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 Jarvis Township Senior Citizens Center	Date of Application Filing June 16, 2009
Street/Mailing Address, City, and Zip Code (Not just P. O. Box) 410 Wickliffe St., Troy, 62294	Federal Tax Identification Number (TIN) 37-1104420
List general area served (counties, city, areas as applicable) (Detail in Part 5, Page 9) Jarvis Township	Type of Applicant (see pg. 4 Section A) Private Non-Profit: X Section 5311 Grantee: _____ IDOT Certified Public Body: _____
County Madison HSTP Region (if rural-see page 43) 9 HSTP Office (see pages 44) South Central Illinois	Illinois State Tax Exempt Number E-9991-3488-05
Application Contact Person: Sherry D. Brendel Title: Director Phone: (618) 667-2022 Vehicle Issues Contact Person: Sherry D. Brendel Title: Director Phone: (618) 667-2022	App. Contact E-Mail: jarvistssc@sbcglobal.net Fax. (618) 667-2022

ALL APPLICANTS MUST ANSWER THESE QUESTIONS:

DOES A MINORITY GROUP MANAGE YOUR ORGANIZATION OR IS OPERATION MINORITY BASED?	O YES	● NO
DOES YOUR AGENCY PROVIDE SERVICE TO MINORITIES?	● YES	O NO
DOES YOUR APPLICATION HAVE THE SUPPORT OF YOUR LOCAL TRANSIT AGENCY?	● YES	O NO O N/A

By this application, it is the intent of (Agency's Legal Name) Jarvis Township Senior Citizens Center 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.

Sherry D. Brendel Tel. (618) 667-2022 06/16/2009
Signature of Authorized Representative **Date**
(As authorized by board resolution, see Appendix C)

Sherry D. Brendel **Director**
Print name of Authorized Official **Title**

READ ALL INFORMATION CAREFULLY

PART I
REQUIRED SUBMITTALS
MUST BE COMPLETED BY ALL APPLICANTS

Applicant Name
Jarvis Township Senior Citizens Center

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

(a) This data not required if applicant agency has included with another grant application for FY08 funding.
(b) This information is required ONLY if you are applying for a vehicle for new or expanded service.
(c) If applicant is in an urbanized (metropolitan) area outside the Chicago area, see page 41.

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

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

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

Additional Letters of Support From Legislators Missing- Expected Soon

PART II
PARATRANSIT VEHICLE INVENTORY
MUST BE COMPLETED BY ALL APPLICANTS

Applicant Name
Jarvis Township Senior Citizens Center

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	ElDorado	Med. Duty	IBB01083589IL18	183,500/ 208,000	14 / Y	O 1999	Y- #2121

Yr.	Manufacturer	Type	VIN (Vehicle Identification Number)	Odometer Reading (miles) 1/1/2008 -12/31/08		# OF Seats/ ADA:Y/N	1st Year (O)Owned (L)Leased	IDOT Funded Vehicle? Contract #
2000	Dodge	R-Roof Van	2B7LB31Z4YK144408	63598	70617	11 /Y	O	Y-#3020
						/		
						/		
						/		
						/		
						/		
						/		
						/		

Applicant Name
Jarvis Township Senior Citizens Center

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

Jarvis Township Senior Citizens Center — Form 1 of 1, (1 of 1 etc.)

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

O Mini-Van w/ramp (2 wheelchairs/5 passengers)

● Light Duty Paratransit w/lift (3 wheelchairs/ 12 passengers)

O Medium Duty Paratransit w/lift (5 wheelchairs/ 14 passengers)

O 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 — O Service Expansion (see p.14)

O Replacement of leased vehicle — O 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 #
2000	Dodge	RRV	6/23/09 73502	2B7LB31Z4YK144408 #3020

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.

See Attachments 1 - 4
Criteria 2 Justification

Attachment 1
Part III – F

ION	PRICE

To whom it may concern -
I can not give an accurate estimate until I get into working on the problems w/ this unit - I feel this van should be retired to someplace that doesn't use it as much as Jarvis Seniors do - I professionally feel we will put around 2500.00 more or less to fix everything thats wrong -
Thanks - Mike McDonald

Damage on pass door step will need front pads - soon - test drive - howl in rear end - when loading side to side
Pass rear axle bearings

(MAY BE CONTINUED ON OTHER SIDE)

TOTAL PARTS

ACCESSORIES

2 LT245-75-R16 Firestone Transforce HT 10Ply 146.22
292.44

TOTAL ACCESSORIES

M & M TIRE & REPAIR CENTER

405 US Hwy. 40
TROY, IL 62294
(618) 667-2610

23319

ESTIMATE

NAME: Jarvis Township		CUSTOMER'S ORDER NO.	DATE: 6-24-09
ADDRESS		ORDER WRITTEN BY: MIKE	PROMISED: A.M. P.M.
CITY, STATE, ZIP: Troy			
HOME PHONE	BUS. PHONE	EXT.	ODOMETER IN: 73522
YEAR, MAKE AND MODEL: 00 Dodge 3500 Seniors Van		LICENSE NUMBER	ODOMETER OUT
SERIAL NUMBER	MOTOR NUMBER	TERMS	

DESCRIPTION OF WORK	AMOUNT
☐ LUBE ☐ CHANGE OIL ☐ OIL FILTER ☐ TUNE-UP ☐ TRANS. ☐ DIFF.	
Mount 2 new tires on rear & move rear to front -	
Motor has surge - maybe tune-up -	
Rear blower motor doesn't work -	
Wheel chair lift doesn't work dependably	
Coolant leak - need to remove dog house to analize further - minor body damage & rust on body that needs repaired	

_____ LITERS/GALS. OF GAS @		TOTAL LABOR
_____ LITERS/QTS. OF OIL @		TOTAL PARTS
_____ kg/LBS. OF GREASE @		ACCESSORIES
		GAS, OIL AND GREASE
		SUBLET REPAIRS
		EPA / WASTE DISPOSAL
		TAX
		TOTAL

I hereby authorize the above repair work to be done along with the necessary materials. You and your employees may operate above vehicle for purposes of testing, inspection, or delivery at my risk. An express mechanics lien is acknowledged on above vehicle to secure the amount of repairs thereto. It is also understood that you will not be held responsible for loss or damage to cars or articles left in cars in case of fire, theft or any other cause beyond your control.

SAVE OLD PARTS? ☐ YES ☐ NO

SIGNATURE

THANK YOU

Attachment 1
Part III - F
Cont.

1. HANDICAP LIFT DOES NOT WORK INTERMITTANTLY SUSPECT BAD PUSH BUTTON STATION AND DEFECTIVE RELAYS - (UNKNOWN REPAIR COST) TRENTON, ILLINOIS

2. AIR BAG BLOWS FUSES AND IS INOPERABLE

3. HAVE TO ADD ½ GALLON COOLANT PER WEEK CAN'T SEE ANY LEAKS

4. INSIDE LIGHTS WILL NOT OPERATE

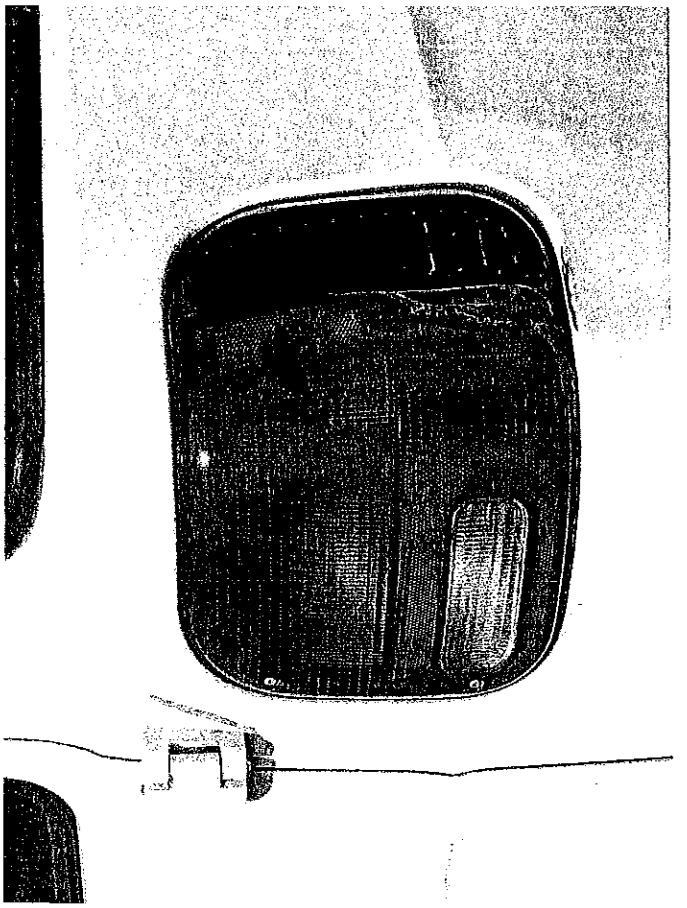
5. STEPS SAFETY LIGHT INOPERABLE

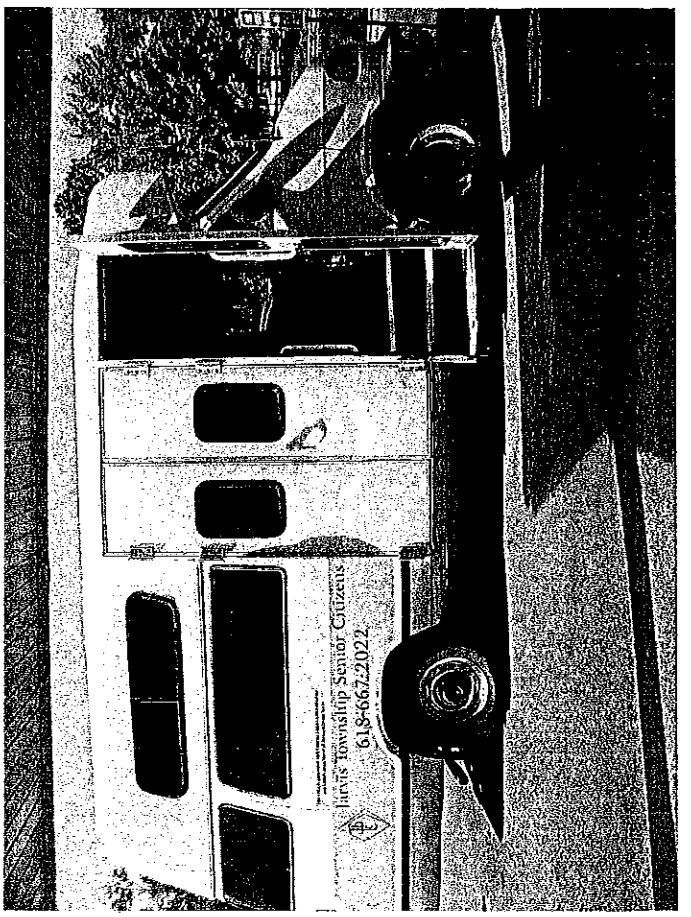
6. PASSENGER DOOR LATCH MUST BE ADJUSTED DAILY

7. WATER LEAK AROUND CAPE RIGHT WINDOW AND EMERGENCY EXIT SEAL.

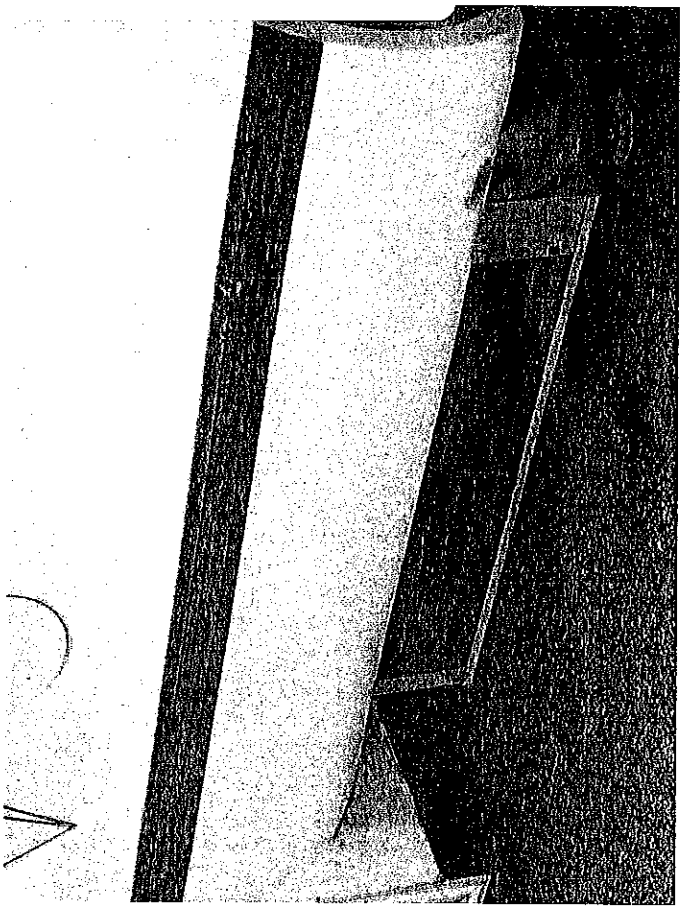
TOTALS

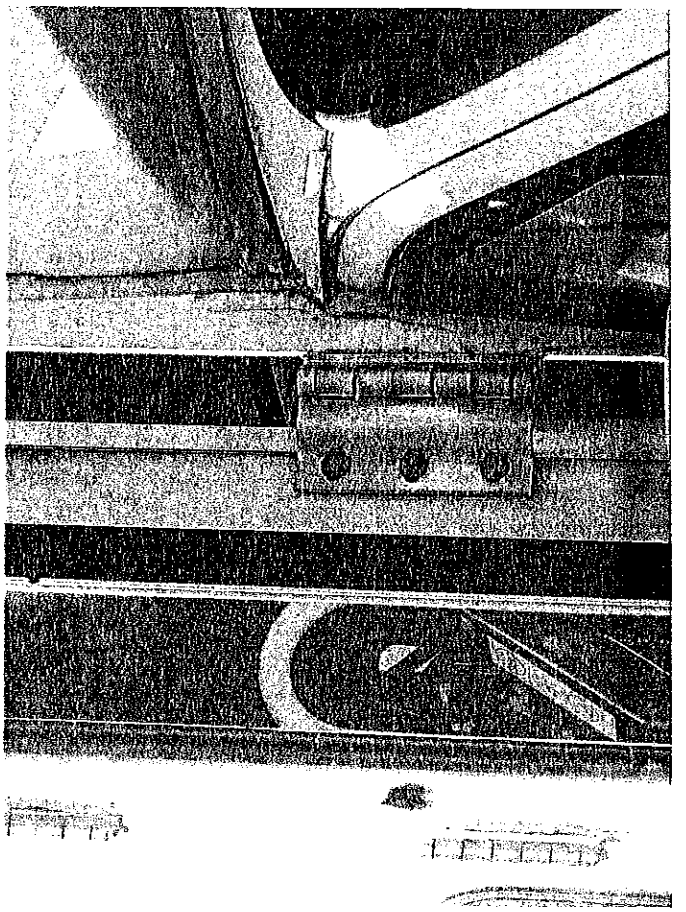
Attachment 2
Part III - F

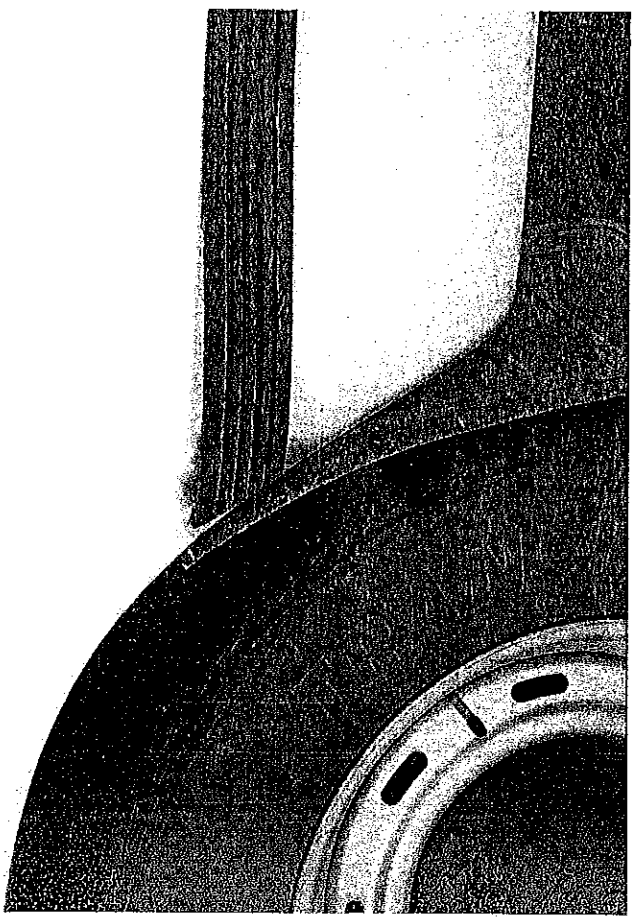


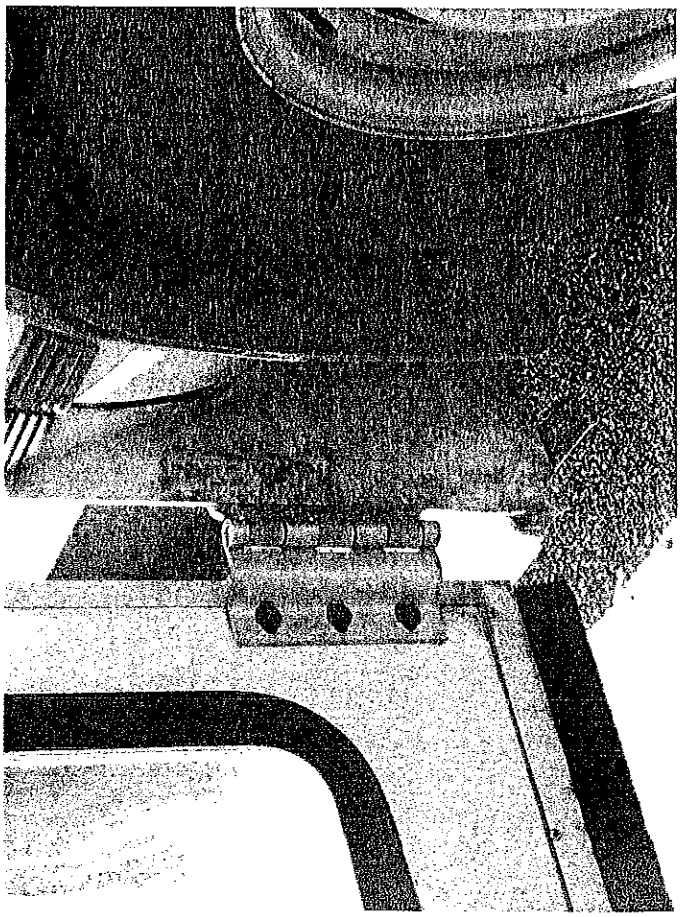


Attachment 3
Part III - F

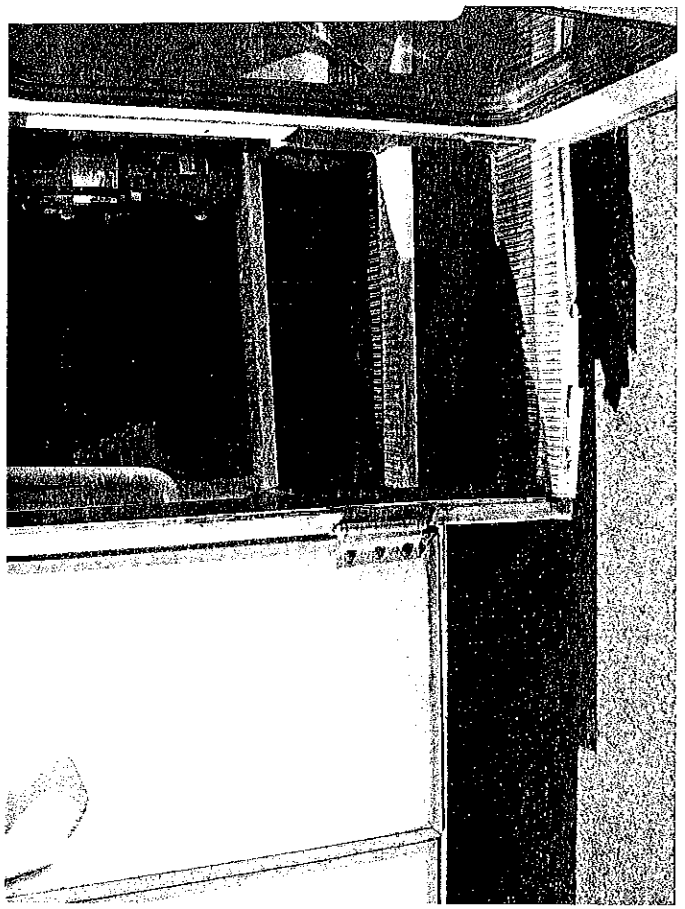


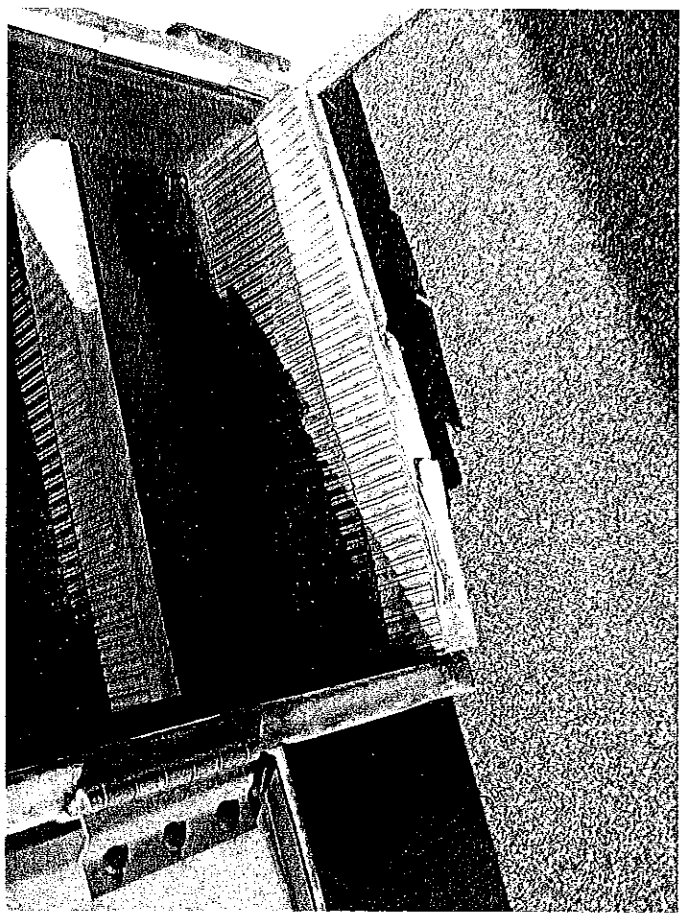






Attachment 4
Part III - F





Applicant Name
Jarvis Township Senior Citizens Center

ESTIMATED PROJECT BUDGET
MUST BE COMPLETED BY ALL APPLICANTS

G. Estimated CVP Budget

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

Total CVP Request: $ 52,000

Comments:

PART IV

PROJECT JUSTIFICATION

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

Applicant Name Jarvis Township Senior Citizens Center

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.

1. **Door to door transportation is provided to seniors 60+ residing in Jarvis Township to travel to destinations in Jarvis Township and to medical buildings and Anderson Hospital on State Highway 162 up to the intersection of State Highway 159 in Maryville. This service is provided Monday through Friday, 9:00 a.m. to 3:00 p.m. for medical appointments, activities at the center (including meal program), banking, business appointments, shopping, hair appointments, and etc. with priority going to medical appointments. Our clients cannot drive and would otherwise be homebound or have to move from their homes if not for our transportation program. Most of our clients depend on our drivers to not only assist them on and off the van but also to give them additional assistance to/from their homes and when shopping. A one day advance notice is suggested to schedule service. However, exceptions are made for emergencies such as medical appointments, pharmacy, or groceries.**

2. **The current van is 9 years old, undependable and is always in need of repairs. We do not have a backup van while our van is being repaired. Clients experience no transportation with short notice. The van gets very poor gas mileage. The lift fails frequently and has to be operated manually.**

3. **We have already increased fundraising to support the rising cost of gas and lack of program donations. Our van will not be operable much longer. With the economy as it is we would have to discontinue the program if federal/state funding is not available to purchase a replacement.**

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
Jarvis Township Senior Citizens Center

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.

Troy (Jarvis Township) and State Highway 162 up to the intersection of State Highway 159 in Maryville.

B. Service Area Population Information
Use 2000 census data.

1. Total Population of your Current Service Area ___12,062___
2. Elderly (60+) Population of Service Area ___1345___
3. Disabled Population of Service Area ___1480___

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.

	Service Area		Applicant's Client Population	
Racial/Ethnic Group	**Total**	**% of Total**	**Total**	**% of Total**
American Indian/Alaskan Native	24	.2	27	2
Asian/Pacific Islander	72	.6	14	1
Black	145	1.2	14	1
Hispanic	169	1.4	40	3
White	11,483	95.2	1089	81
Other	169	1.4	161	12
TOTAL (match B-1 above).	12,062	100 %	1345	100 %

Applicant Name
Jarvis Township Senior Citizens Center

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

Briefly describe your organization's:

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

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

The Jarvis Township Senior Citizens Center services include congregate and home delivered meals (Lunch served Mon. – Fri.), information/assistance, exercise classes, mental and physical health education/screenings, craft/sewing classes, quilting, entertainment, educational seminars/classes, parties/celebrations, and transportation. The center provides meals and transportation programs to Jarvis Township residents ages 60+ to improve their quality of life, insure maximum independence, and keep them living in their own homes longer. Meals and transportation programs are provided at a suggested donation to those 60+ with priority going to those with greatest need. No client is refused service on inability to pay. Guests of any age are welcome to attend other activities at the center but must pay full price if applicable.

Door to door transportation is provided to seniors 60+ residing in Jarvis Township to travel to destinations in Jarvis Township and to medical buildings and Anderson Hospital on State Highway 162 up to the intersection of State Highway 159 in Maryville. This service is provided Monday through Friday, 9:00 a.m. to 3:00 p.m. for medical appointments, activities at the center (including meal program), banking, business appointments, shopping, hair appointments, and etc. with priority going to medical appointments. Our clients cannot drive and would otherwise be homebound or have to move from their homes if not for our transportation program. Most of our clients depend on our drivers to not only assist them on and off the van but also to give them additional assistance to/from their homes and when shopping. A one day advance notice is suggested to schedule service. However, exceptions are made for emergencies such as medical appointments, pharmacy, or groceries.

Continued: See Attachment 5

E. A) 2008 Annual Certification was submitted FOR IDOT FUNDED VEHICLES in YOUR FLEET? 08/07/08,
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	4	6	6	6	6	6	0	0
Volunteer Drivers	0	0	0	0	0	0	0	0
Reservationists/	1	3	2	3	2	3	0	0
In-house Staff, Maint.	0	0	0	0	0	0	0	0
Administrative Staff	1	3	4	3	4	3	0	0
TOTALS	6	12	12	12	12	12	0	0
Total # of vehicles in use	XXXXXX	1	1	1	1	1	0	0

Attachment Part V-D

The transportation program complies with all Service Guidelines implemented by all state and federal agencies. All clients must comply with the written rules and regulations outlined in the Transportation Service Information and Mandatory Safety Regulations. Surveys are given to clients to evaluate the program. Clients are given the chance to make suggestions and comments on the survey. The surveys are reviewed by the Director and Board of Directors. After review by the Board, changes are made if necessary to improve the program. Drivers insure all safety regulations are observed and enforced. Drivers complete and record all inspections, note any concerns, and forwards to the Director. Drivers are responsible to insure van is properly cleaned and maintained.

The Director insures all preventative maintenance, necessary repairs, and inspections are performed and recorded. The Director forwards all repair requests to the Board of Directors.

Background checks are performed on all volunteers and personnel through the Troy Police Department.

All van drivers records are searched for violations by Illinois Secretary of State before employment.

The Jarvis Township Senior Citizens Center has been in continuous operations for 28 years. Transportation has be provided continuously for 23 years.

Applicant Name
Jarvis Township Senior Citizens Center

Table II. Current Transportation Service Information

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

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

Indicate that data is for the annual period, from 10/1/07 to 9/30/08

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

Individual Clients Served	Annual Total
Elderly Riders without Disabilities	753
Elderly Riders with Disabilities	592
Non-Elderly Riders with Disabilities	0
Other Riders, including general public	0
TOTAL CLIENTS SERVED **(Must match p.9)**	1345

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	489
Work Trips	0
Education Trips	0
Nutrition Trips	2443
Shopping Trips	293
Social/Recreational Trips	12
Other Trips	20
TOTAL ONE-WAY PASSENGER-TRIPS PER YEAR	3257
Average number of vehicles used on a daily basis to provide this service	1

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

Applicant Name
Jarvis Township Senior Citizens Center

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 N/A
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.) City of Troy Police Station Parking Lot – 24 hour security

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. 9 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?
Sherry D. Brendel, Director
Who (Name & Title) is responsible for major repairs? Sherry D. Brendel, Director (with Board approval)
Does management review repairs and inspection results? Y X N ____
Please List any/all outside contractor/service shops; and describe any specialty training: M&M Repair Center, ADR, Madison County Transit, & Southern Bus & Mobility (all certified technicians)

Is the shop experienced in servicing the type of vehicle(s) being applied for? Y X N___
Is ALL ADA equipment operational? Y ___ N ___ Any repair delays? (**if in-operable, give details**)
Lift is in-operable most of the time. Must be operated manually—may deploy but will not stow
Name & Address of shop certified in servicing the ADA equipment offered: Name: Southern Bus & Mobility/Madison County Transit
Address 12950 Koch Ln., Breese, IL/1 Transit Way, Granite City, IL

Do you have any major outstanding vehicle or accessory warranty or repair issues? Y___N X
If yes, provide a copy of your warranty claim procedures with an example document.

Part VI - A
See Attachment 6
Part VI - B
See Attachments 7-22

Attachment 6
Part VI - A

PRE-TRIP INSPECTION AND POST TRIP REPORTING FORM

UnderHood,CHECK Oil, Coolant, Washer Fluid
Unlock all doors. (Mandatory to unlock rear emergency door)
Start Vehicle:(turn headlights & flashers on)
Walk around vehicle & inspect for:

Pre-Trip		Post-Trip
✓	Body damage	✓
	Tire inflation (visual)	
	Lights and flasher operation	
	Ramp/Lift operation	
	Interior for damage	
	Seat and belt condition	
	Fire Extinguisher	
	First Aid Supplies	
	Heater - A/C operation	
	Wheelchair Tie-downs	

DURING TRIP:
Note all operational conditions of vehicle
✓ Vehicle operation okay
✓ Vehicle requires repair or service

COMMENTS: _____

_____

_____

_____

JUC _____ 6-22-09
Driver Date

Ending Odometer 73502

Note: This is a sample form that may serve as an example. The items include, but are not limited to these areas of vehicles that should be observed.
05/01

Attachment 7
Part VI - B

JARVIS TOWNSHIP SENIOR CITIZENS CENTER TRANSPORTATION PROGRAM

Table of Contents

Attachment 8
Part VI - B

Van Driver Requirements

All Drivers

All drivers must be at least 21 years of age and held a drivers license for at least 3 years.
All drivers must have a valid and properly classified license.
All drivers must be free of violations on driver's license. (A report is run at the IL Secretary of State office before employment)
All drivers must be in good physical health.
All drivers must pass a back ground check with Troy Police Department.
All drivers must comply with IL Dept. on Aging, IDOT, and other State and Federal regulations.

New Drivers

All new drivers must meet the Van Driver Requirements.
All new drivers must complete at least 2 days orientation riding/driving with experienced driver. Instruction will include:

a. Daily Inspections
b. Use of all van equipment including safety, ADA, radio use and etc.
c. Safe handling of van
d. Reports
e. Scheduling
f. Routes
g. Passenger safety

All new drivers are given a copy of RTAC Classroom materials to review and return including:

a. Passenger Assistance
b. Emergency Procedures
c. Defensive Driving

Training/Testing

All drivers are required to attend annual Employee/Volunteer Emergency and Disaster Training
All drivers are required to attend Annual In-House RTAC Classroom training with written test.
All drivers are required to attend RTAC Training by Certified Instructor as requested.
All drivers are required to be certified in CPR/First Aid. (Classes are held every 2 years at center by American Safety & Health Institute.)
All drivers are required to test with IL Secretary of State and have J05 Classification on Drivers license.

Duties/Responsibilities

Drivers provide transportation to seniors 60+ and insures safety regulations are observed and enforced.
Drivers assist planning schedules.
Drivers assist passengers on and off van or from door to door if requested.
Drivers assist passengers with safety belts if necessary.
Drivers assist carrying shopping bags/packages if requested.
Drivers assist in arranging all preventative maintenance, inspections, and repairs of van.
Drivers complete reports for maintenance, repairs, and inspections as needed and forwards to Director.
Drivers count program income and forwards to Office Assistant/Dispatcher.
Drivers complete daily units of service sheet, recording units, income, inspections, Unusual circumstances/concerns, maintenance, repairs, and mileage.
Drivers complete Maintenance and Repair Request forms and forwards to Director as needed.
Drivers record all mileage, fuel information, maintenance, repairs, and inspections on Monthly Mileage & Expense Report
Drivers insure van is properly cleaned and maintained.
Drivers perform other duties as requested by Director and/or Board of Directors.

Passenger Safety
Drivers must give all passengers a copy of Van Rider Rules
All Drivers/Passengers are required to follow Mandatory Safety Regulations

If a scheduled passenger does not respond or answer door at your arrival, radio office assistant/dispatcher immediately. The passenger will be called to ensure their safety.
Wait for further instruction from the office personnel
Report any unusual circumstances to Director.

Emergency Instructions
Drivers must read and follow the instructions in Van Accident Emergency Instructions manual in case of an accident or tornado. Follow all other emergency instructions as outlined in Emergency Disaster Plan and RTAC Emergency Procedures.

Attachment 10
Part VI - B

VAN MAINTENANCE

Van Preventative Maintenance

Follow Manufacturer's Recommendations, equipment manuals, and Preventative Maintenance Schedule.
Drivers must complete a Maintenance/Repair Request and forward to Director for approval.
Drivers must have van maintained at authorized auto repair after Director/Board approval.

Van Inspections

Drivers must perform all inspections as requested/required on Pre-trip Inspection and Post-trip Report form daily.
Drivers must coordinate with Director and have van inspected at official IDOT Examination Station bi-annually
Drivers must coordinate with Director and have van inspected with tune-up at authorized auto repair bi-annually.

Van Repairs

Follow Manufacturer's Recommendations and equipment manuals.
Drivers must complete a Maintenance/Repair Request for and forward to Director for approval.
Drivers must have van repaired at authorized auto repair after Director/Board approval.

Reports

Drivers are required to complete appropriate reports.

Attachment 11
Part VI - B

DIRECTOR

Duties/Responsibilities
Van drivers report to Director.
Office Assistant/Dispatcher reports to Director.
Director reports to the Jarvis Township Board of Directors.
Director is responsible for writing all forms, policies and procedures.
Director is responsible hiring, evaluating employees, and payroll.
Director is responsible for scheduling drivers.
Director is responsible for ensuring safety of staff, volunteers, and passengers.
Director is responsible for scheduling/holding all training, testing, and classes etc.
Director reports all requests for Van maintenance, repairs, inspections and etc. to Board of Directors.
Director is responsible to ensure all maintenance, repairs, and inspections are scheduled, completed and records kept.

OFFICE ASSISTANT/DISPATCHER

Duties/Responsibilities
Office Assistant/Dispatcher is required to attend Annual In-House RTAC Classroom training with written test.
Office Assistant/Dispatcher is required read and follow the instructions in Van Accident Emergency Instructions manual in case of an accident or tornado.
Office Assistant/Dispatcher is required to follow all other emergency instructions as outlined in Emergency Disaster Plan and RTAC Emergency Procedures.
Office Assistant is required to be certified in CPR/First Aid. (Classes are held every 2 years at center by American Safety & Health Institute.)
Office Assistant/Dispatcher must pass a back ground check with Troy Police Department.
Office Assistant /Dispatcher is responsible for registering new clients. (registration forms are required before service can begin)
Office Assistant/Dispatcher is responsible for taking calls and radioing driver.
Office Assistant/Dispatcher is responsible for recording and coordinating van schedule with drivers.
Office Assistant/Dispatcher is responsible for second counting and recording of program income.

Passenger Safety
If a scheduled passenger does not respond or answer door at van arrival, the driver will radio office assistant/dispatcher immediately. The office assistant/dispatcher will call the passenger to ensure their safety. If no answer, the emergency contacts are called. If contacts cannot be reached, then call Troy Police. Alert the Director immediately. Report any unusual circumstances to Director.

Attachment 12
Part VI - B

Preventative Maintenance Schedule

Daily

1. Check under hood

    a. Check Oil
    b. Check Coolant
    c. Check Washer Fluid

2. Unlock all doors (Mandatory to unlock rear emergency door)

3. Pre Trip Inspection

    a. Check Lights and Flashers
    b. Body Damage
    c. Tire Inflation
    d. Ramp Lift Operation
    e. Interior for damage
    f. Seat Belt Conditions
    g. Fire Extinguisher
    h. First Aid Supplies
    i. Heater & Air Conditioner
    j. Wheel Chair Tie Down

4. Post Trip Inspection

    a. Note all operational conditions of vehicle.
    b. Vehicle requires repair or service
    b. Comments.

Attachment 13
Part VI - B

Preventative Maintenance Schedule

Monthly

Mileage Specific:
Change oil and filter every 3000 or 4000 miles
Lubricate chassis

Yearly

Flush radiator and replace coolant
Service Air Conditioner
Service Wheel Chair Lift

Every 2 Years

Replace all hoses, more if needed

Every 4 Years

Replace Battery

Attachment 14
Part VI - B

Preventative Maintenance Schedule

Be alert and ready to make schedule alterations according to your specific needs. When making alterations, be sure to document any changes and update this schedule for reference.

Daily: Perform pre-trip inspection (post-trip if necessary or required)

Regularly: Clean vehicle interior and exterior - determine need by the amount of use and road conditions (salt used for cleaning roads and chloride compounds used to control dust may require more frequent cleaning).

Every Year: Flush radiator - Replace coolant - Service Air Conditioner and Wheelchair lift

Every 2 Years: Replace all hoses, more often if necessary

Every 4 Years: Replace battery

Mileage Specific:

3,000 - Change oil, oil filter - Lubricate chassis

6,000 - Change oil, oil filter - Lubricate chassis - Rotate tires

9,000 - Change oil filter - Lubricate chassis - Inspect drive belts, adjust belt tension- In dusty areas, change air filter

12,000 - Change oil, oil filter - Lubricate chassis - Rotate tires

15,000 - Change oil, oil filter, air filter and PVC valve** - Lubricate chassis

18,000 - Change oil, oil filter - Lubricate chassis - Rotate tires - Inspect drive belts, adjust belt tension - In dusty areas, change air filter

21,000 - Change oil, oil filter - Lubricate chassis - Rotate tires, Change front and rear brake pads**

24,000 - Change oil, oil filter, fuel filter, spark plugs - Lubricate chassis - Rotate tires - Service transmission, replace transmission filter and fluid - Pack wheel bearings - Engine tune-up**

27,000 - Change oil, oil filter - Lubricate chassis - Inspect drive belts, adjust belt tension - In dusty areas, change air filter

30,000 - Change oil, oil filter, air filter* and PVC valve** - Lubricate chassis - Rotate tires

33,000 - Change oil, oil filter - Lubricate chassis

Attachment 15
Part VI - B

36,000 - Change oil, oil filter - Lubricate chassis - Rotate tires - Inspect drive belts, adjust belt tension - In dusty areas, change air filter

39,000 - Change oil, oil filter - Lubricate chassis

42,000 - Change oil, oil filter - Lubricate chassis - Change front and rear brake pads** - Rotate tires

45,000 - Change oil, oil filter, air filter* and PVC valve** - Lubricate chassis - Inspect drive belts, adjust belt tension - In dusty areas, change air filter

48,000 - Change oil, oil filter, fuel filter, spark plugs - Lubricate chassis - Rotate tires - Service transmission, replace transmission filter and fluid - Pack wheel bearings - Engine tune-up** - Replace: EGR value and clean EGR passage, ignition cables, distributor cap and rotor drive belts (V-type only), vacuum-operated emission system components

51,000 - Change oil, oil filter - Lubricate chassis

54,000 - Change oil, oil filter - Lubricate chassis - Rotate tires - Inspect drive belts, adjust belt tension - In dusty areas, change air filter

57,000 - Change oil, oil filter - Lubricate chassis

60,000 - Change oil, oil filter, air filter* and PVC valve & - Lubricate chassis - Rotate tires

63,000 - Change oil, oil filter - Lubricate chassis - Inspect drive belts, adjust belt tension - In dusty areas, change air filter - change front and rear brake pads**

66,000 - Change oil, oil filter - Lubricate chassis

72,000 - Change oil, oil filter, spark plugs - Lubricate chassis - Inspect drive belts, adjust tension - In dusty areas, change air filter -0 Rotate tires - Service transmission, replace transmission filter and fluid - Pack wheel bearings - Engine tune-up**

75,000 - Change oil, oil filter, air filter* and PVC valve** - Lubricate chassis

78,000 - Change oil, oil filter - Lubricate chassis - Rotate tires

81,000 - Change oil, oil filter - Lubricate chassis - Inspect drive belts, adjust belt tension - In dusty areas replace air filter

84,000 - Change oil, oil filter - Lubricate chassis - Change front and rear brake pads** - Rotate tires

87,000 - Change oil, oil filter - Lubricate chassis

90,000 - Change oil, oil filter air filter* and PVC valve** - Lubricate chassis - Inspect drive belts, adjust belt tension - Rotate tires.

93,000 - Change oil, oil filter - Lubricate chassis

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Part VI - B

96,000 - Change oil, oil filter, fuel filter, spark plugs - Lubricate chassis - Rotate tires - Service transmission, replace transmission filter and fluid - Pack wheel bearings - Engine tune-up** - Replace: EGR value and clean EGR passage, ignition cables, distributor cap and rotor drive belts (v-type only), vacuum-operated emission system components

99,000 - Change oil, oil filter - Lubricate chassis - Inspect drive belts, adjust belt tension - In dusty areas, replace air filter

102,000 -Change oil, oil filter - Lubricate chassis - Rotate tires

105,000 Change oil, oil filter, air filter* and PVC valve** - Lubricate chassis - Change front and rear brake pads**

108,000 -Change oil, oil filter - Lubricate chassis - Inspect drive belts, adjust belt tension - In dusty areas, change air filters - Rotate tires

111,000 -Change oil, oil filter - Lubricate chassis

114,000 -Change oil, oil filter - Lubricate chassis - Rotate tires

117,000 -Change oil, oil filter - Lubricate chassis - Inspect drive belts, adjust belt tension - In dusty areas, change air filters - Rotate ties

120,000 -Change oil, oil filter, spark plugs, air filter* and PVC valve** - Lubricate chassis - Rotate tires - Service transmission, replace transmission filter and fluid - Pack wheel bearings - Engine tune-up**

120,000 miles and beyond - Your agency should realize that, given the limited amount of capital funding available through IDOT, your vehicle will likely operate beyond the vehicle's "useful life." Therefore, your agency should continue an aggressive PM program well beyond the vehicle's useful life.

* In dusty areas, the air filter should be changed every 9,000 miles

** PVC valve, brake pad replacements, and engine tune-ups may need to be performed more often than suggested in this schedule.

Attachment 17
Part VI - B

MANUFACTURER'S RECOMMENDATIONS (CHEK-CHART)

2000 DODGE TRUCKS, B3500 VAN
E-Z 8-C 5.9L (360) FI Z

SEVERE SERVICE

PCV VALVE	Replace PCV valve if necessary Every 30,000 MI/48,000 km
AUTOMATIC TRANSMISSION	Change fluid and filter Every 12,000 MI/19,000 km
COOLING SYSTEM	Change Coolant at 1st 36 Months or 52,500 MI/84,000 km, then Every 24 Months or 30,000 MI/48,000 km
MANUAL TRANSMISSION	Change Lubricant Every 18,000 MI/29,000 km
DIFFERENTIAL	Change Lubricant if axle was submerged in water
ENGINE OIL	Change Every 3 Months or 3,000 MI/5,000 km or Every 50 hrs. when operated off-road

CAUTIONS

ENGINE: Check crankcase oil level no less than 5 minutes after engine has been run.

PARTS

OIL FILTER	OF4670, QS16
AIR FILTER	AF4, PA7 or QSA160
PCV VALVE	58207,
BREATHER	56300,

CHASSIS

10-15 FITTINGS 0 PLUGS LB LUBE

LUBRICANTS

ENGINE OIL	
Above -18	API*
Below 0	10W-30
NOTE : SAE 10W-30 is preferred.	5W-30
POWER STEERING:	
PS OE Part Info: Mopar P/N 4883077, Spec No. MS5931	PS
BRAKE FLUID:	*
HB OE Part Info: DOT-3, Mopar P/N 04318080 meeting MS-4574	HB
CLUTCH FLUID:	*
HB OE Part Info: DOT-3, Mopar P/N 04318080 meeting MS-4574	HB
AUTOMATIC TRANSMISSION:	*
AP4 OE Part Info: Mopar ATF+4 (Type 9602), P/N 05013457AA	AP4
MANUAL TRANSMISSION: AX-15	*
GL-5 OE Part Info: (SAE 75W-90) Mopar P/N 05010320AA meeting MS-9763	GL-5, 75W-90
DIFFERENTIAL:Rear D-C 7.25-9.25 Limited Slip	*
DIFFERENTIAL:Rear D-C 7.25-9.25 Standard	GL-5*, 75W-90
DIFFERENTIAL:Rear Dana 60, 248 Limited Slip	GL-5, 75W-90
DIFFERENTIAL:Rear Dana 60, 248 Standard	GL-5*, 90
GL-5 75W-90 OE Part Info: (SAE 75W-90) Mopar P/N 05010320AA meeting MS-9763	GL-5, 90
GL-5 90 OE Part Info: (SAE 90) Mopar P/N 04874466 meeting MS-8987	*
	*

CAPACITIES

ENGINE OIL: WITH FILTER	5.0 QUARTS
AUTOMATIC TRANSAXLE: INITIAL FILL,	4.0 QUARTS
NOTE: With Engine at operating temperature, shift through all gears. Check fluid level in NEUTRAL and Automatic Disconnecting Differential fluid as needed.	
DIFFERENTIAL, REAR	
Others W/ 7.25 RG	3.0 PINTS
Others W/ 8.25 RG	4.4 PINTS
Others W/ 9.25 RG	4.9 PINTS

TIRES

TORQUES

OIL DRAIN PLUG	20 FT-LBS
MANUAL TRANSMISSION	F-PLUG: 27 D-PLUG: 27 FT-LBS

Attachment 18
Part VI - B

Jarvis Township Senior Citizens Services Transportation Department

Bi-Annual Tune-Up And Safety Inspection

Unit # 00 RAM 3500 Mileage 70760 Date 01-10-09

Tune-Up Checked		Replaced	Fluid/Grease Checked		Added
	Plugs	X	OK	Brake	
	Distributor Cap	X	OK	Transmission	
	Rotor	X		Steering	
	Fuel Filter	X OK		Differential	
	Air Filter	X		Coolant	
	PCV Valve	X		Bearings	
	Adjust carb./ Set timing	NOW ADJ		U-Joints	

Remarks:

Safety Inspection Checklist

Checked		Condition (circle)			Expected Life/ Repairs Needed
✓	Brakes	Good	(Fair)	Poor	FRONT PADS NEW BACK PADS THIN
✓	Drums	(Good)	Fair	Poor	
✓	Shocks	Good	Fair	(Poor)	SHOCKS WEAK VAN BOUNCE
✓	Tires/Rims	Good	Fair	(Poor)	BACK TIRES LOW TREAD
✓	Alignment	Good	(Fair)	Poor	TIRES WEAR UNEVENLY
✓	Ball Joints	Good	Fair	Poor	POPPING NOISE ON TURN
✓	Exhaust System	(Good)	Fair	Poor	
✓	Hoses/Belts	(Good)	Fair	Poor	REPLACED
✓	Steering System	Good	Fair	(Poor)	LOOSE MOTION
✓	Heating/Cooling System	Good	Fair	(Poor)	BACK HTR MOTOR WONT RUN
✓	Water Pump	(Good)	Fair	Poor	
✓	Alternator/Starter	(Good)	Fair	Poor	
✓	Battery Lights	Good	Fair	Poor	INSIDE LIGHTS RELAY BAD
✓	Thermostat	Good	Fair	(Poor)	LOOSING WATER DAILY
✓	AIR BAG	Good	Fair	(Poor)	AIR BAG INOPERABLE
✓	PASSENGER DOOR	Good	Fair	(Poor)	PLUGS OPEN DOES NOT LATCH

Remarks: 667-2022 Sherry

Attachment 19
Part VI - B

MAINTENANCE/REPAIR REQUEST FORM

Unit #: 1 | Date: 6-1-09

Repairs Requested:

1. Front right brake making screeching noise
Found pad missing and rotor scored - Turned both rotors and installed new brake pads.

2. Air bag alarm light is on
Mechanic replaced battery fuse

Requested By: Harold Nicholson

Date Scheduled: 6-2-09

Date Completed: 6-2-09

Completed By: M & M

VAN MAINTENANCE

	DATE	PROBLEM	SOLUTION
DLG	6-1-09	Brake squealing on right front	
DLG	6-2-09	Van did not turn right	MSM bled brake jet on front brakes
DLG	6-3-09	Radiator fluid level low	Add 1/2 gallon coolant
DLG	6-12-09	Radiator fluid level low	Add 1 qt coolant
	6-17-09	Radiator fluid level low	Add 1 qt coolant
		Could see many spots on road	Refilled 20 times
	6-17-09	Air bag light is on	MSM replaced blown fuse
DLG	6-29-09	Air bag fuse blown again	Replaced fuse

Attachment 20
Part VI - B

MONTHLY MILEAGE AND EXPENSE REPORT

UNIT # _____ MONTH June 2009 BEGINNING MILEAGE 73073 ENDING MILEAGE _____

DATE	DRIVER	MILEAGE BEGIN	MILEAGE END	TOTAL MILES	FUEL GALLONS	FUEL COST	TICKET NUMBER	REPAIRS	COST
6-1-09	Craddock	73073	73112		10.10	25.24			
6-2-09	Craddock	73112	73147		21.30	53.25			
6-3-09	Schlachter	73147	73163						
6-4-09	Craddock/Schlachter	73163	73189						
6-5-09	Schlachter	73189	73226						
6-8-09	Craddock	73226	73271						
6-9-09	Craddock	73271	73281						
6-10-09	Corbett	73281	73292						
6-11-09	Craddock	73292	73305						
6-12-09	Schlachter	73305	73338						
6-15-09	Craddock	73338	73355		28.85	71.80			
6-16-09	Craddock	73355	73387					Van Cut	187.00
6-17-09	Corbett	73387	73400						
6-18-09	Kirschmann	73400	73423						
6-19-09	Kirschmann	73423	73468						
6-22-09	Craddock	73468	73502						
6-23-09	Craddock	73502	73522						
6-24-09	Corbett	73522	73538						
6-25-09	Kirschmann	73538	73562						
6-26-09	Kirschmann	73562							
6-29-09									
6-30-09								Van Bat	

Attachment 21
Part VI - B

ILLINOIS DEPARTMENT OF TRANSPORTATION • VEHICLE INSPECTION REPORT

300221

MARKING INSTRUCTIONS
CORRECT: ● INCORRECT: ⊘ ⊗ ◐ ⊙
- If an error is made, erase mark completely
- For a "Yes" response mark the box with an "X" ☒
- For a "No" response leave the box blank ☐

1. IVC ☐
2. INTERSTATE ☐

5. Date of Test	6. Start Time	7. End Time	8. Date C/S Applied
04 23 09	01:00 Am ○ Pm ●	01:20 Am ○ Pm ○	

9. Time C/S Applied	10. Station	11. CST	12. Certificate of Safety Number
Am ○ Pm ●			

13. Odometer Reading	14. Total Test Fee	15. Reject over 30 days ☐	16. Replacement C/S ☐	17. Single Wheel ☐	18. Double Wheel ☐
7	1.				

3. License Plate	4. Vehicle Identification Number

Mark Each Item Either Pass or Fail

BRAKES

Pass	Fail	
		Absence of Braking
		Missing/Broken/Loose Components
		Beyond Readjustment Limits
		Leaks
		Lining Pads
		Parking Brake
		Drum/Rotors
		Mismatch Across Axle
		Hose-Tube-Cracked-Broken-Crimped
		Low Pressure Warning Device
		Tractor Protection Valve
		Compressor
		Electric Brakes
		Breakaway
		Hydraulic Master-Reserve
		Check Valve Missing Inoperable
		Hydraulic Brake Failure Light
		Power Assist Unit
		Vacuum Reserve
		Low Vacuum Warning Device

COUPLING DEVICES

Choose One	
Fifth Wheel	
Pintle Hook	
Drawbar/Towbar Eye	
Drawbar/Towbar Tongue	
Safety Device	
Saddle Mounts	

Pass	Fail	
		Mounting
		Missing Components
		Cracked Worn Weld Repairs
		Latching Ineffective

EXHAUST SYSTEM

Pass	Fail	
		Exhaust Leaks
		Located So Cannot Cause Damage
		Bus Gas Powered
		Discharge Excess 6" Forward From Rear
		Bus other than Gas Powered
		Discharge Excess 15" Forward From Rear
		Forward of Door or Opening Window

FUEL SYSTEM

Pass	Fail	
		Fuel Cap
		Loose Components
		Leaks

SAFE LOADING

Pass	Fail	
		Spare Tire
		Cargo Secure
		Front End Structure

LIGHTING DEVICES

Pass	Fail	
		Headlight Element
		Taillight
		Parking Light
		Stoplight
		Clearance Light
		License Plate Light
		Turn Signal
		Hazard Warning
		Back Up Light
		Identification Cluster
		Reflex Reflectors
		Side Marker Intermediate

STEERING MECHANISM

Pass	Fail	
		Free Play
		Binding Jamming/Loose Parts
		Steering Column
		Steering Wheel Not Secure
		Gear Box
		Components Cracked Weld Repair
		Pitman Arm
		Power Assist Unit
		Ball Joint
		Steering System Modification
		Tie Rod
		Drag Links

SUSPENSION

Pass	Fail	
		Axle Positioning Parts Loose or Miss.
		Springs/Shackles
		Rubber Spring
		Torsion Bar
		Coil Springs
		Air Suspension
		Torque Radius Tracking

FRAME

Pass	Fail	
		Cracked Broken Member
		Loose Fasteners
		Tire Wheel Clearance
		Adjustable Axle Assembles

TIRE-STEERING AXLE

Pass	Fail	
		Tread Depth
		Mismatch Radial/Bias
		Improper Use
		Improper Size
		Improper Load
		Tire Condition
		Bus-Recapped-Retread
		Regrooved-Unless Urban
		Boot or Ply Repair
		Flat or Leak
		Improp. Mount-Inflat. Contact With Veh.

TIRES-NON STEERING AXLE

Pass	Fail	
		Tread Depth
		Flat or Leak
		Tire Condition
		Improper Use
		Improper Size
		Improper Load
		Improper Mounting or Inflation

WHEELS AND RIMS

Pass	Fail	
		Bolt Hole Cracked Elongated
		Lugs/Fasteners
		Lock Rings
		Cracked Weld Repair

WINDSHIELD GLAZING

Pass	Fail	
		Windshield Glazing

WINDSHIELD WIPER

Pass	Fail	
		Wiper Operation
		Missing Broken Parts

19. Model Year

20. Vehicle Type

01 - Ambulance
02 - Bus
03 - Comm Bus
04 - Comm Trng Veh
05 - Homemade
06 - Medicar
07 - MP Pass Veh
08 - Pass Car
09 - Rebuilt
10 - Rescue
11 - Semi-trailer
12 - Tow Truck
13 - Trailer
14 - Truck
15 - Truck Tractor

21. Trailer Make

01 - DOR
02 - FRUE
03 - GREAT DANE
04 - KY
05 - STRICK
06 - TRAIL
07 - TRANS
08 - UTILITY
09 - WABASH
10 - OTHER

22. Vehicle Make

01 - AUTO
02 - BUICK
03 - CAD
04 - CHEV
05 - CHRYS
06 - DODGE
07 - FITZ
08 - FORD
09 - FRTLR
10 - FWD
11 - GMC
12 - HEND
13 - INT'L
14 - JEEP
15 - KEN
16 - MACK
17 - NAVIS
18 - MERCDS
19 - NISS
20 - OLDS
21 - PET
22 - PLY
23 - PONT
24 - STERLING
25 - TOY
26 - VOLVO
27 - VW
28 - OTHER

23. Defects			
☒	Brakes	Absence of Braking, Missing Broken Loose Parts, Out of Adjustment, Leaks, Lining, Parking Brake, Drum Rotors, Mismatch Across Axle, Hose/Tubing Cracked Broken Crimped, Low Pressure Warning Device, Tractor Protection Valve, Compressor, Electric Brakes, Breakaway, Hydraulic Master, Check Valve Missing Inoperable, Hydraulic Brake Failure Light, Power Assist Light, Vacuum Reserve, Low Vacuum Warning Device	
☒	Coupling Devices	Fifth Wheel, Pintle Hook, Drawbar/Towbar Eye, Drawbar/Towbar Tongue, Safety Devices, Saddle Mounts, Mounting, Missing Components, Cracked Worn Weld Repairs, Latching Ineffective	
☒	Exhaust System	Exhaust Leaks, Location, Excess of 6" Forward From Rear, Excess 15" Forward From Rear, Forward Door Window	
☒	Fuel System	Fuel Cap, Loose Components, Leaks	
☒	Safe Loading	Spare Tire, Cargo Secure, Front End Structure	
☒	Lighting Devices	Headlight, Tail Light, Parking Light, Stop Light, Clearance, License Plate Light, Turn Signal, Hazard Warning, Back Up Light, Identification, Reflectors, Reflective Tape, Side Marker Intermediate	
☒	Steering Mechanism	Free Play, Binding Jamming Loose Parts, Steering Column, Steering Wheel Not Secure, Gear Box Cracked Welded, Pitman Arm, Power Assist Unit, Ball Joint, Steering Mechanism Modification, Tie Rod, Drag Link, King Pin	
☒	Suspension	Axle Positioning Parts Loose or Missing, Spring/Shackles, Rubber Spring, Torsion Bar, Coil Springs, Air Suspension, Torque Radius Tracking	
☒	Frame	Cracked Broken Member, Loose Fasteners, Tire Wheel Clearance, Adjustable Axle Assemblies	
☒	Tires-Steering Axle	Tread Depth, Mismatch Radius/Bias, Improper Use, Improper Size, Improper Load, Tire Condition, Bus Recapped Retreaded, Regrooved Unless Urban, Boot or Ply Repair, Flat or Leak, Clearance	
☒	Tires-Non Steering Axle	Tread Depth, Flat or Leak, Tire Condition, Improper Use, Improper Size, Improper Load, Improper Mount or Inflation	
☒	Wheels and Rims	Bolt Hole Cracked Elongated, Lugs Fasteners, Lock Rings, Crack Weld Repairs	
☒	Windshield	Windshield Glazing	
☒	Windshield Wiper	Wiper Operation, Missing Broken Parts	
☒	Tow-Truck	Broom Shovel Trash Can, Bond or Insurance, Other	
☒	Special Category	Headlight Aim, Wheel Align, Bumper, Horn/Siren, Mirror Mounting, Mirror Condition, Window Other Than Windshield, Windshield Washer, Fire Extinguisher, Interior Lights, Electric Warning, Seat Anchoring, Aisle, Cab Interior, Floor & Covering, Door(s) & Latches, Body, Step, Heater/Defroster, Back Up Alarms, King Pins, Wheel Bearing, Shocks, Reflectors Flags Flares, Splash/Guard Braces, Muffler, Flasher Lights, Dual Brake, Sliding 5th Wheel, Alarms, Latches, Emergency Exit, Service Entrance, Color Lettering, Seat Belt, Battery, Hoses & Cables, Other	

THIS COPY TO DRIVER

Part VI - B

PART VII
TRANSPORTATION TRAINING
MUST BE COMPLETED BY ALL APPLICANTS

Applicant Name
Jarvis Township Senior Citizens Center

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**. See Attachment to VII

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:
Basic First Aid Course
Annual Emergency and Disaster Awareness Plan

Do you offer regular updates/refreshers? Y_X_ N___
What is your normal Training cycle? **Annual Training in Spring/Summer**
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: **2-Way Radio**

Part VII
See Attachments 23-38

Attachment 23
Part VII

JARVIS TOWNSHIP SENIOR CITIZENS CENTER TRANSPORTATION PROGRAM

Table of Contents

Attachment 24
Part VII

Van Driver Requirements

All Drivers

All drivers must be at least 21 years of age and held a drivers license for at least 3 years.
All drivers must have a valid and properly classified license.
All drivers must be free of violations on driver's license. (A report is run at the IL Secretary of State office before employment)
All drivers must be in good physical health.
All drivers must pass a back ground check with Troy Police Department.
All drivers must comply with IL Dept. on Aging, IDOT, and other State and Federal regulations.

New Drivers

All new drivers must meet the Van Driver Requirements.
All new drivers must complete at least 2 days orientation riding/driving with experienced driver. Instruction will include:

a. Daily Inspections
b. Use of all van equipment including safety, ADA, radio use and etc.
c. Safe handling of van
d. Reports
e. Scheduling
f. Routes
g. Passenger safety

All new drivers are given a copy of RTAC Classroom materials to review and return including:

a. Passenger Assistance
b. Emergency Procedures
c. Defensive Driving

Training/Testing

All drivers are required to attend annual Employee/Volunteer Emergency and Disaster Training
All drivers are required to attend Annual In-House RTAC Classroom training with written test.
All drivers are required to attend RTAC Training by Certified Instructor as requested.
All drivers are required to be certified in CPR/First Aid. (Classes are held every 2 years at center by American Safety & Health Institute.)
All drivers are required to test with IL Secretary of State and have J05 Classification on Drivers license.

Duties/Responsibilities

Drivers provide transportation to seniors 60+ and insures safety regulations are observed and enforced.
Drivers assist planning schedules.
Drivers assist passengers on and off van or from door to door if requested.
Drivers assist passengers with safety belts if necessary.
Drivers assist carrying shopping bags/packages if requested.
Drivers assist in arranging all preventative maintenance, inspections, and repairs of van.
Drivers complete reports for maintenance, repairs, and inspections as needed and forwards to Director.
Drivers count program income and forwards to Office Assistant/Dispatcher.
Drivers complete daily units of service sheet, recording units, income, inspections, Unusual circumstances/concerns, maintenance, repairs, and mileage.
Drivers complete Maintenance and Repair Request forms and forwards to Director as needed.
Drivers record all mileage, fuel information, maintenance, repairs, and inspections on Monthly Mileage & Expense Report
Drivers insure van is properly cleaned and maintained.
Drivers perform other duties as requested by Director and/or Board of Directors.

Passenger Safety
Drivers must give all passengers a copy of Van Rider Rules
All Drivers/Passengers are required to follow Mandatory Safety Regulations

If a scheduled passenger does not respond or answer door at your arrival, radio office assistant/dispatcher immediately. The passenger will be called to ensure their safety.
Wait for further instruction from the office personnel
Report any unusual circumstances to Director.

Emergency Instructions
Drivers must read and follow the instructions in Van Accident Emergency Instructions manual in case of an accident or tornado. Follow all other emergency instructions as outlined in Emergency Disaster Plan and RTAC Emergency Procedures.

VAN MAINTENANCE

Van Preventative Maintenance

Follow Manufacturer's Recommendations, equipment manuals, and Preventative Maintenance Schedule.
Drivers must complete a Maintenance/Repair Request and forward to Director for approval.
Drivers must have van maintained at authorized auto repair after Director/Board approval.

Van Inspections

Drivers must perform all inspections as requested/required on Pre-trip Inspection and Post-trip Report form daily.
Drivers must coordinate with Director and have van inspected at official IDOT Examination Station bi-annually
Drivers must coordinate with Director and have van inspected with tune-up at authorized auto repair bi-annually.

Van Repairs

Follow Manufacturer's Recommendations and equipment manuals.
Drivers must complete a Maintenance/Repair Request for and forward to Director for approval.
Drivers must have van repaired at authorized auto repair after Director/Board approval.

Reports

Drivers are required to complete appropriate reports.

DIRECTOR

Duties/Responsibilities
Van drivers report to Director.
Office Assistant/Dispatcher reports to Director.
Director reports to the Jarvis Township Board of Directors.
Director is responsible for writing all forms, policies and procedures.
Director is responsible hiring, evaluating employees, and payroll.
Director is responsible for scheduling drivers.
Director is responsible for ensuring safety of staff, volunteers, and passengers.
Director is responsible for scheduling/holding all training, testing, and classes etc.
Director reports all requests for Van maintenance, repairs, inspections and etc. to Board of Directors.
Director is responsible to ensure all maintenance, repairs, and inspections are scheduled, completed and records kept.

OFFICE ASSISTANT/DISPATCHER

Duties/Responsibilities
Office Assistant/Dispatcher is required to attend Annual In-House RTAC Classroom training with written test.
Office Assistant/Dispatcher is required read and follow the instructions in Van Accident Emergency Instructions manual in case of an accident or tornado.
Office Assistant/Dispatcher is required to follow all other emergency instructions as outlined in Emergency Disaster Plan and RTAC Emergency Procedures.
Office Assistant is required to be certified in CPR/First Aid. (Classes are held every 2 years at center by American Safety & Health Institute.)
Office Assistant/Dispatcher must pass a back ground check with Troy Police Department.
Office Assistant /Dispatcher is responsible for registering new clients. (registration forms are required before service can begin)
Office Assistant/Dispatcher is responsible for taking calls and radioing driver.
Office Assistant/Dispatcher is responsible for recording and coordinating van schedule with drivers.
Office Assistant/Dispatcher is responsible for second counting and recording of program income.

Passenger Safety
If a scheduled passenger does not respond or answer door at van arrival, the driver will radio office assistant/dispatcher immediately. The office assistant/dispatcher will call the passenger to ensure their safety. If no answer, the emergency contacts are called. If contacts cannot be reached, then call Troy Police. Alert the Director immediately. Report any unusual circumstances to Director.

Attachment 28
Part VII

Van Driver Training
June 16, 17, 19 2008

Agenda

1. Thank You
2. RTAC Course
    a. Defensive Driving Knowledge test
    b. Emergency Procedures Knowledge test
    c. Passenger Assistance Knowledge test
3. Other Video Training Tapes
4. Job descriptions
5. Van Application submitted
6. Van Maintenance/Inspections/Repairs/Accidents Policies & Procedures
7. Van Manuals
8. Emergency & Disaster Plan
9. Questions

Attachment 29
Part VII

Training Schedule
Van Driver, Office/Dispatcher/Other
RTAC, Emergency and Disaster Plan, CPR/AED

Required Emergency and Disaster Plan Training is held once a year for all staff and employees.
Last Training: 6/16/08
Next Training: 7/15/09

Required Van Driver/Dispatcher Training including RTAC Classroom training is held at least once per year.
Last Training: 6/16/08
Next Training: 7/16/09

All staff are required to be keep current certification in CPR//AED Basic First Aid Training.
Last Training: 7/10/08
Next Training: 6/27/09

Attachment 30
Part VII

Driver Training

Name: Don Gieselman

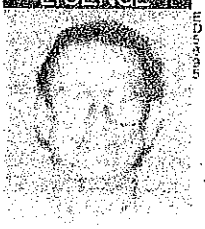
Date	Type	Date	Type	Date	Type
5/13/04	Classroom/Test CA, DD, EP				
5/12/05	"				
9/7/05	"				
4/19/06	"				
5/8/06	CPR				
11/6/06	Passenger Assistance Band City				
1/23/07	Emergency Procedures-Band				
4/17/07	Emergency/Disaster training				
6/16/08	Classroom/Test CA, DD, EP				
6/19/08	Emergency Disaster Training				
7/10/08	CPR-AED				
9/1/08	Braun Training				
11/19/08	Defensive Driving Band				

Attachment 31
Part VII

Illinois — Jesse White - Secretary of State

NUMBER	ISSUED	EXPIRES
[illegible]	03-23-07	[illegible]

DRIVERS LICENSE



DONALD L GIESELMAN
704 HUNTLEY COURT
TROY IL 62294

Birthdate 08-25-41
Male 5'10" 160 lbs HZL Eyes

Restrictions	Type	Class
BJ05	COR	D

THIS IS A LEGAL DOCUMENT UNDER THE UNIFORM ANATOMICAL GIFT ACT OR SIMILAR LAWS
I hereby make an anatomical gift, effective upon my death
☐ Any organ or tissue DATE _____
☐ Only the following _____
Signature of donor _____
WITNESS _____
WITNESS _____

Blood Type
RH Factor

Medical Information / Living Will Seal Area

Class Single Veh GVWR 16000 or Less Except Cycles
Restrictions B -Corrective Lenses J05-Senior Drg Veh

Attachment 32
Part VII

American Heart Association
Learn and Live

Heartsaver® AED

Donald Gieselman

This card certifies that the above individual has successfully completed the objectives and skills evaluations in accordance with the curriculum of the AHA for Heartsaver AED Program.
Modules Completed: Ⓐ Ⓑ Ⓒ

07/10/2008
Issue Date

07/2010
Recommended Renewal Date

Training Center: North Central Territory
TC Address Contact Info: Anderson Hospital
Course Location: Tory Senior Building
Instructor: Darren Davis 4060062795
Holder's Signature

© 2008 American Heart Association *Tampering with this card will alter its appearance.* 80-1203

Fill in the circles of the modules *NOT* completed. This card contains unique security features to protect against forgery.

80-1203 R1/08

AMERICAN SAFETY & HEALTH INSTITUTE

This certifies that
Donald Gieselman
has successfully completed a course in

☐ Pediatric CPR
☐ Adult CPR
☒ Adult/Pediatric CPR

VOID IF MORE THAN ONE COURSE CHECKED

CPR
for the Community and Workplace™

ASHI APPROVED CERTIFICATION CARD

Tiffany Swarm-Sturd
Authorized Instructor (Print Name)

Holder's Signature

5·8·06
Date Completed

5·8·08
Renewal Date

616·664·0638
Training Center Phone No.

Training Center Note

Successful completion indicates card holder has met the required knowledge and skill objectives of the curriculum to the satisfaction of an ASHI authorized instructor. Successful completion does not guarantee future performance, nor imply state certification or licensure. The ASHI CPR curriculum is consistent with widely accepted guidelines for basic life support. Rate this program online at www.ashinstitute.org or call (800) 682-5067.

Attachment 33
Part VII

MANDATORY SAFETY REGULATIONS

The Following Rules and Regulations Apply To All Persons Operating An Agency Vehicle:

1. Seat Belts Must Be Worn.
2. No Eating Or Drinking On The Vehicles.
3. No Smoking While Passengers Are On The Vehicle.
4. No Unscheduled Stops Are Allowed.
5. Never Leave Vehicle Unattended While The Engine Is Running.*

    a. Put the gear shift lever securely into park.
    b. Turn off the engine.
    c. Apply the parking brake.

* The only exception is during the warming-up period in the winter months when the vehicle is on the lot. (Do not let run more than 10 minutes.)

I have reviewed this section on Safety Inspection and Vehicle Procedures and I fully understand its scope. I assume these responsibilities as of:

June 26, 2008
Date

Arnold Kirschner
Vehicle Operator

Sherry D. Brendel
Director

Attachment 34
Part VII

MANDATORY SAFETY REGULATIONS

The Following Rules and Regulations Apply To All Persons Operating An Agency Vehicle:

1. Seat Belts Must Be Worn.
2. No Eating Or Drinking On The Vehicles.
3. No Smoking While Passengers Are On The Vehicle.
4. No Unscheduled Stops Are Allowed.
5. Never Leave Vehicle Unattended While The Engine Is Running.*

    a. Put the gear shift lever securely into park.
    b. Turn off the engine.
    c. Apply the parking brake.

* The only exception is during the warming-up period in the winter months when the vehicle is on the lot. (Do not let run more than 10 minutes.)

I have reviewed this section on Safety Inspection and Vehicle Procedures and I fully understand its scope. I assume these responsibilities as of:

September 24, 2002
Date

Donald E. Bierlman
Vehicle Operator

Sherry D. Brendel
Director

THE BRAUN CORPORATION

Certifies that

DONALD GIESELMAN
JARVIS TOWNSHIP SENIOR CITIZEN

Has Attended the Training Seminar
for Braun Mobility Products

1st day of SEPTEMBER 2005

Douglas Hoover
Instructor

Attachment 35
Part VII

Illinois Rural Transit Assistance Center

Certificate of Training

This certificate is awarded to

Donald Gieselman

for successfully completing

DEFENSIVE DRIVING

November 19, 2008

RTAP Training Program

Gary C Stodgel
Instructor

Edward L. Heflin
Manager, RTAC
Edward Heflin

Illinois Rural Transit Assistance Center delivers the Rural Transit Assistance Program, a federal program of training and technical assistance for agencies operating transit services in rural areas.

Attachment 30
Part VII

Illinois Rural Transit Assistance Center

Certificate of Training

This certificate is awarded to

Donald Gieselman

for successfully completing

PASSENGER ASSISTANCE

November 6, 2006

RTAP Training Program

Rudy Muzzarelli
Instructor

Edward L. Heflin
Manager, RTAC
Edward Heflin

Illinois Rural Transit Assistance Center delivers the Rural Transit Assistance Program, a federal program of training and technical assistance for agencies operating transit services in rural areas.

Attachment 37
Part VII

Illinois Rural Transit Assistance Center

Certificate of Training

This certificate is awarded to

Don Gieselman

for successfully completing

DEFENSIVE DRIVING

April 15, 2006

Instructor

Manager, RTAC
Edward Heflin

Illinois Rural Transit Assistance Center delivers the Rural Transit Assistance Program, a federal program of training and technical assistance for agencies operating transit services in rural areas.

Attachment 38
Part VII

Applicant Name
Jarvis Township Senior Citizens Center

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?
Madison County Transit	(618) 931-7433	Mon.-Fri. Sat.	6 a.m. – 6 p.m. 6 a.m. – 6 p.m.	Curb to Curb or Fixed Route (assist in & out of bus) Ages 65 and older or disabled	

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 IX
See Attachments 39-40

Attachment 39
Part IX

Jarvis Township Senior Citizens Center
410 Wickliffe Street
Troy, IL 62294

June 16, 2009

Mr. Jerry Kane
Madison County Transit
P.O. Box 7500
Granite City, IL 62040-7500

Dear Mr. Kane:

The Jarvis Township Senior Citizens Center is applying to replace the current (1) 2000 Dodge Van with (1) 12 Passenger Light Duty Paratransit Vehicle with lift under section 5310 with Illinois Department of Transportation again this year. Our request last year was not fulfilled.

The service area is Jarvis Township and to Medical Offices on State Highway 162 up to the intersection at State Highway 159 in Maryville. Door to door transportation service is provided to seniors 60+ who reside in Jarvis Township. This service is provided Monday through Friday, 9:00 a.m. to 3:00 p.m. for medical appointments, activities at the Senior Center, banking, shopping, hair appointments and etc.

In accordance with federal grant program requirements, 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.

Our application is due to IDOT by June 30, 2009. Your timely response and your letter of recommendation was greatly appreciated last year and will be appreciated again this year!

Sincerely,

Sherry D. Brendel

Sherry D. Brendel
Director

Telephone: (618) 667-2022 Fax: Same Email: jarvistssc@sbcglobal.net

troyseniorcenter.8m.com

Attachment 40
Part IX

Agency for Community Transit

One Transit Way
P.O. Box 7500
Granite City, IL 62040

Tel: (618) 931-7433
Fax: (618) 797-7547

June 22, 2009

Jarvis Township Senior Center
Mrs. Sherry Brendel
410 Wickliffe Street
Troy, IL 62294

Dear Mrs. Brendel,

Agency for Community Transit supports the application made by Jarvis Township Senior Citizens Center to the Illinois Department of Transportation requesting capital assistance grant funding for a new vehicle.

The transportation program offered by Jarvis Township Senior Citizens Center is complementary to the Agency's door-to-door program by providing seniors in our community with essential transit service which allows for a more independent lifestyle. We fully understand the need for replacement vehicles in providing a safe and dependable transportation program and endorse the efforts of Jarvis Township Senior Citizens Center.

Our Agency welcomes the opportunity to work cooperatively with Jarvis Township Senior Citizens Center and is hopeful its endeavors are successful.

Sincerely,

Jerry J. Kane
Executive Director

JJK/elw

Applicant Name
Jarvis Township Senior Citizens Center

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

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

In the event that clients call us for transportation outside our service area and are able to utilize curb to curb service, and are age 65 or over/or disabled they are referred to Madison County Transit.

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

It would not be feasible to combine the two services. A separate service is needed to provide personal door to door service (as opposed to curb to curb) and assistance to clients who are mentally or physically handicapped or both who do not have attendants. While Madison County Transit provides a wonderful service that we could not do without, their drivers are not allowed to enter client's homes or assist as our drivers do. Many elderly fear public transportation and would not utilize it. Our service also provides the clients with a means to monitor their well-being. (Example: if a client does not call for service as expected, we will call to check on him/her. Also if a client does not answer their door when service is scheduled, we call the client, neighbor, relatives and/or activate EMS if necessary. Most clients live alone, have no local family, and have no other daily contact.) The drivers assist clients with shopping bags etc. While MCT offers service to seniors 65 + we offer service to 60+. Our program fee is based on a suggested donation of $2.00 local and $3.00 outside city limits per unit of service. MCT is a fixed rate of $2.00 in a single service zone or $3.00 for connecting multiple zones. Our van driver response time is usually no more than 15 minutes to return pick-up after a call is received if the driver must leave to location.

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

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

C. HSTP Endorsement

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

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

Applicant Name
Jarvis Township Senior Citizens Center

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 10/1/07 to 9/30/08

PLEASE NOTE: TOTAL REVENUES SHOULD EQUAL TOTAL EXPENSES

SERVICE TYPE	Replacement or Service Expansion Requests		NEW SERVICE Request
Activity/Line-Item	**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			
Operating Income from Service Contracts (see section B on next page)			
Operating Income from other Grants (see section B on next page)	12,214	15,000	
Donations	13,962	13,538	
General agency funds	6,100	8,924	
Other			
Total Revenues (should equal expenses)	32,276	37,462	
Expenses – Operations			
Driver Salaries and Fringe Benefits	11,602	11,830	
Dispatch/Supervisor Salaries and Fringe Benefits	5,305	5,886	
Maintenance (Parts and Labor)	711	2000	
Materials and Supplies	65	556	
Fuel, Oil, Tires	3968	4500	
Insurance	1619	3516	
Vehicle Storage			
Other (license)	10		
Expenses – Administration			
Management Salaries and Fringe	5824	5824	
Clerical/Bookkeeping Wages			
Rent, Utilities, Taxes	3100	3250	
Marketing /Promotion/Driver Training costs	72	100	
Other			
Total Expenses (should equal revenues)	32,276	37,462	

Applicant Name
Jarvis Township Senior Citizens Center

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.).

	Replacement or Service Expansion Requests		NEW SERVICE or New/Requested Vehicle(s)
Funding Sources:	**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:			
Other Grant Funding:			
Area Agency on Aging	12,214	15,000	

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

We receive United Way funding and Unite Way Capital Campaign funding.
We have 6+ fundraising events scheduled this year.
We have increased requests for community support.
Our building/maintenance and partial utilities are supplied by the Tri-Township Park District.
The Director salary and benefits are paid by Jarvis Township.

APPENDICES

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

Name of Applicant
Jarvis Township Senior Citizens Center

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

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

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

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

AFFIRMATION OF APPLICANT'S ATTORNEY

For Jarvis Township Senior Citizens Center
(Name of Applicant)

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

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

Bonnie Levo
Signature of Applicant's Attorney

June 25, 2009
Date at Signature

BONNIE LEVO #6204938
Print Name of Applicant's Attorney
ARDC Registration Number

JOINT CERTIFICATION AND ASSURANCES FOR IDOT & FTA PROGRAMS

Please Print or Type: Name of Applicant/Agency: Jarvis Township Senior Citizens Center

Name and Relationship of Board Authorized Representative: Sherry D. Brendel, Director

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

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

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

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

Date: June 25, 2009

Sherry D. Brendel
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

(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.

Appendix B

Public Hearing Notice

Notice of Public Hearing

Jarvis Township Senior Citizens Center

RE: State of Illinois Paratransit Vehicle Grant for Jarvis Township

Notice is hereby given that a public hearing will be held by Jarvis Township Senior Citizens Center

On: June 25, 2009 At: 12:00 P.M.

Where: Wiesemeyer Senior Center In: Upper level dining hall

VII. 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 Transportation service provided to: Jarvis Township residents who qualify. Destinations: medical, work, Food, shopping, and miscellaneous other in Jarvis Township and Anderson Hospital & related medical buildings on State Rt. 162 (priority is given to medical trips). Single trip capacity: 11 passengers. Vehicle requested: Light Duty Paratransit Vehicle, estimated base price $48,000.

This project will be included in a Consolidated Vehicle Procurement Program undertaken by the State of Illinois on behalf of Jarvis Township Senior Citizens Center with State and Federal Funds.

B. Relocation Relocation Assistance will not be required

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

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

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

VIII. At the hearing Jarvis Township Senior Citizens Center 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.

IX. A copy of the application for state grant for the proposed project for the intended service area will be made available for public inspection at Jarvis Township Senior Citizen Center, 410 Wickliffe St., Troy, IL

Sherry D. Brendel, Director
410 Wickliffe St., Troy, IL 62294
(618) 667-2022

CERTIFICATE OF PUBLICATION

State of Illinois)
County of Madison)

THIS IS TO CERTIFY, that the notice of which a printed copy is hereto annexed, was published 1 consecutive times in the **TIMES-TRIBUNE**, a newspaper of general circulation, published in the City of Troy, in said County and State, by Newsprint Ink, Inc. and that the first insertion was made in the paper published on the 11 day of JUNE A.D. 20 09, and the last in the paper published on the 11 day of JUNE A.D. 20 09, and said newspaper was regularly published for six months prior to date of first publication of said notice.

Printer's Fees $ 18-90

TIMES - TRIBUNE
Troy • St. Jacob • Marine • Maryville

By Paul R. Ping (MW)

Troy, IL 6/11 A.D. 20 09

Notice of Public Hearing
Jarvis Township Senior Citizens Center
RE: State of Illinois Paratransit Vehicle Grant for Jarvis Township

Notice is hereby given that a public hearing will be held by Jarvis Township Senior Citizens Center

On: June 25, 2009
Where: Wiesemeyer Senior Center
At: 12:00 P.M.
In: Upper level dining hall

IV. 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 Transporation's general authority to make such Grants, and which is generally described as follows:

A. Description of Project: Transportation service provided to: Jarvis Township residents who qualify. Destinations: medical, work, food, shopping, and miscellaneous other in Jarvis Township and Anderson Hospital & related medical buildings on State Rt. 162 (priority is given to medical trips). Single trip capacity: 11 passengers. Vehicle requested: Light Duty Paratransit Vehicle, estimated base price $48,000.

This project will be included in a Consolidated Vehicle Procurement Program undertaken by the State of Illinois on behalf of Jarvis Township Senior Citizens Center with State and Federal Funds.

B. Relocation Relocation Assistance will not be required.

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

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

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

V. At the hearing Jarvis Township Senior Citizens Center 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.

VI. A copy of the application for state grant for the proposed project for the intended service area will be made available for public inspection at Jarvis Township Senior Citizen Center, 410 Wickliffe St., Troy, IL.

Sherry D. Brendel, Director
410 Wickliffe St., Troy, IL 62294
(618) 667-2022

6/11c

JARVIS TOWNSHIP SENIOR CITIZEN'S CENTER.
REPORT OF A PUBLIC HEARING
REGARDING OUR REQUEST FOR A REPLACEMENT VAN.

The hearing was held at the Wiesemeyer Senior Center, 419 Wickliffe Street, Troy, Illinois on 25 June 2009.

The hearing was called to order by the Center Director, Sherry D. Brendel at 12:00 P.M. Senior Citizens Center Board of Directors members present were Fran Smith, Board President; Wayne Brendel, Board Vice President; Charles Smith, Board Treasurer; and Ray Cottingham, Board Secretary. Also in attendance were Board members Adeline Amen, Albert Alexander, Sue Hansel, and Sharon Webb. A list of all persons in attendance is attached to this report.

The Director explained the project for which we are requesting a grant from the State of Illinois Department of Transportation for a Light Duty Paratransit Vehicle costing $52,000. The vehicle will have a capacity of 12 passengers and include a wheel chair lift.

This vehicle will be used to provide transportation services to Jarvis Township (in Madison County) residents who qualify. Destinations include medical and business appointments; work; the Senior Citizens Center for meals, activities and other programs; shopping; hair appointments; and miscellaneous other destinations in Jarvis Township and to Anderson Hospital and its associated medical clinic buildings on State Route 162.

The requested new vehicle will replace an existing nine year old van with over 72,500 miles on its odometer. It is in need of $2,500 in repairs. Its wheel chair lift fails often. The current van breaks down frequently and is undependable, leaving senior citizens without transportation with little or no notice. Our seniors who do not drive depend on our transportation program. It is the only means to keep them independent and living in their own homes longer. Without a new vehicle, we will need to end our transportation program.

This project will not require relocation assistance. It is being implemented to minimize environmental impact. It is in conformance with comprehensive transportation planning in this area. All new equipment included in this project will meet ADA accessibility rules for the elderly and disabled.

After the application was read and the purpose was explained, the Director asked if there were any questions. The question was asked if we do not receive a new van, will our transportation program be eliminated. The answer was "yes." There were no challenges to our request for a new vehicle. Additional favorable comments were from a regular van rider, who is dependant on use of our van. It was noted that information about our transportation program is on the Troy Chamber of Commerce web site, and an article will be in the local newspaper.

The hearing was adjourned at 12:18 P.M.

Respectfully submitted,
R. L. Cottingham, Board Secretary

PUBLIC HEARING

(Application for Capital Assistance Through IDOT Vehicle Replacement)

WIESEMEYER SENIOR CENTER, 410 WICKLIFFE STREET, TROY, IL

June 25, 2009 12:00 P.M.

NAME	AGENCY	PHONE #
Terry Pogorelac	Jarvis Sr. Center	550-3004
Jerry Smith	"	667-3017
Harold Hirsemann	"	667-6958
Ingemola Bauer	"	667-9351
Suzanne Hanak	"	667-9359
Edith Armen	"	667-2549
Roger Teymeyer		667-9274
Charles Smith	" "	667-3017
Ruth Brueggemann	"	345-9355
Madonna Olson		667-6118
Margot Wood	"	667-7504
Larry G. Webb	"	667-3927
Sharon Webb	"	"
Alberta Alexander	"	667-6979
Evelyn Alexander	"	667-6979
Bobby Watson	"	667-1043
Barb Watson	"	667-1043
Sharon Schlaefer	"	667-9635
Wayne Brendel	"	667-8116

Appendix C

SAMPLE BOARD RESOLUTION/ORDINANCE

Note: Please follow this format, or verify that you included all elements.

NO._____

Ordinance Title: Motion for Van Replacement 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 JARVIS TOWNSHIP SENIOR CITIZENS CENTER

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

Section 2. That Sherry D. Brendel, Director of Jarvis Township Senior Citizens Center, is hereby authorized and directed to execute and file such application on behalf of Jarvis Township Senior Citizens Center.

Section 3. That Sherry D. Brendel, Director of Jarvis Township Senior Citizens Center is authorized to furnish such additional information as may be required by the Division of Public & Intermodal Transportation in connection with the aforesaid application for said grant.

Section 4. That Sherry D. Brendel, Director of Jarvis Township Senior Citizens Center is hereby authorized and directed to execute and file on behalf of the Township Senior Citizens Center any grant agreement pursuant to said application.

PRESENTED and ADOPTED this 18th day of June, 2009

Fran Smith

Fran Smith

President of Board

Title

ATTESTED: Wayne Brendel

VICE PRESIDENT

Title

Attachment 41
Letter of Support

Madison County Board
Alan J. Dunstan, Chairman

Madison County Administration Building
157 N. Main Street, Suite 165 • Edwardsville, IL 62025-1963
Phone (618) 296-4341 • Fax (618) 296-4855
email: coboard@co.madison.il.us

Joseph D. Parente
Director of Administration

June 25, 2009

Jarvis Township Senior Citizens Center
Mrs. Sherry Brendel
410 Wickliffe Street
Troy, IL 62294

Dear Mrs. Brendel,

I am in support of your request to replace the 2000 Dodge van with a 12 passenger light duty paratransit vehicle with lift under section 5310 (2009 Consolidated Vehicle Procurement Rolling Stock Capital Assistance) with the Illinois Department of Transportation.

I understand that the current van is not dependable and is in very poor and unsafe operating condition and needs to be replaced.

The Jarvis Township Senior Citizens Center provides valuable transportation service to seniors in the Troy community. Without this service many seniors would be homebound or required to move from their homes.

Sincerely,

Alan J. Dunstan
Chairman
Madison County Board