



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
Kendall County Office Building
111 W. Fox Street
2nd Floor Board Room; Yorkville

Monday, April 4, 2022 at 5:30p.m.

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Scott Gengler, Judy Gilmour, Dan Koukol, Robyn Vickers
- 3. Approval of Agenda**
- 4. Approval of Minutes – March 16, 2022**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Property, Liability, and Workers Compensation Presentation - Alliant Insurance Services*
 - *Discussion and Approval to proceed with 2022 Employee Service Awards Store*
 - *Discussion and Approval of Facilities Director Job Description*
 - *Discussion and Approval of a Resolution Authorizing Execution and Amendment of Consolidated Vehicle Procurement (CVP) Program*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING MINUTES
Wednesday, March 16, 2022

CALL TO ORDER – Chair Flowers called the meeting to order at 5:30pm.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour	Here		
Dan Koukol	Here		
Robyn Vickers	Here		

Staff in Attendance: Lynn Cullick, Scott Koepfel

Others in Attendance: None

APPROVAL OF AGENDA – Motion made by Member Vickers, second by Member Gengler to approve the agenda. **With five members voting aye the motion passed by a 5-0 vote.**

APPROVAL OF MINUTES – Motion made by Member Gilmour, second by Member Gengler to approve the March 7, 2022 minutes. **With five members present voting aye the motion passed 5-0**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS – No report

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *2021 Health Insurance Update* – Mike Wojcik and Beth Ishmael from *The Horton Group* provided information on the state of the Healthcare Market, and an update on Hospital Healthcare workers experiencing stress, trauma, burnout and behavioral disorders at historic levels. Mr. Wojcik stated that there is a “war” for healthcare talent, especially nurses. Mr. Wojcik also reported that 2 of 5 physicians will be older than 65 in the next decade and are considering retirement. Many private practice physicians are selling, and hospitals and private equity backed physician groups are buying those practices. Mr. Wojcik also provided information on the great resignation of 20 million workers in the last half of 2021. The number one driver of retention of employees is Benefits. Companies with the right people in the right roles have 42 percent lower turnover, and Remote-friendly companies are experiencing 33 percent lower turnover.

Mr. Wojcik then focused on the County Plan Performance Review including the performance history, and review from 2018 to 2021. Mr. Wojcik stated that the County's employee count was 297 in 2021, up from 284 in 2019. Average age per employee was 46 years in 2021, up from 45 years in 2018-2020.

Beth Ishmael reviewed the net claims per employee, premiums paid per employee, as well as the claims by place of service. Ms. Ishmael also reviewed the impact of Covid-19, reporting 240 Covid-19 Testing Claimants, and a total testing cost of \$37,770 or \$17.38 per claimant. There were 57 confirmed Covid claimants, with 25 claimants having underlying chronic conditions (Asthma, CAD, Diabetes, Hypertension, Hyperlipidemia) and 3 with underlying high risk conditions (Lupus, MS, RA). Total treatment cost was \$439,537.

Mr. Wojcik reviewed Telemedicine vs. Telehealth services, stating that Telemedicine is a 24/7 service through MD Live to treat urgent care needs (allergies, cold/flu, cough, rash, sore throat, etc.) or behavioral health. Telehealth is ongoing care received to treat your health from an in network primary care physician or specialist.

Mr. Wojcik explained the three main factors influencing Health Plan Pricing as:

1. Demographics
2. Risk
3. Trend

Wojcik reviewed the demographics change: Baby Boomer participation decreases as Millennial and Generation Z participants coming off their parent's plans increases. Millennials will comprise the majority of the workforce by 2025. Findings identified the Top Five Conditions affecting Health today as:

1. Depression, Anxiety and Mood Disorders
2. Hypertension
3. Diabetes
4. High Cholesterol
5. Substance Use Disorders

Discussion of Health Insurance End Date at Employee Separation - Mr. Koepfel stated that Lynn Cullick, Chief Deputy of the Kendall County Circuit Courts Office asked about employee health coverage terminating on the employee's last day of employment with the County.

Beth Ishmael from The Horton Group stated that it is 50/50 in the public and private sectors whether to terminate employee health benefits on the last day of employment, or at the end of that month. Mr. Koepfel stated that the County Board approved the policy terminating the employee's health care on the last day of employment a few years ago when Bob Jones, County Benefit Coordinator asked for the change.

Member Gilmour made a motion to amend the County Employee Handbook to read that employee health insurance benefits will end on the last day of the month of termination, second by Member Gengler. **With five members present voting aye,**

the motion carried by a vote of 5-0. Administration staff will update the handbook, and notify all employees under the County Board.

- *Discussion and Approval of Broadband Survey Champion Program and Awards* – Mr. Koepfel informed the committee about a rural broadband study to evaluate and prove slower speeds in the County.

Meagan Briganti briefed the committee on ideas discussed by ICT staff on using motivational tools and incentives to engage young students in participating in the study from their homes. Discussion on the gift card amounts for participation. Member Gilmour made a motion to forward the item with a limit not to exceed \$1000 for incentives, to the March 24, 2022 Finance Committee for further discussion, second by Member Koukol. **With five members present voting aye, the motion carried by a vote of 5-0.**

- *Approval to allow Administration Staff to Collect Digital Signatures for Human Resource Items* – Mr. Koepfel asked the committee for approval to collect digital signatures from employees for Human Resource items. Motion made by Member Koukol, second by Member Vickers. **With five members present voting aye, the motion carried by a vote of 5-0.**

EXECUTIVE SESSION – Member Gilmour made a motion to enter into Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2/21, second by Member Gengler.

ROLL CALL VOTE

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Dan Koukol	No
Robyn Vickers	Yes

With Members Flowers, Vickers, Gilmour and Gengler voting aye, and Member Koukol voting nay, the Committee entered into Executive Session at 7:19p.m.

The Committee reconvened in Open Session at 7:22p.m.

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR COUNTY BOARD

- *Approval of Broadband Survey Champion Program and Awards*

ADJOURNMENT – Member Gengler made a motion to adjourn the meeting, second by Member Gilmour. **With five members present voting yes the meeting adjourned at 7:25p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

MONTHLY MEDICAL INSURANCE REPORT

FY 22

	Non-Union Union		<u>Total Enrolled</u>		Annual Plan Cost					
			<u>Jan-22</u>	<u>Feb-22</u>						
HMO EE	11	12	23	23	\$8,612.66					
HMO FAM	6	12	20	18	\$16,435.09					
H.S.A. \$1500 EE	63	44	113	107	\$10,983.59 *					
H.S.A. \$1500 FAM	42	58	98	100	\$20,913.41 *					
H.S.A. \$2800 EE	2	2	4	4	\$10,130.17 *					
H.S.A. \$2800 FAM	4	5	8	9	\$19,301.29 *					
BC Options. \$1500 EE	7	1	4	8	\$10,509.47 *					
BC Options \$1500 FAM	3	4	6	7	\$20,017.73 *					
BC Options \$2800 EE	1	2	1	3	\$9,655.84 *					
BC Options \$2800 FAM	1	0	1	1	\$18,405.44 *					
Total Enrolled	140	140	278	280						
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Dental EE</td> <td style="text-align: center;">168</td> </tr> <tr> <td>Dental Family</td> <td style="text-align: center;">194</td> </tr> </table>		Dental EE	168	Dental Family	194		
Dental EE	168									
Dental Family	194									
			Total Enrolled <u><u>362</u></u>							

NOTES:

- 1) Premiums and headcount paid as of monthly report date
- * 2) Includes Employer HSA contribution *

FY 21 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,830,200) *94.22% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	394306	382127	383663	390497	395525	385509	380010	379496	377980	370643	354481	378537	\$4,572,773
Met Life Dental Premium	27132	33543	25246	27489	27247	27533	27462	26611	26822	27068	26674	27641	\$330,468
BCBS Life Premium	604	541	603	611	616	616	615	613	605	602	603	633	\$7,262
Health Savings Account	555000	0	6750	5750	2250	2000	750	750	3750	2375	625	1750	\$581,750
HRA Admin Fee	0	0	0	0	0	0	0	0	0	0	0	0	\$0
FSA Admin Fee	102	103	102	102	105	91	91	221	91	91	91	88	\$1,276
TOTALS	\$977,143	\$416,314	\$416,363	\$424,448	\$425,743	\$415,749	\$408,928	\$407,691	\$409,247	\$400,778	\$382,474	\$408,649	\$5,493,529

11000827-65470

FY 20 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,110,000) *98.81% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	356035	341783	356052	360795	353798	349472	353379	365907	353625	355621	293832	352999	\$4,193,300
Met Life Dental Premium	26525	23986	25081	25602	25928	24210	12638	25267	25155	23587	25169	24472	\$287,619
BCBS Life Premium	0	701	701	1416	703	702	699	711	710	700	696	476	\$8,214
Health Savings Account	537125	0	0	1750	2000	3750	2500	2250	5375	375	750	3000	\$558,875
HRA Admin Fee	91	0	0	0	0	0	0	0	0	0	0	91	\$182
FSA Admin Fee	91	0	109	109	109	102	102	102	102	102	102	102	\$1,127
TOTALS	\$919,867	\$366,470	\$381,943	\$389,671	\$382,537	\$378,235	\$369,318	\$394,236	\$384,966	\$380,385	\$320,548	\$381,139	\$5,049,317

11000827-65470

FY 19 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,270,000) *94.99% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	355324	164572	359064	353709	361141	369973	358602	370815	366397	366645	368565	377012	\$4,171,818
UHC Final Bill	0	0	1513	0	0	0	0	0	0	0	0	0	\$1,513
Met Life Dental Premium	0	48213	23852	24138	24249	24733	23914	24374	24400	24311	24113	24485	\$290,781
Met Life Life Premium	0	0	1383	932	471	482	465	484	479	479	476	483	\$6,134
Health Savings Account	516000	1250	6875	1250	1125	3500	0	3000	0	0	500	1250	\$534,750
Insurance Refunds	0	0	0	0	0	0	0	0	0	0	0	0	\$0
HRA Admin Fee	0	0	0	105	0	95	0	95	95	189	0	91	\$669
FSA Admin Fee	84	84	84	105	0	123	0	0	0	0	0	0	\$480
TOTALS	\$871,408	\$214,119	\$392,771	\$380,239	\$386,986	\$398,905	\$382,980	\$398,767	\$391,371	\$391,624	\$393,653	\$403,321	\$5,006,143*

0102-027-6547

MONTHLY BENEFITS SUMMARY REPORT

FY 22

Retirees/COBRA (12/1/21 -11/30/22) (42 Retirees / 1 COBRA)			
Vision	Family	12	\$436.06
Vision	Single	19	\$563.40
Medical	Family	3	\$4,939.38
Medical	Single	13	\$29,381.57
Dental	Family	36	\$5,821.50
Dental	Single	20	\$6,543.76
TOTAL		103	\$47,685.67

BENEFITWALLET HSA FUNDING	
Month	Deposit
December	625
January	547,000
February	4,125
March	
April	
May	
June	
July	
August	
September	
October	
November	
Total	\$ 551,750

**Illinois Counties Risk Management Trust
Claims Analysis
2/1/2022**

Worker's Compensation - Current Year

Incident Date	Department/Office	Status	Paid To Date	Missed > 3 Days Work	Returned to Work
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FY21-22 Policy

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Total Open Claims \$ -

Worker's Compensation - Prior Years

Incident Date	Department/Office	Status	Paid To Date	Missed > 3 Days Work	Returned to Work
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2020-21 Policy

1	1/2/2021	Corrections	re-opened	\$ 24,697	Y	Y
2	2/22/2021	Circuit Clerk	open	14,543	N/A	Y
3	9/10/2021	Sheriff	open	10,548	Y	Y
4	9/27/2021	Corrections	open	-	N/A	Y
5	10/1/2021	Circuit Clerk	open	98	N/A	Y
6	10/6/2021	Corrections	open	-	N	Y
7	10/6/2021	Corrections	open	1,669	N	Y
8	11/13/2021	Corrections	re-opened	718	N	Y
9	11/13/2021	Corrections	open	-	N	Y
10	11/25/2021	Corrections	open	114	N	Y
11	11/30/2021	Sheriff	open	-	N/A	Y

Total Open Claims 52,387

2019-20 Policy

1	7/25/2020	Animal Control	open	25,584	Y	Y
2	4/2/2020	Corrections	re-opened	29,741	N	Y

Total Open Claims 55,326

2018-19 Policy

1	2/17/2019	Sheriff	open	99,763	Y	Y
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Total Open Claims 99,763

2017-18 Policy

1	12/13/2017	Corrections	open	23,116	Y	Y
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Total Open Claims 23,116

Total Prior Year's Open Claims \$ 230,592

**Illinois Counties Risk Management Trust
Claims Analysis
2/1/2022**

Property & Casualty

Auto PD - Current Year

Incident Date	Department/Office	Status	Paid To Date	Coverage Type
FY21-22 Auto PD				
Total Open Claims			\$	-

Auto PD - Prior Years

Incident Date	Department/Office	Status	Paid To Date	Coverage Type
FY20-21 Auto PD				
1 6/26/2021	Sheriff	open	\$ 25,840	
2 10/8/2021	Sheriff	re-opened	2,955	
Total Open Claims			\$	28,794
FY16 -17 Auto PD				
1 12/16/2016	Sheriff	re-opened	\$ 2,561	
Total Open Claims			\$	2,561
Total Prior Year's Open Claims			\$	31,355

General Liability - Current Year

Incident Date	Department/Office	Status	Paid To Date	Coverage Type
FY21-22 General Liability				
Total FY21-22 Claims			\$	-

General Liability - Prior Years

Incident Date	Department/Office	Status	Paid To Date	Coverage Type
FY20-21 General Liability				
1 12/28/2020	Highway	open	-	Property
2 6/2/2021	Courthouse	open	1,462	Law Enforcement Liability
Total Open Claims			\$	1,462
FY17-18 General Liability				
1 8/4/2018	Sheriff	open	21,643	
Total Open Claims			\$	21,643
FY15-16 General Liability				
1 8/9/2016	Sheriff	open	59,123	Law Enforcement Liability
Total Open Claims			\$	59,123
Total Prior Year's Open Claims			\$	82,227

Kendall County Job Description

TITLE: Facilities Director
DEPARTMENT: Facilities Management
SUPERVISED BY: County Administrator
FLSA STATUS: Exempt
APPROVED: In Process

Position Summary:

The Facilities Director reports to the County Administrator. The Facilities Director is responsible for organizing, developing, administering and coordinating Kendall County's facilities and information technology capital projects and planning through the request for qualifications (RFQ) and invitation to bid (ITB) processes from the initiation stage through planning, design, construction/installation. The Facilities Director oversees the overall facility management function of the county at all assigned buildings on several campuses. Oversees the functioning of building systems including mechanical, fire/life safety, elevators etc. The Facilities Director oversees the hiring, discipline and termination process with regards to the KCFM staff. Maintains positive staff relations. Serves as the administrator for facility safety and meeting physical ADA compliance standards for all of Kendall County's Campuses. Ensure facility compliance with OSHA and other health/safety related regulations. The Facilities Director shall be responsible for developing and maintaining professional relationships with Kendall County department heads, elected officials, and other key representatives to support Kendall county's capital planning goals and objectives.

Essential Duties and Responsibilities:

1. Customarily and regularly directs the work of at least two or more full-time employees.
2. Customarily and regularly performs management duties including, but not limited to, the following:
 - A. Primarily responsible for the hiring, discipline and discharge of KCFM staff.
 - B. Oversees training and development of KCFM staff.
 - C. Conducts regular performance evaluations for subordinate employees under his/her direction.
 - D. Provides technical support, training, and assistance to subordinate employees under his/her direction.
 - E. Manages, directs, supervises, coordinates, and schedules the activities of staff and vendors.
 - F. Ensures that Kendall County Facilities Management Department staff adhere to and follow all applicable policies, procedures and union contract requirements.
 - G. Carries out all other supervisory responsibilities in accordance with all applicable laws, regulations, polies and procedures.
3. Primary duties include the performance of office or non-manual work directly related to the management or general business operations of Kendall County and the Kendall County Facilities Management Department, which duties include, but are not limited to the following:

Kendall County Job Description

- A. Collects and maintains logs/inventories/records to support the activities of the department and evaluate best practices and benchmarks throughout the industry.
- B. Prepares reviews and makes adjustments to the annual operating budget and capital improvement budget. Reviews and authorizes expenditures for the department.
- C. Reviews utility consumption and implements measures to control & curtail expenses and consumption which includes adjustments to equipment and systems, negotiating deregulated contracts, and recommending new technologies and/or equipment that is more efficient.
- D. Develops safety programs for Kendall County facilities. Includes written plans, development of exit route diagrams, communication to Kendall County employees, management, elected officials and Kendall County board members.
- E. Promotes a safe work environment by training and enforcing established procedures. Assists in facility audits and tours with risk management groups, insurance agents, and code compliance officials. Reports all unsafe conditions to the county board and provides recommendations for correction.
- F. Communicates effectively with all levels of the organization in both written and verbal correspondences, memorandums, letters, reports, and verbal conversations.
- G. Promotes a professional, positive, cooperative, and team orientated attitude, committed to working in a quality environment and achieving the highest level of customer satisfaction.
- H. Comply with all county policies and procedures, and adhere to set standards.
- I. Coordinate facilities related inter-governmental activities between the City of Yorkville, IDOT, and other agencies.
- J. Coordinate facilities related agreements for easements and other utilities such as Nicor, ComEd, Comcast, MetroNet, AT&T and the City of Yorkville.
- K. Willingly perform any other miscellaneous job-related duties as requested.
- L. Administers, creates, establishes, and prioritizes work orders, job, plans, preventative maintenance schedules and all other aspects of the computerized maintenance management system.
- M. Provides technical expertise and project management in the planning, design and construction of new facilities and renovation projects.
- N. Manages telephone system network. Including all add, moves & changes of department personnel. Makes recommendations for systems updates including software, hardware and replacement systems.
- O. Manages voicemail systems network. Includes additions and deletions of personnel for all departments. Implements call processors and phone trees as needed for all departments. Makes recommendations for systems updates including software, hardware and replacement systems.
- P. Manages copier operations for all departments in all facilities. Includes annual replacements, working with elected officials and department heads in new features needed. Coordinates service issues and replacement parts needed for all units in service.
- Q. Manages energy management needs for all facilities. Includes working with vendors to determine where or what needs to be upgraded or replaced. Manage centralized computerized management systems that determine what settings are and make adjustments as needed.
- R. Operate design software for existing drawings. Ability to create new drawings and designs as requested by elected officials, department heads or as needed for projects.

Kendall County Job Description

- S. Ability to create Request for Purchase for vendor services and capital projects. Includes coordination of legal review between the KCFM department, the State's Attorney's office, elected & appointed officials and the Kendall County Board.
- T. Act as the primary representative for Kendall County on daily activities of major construction projects. Includes coordinating meetings, acting as the primary project manager and provide updates to committees and the Kendall County Board as needed.
- U. Manage camera and card access systems for county facilities. Includes adds, changes and deletions from databases.
- V. Performs other duties, as required or assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

1. Language Skills:

- a. Ability to research, read, and interpret documents and simple instructions.
- b. Ability to prepare documents, reports, plans, minutes, agendas, and correspondence.
- c. Ability to listen, understand information and ideas, and speak effectively with the public, employees, outside entities, vendors, and the County's department heads and elected officials in both a one-on-one and group settings.
- d. Requires proficiency in the English language, spelling, and grammar.
- e. Ability to express oneself clearly and concisely both orally and in writing.
- f. Strong oral and written presentation skills.

2. Mathematical Skills:

- a. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- b. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- c. Knowledge of basic accounting principles and practices and office management procedures.
- d. Ability to prepare, revise and interest financial and budgeting spreadsheets and documents.

3. Reasoning Ability:

- a. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- b. Ability to deal with problems involving several concrete variables in standardized situations.
- c. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.
- d. Ability to quickly evaluate situations and draw reasonable conclusions.

Kendall County Job Description

- e. Ability to read and interpret construction-related plans and specifications

4. Other Skills, Knowledge and Abilities:

- a. Strong organization skills and attention to detail.
- b. Excellent prioritization skills and the ability to meet deadlines.
- c. Ability to display a positive, cooperative, professional, and team oriented attitude.
- d. Ability to follow guidance and work independently until project completion.
- e. Knowledge of office practices, principles of modern record keeping, and setting and maintaining filing systems.
- f. Ability to maintain flexible work hours, including, but not limited to evenings and weekends, as needed.
- g. Ability to prepare, revise, work with, and maintain confidential information and trade secrets.
- h. Proficient knowledge of all of the following:
 - 1. Facilities planning and construction management processes, procedures, laws, regulations and ordinances;
 - 2. Applicable zoning, building and life safety codes and regulations;
 - 3. Building systems including, but not limited to mechanical and electrical systems;
 - 4. Current costs of new construction, escalation factors, and market trends;
 - 5. Operating a personal computer, telephone, facsimile machine, and copiers; and
 - 6. Using the Internet and specialized department software to extract and record data; and
 - 7. MS Word, Excel, Outlook, PowerPoint, Visio & Project and other Project management and accounting software.

5. Education and Experience:

- a. High School graduate or equivalent
- b. Completion of a four-year apprenticeship program or two-year degree in applied sciences program or ten years' current field experience in commercial, office, or public building facility maintenance and repair.
- c. A minimum of five years supervising/directing employees.
- d. General knowledge of building codes and how they are applied to current facilities.

6. Certificates, Licenses, and Registrations:

- a. Valid and current Illinois Driver's License;
- b. Ability to pass State of Illinois background screen including fingerprint analysis as this position requires access to secured facilities such as the Kendall County Corrections Center for which such criminal background screening is required.

Physical Demands

Kendall County Job Description

While performing the duties of this job, the employee must be able to:

1. Frequently sit for hours at a desk, in meetings, office and/or in a vehicle;
2. Occasionally lift and/or move up to 50 pounds and frequently lift and/or move up to 10 pounds.
3. Stand and walk on uneven ground and at development sites;
4. Use hands to finger, handle, type, write and/or feel;
5. Reach, push and pull with one and/or both hands and arms;
6. Bend over at the waist and reach with one and/or both hands and arms;
7. Climb and balance at various sites;
8. Stoop, kneel, crouch, and/or crawl;
9. Talk and hear in person and via use of telephone;
10. Operate County vehicles and safety equipment;
11. Specific vision abilities include close and distance vision, depth perception, and ability to view computer monitors and screens; and
12. Travel independently to various sites, public hearings and other meetings and other locations both within and outside Kendall County, Illinois.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

1. Both inside and outside environmental conditions, which includes during extreme weather.
2. May be exposed to blood borne pathogens or other infections or contagious diseases.
3. May be exposed to dust, fumes, odors, smoke, gases and chemicals.
4. The noise level in the work environment varies from quiet to noisy.
5. The employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.
6. Employee may be exposed to stressful situations while working with elected officials, law enforcement, first responders, medical professionals, and the general public.
7. Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

Kendall County Job Description

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

**PUBLIC NOTICE
KENDALL COUNTY
KENDALL COUNTY BOARD**

Notice is hereby given that the Kendall County Board will hold a public hearing on April 19, 2022 at 9:00 AM at the Kendall County Office Building Room 209 & 210 at the 111 West Fox Street, Yorkville, IL. The purpose of this hearing consideration of a project for which financial assistance is being sought from the Illinois Department of Transportation (IDOT), pursuant to IDOT's general authority to make such Grants, and which is generally described as the (IDOT) Consolidated Vehicle Procurement program, Kendall County is requesting acquisition of three (3) ADA accessible medium-duty vehicles for Kendall Area Transit (KAT). Estimated cost of the requested vehicles is \$225,000. This project will be included in a Consolidated Vehicle Procurement Program undertaken by the State of Illinois on behalf of Kendall County, with State and Federal Funds. All new equipment in this project will meet ADA accessibility rules for the elderly and persons with disabilities. All interested persons may attend and be heard. Questions can be directed to the Kendall County Office of Administrative Services, Telephone (630) 553-4834. Fax (630) 553-4214. Written comments should be directed to the Kendall County Office of Administrative Services, 111 West Fox Street, Yorkville, IL 60560 but shall only be entered as part of the record at the discretion of the Kendall County Board.

Kendall County Administration Department

03/28/2022

COUNTY OF KENDALL, ILLINOIS

Resolution No. 22 - _____

RESOLUTION AUTHORIZING APPLICATION FOR A CAPITAL ASSISTANCE GRANT FOR PARATRANSIT VEHICLE(S) UNDER THE ILLINOIS DEPARTMENT OF TRANSPORTATIONS GENERAL AUTHORITY TO MAKE SUCH GRANTS

WHEREAS, the provision and improvement of public transportation and specialized transportation for seniors and individuals with disabilities is essential to the development of a safe, efficient, functional transportation system; and

WHEREAS, The Illinois Department of Transportation has the authority to make such Grants and makes paratransit vehicles available to private non-profits, general public transportation systems or IDOT Certified Public Provider transportation systems providing specialized paratransit service; and

WHEREAS, Grants for said assets will impose certain obligations upon the recipient; and

WHEREAS, a public hearing was held on April 19, 2022 to obtain public comment regarding application to the Consolidated Vehicle Procurement Program undertaken by the State of Illinois on behalf of Kendall County, with State and Federal Funds; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF KENDALL COUNTY:

Section 1. That an application be made to the Office of Intermodal Project Implementation (OIP), 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 public transportation facility capital costs of Kendall County for three (3) 14-passenger medium duty buses for Kendall Area Transit (KAT), estimated cost and full grant funding of the requested vehicles is \$225,000.

Section 2. That County Administrator of Kendall County is hereby authorized and directed to execute and file on behalf of Kendall County such application.

Section 3. That the County Administrator of Kendall County is authorized to furnish such additional information as may be required by the Office of Intermodal Project Implementation in connection with the aforesaid application for said Grant.

Section 4. That County Administrator of Kendall County is hereby authorized and directed to execute and file on behalf of Kendall County all required Grant Agreements with the Illinois Department of Transportation.

PRESENTED and ADOPTED the 19TH day of April, 2022.

APPROVED: _____
Scott R. Gryder, County Board Chairman

ATTEST: _____
Debbie Gillette, County Clerk



Opinion of Counsel

I, the undersigned, am an attorney, licensed by and duly admitted to practice law in the State of Illinois and counsel for and attorney for the County of Kendall ("Applicant"). In this capacity, my opinion has been requested concerning the eligibility of the County of Kendall for grant assistance under the Consolidated Vehicle Procurement Program ("Program"), and I hereby advise the following:

1. The County of Kendall is an eligible under the requirement of 49 U.S.C. § 5311 or § 5339, which I have reviewed and verified that Applicant meets the required criteria:
2. There are no provisions in the County of Kendall's charter or by-laws or in the statutes of the State, the United States of America, or any unit of local government that preclude or prohibit the County of Kendall from making said application for or contracting with the State for the purpose of receiving an award of paratransit vehicle(s).
3. I have verified with the Applicant and attest that Applicant has no past, pending or threatened litigation, in either federal or state courts, that would adversely affect this application, or that seeks to prohibit the Applicant from contracting with the State for the purpose of receiving an award of paratransit vehicle(s).

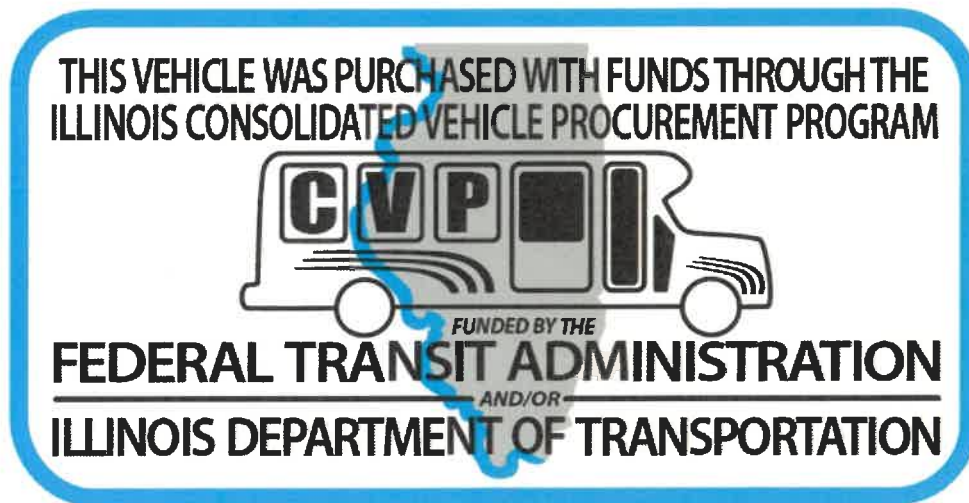
Based upon the foregoing, I am of the opinion that the County of DeKalb is an eligible recipient under the provisions of 49 U.S.C. § 5311 or § 5339, and that it is fully empowered and authorized to apply for and to accept the grant from the State.

Signature: _____ Date: _____

Attorney's Name: Eric Weis

Attorney for: Kendall County

ARDC Registration Number: 6244091



Program Contact:

Illinois Department of Transportation
Office of Intermodal Project Implementation
69 W. Washington, Suite 2100
Chicago, IL 60602

Zoe Keller, Section Chief - CVP
(312) 793-1455
zoe.keller@illinois.gov

Section I. General Information

Through the Consolidated Vehicle Procurement (CVP) Program, the Illinois Department of Transportation makes grants to municipalities, mass transit districts, counties, and private or non-profit organizations for ramp and lift equipped paratransit vehicles. Funding for these grants comes from various sources, including Federal Transit Administrations (FTA) Sections 5310, 5311, and 5339 funding programs, as well as State sources.

A. Definitions

Transportation Provider Types

Public Transportation Provider	Organizations providing regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low-income status and does not include intercity rail transportation, intercity bus service, charter bus service, school bus service, sightseeing service, or shuttle service.
Specialized Transportation Provider	Non-profit organizations providing transportation services to meet travel demand from mobility-challenged populations, including seniors and individuals with disabilities.
Certified Public Provider (CPP)	Public transportation providers certified by IDOT as functioning in areas where specialized transportation demand is greater than the ability of local specialized transportation providers to meet. Upon application for CPP status and certification by IDOT, CPPs become eligible for Sec. 5310 funding.

Federal Transit Administration (FTA) Funding Programs

Sec. 5310	Capital Assistance for the Mobility of Seniors and Individuals w/ Disabilities. Sec. 5310 applicants are either private non-profits or else public transportation providers that have been certified by IDOT as eligible to receive Sec. 5310 funds (see "Certified Public Provider").
Sec. 5311	Formula Grants to Non-Urbanized Areas made to public transportation providers.
Sec. 5339	The FTA's reconstituted 'Bus & Bus Facilities' grant program. In Illinois, public transportation providers that receive Sec. 5307 or Sec. 5311 funds are also eligible to receive capital assistance funded through FTA Sec. 5339.

CVP Application Service Categories

Existing Service	Public or specialized transportation services currently offered on a recurring and consistent basis.
Expansion Service	Additional clients, territories, and/or hours of operation planned by public or specialized transportation providers in augmentation of existing service.
New Service	Clients, territories, and hours of operation planned by public or specialized transportation providers that are not at present providing any transportation service.

Geographic Definitions

Northeastern Illinois (NEIL)	Shorthand for the Chicago, IL urbanized area, as defined by the U.S. Census. Inclusive of Cook, Lake, McHenry, DuPage, Will, and Kane Counties, as well as northeastern Grundy County.
"Downstate"	Shorthand for all areas of Illinois outside of the NEIL region.
Illinois Urbanized Areas	Large (>200,000 population) - NEIL, St. Louis, Rockford, Rock Island, Peoria Small (population between 50,000 and 199,999) - Springfield, Champaign, Bloomington- Normal, Decatur, Alton/Cape Girardeau, Kankakee, DeKalb, Carbondale, Danville

For precise maps of urbanized area boundaries, please visit:

<https://www.census.gov/geographies/reference-maps/2010/geo/2010-census-urban-areas.html>

B. Application Technical Instructions & Submission Requirements

To ensure veracity of claims regarding vehicle maintenance and driver training, as well as compliance with all necessary State and Federal program requirements, please upload the following items to your organization's 2022 Consolidated Vehicle Procurement Application in Black Cat:

- a. Complete and accurate fillable PDF application document,
- b. Scanned PDF of Page 6 ('Applicant Information'), signed by applicant's authorized representative,
- c. A formal letter of endorsement from the local public transportation provider in applicant's proposed service area,
- d. Scanned PDF of Acceptance of Binding IDOT & FTA Certifications and Assurances signed by applicant's authorized representative and Affirmation of Attorney signed by applicant's legal counsel,
- e. Notice of publication of a public meeting held regarding this application and minutes thereof,
- f. Scanned copy of Opinion of Counsel signed by applicant's legal counsel,
- g. Signed Board Resolution designating authorized signatory representative for applicant,
- h. Programmatic Risk Assessment (PRA) signed by authorized representative,
- i. Any and all documentation materials referenced and/or requested in application Section(s) III, V, VI and/or VII,
- j. Vehicle Inventory Excel document.

PLEASE NOTE THAT FAILURE TO COMPLY WITH ITEMS A-J ABOVE CAN AND WILL RESULT IN THE FORFEITURE OF SCORING OPPORTUNITIES AND/OR THE INVALIDATION OF YOUR ENTIRE APPLICATION.

C. Scoring Criteria

Sec. 5310 Competitive Application Scoring Criteria (applicable to private non-profit applicants only)	
Level of Existing Services As determined by hours of operation compared to statewide applicant pool and/or peak vehicle need.	4.0 points
Equipment Utilization As determined by vehicle miles traveled (VMTs) or number of one-way vehicle trips per day, compared to statewide applicant pool.	4.0 points
Asset Maintenance As determined by defined questions and reviewer's judgment of required materials.	4.0 points
Management Capacity As determined by defined questions and reviewer's judgment of required materials and administrative review of applicant transportation budgets.	4.0 points
Coordination Efforts As determined by inclusion of required materials and local administrative review (see Sec. VII).	4.0 points
Total	20 points

D. Application Review Process, Criteria, and Award Timeline

When you upload your application and the required materials mentioned in items a-f above to Black Cat, your application will be ready for submittal. **Signatures must be submitted by the application deadline. Failure to secure signatures and/or upload required documents will result in an incomplete application ineligible for consideration.**

When final review of the application is complete, the Office will make its award recommendation to the Secretary of Transportation. Following the Secretary's approval, vehicles will be ordered and titled to awardees with an IDOT lien on the vehicle, which will serve as a mechanism for the enforcement of compliance on the part of the grantee with all certifications, assurances and attestations made relative to project performance and use of project equipment on the part of the grantee.

Your projects will be judged on: consistency with program goals and objectives, meeting public or specialized transportation needs, demonstrated and anticipated use of project equipment, maintenance of any vehicles granted during prior cycles, capacity to financially and administratively manage transportation projects, regional coordination efforts, ability to meet federal and state program requirements, and funding availability.

- If your request is for new service, the application must demonstrate a recognizable effort to create all necessary documentation as if it were for existing service. Reasonable estimates may be used for preliminary figures regarding materials such as planned hours of operation, budgets, etc. Please understand that estimates presented on this application will be used as performance benchmarks in future Sec. 5310 program reviews.

The Department considers that the submission represents the applicant's intent to undertake or continue the proposed transportation project promptly, with the receipt of the approved vehicle(s).

Additional Guidance

If you have any questions or need additional information, contact

Zoe Keller
Section Chief - CVP
Phone: 312-793-1455
E-mail: zoe.keller@illinois.gov

Or attend a Virtual CVP Application Informational
Meeting (date and time to be determined)

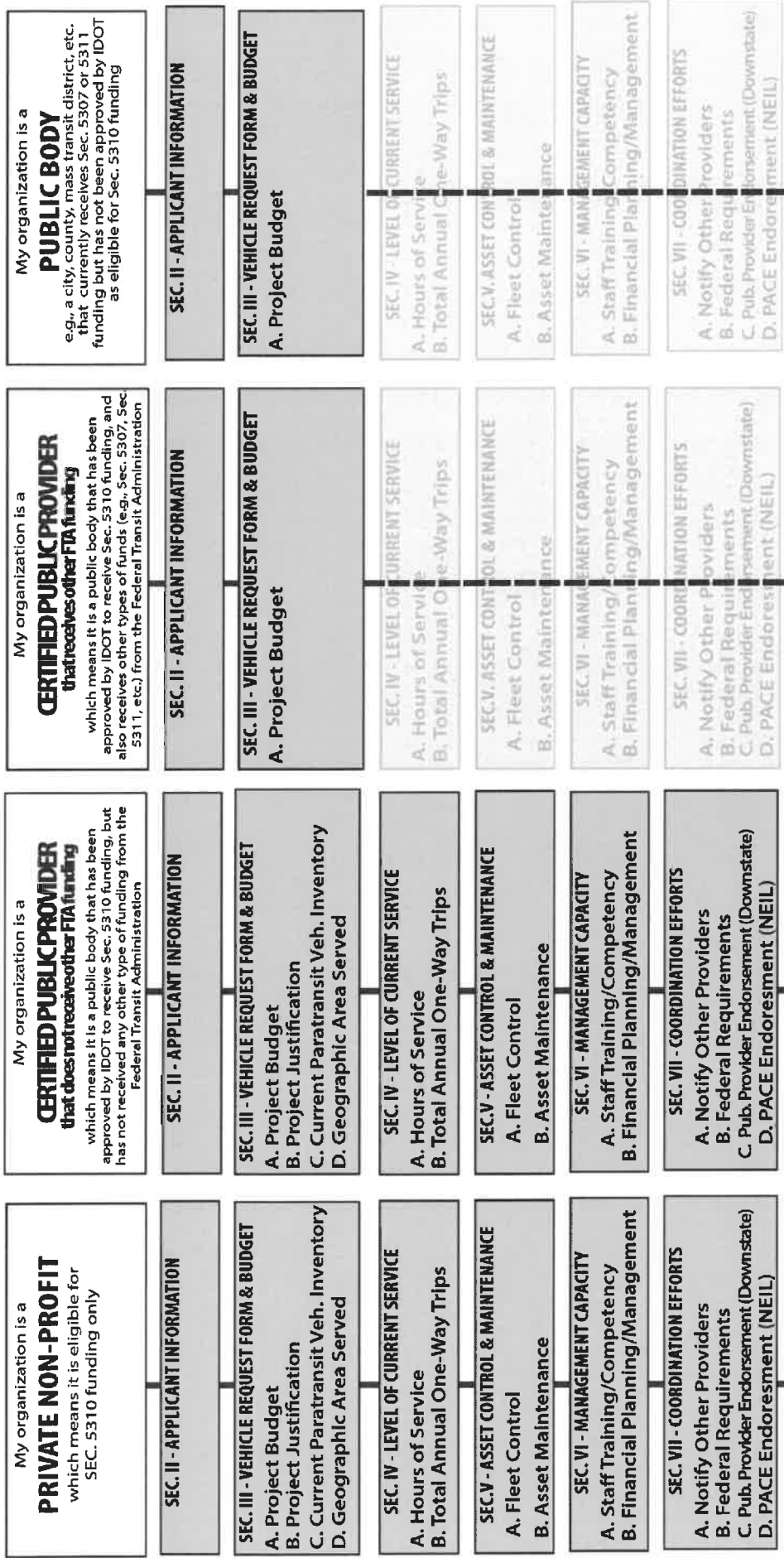
Jeff Waxman
Project Manager – CVP
Phone: (312) 793-5232
Email: jeffrey.waxman@illinois.gov

E. A Note on EXPANSION or NEW Service

Many portions of this application inquire about current vehicle fleet and programs. For those proposing expanded or new service(s), we are aware that several documents, or data may not exist. For the purposes of this application please provide qualified estimates/projections for new or expanded service(s). This data will then be used as a benchmark for your agency in future program evaluation efforts.

A BRIEF GUIDE TO THE 2022 CVP APPLICATION

NECESSARY SECTIONS FOR EACH TYPE OF APPLICANT



SUBMIT APPLICATION THROUGH BLACK CAT

Section II. Applicant Information

Date Submitted

04/01/22

Applicant Information

Legal Name

County of Kendall

Mailing Address

111 W Fox St, Rm 316, Yorkville, IL 60560

County/Counties Served

Kendall

Contact Name

Scott Koeppel

Title

County Administrator

Phone

(630) 553-4171

Fax

E-mail

skoeppe@co.kendall.il.us

HSTP Region(s)

Region 3

Urbanized Area (See [Appendix A](#))

FEIN

36-6006598

DUNS Number

361779440

GATA ID

671728

Type of Applicant (Please Refer to the Table in Part I, A)

- PRIVATE NON PROFIT
 IDOT CERTIFIED PUBLIC BODY (NO OTHER FTA FUNDS)
 IDOT CERTIFIED PUBLIC BODY (RECEIVES OTHER FTA FUNDS)
 SECTION 5311 GRANTEE

For Vehicle Information / Issues

Contact Name

Tracy Smith

Title

Transportation Manager

Phone

(815) 758-3932

Fax

(815) 758-0202

E-mail

tsmith@vacdk.org

All Applicants Must Answer These Questions

Does A Minority Group Manage Your Organization Or Is Operation Minority Based?

Yes No

Does Your Agency Provide Service To Minorities?

Yes No

Does Your Application Have The Support Of Your Local Public Transportation Provider? *

Yes No N/A

*For a list of public transportation providers, please visit the Illinois Statewide Public Transportation Plan:

[Statewide Public Transportation Plan Final Report 2-15-18.pdf \(illinois.gov\)](#)

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

Signature of Authorized Representative (As authorized by board resolution)

Date

Print name of Authorized Representative

Scott Koeppel

Title

County Administrator

Section III. Vehicle Request Form & Budget

(to be completed by all applicants)

Example

CVP Vehicles Requested			Information on Vehicles for Which Replacement is Requested					
Vehicle Priority	Vehicle Type Requested*	Purpose for Request	Vehicle Type	Vehicle Year	Mileage	VIN	CVP Contract Number	
+ -	1	MDL ▾	Replacement ▾	MDL	2005	187,000	2P4GP24B1VR220936	588
+ -	2	LDL ▾	Expansion ▾	LDL				

Please fill out the below table to register your 2022 CVP vehicle request.

(Double-click the table to access)

CVP Vehicles Requested			Information on Vehicles for Which Replacement is Requested					
Vehicle Priority	Vehicle Type Requested*	Purpose for Request	Vehicle Type	Vehicle Year	Mileage	VIN	CVP Contract Number	
	1	MDL	Replacement	LD	2014	186,378	1FDEE3FL5EDA68963	
	2	MDL	Replacement	LD	2014	155,551	1FDEE3FL5EDA68950	
	3	MDL	Expansion					

***Requested Vehicle Types and Descriptions (See [DPIT CVP 10: Consolidated Vehicle Procurement Catalog](#))**

- MV** - Mini-Van w/ramp (2 wheelchairs/5 passengers)
 - LDL** - Light Duty Paratransit w/lift (3 wheelchairs/12 passengers)
 - MDL** - Medium Duty Paratransit w/lift (5 wheelchairs/14 passengers)
 - SMD** - Super Medium Duty Paratransit w/lift (5 wheelchairs/26 passengers)
- Super Medium Duty buses require extensive justification, and **drivers must have CDL.**

Vehicle Replacement Criteria

To be eligible for replacement, current vehicle must meet either **Criteria 1** or **Criteria 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	100,000 Miles	OR	7 yrs, in documented unsafe & poor operating condition
Medium Duty Paratransit/School Bus	120,000 Miles	OR	8 yrs, in documented unsafe & poor operating condition
Super Medium Duty Paratransit Vehicle (>16 passenger)	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

If vehicle is eligible for replacement under Criteria 2, please provide documentation supporting reason(s) why the vehicle is in unsafe or poor condition, e.g., photos, receipts, repair estimates, etc. If a vehicle needing replacement did not reach the appropriate mileage criteria before becoming unsafe and/or inoperable, please provide a brief explanation as to why.

A. Project Budget (to be completed by all applicants)

Example

Vehicle Type	Passengers	Number of Vehicles Requested			Total Units	Unit Costs	Totals Costs
		Replacement	Expansion	New Service			
Minivan	6	1			1	\$ 62,000	\$62,000
Light Duty	12		2		2	\$ 70,000	\$140,000
Medium Duty	14			3	3	\$ 75,000	\$225,000
Super-Medium Duty	26					\$ 120,000	\$0
Total 2022 CVP Request		1	2	3	6		\$427,000

Please enter your vehicle requests into the blank cells below, and make note of your 2022 CVP budget request.

Vehicle Type	Passengers	Number of Vehicles Requested			Total Units	Unit Costs	Totals Costs
		Replacement	Expansion	New Service			
Minivan	6					\$ 62,000	\$0
Light Duty	12					\$ 70,000	\$0
Medium Duty	14	2	1		3	\$ 75,000	\$225,000
Super-Medium Duty	26					\$ 120,000	\$0
Total 2022 CVP Request		2	1		3		\$225,000

B. Project Justification (to be completed by private non-profit applicants only)

Please provide a brief defense of your proposal. Make sure to address the following topics:

- Describe the transportation program and needs of individuals in your current/proposed service area.
 - If you are proposing new or expanded service, identify how these needs are currently not being met.
- Explain how the current transportation program will change if this grant is not approved.
- Describe how transportation services support, buttress, and enable your agency's overall mission.

Please complete all of the following sections with your current fleet inventory. Please attach additional pages if necessary

C. Geographic Area Served (to be completed by private non-profit applicants only)

Please list the census tracts in which you operate service. Census Tract Reference Maps can be found online at <https://www.census.gov/geographies/reference-maps/2020/geo/2020pl-maps/2020-census-tract.html>

To access a brief online tutorial on how to identify your organization's served Census tracts, please [click here](#)

Census Tract(s)

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	

Note: please include all census tracts served, including tracts for which you only serve a portion/part of the territory within. If you have any additional comments regarding your service territory, please register them below.

Section IV. Level of Current Service & Equipment Utilization

(to be completed by private non-profit applicants & non-FTA funded CPPs only)

A. Hours of Service

Please list the total hours each day during which your organization offers paratransit services.

- **Note:** this is an unduplicated count of hours. E.g., if you had multiple vehicles providing service between 9 a.m. and 11 a.m., the total number of service hours would be 2.
- **New/prospective applicants:** if you do not already offer paratransit services, enter the number of hours in which you are planning to offer service.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Hours of Service								

B. Total Annual One-Way Trips

Please enter your transportation program's one-way trip information for January 1, 2021 - December 31, 2021 (Calendar Year 2021).

- This is a "per person" count. E.g., transporting 3 people to a medical appointment 3 trips; transporting 3 people to the store and then back home 6 trips.

By Trip Type	CY2021 Total
Medical Trips	
Work Trips	
Educational Trips	
Nutrition Trips	
Shopping Trips	
Social/Recreational Trips	
Other Trips	
Total	

Average Number of Vehicles Used to Provide Service on a Daily Basis

Peak Number of Vehicles Used to Provide Service on a Daily Basis

Section V. Asset Control & Maintenance

(to be completed by private non-profit applicants & non-FTA funded CPPs only)

A. Fleet Control

<p>Does your transportation program maintain an individual vehicle file for each vehicle? Does each vehicle file include the following elements?</p> <p>(Applicants with existing transportation programs must include or attach completed sample forms/files to receive credit; applicants proposing new service must include or attach sample forms/files to receive credit)</p>	
Vehicle Title	<input type="checkbox"/> Yes <input type="checkbox"/> No
Warranties	<input type="checkbox"/> Yes <input type="checkbox"/> No
Warranty Claims	<input type="checkbox"/> Yes <input type="checkbox"/> No
Insurance Policy Card	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor Contract Information	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copies of repair/maintenance orders with inspection documentation and date resolved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details on any malfunctions of ADA/lift equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No

B. Asset Maintenance

<p>Does your agency have a written, board adopted vehicle maintenance policy? Must include or attach to receive credit.</p> <p>(Applicants with existing transportation programs must include or attach <u>completed</u> sample forms/files to receive credit; applicants proposing new service must include or attach sample forms/files to receive credit)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Does your agency have a written, board adopted preventative maintenance schedule for all vehicles? Must include or attach to receive credit.</p> <p>(Applicants with existing transportation programs must include or attach <u>completed</u> sample forms/files to receive credit; applicants proposing new service must include or attach sample forms/files to receive credit)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Does your agency perform preventative maintenance for all vehicles? Must include or attach sample documentation (tune-up receipt, oil change receipt, etc.) to receive credit.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Comments

Section VI. Management Capacity

(to be completed by private non-profit applicants & non-FTA funded CPPs only)

A. Staff Training & Competency

Does your agency have a board adopted driver training policy/curriculum, including training syllabi, schedules and established periods for “refresher” trainings on the following subjects?	
(Applicants with existing transportation programs must include or attach <u>completed</u> sample forms/files to receive credit; applicants proposing new service must include or attach sample forms/files to receive credit)	
Client Assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No
Defensive Driving	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No
CPR/First Aid	<input type="checkbox"/> Yes <input type="checkbox"/> No
Operation of ADA/lift Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Formal Vehicle Orientation, Including Communications Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Formal Route & Territory Orientation	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does your agency maintain driver files, with each file containing the following elements?	
(Applicants with existing transportation programs must include or attach <u>completed</u> sample forms/files to receive credit; applicants proposing new service must include or attach sample forms/files to receive credit)	
Licensing	<input type="checkbox"/> Yes <input type="checkbox"/> No
If any drivers require CDL licensing, applicant must provide documentation of 1) drug & alcohol testing program and 2) completed DOT physical examinations.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed Trainings	<input type="checkbox"/> Yes <input type="checkbox"/> No
Driving and service record, including and special achievements or documented incidents	<input type="checkbox"/> Yes <input type="checkbox"/> No

Comments

B. Financial Planning & Management (to be completed by private non-profit applicants & non-FTA funded CPPs only)

Please complete the budget worksheet below based on your agency's most recently closed fiscal year (2021 for most agencies) and the current fiscal year (2022 for most agencies).

Item	FY 2021 (Actual)	FY 2022 (Projected)	
Revenues			
Passenger Fares & Passenger Donations			
Income from Service Contracts			
Income from Operating Grants			
Income from Donations/Fundraising			
Other (please list below)			
[other 1]			
[other 2]			
[other 3]			
Total Revenues			
Expenses			
Drivers (salary + benefits)			Pro-rate for % of time if transportation staff have other program duties
Dispatch/Supervisor (salary + benefits)			
Maintenance (labor)			
Maintenance (parts)			
Fuel			
Insurance Costs			
Vehicle Storage			
Other (please list below)			
[other 1]			
[other 2]			
[other 3]			
Total Expenses			
Net Revenues/Deficit	\$0.00	\$0.00	

Are transportation programs running at a net surplus or deficit?

If transportation programs are running a net surplus, where are surplus funds directed?

If transportation programs are running at a net deficit, from where are funds pulled to cover shortfalls?

Section VII.

Coordination Efforts (to be completed by private non-profit applicants & non-FTA funded CPPs only)

A. Notifying Other Transportation Providers

To protect the interests of all existing public and private transit and paratransit operators, the applicant must take the following action:

STEP 1

Prepare a mailing list of other public & specialized transportation providers in your service area. **Send each provider an individual letter or e-mail** advising of your intent to pursue Section 5310 funds through IDOT's CVP application process.

In the letter, describe the proposed service, number of vehicles to be used, population to be served, and boundaries of the service area. State the following:

"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 Department of Transportation (IDOT)."

Include copies of your messages and responses with your application. All other area public and private transit operators are encouraged to submit written comments referencing the application and indicating:

- whether the services they are now providing or are prepared to provide would constitute a duplication or redundancy of services for mobility challenged seniors and/or individuals with disabilities in the service area of the CVP project applicant;
- whether they wish to participate in some way in the provision of the services proposed in the CVP application;
- any other comments they have about the application.

Each applicant should indicate in their message(s) where and by what date written comments should be submitted.

STEP 2

Prepare and publish a public notice in a newspaper of general circulation in the service area.

A copy of the notice as it appears, and any written comments/replies must be uploaded with the application documentation.

B. Federal Coordination Requirements

As part of the federal government's human services coordination initiative, all Section 5310 recipients must certify that projects are derived from a locally developed, coordinated public transit-human services transportation plan (HSTP). In the rural areas of Illinois, the Department has developed 11 regions each staffed with an HSTP Regional Coordinator (see [DPIT CVP 11: Appendix A](#)). In downstate urbanized areas with populations of 50,000 or more, the Metropolitan Planning Organization (MPO) is the HSTP agency (see [DPIT CVP 11: Appendix A](#)) and in the Northeastern Illinois Region (Cook, Lake, DuPage, Kane, Will and McHenry Counties), the HSTP contact agency is the Illinois Department of Transportation. All Section 5310 applicants should be actively involved in the development of these plans, and each Section 5310 application outside of Northeastern Illinois will need to be endorsed by their respective HSTP local transportation planning committee/urbanized area coordination offices in order to be considered for funding by the Department.

Coordination between transportation services is a vital federal program requirement for client service and the most effective use of paratransit vehicles. Agencies receiving federal and state grants must contact and coordinate to the extent possible with all other services provided in their geographic service area to assure the most beneficial services to those in need.

C. Downstate Public Provider Endorsement

Letters of support from other public and/or specialized transportation providers significantly impact your application coordination score. Feel free to include letters of support from legislators, administrators, or other elected officials, but please be aware that the inclusion of such materials will not affect application scoring. A quick guide for obtaining letters of support from other transportation providers:

- Mail the request 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).
- **For applicants outside of the Northeastern Illinois area, you are required to provide letter of support from the local public transportation provider in order to be eligible for funding.**
- Please list all other public and non-profit transportation services for the general public, elderly persons, and persons with disabilities operating in your current or proposed service area. Note any comments or outline your coordination plan below.

Agency/Provider	Clientele	Website	Phone	Days of Operation	Hours	Contact Status

D. Northeastern Illinois Local Provider Endorsement

For applicants within the Northeastern Illinois region, the Northeastern Illinois Region HSTP Conformance Worksheet must be completed (following page) in order to be considered for endorsement. You must also contact PACE Suburban Bus for their endorsement and letter of support. All requests for letters of support should be sent in writing, attention:

Melinda Metzger
 General Manager & Chief Operating Officer
 PACE Suburban Bus
 550 W. Algonquin Road
 Arlington Heights, IL. 60005
Melinda.Metzger@pacebus.com

Northeastern Illinois Region HSTP Conformance Worksheet

**ONLY TO BE COMPLETED BY NORTHEASTERN ILLINOIS REGION APPLICANTS
(Cook, DuPage, Kane, Lake, McHenry, and Will Counties)**

To complete this form, please refer to the [Northeastern Illinois Region's Coordinated Public Transit Human Services Transportation Plan](#) and the [Regional Transit Strategic Plan for Chicago and Northeastern Illinois](#).

Please identify the following RTA HSTP Strategies addressed by the service you plan to provide with the vehicle or vehicles requested.

RTA HSTP STRATEGIES

- Expand Service Area and Hours (RTA HSTP, p. 74)
- Coordinate Volunteer Driver Support Programs (RTA HSTP, p. 76)
- Explore Collaboration/Consolidation of Similar Services (RTA HSTP, p. 81)
- Seek innovative opportunities to improve the delivery of services for older adults and individuals with disabilities (RTA Transit Strategic Plan, p. 26)
- Evaluate travel needs and tailor services accordingly (RTA Transit Strategic Plan, p. 26)