **Include this Checklist** (Indicate any missing items, noting whether pending, subject to third party submittal /approval, or delayed, and when expected.); and (3) Refer to all enclosed support materials.

**PART II  
 PARATRANSIT VEHICLE INVENTORY  
 MUST BE COMPLETED BY ALL APPLICANTS**

Applicant Name  
 Franklin County Senior Services

**Applicant's Current Paratransit Vehicle Inventory** (attach additional pages if necessary)

Examples:

96 Braun R-Roof Van IFDX0034586IL01 172,000 / 189,000 8 / N L 1995 N  
 92 EIDorado Med. Duty IBB01083589IL18 183,500/ 208,000 14 / Y O 1999 Y- #2121

Yr.	Manufacturer	Type	VIN (Vehicle Identification Number)	Odometer Reading (miles) 1/1/2008 -12/31/08		# OF Seats/ ADA:Y/N	1 <sup>st</sup> Year (O)Owned (L)Leased	IDOT Funded Vehicle? Contract #
98	Dodge	Mini	1B4GP44GXWB726306	111529	131250	4 / Y	O 1998	?
99	Chrysler	MD	1BP4G44G7XB574583	228574	240475	7 / Y	O 1999	Y-2883
00	Ford	R	1FDXE45F6THB68710	28305	28305	15 / Y	O 2000	Y-3009
02	Ford	R	1FDWE35L32HB40768	24812	27674	12 / Y	O 2002	Y-3198
02	Chevy	MD	1GNDX03E02D311936	65626	83611	7 / Y	O 2002	122CVP
						/		
						/		
						/		

## PART III VEHICLE REQUEST FORM & BUDGET MUST BE COMPLETED BY ALL APPLICANTS

**NOTE: Attach one (1) completed copy of this form for EACH vehicle requested**

<b>A. Applicant Agency Name</b>  Franklin County Senior Services	Form <u>  1  </u> of <u>  2  </u> , (1 of 1 etc.)
--	---

**B. Vehicle Type Requested: Use the vehicle catalog to select the unit type to meet your passengers' needs:**

- Mini-Van w/ramp (2 wheelchairs/5 passengers)
- Light Duty Paratransit w/lift (3 wheelchairs/ 12 passengers)
- Medium Duty Paratransit w/lift (5 wheelchairs/ 14 passengers)
- Super Medium Duty Paratransit w/lift (5 wheelchairs/ 22 pass.) Requires extensive justification, well documented requirements, up-to-date detail of on-site maintenance capability and large client base experience and needs.

**C. Category of Request (Check appropriate category)**

- Replacement of owned vehicle
- Replacement of leased vehicle
- Service Expansion (see p.14)
- New Service (see p. 14)

**D. Vehicle Request Priority (among all vehicle request forms submitted)**

Based on needs, the requested vehicle on **this** form is to be considered for funding (1<sup>st</sup>, 2<sup>nd</sup>, etc.)   1st  .  
**Note: No two requested vehicles may have the same priority ranking.**

**E. Vehicle Replacement Criteria (enclose all justification/documentation)**

To be eligible current vehicles must meet Criteria 1 or 2 AT TIME OF APPLICATION.

TYPE	CRITERIA 1	CRITERIA 2
Autos/Mini-Vans/Raised Roof Vans	95,000 Miles	<b>OR</b> 5 yrs, in documented unsafe & poor operating condition
Light Duty Paratransit Vehicle (10-12 pass)	95,000 Miles	<b>OR</b> 6 yrs, in documented unsafe & poor operating condition
Medium Duty Paratransit/School Bus (13-16 pass)	120,000 Miles	<b>OR</b> 8 yrs, in documented unsafe & poor operating condition
Super Medium Duty Paratransit Vehicle (>16 pass)	180,000 Miles	<b>OR</b> 9 yrs, in documented unsafe & poor operating condition
Heavy Duty Transit Vehicle (>30 pass)	280,000 Miles	<b>OR</b> 10 yrs, in documented unsafe & poor operating condition

• Any 1991 or 1993 MST heavy-duty vehicle regardless of mileage or condition.

**F. Please provide Replacement Vehicle Identification Information for the vehicle being replaced:**

Yr.	Manufacturer	Type	Date/Mileage	(if applicable) VIN # IDOT Contract #
98	Dodge	Mini	12/08 131250	1B4GP44GXWB726306

**CRITERIA FOR DISPOSAL OF IDOT FUNDED VEHICLES:** General: Consumer Vans, RR or Mini – 120,000 miles; Light Duty- 120,000 miles; Medium Duty Vehicles – 150,000 miles; Super Medium – 200,000 miles; Heavy Duty Transit Vehicle – 300,000 miles. Any questions: Contact the Program Manager at IDOT.

**PART III**  
**VEHICLE REQUEST FORM & BUDGET**  
**MUST BE COMPLETED BY ALL APPLICANTS**

*NOTE: Attach one (1) completed copy of this form for EACH vehicle requested*

**A. Applicant Agency Name**

Franklin County Senior Services

Form 2 of 2, (1 of 1 etc.)

**B. Vehicle Type Requested: Use the vehicle catalog to select the unit type to meet your passengers' needs:**

- Mini-Van w/ramp (2 wheelchairs/5 passengers)
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- Replacement of owned vehicle
- Replacement of leased vehicle
- Service Expansion (see p.14)
- New Service (see p. 14)

**D. Vehicle Request Priority (among all vehicle request forms submitted)**

Based on needs, the requested vehicle on this form is to be considered for funding (1<sup>st</sup>, 2<sup>nd</sup>, etc.) 2nd.

**Note: No two requested vehicles may have the same priority ranking.**

**E. Vehicle Replacement Criteria (enclose all justification/documentation)**

To be eligible current vehicles must meet Criteria 1 or 2 AT TIME OF APPLICATION.

TYPE	CRITERIA 1	CRITERIA 2
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• Any 1991 or 1993 MST heavy-duty vehicle regardless of mileage or condition.

**F. Please provide Replacement Vehicle Identification Information for the vehicle being replaced:**

Yr.	Manufacturer	Type	Date/Mileage	(if applicable) VIN # IDOT Contract #
99	Chrysler	MD	12/08 240475	1BP4G44G7XB574583

**CRITERIA FOR DISPOSAL OF IDOT FUNDED VEHICLES:** General: Consumer Vans, RR or Mini – 120,000 miles; Light Duty- 120,000 miles; Medium Duty Vehicles – 150,000 miles; Super Medium – 200,000 miles; Heavy Duty Transit Vehicle – 300,000 miles. Any questions: Contact the Program Manager at IDOT.



## ESTIMATED PROJECT BUDGET MUST BE COMPLETED BY ALL APPLICANTS

<b>G. Estimated CVP Budget</b>							
Vehicle Type	Capacity (Approx.)	Requested Number of Units			Line Total (a)+(b)+(c)  (d)	Estimated Unit Cost  (e)	Estimated Total Cost Line Total x Unit Cost
		Replace- ment  (a)	Expansion  (b)	New  (c)			(d) x (e)
Mini-Van Paratransit (w/ ramp)                      MV	6 pass.	1				\$36,000	\$36,000
Light Duty Paratransit Vehicle (w/lift)                              LD	12 pass.	1				\$52,000	\$52,000
Medium Duty Paratransit Vehicle (w/lift)                      MD	14 pass.					\$59,000	\$
Super Medium Duty Para- Transit Vehicle (w/lift)              SMD	22 pass.					\$94,000	\$

**Total CVP Request: \$ 88,000**

**Comments:**

## PART IV

### PROJECT JUSTIFICATION

MUST BE COMPLETED BY ALL NON-PROFIT AND IDOT-CERTIFIED PUBLIC BODY APPLICANTS

Applicant Name

Franklin County Senior Services

#### Project Justification

1. Describe the transportation program and needs of individuals in your current/proposed service area.
2. Identify how these needs are currently not being met.
3. Explain how the current transportation program will change if this grant is not approved.

Project justification focuses within the context of socio-economic and service benefits within your geographic area, with appropriate transportation of the disabled, disadvantaged, and other clients in need. Approval of this grant depends upon demonstrated need and a developed, well-managed program; and subsequent DIVISION concurrence with applicant's position that other local transportation services are insufficient, inappropriate, or unavailable.

Add extra sheets as needed to provide all support detail.

Franklin County Senior Services, Inc., provides transportation services to all of Franklin County. This includes much needed transportation for medical appointments, dialysis, getting food, and other activities needed by the low income minority population in the County. The vans being replaced have in excess of 120,000 miles and are in disrepair. In fact, the vans are being used less and less due to their state of disrepair. We believe their useful life within the transit program is virtually over. Should the vans not be replaced, it would be necessary for us to refuse service at some point the users of the transit system.

## PART V

### APPLICANT'S CURRENT SERVICES & EXPERIENCE MUST BE COMPLETED BY ALL 5310 & CPB (CERTIFIED PUBLIC BODY APPLICANTS) (Includes Sections A through F)

Applicant Name Franklin County Senior Services
---

**A. Geographic Area Served**

List the Cities, Towns, Counties and workplaces, etc. of clients served by your current transportation program. Include a map showing the service area if you feel it would help our understanding.

All of Franklin County

**B. Service Area Population Information**

Use 2000 census data.

- |  |       |
|--|-------|
| 1. Total Population of your Current Service Area | 39018 |
| 2. Elderly (60+) Population of Service Area      | 9263  |
| 3. Disabled Population of Service Area           | 3125  |

**C. Service to Minority Group Persons**

Please indicate in the table below the number and percentage of minority group persons in your transportation service area and the number and percentage of estimated riders of your service in each minority group.

Racial/Ethnic Group	Service Area		Applicant's Client Population	
	Total	% of Total	Total	% of Total
American Indian/Alaskan Native				
Asian/Pacific Islander				
Black	78	.2	19	.2
Hispanic	234	.6	56	.6
White	38316	98.2	9096	98.2
Other	390	1.0	93	1.0
<b>TOTAL (match B-1 above).</b>	39018	100 %	9263	100 %

Applicant Name  
Franklin County Senior Services

**D. Detailed Description of Applicant's Current Services and Experience**

Briefly describe your organization's:

- primary services
- transportation program
- number of years providing these services

Especially note the agency's transportation service for persons with disabilities, seniors, or other eligibility to receive transportation service. Attach extra pages if necessary.

The major clientele of the transit system are seniors 60 years of age and older. Other significant clientele include those with disabilities such as dialysis patients and others needing recurring medical care. Other trips include those for nutrition, shopping, and physical fitness programs. Services are made available to all Franklin County residents based on availability of vans and need. Franklin County Senior Services, Inc. has performed these services in excess of 25 years.

E. A) 2008 Annual Certification was submitted FOR IDOT FUNDED VEHICLES in YOUR FLEET?   6  / 30 / 08 ,  
Or B) No IDOT Funded Vehicle was owned in 2008 \_\_\_\_\_

**F. Table I. Transportation Program Employees and Staffing**

Use the table below to show the number of paid employees and/or volunteers used in the operation of your transportation service for a typical week in the most recent operating year. Provide the total hours, by day of the week, worked by all employees/volunteers.

Example: If a bookkeeper works on the transportation program 1 hour each weekday (on average), show 1 on the table, in column 'A' and for or each day insert 1(one) hour, 2 (two) hours etc.

Staff	'A' # Staff	Total # of Hours Worked by Transportation Staff by Day						
		Mon.	Tues.	Wed	Thurs.	Fri.	Sat	Sun
Paid Drivers	6	5	5	5	5	5		
Volunteer Drivers								
Reservationists/ In-house Staff, Maint.								
Administrative Staff	3	1	1	1	1	1		
<b>TOTALS</b>	9	6	6	6	6	6		
Total # of vehicles in use	XXXXXX	4	4	4	4	4		

Applicant Name  
Franklin County Senior Services

**Table II. Current Transportation Service Information**

**THIS TABLE IS VERY IMPORTANT!! PLEASE READ IT CAREFULLY AND FILL IT OUT COMPLETELY.**

Please provide the following transportation service data for your most recent year (either calendar or fiscal) of operation.

Indicate that data is for the annual period, from 10/1 to 9/30

**Section 5311 Applicants need only fill out the lower portion of this Table**

<i>Individual Clients Served</i>	Annual Total
Elderly Riders without Disabilities	<u>6138</u>
Elderly Riders with Disabilities	<u>3125</u>
Non-Elderly Riders with Disabilities	<u>          </u>
Other Riders, including general public	<u>          </u>
<b>TOTAL CLIENTS SERVED (Must match p.9)</b>	<b><u>9263</u></b>

Number of *one-way Passenger Trips* by Trip Purpose

*(Examples:*

*Transport one client to a medical appointment and return home, count this as two (2) one-way passenger trips.*

*Transport a client to a doctor, then to a pharmacy, then home; is counted for three (3) such passenger trips.*

*If the agency takes 10 clients for a meal at a nutrition center, and takes those 10 clients back home, Counts as 20 one-way passenger trips.*

	Estimated Annual Total
Medical Trips	<u>5415</u>
Work Trips	<u>          </u>
Education Trips	<u>          </u>
Nutrition Trips	<u>7021</u>
Shopping Trips	<u>213</u>
Social/Recreational Trips	<u>          </u>
Other Trips	<u>          </u>
<b>TOTAL ONE-WAY PASSENGER-TRIPS PER YEAR</b>	<b><u>12649</u></b>
Average number of vehicles used on a daily basis to provide this service	<u>4</u>

# PART VI

## FLEET CONTROL and MAINTENANCE

### MUST BE COMPLETED BY ALL 5310 & CPB APPLICANTS

Applicant Name  
Franklin County Senior Services

**A. Fleet Control**

Do you maintain an individual vehicle file folder/book for each vehicle in the fleet? Y\_X\_N \_\_\_

Does the file include (Check all that apply)

COPIES of: Vehicle Title\_X\_, Warranties\_X\_, Insurance policy card\_X\_, Vendor Contact Information\_X\_

Copies of repair orders, with reports on inspection/notification forms, with date resolved\_\_\_,

All warranty claims\_X\_

Details on any malfunctions of ADA/lift equipment?\_X\_

Do you keep on file the last 6 months of drivers' daily pre- and post trip vehicle inspections? Y\_X\_N \_\_\_

(Please Attach examples). Note: It is a Federal Motor Carrier Safety Requirement per Section 396.11 'Driver vehicle inspection report(s)', (including certification of repairs and the certification of drivers' review) that inspection reports are kept on file at the primary place of dispatch for a period of 3 (three) months.

Do you have operating/repair manuals for all fleet vehicles? Y\_X\_N \_\_\_.

Do you have repair manuals for all ADA equipment? Y\_X\_N \_\_\_

If not, when did you contact the vendor to get them?

Are agency vehicles kept in a garage? Y\_\_\_ N\_X\_ If outside, is storage area secured? Y\_\_ N\_X\_

Describe any off-site vehicle storage area (location, condition, security, etc.)\_Next to police station\_\_\_\_\_

Do you have a Long Term Vehicle Replacement Plan? Y\_\_\_ N\_X\_

Do you maintain and regularly update Fleet Condition Reports? Y\_X\_N \_\_\_

**B. Maintenance**

Does your agency have a current written maintenance policy? Y\_\_\_ N \_\_\_.

If yes, please include sample documentation. (e.g. Maintenance; Administration, Policy, Agency Authorization).

Do you perform preventative scheduled maintenance for all vehicles? (Attach any examples). Y\_X\_N \_\_\_

Do you perform inspection and manually operate/ check all ADA and access equipment? Y\_X\_N \_\_\_

Do you file all repairs (including routine maintenance) or adjustment advisories/orders? Y\_X\_N \_\_\_

Do you keep records of all vehicle inspections? (attach an example) Y\_X\_N \_\_\_

How long do you keep vehicle inspection records on file? \_6\_ mos. \_\_\_ years \_\_\_ (6 months recommended)

Do you track and file vehicle repair histories for each vehicle? Y\_X\_N \_\_\_

Who (Name & Title) is responsible for Agency vehicle maintenance program?

\_\_\_Zane Garner, Nutrition Director\_\_\_\_\_

Who (Name & Title) is responsible for major repairs? \_\_\_Ruby Melvin, Executive Director\_\_\_\_\_

Does management review repairs and inspection results? \_Y\_\_\_ N \_\_\_

Please List any/all outside contractor/service shops; and describe any specialty training: \_\_\_\_\_

\_\_\_Speed Lube, Certified Mechanics\_\_\_\_\_

Is the shop experienced in servicing the type of vehicle(s) being applied for? Y\_X\_N \_\_\_

Is ALL ADA equipment operational? Y\_X\_N \_\_\_ Any repair delays? (if in-operable, give details)\_\_\_\_\_

Name & Address of shop certified in servicing the ADA equipment offered: Name:\_\_\_NA\_\_\_\_\_

Address\_\_\_\_\_

Do you have any major outstanding vehicle or accessory warranty or repair issues? Y\_\_\_N\_X\_

If yes, provide a copy of your warranty claim procedures with an example document.

**PART VII  
TRANSPORTATION TRAINING  
MUST BE COMPLETED BY ALL APPLICANTS**

Applicant Name Franklin County Senior Services
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**Driver/Dispatch Training is vital and necessary.**

Include and/or describe your formal driver training policy, programs, your training administration procedures and the name and title of the designated trainer.

**With your published policy statement on training and orientation**, provide documentation/ an example of:

- 1) Your training master plan/outline, and
- 2) a current training schedule, and
- 3) an Individual Personnel Training record, etc.

Do you maintain individual Driver Files? Y\_X\_N\_\_  
 Does each driver's file reflect training, licensing, achievements, etc.? Y\_X\_N\_\_

Are all drivers formally trained in the following core passenger transport subjects?  
 Client Assistance Y\_X\_N\_\_, Defensive Driving Y\_X\_N\_\_, Emergency Procedures Y\_X\_N\_\_,

Do you provide to the drivers:  
 Special Passenger Care Training Y\_X\_N\_\_, Emergency Local Contacts and Resources Y\_X\_N\_\_  
 C.P.R. Training Y\_X\_N\_\_, Emergency Response Training Y\_X\_N\_\_

If NO to **any** of the above, please explain, or note alternative training plans, programs and schedules.

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Please list any other formal course(s) offered by or through the agency for drivers/dispatchers:

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Do you offer regular updates/refreshers? Y\_X\_N\_\_  
 What is your normal Training cycle?  
 Annual

Do you include Dispatchers in vehicle orientation? Y\_\_N\_X\_\_  
 Do you include occasional drivers, or people with other specialties? Y\_\_N\_X\_\_

Does your formal training include: ADA policy as it applies to your clients Y\_X\_N\_\_  
 Operation of access equipment (including manual lift operation and cautions)? Y\_X\_N\_\_  
 Formal vehicle and accessory orientation? Y\_X\_N\_\_  
 Route or territory orientation? Y\_X\_N\_\_

Do you use 'on-the-road' communications with drivers? Y\_\_N\_X\_ Define: \_\_\_\_\_

Applicant Name  
Franklin County Senior Services

**PART IX**  
**COORDINATION EFFORTS**  
**THIS PART MUST BE COMPLETED BY ALL NON-PROFIT APPLICANTS**

**A. COORDINATION with ALL Other Available Transportation Services in your service area**

Coordination between transportation services is vital to Client Service and the most effective use of paratransit vehicles. Agencies receiving federal and state grants must contact and coordinate with all other services in their geographic service area to assure the most beneficial services to those in need.

List in the table below ALL other public and non-profit transportation services for the general public, elderly persons and persons with disabilities operating your current or proposed service area.

Agency/Provider	Phone #	Days	Hours	Type of Service	FollowUp?
NA There are no other providers in the service area!					

As an applicant, you must notify each provider in writing, of your intent to apply for vehicle(s) under this program. Include copies of those letters and the replies with this application.

To complete your good faith effort to obtain a letter of support (or non-support) from each entity listed:

- Mail early to allow sufficient time for response.
- Plan for written or phone follow-up (which also must be documented to meet the minimum requirement for coordination).
- Note any comments or outline your coordination plan below.



**B. Local Coordination Activities with Existing Agencies Providing Transportation (add pages if necessary)**

Remember to document your efforts to generate written support from other agencies; and show the work done to develop a coordinated service plan with other local agencies. Include communications with agencies serving like-client needs in your service area, as well as those listed in the table above - especially if they are IDOT-funded transit authorities, currently recognized IDOT-Certified Public Providers (CPPs), or agencies who currently operate IDOT program vehicles.

Seek to determine if your clients' transportation needs could be met through accommodation with these existing services, to add capacity and ensure maximum vehicle utilization.

Please describe existing and proposed group efforts in your area, and the participating agencies. A current list of Certified Public Providers is provided in Appendix D (page39). You must detail why you feel a separate service is needed in that same service area. Just be sure to include any letters of support from other local agencies or specialized service providers.

(NOTE: If you are in the Chicago Metropolitan area, letters of support are required from PACE as applicable to your location.)

**C. HSTP Endorsement**

As part of the federal government's human services coordination initiative, all Section 5310 recipients must certify that projects are derived from a locally developed, coordinated public transit-human services transportation plan (HSTP). In the rural areas of Illinois, the Division has developed 11 regions each staffed with an HSTP Regional Coordinator (see pages 44 and 45). In the urban areas the Metropolitan Planning Organization (MPO) is the HSTP agency (see page 41 ). All Section 5310 applicants **OUTSIDE** Northeastern Illinois area should be actively involved in the development of these plans, and each Section 5310 application will need to be endorsed by their respective HSTP local transportation planning committee in order to be considered for funding by the Division.

**For applicants FROM Northeastern Illinois  
(Urbanized Area 2 Chicago/six county area)  
Part XI on page 20 must be filled out in order  
to be considered for endorsement.**

Applicant Name  
Franklin County Senior Services

## PART X

### PARATRANSIT SERVICE FINANCIAL PLAN

THIS PART MUST BE COMPLETED BY NON-PROFIT AND IDOT CERTIFIED PUBLIC BODY APPLICANTS.

A. Please detail the expenses and revenues associated with funding your transportation services by service type. Show, under B. on page 19, your ability to match federal funds if necessary for the grant; and manage the capital asset. Refer to Appendix D for further guidance on completing this part.

Applicant's Fiscal Year Budget Period \_\_\_\_\_ to \_\_\_\_\_

**PLEASE NOTE: TOTAL REVENUES SHOULD EQUAL TOTAL EXPENSES**

SERVICE TYPE  Activity/Line-Item	Replacement or Service Expansion Requests		NEW SERVICE Request
	Actual Spending for your Transportation Operation Previous 12 mos. (Calendar or Fiscal)	Projected Annual Budget for next 12 month period for Transportation Operations	Projected Annual Budget for next 12 month period, for All Transportation Operations
<b>Revenues:</b>			
Passenger Fares			
Operating Income from Service Contracts (see section B on next page)	16045	17000	
Operating Income from other Grants (see section B on next page)			
Donations	1702	2000	
General agency funds	11986	10200	
Other			
<b>Total Revenues (should equal expenses)</b>	29733	29200	
<b>Expenses – Operations</b>			
Driver Salaries and Fringe Benefits	10676	11000	
Dispatch/Supervisor Salaries and Fringe Benefits			
Maintenance (Parts and Labor)	3807	4000	
Materials and Supplies			
Fuel, Oil, Tires	10250	9200	
Insurance	2500	2500	
Vehicle Storage			
Other			
<b>Expenses – Administration</b>			
Management Salaries and Fringe	1500	1500	
Clerical/Bookkeeping Wages	1000	1000	
Rent, Utilities, Taxes			
Marketing /Promotion/Driver Training costs			
Other			
<b>Total Expenses (should equal revenues)</b>	29733	29200	

Applicant Name  
Franklin County Senior Services

**B. Funding Sources**

In the table below, please identify the specific sources of revenue income from "Service Contracts" and "other Grants" included in the budget table above.

Service Contracts: are contracts the applicant has with other "for profit" or "non-profit" organizations to provide transportation service for specific activities (work, shopping, nutrition programs, medical, etc.).

Other Grants: these are grants that the applicant receives to provide transportation service for specific activities (from Area Agency on Aging, Medicare, etc.).

Funding Sources:	Replacement or Service Expansion Requests		NEW SERVICE or New/Requested Vehicle(s)
	Actual Revenue for previous year for Transportation Services	Projected Annual Revenues for 12 month period for Transportation Services	Projected Annual Revenues for next 12 month period for All Transportation Services
<b>Service Contract Funding:</b>			
EAAA	16045	17000	
<b>Other Grant Funding:</b>			

Please offer any additional financial detail, future plans, or special direction that could assist in evaluating the application.

# APPENDICES

**Appendix A**  
**ILLINOIS DEPARTMENT OF TRANSPORTATION (“IDOT”)**  
**AND FEDERAL TRANSIT ADMINISTRATION (“FTA”)**  
**ASSISTANCE PROGRAMS**  
**JOINT CERTIFICATIONS AND ASSURANCES FOR APPLICANTS**

Name of Applicant Franklin County Senior Services
--

**This Appendix must be completed by all Non-Profit and IDOT Certified Public Body Applicants**

By signing the attached AFFIRMATION OF APPLICANT'S ATTORNEY and JOINT CERTIFICATIONS AND ASSURANCES FOR IDOT & FTA PROGRAMS, the Applicant agrees to comply with the following applicable requirements (attached) of IDOT and FTA Assurance Programs Joint Certifications and Assurances for Grantees:

CERTIFICATION	CVP APPLICATION
1. Certifications and Assurances Required of each Applicant	Applicable
2. Lobbying Certification (if application is for more than \$100,000)	Applicable
3. Certification for Effects on Private Mass Transportation Companies	Applicable (for public bodies only)
4. Public Hearing Certification for Major Projects with substantial Impacts	Not Applicable
5. Certification for Acquisition of Rolling Stock	Not Applicable
6. Bus Testing Certifications	Not Applicable
7. Charter Service Agreement	Not Applicable (for 5310 Applicants)
8. School Transportation Agreement	Applicable
9. Certification for Demand Responsive Service	Not Applicable (for 5310 Applicants)
10. Alcohol Misuse and Prohibited Drug Use Certifications	Not Applicable (for 5310 Applicants)
11. Certification for Interest or Other Financing Costs	Not Applicable
12. Intelligent Transportation System Program Assurance	Not Applicable
13. Certifications and Assurances For The Urbanized Area Formula Program, The JARC Program and Clean Fuels Formula Program	Not Applicable
14. Certifications and Assurances for the Elderly and Persons With Disabilities Program	Applicable
15. Certifications and Assurances for the Nonurbanized Area Formula Program	Not Applicable (for 5310 Applicants)
16. Certifications and Assurances for the State Infrastructure Bank Program	Not Applicable

**The attached signature pages (Applicant and Applicant's attorney) must be appropriately completed and signed where indicated.**

AFFIRMATION OF APPLICANT'S ATTORNEY

For \_\_\_\_\_ Franklin County Senior Services \_\_\_\_\_  
(Name of Applicant)

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under state and local law to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the certifications and assurances have been legally made and constitute legal and binding obligations on the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or threatened that might adversely affect the validity of these certifications and assurances, or of the performance of the project.

\_\_\_\_\_  
Signature of Applicant's Attorney

\_\_\_\_\_  
Date at Signature

\_\_\_\_\_  
Print Name of Applicant's Attorney  
ARDC Registration Number

NA      We don't have an attorney!

JOINT CERTIFICATION AND ASSURANCES FOR IDOT & FTA PROGRAMS

Please Print or Type: Name of Applicant/Agency: Franklin County Senior Services

Name and Relationship of Board Authorized Representative: Ruby Melvin, Executive Director

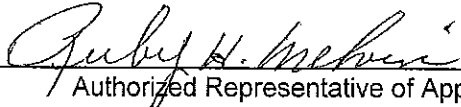
BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all State and Federal statutes, regulations, executive orders, and Federal requirements applicable to each application it makes to the Federal Transit Administration (FTA) and/or the Illinois Department of Transportation (IDOT) in Federal Fiscal Year 2009.

IDOT and the FTA intend that the certifications and assurances in Appendix A, should apply, as required, to each project for which the Applicant seeks now, or may later seek, FTA or IDOT assistance during Federal Fiscal Year 2009.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document, and any other submission made to FTA or IDOT, and acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801, *et seq.*, and implemented by U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR. part 31 apply to any certification, assurance or submission made to IDOT or FTA. The criminal fraud provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with the Urbanized Area Formula Program, 49 U.S.C. 5307, and may apply to any other certification, assurance, or submission made in connection with any program administered by FTA or IDOT.

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Date: 6/23/09

  
Authorized Representative of Applicant

## **1. CERTIFICATIONS AND ASSURANCES REQUIRED OF APPLICANT**

### **A. Authority of Applicant and Its Representative**

The authorized representative of the Applicant and legal counsel who sign these certifications, assurances, and agreements attest that both the Applicant and its authorized representative have adequate authority under state and local law and the by-laws or internal rules of the Applicant organization to:

- (1) Execute and file the applications for federal assistance on behalf of the Applicant,
- (2) Execute and file the required certifications, assurances, and agreements on behalf of the Applicant binding the Applicant, and
- (3) Execute grant and cooperative agreements with FTA or IDOT on behalf of the Applicant.

### **B. Standard Assurances**

The Applicant assures that it will comply with all applicable state & federal statutes, regulations, executive orders, FTA circulars, and other federal administrative requirements in carrying out any grant or cooperative agreement awarded by FTA. The Applicant acknowledges that it is under a continuing obligation to comply with the terms and conditions of the grant or cooperative agreement issued for its approved Project with IDOT or FTA. The Applicant understands that federal laws, regulations, policies, and administrative practices might be modified from time to time and affect the implementation of the Project. The Applicant agrees that the most recent state & federal requirements will apply to the Project, unless IDOT or FTA issues a written determination otherwise.

### **C. Debarment Suspension and Other Responsibility Matters Primary Covered Transactions**

Until new federal debarment and suspension regulations are promulgated that discontinue the current requirement for the Debarment and Suspension Certification and in accordance with U.S. Department of Transportation (U.S. DOT) regulations on Governmentwide Debarment and Suspension (Nonprocurement) at 49 CFR Part 29.510, the Applicant certifies to the best of its knowledge and belief, that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (2) Have not within a three-year period preceding this Certification been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally charged or by civil action by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (2) of this certification; and,
- (4) Have not within a three year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

The Applicant certifies that if it becomes aware of any later information that contradicts the statements in paragraphs (1) through (4) above, it will promptly inform IDOT. Should the Applicant be unable to certify to statements set forth in paragraphs (1) through (4) above, it shall so acknowledge with its signature and provide a written explanation to IDOT.

### **D. Drug-Free Workplace Certification**

Until new U.S. DOT Drug-Free Workplace regulations that rescind the requirements for a Drug-Free Workplace certification are promulgated, and in accordance with Illinois and U.S. DOT regulations on Drug-Free Workplace Requirements (Grants) at 30 ILCS 580/1 et seq. and 49 CFR Part 29 at Subpart F, as amended by 41 U.S.C. Section 702, the Applicant certifies that it will provide a drug-free workplace by:

- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (2) Establishing an ongoing drug-free awareness program to inform employees about:
  - (a) the dangers of drug abuse in the workplace;
  - (b) the Applicant's policy of maintaining a drug-free workplace;
  - (c) any available drug counseling, rehabilitation, and employee assistance programs; and,
  - (d) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (3) Making it a requirement that each employee to be engaged in the performance of the grant or cooperative agreement be given a copy of the statement required by paragraph (1);



- (4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment financed with federal and state assistance provided by the grant or cooperative agreement, the employee will:
  - (a) abide by the terms of the statement, and
  - (b) notify the employer in writing of his or her conviction of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction.
- (5) Notifying IDOT in writing, within 10 calendar days after receiving notice under paragraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every project officer or other designee on whose project activity the convicted employee was working. Notice shall include the identification number(s) of each affected grant or cooperative agreement.
- (6) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (4)(b), with respect to any employee who is so convicted:
  - (a) taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (b) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6). The Applicant has or will provide to IDOT a list identifying its headquarters location and each workplace it maintains in which project activities supported by IDOT are conducted.

#### **E. Intergovernmental Review Assurance**

If required, the Applicant assures that each project application submitted to IDOT for assistance has been or will be submitted, as required by each state, for intergovernmental review to the appropriate state and local agencies. Specifically, the Applicant assures that it has fulfilled or will fulfill the obligations imposed on FTA by U.S. DOT regulations, "Intergovernmental Review of Department of Transportation Programs and Activities." 49 CFR Part 17.

#### **F. Nondiscrimination Assurance**

In accordance with 49 U.S.C. Section 5332, Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000d, and U.S. DOT regulations, "Nondiscrimination in Federally Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act," 49 CFR Part 21.7, the Applicant assures that it will comply with all requirements pursuant to 49 CFR Part 21; FTA Circular 4702.1, "Title VI Program Guidelines for Federal Transit Administration Recipients", and other applicable directives so that no person in the United States, on the basis of race, color, national origin, creed, sex, or age will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity (particularly in the level and quality of mass transportation services and mass transportation related benefits) for which the Applicant receives federal financial assistance from the U.S. DOT or FTA.

The Applicant assures that the project or program will be conducted, property acquisitions will be undertaken, and project equipment will be operated in compliance with all requirements of 49 CFR Part 21 and 49 U.S.C. Section 5332. The Applicant understands that this assurance extends to its entire facility and to equipment operated in connection with the Project.

The Applicant assures that it will take appropriate action to ensure that any transferee receiving property financed with federal assistance derived from U.S. DOT or FTA will comply with the provisions of 49 CFR Part 21 and 49 U.S.C. Section 5332. As required by 49 CFR Part 21.7(a)(2), the Applicant will include in each third party contract, subgrant, or sub-agreement appropriate clauses to impose the requirements of 49 CFR Part 21, and 49 U.S.C. Section 5332; and include appropriate provisions imposing those requirements in deeds and instruments recording the transfer of real property, structures, improvements.

The Applicant assures that it will promptly take the necessary actions to effectuate this assurance. In particular, the Applicant will notify the public that complaints pertaining to discrimination in the provision of mass transportation-related services or benefits may be filed with U.S. DOT or FTA. Upon request by U.S. DOT or FTA, the Applicant assures that it will submit the requisite information pertaining to its compliance with these requirements. The Applicant assures that it will make such changes in its 49 U.S.C. Section 5332 and Title VI implementing procedures as U.S. DOT or FTA may request.

## **G. Assurances of Nondiscrimination on the Basis of Disability**

As required by 49 U.S. C. 5332 and in accordance with U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 CFR Part 29, the Applicant assures that, as a condition to the approval or extension of any federal financial assistance from FTA or U.S. DOT to construct any facility, obtain any rolling stock or other equipment, undertake studies, conduct research, or to participate in or obtain any benefit from any program administered by FTA or IDOT, no otherwise qualified person with a disability shall be, solely by reason of that disability, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity receiving or benefiting from federal financial assistance administered by the FTA or IDOT or any entity within U.S. DOT.

Specifically, the Applicant assures it will implement any program or operate any facility so assisted in compliance with all applicable requirements imposed by U.S. DOT regulations implementing the Rehabilitation Act of 1973, as amended, 29 U.S.C. Section 794 et seq., and the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. Section 12101 et seq. and implementing U.S. DOT regulations, 49 CFR Parts 27, 37, and 38, as well as all applicable regulations and directives issued in accordance thereto by other federal departments or agencies.

## **H. Procurement Compliance**

The Applicant certifies that its procurements and procurement system that involved FTA assistance will comply with all applicable requirements imposed by federal and state laws, executive orders, or regulations and FTA directives (including the requirements of FTA Circular 4220.1E, "Third Party Contracting Guidelines," including any revisions thereto) and other requirements FTA may issue and any revisions thereto. The Applicant certifies that it will include in its contracts financed in whole or in part with FTA assistance all clauses required by federal and state laws, executive orders, or regulations, and will ensure that each subrecipient and contractor will also include in its subagreements and contracts financed in whole or in part with FTA assistance all applicable clauses required by federal laws, executive orders, or regulations.

## **I. Certifications Prescribed by the Office of Management and Budget (SF-424B and SF-424D)**

The Applicant certifies that it:

- (1) Has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project cost) to ensure proper planning, management, and completion of the project described in its application.
- (2) Will give FTA, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (3) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.
- (4) Will initiate and complete the work within the applicable project time periods following receipt of FTA approval.
- (5) Will comply with all statutes relating to nondiscrimination including, but not limited to:
  - (a) Title VI of the Civil Rights Act, 42 U.S.C. Section 2000d, which prohibits discrimination on the basis of race, color, or national origin;
  - (b) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. Sections 1681 through 1683, and 1685 through 1687, and U.S. DOT regulations, "Nondiscrimination of the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance," 49 CFR Part 25, which prohibits discrimination on the basis of sex;
  - (c) Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. Section 794, which prohibits discrimination on the basis of handicaps;
  - (d) The Age Discrimination Act of 1975, as amended, 42 U.S.C. Sections 6101 through 6107, which prohibit discrimination on the basis of age;
  - (e) The Drug Abuse Office and Treatment Act of 1972, Pub. L. 92-255, March 21, 1972, and amendments thereto, 21 U.S.C. Section 1174 et seq., relating to nondiscrimination on the basis of drug abuse;
  - (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention Act of 1970, Pub. L. 91-616, December 31, 1970, and amendments thereto, 42 U.S.C. Section 4581 et seq., relating to nondiscrimination on the basis of alcohol abuse or alcoholism;

- (g) The Public Health Service Act of 1912, as amended, 42 U.S.C. Sections 290dd-3 and 290ee-3, related to confidentiality of alcohol and drug abuse patient records;
  - (h) Title VIII of the Civil Rights Act, 42 U.S.C. Section 3601 et seq., relating to nondiscrimination in the sale, rental, or financing of housing;
  - (i) Any other nondiscrimination provisions in the specific statutes under which federal assistance for the project may be provided including, but not limited to 49 U.S.C. Section 5332, which prohibits discrimination on the basis of race, color, creed, national origin, sex, or age, and prohibits discrimination in employment or business or business opportunity, and section 1101(b) of the Transportation Equity Act for the 21st Century, 23 U.S.C. Section 101 note, which provides for participation of disadvantaged business enterprises in FTA programs; and
  - (j) The requirements of any other nondiscrimination statute(s) that may apply to the project.
- (6) Will comply, or has complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (Uniform Relocation Act) 42 U.S.C. Section 4601 et seq., which among other things, provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases. As required by U.S. DOT regulations, "Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs," at 49 CFR Part 24.4, and Sections 210 and 305 of the Uniform Relocation Act, 42 U.S.C. Sections 4630 and 4655, the Applicant assures that it has the requisite authority under applicable state and local law and will comply or has complied with the requirements of the Uniform Relocation Act, 42 U.S.C. Section 4601 et seq., and U.S. DOT regulations, "Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs," 49 CFR Part 24 and will comply with or has complied with that Act and those U.S. DOT implementing regulations, including, but not limited to the following:
- (a) The Applicant will adequately inform each affected person of the benefits, policies, and procedures provided for in 49 CFR Part 24;
  - (b) The Applicant will provide fair and reasonable relocation payments and assistance required by 42 U.S.C. Sections 4622, 4623, and 4624; 49 CFR Part 24; and any applicable FTA procedures, to or for families, individuals, partnerships, corporations or associations displaced as a result of any project financed with FTA assistance;
  - (c) The Applicant will provide relocation assistance programs offering the services described in 42 U.S.C. Section 4625 to such displaced families, individuals, partnerships, corporations or associations in the manner provided in 49 CFR Part 24 and FTA procedures;
  - (d) Within a reasonable time before displacement, the Applicant will make available comparable replacement dwellings to displaced families and individuals as required by 42 U.S.C. Section 4625(c)(3);
  - (e) The Applicant will carry out the relocation process in such a manner as to provide displaced persons with uniform and consistent services, and will make available replacement housing in the same range of choices with respect to such housing to all displaced persons regardless of race, color, religion, or national origin;
  - (f) In acquiring real property, the Applicant will be guided to the greatest extent practicable under state law, by the real property acquisition policies of 42 U.S.C. Sections 4651 and 4652;
  - (g) The Applicant will pay or reimburse property owners for necessary expenses as specified in 42 U.S.C. Sections 4653 and 4654, understanding that FTA will participate in the Applicant's costs of providing those payments and that assistance for the project as required by 42 U.S.C. Section 4631;
  - (h) The Applicant will execute such amendments to third party contracts and subagreements financed with FTA assistance and execute, furnish, and be bound by such additional documents as FTA may determine necessary to effectuate or implement the assurances provided herein; and
  - (i) The Applicant agrees to make these assurances part of or incorporate them by reference into any third party contract or subagreement, or any amendments thereto, relating to any project financed by FTA involving relocation or land acquisition and provide in any affected document that these relocation and land acquisition provisions shall supersede any conflicting provisions.

- (7) To the extent applicable will comply with the Davis-Bacon Act, as amended, 40 U.S.C. Section 3141 et seq., the Copeland Act, as amended, 18 U.S.C. Section 874, and the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. Sections 3701 et seq., regarding labor standards for federally-assisted subagreements.
- (8) To the extent applicable, will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. Section 4012a(a), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (9) Will comply with environmental standards that may be prescribed to implement the following federal laws and executive orders:
  - (a) Institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended, 42 U.S.C. Section 4321 et seq. , and Executive Order No. 11514, as amended, 42 U.S.C. Section 4321 note;
  - (b) Notification of violating facilities pursuant to Executive Order No. 11738, 42 U.S.C. Section 7606 note;
  - (c) Protection of wetlands pursuant to Executive Order No. 11900, 42 U.S.C. Section 4321 note, and the Interagency Wetland Policy Act (20 ILCS 830).
  - (d) Evaluation of flood hazards in floodplains in accordance with Executive Order No. 11988, 42 U.S.C. Section 4321 note;
  - (e) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, as amended, 16 U.S.C. Section 1451 et seq.
  - (f) Conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended, 42 U.S.C. Section 7401 et seq.;
  - (g) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, 42 U.S.C. Section 300h et seq.;
  - (h) Protection of endangered species under the Endangered Species Act of 1973, as amended, Endangered Species Act of 1973, as amended, 16 U.S.C. Section 1531 et seq.;
  - (i) Environmental protections for federal transit programs, including, but not limited to protections for a park, recreation area, or wildlife or waterfowl refuge of national, state, or local significance or any land from a historic site of national, state, or local significance used in a transit project as required by 49 U.S.C. Section 303;
  - (j) Protection of the components of the national wild and scenic rivers system, as required under the Wild and Scenic Rivers Act of 1968, as amended, 15 U.S.C. Section 1271 et seq.; and
  - (k) Provision of assistance to FTA and IDOT in assuring compliance with section 106 of the National Historic Preservation Act of 1966, as amended, 16 U.S.C. Section 470f, Executive Order No. 11593 (identification and protection of historic properties), 16 U.S.C. Section 470 note, and the Archaeological and Historic Preservation Act of 1974, as amended, 16 U.S.C. Section 469a-1 et seq.
- (10) Will comply with the Lead-Based Paint Poisoning Prevention Act, 42 U.S.C. Section 4831(b), which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- (11) Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities on which a construction project supported with FTA assistance takes place without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with FTA directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
- (12) Will comply with FTA requirements concerning the drafting, review, and approval of construction plans and specifications of any construction project supported with FTA assistance. As required by U.S. DOT regulations, "Seismic Safety," 49 CFR Part 41.117(d), before accepting delivery of any building financed with FTA assistance, it will obtain a certificate of compliance with the seismic design and construction requirements of 49 CFR Part 41.
- (13) Will provide and maintain competent and adequate engineering supervision at the construction site of any project supported with FTA assistance to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by FTA or IDOT.

- (14) Will comply with the National Research Act, Pub. L. 93-348, July 12, 1974, as amended, regarding the protection of human subjects involved in research, development, and related activities supported by the FTA assistance, and DOT regulations, "Protection of Human Subjects," 49 CFR Part II.
- (15) Will comply with the Laboratory Animal Welfare Act of 1966, as amended, 7 U.S.C. Section 2131 et seq., and U.S. Department of Agriculture regulations, "Animal Welfare," 9 CFR Subchapter A, parts 1, 2, 3 and 4, pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by FTA assistance.
- (16) Will have performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996, 31 U.S.C. Section 7501 et seq. and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations," and the most recent applicable OMB A-133
- (17) Will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing the project.

## **2. LOBBYING CERTIFICATION REQUIRED FOR EACH APPLICATION EXCEEDING \$100,000**

In accordance with U.S. DOT regulations, "New Restrictions on Lobbying," at 49 CFR Part 20.110, for each application for federal assistance exceeding \$100,000, the Applicant's authorized representative certifies to the best of his or her knowledge and belief that:

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person 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 in connection with the awarding of any federal grant or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person 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 in connection with this federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions as amended by "Government wide Guidance for New Restrictions on Lobbying," including the information required by the form's instructions, which may be amended to omit such information as permitted by 31 U.S.C. Section 1532.
- C. The Applicant shall require that the language of this certification be included in the award documents for each sub-award at any tiers (including subcontracts, subgrants, sub-agreements and contract under grants and cooperative agreements financed with FTA assistance) and that each applicant shall certify and disclose accordingly.

The Applicant understands that this certification is a material representation of fact upon which reliance is placed and that the submission of this certification is a prerequisite for providing Federal assistance for a transaction covered by 31 U.S.C. Section 1352; and the Applicant also understands that 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.

## **3. CERTIFICATION PERTAINING TO THE EFFECTS OF THE PROJECT ON PRIVATE MASS TRANSPORTATION COMPANIES**

As required by 49 U.S.C. Section 5323(a)(1), the Applicant certifies that before it acquires property or an interest in property of a private mass transportation company or operates mass transportation equipment or a facility in competition with or in addition to transportation service provided by an existing mass transportation company it has or will have:

- A. Found that the assistance is essential to carrying out a program of projects as determined by the plans and programs of the metropolitan planning organization;
- B. Provided for the participation of private mass transportation companies to the maximum extent feasible, consistent with applicable FTA requirements and policies;
- C. Paid or will pay just compensation under state or local law to a private mass transportation company for its franchises or property acquired; and
- D. Acknowledged that assistance falls within the labor standards compliance requirements of 49 U.S.C. Section 5333(a) and 5333(b).

## 8. SCHOOL TRANSPORTATION AGREEMENT

- A. As required by 49 U.S.C. Section 5323(f) and FTA regulations, "School Bus Operations," at 49 CFR Part 605.14, the Applicant agrees that it:
- (1) Engage in school transportation operations in competition with private school transportation operators only to the extent permitted by an exception provided by 49 U.S.C. Section 5323(f), and implementing regulations, and
  - (2) Comply with the requirements of 49 CFR Part 605 before providing any school transportation using equipment or facilities acquired with federal assistance awarded by FTA and authorized by 49 U.S.C. Section 53 or Title 23 U.S.C. for transportation projects.
- B. The Applicant understands that the requirements of 49 CFR Part 605 will apply to any school transportation it provides, the definitions of 49 CFR Part 605 apply to this school transportation agreement, and a violation of this agreement may require corrective measures and the imposition of penalties, including debarment from the receipt of further federal assistance for transportation.

## 14. CERTIFICATIONS AND ASSURANCES FOR THE ELDERLY AND PERSONS WITH DISABILITIES PROGRAM

The Applicant administering on behalf of the state the Elderly and Persons with Disabilities Program authorized by 49 U.S.C. 5310 certifies and assures that the following requirements and conditions will be fulfilled:

The Applicant has or will have the necessary legal, financial, and managerial capability to apply for, receive and disburse Federal assistance authorized for 49 U.S.C. 5310; and to implement and manage the project.

The Applicant assures that it is recognized under state law as either a private nonprofit organization with the legal capability to contract with the state to carry out the proposed project; or is a public body that has met the statutory requirements to receive Federal assistance authorized for 49 U.S.C. 5310.

The private nonprofit Applicant's application for 49 U.S.C. 5310 assistance contains information from which the state concludes that the transit service provided or offered to be provided by existing public or private transit operators is unavailable, insufficient, or inappropriate to meet the special needs of the elderly and persons with disabilities.

The Applicant assures that sufficient non-Federal funds have been or will be committed to provide any required local share.

- A. The Applicant has, or will have by the time of delivery, sufficient funds to operate and maintain the vehicles and equipment purchased with Federal assistance awarded for this project.
- B. The Applicant assures that before being issued formal approval of a project, its Elderly and Persons with Disabilities Formula Program is included in the Statewide Transportation Improvement Program as required by 23 U.S.C. 135. All projects in urbanized areas recommended for approval are included in the annual element of the metropolitan Transportation Improvement Program in which the subrecipient is located; and any public body that is a prospective recipient of capital assistance has provided an opportunity for a public hearing.
- C. The Applicant recognizes that it will be ultimately responsible for implementing many Federal requirements covered by the certifications the Applicant has signed. Having taken appropriate measures to secure the necessary compliance by each Applicant, the state assures, on behalf of each Applicant, that each Applicant has:
- (1) Coordinated or will coordinate to the maximum extent feasible with other transportation providers and users, including social service agencies authorized to purchase transit service;
  - (2) Complied or will comply with all applicable civil rights requirements;
  - (3) Complied with or will comply with applicable requirements of U.S. DOT regulations on participation of disadvantaged business enterprises in U.S. DOT programs;
  - (4) Complied or will comply with Federal requirements regarding transportation of elderly and persons with disabilities;
  - (5) Complied with or will comply with applicable provisions of 49 CFR part 605 pertaining to school transportation operations;
  - (6) Viewing its demand responsive service to the general public in its entirety, complied or will comply with the requirement to provide demand responsive service to persons with disabilities, including persons who use wheelchairs, meeting the standard of equivalent service set forth in 40 CFR 37.77(c), if it purchases non-accessible vehicles for use in demand responsive service for the general public;

- (7) Established or will establish a procurement system and conducted or will conduct its procurements in compliance with all applicable requirements imposed by Federal laws, executive orders, or regulations and the requirements of FTA Circular 4220.1D, "Third Party Contracting Requirements," and other implementing requirements FTA may issue;
  - (8) Complied or will comply with the requirement that its project provides for the participation of private mass transportation companies to the maximum extent feasible;
  - (9) Paid or will pay just compensation under state or local law to each private mass transportation company for its franchise or property acquired under the project;
  - (10) (10) Complied or will comply with all applicable lobbying requirements for each application exceeding \$100,000;
  - (11) (11) Complied or will comply with all applicable nonprocurement suspension and debarment requirements;
  - (12) (12) Complied or will comply with all applicable bus testing requirements for new bus models;
  - (13) (13) Complied with, or to the extent required by FTA, will comply with, applicable FTA Intelligent Transportation System (ITS) architecture requirements; and
  - (15) Complied or will comply with all applicable pre-award and post-delivery review requirements.
- H. Unless otherwise noted, each of the Applicant's projects qualifies for a categorical exclusion and does not require further environmental approvals, as described in the joint FHWA/FTA regulations. "Environmental Impact and Related Procedures," at 23 CFR 771.117(c). The Applicant certifies that financial assistance will not be sought for any project that does not qualify for a categorical exclusion described in 23 CFR 771.117(c) until FTA has made the required environmental finding. The state further certifies that no financial assistance be provided for a project requiring a conformity finding in accordance with the Environmental Protection Agency's Clean Air Conformity regulations at 40 CFR parts 51 and 93, until FTA makes the required conformity finding.
- I. The Applicant will enter into a written agreement stating the terms and conditions of assistance by which the project will be undertaken and completed.
- J. The Applicant recognizes the authority of FTA, U.S. DOT, IDOT and the Comptroller General of the United States to conduct audits and reviews to verify compliance with the foregoing requirements and stipulations, and assures that, upon request, the Applicant will make the necessary records available to FTA, U.S. DOT IDOT and the Comptroller General of the United States. The Applicant also acknowledges its obligation under 49 CFR 18.40(a) to monitor project activities carried out to assure compliance with applicable Federal requirements.

**Appendix C**  
**BOARD RESOLUTION/ORDINANCE**

*Transportation Project* authorizing application for and execution of a Public Transportation Capital Assistance Grant under the Illinois Department of Transportation's general authority to make such Grants.

WHEREAS, the provision of general public and/or specialized paratransit service is essential to the transportation of elderly, disabled and other transportation disadvantaged persons; and

WHEREAS, The Illinois Department of Transportation's general authority to make such Grants, makes funds available to offset certain capital costs of a private non-profit, general public or a IDOT Certified Public Provider transportation system providing specialized paratransit service; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE *Franklin County Senior Services* :

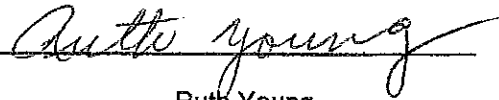
Section 1. That an application be made to the Division of Public and Intermodal Transportation, Department of Transportation, State of Illinois, for a financial assistance grant under The Illinois Department of Transportation's general authority to make such Grants, for the purpose of off-setting certain general public and/or Elderly and Disabled Transportation Program capital costs of *Franklin County Senior Services*.

Section 2. That *Ruby Melvin*, an employee or board member of *Franklin County Senior Services*, is hereby authorized and directed to execute and file such application on behalf of *Franklin County Senior Services*.

Section 3. That *Ruby Melvin* of *Franklin County Senior Services* is authorized to furnish such additional information as may be required by the Division of Public & Intermodal Transportation in connection with the aforesaid application for said grant.

Section 4. That *Ruby Melvin* of the *Franklin County Senior Services* is hereby authorized and directed to execute and file on behalf of the *Franklin County Senior Services* any grant agreement pursuant to said application

PRESENTED and ADOPTED this 23 day of June, 2009

  
\_\_\_\_\_  
Ruth Young,  
\_\_\_\_\_  
Vice\_President  
Title

ATTESTED:   
\_\_\_\_\_  
Fiscal Manager  
Title



# Appendix B

## Public Hearing Notice

### Notice of Public Hearing

Franklin County Senior Services

RE: State of Illinois Paratransit Vehicle Grant for, Franklin County

Notice is hereby given that a public hearing will be held by: Franklin County Senior Services

On: June 23, 2009

At: 7:00 PM

Where: 225 Poplar, West Frankfort, IL

In: Dining Room

I. For the purpose of considering a project for which financial assistance is being sought from the Illinois Department of Transportation, pursuant to the Illinois Department of Transportation's general authority to make such Grants, and which is generally described as follows:

A. Description of Project (Brief Description of the Service to be provided, including the types, capacities and budgeted costs of vehicles requested).

Transportation services for Franklin County especially elderly and disabled persons.

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This project will be included in a Consolidated Vehicle Procurement Program undertaken by the State of Illinois on behalf of **Franklin County Senior Services**, with State and Federal Funds.

B. Relocation Relocation Assistance will not be required.

C. Environment This project is being implemented to minimize environmental impact.

D. Comprehensive Planning This project is in conformance with comprehensive transportation planning in the area.

E. Elderly and Disabled All new equipment included in this project will meet ADA accessibility rules for the elderly and persons with disabilities.

II. At the hearing the Franklin County Senior Services will afford an opportunity for interested persons or agencies to be heard with respect to the social, economic and environmental aspects of the project. Interested persons may submit orally or in writing, evidence and recommendations with respect to said project.

III. A copy of the application for a state grant for the proposed project for the intended service area will be made available for public inspection at Franklin County Senior Services.

Lou Roth, Fiscal Manager  
225 Poplar, West Frankfort, IL  
618-937-3511

\* **Note to Applicants:** Please Submit public hearing minutes, as well as written and verbal comments from the proceedings, with your completed Application to IDOT-DPIT.