



SECTION 5310: ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES FY2018 & FY2019 APPLICATION

Application Due: May 2, 2019 at Noon -- Submit to: Section5310@rtachicago.org

DATE:

PROJECT TITLE: DuPage County Transportation to Work Program

APPLICANT INFORMATION					
Applicant's Legal Name:	DuPage County				
Contact Person/Title	Mary Keating, Director of Community Services				
Address:	421 N. County Farm Rd.				
City:	Wheaton	State:	IL	Zip code:	60187
Telephone #:	630-407-6457	Email Address:	mary.keating@dupageco.org		
DUNS #:	135836026	Applicant Fiscal Year:	December-November		

REQUEST TYPE (check all that apply)	
<input checked="" type="checkbox"/> Operating	<input type="checkbox"/> Capital <input type="checkbox"/> Mobility Management <input type="checkbox"/> Administration <input type="checkbox"/> New Project <input type="checkbox"/> Continuation of an Existing Project

ORGANIZATION TYPE (check all that apply)	
<input checked="" type="checkbox"/> Local Government Authority	<input type="checkbox"/> Private Non-Profit Organization
<input type="checkbox"/> Public Operator of Public Transportation Services	<input type="checkbox"/> Private Operator of Public Transportation Services

CERTIFICATIONS AND BOARD RESOLUTION See Appendix A.	
<i>Please provide an explanation for any documentation not submitted.</i>	
<input checked="" type="checkbox"/>	Certifying Authority
<input checked="" type="checkbox"/>	Local Share Certification
<input type="checkbox"/>	Title VI Plan Certification (New Applicants Only)
<input checked="" type="checkbox"/>	EEO Certification
<input checked="" type="checkbox"/>	Single Agency Audit Certification
<input type="checkbox"/>	Traditional Project Certification Eligibility-Units of Local Government (New Applicants Only)
<input type="checkbox"/>	Private Non-Profit Organizations-Certification Eligibility DOES NOT APPLY
<input checked="" type="checkbox"/>	Approved Board Resolution (authorizing application submittal and name of authorized official)



SECTION 1: APPLICANT QUESTIONS

The following questions should be answered for all projects, unless otherwise noted.

If you need additional space, attached separate document.

1. Describe the project (500 words)

The DuPage County Transportation to Work program is an existing project that provides demand-responsive transportation to and from work for persons with disabilities. The project operates 24 hours per day, 365 days per year and serves all of DuPage County. Riders can travel outside of DuPage, provided that the trip either originates or terminates in DuPage. Rider outreach and registration is handled by 5 community organizations that work with persons with disabilities: Ray Graham Association, Supported Employment, Spectrum Services, Parents Alliance Employment Project, and the DuPage County Health Department. The project is operated under the Ride DuPage program, which coordinates services on behalf of 22 sponsoring entities.



1a. Estimated number of individuals to be served by your project annually.

	Unduplicated Number of Riders/Users Annually		Total Number of Trips/Users Annually	
	Existing (Current Operations Only)	Projected*	Existing (Current Operations Only)	Projected*
Seniors 60 years of Age and Over (Projects Serving Seniors)				
Individuals with Disabilities	1,228	1,354	31,787	35,045
General Public				
Total				

Definition of Unduplicated Users/Riders: Unduplicated Users/Riders are counted based on an annual basis. Each user/rider is counted only once annually, no matter how many times he/she utilizes the service or facility. If records are unavailable to accurately count the number of unduplicated users/riders, an estimate is acceptable.

*1b. Explain how you derived your projections (200 words)

Projections are based on assumed annual growth of 5% over existing levels.

1c. Provide the temporal and geographic scope of activities in the table.

Day of Week	Operating Hours	Geographic Coverage	
		Core Service Area Specify Municipal and County Areas Covered	Special Destination Trips Outside of Core Service Area (if applicable)
Monday	24 hours	DuPage County	No restrictions if origin or destination in DuPage
Tuesday	24 hours	DuPage County	No restrictions if origin or destination in DuPage
Wednesday	24 hours	DuPage County	No restrictions if origin or destination in DuPage
Thursday	24 hours	DuPage County	No restrictions if origin or destination in DuPage
Friday	24 hours	DuPage County	No restrictions if origin or destination in DuPage
Saturday	24 hours	DuPage County	No restrictions if origin or destination in DuPage
Sunday	24 hours	DuPage County	No restrictions if origin or destination in DuPage



2. What is your plan for assessing project performance¹? (200 words)

All of the services that operate under Ride DuPage are monitored for ridership levels, on-time performance, and productivity. Those statistics are reported to the Ride DuPage sponsors on a monthly basis. Rider complaints are also shared with the sponsoring agencies, as are the resolutions of those complaints. Additionally, the sponsoring agencies meet with Pace representatives on a monthly basis to discuss issues, concerns, and improvements that need to be addressed at a system level. DuPage County has, in the past, surveyed Transportation to Work participants to determine the measurable impact that the program has had on their ability to access employment.

3. What entity is currently or will operate the service (operating projects only)? (200 words)

The service is currently operated by Pace through contracts with multiple transportation carriers.

4. Specify what unmet needs this project is designed to meet and what strategies will be used to address those needs by checking all applicable boxes below.

HSTP UNMET NEEDS	HSTP STRATEGIES	Select Regional Strategies in CMAP ON TO 2050
https://www.rtachicago.org/sites/default/files/documents/Exhibit%20A_HSTP.pdf		MORE DETAILS: ON TO 2050 Plan
<input checked="" type="checkbox"/> Centralized Information	<input checked="" type="checkbox"/> Improve Service Integration	<input type="checkbox"/> Facilitate Partnerships for Service Sharing and Consolidation (pg 208)
<input checked="" type="checkbox"/> Spatial Limitations	<input checked="" type="checkbox"/> Improve Accessibility	<input type="checkbox"/> Make Transit More Competitive (pg 255)
<input checked="" type="checkbox"/> Temporal Limitations	<input type="checkbox"/> Tools that Improve Productivity	<input type="checkbox"/> Ensure Equitable Transit Access (pg 261)
<input type="checkbox"/> Program Eligibility and Trip Purpose Limitations	<input type="checkbox"/> Flexible Transit Services	<input type="checkbox"/> Improve Access to Public Rights of Way for Pedestrians, Cyclists, Seniors, and People with Disabilities (pg 282)
<input type="checkbox"/> Service Redundancies		<input checked="" type="checkbox"/> Improve the effectiveness and accessibility of demand response services (pg 265)
<input type="checkbox"/> Service Quality and Miscellaneous Issues		<input type="checkbox"/> Transit providers, local governments, and the private sector should work together to explore new ways to provide targeted, flexible and/or on-demand service in EDAs, low density areas, and for seniors and people with disabilities (pg 266)
<input type="checkbox"/> Sustainability		

¹ The assessment could be based on any number of factors, for example: number of trips; seniors served; individuals with disabilities served; quality of service; on-time performance; outreach; coordination; etc. The RTA will require detailed project status reports with performance information from all projects. Beyond that, subrecipients will be asked to provide additional performance metrics specific to their projects in status reports.



5. How will you utilize the strategies you identified in Question 4 to address your unmet needs?
(500 words)

Centralized Information and Improve Service Integration

The Transportation to Work Program is operated under Ride DuPage, which consolidates and coordinates transportation services for 22 different programs into a single call center and shared-ride service.

Spatial and Temporal Limitations

The service operates 24/7 throughout all of DuPage County thus eliminating the barrier of limited service hours and locations for persons with disabilities seeking employment.

Improve Accessibility

By utilizing Pace accessible buses and taxi providers, the Transportation to Work program is 100% accessible. Additionally, specialized travel training provided by Ray Graham Association equips riders with adaptive devices and strategies to assist in fare payment, communication with the driver, location identification and other elements of demand-responsive service that can be challenging for persons with developmental disabilities.

Flexible Transit Service

The demand-responsive nature of all services operated under Ride DuPage provides the greatest degree of flexibility, allowing riders to access any location at any time.

Improve the Effectiveness and Accessibility of Demand-Responsive Services

The CMAP On to 2050 Plan specifically cites the overlapping network of demand-responsive services as being difficult to navigate for users. By utilizing a single call center with centralized scheduling and dispatching of shared rides, the Ride DuPage program ensures riders received the lowest cost trip available to them at the most convenient time.

Targeted, Flexible and/or On-Demand Service for People with Disabilities

The Transportation to Work program meets this CMAP 2050 objective by providing flexible, simple to navigate, accessible service specifically for persons with disabilities.



6. How will this project utilize or coordinate with other human service agencies and/or public transportation providers? If the project will not include coordination, provide detailed explanation for the reasons that coordination cannot occur. (200 words)

Ride DuPage coordinates the services of 22 different government and social service transportation programs. They are operated with a shared-ride platform, scheduled through a central reservation and dispatch center.

7. How does this project improve access to other transportation services that go beyond the project's geographic boundary? (200 words)

Although the primary service area of the Transportation to Work program is DuPage County, trips outside of the County are allowed so long as the trip originates or terminates within DuPage. Additionally, riders can use the service to travel to any Metra station or Pace bus stop in DuPage which enables connections to regional services.

8. How will the target population will be given priority on all project activities, if the service is not restricted to the target population? (200 words)

The Transportation to Work program serves only persons with disabilities. Other Ride DuPage programs serve seniors, veterans, and low-income persons.

9. How will the project be marketed to the target population? Include information on how populations with Limited English Proficiency will be apprised of the project and whether marketing materials will be available in other languages. (200 words)

The program is marketed through our partnership with 5 organizations that serve persons with disabilities: Ray Graham Association, Spectrum Services, Parents Alliance Employment Project, Supported Employment Services, and the DuPage County Health Department. Those organizations identify and register persons with disabilities in need of transportation to employment. Those agencies also routinely work with limited-English populations, including the families of the clients they serve. Finally, DuPage County Community Services has a Limited English Proficiency Plan that outlines our strategies to serve persons who speak other languages.

10. Provide a list of federal grants that your agency has administered within the last three years. (200 words)

DuPage County has extensive experience managing federal grants. The federal funds currently being managed by the Department of Community Services include the following:

- Community Development Block Grant Program (HUD)
- Community Development Block Grant Disaster Recovery Program (HUD)
- Emergency Solutions Grant (HUD)
- Supportive Housing Program (HUD)
- Homeless Management Information System (HUD)
- Family Self Sufficiency Program (HUD)
- Access and Visitation (HHS)
- Community Services Block Grant Program (HHS)
- Weatherization Program (HHS and DoE)
- Low Income Home Energy Assistance (HHS and DoE)
- Older Americans Act (DoA)

11. During the course of the project, do you expect to provide an overmatch? (All operating projects in the traditional category provide an overmatch). If yes, provide the source of the overmatch. (200 words)

DuPage County's match will be provided through the local resources of the County General Fund.



SECTION 2: BUDGET REQUEST

OPERATING BUDGET REQUEST

The project operating budget estimate should be based on actual annual expenditures for existing services. Budgets for New Services without an operating history should detail the sources of their estimated budgets. Applicants who are operating their own services shall fill out Items A-D in the Budget Details. Applicants who are contracting for service should only fill out Item E.

Budget Detail Year 1

Estimated Operating Expenses	\$
a. Wages, Salaries & Benefit	\$
b. Maintenance & Repair	\$
c. Fuel	\$
d. Insurance	\$
e. Contract Services (specify): _____ contract with Pace for provision of all services	\$
	\$ 786,763
Total Operating Expenses	\$ 786,763
Less Estimated Revenue	\$ (182,917)
Net Operating Cost	\$ 603,846
Total Section 5310 funding request	\$ 301,923
Local Share (50% of net operating cost)	\$ 301,923

Budget Detail Year 2

Estimated Operating Expenses	\$
a. Wages, Salaries & Benefit	\$
b. Maintenance & Repair	\$
c. Fuel	\$
d. Insurance	\$
e. Contract Services (specify): _____ contract with Pace for provision of all services	\$
	\$ 865,439
Total Operating Expenses	\$ 865,439
Less Estimated Revenue	\$ (192,063)
Net Operating Cost	\$ 673,376
Total Section 5310 funding request	\$ 336,688
Local Share (50% of net operating cost)	\$ 336,688

CAPITAL BUDGET REQUEST

	<u>Federal Request</u> 80% of Total Cost	<u>Local Share</u> 20% of Total Cost	<u>Total Cost</u>
Facility Improvement	\$	\$	\$
Computer Software Hardware/Technology	\$	\$	\$
Total Capital Request	\$	\$	\$

Rolling Stock is not eligible.



MOBILITY MANAGEMENT BUDGET REQUEST

Major Activities	<u>Federal Request</u> 80% of Total Cost	<u>Local Share</u> 20% of Total Cost	Total Cost
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTALS	\$	\$	\$

Mobility management consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers carried out by a recipient or subrecipient through an agreement entered into with a person, including a government entity, under 49 U.S.C. Chapter 53 (other than Section 5309). Mobility management does not include operating public transportation services.

ADMINISTRATION BUDGET REQUEST (ITEMIZE)

Item	Cost	<u>Federal Request</u> 100% of Total Cost
	\$	\$
	\$	\$
	\$	\$
TOTALS	\$	\$

All administration expenses must directly support the project and may not exceed 10% of the total federal share requested. Only direct costs are eligible for reimbursement, unless your organization has a cost allocation plan approved by your federal cognizant agency.

1. Describe the methodology used to develop the budget. (200 words)

The budget was developed assuming a 10% annual increase in expenses over current levels, as the cost of contracted services have been increasing at a high rate. Revenue was assumed to increase 5% annually over current levels.



Appendix A

CERTIFICATIONS AND BOARD RESOLUTION



CERTIFYING AUTHORITY

I am duly authorized to make the following certification on behalf of the Applicant Organization and based on my position, knowledge and experience with the Applicant Organization:

- 1) the information contained in the Application, including attachments, is true and correct;
- 2) the Applicant has the requisite fiscal, managerial, and legal capabilities to carry out the operations and maintenance of the Project in accordance with 49 U.S.C. Section 5310; and
- 3) the Applicant shall adhere to the federal, state and local requirements related to the Project.

Note: Authorized Official should be that of the official named in the Governing Board Resolution unless other documentation is provided.



Signature of Authorized Official

4/29/19

Date

Director of Community Services

Title



LOCAL SHARE CERTIFICATION FORM

I, the undersigned representing DuPage County Mary A. Keating
(Insert Legal Name of Applicant) *(Insert Name of Authorized Official)*

do hereby certify to the Regional Transportation Authority, that the required \$ 638,611.00 in local match funds are available and that the source of the funds are from (be specific) County General Fund; and comply with local share requirements in FTA Circular 9030.1E, which are:

- a. Cash from non-governmental sources other than revenues from providing public transportation services;
- b. Non-farebox revenues from the operation of public transportation service, such as the sale of advertising and concession revenues. A voluntary or mandatory fee that a college, university, or similar institution imposes on all its students for free or discounted transit service is not farebox revenue;
- c. Amounts received under a service agreement with a State or local social service agency or private social service organization;
- d. Undistributed cash surpluses, replacement or depreciation cash funds, reserves available in cash, or new capital;
- e. Amounts appropriated or otherwise made available to a department or agency of the Government (other than the Department of Transportation); and
- f. In-kind contribution such as the market value of in-kind contributions integral to the project may be counted as a contribution toward local share.

Note: Authorized Official should be that of the official named in the Governing Board Resolution unless other documentation is provided.

[Signature]
Signature of Authorized Official
Director of Community Services
Title

4/29/19
Date



**EQUAL EMPLOYMENT OPPORTUNITY (EEO)
CERTIFICATION FORM**

Agencies that have 50 or more transit-related employees are required to prepare and maintain an EEO Program. Transit-related employees are defined as all part-time employees and employees with collateral duties that support the transit program. For example, anyone who processes payments for a 5310-funded project would be considered a transit-related employee.

I, the undersigned representing DuPage County Mary A. Keating
(Insert Legal Name of Applicant) *(Insert Name of Authorized Official)*

do hereby certify to the Regional Transportation Authority,

- This organization will not have 50 or more transit-related employees even if awarded this project.
- This organization has 50 or more transit-related employees and attached is our EEO Program.
- This organization will develop and submit an EEO Program should we be awarded a 5310 project and have more than 50 transit-related employees.



Signature of Authorized Official

4/29/19

Date

Director of Community Services

Title



SINGLE AGENCY AUDIT CERTIFICATION FORM

In accordance with CFR, Title 2-Subtitle A, Chapter II, Part 200, Subpart F, *Audit Requirements*, a Grantee that expends \$750,000 or more of federal funds from all sources during its fiscal year is required to have a single audit performed in accordance with CFR, Title 2, Part 200.

Please check the appropriate box:

- I certify our agency did not expend \$750,000 or more in federal awards during our most recent fiscal year ending on _____ (mm/dd/yy).
- I certify our agency expended or will expend \$750,000 or more in federal awards during our most recent fiscal year ending on 11/30/18 (mm/dd/yy) and has fulfilled or will fulfil the audit requirement under CFR, Title 2, Part 200.
- In the event the my agency does receive \$750,000 or more in total from all federal sources during the current fiscal year, my agency will comply with the Single Audit Act and submit to the RTA a copy of its most recent audit conducted in compliance with the Act.



Signature of Authorized Official

4/29/19

Date

Director of Community Services

Title

Resolution

AUTHORIZATION TO APPLY FOR FFY 2018 AND FFY 2019 SECTION 5310 GRANT FUNDS FROM THE REGIONAL TRANSPORTATION AUTHORITY

WHEREAS, the Regional Transportation Authority (the "Authority"), is authorized make grants as the designated recipient of the FFY 2018 and FFY 2019 Section 5310 program for Northeastern Illinois; and

WHEREAS, the Authority has the power to expend funds for use in connection with FFY 2018 and FFY 2019 Section 5310 projects, and

WHEREAS, Section 5310 funds may be used for the continued operation of the DuPage County Transportation to Work Program, and

WHEREAS a grant of SIX HUNDRED THIRTY EIGHT THOUSAND AND SIX HUNDRED ELEVEN DOLLARS (\$638,611.00) would cover approximately 2 years of Transportation to Work expenses, and

WHEREAS, the grant would require County matching funds in the amount not to exceed 50%.

NOW, THEREFORE, BE IT RESOLVED that the Director of Community Services be authorized to apply for and execute this grant on behalf of DuPage County; and

BE IT FURTHER RESOLVED that County Clerk transmits copies of this resolution to the County Auditor, Treasurer, Finance Department, Department of Community Services, the DuPage County Board, and Section 5310 Enhanced Mobility of Seniors & Individuals with Disabilities Application, Regional Transportation Authority (RTA), 175 West Jackson Boulevard, Suite 1650, Chicago, Illinois 60604.

Enacted and approved this 14th day of May, 2019 at Wheaton, Illinois.

DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _____
JEAN KACZMAREK, COUNTY CLERK

