

**PEORIA/PEKIN URBANIZED AREA**

**SECTION 5310**

**PROGRAM MANAGEMENT PLAN**

**September 2015**

**Tri-County Regional Planning Commission  
456 Fulton Street, Suite 401  
Peoria, Illinois 61602**

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## A. Introduction

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In July 2014, the Tri-County Regional Planning Commission (TCRPC) was named by the Governor of Illinois as a Co-Designated Recipient [along with the Illinois Department of Transportation (IDOT)] for Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities funds in the Peoria/Pekin Urbanized Area (UZA) (See Attachment 1). As a Co-Designated Recipient, TCRPC will program not more than 45% of each year's allocation of Section 5310 funds. The remaining portion (at least 55%) is programmed by IDOT for Capital expenditures through the Consolidated Vehicle Procurement Program. See Attachment 2 for the Memorandum of Understanding (MOU) between TCRPC and IDOT regarding the responsibility and funding allocation of each party.

This Program Management Plan describes policies and procedures for administering the portion of Section 5310 funds allocated to TCRPC. The Program Management Plan was developed in accordance with current federal transit laws, regulations and guidance. TCRPC has delegated its transportation planning responsibilities to the Peoria/Pekin Urbanized Area Transportation Study (PPUATS). PPUATS is responsible for developing the Section 5310 Program Management Plan, and will ensure that it is included in the Peoria/Pekin Urbanized Area Human Services Transportation Plan.

This Program Management Plan facilitates TCRPC's management and administration of the Section 5310 program in accordance with federal requirements, serves as a Section 5310 program guide to the general public and prospective applicants, and will assist the Federal Transit Administration (FTA) in its oversight responsibilities by documenting the procedures and policies for administering the program.

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## B. Acronyms & Definitions

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**ADA** is the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*).

**CVP** is the Illinois Department of Transportation's Consolidated Vehicle Program.

**DBE** is disadvantaged business enterprise.

**DOT** is the U.S. Department of Transportation.

**DPIT** is the Illinois Department of Transportation's Division of Public and Intermodal Transportation.

**FTA** is the Federal Transit Administration.

**GPMTD** is the Greater Peoria Mass Transit District

**HSTP** is Human Services Transportation Plan for Region 5.

**IDOT** is the Illinois Department of Transportation.

**JARC** is Job Access and Reverse Commute.

**LEP** is limited English proficiency.

**MAP-21** is the Moving Ahead for Progress in the 21<sup>st</sup> Century Act, Pub. L. 112-141.

**MOU** is memorandum of understanding.

**MPO** is Metropolitan Planning Organization.

**PPUATS** is the Peoria/Pekin Urbanized Area Transportation Study.

**PMP** is the Program Management Plan for the Section 5310 Program.

**PPP** is the PPUATS Public Participation Plan.

**Region** is the Peoria/Pekin Urbanized Area, which is located in Peoria, Tazewell, and Woodford Counties in Illinois.

**SAFETEA-LU** is the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, Pub. L. 109-59.

**Section 5310 Program** is the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program.

**Section 5310 Circular** is FTA Circular 9070.1G – Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions.

**TCRPC** is the Tri-County Regional Planning Commission.

**TDC** is Transportation Development Credits. A Transportation Development Credit system is a financial accounting tool approved by the Federal Highway Administration that allows states to use federal obligation authority without the requirement of cash matches. These Credits are non-cash credits allocated to states (and later to regions) as a representative value to account for toll road and tolled managed lanes that benefit the federal system.

**TIP** is the Transportation Improvement Program.

**UZA** is the urbanized area for the Peoria/Pekin Urbanized Area as defined by DOT/FTA.

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## **C. Background Information**

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### *1. Governing Statutes & Guidance*

The Section 5310 Program is governed by MAP-21, which is a two year transportation authorization that provides funding for public transportation projects. FTA is the federal entity responsible for administering and overseeing the Section 5310 Program for DOT. In its oversight role, on June 6, 2014 FTA issued the Section 5310 Circular. This circular governs the Section 5310 Program and serves as the guiding document for this PMP. Many of the terms used in this PMP are defined in the Section 5310



Circular. Throughout the term of the Section 5310 Program, the U.S. Congress may adopt new statutes and DOT or FTA may issue new or updated guidance, circulars, rules, or regulations. This PMP will be updated to reflect any new requirements for the Section 5310 Program.

2. *Section 5310 Program Information*

(a) Overview

The Section 5310 Program provides funding to help improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the available transportation mobility options. The program provides grant funds for capital and operating expenses to recipients for:

- Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;
- Public transportation projects that exceed the requirements of the ADA;
- Public transportation projects that improve access to fixed-route service and decrease reliance on complementary paratransit; and
- Alternatives to public transportation projects that assist seniors and individuals with disabilities with transportation.

(b) Peoria/Pekin UZA Geographic Extent

The definition of the Peoria/Pekin UZA will be the current definition used by DOT / FTA. For illustrative purposes, a map of the current geographical area of the Peoria/Pekin UZA is attached as Attachment 2.

(c) 5310 Designated Recipients

Pursuant to MAP-21, the governor of each state or an official designee must designate a public entity to be the recipient for Section 5310 funds. The governor of the State of Illinois has designated the Tri-County Regional Planning Commission and IDOT as the co-designated recipients for the Section 5310 Program in the Peoria/Pekin Urbanized Area. Each co-designee is briefly described below.

**TCRPC:** TCRPC is the MPO for the three-county Peoria/Pekin Urbanized Area. TCRPC has delegated its MPO responsibilities, including programming Section 5310 funds, to the Peoria/Pekin Urbanized Transportation Study. PPUATS is responsible for developing and adopting plans for the region’s surface transportation system. PPUATS is governed by a nineteen member Policy Committee comprised of representatives from counties and municipalities in the Peoria/Pekin UZA, as well as the Greater Peoria Mass Transit District.

**IDOT:** IDOT is responsible for the State of Illinois’ transportation system. IDOT facilitates planning, construction, operation, and maintenance of Illinois’ highways, bridges, airports, public transit, rail freight, and rail passenger systems. DPIT designated eleven rural regions and eight regional coordinators to assist with development of local human services transportation plans (HSTPs) pursuant to the Section 5310 Program. The three counties that make up the Peoria/Pekin UZA are in HSTP Region 5.

3. *MAP-21 & Open Grants for JARC / New Freedom Projects*

MAP-21 made several changes to the Section 5310 Program that existed under SAFETEA-LU. MAP-21 repealed the New Freedom program (49 U.S.C. 5317) and merged the New Freedom program into the Section 5310 program. As a result, activities eligible under the New Freedom program are now eligible under Section 5310, and, consistent with Section 5317, funds are apportioned among large urbanized areas, small urbanized areas, and rural areas. MAP-21 also repealed the JARC program. Under MAP-21, JARC activities are eligible under the Urbanized Area Formula Grants (5307) and the Rural Area Formula Grants (5311). The Greater Peoria Mass Transit District (GPMTD) is the designated recipient of the Urbanized Area Formula Grant for the Peoria/Pekin UZA. IDOT is the designated recipient of the Rural Area Formula Grants for the State of Illinois.

In accordance with current FTA guidelines, TCRPC and IDOT will continue to monitor the open grants for the JARC and New Freedom projects that were funded prior to MAP-21 (i.e. JARC and New Freedom projects funded in the Peoria/Pekin UZA with FY 2006 through FY 2012 apportionments) and TCRPC will continue to fulfill its program management role with regard to these open grants. These open grants will continue to be governed and monitored until the grants are closed-out. The open grants for these JARC and New Freedom projects will also continue to be administered as delineated in the July 2008 JARC and New Freedom PMP.

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#### **D. Program Goals and Objectives**

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As the co-designated recipient of funds, IDOT and TCRPC share the goal of fully supporting the Section 5310 Program by providing local agencies opportunities to participate in this program throughout the Peoria/Pekin UZA. The following strategies from the 2012 HSTP summarize the goals and objectives for providing transportation services to seniors and people with disabilities in the Peoria/Pekin UZA:

- **Improve Transportation Options in the Peoria/Pekin UZA**
- **Increase Awareness of Transportation Options**
- **Facilitate Better Cooperation Between Providers**
- **Facilitate Better Utilization of Available Resources**

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#### **E. Roles and Responsibilities**

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TCRPC and IDOT have entered into a MOU that defines the roles and responsibilities of the each entity with respect to the Section 5310 Program. A copy of this MOU is in Attachment 2. For purposes of the Peoria/Pekin UZA Section 5310 Program there are generally two types of projects: *Section 5310 Capital projects and New Freedom Type projects* and each co-designee has a role and responsibility as it relates to each project type. A brief description of the roles and responsibilities of the co-designated recipients is provided below.

**TCRPC:** TCRPC, through PPUATS, fulfills a program management role as it pertains to the New Freedom Type projects of the Section 5310 Program. PPUATS's responsibilities include developing and updating the PMP and the HSTP. PPUATS is also responsible for allocating not more than 45% of the annual allocation of the Section 5310 Program funding. For the Peoria/Pekin UZA, PPUATS is responsible for developing the Section 5310 Program application and conducting the competitive application and project selection process. PPUATS will be responsible for providing oversight for Section 5310 projects.



**IDOT:** IDOT fulfills a project administration role as it pertains to IDOT’s Section 5310 projects and to projects implemented by IDOT’s sub-recipients. For the Section 5310 Capital projects in the Peoria/Pekin UZA, IDOT is responsible for developing the Section 5310 Program application and conducting the competitive application and project selection process. IDOT is responsible for providing project oversight for the Section 5310 Capital projects in the Peoria/Pekin UZA, to include project monitoring and project close-out.

<b>Co-Designee's Section 5310 Program Responsibilities</b>		
<b>Responsibilities</b>	<b>Co-Designee Agency Responsible</b>	
	<b>5310 Capital Projects</b>	<b>New Freedom Type Projects</b>
a. Document the designated recipient's procedures in a Program Management Plan (PMP)	IDOT	PPUATS
b. Plan for future transportation needs, and ensures integration and coordination among diverse transportation modes and providers.	PPUATS	PPUATS
c. Develop project selection criteria consistent with the coordinated planning process	IDOT/PPUATS	PPUATS
d. Notify eligible local entities of funding availability	IDOT/PPUATS	PPUATS
e. Solicit applications from potential sub recipients	IDOT/PPUATS	PPUATS
f. Determine applicant and project eligibility	IDOT/PPUATS	PPUATS
g. Certify that allocations of funds to sub recipients are made on a fair and equitable basis	IDOT	PPUATS
h. Submit an annual POP and grant application to FTA	IDOT	PPUATS
i. Ensure recipients comply with Federal requirements	IDOT	PPUATS
j. Certify that all projects are included in a locally developed, coordinated public transit-human services transportation plan developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and non-profit transportation and human service providers, and other members of the public.	IDOT	PPUATS
k. Certify that to the maximum extent feasible, services funded under Section 5310 are coordinated with transportation services assisted by other Federal departments and agencies.	IDOT	PPUATS
l. Ensure that at least 55 percent of the area's appropriation is used for traditional Section 5310 projects carried out by the eligible sub recipients as described in section 5 of Chapter III	IDOT	PPUATS
m. Oversee project audit and closeout	IDOT	PPUATS

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## **F. Coordination**

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### *1. Overview*

Title 49 U.S.C. 5310, as amended by MAP-21, requires that projects selected for Section 5310 funding be “included in a locally developed, coordinated public transit-human services transportation plan.” The Region 5 HSTP, originally developed in 2007, was updated and approved by the HSTP Committee in July 2012 in accordance with the federal requirements. The HSTP that was adopted in July 2012 will govern the Section 5310 Program until the HSTP is updated.

The co-designees also ensure coordination by requiring that Section 5310 Program applicants demonstrate that each has coordinated with local transit providers. Accordingly, applicants are required to specify how they presently coordinate transportation or transportation-related activities with other agencies and how they will do so in the future under the proposed project. An applicant’s level of coordination is then taken into account during the application evaluation process.

### *2. Coordination History*

To aid in the development of the 2007 and 2012 HSTPs, the HSTP Committee led a collaborative planning effort to identify and recommend regional and local strategies that enhance mobility for the Region’s older adults, persons with disabilities, and persons with low incomes. The HSTP included representation from public, private, and non-profit transportation providers and human service agencies, as well as transit users. The planning effort developed the framework for selecting projects through the Section 5310, JARC, and New Freedom programs.

The objectives of the HSTP were to retain the Region’s eligibility to receive federal funding and to address the needs of human services transportation users and providers. As the Designated Recipient for JARC and New Freedom funds from 2008 to 2012, the following projects have been implemented:

- Fixed route service enhancements and expansions,
- ADA transportation beyond that required by federal regulations,
- Regional Web-based Ride-sharing program,
- Installation of Automatic Vehicle Locators in Para-transit vehicles,
- Extended weekday and Saturday services.

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## **G. Eligible Sub-Recipients**

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### *1. Overview*

A sub-recipient’s eligibility to receive Section 5310 Program funding will be determined by the co-designees in accordance with FTA requirements. Additionally, in order to be deemed eligible to receive Section 5310 Program funding, the sub-recipient’s project must serve or benefit the Peoria/Pekin UZA. Sub-recipient eligibility is determined during the application process. A more detailed description of the eligibility requirements for each project type is provided below.



2. *Section 5310 Capital Projects*

Eligible sub-recipients of Section 5310 Capital Projects (i.e., paratransit vehicle acquisition) include private non-profit organizations and state or local government authorities. State or local government authorities must be either approved by a state to coordinate services for seniors and individuals with disabilities or must certify that there are no non-profit organizations readily available in the area to provide the service.

3. *New Freedom Type Projects*

Eligible sub-recipients for the New Freedom Type projects include private non-profit organizations, state or local government authorities, or operators of public transportation.

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## **H. Local Share and Local Funding Requirements**

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Section 5310 Program funds can be used to support the net costs of a capital, mobility management, or operating project. For capital and mobility management projects, Section 5310 Program funds can be used to support 80% of the net project costs and 20% of the net project costs must come from local match sources. For operating projects, 5310 Program funds can be used to support 50% of the net project costs and 50% of the net project costs must come from local match sources. All of the local share must be provided from sources other than federal DOT funds. The source(s) of the local match must be identified in the Section 5310 application, and applicants must certify that the entity has sufficient funds available to pay the non-federal share of project expenditures.

Examples of local match sources include:

- state or local appropriations,
- dedicated tax revenues,
- private donations,
- revenue from service contracts,
- transportation development credits (TDC), and
- net income generated from advertising and concessions.

Except as noted below, non-cash share is eligible to be counted toward the local match as long as the value of each is documented and supported, represents a cost which would otherwise be eligible under the program, and is included in the net project costs in the project budget. Farebox revenue may *not* be used as local match. Farebox revenue is considered income and is deducted from the total operating cost to determine the net cost of the activity.

Examples of non-cash match include:

- donations,
- Transportation Development Credits,
- volunteered services, and
- in-kind contributions.

**I. Project Selection Criteria and Method of Distributing Funds**

*1. Project Selection Criteria & Application Process*

As stated in the Introduction, in the Peoria/Pekin UZA, there are two co-designees that are responsible for developing selection criteria and conducting the application process for Section 5310 projects. In the Peoria/Pekin UZA for Section 5310 New Freedom projects, PPUATS is responsible for developing the selection criteria and conducting the application process. In the Peoria/Pekin UZA for Section 5310 Capital projects, IDOT is responsible for developing the selection criteria and conducting the application process. Both TCRPC and IDOT utilize a competitive selection process to award funds to Section 5310 Program projects. The process that PPUATS uses for the application process is described in more detail below. Please refer to the *State Management Plan (SMP) for the Sections 5311, 5310, 5316, 5317, and 5339 Programs* for a discussion of IDOT’s methodology for selecting sub-recipients.

The PPUATS set of project selection criteria was based on recommendations provided by the HSTP Committee. The purpose of these criteria is to serve as the framework for the evaluation of projects submitted to PPUATS. The intent of the selection criteria is to support the adopted strategies identified in the HSTP, and to fund projects that are consistent with the regional policies found in *Envision HOI: Heart of Illinois Long Range Transportation Plan 2015-2040*. It is also the intent of these criteria to prioritize and implement the most financially sound, coordinated, and effective mobility transportation projects in the Peoria/Pekin UZA.

For a project to be considered for Section 5310 funding in the Peoria/Pekin UZA, the following minimum requirements must be met:

- The project must be eligible for Section 5310 funding under FTA guidelines.
- The project must serve the target population – seniors and/or persons with disabilities.
- The proposed project must be non-duplicative.
- The proposed project must identify one or more local funding source and provide evidence that the source(s) are committed to supplying the necessary local match for the project.
- The project must meet one of the five strategies identified in the HSTP.

This PMP describes the Project Selection Criteria for the funds programmed by PPUATS. The Project Selection Criteria and the scoring method for projects can be found on the following page.

**Section 5310 Project Criteria**

Project Eligibility Screening Criteria	Eligible / Ineligible
Proposed Project addresses unmet transportation needs of persons with disabilities and/or older adults seeking integration into the workforce and full participation in society.	Eligible / Ineligible
Project application identifies and addresses one or more of the goals, objectives, or service gaps identified in the Region 5 HSTP. The application should identify the goals/objectives/service gap(s) addressed by the project and how the project addresses the goals/objectives/service gap(s).	Eligible / Ineligible



**Program Management Plan for Section 5310 Funding in the Peoria/Pekin Urbanized Area**

Project Evaluation Criteria / Corresponding question in application	Definition (possible points)	Maximum Points
Applicant participates in local coordination process.	<ul style="list-style-type: none"> <li>• Leadership participant/evidence of extra effort (20)</li> <li>• Active Participant/evidence of some effort (15)</li> <li>• Participant/evidence of minimal effort (10)</li> <li>• Does not participate/little or no effort (0)</li> </ul>	20
Project application identifies one or more local funding sources and evidences those sources are committed to supplying the necessary local match for duration of the project.	<ul style="list-style-type: none"> <li>• Strong evidence of local match (10)</li> <li>• Some evidence of local match (5)</li> <li>• No evidence of local match (0)</li> </ul>	10
Project increases mobility options for elderly individuals and/or individuals with disabilities.	<p>Project provides greater mobility by:</p> <ul style="list-style-type: none"> <li>• Increasing service levels (hours of a day / days of a week) or providing a new service to meet a need(5)</li> <li>• Increasing/improving/adding accessibility features for target populations (lifts, signage, bus stops, etc.) (5)</li> <li>• Introduces mobility management techniques (5)</li> <li>• Continuing service to targeted populations (5)</li> </ul>	20
Projects will be operational within a reasonable timeframe.	<p>Project is operational (i.e., starts providing services) within a short time-frame (for operating: within said time of receiving grant agreement; for capital: within said time of receiving the asset):</p> <ul style="list-style-type: none"> <li>• Within 6 months (10)</li> <li>• Within 6-12 months (5)</li> <li>• Over 12 Months (0)</li> </ul>	10
Estimate number of new customers that will be served or benefited by the project for the target population.	<p>Estimate number of new customers as a result of the project for the target population:</p> <ul style="list-style-type: none"> <li>• 20 or more new customers (25)</li> <li>• 10 – 20 new customers (10)</li> <li>• 1 – 10 new customers (5)</li> </ul>	25
Maximum Points Available		<b>85</b>

The application process for Section 5310 New Freedom Type projects in the Peoria/Pekin UZA is led by the HSTP Committee. The application process is conducted as follows:

- The HSTP Committee initiates a Call for Projects by issuing a *Section 5310: Transportation for Elderly Persons and Persons With Disabilities Grant Application*, which describes the application process, project and sub-recipient eligibility, the selection criteria, relevant deadlines, and the amount of available funding. A copy of the 2015 Application is included in Attachment 4.
- The application packet is distributed to transit and para-transit providers, and elderly/disabled service providers in the Peoria/Pekin UZA. Additionally, the Call for Projects is posted on the TCRPC website.

- TCRPC staff is available to potential applications to provide technical assistance with the application or to obtain information on the Section 5310 Program.
- The applicants submit completed applications to TCRPC staff.
- The HSTP committee evaluates the projects. The HSTP Committee uses a competitive selection process for the evaluation and ranking of the Section 5310 Capital and New Freedom Type projects in the Peoria/Pekin UZA. During this process, the HSTP Committee uses the project selection criteria that were developed based on federal requirements, the strategies described in the HSTP.
- Once the projects are selected, they are approved by PPUATS and put into the TIP.

2. *Method of Distributing Funds*

In the Peoria/Pekin UZA, the 5310 Program funds are allocated between the co-designees as follows: PPUATS is responsible for programming not more than 45% of each year's allocation of Section 5310 funds. The remaining portion is programmed by IDOT for Capital expenditures through the Consolidated Vehicle Procurement (CVP) Program.

In the event PPUATS does not program the entire 45% of any year's allocation, the remainder will be transferred to IDOT for use in the CVP Program. This amount will be reflected in the Memorandum of Understanding between PPUATS and IDOT.

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**J. Annual Program of Projects Development and Approval Process**

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When the application and project evaluation process is complete and all projects are ranked, IDOT will create a Master program of projects (POP) pursuant to FTA requirements. The Master POP will include all Section 5310 projects and the funding allocations for each co-designated recipient. PPUATS will ensure that all Section 5310 programs and projects in the Peoria/Pekin UZA are included in the region's TIP.

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**K. Administration, Planning and Technical Assistance**

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Based upon MAP-21 and FTA guidelines, designated recipients of the Section 5310 Program may utilize up to 10% of each annual apportionment to support program administrative costs including administration, planning, and technical assistance (such as assisting agencies with applying for Section 5310 Program funds) (these funds are referred to as "program administration funds"). This activity may be funded entirely by federal funds and does not require local match. TCRPC will utilize 10% of the 45% of each year's allocation for administration, planning, and technical assistance.

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**L. Transfer of Funds**

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Pursuant to C9070.1G, Chapter III, Section 5310 funds for large UZAs cannot be transferred to other areas or programs.



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**M. Private Sector Participation**

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The HSTP Committee includes public, private, non-profit, and advocates of public transit and human service representation. The HSTP Committee identified and recommended strategies that enhance mobility for the region's older adults and persons with disabilities, and developed the framework for selecting Section 5310 projects.

To the extent possible, the PPUATS will provide equal and adequate access for all known public and private transportation and human service providers in the Peoria/Pekin UZA to apply for the Section 5310 Program. Notices for the informational workshop, funding, and call for projects are advertised on the TCRPCs website, emailed to Section 5310 and New Freedom providers, as well as all known transit providers and human service agencies. Information is also shared with the HSTP regional coordinator and local mobility managers to disseminate information.

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**N. Statutory & Regulatory Compliance**

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1. *Civil Rights*

The Section 5310 Program will be managed in compliance with applicable civil rights statutes and implementing regulations including those that apply to DBE and equal employment opportunity, as each is defined by DOT and FTA. PPUATS, as a co-designated recipient, will ensure that it complies with these requirements.

TCRPC ensures that it complies with federal civil right statutes and implementing regulations through the implementation of its Title VI Plan, which includes an LEP Plan, the PPP, and the DBE Program. TCRPCs Title VI Plan and LEP Plan were approved by FTA in 2012. The DBE Program was approved by FTA in 2014.

2. *Section 504 and ADA Reporting*

All sub-recipients will be required to comply with all regulations concerning equivalent service and access to individuals with disabilities as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1991. TCRPC staff will monitor each sub-recipient before funds are distributed to ensure it complies with Section 504.

3. *Other Provisions*

All sub-recipients will be required to comply with all regulations concerning the policies, statutes, and regulations described in Chapter VIII of the Section 5310 Circular. TCRPC staff will be responsible for monitoring each sub-recipient to ensure it complies with these regulations.

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**O. Program Measures**

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It will be the responsibility of TCRPC to properly collect and report data to FTA for the following program measures from each sub-recipient to:

1. *Section 5310 Capital Projects*

- **Gaps in Services Filled.** Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities measured in numbers of seniors and people with disabilities afforded mobility they would not have without program support as a result of Section 5310 Capital projects implemented in the current reporting year.
- **Ridership.** Actual or estimated number of rides (measured by one-way trips) provided annually for individuals with disabilities and seniors on Section 5310-support vehicles and services as a result of Section 5310 Capital projects implemented in the current reporting year.

2. *New Freedom Type Projects*

- Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities as a result of New Freedom Type projects implemented in the current reporting year.
- Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities as a result of New Freedom Type projects implemented in the current reporting year.
- Actual or estimated number of rides (as measured by one-way trips) provided for seniors and individuals with disabilities as a result of New Freedom Type projects implemented in the current reporting year.

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**P. Co-Designated Recipient Program Management**

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TCRPC will be responsible for properly managing the Section 5310 Program as it pertains to sub-recipients. Program management includes procurement, financial management, property management, vehicle use, maintenance and disposition, accounting systems, audits, reviews, reporting, and close-out procedures. A brief description of the policies and procedures of each entity is described in more detail below.

- TCRPC will maintain financial management systems for financial reporting, accounting records, internal controls, and budget controls subject to general accepted accounting principles.
- As required, TCRPC will develop and execute grant agreements to those sub-recipients who are not eligible for direct recipient status. All FTA funding is via a reimbursement policy. Therefore, the TCRPC cannot pay out the FTA funding until receiving the paperwork showing the expense occurred. Agreements for operations assistance will outline the type of service provided by the recipient, the period covered by the agreement, and the service area.
- TCRPC will reimburse the sub-recipient with the federal funds based on the proportions identified on the grant agreement. However, the federal share on any project shall not exceed 80% for capital projects and 50 % for operations projects. Federal grant number, grant program and sub-recipient grant number will identify grant expenditures. Sub-recipients must retain the original receipts for all eligible project expenditures. In the case of capital projects, sub-recipients will be required to attach copies of vendor invoices to reimbursement requests. Sub-recipients receiving operations assistance will not be required to submit copies of all vendor



invoices. However, they must retain copies in their offices for verification of expenses during site visits.

- TCRPC will track each sub-recipient's project expenditures, amounts charged to each funding source, local matching sources, and project budgets. Additional tracking will summarize the total expenditures on each federal grant. This will be used to reconcile the grant expenditures and for revisions to the program of projects and budgets.
- Sub-recipients will be required to prepare a variety of reports on a quarterly basis. These will include a project narrative and local matching sources used.
- Sub-recipients will also be required to report on an annual basis their efforts in purchasing from DBE vendors.

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**Q. Other Provisions**

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The following provisions are made a part of this PMP:

- Environmental Protection – TCRPC anticipates only funding projects with categorical exclusions from the National Environmental Protection Act (NEPA).
- Restriction on Lobbying and Code of Ethics – Sub-recipients are required to complete FTA's Certification on Lobbying prior to contract execution.
- Drug and Alcohol Testing – TCRPC will adhere to FTA regulations pertaining to drug abuse and alcohol misuse testing, including for sub-recipients and contractors.
- School Transportation – Consistent with federal laws, Section 5310 program funds may not be used for exclusive school bus service.
- Buy America - Title 49 U.S.C. 5323(j) provides that with limited exceptions, FTA may not obligate funds for a public transportation project unless the steel, iron, and manufactured goods used in the project are produced in the United States. TCRPC will ensure that Section 5310 recipients and subrecipients comply with FTA regulations, 49 CFR part 661.

Attachment 1



STATE OF ILLINOIS  
**OFFICE OF THE GOVERNOR**  
SPRINGFIELD, ILLINOIS 62706

**Pat Quinn**  
GOVERNOR

July 31, 2014

Ms. Marisol R. Simon  
Regional Administrator  
Federal Transit Administration  
200 West Adams  
Suite 320  
Chicago, Illinois 60603

Dear Ms. Simon:

Pursuant to United States Code Title 49 Chapter 53 Section 10, the Governor, or his designee, is responsible for identifying the Designated Recipient of federal Section 5310 funding appropriated for urbanized areas with greater than 200,000 in population, with the authority to apply directly for these federal funds.

As Governor, I am requesting the Illinois Department of Transportation and the following agencies as Co-Designated Recipients of Federal Transit Administration Section 5310 funds.

<u>Area</u>	<u>Co-Designated Recipient</u>
Peoria	Tri-County Regional Planning Commission
Quad Cities	Bi-State Regional Commission
Rockford	Rockford Mass Transit District

The Secretary of the Illinois Department of Transportation shall continue to act as my designee in all other matters pertaining to these funds.

The authority of the Designated Recipients identified above to apply for and receive said funding is dependent upon the Designated Recipient and my designee executing a supplement agreement releasing the latter from all liability under any grant agreement for said funding.

The designations shall remain in effect until changed by me or any subsequent holder of my office as Governor of the State of Illinois.

Sincerely,

A handwritten signature in black ink that reads "Pat Quinn".

Pat Quinn  
Governor



ATTACHMENT 2

**Memorandum of Understanding between the Illinois Department of Transportation and the  
Tri-County Regional Planning Commission for the Programming of FTA Section 5310 funds**

**DIVISION OF PUBLIC AND INTERMODAL TRANSPORTATION  
Transit Internal Signature Request**

<input type="checkbox"/>	Approval	<input checked="" type="checkbox"/>	Director on behalf of the Secretary	<input type="checkbox"/>	Deputy Director
<input checked="" type="checkbox"/>	Signature	<input type="checkbox"/>	Director	<input type="checkbox"/>	Bureau Chief

<input checked="" type="checkbox"/>	<b>CAPITAL</b>	<input type="checkbox"/>	<b>OPERATING</b>	<input type="checkbox"/>	<b>TECHNICAL STUDY</b>
<input type="checkbox"/>	Letter	<input type="checkbox"/>	Approval Memo	<input checked="" type="checkbox"/>	<u>Other:</u>
<input type="checkbox"/>	New Grant Agreement	<input type="checkbox"/>	Federal Application		MOU regarding IDOT co-
<input type="checkbox"/>	Grant/Contract Amendment	<input type="checkbox"/>	Time Extension		Designated Recipient split of
<input type="checkbox"/>	Concurrence	<input type="checkbox"/>	TDC Request		MAP-21 5310 funds for Peoria

With/To: **Tri-County Regional Planning Commission (Peoria)**

Subject: **MAP-21 5310 Funds for FFY13 and FFY14**

Grantee Type: **Public**      Grantee: (list)      Grantee: (if not on list) **Tri-County Regional Planning Commission (Peoria)**

Contract/Grant No.: **IL-16-X009**

**Comments:**

Please review and sign to execute the attached MOU delineating responsibilities and splits of funds for MAP-21 FFY13 and FFY14 Sec. 5310 (Mobility for Seniors and Individuals With Disabilities) for the Peoria Urbanized Area.

**If this contract/amendment is subject to:**      **GFRA Reporting**      **FFATA Reporting**

The following information is required to execute any agreement or amendment for new federal pass-through funding:

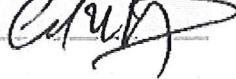
Federal Funding (only)	Program	Grantee DUNS No.:
IL- _____	_____	Grantee Congressional District: _____
IL- _____	_____	Grantee City: _____
IL- _____	_____	Grantee ZIP+4: _____
IL- _____	_____	
IL- _____	_____	
IL- _____	_____	
<b>TOTAL</b> \$      -		Project Congressional District: _____
		Project City: _____
		Project ZIP+4: _____

**FFATA Project Description**

\_\_\_\_\_

Contract/Amendment Execution Date (to be provided by Admin): \_\_\_\_\_

**For review/approval by (check all applicable):**

<b>All contracts and/or amendments must go to Admin for dating before being returned to originator. No exceptions.</b>	FROM:	Mike Healy 	Date:	08/12/15
	<input type="checkbox"/>	Section Chief	Date:	_____
	<input type="checkbox"/>	Bureau Chief	Date:	_____
	<input checked="" type="checkbox"/>	Deputy Director	Date:	8/18/15
	<input checked="" type="checkbox"/>	Director	Date:	8/19/15
<input checked="" type="checkbox"/>	Admin Section	Date:	_____	
	RETURN TO:	Mike Healy		



# Illinois Department of Transportation Memorandum

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To: John Oimoen, Acting Director, DPIT  
From: David Spacek, Deputy Director of Transit  
By: Mike Healy, Section Chief - CVP  
Subject: Request for execution of Memorandum of Understanding between IDOT and the Tri-County Regional Planning Commission for split of Peoria UZA Sec. 5310 funds  
Date: August 12, 2015

---

#### ACTION REQUESTED:

- Authorization for DPIT Director to apply and electronically submit Federal Grant Application
- Authorization for DPIT Director to electronically execute Federal Grant Contract
- Budget Revision Concurrence
- Change Order Concurrence
- Pre-Award Concurrence
- Pre-Bid Concurrence
- Other: **Execution of Attached MOU**

#### BACKGROUND: CHANGES TO FTA SEC. 5310 UNDER MAP-21

In 2012 the U.S. Congress passed a new surface transportation funding bill, entitled Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21). This legislation effected several noteworthy changes in the Sec. 5310 program, among them:

- The Sec. 5317 program (New Freedom) was absorbed into the Sec. 5310 program, resulting in Sec. 5310 becoming the one, single formula grant program oriented towards enhancing the mobility of seniors and individuals with disabilities. Within this new structure, recipients are required to spend at least 55 percent of Sec. 5310 funds on "traditional" Sec. 5310 projects (e.g., capital assistance for the mobility of seniors and individuals with disabilities), and permitted to spend up to 45 percent funds on enhanced-mobility, New Freedom-type projects.
  - o While under previous transportation bills all Sec. 5310 funds were apportioned directly to state Departments of Transportation, under MAP-21 state apportionments of funds are now divided into three categories: 60 percent of Sec. 5310 funds are now set aside for a state's large urbanized areas (areas greater than 200,000 in population), while a state's small



urbanized (areas between 50,000 and 199,999 in population) and rural areas each have access to 20 percent of a state's Sec. 5310 apportionment.

- State Departments of Transportation were retained as recipients of Sec. 5310 funds for small urbanized and rural formula apportionments, but large urbanized areas emerged as the designated recipients of 5310 funds apportioned by formula to their area.
- After observing limited levels of interest among small urbanized and rural grantees statewide, it was determined by DPIT and OPP that pursuing any New Freedom-type projects within those areas would entail an administrative level of effort far in excess of any reasonable anticipated level of impact. All statewide small urbanized and rural Sec. 5310 funds will be dedicated to traditional Sec. 5310 projects.

Given the administrative, business and oversight advantages manifest within the State's extant CVP program, DPIT and the Office of Planning and Programming (OPP) engaged in a process of outreach to the Metropolitan Planning Organizations (MPOs) for each of Illinois' large urbanized areas to determine whether each of those MPOs would prefer to receive and administer the entirety of their urbanized area's Sec. 5310 apportionment by themselves (essentially divesting themselves from eligibility for awards via the CVP program) or whether they would prefer to utilize IDOT's institutional expertise in navigating these policy changes and list IDOT as a co-designated recipient for a portion of their urbanized area's Sec. 5310 funds. In the latter scenario, a set portion of the urbanized area's Sec. 5310 apportionment would be dedicated to having IDOT administer the "traditional Sec. 5310" projects" share of funds via the CVP process, as engaged with by applicants from their urbanized area.

**DIVISION OF RESPONSIBILITIES AND FUNDS**

With the above in mind, the large urbanized area of Peoria, through its designated Sec. 5310 funds recipient Tri-County Regional Planning Commission (RPC), has elected to pursue partnership with IDOT for the administration of its Sec. 5310 funds. To codify this partnership, the following division of responsibilities and corresponding funds is proposed:

<b>Peoria UZA Co-Designee Division of Responsibilities</b>				
<b>Geographic Area</b>	<b>Traditional 5310 Projects (i.e., Capital)</b>		<b>New Freedom-Type Projects</b>	
	<b>Project Selection</b>	<b>Project Administration</b>	<b>Project Selection</b>	<b>Project Administration</b>
<b>ILLINOIS</b>	<b>RPCD/IDOT</b>	<b>IDOT</b>	<b>RPC (if applicable)</b>	<b>RPC (if applicable)</b>

For FFY13 and FFY14 MAP-21 funds, the following divisions will apply:



Item	FFY13 Funds (\$241,792)	
	IDOT Share	Tri-County RPC Share
55% of Appropriation  (minimum required to be spent on "traditional capital"); To be administered to Peoria-serving 5310 grantees through IDOT's CVP Application	\$132,985.60	\$ --
1 MDL Vehicle to EPIC as per Tri-County RPC Call-for-Projects; procurement to be handled by IDOT	\$60,000	\$ --
FFY13 Peoria 5310 Funds to be used by Tri-County RPC in local call for projects	\$ --	\$48,806.40
<b>TOTAL</b>	<b>\$192,985.60</b>	<b>\$48,806.40</b>

Item	FFY14 Funds (\$238,709)	
	IDOT Share	Tri-County RPC Share
55% of Appropriation  (minimum required to be spent on "traditional capital"); To be administered to Peoria-serving 5310 grantees through IDOT's CVP Application	\$131,290	\$ --
FFY14 Peoria 5310 Funds to be used by Tri-County RPC in local call for projects	\$ --	\$53,000
Additional FFY14 Funds to be administered by IDOT to Peoria-serving 5310 grantees through IDOT's CVP application	\$54,419	\$ --
<b>TOTAL</b>	<b>\$185,709</b>	<b>\$53,000</b>

**RECOMMENDATION:**

Staff has discussed this MOU's approval with all affected parties as well as with the Federal Transit Administration and has determined that this project meets the federal program eligibility requirements. It is therefore recommended that, as per the signature authority for Memoranda of Understanding relating to agreements larger than \$250,000 in scope established in Departmental Order 2-2, the Acting Director of DPIT on behalf of the Secretary sign the attached MOU execute the agreement on behalf of the Department under the authority of the attached contract approval form.

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE TRI-COUNTY REGIONAL PLANNING COMMISSION AND THE ILLINOIS  
DEPARTMENT OF TRANSPORTATION**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into by and between the Tri-County Regional Planning Commission (the “RPC”), a Special District created under the Illinois Regional Planning Act, and the Illinois Department of Transportation, an agency of the State of Illinois responsible for the transportation network within the State of Illinois and formed pursuant to the laws of the State of Illinois (“IDOT”), located at 2300 S. Dirksen Parkway, Springfield, Illinois 62764.

WITNESSETH:

WHEREAS, in 2012 the U.S. Congress enacted the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (“MAP-21”), a two year transportation authorization that provides funding for public transportation projects; and

WHEREAS, under MAP-21, several changes were made to the Section 5310 Program – Enhanced Mobility of Seniors and Individuals with Disabilities and the former Section 5317 Program – New Freedom, including the combining of the traditional Section 5310 Program and the New Freedom program into one formula grant program aimed at enhancing the mobility of seniors and persons with disabilities (“Section 5310 Program”); and

WHEREAS, the Federal Transit Administration (“FTA”) is responsible for administering and overseeing the 5310 Program for the U.S. Department of Transportation (“DOT”); and

WHEREAS, the rules, regulations, circulars, and other guidance issued by DOT and/or FTA for the Section 5310 Program (collectively “DOT / FTA Guidance”) and MAP-21 govern the roles and responsibilities for the designated recipients of 5310 Program funding; and

WHEREAS, pursuant to the requirements of the MAP-21 and DOT / FTA Guidance, the governor of the State of Illinois named RPC and IDOT Designated Recipients of Section 5310 Program funding for the Peoria Urbanized Area; and

WHEREAS, cooperative efforts by IDOT and the RPC as the designated recipients of Section 5310 Program funding for the Peoria Urbanized Area will ensure implementation and administration of the Section 5310 program in accordance with the Coordinated Public Transit Human Services Transportation Plan (HSTP) and each agency’s respective management plan; and

WHEREAS, the Parties desire to define the responsibilities of each party and the amount of funding allocated to each party with respect to the implementation of the Section 5310 Program in the Peoria Urbanized Area.

NOW, THEREFORE, for good and valuable consideration the Parties agree as follows:



Responsibilities of the Parties and Funding Allocation:

Item	FFY13 Funds (\$241,792)	
	IDOT Share	Tri-County RPC Share
55% of Appropriation  (minimum required to be spent on "traditional capital"); To be administered to Peoria-serving 5310 grantees through IDOT's CVP Application	\$132,985.60	\$ --
1 MDL Vehicle to EPIC as per Tri-County RPC Call-for-Projects; procurement to be handled by IDOT	\$60,000	\$ --
FFY13 Peoria 5310 Funds to be used by Tri-County RPC in local call for projects	\$ --	\$48,806.40
<b>TOTAL</b>	<b>\$192,985.60</b>	<b>\$48,806.40</b>

Item	FFY14 Funds (\$238,709)	
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FFY14 Peoria 5310 Funds to be used by Tri-County RPC in local call for projects	\$ --	\$53,000
Additional FFY14 Funds to be administered by IDOT to Peoria-serving 5310 grantees through IDOT's CVP application	\$54,419	\$ --
<b>TOTAL</b>	<b>\$185,709</b>	<b>\$53,000</b>

Catalog of Federal Domestic Assistance ("CFDA") Number. The CFDA Number for the Section 5310 Program is 20.513.

DOT / FTA Guidance. The Parties acknowledge and understand that at the time this MOU is executed DOT / FTA is in the process of developing and issuing final guidance for the Section 5310 Program and may, throughout the term of this MOU, issue further rules, regulations, or guidance that will govern the Section 5310 Program. The Parties agree that the then current DOT / FTA requirements will govern the Section 5310 Program.

Term of the MOU. This MOU shall become effective upon signature by all Parties and shall remain in effect until all Section 5310 Program FY13 and FY14 funding for the Peoria Urbanized Area is expended and each party's obligations as an FTA grantee for the 5310 Program under MAP-21 have expired.

Changes. The Parties may, from time-to-time, request changes to this MOU and/or changes may be necessitated due to updates or revisions to DOT / FTA Guidance and/or to federal statutes that govern the 5310 Program. Changes requested by a party to this MOU must be effected through the written agreement of the Parties. The Parties agree that changes necessitated by updates or revisions to DOT / FTA Guidance and/or federal statutes that govern the Section 5310 Program will be effective upon issuance by DOT, FTA, or the Federal Government and this MOU

Governing Law. The laws of the State of Illinois shall govern.

Assignability. This MOU may not be assigned, transferred, or any interest in it delegated without the prior written consent of all of the Parties.

Waiver. No waiver by any party of any default shall be deemed as a waiver of any prior or subsequent default of the same or other provisions of this MOU and shall not be deemed a waiver of the Parties' rights, privileges, claims, or remedies, nor of the Parties' right to insist on the strict compliance with this MOU thereafter.

MOU Binding on Successors. This MOU shall be binding upon and shall inure to the benefit of the Parties of this MOU, their heirs, administrators, successors, and assigns.

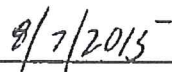
Integration. This MOU constitutes the entire understanding of the Parties. This MOU may not be modified except as noted in the "Changes" paragraph of this MOU.

Severability. In the event that any of the terms of this MOU are declared void or unenforceable for any reason, the remaining terms and provisions of this MOU shall remain in full force and effect and shall not be affected by such a declaration.


IN WITNESS WHEREOF, the Parties have caused this instrument to be executed by their respective proper officials and on the dates specified below:

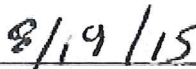
*For the Tri-County Regional Planning Commission*

  
Eric Miller, Acting Executive Director

  
Date

*For the State of Illinois, Department of Transportation*

  
John Oimoen, Acting Director  
Division of Public and Intermodal Transportation

  
Date

# DIVISION OF PUBLIC AND INTERMODAL TRANSPORTATION Contract Approval Form


**TO:** Randall S. Blankenhorn, Acting Secretary  
**FROM:** John Oimoen, Acting Director, Division of Public and Intermodal Transportation  
**SUBJECT:** FTA FFY13 and FFY14 Sec. 5310 Federal Grant Application  
HST Control# 56310  
**DATE:** 5/21/2015

Authorization is requested for the Director of the Division of Public and Intermodal Transportation to execute, on behalf of the Secretary, to formally submit the attached federal grant application for FTA FFY2013 and FFY2014 Sec. 5310 (Capital Assistance for Seniors and Individuals With Disabilities) funds and execute the attending grant contract on behalf of the Department.

Grantee	Grantor	Location	Description	FUNDING			IDCs
				Federal	State	Total	
IDOT - FFY14 Statewide Small Urbanized	FTA	Statewide	FFY14 Sec. 5310 Funds	\$1,385,551	\$ -	\$ -	\$ 277,110
IDOT - FFY14 Statewide Rural/Non-Urbanized	FTA	Statewide	FFY14 Sec. 5310 Funds	\$1,382,476	\$ -	\$ -	\$ 276,485
IDOT - NEIL	FTA	NEIL	FFY14 (P) Sec. 5310 Funds	\$1,010,037	\$ -	\$ -	\$ 202,008
IDOT - St. Louis M-E	FTA	St. Louis/IL UZA	FFY13 + FFY14 Sec. 5310 (P) Funds	\$ 492,633	\$ -	\$ -	\$ 98,527
IDOT - Rockford (est.)	FTA	Rockford UZA	FFY13 + FFY14 Sec. 5310 (P) Funds	\$531,881	\$ -	\$ -	\$ 106,376
IDOT - Rock Island	FTA	Rock Island/IL UZA	FFY13 + FFY14 Sec. 5310 (P) Funds	\$ 250,291	\$ -	\$ -	\$ 50,058
IDOT - Peoria (est.)	FTA	Peoria UZA	FFY13 + FFY14 Sec. 5310 (P) Funds	\$ 100,000	\$ -	\$ -	\$ 96,100
<b>TOTAL:</b>				<del>\$ 5,466,984</del> \$3,788,845 41H	\$ -	\$ -	\$1,106,674

## FOR IDOT SECRETARY USE ONLY

Per Departmental Order 2-2, I delegate my signature to the Director of the Division of Public and Intermodal Transportation for the electronic submittal of all grant applications and the execution of all grant agreements described above.

  
Randall S. Blankenhorn,  
Secretary

6/16/15  
Date





ATTACHMENT 3

2015 Call for Projects  
Section 5310  
Grant Application



**Section 5310: Transportation for Elderly Persons and Persons with Disabilities**

**2015 Grant Application**

**All applications are to be submitted to Tri-County Regional Planning Commission:**

**Attn: Jill Goforth**

**456 Fulton Street, Suite 401**

**Peoria, IL 61602**

**OR**

**[jgoforth@tricityrpc.org](mailto:jgoforth@tricityrpc.org)**

**SUBMITTED BY**

Insert Applicant Name Here

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## I. SECTION 5310 GRANT PROGRAM OVERVIEW

### A. Program Purpose

The Section 5310 Program provides capital and operating grants to assist communities or agencies in meeting the transportation needs of individuals with disabilities and older adults when the existing transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs.

### B. Eligible Recipients

There are three categories of eligible sub-recipients of Section 5310 funds: a) private non-profit organizations; b) state or local government authorities; and c) operators of public transportation services. If applying for a vehicle, equipment, or mobility management projects, state or local government authorities must certify that there are no nonprofit organizations readily available in the area to provide that service.

### C. Project Requirements

In order to be eligible for funding, submitted projects must:

- Exceed the ADA minimum requirements;
- Improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service; or
- Provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

### D. Eligible Projects

Following is a list of project types and examples of projects that are eligible for funding under the Section 5310 Grant Program (if you have a question as to whether your project is eligible, please contact Jill Goforth at [jgoforth@tricountyrpc.org](mailto:jgoforth@tricountyrpc.org)):

#### Capital Projects

- **Rolling Stock**  
Replacement vehicles; New service vehicles; and Expanded service vehicles.
- **Non-Rolling Stock**  
Radios or other communication equipment; Computer hardware and software; Transit-related intelligent transportation systems (ITS); Wheelchair restraints; Wheelchair lifts; Benches, shelters, and other passenger amenities; Wayfinding and signage; and Dispatch systems.
- **Mobility Management and Coordination Programs**  
Promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities and seniors; Support for short-term management activities to plan and implement coordinated services; Development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems; and Funding to support the administrative costs of sharing services provided to clients along with other seniors and/or individuals with disabilities and the coordinated usage of vehicles with other nonprofits.

#### Operating Projects

- **Operating Projects**  
Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA; Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services; Incremental cost of providing same day service; Incremental cost of making door-to-door service available to all eligible ADA paratransit riders, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system; Enhancement of the level of



service by providing escorts or assisting riders through the door of their destination; Support of administration and expenses related to voucher programs for transportation services offered by human service providers; Mileage reimbursement as part of a volunteer driver program, taxi trips or trips provided by human service agencies; and support for volunteer driver programs.

***E. Local Match Requirements***

- For capital costs, the local share is 20%.
- For operating costs, the local share is 50%.

## II. APPLICATION INSTRUCTIONS

### GENERAL

This is an interactive form and designed to be filled out in Microsoft Word. Use the Tab key to move between fields or click directly in a text box to begin entering your information.

### PROPOSED PROJECT

- Please be sure to identify each component of the project for which funding is being requested (i.e., This project is requesting capital funding for a new mini-van and dispatching software for same-day reservations, and operating funding to hire a driver and run the service).
- To determine the estimated annual number of trips generated, use one of the following equations which best suits your project (please note that a trip is defined as each time a passenger boards):

*If estimate is based on trips per hour:*

**no. of trips per hour X hours of service operated per day X no. of days service is operated per year**

*Example: 3(trips/hour) X 13(hours/day) X 312(days/year) = 12,168 passenger trips generated per year*

*If estimate is based on trips per day:*

**no. of trips per day X no. of days service is operated per year**

*Example: 8(trips/day) X 220(days/year) = 1,760 passenger trips generated per year*

### PROJECT BUDGET

- Please manually total the project budget and review the required match calculations: All numbers are to be entered manually.
- The match requirement for capital projects (including mobility management) is 80% federal / 20% local.
- The match requirement for operating projects is 50% of the net project cost. Revenues are strictly based on fares generated by the project. Please note that revenues are not an eligible operating expense and should not be included in the net operating cost of the project.
- For operating projects, outline the costs for the duration of the project (1-2 years). When estimating your cost over the two-year period, be sure to factor in cost escalations. Please identify all 'other expenses' (under operating budget) in the space provided.
- Total Project Costs and Local Match must be entered manually.

### SOURCES OF LOCAL MATCH

- Indicate all sources of local match and status. Status could be noted as secured or dependent upon grant approval

### SCALABILITY

- Describe whether or not the project for which you are applying can be implemented on (a) a more limited scope or if it can (b) be implemented in phases. This question will help the selection committee decide on funding amounts for the projects selected.

### APPLICATION PROCESS:

**APPLICATIONS ARE DUE FRIDAY, MAY 15, 2015 AT CLOSE OF BUSINESS.**

Once applications are received, TCRPC staff will review for completion. Applications will be scored by TCRPC staff (please see scoring criteria in Appendix A of each application) and will be endorsed/voted on by the HSTP Urban Subcommittee at the Wednesday, June 3 HSTP meeting. Final selection is contingent upon approval from the FTA. Funding for awarded projects will be available in Fall 2015.

For questions about the application process, or to determine if your project is eligible, contact Jill Goforth at [jgoforth@tricountyrpc.org](mailto:jgoforth@tricountyrpc.org) or 309-673-9796 x226.

Please submit your applications to:

Tri-County Regional Planning Commission  
Attn: Jill Goforth  
456 Fulton St. Suite 401  
Peoria, IL 61602

OR [jgoforth@tricountyrpc.org](mailto:jgoforth@tricountyrpc.org)





## **IV. PROJECT APPLICATION**

### ***A. Applicant, Existing Services, and Service Area***

1. Please provide a brief description of the applicant and its background with implementing this type of project.
  
2. Provide a brief description of the applicant's existing services and clients.
  
3. Provide a description of the applicant's service area. Attach any maps if necessary.

**B. *Proposed Project***

1. Describe the proposed project, indicating the specific service to be provided to implement, support, or maintain transportation service for elderly individuals or individuals with disabilities.
  
2. Identify the number of estimated individuals with disabilities and older adults to be served by the project and describe how this estimate was derived.
  
3. Describe how the project will increase accessibility for older adults or individuals with disabilities.
  
4. Estimate the number of one way passenger trips per year this service will generate (if applicable). A trip is defined by each time an individual passenger boards.
  
5. Identify the service area to be covered by the project (if applicable). Attach maps if necessary.

***C. Responsiveness to Project Selection Criteria***

1. Describe how the project responds to one or more of the strategies identified in the Region 5 HSTP. This includes service gaps, challenges of the project area, or other issues:
  
2. Describe any coordination activities that your organization participates in. (e.g. HSTP meetings, obtaining customer input, joint driver training, coordination of client rides, vehicle sharing, etc.)
  
3. What efforts have been undertaken to identify and obtain local funding for this project? What local funding sources have been committed to the project? (Attach documentation if necessary).



**D. Project Budget**

Capital Equipment (Rolling Stock, Non-Rolling Stock, Mobility Management)			Total Capital Cost
<b>Rolling Stock</b>			
<b>Non-Rolling Stock</b>			
<b>Mobility Management</b>			
<b>Total Capital Cost</b>			(1)
<b>Federal Share Capital Cost (80%)</b>			(2)
<b>Local Share Capital Cost (20%)</b>			(3)
Operating	Year 1	Year 2	Total Operating Cost
Labor			
Fringe Benefits			
Indirect Costs			
Fuel and Oil			
Maintenance			
Vehicle Insurance			
Purchased Transportation			
Other Expenses*			
<b>Total Operating Expenses (A)</b>	(5)		
<b>Total Operating Revenue (B)</b>	(6)		
<b>Net Operating Project Cost (A-B)</b>	(7)		
Note: The amount of eligible Operating expense does not include revenues.			
<b>Federal Share Operating (50%)</b>	(8)		
<b>Local Share Operating (50%)</b>	(9)		
<b>PROJECT COST SUMMARY</b>			
<i>**Enter sum of all sub-totals for entire project (capital and operating) in the boxes below:</i>			
<b>Total Project Cost</b>			(1+7)
<b>Total Federal Share</b>			(2+8)
<b>Total Local Share</b>			(3+9)
<b>Total Revenue</b>			(6)
* Please Indicate Other Expenses Here:			

**E. Sources of Project Funding**

Please list the source of local matching funds. Include specific dollar amounts for each. Please note that fare box revenue cannot be used as a source of local match.

Agency Name/Source	Type	Amount	Matching Project			
			Rolling Stock	Non-Rolling Stock	Mobility Management	Operating
<i>Example Agency</i>	<i>Donation</i>	<i>\$5,000</i>		X		
	<b>TOTAL</b>					

**F. Project Scalability**

1. Could the project be implemented on a more limited scope with less funding?

Yes     No

If "Yes" please describe:

2. Could the project be implemented in phases depending upon the availability of project funding?

Yes     No

If "Yes" please describe:





## V. Appendices

### A. Section 5310 Project Evaluation Criteria

Project Eligibility Screening Criteria		Eligible / Ineligible
Proposed Project addresses unmet transportation needs of persons with disabilities and/or older adults seeking integration into the workforce and full participation in society.		Eligible / Ineligible
Project application identifies and addresses one or more of the goals, objectives, or service gaps identified in the Region 5 HSTP. The application should identify the goals/objectives/service gap(s) addressed by the project and how the project addresses the goals/objectives/service gap(s).		Eligible / Ineligible
Project Evaluation Criteria / Corresponding question in application	Definition (possible points)	Maximum Points
Applicant participates in local coordination process. (Page 8, Question 2)	<ul style="list-style-type: none"> <li>Leadership participant/evidence of extra effort (20)</li> <li>Active Participant/evidence of some effort (15)</li> <li>Participant/evidence of minimal effort (10)</li> <li>Does not participate/little or no effort (0)</li> </ul>	20
Project application identifies one or more local funding sources and evidences those sources are committed to supplying the necessary local match for duration of the project. (Pages 8, 9, & 10)	<ul style="list-style-type: none"> <li>Strong evidence of local match (10)</li> <li>Some evidence of local match (5)</li> <li>No evidence of local match (0)</li> </ul>	10
Project increases mobility options for elderly individuals and/or individuals with disabilities. (Page 7)	Project provides greater mobility by: <ul style="list-style-type: none"> <li>Increasing service levels (hours of a day / days of a week) or providing a new service to meet a need(5)</li> <li>Increasing/improving/adding accessibility features for target populations (lifts, signage, bus stops, etc.) (5)</li> <li>Introduces mobility management techniques (5)</li> <li>Continuing service to targeted populations (5)</li> </ul>	20
Projects will be operational within a reasonable timeframe. (Page 12)	Project is operational (i.e., starts providing services) within a short time-frame (for operating: within said time of receiving grant agreement; for capital: within said time of receiving the asset): <ul style="list-style-type: none"> <li>Within 6 months (10)</li> <li>Within 6-12 months (5)</li> <li>Over 12 Months (0)</li> </ul>	10
Estimate number of new customers that will be served or benefited by the project for the target population. (Page 7, Question 2)	Estimate number of new customers as a result of the project for the target population: <ul style="list-style-type: none"> <li>20 or more new customers (25)</li> <li>10 – 20 new customers (10)</li> <li>1 – 10 new customers (5)</li> </ul>	25
Maximum Points Available		<b>85</b>