



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: RGA's Comprehensive Transportation Program (CTP)

APPLICANT INFORMATION					
Applicant's Legal Name:	Ray Graham Association for People with Disabilities				
Contact Person/Title	Meghan Maxwell Higham, Grants Administrator				
Address:	901 Warrenville Road, Suite 500				
City:	Lisle	State:	IL	Zip code:	60532
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DUNS #:	068581396	Applicant Fiscal Year:	FY19		

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 checked="" type="checkbox"/> Continuation of an Existing Project

ORGANIZATION TYPE (check all that apply)
<input type="checkbox"/> Local Government Authority <input checked="" 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>	
X	Certifying Authority
X	Local Share Certification
N/A	Title VI Plan Certification (New Applicants Only)
X	EEO Certification
X	Single Agency Audit Certification
N/A	Traditional Project Certification Eligibility-Units of Local Government (New Applicants Only)
X	Private Non-Profit Organizations-Certification Eligibility
X	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

RGA's CTP exists to provide safe, efficient and cost-effective transportation to people with disabilities who participate in a variety of RGA programs to take full advantage of life in the community.

With a well-maintained fleet of 70+ vehicles, people with disabilities are transported from their homes to Community Learning Centers (CLCs or Day Programming) and throughout the community for a variety of activities including grocery shopping, medical appointments, volunteering and recreational activities. Vehicles are used every day of the year in DuPage County. RGA could not fulfill its mission of creating opportunities that empower people with disabilities to reach, grow and achieve without the vehicle fleet and the funding to support this aspect of programming.

Practical public transportation options for people with developmental disabilities in DuPage County are extremely limited. RGA's Community Learning Centers and most Community Integrated Living Arrangement (CILA or "group") residential homes are not located near public transportation routes. People served by RGA do not drive nor can the majority safely navigate public transportation independently. Many people supported also have physical disabilities that require wheelchair accessible vehicles and transportation options and need assistance for all aspects of travel. People supported by RGA are active members of the community; they volunteer, work, attend worship services and participate in other civic activities. Safe, reliable transportation and trained support staff to ensure safe navigation are critical components of their lives.

RGA staff members manage an intricate dispatch process to ensure that all people served by the CTP are able to navigate safely and according to schedule every day of the week. The following three sections details

Community Living Resources (CLR): RGA operates 27 (Community Integrated Living Arrangement "CILA" or "group") residential homes in DuPage County. People with disabilities receive the support and assistance of trained staff which allows for the most independent, community-based living possible. Residents are supported to access community services, receive skills training including money management and to create goals to ensure the care they receive is person-centered and meaningful.

The Iona Glos Specialized Living Center (SLC): The SLC is home to people with severe to profound developmental disabilities (DD) including a residence for people with dementia & Alzheimer's disease symptoms or diagnoses. Supports in this Licensed Intermediate Care Facility for People with DD (ICF/DD) are provided 24x7x365 including nursing care, all the activities of daily living and socialization.

Monarch Academy & Life Coaching (MA/LC): Using the community as the classroom, Monarch Academy participants experience a wide range of educational opportunities with the focus on independence in adulthood as they transition from high school. Life Coaching is a customized service provided on a 1:1 basis in the participant's home and in the community. Coaching strategies are designed around the categories of goal identification and life direction, building interpersonal skills and social relationships, decision making, time management and teamwork development, among others.



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)	**See Note	**See Note	**See Note	**See Note
Individuals with Disabilities	548	584	263,006	280,320
General Public	0	0	0	0
Total	548	584	263,006	280,320

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.

**If you are serving individuals other than the eligible target populations, indicate whether these other individuals are comprised of the general public or a particular demographic population, like low-income individuals. Note, only trips for individuals sixty years of age or over and individuals with disabilities may receive reimbursement under the 5310 Program.

****Note:**

- Of the 548 unduplicated people served, 107 people are 60 years of age or over and all are individuals with disabilities.
- Of the projected 584 people served, 116 are 60 years of age or over and all are individuals with disabilities.
- Of the 263,006 trips annually, 51,353 trips were made by disabled individuals 60 years or older.
- Of the projected 280,320 trips annually, 55,680 trips will be made by disabled individuals 60 years or older.

***1b. Explain how you derived your projections**

Projections are based on the addition of new programs being added to RGA services including the addition of two new CILAS. Mileage is calculated per rider and then added into the annual totals.

1c. Provide the temporal and geographic scope of activities in the table.			
Day of Week	Operating Hours**	Geographic Coverage	
		<u>Core Service Area</u> Specify Municipal and County Areas Covered	Special Destination Trips Outside of Core Service Area (if applicable)
Monday	12:00 a.m.- 11:59 p.m.	DuPage County	*** Please see note
Tuesday	12:00 a.m.- 11:59 p.m.	DuPage County	
Wednesday	12:00 a.m.- 11:59 p.m.	DuPage County	
Thursday	12:00 a.m.- 11:59 p.m.	DuPage County	
Friday	12:00 a.m.- 11:59 p.m.	DuPage County	
Saturday	12:00 a.m.- 11:59 p.m.	DuPage County	
Sunday	12:00 a.m.- 11:59 p.m.	DuPage County	



****Note: RGA's vehicle fleet is utilized 24X7X365**

*****Note:** Special destination trips outside of the core services area include: visits to Great America in Lake County, trips to Chicago to visit Lincoln Park Zoo, Navy Pier, museums and other tourist sites. People visited Joliet to participate in advocacy events for people with disabilities. Many people visit Brookfield Zoo annually. Program activities take place in Will County including restaurant visits, movies and shopping. "Field trips" have been planned in Wisconsin including camping trips and tours of the Jelly Belly factory. People are supported to visit family members for weekend visits and during holidays. Medical and dental appointments are held in the greater Chicago metro area including Rockford.

2. What is your plan for assessing project performance¹?

Many factors are used to assess the performance and success of RGA's CTP. Most critical are the ways in which the program allows people served to access their communities and meet their person-centered goals. Many reporting processes are in place to determine the goals of each person served as they relate to community integration and the program-level goals related to community access. For program leaders it is critical that vehicles are in good condition and available and that the support team is able to coordinate multiple activities concurrently to meet the needs of people served. A well-run transportation program is one of the highest priorities of RGA's support team. It is impossible to support people without the availability of RGA's vehicle fleet.

Vehicle maintenance and safety are high priorities. Out of service vehicles create scheduling hardships and also require shifting vehicles from program to program. This can cause service delays and staffing issues. The right vehicle must be available to transport a particular number of people and accommodate the required number of wheelchair accessible positions. RGA's Vehicle Capital Improvement Plan is maintained ongoing and captures the following vehicle data: the number and type of vehicles required in total and by program, the expected vehicles to be retired, vehicle safety data, data related to vehicle maintenance, vehicle condition criteria and whether vehicles are being driven optimally and/or whether vehicles should be moved between programs.

Geotab reports are maintained and reviewed by RGA's Human Resources team and benefit the organization in many ways. Motorist Observation Reports (aka "How's My Driving?" reports) help trainers and program leaders identify driver issues, allow for in-depth research to determine driving patterns and can be researched to determine vehicle locations. This may lead to safety discussions with drivers, continued driver training and/or safety reviews. Information collected from these activities is used to finalize the Motorist Observation Report process.

Safety Discussions using Geotab data also provide an opportunity to recognize drivers with the best driving history. In the next year rewards for those with exemplary driving history will be considered. In the event of a vehicle accident, speeding or other situations, data collected is used to ensure accurate reports are documented; available data allows for the thorough investigation of accidents and vehicle damage.

RGA's Safety Task Force conducts formal reviews of all accidents both preventable and not preventable. The Task Force updates new driver training components including safety vests, accident reporting, safe driver techniques, managing route modifications, marking/flagging driveways to decrease driver errors/vehicle damage, proper use of lockdown equipment and defensive driving (annual recertification). Drivers are given defensive driving training during their onboarding and orientation to RGA. The Safety Task Force is continually available to assist drivers in addressing any and all driving concerns.

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

The CTP is run internally by RGA's support team led by the leadership team comprised of the Director of Transportation, the Transportation Coordinator and program directors. Support team members in direct support roles drive vehicles as well as work in all other job capacities related to supporting people with disabilities.

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
MORE DETAILS: http://www.rtachicago.org/sites/default/files/documents/Exhibit%20A_HSTP.pdf		MORE DETAILS: ON TO 2050 Plan
X Centralized Information	X Improve Service Integration	Facilitate partnerships for service sharing and consolidation (pg 208)
X Spatial Limitations	Improve Accessibility	X Ensure that emerging transportation technologies support inclusive growth (pg 251)
X Temporal Limitations	X Tools that Improve Productivity	X Make transit more competitive (pg 255)
X Program Eligibility and Trip Purpose Limitations	X Flexible Transit Services	X Ensure equitable transit access (pg 261)
X Service Redundancies		Improve the effectiveness and accessibility of demand response services (pg 265)
X Service Quality and Miscellaneous Issues		X 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)
X 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?

Centralized Information: While RGA does not create transportation options on a county level, the support team creates a centralized place where people can receive all their transportation needs both in DuPage County and elsewhere. RGA's CTP supports group and individual needs every day of the year for program needs as well as to meet emergency and unexpected needs.

Spatial Limitation: RGA's CTP meets the transportation needs of all people served. Almost 100% of those served daily required the support of trained professional staff members to safely use transportation to access their communities. The program allows people to fully participate in their life including accessing services across municipal boundaries. RGA does not charge a per ride fare.

Temporal Limitations: RGA's CTP operates every day of the year including 24x7 services for many programs.

Program Eligibility and Trip Purpose Limitations: RGA's CTP is designed with flexibility in mind. Though staff constraints may be a reality, staff members work diligently to ensure those served are able to make personal decisions about when and how to access the transportation program. For example, a person residing in a home operated by RGA may need transport to a worship service; a group of residents may need help getting to a baseball game or cultural event. Another group may wish to participate in a volunteer activity which requires the use of an RGA vehicle. Person-centered activities are a focus of the transportation program.

Service Redundancies: RGA's CTP is run at full capacity Monday – Friday; the fleet is fully utilized.

Service Quality and Miscellaneous Issues: RGA's CTP is able to coordinate transportation needs across the organization's many facilities and programs and react to last minute changes and emergencies. This centralized approach exceeds the needs of those served and achieves what could not be done in a non-centralized program.

Sustainability: RGA continually seeks efficiencies in both services and costs to ensure the CTP remains a long-term, successful component of agency programs.

Improve Service Integration: While RGA will continue to have an agency-run transportation program, the organization will continue to bolster current coordination efforts (as evidenced by the working relationship with Ride DuPage, Pace and First Student) and will seek ongoing efficiencies.

Tools that improve productivity: RGA supports increased use of technology, less reliance on paper-centric processes and cross training to ensure seamless provision of services. The organization strongly supports collaborative efforts with other agencies/groups and shares knowledge, expertise and resources. For example, RGA works with local school districts, parent groups and other agencies to offer "train the trainer" sessions on the RTA-funded Transportation Safety Training program. In addition, the use of agency-funded Geotab tracking technology has improved reporting, safety, budgeting and many other functions of the transportation program.

Flexible Transit Services: RGA's support team help people to access taxi service to reach job sites. Those served learn about safe transportation options and can receive one-on-one training in using buses, trains and taxis.

Ensure that emerging transportation technologies support inclusive growth: RGA's CTP serves individuals with developmental disabilities requiring a large portion of CTP vehicles to be equip with lifts and accommodations. RGA's CTP is moving a subset of DuPage County's most vulnerable population to life changing and life enhancing experiences, alongside members of the communities at large, with the help of technical advances. The Geotab component provides reporting that allows RGA Safety Counsel to oversee driver safety and vehicle maintenance on an on-going bases that ensures that vehicles are on standby when RGA residents need them.

Make transit more competitive: RGA's CPT is providing transportation 24X7X365 to a subset of individuals with developmental disabilities whose level of care ranges from total care to supportive care. RGA's trained staff manages the unique needs of this segment of population served. By ensuring that this identified vulnerable population is properly cared for in all aspects, including transportation, helps to ensure a competitive marketplace in DuPage County.

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: RGA's CPT has facilitated relationships with PACE, IDOT, RIDE DuPage, RIDE Will and RIDE



Cook to ensure that individuals with developmental disabilities served by RGA can reach into the communities they live to actively participate in life. RGA, its leadership and all the supportive pieces that contribute to the success of the CPT encourage partnership, flexibility and the sharing of best practices to improve coordinated transportation services.

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.

When possible, RGA coordinates with public transportation providers and accesses public transportation through the manner in which interaction occurs varies by program. The Monarch Academy support team assists program participants to access Pace community routes in Naperville and Metra is accessed for train trips and during transportation safety training. Participants are assisted to obtain discount cards for Pace bus and Metra train services. Pace vehicles allow participants to volunteer for Meals on Wheels weekly and access many other community services.

RGA's support teams from Employment Services help people create trip trackers using possible routes on Metra and Pace with the hope of finding feasible options for routes to and from places of employment.

RGA's Transportation Safety Training Program involves accessing Pace fixed bus routes and Metra train routes; participants also learn how to protect their money and identification and respond to emergency situations.

Each week day, 12 people with profound disabilities are transported from Alden Village, a skilled nursing home, to attend RGA CLC programming. The relationship between RGA and Alden Village creates a seamless process so this group of people can participate in CLC activities. In addition, one person from DuPage Convalescent Nursing Home attends RGA CLC programming daily.

RGA's Human Resources department and the Transportation Coordinator work closely with Pace to ensure that all Pace certified drivers are drug tested and attend Pace certification training. Pace drivers must also complete a physical examination annually. First Student Bus Service, by contract, transports people living at the SLC to a CLC each week day. Buses have required lift equipment to safely transport people with developmental, and in many cases, physical disabilities. First Student is also equipped to respond to RGA during an emergency situation to transport people to a safe location.

CLC programs use the vehicle fleet to gain access to Metra so people supported are able to reach Union Station in Chicago to attend various cultural events.

RGA's vehicle fleet is used for volunteering activities in support of many local human services agencies including Meals on Wheels, Phil's Place, Downers Grove Food Pantry and DuPage PADS. Panera bread donations are sorted and packaged by CLC program participants and are then delivered to many RGA program sites using the fleet. RGA coordinates with Little Friends in Naperville. One person who lives at a home owned by Little Friends is driven to a CLC program every week day. Another person lives at DuPage Convalescent Center in Wheaton and attends a CLC program.

In coordination with the ComEd Energy Force program, one person who receives RGA services acts as an Ambassador and receives a stipend from a ComEd grant. He is driven to various ComEd Energy Force events by his Life Coach or Personal Support Worker. Another person supported is driven to a work site for an internship which was coordinated between RGA's Life Coaching and Employment Services departments and the hiring business. Weekend and off-hours Life Coaching sessions are often conducted using RGA's vehicles. RGA also coordinates with Pace to ensure an Orland Park resident can take a bus to the Burr Ridge bus depot; she is then driven to Monarch Academy in Burr Ridge using the fleet.

RGA transports children from other human services providers to its Planjery Respite Home. While children



stay at the Respite Home RGA's fleet is used to ensure children have access to community activities.

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

RGA's CTP provides life-changing services for people supported by its programs. Pace vans are used to transport people to a dental office in Rockford; this is the only provider available to people supported who require sedation for dental procedures. The Ride DuPage program assists people with rides originating in DuPage and ending at their home address, which may be outside of DuPage County. In the future it is hoped that Ride Will (County) and Ride Kane (County) may open opportunities for people supported by RGA to seek job opportunities in these counties.

A few Monarch Academy participants reside in the Will County section of Naperville and receive door to door service from RGA staff.

Pace fixed bus routes, Metra and taxi services go beyond DuPage County for work trips and/or CLC community-based activities.

The CTP is used so people are able to access Metra trains for trips to Chicago and elsewhere. The fleet is also used to connect people to bus services and to O'Hare airport

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

RGA's CTP exists to serve the needs of people with developmental and physical disabilities including many people who are also senior citizens. RGA's Employment Services team may receive referrals from the Division of Rehabilitation Services (DORS) to assist people with mental illness and military veterans returning from service. In these cases, people may receive assistance and guidance in accessing Ride DuPage services or receive support in accessing public transportation.

The CLR program coordinates with area special recreation programs to ensure people have access to community-based recreational and social activities.

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.

RGA's CTP is an important component of the array of services offered to potential service recipients. Efforts are made to ensure that people with disabilities and their family members or legal representatives have all the information they need to make informed decisions about RGA programs.

As young adults with developmental disabilities graduate from high school they typically enter transition programs. At this time, RGA meets with families to describe available services. For Monarch Academy and Life Coaching, the team describes the available services during the intake process. RGA's CTP is often the most critical factor in whether a young adult can consider joining the Monarch Academy program. Typically, family members work outside the home so without door to door transportation, young adults would not be able to attend programming. In DuPage County public transportation is not often a viable option for people with disabilities. Monarch Academy newsletters and marketing materials highlight the benefits of using public transportation for people transitioning to adulthood as they seek more independent living skills.

During high school meetings, staff members describe the importance of person-centered activities based on the individual goals of each CLC participant, with the focus of building interpersonal relationships. From September through April each school year, RGA team members participate in school district resource fairs, parent panels, Town Hall meetings, legislator meetings and conduct presentations with families. RGA's service offering, including transportation services, is marketed to families and during all other outreach activities. As families indicate interest, they are invited to a bi-monthly RGA site tour to learn more about programs, tour program sites and determine if there is a good fit for their loved one. A screening/evaluation is completed as is a "dry run" (2-3 days) to determine if there is a fit.



Finally, RGA executive leaders and senior staff members present at conferences and other public forums and provide consulting services. Nearly all RGA service recipients speak and understand English. Adults are referred to RGA after first connecting with Day One Pact, Inc., a local Personal Assistance Services (PAS) agency, and are already assigned an interpreter, if needed. It is more common for RGA service recipients to be non-verbal than to speak a language other than English. In these cases, staff members work with the person served and his or her family members to develop a solution to ensure good communication. This may include using sign language (both American Sign Language and signs the person understands and already uses to communicate), pictures/picture boards/picture cards and/or electronic language adaptive devices of various types. Interpretation services are available internally in many languages including Spanish, Polish, Hindi, Tagalog and American Sign Language. RGA's website informs service recipients of the availability of IL Relay Service (7-1-1). RGA's Cultural and Linguistic Competency Plan is routinely updated to ensure interpreters, languages available and training for staff members remains current. Marketing materials and/or presentations can be made available in other languages based on the needs of potential program participants.

10. Provide a list of federal grants that your agency has administered within the last three years.
Please see Attachment A located immediately after the certifications.

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.
No. RGA is a nonprofit and the overmatch does not apply.



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	\$ 725,807.00
b. Maintenance & Repair	\$ 131,326.00
c. Fuel	\$ 146,419.00
d. Insurance	\$ 141,312.00
1e. Contract Services: First Student	\$ 172,947.00
2e. Contract Services: Leases	\$ 149,013.00
Total Operating Expenses	\$ 1,466,824.00
Less Estimated Revenue	\$ ()
Net Operating Cost	\$ 1,466,824.00
Total Section 5310 funding request	\$ 733,412.00
Local Share (50% of net operating cost)	\$ 733,412.00

Budget Detail Year 2

Estimated Operating Expenses	\$
a. Wages, Salaries & Benefit	\$ 801,700.00
b. Maintenance & Repair	\$ 144,773.00
c. Fuel	\$ 161,412.00
d. Insurance	\$ 155,781.00
1e. Contract Services: First Student	\$ 178,135.00
2e. Contract Services: Leases	\$ 153,483.00
Total Operating Expenses	\$ 1,595,284.00
Less Estimated Revenue	\$ ()
Net Operating Cost	\$ 1,595,284.00
Total Section 5310 funding request	\$ 797,642.00
Local Share (50% of net operating cost)	\$ 797,642.00

CAPITAL BUDGET REQUEST

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

Rolling Stock is not eligible.



MOBILITY MANAGEMENT BUDGET REQUEST

Major Activities	Federal Request 80% of Total Cost	Local Share 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	Federal Request 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)

RGA created a Direct Cost Allocation (DCA) model to determine the cost per mile driven for its fleet of vehicles. The model uses actual costs over a period of one year incorporating the following expense areas: driver wages and fringe benefits, fuel, vehicle repairs and maintenance, inspections and safety, insurance and vehicle leases. The DCA model was recently reviewed and approved. The current DCA cost per mile: \$1.89.

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

Date

Title



LOCAL SHARE CERTIFICATION FORM

I, the undersigned representing, Ray Graham Association for People with Disabilities, Kim Zoeller

do hereby certify to the Regional Transportation Authority, that the required \$733,412.00 (Year 1) and \$797,642.00 (Year 2) in local match funds are available and that the source of the funds are from undistributed cash surpluses, replacement or depreciation cash funds and/or reserves in available cash; 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 of Authorized Official

04/29/2019

Date

Chief Executive Officer

Title



TITLE VI PLAN CERTIFICATION FORM (New Applicants Only)

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance. The program receiving such funds, shall abide by, and is committed to ensuring that no person is excluded from participation in or denied the benefits of, its activities or services on the basis of race, color, or national origin.

I, the undersigned representing _____
(Insert Legal Name of Applicant) *(Insert Name of Authorized Official)*

do hereby certify to the Regional Transportation Authority,

that the attached Title VI Plan, approved on _____ is in effect.

Or

that a Title VI Plan will be developed should an award be made pursuant to this application.

that _____ will adopt the RTA's Title VI Plan.
(Insert Legal Name of Applicant)

Signature of Authorized Official

Date

Title



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 _____
(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

Date

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 _____(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

Date

Title



TRADITIONAL PROJECT CERTIFICATION ELIGIBILITY UNITS OF LOCAL GOVERNMENT

(New Applicants Only)

Public agencies must certify that no non-profit agencies are readily available in order to be eligible for traditional 5310 project funding.

As a unit of local government, (insert name of unit of local government) certifies that no non-profit agency is readily available in the area. The RTA will contact you to assist with the certification process.

As a unit of local government, (insert name of unit of local government) does not wish to become a certified agency.

Signature of Authorized Official

Date

Title



PRIVATE NON-PROFIT ORGANIZATION CERTIFICATION ELIGIBILITY

Private Non-Profit Organization

- As a private non-profit organization, (insert name of private non-profit organization) have attached to this application is our IRS 501(c)(3) letter establishing our eligibility for Section 5310 funding.

Signature of Authorized Official

Date

Title



GOVERNING BOARD RESOLUTION

This or a similar resolution is required of all applicants. (Highlight all of the text and copy into Microsoft Word to use this resolution.)

Resolution No.

Project Title

Resolution authorizing applications for and execution of a FY2018 and FY2019 Section 5310 grant agreement under the Regional Transportation Authority's general authority to make such Grants.

Whereas, the Regional Transportation Authority (the "Authority"), is authorized make such grants as the designated recipient of the FY2018 and FY2019 Section 5310 program for Northeastern Illinois; and

Whereas, the Authority has the power to expend funds for use in connection with FY2018 and FY2019 Section 5310 projects, and

Whereas, the Authority has the power to make and execute all contracts and other instruments necessary or convenient to the exercise of its powers, and

Whereas, approval for said funds will impose certain financial and reporting obligations upon the recipient.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE [Insert Name of Applicant]:

Section 1. That the [Insert Authorized Official], {Authorized Official Title} and his/her successor is authorized to execute and file applications on behalf of [Insert Name of Applicant] with the Regional Transportation Authority for a FY2018 and FY2019 Section 5310 grant for [Insert Project Title].

Section 2. That the [Insert Authorized Official], {Authorized Official Title} and his/her successor is authorized to furnish such additional information, assurances, certifications and amendments as the Regional Transportation Authority may require in connection with this FFY2018 and FY2019 Section 5310 grant agreement application.

Section 3. That the [Insert Authorized Official], {Authorized Official Title} and his/her successor certify that {Insert Name of Applicant} will provide the required local match from {Insert Source of Funds for Local Match} funds.

Section 4. That the [Insert Authorized Official], {Authorized Official Title} and his/her successor is authorized and directed on behalf of the [Insert Name of Applicant] to execute and deliver grant agreements and all subsequent amendments thereto between the [Insert Name of Applicant] and the Regional Transportation Authority for FY2018 and FY2019 Section 5310 grant, and the Secretary of the (Name of Applicant) is authorized and directed on behalf of the [Insert Name of Applicant] to attest said agreements and all subsequent amendments thereto.

Section 5. That the [Insert Authorized Official], {Authorized Official Title} and his/her is authorized and directed to take such action as is necessary or appropriate to implement, administer and enforce said agreements and all subsequent amendments thereto on behalf of the [Insert Name of Applicant].

PRESENTED and ADOPTED the _____ day of _____, 20____

Signature of Authorized Official

Signature of Attest

Title

Title



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.

A handwritten signature in blue ink is written over a horizontal line. The signature is stylized and appears to be 'D. J. A.'.

Signature of Authorized Official

A handwritten date '5/11/2019' is written in blue ink over a horizontal line.

Date

Chief Executive Officer

Title



LOCAL SHARE CERTIFICATION FORM

I, the undersigned representing, Ray Graham Association for People with Disabilities, Kim Zoeller

do hereby certify to the Regional Transportation Authority, that the required \$733,412.00 (Year 1) and \$797,642.00 (Year 2) in local match funds are available and that the source of the funds are from undistributed cash surpluses, replacement or depreciation cash funds and/or reserves in available cash; 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 of Authorized Official

04/29/2019
Date

Chief Executive Officer
Title



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 Ray Graham Association for People with Disabilities
(Insert Legal Name of Applicant)

Russ Brondyke do hereby certify to the Regional
Transportation Authority,
(Insert Name of Authorized Official)

- 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.

Russ Brondyke
Signature of Authorized Official

4-3-2019
Date

Director of Human Resources
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 06/30/18 (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 _____ (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.

Carmel A. Crooke

Signature of Authorized Official

5/1/19

Date

Chief Financial Officer

Title

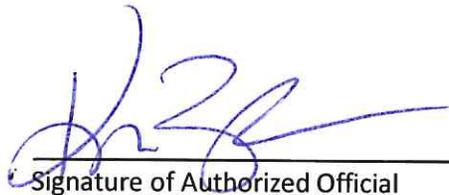


Regional
Transportation
Authority

PRIVATE NON-PROFIT ORGANIZATION CERTIFICATION ELIGIBILITY

Private Non-Profit Organization

- As a private non-profit organization, Ray Graham Association for People with Disabilities have attached to this application is our IRS 501(c)(3) letter establishing our eligibility for Section 5310 funding.



Signature of Authorized Official

5/1/2019
Date

Chief Executive Officer

Title



Resolution No.

RGA Comprehensive Transportation Program for People with Disabilities

Resolution authorizing applications for and execution of a FY2018 and FY2019 Section 5310 grant agreement under the Regional Transportation Authority's general authority to make such Grants.

Whereas, the Regional Transportation Authority (the "Authority"), is authorized make such grants as the designated recipient of the FY2018 and FY2019 Section 5310 program for Northeastern Illinois; and

Whereas, the Authority has the power to expend funds for use in connection with FY2018 and FY2019 Section 5310 projects, and

Whereas, the Authority has the power to make and execute all contracts and other instruments necessary or convenient to the exercise of its powers, and

Whereas, approval for said funds will impose certain financial and reporting obligations upon the recipient.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE Ray Graham Association for People with Disabilities: **Section 1.** That the Kim Zoeller, *Chief Executive Officer and his/her successor* is authorized to execute and file applications on behalf of *Ray Graham Association* with the Regional Transportation Authority for a FY2018 and FY2019 Section 5310 grant for RGA Comprehensive Transportation Program for People with Disabilities.

Section 2. That the Kim Zoeller, *Chief Executive Officer and his/her successor* is authorized to furnish such additional information, assurances, certifications and amendments as the Regional Transportation Authority may require in connection with this FFY2018 and FY2019 Section 5310 grant agreement application.

Section 3. That the Kim Zoeller, *Chief Executive Officer and his/her successor* certify that *Ray Graham Association* will provide the required local match from fundraising and operating funds.

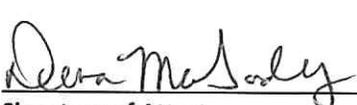
Section 4. That the Kim Zoeller, *Chief Executive Officer and his/her successor* is authorized and directed on behalf of the *Ray Graham Association* to execute and deliver grant agreements and all subsequent amendments thereto between the *Ray Graham Association* and the Regional Transportation Authority for FY2018 and FY2019 Section 5310 grant, and the Secretary of the *Ray Graham Association* is authorized and directed on behalf of the *Ray Graham Association* to attest said agreements and all subsequent amendments thereto.

Section 5. That the Kim Zoeller, *Chief Executive Officer and his/her* is authorized and directed to take such action as is necessary or appropriate to implement, administer and enforce said agreements and all subsequent amendments thereto on behalf of the *Ray Graham Association* PRESENTED and ADOPTED the 24th day of April, 2019



Signature of Authorized Official
CHAIRMAN OF THE BOARD

Title



Signature of Attest
Executive Assistant

Title

FY2016		Federal	Federal
		CFDA #	Pass-Thru Entity #
			Federal Expenditures
U.S. Department of Housing and Urban Development			
Pass-Through DuPage County Community Development Commission			
Community Development Block Grant/Entitlement Grants	14.218 CD 15-12		\$ 35,011
Community Development Block Grant/Entitlement Grants	14.218 CD 15-06		170,742
Total US Department of Housing and Urban Development			<u>\$ 205,743</u>
U.S. Department of Transportation			
Enhanced Mobility of Seniors and Individuals with Disabilities			
Pass-Through Illinois Department of Transportation			
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513 S5310-2014-08		\$ 119,387
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513 CAP-13-1021 IL-16-X007		\$ 227,020
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513 CAP-13-1021 IL-16-X009		52,681
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513 CAP-13-1022 IL-16-X006		44,645
Total Pass-Through Illinois Department of Transportation			<u>\$ 324,346</u>
Total U.S. Department of Transportation			<u>\$ 443,733</u>
U.S. Department of Education			
Pass-Through Illinois Department of Human Services			
Rehabilitation Services Vocational Rehabilitation Grants to States	84.126 46CUD03137		\$ 207,714
Supported Employment Services for Individuals with the Most Significant Disabilities	84.187 46CUD00318		\$ 27,116
Total Pass-Through Illinois Department of Human Services			<u>\$ 234,830</u>
Total U.S. Department of Education			<u>\$ 234,830</u>
Total Federal Awards Expended			<u><u>\$ 884,306</u></u>

Ray Graham Association
 Federally Administered Grants 2017

Attachment A

FY2017	Federal CFDA #	Pass-Thru Entity #	Federal Expenditures
U.S. Department of Housing and Urban Development			
Pass-Through DuPage County Community Development Commission			
Community Development Block Grant/Entitlement Grants	14.218	CD 16-05	\$ 129,536
Community Development Block Grant/Entitlement Grants	14.218	CD 16-09	11,418
Total US Department of Housing and Urban Development			<u>\$ 140,954</u>
U.S. Department of Transportation			
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	S5310-2014-08	\$ 355,157
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	S5310-2016-08	\$ 133,666
Pass-Through Illinois Department of Transportation			<u>\$ 488,823</u>
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	CAP-13-1021	\$ 52,681
Total Pass-Through Illinois Department of Transportation			<u>\$ 52,681</u>
Total U.S. Department of Transportation			<u>\$ 541,504</u>
U.S. Department of Education			
Pass-Through Illinois Department of Human Services			
Rehabilitation Services Vocational Rehabilitation Grants to States	84.126	46CCCF03137	\$ 217,380
Supported Employment Services for Individuals with the Most Significant Disabilities	84.187	46CVF00318	\$ 88,464
Total Pass-Through Illinois Department of Human Services			<u>\$ 305,844</u>
Total U.S. Department of Education			<u>\$ 305,844</u>
Total Federal Awards Expended			<u><u>\$ 988,302</u></u>

FY2018		Federal CFDA #	Pass-Thru Entity #	Federal Expenditures
U.S. Department of Housing and Urban Development				
Pass-Through DuPage County Community Development Commission				
Community Development Block Grant/Entitlement Grants				
		14.218	CD 16-09	\$ 14,329
Total US Department of Housing and Urban Development				
U.S. Department of Transportation				
Enhanced Mobility of Seniors and Individuals with Disabilities				
		20.513	S5310-2016-08	\$ 476,026
Enhanced Mobility of Seniors and Individuals with Disabilities				
		20.513	S5310-2018-08	\$ 16,680
Total Pass-Through Illinois Department of Transportation				
				\$ 492,706
Pass-Through Illinois Department of Transportation				
Enhanced Mobility of Seniors and Individuals with Disabilities				
		20.513	CAP-13-1021-CVP	\$ 54,708
Enhanced Mobility of Seniors and Individuals with Disabilities				
		20.513	CAP-13-1021-CVP	\$ 54,708
Total Pass-Through Illinois Department of Transportation				
				\$ 109,416
Total U.S. Department of Transportation				
				\$ 602,122
U.S. Department of Education				
Pass-Through Illinois Department of Human Services				
Supported Employment Services for Individuals with the Most Significant Disabilities				
		84.187	46CWF00318	\$ 5,930
Total Pass-Through Illinois Department of Human Services				
				\$ 5,930
Total U.S. Department of Education				
				\$ 5,930
Total Federal Awards Expended				
				\$ 622,381