

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

E 6-28-09

Applicant Name
IVEDC / IL VALLEY SENIOR CITIZENS NUTRITIONAL/TRANSPORTAION PROGRAM

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)	X ✓
• Part I Submittal Matrix(A) and Application Checklist Completed (B), (page 4)	X ✓
• Part II Current Vehicle Inventory (page 5)	X ✓
• Part III Vehicle Request Form and Budget (pages 6-7)	X ✓
• Part IV Project Justification (if applicable, page 8)	X ✓
• Part V Applicant's Current Services and Experience (if applicable, pages 9-11)	X ✓
• Part VI Fleet Control and Maintenance (if applicable, page 12)	X ✓
• Part VII Driver Training (if applicable, page 13)	X ✓
• Part VIII Proposing New or Expanded Service (pages 14 & 15)	X ✓
• Part IX Formal Coordination Efforts (if applicable, page 16 & 17)	✓
• Part X Financial Plan (if applicable, pages 18 & 19)	X ✓
• Part XI HSTP Review (To Be Completed only by Northeastern Illinois Applicants-Urbanized Area 2-- Cook, Lake, DuPage, Kane, Will & McHenry Counties) (page 20)	NA
• Appendix A FTA & IDOT Joint Certifications Assurances (pp. 22-32) signed by Official Representative (page 24),	X ✓
• 2nd- Signed and dated Attorney's Affirmation (page 23)	X ✓
• Appendix B Public hearing: Published notice, hearing report and public comments (page 33)	06/29/09 ✓
• Appendix C Executed Board Resolution authorizing applicant's Official Representative (page 34)	X ✓
• 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)	X ✓
• Letters of Support from local Legislators, others (not a requirement)	

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 IVEDC / IL Valley Senior Citizens Nutritional/Transportation Program	Date of Application Filing June 25, 2009
Street/Mailing Address, City, and Zip Code (Not just P. O. Box) P. O. Box 431 806 E. Franklin Jerseyville, IL 62052	Federal Tax Identification Number (TIN) 37-6059503
List general area served (counties, city, areas as applicable) (Detail in Part 5, Page 9) GREENE COUNTY – Carrollton, Kane, White Hall, Roodhouse and Greenfield JERSEY COUNTY – Jerseyville, Fieldon, Otterville, Grafton, Elsah, Dow, Delhi and Brighton	Type of Applicant (see pg. 4 Section A) Private Non-Profit: <u> X </u> Section 5311 Grantee: _____ IDOT Certified Public Body: _____
County HSTP Region (if rural-see page 43) 9 HSTP Office (see pages 44) South Central IL Regional Planning	Illinois State Tax Exempt Number E- 9990-0191-05
Application Contact Person: Robert W. Smith Title: Director Phone: 618-498-3783 Vehicle Issues Contact Person: Robert W. Smith Title: Director Phone: 618-498-3483	App. Contact E-Mail: <u>ivsc@gtec.com</u> Fax: (618)498-5601

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 checked="" type="radio"/> YES	<input type="radio"/> NO <input type="radio"/> N/A

By this application, it is the intent of (Agency's Legal Name) **IVEDC / IL VALLEY SENIOR CITIZENS NUTRITIONAL/TRANSPORTATION PROGRAM** 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.



Signature of Authorized Representative
(As authorized by board resolution, see Appendix C)

Tel. **618-498-3483** **06/25/2009**
Date

Robert W. Smith
Print name of Authorized Official

Director
Title

READ ALL INFORMATION CAREFULLY

**PART I
REQUIRED SUBMITTALS
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Applicant Name IVEDC / IL VALLEY SENIOR CITIZENS NUTRITIONAL/TRANSPORTAION PROGRAM
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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

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• Letter of support from Certified Public Provider or local Transit Authority (if applicable)	X
• Letters of Support from local Legislators, others (not a requirement)	

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
IVEDC / IL VALLEY SENIOR CITIZENS NUTRITIONAL /TRANSPORTATION PROGRAM

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)		# OF Seats/ ADA:Y/N	1 st Year (O)Owned (L)Leased	IDOT Funded Vehicle? Contract #
				1/1/2008	-12/31/08			
96	Dodge	LTD/RR	2B6KB3120TK18669	50,768	54,444	10/Y	O	Y 2296
96	Dodge	LTD/RR	2B6KB3129TK18668	76,814	77,760	10/Y	O	Y 2328
92	*FORD	RR	1FTJ53462NHB61448	136,975	216,212	14/No /	O	Y 1938
						/		
						/		
						/		
						/		
						/		

*ALREADY ASKED FOR VEHICLE DISPOSITION AS IT HAS BEEN GROUNDED FROM VEHICLE INSPECTION

**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
IVEDC / IL VALLEY SENIOR CITIZENS NUTRITIONAL/TRANSPORTATION PROGRAM
Form 1 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)
- 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 Service Expansion (see p.14)
- Replacement of leased vehicle 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 (1st, 2nd, 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	OR 5 yrs, in documented unsafe & poor operating condition
Light Duty Paratransit Vehicle (10-12 pass)	95,000 Miles	OR 6 yrs, in documented unsafe & poor operating condition
Medium Duty Paratransit/School Bus (13-16 pass)	120,000 Miles	OR 8 yrs, in documented unsafe & poor operating condition
Super Medium Duty Paratransit Vehicle (>16 pass)	180,000 Miles	OR 9 yrs, in documented unsafe & poor operating condition
Heavy Duty Transit Vehicle (>30 pass)	280,000 Miles	OR 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 # 1938
92	Ford Motor Co.	RR	6/08 216,212	1FTJ53462NHB61448

Criteria 2 Justification (i.e., documentation vehicle is unsafe or in poor condition –include, photos, receipts)

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
IVEDC/IL VALLEY SENIOR CITIZENS NUTRITIONAL/TRANSPORTATION PROGRAM
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)
- Light Duty Paratransit w/lift (3 wheelchairs/ 12 passengers)
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- Replacement of owned vehicle
- Service Expansion (see p.14)
- Replacement of leased vehicle
- 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 (1st, 2nd, etc.) 2nd

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

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TYPE	CRITERIA 1	CRITERIA 2
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**ESTIMATED PROJECT BUDGET
MUST BE COMPLETED BY ALL APPLICANTS**

G. Estimated CVP Budget							
Vehicle Type	Capacity (Approx.)	Requested Number of Units			Line Total (a)+(b)+(c)	Estimated Unit Cost (e)	Estimated Total Cost Line Total x Unit Cost (d) x (e)
		Replacement (a)	Expansion (b)	New (c)			
Mini-Van Paratransit (w/ ramp) MV	6 pass.	0	0	0	0	\$36,000	\$ 0
Light Duty Paratransit Vehicle (w/lift) LD	12 pass.	1	1	0	2	\$52,000	\$104,000
Medium Duty Paratransit Vehicle (w/lift) MD	14 pass.	0	0	0	0	\$59,000	\$0
Super Medium Duty Para-Transit Vehicle (w/lift) SMD	22 pass.	0	0	0	0	\$94,000	\$0

Total CVP Request: \$104,000

Comments:

PART IV

PROJECT JUSTIFICATION

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

Applicant Name **IVEDC / IL VALLEY SENIOR CITIZENS NUTRITIONAL/TRANSPORTATION PROGRAM**

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.

Illinois Valley Senior Citizens (ivsc) has provided Transportation services in Greene and Jersey counties since the programs were begun. We have developed efficient methods of service delivery, inter-agency contacts, local support, volunteer assistance and senior associations that provide a cost effective program for our local senior population.

The ability to transport seniors will allow the seniors to take advantage of the many other programs offered by the agency. These include nutrition, energy assistance, emergency services, housing as well as appointments for medical, shopping and recreation.

Our two county areas are rural and do not have a mass transit system service for our senior population. If transportation were not provided through our program, it would seriously impact the ability of the local senior population to retain their independence and remain in their homes as long as possible.

Without our program, the burden of service provision would fall primarily on the family. In this day and age, most families are scattered so this is not always an option. Early institutionalization is sometimes the only other option.

Transportation to the various venues in the community allows the senior to remain active as well as healthy. This is a mental as well as a physical benefit to the senior.

Our program will try to expand on demand service to transport medical appointments from all over the Greene and Jersey county areas. We will work with the local health departments to coordinate services and volunteer help in transporting the seniors.

We hope the new delivery system will allow us to provide access to the entire two county areas without diminishing any of our current services.

If we are not considered for grant approval, we will continue our transportation of seniors the best way we can like we have been doing the last 36 years. We will promote our services daily, recruit volunteers for help and possibly increase our donation rate.

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 **IVEDC / IL VALLEY SENIOR CITIZENS NUTRITIONAL / TRANSPORTATION PROGRAM**

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.

1 of 2

Greene County: Carrollton, White Hall, Roodhouse, Greenfield, Belltown and Rockbridge

**B. Service Area Population Information
Use 2000 census data.**

- | | |
|--|--------|
| 1. Total Population of your Current Service Area | 14,761 |
| 2. Elderly (60+) Population of Service Area | 3,262 |
| 3. Disabled Population of Service Area | N/A |

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	5	00.3%	1	1.0%
Asian/Pacific Islander	5	00.3%	1	1.0%
Black	0	00.0%	0	0.0%
Hispanic	8	00.3%	1	1.0%
White	14,436	97.8%	92	97.0%
Other	307	01.3%	0	0.0%
TOTAL (match B-1 above).	14,761	100.0 %	95	100.0 %

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 **IVEDC/IL VALLEY SENIOR CITIZENS NUTRITIONAL/TRANSPORTATION PROGRAM**

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.
2 of 2

Jersey County: Jerseyville, Grafton, Delhi, Dow and Brighton

B. Service Area Population Information
Use 2000 census data.

- | | |
|--|--------|
| 1. Total Population of your Current Service Area | 21,668 |
| 2. Elderly (60+) Population of Service Area | 4,069 |
| 3. Disabled Population of Service Area | N/A |

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	7	N/A	1	1.0%
Asian/Pacific Islander	5	N/A	1	1.0%
Black	4	N/A	1	1.0%
Hispanic	14	N/A	1	1.0%
White	20,121	93.0%	81	96.0%
Other	1,517	7.0%	0	0.0%
TOTAL (match B-1 above).	21,668	100.0%	85	100.0%

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.

Our services are to provide those 60 years of age and older with a hot nutritional meal at our congregate meals sites, home deliver if the client is not able to eat at the meal site and transportation to the meal site, medical appointments, local shopping, etc.

We have handled the local senior transportation services for 36 years in Jersey and Greene Counties and in Macoupin County until 2008. We have provided the meal programs in Jersey, Greene and Macoupin counties for 37 years.

**E. A) 2008 Annual Certification was submitted FOR IDOT FUNDED VEHICLES in YOUR FLEET? 07/09/08
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.

	'A'	Total # of Hours Worked by Transportation Staff by Day						
Staff	# Staff	Mon.	Tues.	Wed	Thurs.	Fri.	Sat	Sun
Paid Drivers	6	4.0	4.0	4.0	4.0	4.0	0	0
Volunteer Drivers	12	4.0	4.0	4.0	4.0	4.0	0	0
Reservationists/	30	1.0	1.0	1.0	1.0	1.0	0	0
In-house Staff, Maint.	1	.5	.5	.5	.5	.5	0	0
Administrative Staff	2	1.0	1.0	1.0	1.0	1.0	0	0
TOTALS	51	10.5	10.5	10.5	10.5	10.5	0	0
Total # of vehicles in use	XXXXXX	7	7	7	7	7	0	0

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 **10/01/2007 to 09/30/2008**

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

Individual Clients Served Annual Total

Elderly Riders without Disabilities	160
Elderly Riders with Disabilities	20
Non-Elderly Riders with Disabilities	0
Other Riders, including general public	0

TOTAL CLIENTS SERVED (Must match p.9) 180

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	953
Work Trips	0
Education Trips	0
Nutrition Trips	6,554
Shopping Trips	5,076
Social/Recreational Trips	1,276
Other Trips	0
TOTAL ONE-WAY PASSENGER-TRIPS PER YEAR	13,859

Average number of vehicles used on a daily basis to provide this service

6

PART VI
FLEET CONTROL and MAINTENANCE
MUST BE COMPLETED BY ALL 5310 & CPB APPLICANTS

Applicant Name **IVEDC / IL VALLEY SENIOR CITIZENS NUTRITIONAL/TRANSPORTATION PROGRAM**

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 X,

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 X N

Describe any off-site vehicle storage area (location, condition, security, etc.) _____

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 X 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? _____ mos. 3 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?

Kathy S. Malloy, Secretary

Who (Name & Title) is responsible for major repairs?

Robert W. Smith, Director

Does management review repairs and inspection results? Y X N

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

Jersey County Motor, Sunderland's, Evans Ford-Mercury

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: **Sunderland Motor Company, 1601 S. Highway 67, Jerseyville, IL 62052; Evan's Ford, RR # 3 Box 33, Carrollton, IL 62016**

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.

POLICY STATEMENT ON TRAINING AND ORIENTATION

New drivers are given job descriptions and orientation beginning with any duties in the program. Training will be provided by professionals (CPR-First Aid) or by Administrative staff.

Once year training is given by the Director for all staff beginning with our new fiscal year.

Kathy S. Malloy, Secretary usually provides training on different updates for drivers such as accident reports, winter driving, etc. on a continual basis.

**Illinois Valley Senior Citizens
Nutrition/Transportation Program**
P.O. Box 431 Jerseyville, IL 62052-0431
Phone: (618) 498-3483

Email: ivsc@gtec.com

Fax: (618) 498-5601

Linda Davidson
Board Chairperson

Bob Smith
Director

Frank Schwab
Executive Director

POLICY AND PROCEDURE LETTER III-B – 021

SUBJECT: Van Maintenance Log

DATE: May 19, 2004

FROM: Robert W. Smith – Project Director *RSW*

It is very important that you complete your maintenance report on a daily basis and have it available at the end of each month. We use the report to do several checks.

1. We use your report to check fuel bills for accuracy.
2. Daily maintenance checks are required by the state and they check these reports on a regular basis. If reports are not completed correctly, we are out of compliance with state standards. Excessive out of compliance can lead to reduction in funding.
3. Daily checks are meant to ensure that the van is in good condition and safe for our participants. Write down any problems with the van on the day it occurs. Call the Jerseyville office (618-498-3483) to get permission to have the van looked at and repaired if the problem is over \$50.00. Use the backside of the Van Maintenance Log Sheet for any other notes that need to be jotted down.

When you do not use this report as it is intended, you may be jeopardizing yourself, your passengers and the program. Please see that these reports are completed correctly

Greene County Center 120 North Fifth Carrollton, IL 62016 (217) 942-6414	Jerseyville Center 806 Franklin Jerseyville, IL 62052 (618) 498-6012	Palmyra Center 150 West Main Palmyra, IL 62674 (217) 436-2497	Beald Center 205 Central Beald, IL 62009 (217) 835-2374	Carlinville Center 213 North East Carlinville, IL 62626 (217) 854-3622	Brighton Center 206 South Main Brighton, IL 62012 (618) 372-8860	Virden Center 105 W Jackson Virden, IL 62690 (217) 965-3905
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IVEDC SENIOR CITIZEN VEHICLE PREVENTATIVE MAINTENANCE REPORT

MONTH _____ YEAR _____ VEHICLE # _____ LOCATION _____
 VEHICLE MAKE _____ MODEL/YEAR _____ DRIVER _____

Day of the month	DAILY						WEEKLY				AS SCHEDULED					
	Fill tank with gas	Check oil level - add if needed	Check belts and hoses	Check tires visually - add air if needed	Start engine - check gauges for proper function	Check all lights for proper operation	Check battery and cables	Check tires for proper inflation and wear	Wash van and clean interior	Check coolant level	Check transmission fluid	Change oil, filter, lubricate, and have all fluid levels checked (4,000 miles)	Rotate tires - including spare (8,000 miles)	Repack wheel bearings and check brakes (25,000 miles)	Follow factory service intervals for tune-up, EGR, and emission control devices Enter daily odometer reading	State inspection sticker expiration date _____
1.																
2.																
3.																
4.																
5.																
6.																
7.																
8.																
9.																
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30.																
31.																

THIS REPORT IS TO BE SUBMITTED AT THE END OF EACH MONTH WITH YOUR VAN LOGS

DRIVER'S SIGNATURE _____

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

Applicant Name **IVEDC / IL VALLEY SENIOR CITIZENS NUTRITIONAL/TRANSPORTATION PROGRAM**

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.

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

Do you offer regular updates/refreshers? Y X N

What is your normal Training cycle? CPR & First Aid – 2yrs.; Reviews at least once a year

Do you include Dispatchers in vehicle orientation? Y X N

Do you include occasional drivers, or people with other specialties? Y X N

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 X N Define: **Cell Phones**

Illinois Valley Economic Development Corporation

Illinois Valley Senior Citizens Nutritional/Transportation Program

P. O. Box 431

Phone (618) 498-3483

Jerseyville, Illinois 62052

RUTH M. WATTS
Board Chairperson

FRANK J. SCHWAB
Executive Director

POLICY AND PROCEDURE LETTER III-B - 012

SUBJECT: State Requirements

DATE: April 2, 1990

FROM: Robert W. Smith, Project Director *RWS*

In order to comply with state guidelines, the following is to be implemented immediately:

1. Daily inspections shall be conducted at the beginning AND end of each working day.
2. Seat belt use by all passengers is mandatory while van is in motion.

Be sure all belts on your vehicle are in good working order and inform your riders of this new requirement.

If one of your seniors cannot use the belts for legitimate medical reasons, they must have a letter from their physician stating this.

ch

Greene County Center
Carrollton, IL 62016
Phone (217) 942-6414

Jerseyville Center
Franklin Street
Jerseyville, IL 62052
Phone (618) 498-6012

Palmyra Center
American Legion Bldg.
Palmyra, IL 62674
Phone (217) 436-2497

Benld Center
American Legion Bldg.
Benld, IL 62009
Phone (217) 835-2374

Grafton Center
City Hall
Grafton, IL 62037
Phone (618) 786-2010

Carlinville Center
213 North East Street
Carlinville, IL 62626
Phone (217) 854-3622

**Illinois Valley Senior Citizens
Nutrition/Transportation Program**
P.O. Box 431 Jerseyville, IL 62052-0431
Phone: (618) 498-3483

Email: ivsc@gtec.com

Fax: (618) 498-5601

Linda Davidson
Board Chairperson

Bob Smith
Director

Frank Schwab
Executive Director

POLICY AND PROCEDURE LETTER III-B – 012

REVISED

SUBJECT: Seat Belt Regulations – State Requirement

DATE: May 19, 2004

FROM: Robert W. Smith – Project Director *RWS*

As it pertains to the operation of our vans, the new seat belt law is interpreted as follows:

Driver - not required to wear belt while in town and in the process of picking up or delivering passengers or while they are delivering meals. This interpretation is based on the idea that the driver will be operating at a low speed.

Driver - must wear belt when the van leaves the city limits

All passengers are required by law to use seat belts whenever they are on the vans. This is a state regulation and must be followed by all riders.

Greene County Center
320 North Fifth
Carrollton, IL 62016
(217) 942-6414

Jerseyville Center
806 Franklin
Jerseyville, IL 62052
(618) 498-6012

Palmyra Center
150 West Main
Palmyra, IL 62674
(217) 436-2497

Benld Center
205 Central
Benld, IL 62009
(217) 835-2374

Carlinville Center
213 North East
Carlinville, IL 62626
(217) 854-3622

Brighton Center
206 South Main
Brighton, IL 62012
(618) 372-8860

Viriden Center
105 W Jackson
Viriden, IL 62690
(217) 965-3905

Illinois Valley Economic Development Corporation

Illinois Valley Senior Citizens Nutritional/Transportation Program

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Jerseyville, Illinois 62052

RUTH M. WATTS
Board Chairperson

FRANK J. SCHWAB
Executive Director

POLICY AND PROCEDURE LETTER III-C - 023

POLICY AND PROCEDURE LETTER III-B - 015

SUBJECT: Training and Utilization of Personnel (paid and volunteer)

DATE: July 10, 1990

From: Robert W. Smith, Project Director *RWS*

Due to the diversity of each meal site and van operation, the following general procedures will apply to all personnel:

- A. All personnel will receive a job description and orientation prior to beginning any duties in the program.
- B. Training (initial and in-service) will be provided by administrative staff, head cook, assistant cook, van driver, or experienced volunteer as the position requires.
- C. Scheduling of volunteer help will be consistent with the needs of the particular duties.

ch

Greene County Center
Carrollton, IL 62016
Phone (217) 942-6414

Jerseyville Center
Franklin Street
Jerseyville, IL 62052
Phone (618) 498-8012

Palmyra Center
American Legion Bldg.
Palmyra, IL 62674
Phone (217) 436-2497

Benld Center
American Legion Bldg.
Benld, IL 62009
Phone (217) 836-2374

Grafton Center
City Hall
Grafton, IL 62037
Phone (618) 786-2010

Carlinville Center
213 North East Street
Carlinville, IL 62626
Phone (217) 854-3622

JOB DESCRIPTION

VAN DRIVER IVSC TRANSPORTATION PROGRAM

DUTIES:

1. Van Driver is under the supervision of the applicable Head Cook. Supervision as needed will be provided by office personnel.
2. Provide transportation to applicable meal site.
3. Aid in scheduling and transporting for medical and shopping needs.
4. Keep an accurate log of all persons transported indicating the purpose of transport.
5. Must be capable of operating the van in a safe manner at all times.
6. Responsible for keeping service and maintenance of van on a current basis.
7. Responsible for the collection of all donations and the weekly balancing of donations
8. Drivers must meet current licensing and certification requirements.
9. Drivers will assist passengers on and off the van as needed.
10. Drivers will assist in the delivery of Home-Delivered meals as the need arises.
11. Drivers must maintain a neat appearance at all times
12. Drivers must be courteous to senior participants.

Illinois Valley Economic Development Corporation

Illinois Valley Senior Citizens Nutritional/Transportation Program

P. O. Box 431

Phone (618) 498-3483

Jerseyville, Illinois 62052

RUTH M. WATTS
Board Chairperson

FRANK J. SCHWAB
Executive Director

M E M O R A N D U M

TO: Van Drivers (Staff and volunteer)
FROM: Robert W. Smith, Project Director *RWS*
DATE: April 8, 1992

It has come to my attention that we may need to remind our drivers that we need to be at the passenger door at all times when the seniors are getting on or off the van.

We must be available to assist our riders on and off the van whenever we are transporting and have them under our care.

This is a state regulation relating to passenger safety.

The degree of passenger assistance we may offer is limited in that the senior must basically be able to board and disembark on their own power.

If there are any questions, contact this office.

RWS:ksm

Greene County Center
Carrollton, IL 62016
Phone (217) 942-6414

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Franklin Street
Jerseyville, IL 62052
Phone (618) 498-6012

Palmyra Center
American Legion Bldg.
Palmyra, IL 62674
Phone (217) 436-2497

Benld Center
American Legion Bldg.
Benld, IL 62009
Phone (217) 835-2374

Grafton Center
City Hall
Grafton, IL 62037
Phone (618) 786-2010

Carlinville Center
213 North East Street
Carlinville, IL 62626
Phone (217) 854-3622

**Illinois Valley Senior Citizens
Nutrition/Transportation Program**
P.O. Box 431 Jerseyville, IL 62052-0431
Phone: (618) 498-3483

Email: ivsc@gtec.com

Fax: (618) 498-5601

Linda Davidson
Board Chairperson

Bob Smith
Director

Frank Schwab
Executive Director

POLICY AND PROCEDURE LETTER III-B – 020

SUBJECT: Passenger Assistance

DATE: May 19, 2004

FROM: Robert W. Smith – Project Director *RWS*

As a transportation service provider, we provide door to door service for older persons using our vans. This is a state regulation to passenger safety.

Our drivers will honk the horn to alert riders of our presence and then proceed to meet them at their door and assist them, if need be, to the van. We will provide assistance getting on and off the vans whenever we are transporting and have them under our care.

Vans should not be accessible while driver is not present in order to prevent passengers from boarding or disembarking unassisted.

The degree of passenger assistance we offer is limited in that the senior must be able to board and disembark on their own power. Our van drivers can not lift or assist the senior passenger either in their home or while boarding or disembarking the van.

Our drivers are not responsible to carry any purchases of our senior passengers. If the driver does carry packages, it is out of courtesy and not obligations. Our passengers should only purchase what they can carry on and off the van themselves without relying on help from the drivers.

Greene County Center 320 North Fifth Carrollton, IL 62016 (217) 942-6414	Jerseyville Center 806 Franklin Jerseyville, IL 62052 (618) 498-6012	Palmyra Center 150 West Main Palmyra, IL 62674 (217) 436-2497	Benld Center 205 Central Benld, IL 62009 (217) 835-2374	Carlinville Center 213 North East Carlinville, IL 62626 (217) 854-3622	Brighton Center 206 South Main Brighton, IL 62012 (618) 372-8860	Virden Center 105 W Jackson Virden, IL 62690 (217) 965-3905
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Illinois Valley Economic Development Corporation

Illinois Valley Senior Citizens Nutritional/Transportation Program

P. O. Box 431

Phone (618) 498-3483

Jerseyville, Illinois 62052

LESTER SPRINGMAN
Board Chairperson

FRANK J. SCHWAB
Executive Director

POLICY AND PROCEDURE LETTER IIIC-030
IIIB-019

SUBJECT: Medical Emergencies

DATE: April 24, 1998

FROM: Robert W. Smith, Project Director

In order to standardize our response to situations that might occur at the Centers or on our vans, the following procedures are to be our policy for dealing with medical emergencies of participants in any of our activities:

"If a medical emergency should arise with any of our participants, the staff is to use their best judgment in formulating a proper response.

If a situation should arise while on one of our vans, it will be the driver's judgment as to immediately transport to the nearest medical facility or return the participant to their home.

If there is any doubt as to the condition of the participant, immediate medical attention is the best course of action.

If a participant should exhibit signs of medical distress while at one of our sites, staff should again use their best judgment as to the most appropriate method of procedure.

If there is any doubt as to the seriousness of the situation, medical assistance should be sought immediately.

These procedures are to be followed even if they are contrary to the wishes of the affected participant. A person under stress of a medical condition is not always able to make the best decisions as to their immediate care.

Under any circumstance, family or emergency contact of the affected participant should be notified as soon as possible and apprised of the situation."

If there are any question, they may be directed to this office.

Greene County Center
320 North Fifth
Carrollton, IL 62018
Phone (217) 942-6414

Jerseyville Center
Franklin Street
Jerseyville, IL 62052
Phone (618) 498-6012

Palmyra Center
American Legion Bldg.
Palmyra, IL 62874
Phone (217) 436-2497

Beard Center
American Legion Bldg.
Beard, IL 62000
Phone (217) 835-2874

Grafton Center
City Hall
Grafton, IL 62097
Phone (618) 780-2010

Carlinville Center
213 North East Street
Carlinville, IL 62626
Phone (217) 854-3922

Brighton Center
City Hall
Brighton, IL 62012
Phone (618) 373-8860

Virden Community Center
105 West Jackson
Virden, IL 62890
Phone (217) 895-3005

PART VIII

PROPOSED NEW OR EXPANDED TRANSPORTATION SERVICE ONLY

**TO BE COMPLETED BY NON-PROFIT AND IDOT-CERTIFIED PUBLIC BODY APPLICANTS
THAT ARE REQUESTING VEHICLES FOR NEW SERVICE OR SERVICE EXPANSION.**

1. **Proposed New Service ___ or Expanded Area X - E.g., Cities, Towns, Counties to be Served?**
(If area is the same as current service area, indicate "SAME").
Greene County – Carrollton, White Hall, Roodhouse, Greenfield, Rockbridge and Belltown. New areas:
Eldred, Patterson, Athensville, etc.

Jersey County – Jerseyville, and Grafton. New areas: Fieldon, Elsay, Dow, Kane, etc.

2. **Proposed Expanded Schedule (Days and Hours of Operation)?**
(If schedule is the same as current schedule, indicate "SAME").
Minimum 7 hours Monday through Friday. Periodic evening and week-ends will be scheduled and
reservations taken prior to activity. Office staff and volunteer drivers will help expand our services.

3. **Proposed new client group receiving the New or Expanded Transportation Service?**
All seniors throughout Jersey and Greene counties 60 years of age and older

4. **Is there a change in how eligible clients request and schedule rides? (As needed, By phone request, Trips**
scheduled by the agency, as part of the primary service program, etc.)
Calls for appointments will be made to the Carrollton meal site for Greene County and the Jerseyville
Senior Citizens center for Jersey County. There will be set schedules for each area.

**5. THIS INFORMATION IS VERY IMPORTANT!! PLEASE READ IT CAREFULLY AND FILL IT OUT COMPLETELY,
WITH AS MUCH DETAIL AS IS AVAILABLE.**

	<u>Total Clients</u> Served per year (see page 11)	Estimated <u>New</u> Clients	Annual <u>Total</u>
Elderly Clients without Disabilities	160	170	330
Elderly Clients with Disabilities	20	20	40
Non-Elderly Clients with Disabilities	0	0	0
Other Clients	0	0	0
TOTAL CLIENTS	180	190	370

6. Estimate the NEW Number of Passenger-TRIPS to be Provided, by Type.

New or Additional

NOTE: Each time a client gets on, rides and gets off is a Passenger-Trip (see Page 11)
 (Example: Transporting a client to a medical appointment, then to a food store, then home, counts as three one-way passenger trips for each person served)

Annual Totals

Medical Trips	139
Work Trips	0
Nutrition/ Food Trips	291
Shopping	374
Other Trips	150

TOTAL ONE-WAY PASSENGER-TRIPS: 954

Number of new vehicles being requested to provide these trips 2

7. Proposed Staffing

Please indicate in the table the number of NEW employees and/or volunteers to be used in NEW or EXPANDED transportation service for a typical week during the year. Show number of hours by day of the week worked by all employees/ volunteers (NOTE: If the same as current indicate "SAME").

For example, your bookkeeper averages an extra hour each weekday on the new program. Total new/added staff (administrative staff) will be 0, but for each weekday you would insert 1 (one) hr., 2(two) hours etc.

New or Additional Staff	Total Number of New or Added Staff	Sum of Hours Worked by All New or Added Staff by Day						
		Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Paid Drivers	0							
Volunteer Drivers	25	4	4	4	4	4	0	0
Reservationists/ Schedulers/Dispatchers	30	4	4	4	4	4	0	0
Maintenance Staff	0							
Administrative Staff	0	0	0	0	0	0	0	0

8. New or Expanded Service to Minority Group Persons

Please indicate in the table the number and percentage of minority group persons in the expanded/new service area and the number and percentage of estimated riders of your service in each minority group.

Racial/Ethnic Group	Service Area Population		Applicant's Proposed Service	
	Total	% of Total	Total	% of Total
American Indian/Alaskan Native	12	0.5%	2	2.1%
Asian/Pacific Islander	10	0.7%	2	2.1%
Black	4	1.1%	1	1.1%
Hispanic	22	1.3%	2	2.1%
White	34,557	88.1%	183	92.6%
Other	1,824	8.3%	0	0.0%
TOTAL:	36,429	100.0%	190	100.0%

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?
Medivan – Jersey County	618-498-8447	5		Call to make an appointment	
Taxi Service	618-498-6663	7	24 hrs.	Self call	

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.

**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 **10/01/2008 to 09/30/2009**

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
Revenues:			
Passenger Fares		0	
Operating Income from Service Contracts (see section B on next page)		0	
Operating Income from other Grants (see section B on next page)	55,981.00	55,324.00	
Donations	10,875.00	11,564.00	
General agency funds			
Other- Local Share-in kind	7,350.00	24,000.00	
Total Revenues (should equal expenses)	74,206.00	90,888.00	
Expenses – Operations			
Driver Salaries and Fringe Benefits	48,210.24	32,000.00 +11,910.00 IN KIND	
Dispatch/Supervisor Salaries and Fringe Benefits	7,350.00	24,000.00	
Maintenance (Parts and Labor)		2,000.00	
Materials and Supplies			
Fuel, Oil, Tires	14,795.30	9,100.00	
Insurance	2,701.00	6,200.00	
Vehicle Storage	0	0	
Other	1,049.46	744.00	
Expenses – Administration			
Management Salaries and Fringe		2,640.00	
Clerical/Bookkeeping Wages		2,194.00	
Rent, Utilities, Taxes			
Marketing /Promotion/Driver Training costs	100.00	100.00	
Other			
Total Expenses (should equal revenues)	74,206.00	90,888.00	

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
Service Contract Funding:			
	0		
Other Grant Funding:			
	55,981	55,324	

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

AFFIRMATION OF APPLICANT'S ATTORNEY

For IVEDC/IL VALLEY SENIOR CITIZENS NUTRITIONAL/TRANSPORTATION PROGRAM

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

6/22/09

Date at Signature

Lael N. LORTON, # 6286745
Print Name of Applicant's Attorney
ARDC Registration Number

JOINT CERTIFICATION AND ASSURANCES FOR IDOT & FTA PROGRAMS

Name of Applicant/Agency: IVEDC / IL VALLEY SENIOR CITIZENS
NUTRITUTIONAL / TRANSPORTATION PROGRAM

Name and Relationship of Board Authorized Representative: Robert W. Smith, Director

BY SIGNING BELOW, on behalf of the Applicant, I declare 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 Illinois Department of Transportation (IDOT) in Federal Fiscal Year 2009.

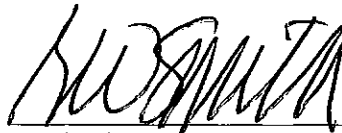
IDOT and the FTA intend that the certifications and assurances in Appendix A, should apply, as required, to each project for which the Applicant seeks now, or may later seek, FTA or IDOT assistance during Federal Fiscal Year 2009.

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: _____

6-22-09



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
 - (14) 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.

CERTIFICATE OF PUBLICATION

Notice of Public Hearing

VS

FREEDOM NEWSPAPERS OF ILLINOIS, INC.
111 EAST BROADWAY, ALTON, ILLINOIS 62002

DOES HEREBY CERTIFY THAT IT IS THE PUBLISHER OF THE TELEGRAPH

THE SAID TELEGRAPH IS A SECULAR NEWSPAPER AND HAS BEEN PUBLISHED DAILY IN THE CITY OF ALTON, COUNTY OF MADISON AND THE STATE OF ILLINOIS CONTINUOUSLY FOR MORE THAN ONE YEAR PRIOR TO THE FIRST PUBLICATION OF THIS NOTICE APPENDED, AND IS THE GENERAL CIRCULATION THROUGHOUT MADISON, MACOUPIN, JERSEY, GREENE AND CALHOUN IN THE STATE OF ILLINOIS THAT IT IS A NEWSPAPER AS DEFINED IN "AN ACT TO REVISE THE LAW IN RELATION TO CERTAIN NOTICES" AS AMENDED BY ACT APPROVED JULY 17, 1959-ILL. REVISED STATUTES, CHAPTER 100 PARAGRAPHS 1 & 5

THAT THE NOTICE APPENDED WAS PUBLISHED IN THE SAID TELEGRAPH

JUNE 13TH

IN WITNESS WHEREOF, THE UNDERSIGNED HAS CAUSED THIS CERTIFICATE

THIS *14TH* DAY OF *JUNE*, AD *2*

BY *Thomas E. Horvay*, SECRETARY

PUBLICATION FEE \$ _____

09-0780

NOTICE PUBLIC HEARING

ILLINOIS VALLEY SENIOR CITIZENS

RE: State of Illinois Paratransit Vehicle Grant for Greene and Jersey County

Notice is hereby given that a public hearing will be held by: Illinois Valley Economic Development - Senior Citizens Program

On: June 29, 2009
Where: Susing Center, 806 E. Franklin, Jerseyville, IL.
At: 1:00 PM
In: Senior Dining Hall

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
Providing transportation services for seniors ages 60 and older in areas such as shopping, nutritional, medical, emergency services and housing for Jersey and Green Counties

This project will be included in a Consolidated Vehicle Procurement Program undertaken by the State of Illinois on behalf of ILLINOIS VALLEY ECONOMIC DEVELOPMENT - SENIOR CITIZENS, 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 All new equipment included in his project will meet ADA accessibility rules for the elderly

II. At the hearing ILLINOIS VALLEY ECONOMIC DEVELOPMENT - SENIOR CITIZENS 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 ILLINOIS VALLEY ECONOMIC DEVELOPMENT - SENIOR CITIZENS at 806 E. Franklin, Jerseyville, Illinois

Robert W. Smith, Director
806 E. Franklin
(618)498-3483

ILLINOIS VALLEY ECONOMIC DEVELOPMENT CORPORATION

RESOLUTION

Senior Citizens Transportation Van Grant Application Resolution 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 ILLINOIS VALLEY ECONOMIC DEVELOPMENT CORPORATION:

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/or Disabled Transportation Program capital costs of Illinois Valley Economic Development Corporation/Senior Citizens Programs (IVEDC/ivsc).

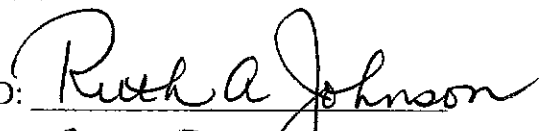
Section 2. That Robert W. Smith, an employee of IVEDC/ivsc is hereby authorized and directed to execute and file such application on behalf of IVEDC/ivsc.

Section 3. That Robert W. Smith of IVEDC/ivsc is authorized to furnish such additional information as may be required by the Division of Public and Intermodal Transportation in connection with the aforesaid application for said grant.

Section 4. That Robert W. Smith of the IVEDC/ivsc is hereby authorized and directed to execute and file on behalf of the IVEDC/ivsc any grant agreement to said application.

PRESENTED and ADOPTED this 4 day of June, 2009


Linda Davidson, Board Chairperson

ATTESTED: 
TITLE: SECRETARY

**Illinois Valley Senior Citizens
Nutrition/Transportation Program**

P.O. Box 431 Jerseyville, IL 62052-0431

Phone: (618) 498-3483

Email: ivsc@gtec.com

Fax: (618) 498-5601

Linda Davidson
Board Chairperson

Bob Smith
Director

Frank Schwab
Executive Director

June 22, 2009

Mr. Joseph Nord, Chairman
Greene County Board
Greene County Courthouse
Carrollton, IL 62016

Dear Mr. Nord:

IVEDC/IL Valley Senior Citizens has applied for a Section 5310 grant program through the Illinois Department of Transportation. We have been transporting 60 years of age or older senior citizens since 1974 in Jersey and Greene Counties.

Our transportation services are being expanded to include shopping and medical trips to all areas of these counties. Seniors using these services have been able to stay in their own homes and still live independently.

"In accordance with Federal Grant program requirement all public and private transit operators must be given a fair and timely opportunity to participate in the provision of the proposed services and to submit written comments on the proposed project to the Division of Public and Intermodal Transportation – IDOT".

A public hearing will be held on June 29, 2009 at the Susing Center in Jerseyville, Illinois at 1:00 pm. Any written comments should be sent to the South Central Illinois Regional Planning & Development Commission, 120 Delmar, Suite A, Salem, Illinois 62881 by July 12, 2009.

Sincerely yours,



Robert W. Smith
Director

Greene County Center
320 North Fifth
Carrollton, IL 62016
(217) 942-6414

Jerseyville Center
806 Franklin
Jerseyville, IL 62052
(618) 498-6012

Palmyra Center
150 West Main
Palmyra, IL 62674
(217) 436-2497

Benld Center
205 Central
Benld, IL 62009
(217) 835-2374

Carlinville Center
213 North East
Carlinville, IL 62626
(217) 854-3622

Brighton Center
206 South Main
Brighton, IL 62012
(618) 372-8860

Viriden Center
105 W Jackson
Viriden, IL 62690
(217) 965-3905

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Linda Davidson
Board Chairperson

Bob Smith
Director

Frank Schwab
Executive Director

June 22, 2009

Ms. Pamela Heitzig, Chairman
Jersey County Board
Government Administration Building
200 N. Lafayette
Jerseyville, IL 62052

Dear Ms. Heitzig:

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Linda Davidson
Board Chairperson

Bob Smith
Director

Frank Schwab
Executive Director

June 22, 2009

Comfort Cab Company
710 S. Lafayette
Jerseyville, IL 62052

Dear Sirs:


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Linda Davidson
Board Chairperson

Bob Smith
Director

Frank Schwab
Executive Director

June 22, 2009

Jersey Community Hospital
Medivan Services
400 Maple Summit Road
Jerseyville, IL 62052

Dear Sirs:

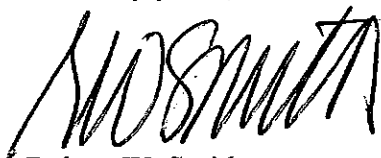
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